



Marvin Ridge High School

Student Handbook

2017-18

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MRHS BELL SCHEDULE

BLOCK DIVISIONS	BELL TIMES
First Bell; students move to class	7:50 am
Tardy Bell, Moment of Silence (First Period begins)	8:00 am - 8:01am
Pledge of Allegiance & Morning Announcements	8:01 am - 8:06 am
First Period	8:00 am – 9:35 am
Second Period	9:40 am – 11:10 am
Third Period	11:15 am – 1:15 pm
▪ First Lunch	11:15 am – 11:40 am
▪ Second Lunch	11:45 am – 12:10 pm
▪ Third Lunch	12:20 am – 12:45 pm
▪ Fourth Lunch	12:50 pm – 1:15 pm
Fourth Period	1:20 pm – 2:55 pm
▪ Senior Dismissal	2:50 pm
▪ Freshman-Junior Dismissal	2:55 pm

*Lunch assignments will be confirmed by administration..

GUIDELINES WHILE IN THE BUILDING:

- No student shall be in any place other than those designated by school staff without permission.
- MRHS front doors open at 7:15am for student arrival. Students must report to the cafeteria upon arrival at school and remain there until the first bell.
- The Moment of Silence is a school-wide reflective time. Students, staff and visitors will stop all activities and pause to reflect and remain silent for one minute.
- Students not participating in supervised activities and/or waiting for transportation must report to the front lobby area by 3:00pm. Unsupervised students MUST remain at the front entrance until they are picked up from school.
- Students may not go to classroom wings during their lunch unless they present a written pass from their teacher to the administrator on lunch duty.
- Students must exit the building at the dismissal bell unless under the supervision of a staff member.
- Announcements will be displayed on classroom televisions and the televisions in the cafeteria.

Building Designations

A-WING – Auditorium

B-WING – Gym

C-WING – Administration and Guidance

D-WING – Media Center and surrounding classrooms

E, F and G-WINGS - Academic

Statement of Non-Discrimination and FERPA

Nondiscrimination

Marvin Ridge High School does not practice or condone discrimination in any form against students, employees, or applicants on the basis of race, color, sex, national origin, religion, age or handicap. For more information regarding sex discrimination or service for the handicapped please contact:

Union County Public Schools
400 N. Church Street
Monroe, NC 28112
(704) 296-9898

Family Educational Rights and Privacy Act (FERPA)

(FERPA) sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to:

Provide a parent access to their child's educational records.

Provide a parent an opportunity to seek correction of records he/she believes to be inaccurate or misleading.

With some exceptions, obtain the written permission of a parent before disclosing information contained in the student's education record.

Marvin Ridge High School Information



VISION STATEMENT

Marvin Ridge High School will provide a diverse educational experience which will empower our students to succeed as citizens in a changing global community.

MISSION STATEMENT

The mission of MRHS is to educate all students in a safe, inspiring, and globally aware environment that promotes respect for diversity, lifelong learning, challenging athletics, and extracurricular experiences that foster successful living.

MOTTO

"Passport to the World" "One Team on One Mission"

CREST, MASCOT AND COLORS

The MRHS crest symbolizes our ideal for a world-class school. The globe is centrally located to represent our commitment to a global learning approach. Surrounding the globe are representations of major area of study, the arts and athletics.

Our mascot is the **Maverick**, which symbolizes freedom, spirit, and individuality. Its legend dates back to the 1800's to a strong white stallion living in freedom in the wild. A Maverick is independent in behavior and thought.

Our Colors are Orange, Royal Blue and White. These colors symbolize the following:

- **Orange - worthy ambition**
- **Royal Blue - truth and loyalty**
- **White - peace and sincerity**

ACADEMIC CORE VALUES

Our Academic Core Values are based on the symbolism of our school colors. They represent what it means to be a Maverick and our honor code in all academic pursuits and discourse.

- **Worthy Ambition** requires Mavericks to set high goals and to work to their greatest potential in all endeavors.
- **Truth and Loyalty** require Mavericks to use honesty in all assignments, tests, projects, and research. This includes avoidance of: plagiarism, collusion, duplication, misconduct, and disclosing or receiving information that gives one an unfair advantage.
- **Peace and Sincerity** require Mavericks to maintain a conducive, safe learning environment for all and to consider alternate viewpoints as well as consequences fully and fairly before making a judgment, statement, or academic decision.



Marvin Ridge High School is a World Class School as designated by the The International Baccalaureate® (IB), which offers high quality programmes of international education to a worldwide community of schools. There are more than one million IB students attending more than 4,000 schools in countries around the world.

Administrative Procedures

CHECK IN – CHECK OUT

Students who arrive late to school must check in at the front office.

Students wishing to check out early must bring a note to the front office/attendance counselor before school. The note must be from the student's custodial parent and contain the reason, departure time, parent signature and a phone number where the parent can be reached. The student will be given an early dismissal pass, which they will show to their teacher in order to leave class. The student is to bring this early leave pass to the office at his/her departure time. If the student returns to school the same day, he/she must check in at the office and be issued a pass to class.

Students who need to leave school due to illness must have their teacher send them to the office with a hall pass. Office personnel will then call for parental permission. This policy will apply on all school days including those with scheduled school-wide assemblies.

STUDENT ABSENCES

- Students must turn in absence excuse notes to the Attendance Counselor **BEFORE** the start of the school day.
- Students are allowed **THREE** days after being absent to bring a parental note to document the reason for the absence. The note must be signed by a parent or guardian with a work and home telephone number for further clarification.
- After **THREE** days the absence is recorded as **unexcused/unlawful**.
- Students are not permitted to leave campus for lunch.
- Please refer to page 24 to view the attendance policy in its entirety.

STUDENT USE OF TELEPHONE (OFFICE)

There is one phone designated for student use in the front office.

USE OF SCHOOL FACILITIES

Individual students or groups of students must have the supervision of a faculty member when using the school buildings and/or facilities before or after school hours.

PHYSICAL EDUCATION UNIFORMS

All students who will be taking a fitness class through the Health & Physical Education Department will be required to wear a MRHS uniform. Students can purchase their uniforms from their physical education teacher. Uniforms can not be altered in any way. Students will be required to purchase a new uniform if the original uniform is altered.

