

Students,

Welcome to Piedmont High School. Our purpose at Piedmont High is to provide each student with the best environment conducive to positive student-teacher relationships and increase academic performance for all students.

As the new principal, I look forward to working with all stakeholders from the Piedmont community in order to provide the best education possible for our students. The faculty and staff at Piedmont are dedicated to developing students into lifelong learners that are successful in their future goals. Our expectation is that all students have the opportunity to participate in a challenging academic pathway as well as extra-curricular activities in order to continue positive personal development.

In order for students to meet their personal goals, it is important that Piedmont is a safe, friendly and productive school. Our community of learners will excel in an environment in which they can prepare for life after graduation while building relationships and friendships that will last a lifetime.

Please familiarize yourself with this handbook, discuss it with your parents, and make sure you understand the guidelines. Each student is responsible for following our Student Code of Conduct and for understanding the corresponding discipline. Most of us know when we are doing the right thing. As the principal of Piedmont High School, I expect our students to strive for excellence on a daily basis.

Have a great school year,

Dylan Stamey  
Principal

## **Athletics**

Piedmont High School is a member of the 3A Southern Carolina Conference and is a member of the North Carolina High School Athletic Association. Other conference members include, Charlotte Catholic School, Monroe High School, Cuthbertson High School, Marvin Ridge High School, Parkwood High School, Sun Valley High School, and Weddington High School.

Sports offered by Piedmont High School are as follows:

- Baseball
- Basketball (Men's and Women's)
- Cheerleading
- Cross Country (Men's and Women's)
- Football
- Golf (Men's and Women's)
- Indoor Track (Men's and Women's)
- Soccer (Men's and Women's)
- Softball
- Tennis (Men's and Women's)
- Track (Men's and Women's)
- Volleyball
- Wrestling
- Swimming (Men's and Women's)

Participating in athletics at Piedmont High School is a privilege, not a right. Students may be removed from athletic teams if found to be in violation of UCPS, Piedmont High School, or Athletic department rules.

## **Athletic Eligibility Requirements**

1. Must pass at least 3 of 4 classes.
2. Must attend at least 85% of classes from the previous semester.
3. Must not turn 19 on or before August 31st.

4. Must have a valid physical and proof of insurance.
5. Eligibility packet must be completed and signed.

### **Attendance** – (Please see UCPS BOE Policy 4-1)

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 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 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. Lawful absences are excused, but not automatically waived. (See Criteria to Waive Absences). Unlawful absences are unexcused. The absence will be coded and recorded accordingly:

#### CODE 1-LAWFUL --

1. Personal illness or injury that makes the student physically unable to attend school;
2. Isolation ordered by the State Board of Health
3. Death in the immediate family. For purposes of this Policy, immediate family will include parents/guardians, siblings, and grandparents;
4. Medical or dental appointment;
5. Participation under subpoena as a witness or party in a court proceeding;
6. A minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parents;
7. College visits (up to two per academic year in both the Junior and Senior year once the student provides verification of the visit) and scholarship interviews;
8. Participation in a valid education opportunity, such as travel, additional college visits or service as a legislative or Governor's page, with prior approval from the principal/designee;
9. Pregnancy and related conditions or parenting, when medically necessary; or
10. Visitation with the student's parents or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat supporting post.

CODE 2-UNLAWFUL -- All absences that are not classified as lawful.

#### 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 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. Military induction interviews will be treated the same as scholarship interviews. Additionally, absences for job shadows and Career and Technical Education student or organization activities are not counted as absences from class or school.

Upon returning from a lawful absence, the student is responsible for obtaining missed assignments. Teachers will decide when missed assignments are due.

Students who have an out-of-school suspension and students with unlawful absences and tardies are encouraged to make up all missed work, including daily work, major tests or projects 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 yearlong 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.

**Exam Exemptions:**

High School students will not be required to take a teacher-made final exam in a course in the following situations:

- The student has an average of 90 or above the week prior to the administration of the exam and has no more than 2 unexcused absences in the class; or
- The student has an average of 80 or above the week prior to the administration of the exam and has no more than 1 unexcused absence in the class.

Exam exemptions only apply to teacher made tests and are not available in courses, which require the administration of an End of Course, or state mandated final exam.

**Attendance Recovery**

The Union County High School Attendance Recovery Process was designed to provide individuals an opportunity to make up instructional time due to excessive absences. Students who have a chance to pass a course academically, but are in danger of failing due to absences are the target population for this attendance recovery.

Students who have accumulated more than seven excused or unexcused absences in