LOST AND FOUND

Articles found in and around the school should be turned in to the office where the owners may claim their property by identifying it. Articles not claimed will be donated to a charitable cause.

VISITORS/COMMERCIAL FOOD

Parents are welcome to visit Marvin Ridge High School. All visitors, however, must report to the main office, sign the visitor's register, and obtain a visitor's badge immediately upon arrival on campus. Visitors meeting with teachers should do so by appointment only. Teacher-invited presenters or visitors must register in the office before entering a classroom. Students are not to bring guests to school during instructional hours. This includes lunch. Visitors are not allowed to bring commercial food items to students during school hours. This causes a disruption and competes with child nutrition services.

CAMERAS

Students and visitors are advised that security cameras are in use at all times on the Marvin Ridge High campus.

VERBAL ANNOUNCEMENTS

Announcements will be made at the beginning of 1st period and will scroll on Channel 22. In an effort to minimize classroom disruptions, intercom announcements will be limited. Any announcement must be submitted electronically by a staff member through the Google Form available through the website.

WRITTEN ANNOUNCEMENTS/POSTERS

An administrator will review and approve morning announcements. Club sponsors and/or administrators should approve posters and other materials displayed on campus.

MARVIN RIDGE MIDDLE SCHOOL

Marvin Ridge High School students are **PROHIBITED** from being on the campus of Marvin Ridge Middle School during official hours of both schools. Violation may lead to disciplinary action.

FUNDRAISING PROJECTS

All fundraising projects must be approved by the appropriate administrators.

FIRE DRILLS

A fire drill will be held each month. When the alarm sounds all personnel must take the attendance roster and:

- Know the evacuation route for the occupied room.
- Move students quickly and quietly out of the building and approximately 500 feet away.
- Always assume that a fire alarm is the real thing.
- Wait outside until instructed to return to the building.
- Other emergency procedure drills will be practiced throughout the year.

DELIVERY OF FLOWERS AND GIFTS TO STUDENTS

No deliveries will be accepted at any time. Students will not be notified of deliveries, so we respectfully request that no deliveries to the school be attempted or made.

STUDENT FINES

All fines from the current year should be paid to the bookkeeper immediately. Students cannot participate in graduation ceremonies until all fines have cleared in the bookkeeper's office. Students are responsible for clearing all accounts with the bookkeeper during the year they are assessed.

The Union County Board of Education has entered into an agreement with a collection agency for the collection of all returned checks issued to all Union County School locations.

Please make sure the following information is on all checks written:

- Full Name AND Street Address (required)
- Home Phone Number (required) AND Second Phone Number (if available)

All checks are to be made payable to Marvin Ridge High School.

MEDICATION

Students who must take medication of any kind during school hours must obtain a Medication Consent form from the office. This form must be completed and signed by a physician and parent. The completed form and the medication are given to the school nurse for record-keeping, dispensing and administration of medicine. Students who do not comply will be subject to consequences as defined in the Union County Board Policy on student discipline.

Student Services

BUS TRANSPORTATION

Riding a bus is a privilege, not a right. Students must be at their designated bus stop ten (10) minutes prior to the time of bus arrival. A student may be denied the privilege of riding a bus as a result of misbehavior in addition to other penalties. Union County Board Policy and Marvin Ridge High School discipline guidelines do apply to bus riders. Any questions regarding routes, buses, or drivers should be directed to the Marvin Ridge Cluster's Transportation Specialist @ 704-290-1531. Notes requesting bus changes must be brought to the office before school. A call home to the custodial parent will be made to verify any bus change.

CAFETERIA

- Each student will be issued a cafeteria ID number to use when purchasing meals. Students are responsible for payment when meals are purchased.
- Each student is responsible for cafeteria cleanliness. Dispose all trash to the appropriate location.
- Any disciplinary rules for the school system also apply for behavior in the cafeteria including disruptive behavior and noncompliance. Only students making purchases are allowed in line. Food handled will have to be purchased.
- Book bags and/or athletic bags are not allowed in the food line.

2016-2017 MEAL PRICES	PAID BREAKFAST	PAID LUNCH	REDUCED* LUNCH
Elementary Schools	\$ 1.15	\$2.30	\$.40
Middle & High Schools	\$ 1.15	\$2.40	\$.40
UCPS Employees	à la carte	à la carte	
Visiting Child	à la carte	à la carte	
Visiting Adult	à la carte	à la carte	

*Free or reduced lunches are available to students who qualify according to the federal guidelines. Applications may be obtained from your homeroom teacher or from the cafeteria office.

GUIDANCE AND COUNSELING

Purpose

The purpose of the Guidance Department is to serve as a resource for students, parents and staff. As a resource, the counseling department has multiple focuses including:

- 1) Academic needs of students (grades, course scheduling)
- 2) Post-secondary needs (choice after high school)
- 3) Personal and emotional needs of students

The Guidance Department is located on the first floor between the E and F wings across from the elevator. "Request to "See Counselor" forms are located on the counter and front desk of the Guidance Department. Students must report to their classroom teacher before coming to guidance. A student may complete a request form before school, after school or at lunch. Students may also e-mail their counselor directly. Students who have situations which require immediate attention (an emergency or crisis situation) will be seen without an appointment.

Class Registration

During the registration process students are guided through course selection by their assigned counselor. Counselors will meet with students one-on-one after registration is complete and will review student course selections. Students should carefully select courses during registration. Careful consideration should be given to the following:

- 1) Core classes (English, Math, Science, Social Studies) are in sequence and the appropriate level for that year.
- 2) Placement in IB, Advanced Placement and Honors courses must have a teacher recommendation.
- 3) AP courses require a full year commitment if the course is offered as a full year course. Students and parents are to sign an AP commitment form.
- 4) Elective choices should be carefully considered; changes may not be possible.
- 5) Enrollment in Math and Science courses all four years and World Language courses are recommended for many colleges.

Schedule Changes

Because the master schedule, class sizes and staffing are planned and developed based on student course selections in the spring, course changes will be limited and reviewed carefully. Students are expected to choose courses carefully during the registration process. Students who request a schedule change must do so within the first 5 days of the semester by completing a Schedule Change Form located in the Guidance Department. All schedule change requests are subject to approval. Course requests for specific teachers will not be honored.

Transcripts

All students will receive a free copy of their transcript during first semester with their first report card and second semester with their first report card. Transcripts should be checked for errors and any missing or incorrect information and needed corrections should be reported to guidance. Additional transcripts may be requested through the Guidance Department by completing the Transcript Request Form located on the counter in Guidance or on the Guidance website under transcripts. There is a \$3.00 fee per transcript. Transcripts for scholarships are given to students at no charge.

School Counseling

Current information and upcoming Guidance Department events for each class are displayed on the MRHS Guidance website. Individual tabs regarding transcripts, scholarships, testing, and other important information are located on the website. Please visit the website often to keep up with important Guidance Department information.

DRIVER'S EDUCATION

All Driver's Education classes through UCPS are conducted online. Behind the wheel training is conducted after students have completed their online course. Driver's Education information is found through the Quick Links section of the MRHS website. All Driver's Education questions should be directed to Kevin Vickers at kevin.vickers@ucps.k12.nc.us.

GRADUATION DRESS CODE

Graduation is a very formal occasion. We desire to uphold the standards that this occasion deserves for our seniors, the school, and the community. The required graduate dress for this day is:

- **Ladies**—solid white or light color dress that is hemmed shorter than gown; white, beige, or cream colored shoes or flat sandals (no flip flops or sneakers).
- **Gentlemen**—dark blue or black dress pants (fitting at the waist), white collared shirt, dark tie and belt, dark dress shoes (no flip flops or sneakers).
- **Graduation Practice**— All Seniors participating in the Graduation Ceremony must attend the graduation practice. Students should not schedule any appointments during this time. Seniors who do not attend graduation practice will not be allowed to participate in the Graduation Ceremony.

GRADES

Progress reports will be available at the midpoint of each six weeks. Report cards will be distributed each six weeks. The report contains a numerical grade, a conduct grade for each class, and a listing of the number of days absent in each class period. Grades will be up to date in the Parent Portal of PowerSchool within two weeks of the assignment due date.

LOCKERS

A student can only use the locker that he/she is renting. Students are responsible for books and other school materials that are lost from unsecured lockers. Lockers are the property of Marvin Ridge High School and students should expect no privacy rights regarding their use. Lockers are subject to search by school personnel at any time. Lockers (excluding athletic area lockers) will be rented for \$5.00 for the duration of the school year. Students may only use locks purchased through the school. A lost, stolen or replacement lock will cost \$5.00.

Athletic Lockers (located in Locker Rooms) Students have access to their Athletic Locker during their scheduled PE class period only. All students are required to use their assigned locker and lock in the MRHS locker rooms. No belongings may be left in the locker outside of the scheduled class time. MRHS is not responsible for lost or stolen items.

MEDIA CENTER

Media Center Website

<http://www.ucps.k12.nc.us/domain/803>

Media Center Hours

The Media Center is open Monday-Thursday 7:30am-3:15pm and Friday 7:30pm-3:00pm.

Admission to Media Center

- Students are required to have a pass to utilize the Media Center during the school day. Passes must be signed by a teacher or administrator and include the: student's name, date, and time.
- All students are required to sign in and out
- Students may use the Media Center without a pass before school and after school.

Sign-In

ALL students are required to sign in upon entering the Media Center

Circulation

Type of Material	Circulation Period
Regular Collection	3 weeks
Reference Collection	*Overnight/no renewals
Magazines (Back Issues Only)	1 week/no renewals
*Reserved	Overnight to before school the next day

***Five items may be checked out at a time. Materials must be present to be renewed.**

Due Dates

Students are responsible for bringing books back on or before the due date. Overdue notices will be sent at the end of each month.

Lost/Damaged Items

Patrons are charged for lost or damaged items.

Obligations

Students are expected to keep Media Center Accounts in good standing.

Students with Media Center obligations will be denied the privilege of borrowing materials.

Printing and Copying

All printing must fall within the guidelines of the Union County computer use policy. Students are only allowed to print before or after school and during their lunch.

- \$.10 per page black/white
- \$.25 per page color

Computer Use

It is a privilege to use the computers in the media center. Students will log-on with their ID numbers and passwords. All students are expected to be familiar with the Union County Acceptable Use policy and to adhere to the guidelines and policies. Students who fail to adhere to the established computer use policies will have restricted privileges or possible loss of privileges.

Expected Behavior

The Media Center is reserved for classes, research and quiet work. Socializing must be done elsewhere. The Media Center Staff has the authority through Administration to restrict the privileges of those who do not cooperate. Offenders will be sent back to class.

- Sign in and turn in your pass to the circulation desk
- Upon exit retrieve your pass.
- Work independently.
- Place book bags in the designated area—do not block the exit.

- Students with Media Center obligations [lost books, overdue materials, fines, etc.] may not check out materials.
- Computers are to be used for academic purposes only.
- Media Center staff may assign seating.
- Media Center staff will not write passes to the Guidance Office or the Attendance Office.
- Respect the building and materials by keeping them clean and in good condition.
- Treat all staff and students with respect.

Academic Procedures

GRADING SCALE

The state of North Carolina implemented a ten-point grading scale for all students, as show on the table below, beginning with the 2015-16 academic school year.

A- 90 to 100

B- 80-89

C- 70-79

D- 60-69

F- 0-59

Final marks of FF (failed due to absences) will be computed in the grade point average and the student ranking process as a course attempted and failed.

Other important academic details are covered in the UCPS Program of Studies publication.

HOMEWORK AND CLASS ASSIGNMENTS

Failure to complete homework and class assignments will result in a lowering of grades and may result in a parent/teacher conference.

SEMESTER EXAMS

First and second semester exams are given to all students in grades 9-12 on designated days in the school calendar. Scores on these exams count 25% of the final semester grade.

- Exams for courses may be state-mandated EOC assessments (Math I, Biology, and English II); North Carolina Final Exams; state Career and Technical Education (CTE) exams, or teacher-created assessments.
- Per a NCDPI decision, no exam exemptions will be given or allowed. Exam exemptions for high school courses in grades 9-12 have been eliminated.
- All exams are to be taken on the assigned day for the class period. Students may not switch exam dates or take an exam early.

Student Recognition Programs

Marvin Ridge High School will offer numerous opportunities for students to participate in co-curricular and extracurricular activities. Clubs and organizations will be announced at the beginning of the school year.

HONOR ROLL

Students will be part of the “A” or “A/B” Honor Roll if the UCPS Honor Roll Guidelines are met.

ACADEMIC LETTERS

Students who have an overall semester average of 90, computed by averaging equally the grades received in all courses in which the student is enrolled and no semester grade less than 85 will be awarded a letter. Students who meet the qualifications more than once will be awarded a gold bar.

JUNIOR CLASS MARSHALS

Junior Class Marshals participate in graduation activities. Five percent of the junior class or a minimum of ten students will be selected to serve as marshals (whichever is greater). The students will be chosen from those having the highest grade point average. For example, class rank will be determined using the 4.0 quality point weighted scale at the end of the fifth grading period, and marshals will be those students with the highest grade point average. In case of a tie for the last marshal, all students involved in the tie will be selected.

Rank in Class - used for college transcripts, scholarship applications, and determining junior class marshals

Grade Point Average - determined by procedures required by the NC State Board of Education; used for college transcripts and for calculating rank in class

HONORS DESIGNATIONS FOR GRADUATING SENIORS

The following honors designations will be used for graduating seniors in lieu of valedictorian and salutatorian:

Weighted GPA	Designation
4.57 or higher	summa cum laude
4.14 – 4.56	magna cum laude
3.71 – 4.13	cum laude

NORTH CAROLINA ACADEMIC SCHOLARS

Students who complete the State Board of Education requirements for a well-balanced, challenging high school program will be named North Carolina Academic Scholars and receive special recognition. The students who qualify for this special recognition:

- will be designated by the State Board of Education as North Carolina Academic Scholars.
- will receive a seal of recognition attached to their diplomas.
- may receive special recognition at graduation exercises.
- may be considered for scholarships from the local and state business/industry community.
- may use this special recognition in applying to post-secondary institutions.

***Requirements for NC Scholar designation are available in the Guidance Office and in the UCPS Program of Studies.**

AP SCHOLAR PROGRAM

The AP Program by College Board offers several AP Scholar Awards to recognize high school students who have demonstrated college-level achievement through AP courses and exams. Students receive a certificate from College Board and the achievement is acknowledged on any AP score report that is sent to colleges the following fall.

*This program is administered directly by College Board. Students that are interested in seeking more information about the AP Scholars Program criteria should visit the College Board website.

UCPS GLOBAL SCHOLARS

Students that are eligible to earn this designation have completed all requirements for a NC high school diploma, and the added requirements outlined in the UCPS Program of Studies under UCPS Global Scholars Program or have completed the International Baccalaureate Program. Additionally, students must complete a service learning project with a global theme that has been approved in advance. Students who qualify for this special recognition will be identified by a seal affixed to their diploma and recognition and a cord at graduation.

CLUBS

Each student at Marvin Ridge High School is encouraged to be an active participant of a club or organization to celebrate leadership, community service, academic excellence, student interest, or to support a specific curriculum. Students may advocate to form new clubs or organizations based on student interest and availability of teacher advisement. Please see Assistant Principal in charge of Student Life.

ATHLETICS

Marvin Ridge High School is a member of the Southern Carolina Conference and is a member of the North Carolina High School Athletic Association. Other conference schools are Charlotte Catholic, Cuthbertson, Monroe, Parkwood, Piedmont, Sun Valley and Weddington.

Marvin Ridge currently offers students opportunities to participate in these sports:

▪ Baseball (Men's JV and Varsity)	▪ Lacrosse (Men's and Women's JV and Varsity)
▪ Basketball (Men's and Women's JV and Varsity)	▪ Soccer (Men's and Women's JV and Varsity)
▪ Cheerleading (JV and Varsity)	▪ Softball (JV and Varsity)
▪ Cross Country (Men's and Women's)	▪ Swimming and Diving (Men's and Women's)
▪ Dance	▪ Tennis (Men's and Women's)
▪ Field Hockey (Women's)	▪ Track (Men's and Women's)
▪ Football (Men's JV and Varsity)	▪ Volleyball (Women's JV and Varsity)
▪ Golf (Men's and Women's)	▪ Wrestling

NOTE: Participation in high school athletics is a privilege, not a right. Team members are subject to removal or suspension from any team at the coach's discretion.

ATHLETIC ELIGIBILITY REQUIREMENTS

1. Scholastic: must pass at least three (3) subjects during the previous semester and meet local promotion standards.
2. Age: student must not turn 19 on or before August 31, 2017.
3. Insurance and Physical: must have school insurance or proof of insurance and a valid certified physical examination.
4. Compliance with all UCPS extra and co-curricular guidelines (see below).

****It is the responsibility of the athlete and his/her family to report any eligibility violations immediately to the athletic director and school administration.****

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES GUIDELINES

1. Any student who is charged with a felony or a Class I misdemeanor or is petitioned for an offense that would be a felony or a Class I misdemeanor if committed by an adult, will be removed from all current teams and/or activities for a minimum of twenty (20) school days, and will remain ineligible until such time as the courts render the findings in the case. Pleas of "No Contest" or as part of a deferred prosecution or "Prayer for Judgment Continued" (PJC) will be considered convictions for purposes of these guidelines. In the case of co-curricular activities, the student will attend class and complete work related to the class, but cannot represent the school in any manner during an extra-curricular component of the class. If there are mitigating circumstances, the student may request a review of the evidence surrounding the charge by the

Superintendent or his designee. The student is ineligible to participate in extracurricular activities until a final decision is rendered by the Superintendent or his designee.

2. Any student athlete who is convicted of a felony or is adjudicated delinquent for an offense that would be a felony if committed by an adult is barred from participation in interscholastic athletics for the remainder of his/her high school career per NCHSAA guidelines. Students involved in other extracurricular or co-curricular activities who are found guilty of a felony or are adjudicated delinquent for an offense that would be a felony if committed by an adult are not eligible to represent the school in such activities for the remainder of their high school careers. Students found guilty of a Class I misdemeanor or are adjudicated delinquent for an offense that would be a felony if committed by an adult are not eligible to participate in teams and/or activities for the remainder of the school year. These guidelines also apply to middle school students; however, eligibility is restored once the student first enters ninth grade per NCHSAA guidelines.

3. Any student charged with a Class II or III misdemeanor or is petitioned for an offense that would be a Class II or III misdemeanor if committed by an adult that takes place on school grounds, during a school sponsored event, or in the course of representing the school will be removed from all current teams and/or activities for a minimum of twenty (20) school days, and will remain ineligible until such time as the courts render findings in the case. Pleas of "No Contest" or as part of a deferred prosecution or "Prayer for Judgment Continued" (PJC) will be considered convictions for purposes of these guidelines. In the case of co-curricular activities, the student will attend class and complete work related to the class, but cannot represent the school in any manner during an extra-curricular component of the class. If there are mitigating circumstances, the student may request a review of the evidence surrounding the charge by the principal. Students found guilty of a Class II or III misdemeanors or are adjudicated delinquent for an offense that would be a Class II or III misdemeanor if committed by an adult are eligible to participate in teams and/or activities for the remainder of the semester.

4. Mitigating circumstances may include:

- Having no history of disciplinary problems;
- Having a significant amount of time pass since the student's last disciplinary problem;
- Being a passive participant or playing a minor role in the offense;
- Reasonably believing the conduct was legal;
- Reacting under strong provocation;
- Aiding in the discovery of another offender;
- Making a full and truthful statement admitting guilt at an early stage in the investigation of the offense;
- Displaying an appropriate attitude and giving respectful cooperation during the investigation and discipline process; or mitigating circumstances do NOT exist solely because of demonstrated prowess in a sport or activity or the potential of scholarships or grants in aid.

5. A second unrelated felony or misdemeanor charge or a juvenile petition for an offense that would be a felony or misdemeanor if committed by an adult, will automatically result in removal from all teams and/or activities for the duration of the school year.

6. Any student suspended out of school six (6) days (for a single offense) for high schools on block schedule or ten (10) days (for a single offense) for high schools on traditional schedule will receive a ten (10) school-day suspension from any extracurricular activity. Any middle school student suspended out of school for ten (10) days for a single offense will receive a ten (10) school-day suspension from any extracurricular activity. Per middle school sports guidelines, a second out-of-school suspension during the sports season will result in the student being removed from the team/squad for the remainder of the season.

7. National and state organizations, school clubs, and athletic teams with rules or by-laws that prescribe stricter consequences for student misconduct will supersede the above guidelines.

8. It is expected that all athletic teams will have team rules that address the off campus behavior of students/athletes regarding drugs and alcohol. These rules should outline consistent consequences that limit and/or prohibit participation by students/athletes involved in such activities.

9. Students who are found not guilty will be eligible for reinstatement to the team or activity immediately. Pleas of "No Contest" or as part of a deferred prosecution or "Prayer for Judgment Continued" (PJC) will be

considered convictions for purposes of these guidelines, and students must serve the 30 day suspension from activities.

10. Students involved in co-curricular activities with a required extra-curricular component, such as band, chorus, vocational clubs, etc., will be given alternative assignments to avoid a negative impact on their academic standing in such classes.

11. Principals are asked to communicate and collaborate in dealing with such situations. This is especially important in charges and arrests involving more than one school. All schools are expected to follow these guidelines.

12. Students charged with crimes during the summer months shall be subject to these guidelines beginning the first day of the school year if the charges are still pending at that point.

13. Affected students and their parents will be informed in writing regarding all decisions and actions taken relative to these guidelines.

Marvin Ridge HS Procedures & Expectations

Skipping and Truancy

No student shall be out of class or miss any part of the school day that violates local school policy on attendance. Coming to school and leaving without permission or willfully NOT attending will result in parent notification and the consequences listed below. Being in an unauthorized area on campus during class time will result in parent notification and immediate placement in the Student Management Center (SMC) as well as the following:

- **1 SATURDAY SCHOOL detention for the 1st offense**
- **1 day of ISS (In School Suspension) for 2nd offense**
- **2 days of ISS for the 3rd offense**
- **1-2 days of OSS (Out of School Suspension) for the 4th offense**

NOTE: The administration reserves the right to modify consequences on a case-by-case basis whenever appropriate.

TARDY POLICY & SMC

At Marvin Ridge High School, we believe that teachers have a right to teach and students have a right to learn. Instructional time must be protected and free from interruption in order to assure that quality teaching and learning are taking place in every classroom every day.

All students are expected to be in their classrooms and ready to receive instruction before the tardy bell rings for each class. Following the tardy bell, students who are not in class for an unexcused reason must report immediately to the Student Management Center (SMC). Students arriving on late buses will not be considered tardy. Students who are tardy must report directly to the SMC to prevent assignment of Saturday Detention.

SMC Policy

- 1- After the bell for class to begin, all classroom doors will close and students will not be allowed to enter the classroom.
- 2- Tardy students will report to SMC and sign in with the SMC Coordinator or designee. Only students with a note from the SMC Coordinator, a faculty member, administrator, or the attendance office will be admitted to class after the tardy bell rings.
- 3- Students will receive a pass to class after signing in with the SMC coordinator or designee.

1st Tardy	Administrative Conference
2nd Tardy	Parent Contact
3rd Tardy	Two hours of detention during lunch or Saturday School and Parent Contact/ 1 day loss of parking pass
	**NOTE: Failure to serve assigned detention as scheduled will result in one (1) day of OSS
4th Tardy	Two hours of detention during lunch or Saturday School/Parent Contact/ three day loss of parking privileges
5th Tardy	One day of ISS/Parent Contact/*Loss of parking privileges for five days
6th Tardy	Two days of ISS/Parent Contact/*Loss of parking privileges for six days
7th Tardy	One day of OSS/Parent Contact/*Loss of parking privileges for seven days
8th plus Tardy	Two days OSS/Parent Contact/*Loss of parking privileges for the remainder of the semester

SMC NOTES

- Tardies are cumulative on a semester basis. The SMC coordinator will maintain records, contact parents, and work with administrators to implement consequences.
- If a student reports to SMC twice in one day, the student will be referred to administration.
- A student who arrives 15 minutes or more late for an unlawful/unexcused reason will remain in SMC for the remainder of the period.
- Teachers may request that the student in SMC return to class for quizzes, tests, review, or instruction, if necessary.
- Being in SMC due to excessive tardiness or behavior does not excuse students from assignments and/or tests due that day.
 - Students must turn in ALL assignments due that period to the SMC Coordinator at the beginning of the period. The SMC Coordinator will put the assignments in the teacher's box. Failure to turn the assignment in at the start of SMC will be treated as if the student did not have the assignment complete on the due date.
 - Students must notify the SMC Coordinator of any announced test or quiz for that period. The SMC Coordinator will work with the teacher to arrange for the student to take the test/quiz.
 - It is the student's responsibility to obtain all assignments and information from the missed class. The due date for the assignment (or assessment) does not change

because the student was in SMC. The student should go to the teacher that day to obtain missed work.

HALL PASSES

Students should be in no place other than those designated by teachers or school officials without permission. Students who are not in class during regular class hours must have a "hall pass" and show it to an administrator or teacher upon request. Students with approved early dismissals or a flex schedule must leave campus immediately following their last class.

Student Discipline

STUDENT PERSONAL RESPONSIBILITY AND CHARACTER DEVELOPMENT

Disruptive Actions

No student shall purposely disrupt the orderly, lawful function of the school or its special activities, events, trips, or performances. In the classroom, no student shall impair the teaching/learning process. No student shall engage in behavior which is detrimental to the progress, function or purpose of any school activity or event, or infringe on the rights of other students, faculty, spectators, or public.

Dress Code

If a student's dress or appearance is so unusual, inappropriate or disruptive to the learning environment, the student will be required to change the offending dress or appearance. Clothing that attracts undue attention to the body's form or contour is inappropriate for school. Students are responsible for exercising good judgment in dress and grooming. Students who violate the Dress Code will report with a written pass to the front office; repeated offenses will be recorded and consequences will be issued. Every effort will be made to handle dress code issues within the first period class. Guidelines for high school dress include but are not limited to the following criteria:

- Shorts, skirts, dresses, etc. must extend to a student's fingertips when the student is standing up straight. No holes are allowed above the fingertip length.
- Shirts must cover the torso (including the stomach, back, and cleavage) and straps must be at least 3 inches or 3 fingers wide.
- No mesh or racer-back tops, see-through material, cut-off shirts, halters, skintight clothes, or clothing of any type that exposes the torso, profane words, tobacco, drug or alcohol advertising, sexual innuendoes, or other unacceptable graphics.
- Shirts, sweatshirts, blouses, or shorts that are worn with leggings, spandex pants, or yoga pants must be of an appropriate length to provide coverage.
- Students must wear shoes (no bedroom slippers).
- "Drag and sag" pants violate dress code.
- No gang related clothing, paraphernalia or gang related tattoos.
- Visible undergarments are prohibited at all times.
- No hats worn inside the building.
- No pajamas (including pajama pants), hats, or sunglasses (unless medically needed) are allowed in school.

***The administration reserves the right to set additional dress code rules on an individual basis if the student's clothing is disruptive to the school environment.**

Violation of Classroom Policies

Students shall follow any rules and regulations not addressed in this policy which are established by the administration or the classroom teacher.

Intimate behavior

Students must not engage in behavior such as kissing, excessive body contact, or other actions inappropriate for the public school setting.

Cell Phones

(Per Union County Public Schools Policy)

- High School: Students will not use cellular phones or electronic/media devices during instructional time except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity. Students may use cellular phones or electronic/media devices during non-instructional times, including class change and lunch, so long as the use is not disruptive to the school environment and the cellular phone or electronic/media device is used in a safe and responsible manner. The District is not responsible for theft, loss or damage to any electronic devices brought onto school property
- First Offense: Confiscate items turned into the office and returned to the student at the end of the academic day in the front office. If use of the electronic device results in violation of other policies (including but not limited to school based rules) further discipline may be applied.
- Second offense and subsequent offenses: Confiscate item and return only to parents. Parent conference required and may include 1 day of in-school suspension, after school detention, or Saturday School and cannot bring item to school for remainder of the school year, except as authorized in writing by the school principal.
- Failure to obey the request of a school staff member to hand over an electronic device, including but not limited to a cell phone, shall be considered insubordination and consequences will be imposed pursuant to the school level rules.

**** PHONES WILL ONLY BE RETURNED AFTER THE SCHOOL DAY ENDS.****

Reckless or belligerent behavior which might result in injury or bodily harm- No student shall engage in any behavior which is so careless, reckless, or belligerent it could, if continued, result in bodily harm or injury to oneself or others. Under some circumstances, these behaviors could lead to out of school suspension (OSS).

Any major act clearly intended to disrupt school- No student shall purposely disrupt the lawful function of the school or its special activities, events, trips, or performances or infringe on the rights of other students, faculty, spectators, or the public. In the classroom, no student shall impair the teaching/learning process. Under some circumstances, these behaviors could lead to out of school suspension (OSS).

Non-compliance- Students will comply with all directions of teachers, substitute teachers, teacher aides, student teachers, and any other authorized school personnel during any period in which they are subject to school authority. Under some circumstances, these behaviors could lead to out of school suspension (OSS).

Cheating/plagiarism- Students will refrain from copying, using, or otherwise claiming work of others to be their own. Students shall not cheat on tests/examinations, copy the work of another, or complete any type of academic assignment in a dishonest or deceptive manner. For any cheating/plagiarism offense, students will be given a grade of zero (0) on the work, a parent contact will be initiated by the teacher and a discipline referral to administration will occur. Subsequent offenses are handled by the teacher in the same manner with additional administrative disciplinary consequences up to out of school suspension (OSS).

Bus misbehavior- Students shall not display any type of behavior which interferes with the safe and efficient operation of the school bus. Students may be suspended and/or denied the privilege of riding a bus to school. (Refer to “Bus Transportation”).

Forgery- Students shall not provide school personnel or parents/guardians with false information by making changes in written paper or other genuine documents or use school documents inappropriately including signing another person's name or initials. Under some circumstances, forgery may constitute grounds for out of school suspension (OSS) to be determined by the administrator.

Use of profanity- Profanity or vulgar language is not consistent with an academic environment and will not be tolerated. Certain words, expressions or phrases are considered offensive enough to result in out of school suspension (OSS) as prescribed by UCPS guidelines.

Use of Computers/Internet- The use of computers at school, including school issued laptops, is a privilege and should be used for educational purposes. The misuse of computers/Internet will result in disciplinary action that could include suspension and/or limitations placed on student internet access. Examples include, but are not limited to:

- Inappropriate use of the internet.
- Sending messages across the network.
- Any tampering with any hardware or software.

Selling for personal profit on school grounds- Students are not allowed to create items and bring them onto school grounds in order to sell for profit without the direct consent of the administration. Further disciplinary action may result depending on the nature of the items.

Violation of school policy not specifically addressed- The faculty, administration, and staff of Marvin Ridge High School have the responsibility to provide a safe and orderly learning environment. Students are subject to disciplinary action for any disruptive behavior which detracts from the safe and orderly environment even if not specifically mentioned in these guidelines. The administration reserves the right to modify or amend the policies contained herein as it deems appropriate to fulfill this responsibility.

Levels of Consequences Addressing Non-Compliance to Guidelines

- | | |
|-----------------------|---|
| 1st | Administrator/student conference |
| 2nd | Administrator/student conference/Parent Contact |
| 3rd | Administrative assignment to Saturday School |
| 4th | Administrative assignment to 2 Saturday Schools |
| 5th | Administrative assignment to 1 day of In School Suspension (ISS) |
| 6th | Suspension from school (OSS) for 1 day and parent notification. |
| 7th | Suspension from school (OSS) for 1-3 days and parent notification. |
| 8th | Suspension from school (OSS) for 1-6 days with possible recommendation for long-term suspension. Parent notification. |
| 9th | Suspension from school (OSS) for 3-6 days with possible recommendation for long-term suspension or alternative placement. |

NOTE: The administration reserves the right to modify consequences on a case-by-case basis whenever appropriate.

Cafeteria Expectations

- Each student is expected to provide their lunch number to utilize their debit account. Use of another student’s lunch number will be treated as theft.
- Students may not bring any backpacks, pocketbooks, or bags into the serving line.
- Charges listed are for one serving portion.
- Students must pay for any item touched, in their possession, or consumed on the serving line. Failure to do so will be treated as theft.
- Concealing any cafeteria merchandise on one’s person while in line before purchasing the merchandise will be treated as theft.
- Students are required to dispose of their trash in the café trash cans provided before leaving the cafeteria. Students are responsible for the cleanliness of the table at which they are seated.
- Students are expected to be respectful to and follow directions of all school employees, including cafeteria staff.
- Students may socialize in the cafeteria, however, any disruptive behavior, including yelling, will result in the issuance of consequences described below.

Cafeteria Consequences

Theft	1 st offense: minimum 1 day ISS 2 nd offense and beyond: minimum 1 day OSS through consequences in UCPS Student handbook
Non-compliance Disruptive behavior Failure to clean up table	Dependent upon the degree and particular incident: <ul style="list-style-type: none"> ● Lunch detention ● Saturday school detention ● ISS ● OSS
Other offenses	Follow MRHS and UCPS Student Behavior Guidelines

Detention

Saturday Detention is held on Saturday mornings from **8:00 a.m. to 10:00 a.m.** Students should report prepared to work. Failure to report as assigned will result in additional consequences, up to OSS.

In School Suspension (ISS & SMC)

The philosophy at Marvin Ridge High School states that students should be in class as much as possible to facilitate the learning experience. Therefore, In-School Suspension (SMC) will be assigned by administration sparingly and only in those cases where a student’s behavior is disruptive to the point that it impairs the ability of other students to learn. Students must complete academic work while in SMC.

ATTENDANCE: HIGH SCHOOL (BOE Policy 4-1c)

The Public School Laws of North Carolina require compulsory attendance for all children between the ages of seven and sixteen years (General Statute 115C-378). Every parent* or person having control of a child between these ages enrolled in the Union County Public Schools is responsible by law to make sure the child attends school on a regular basis during the time school is in session.

Class attendance is essential to high student achievement. With this in mind, all students are expected to be in attendance each day that school is in session. Following any absence(s), a student is required to present a written document from the parent or guardian stating the reason for the absence. ALL ABSENCES WILL BE CODED UNLAWFUL IN THE COMPUTER UNTIL A WRITTEN NOTE IS RECEIVED FROM THE PARENT OR GUARDIAN. Written documentation must be presented within three school days after the student returns to school; otherwise, the absence(s) will be recorded as unlawful. Lawful absences are excused, but not automatically waived.

Unlawful absences are unexcused. (See Criteria to Waive Absences at the end of this attendance section.) The absence will be coded and recorded accordingly:

CODE 1-LAWFUL

The following are lawful reasons for school absences:

1. Illness or Injury
2. Death in the Immediate Family
3. Medical or Dental Appointments
4. Court, Administrative Proceedings, or Jury Duty
5. Religious Observances
6. Educational Opportunity - prior approval by principal
7. Quarantine
8. Military Deployment – for students attending ceremonies related to military deployment of family members.

CODE 2-UNLAWFUL

All absences that are not classified as lawful are unlawful.

CODE 3-SUSPENSION (OSS)

Students will not be counted absent from school when participating in school sponsored functions. School sponsored functions include scholarship interviews for high school students. All scholarship interviews must have been established through appropriate scholarship agencies or committees and the student must have PRIOR approval by the guidance department before attending interviews. When students miss classes for scholarship interviews, written documentation from the agency or committee must be furnished to the guidance department the next school day after the interview to avoid having the day spent off campus count as an absence. Any classes missed for a scholarship interview will not count as an absence toward failure. Military induction interviews will be treated the same as scholarship interviews.

When students develop complications from an injury, illness, pregnancy or delivery of a child, a doctor's documentation is necessary prior to the school providing homebound services. Students are counted as present in school while receiving homebound services. Homebound services will be provided only as long as a doctor certifies in writing to the principal that the student must remain at home. All conditions for receiving homebound services must be met according to the regulations set forth in Union County Public Schools Guidelines For Hospital/Home-Based Services. When principals detect abuse of homebound services, the services will be discontinued.

Upon returning from a lawful absence, the student is responsible for obtaining missed assignments. Students have two days to make up the work missed for each day absent. When arrangements are not made to complete the work the student will receive no credit.

Students who have an out-of-school suspension and students with unlawful absences and tardies are encouraged to make up all missed work but are only allowed to make up major tests or projects (i.e. term papers) for credit and take semester exams. Credit will not be granted for classes when absences for a student reach eight days for a semester long course and 15 days for a year long course. Absences include those that are lawful, unlawful, and due to suspension. When students accumulate eight or 15 (or more) absences and documentation is on file at the school which indicates circumstances beyond the control of the student and parents contributed to the accumulation of eight or 15 (or more) absences, an appeal may be made to the principal to waive absences and allow the student to pass. An appeal of the principal's decision may be made to the Superintendent.

Criteria to Waive Absences

Principals will use the following criteria to waive absences:

1. Doctor's letter describing an ongoing problem with a chronic illness, communicable disease or injury when the problem is in the beginning stages.
2. Usual and customary doctor and dental visits when documented with a note from the doctor or dentist within three days after returning to school.
3. Documented court appearances where the student is specifically required to appear in court.
4. Death in immediate family (mother, father, sibling, grandmother, grandfather, or legal guardian).
5. Parent's notes are helpful when documenting absences; however, these notes do not necessarily mean absences will be automatically waived.
6. The number of absences meeting the criteria in items #1 through 4 above will be subtracted from the total number of accumulated absences for the semester or year.
7. The school nurse may have input regarding medical conditions of students who do not have access to medical treatment or benefits. This will be done on an individual case basis.

NOTE: Each school will address tardies in the policies or guidelines that are developed for that school as well as adhere to G.S. 115C-378 (Compulsory Attendance Law).

Student Parking- Rules and Regulations

Parking on the Marvin Ridge Campus is considered a privilege for students. Each student who drives must buy his/her own parking tag. Students may NOT share a tag. Neither MRHS nor UCPS assumes any responsibility for damage to private vehicles brought onto campus. All student drivers must be licensed and have appropriate auto insurance. The administration reserves the right to terminate driving privileges and/or tow any vehicle for cause if necessary.

Section I: Parking Rules

1. Parking passes may be purchased in the office before school, after school, or during lunch, but not during class time. Parking passes will be issued first to Seniors, then Juniors, Sophomores, and Freshmen as space permits.
2. Students may purchase parking passes for \$40. If a student drives more than one vehicle, all must be registered with the school. There will be a \$10 charge for replacement tags.
3. Students will park ONLY in the numbered space that corresponds with their parking permit number. Failure to park in the designated space will result in a \$10 fine.
4. All vehicles parked in the student lot must be registered with the school and must display the current decal by hanging it on the rearview mirror. Improper display of current decal will result in a \$10 fine.
5. There is to be no extended loitering or visiting in the parking lot. Once a student comes on campus, he/she must lock his/her vehicle and enter the building. No one is allowed in the student parking lot during the school day without permission from the administration.
6. Once on school grounds, you are at school. The only way you may leave is to check out at the office.
7. Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband might be present in a vehicle.
8. Students must follow the 10 mph speed limit while entering, parking and leaving the student parking lot. Failure to adhere will result in the suspension of driving privileges.
9. Students must wear seatbelts in accordance with state law.
10. Students may NOT park in the faculty parking lots, bus parking lot, agricultural areas, gymnasium areas, or on any greenway or sidewalk. Failure to adhere will result in suspension of driving privileges and possible towing of vehicle.
11. All high school traffic must enter and exit using Crane Road.
12. Must form a single line in exit lanes flowing through the parking spaces.

Section II: Parking Citations, Discipline & Fines

1. If a student's parking privileges are suspended, he/she can drive NO vehicle on school grounds. Failure to adhere may result in towing of the vehicle.
2. Students who drive to school and are persistently late (4 tardies during 1st period) to school will have their parking privileges suspended for a period of time to be determined by the administrator.
3. If a student's vehicle is used to skip school or help others violate school rules, all students involved will have their parking privileges suspended for the remainder of the academic year and be subject to Saturday School or Out of School Suspension.
4. First offense for reckless driving behavior including speeding, spinning tires, "off-road" parking or driving will result in a \$25.00 fine, suspension of driving privileges for 60 days, and parent contact. Second offense will result in a \$25.00 fine, suspension of driving privileges for the remainder of the school year, parental and legal authorities will be contacted.
5. Use of a vehicle to damage school property may result in a \$25.00 fine, suspension of driving privileges for the remainder of the school year, parental and legal authorities may be contacted. The student is also responsible for restitution of damages within 30 days of incident.
6. Sharing a parking tag will result in \$25.00 fine for both parties and possible suspension of parking privileges.

7. Parking out of space, taking up two spaces, or blocking other cars will result in a \$25.00 fine and possible towing of vehicle.
8. Vehicles NOT registered with the school are considered unauthorized and trespassing, which may result in possible towing of vehicle.
9. More than three parking violations will result in the suspension of parking privileges for one school year.
10. All fines must be paid in full by the tenth day after receiving the parking citation. Failure to pay the fines within 10 days will result in suspension of driving privileges for the remainder of the school year.

Section III: Additional Parking Notes

When you drive an unregistered vehicle or forget your parking permit, you must report to the front office upon arrival to inform school staff of your situation. Prior to driving to school for the first time, students must have taken the appropriate steps to obtain a parking pass. This will help ensure that students do not receive a parking violation.

Repeated violations and/or failure to pay parking fines within 10 days will result in loss of driving privileges on campus and/or towing of personal vehicle at owner's expense.

**Student signature on the Parking Permit Application indicates an understanding of parking policies.

NOTE: The administration reserves the right to terminate driving privileges and/or tow any vehicle for cause if necessary.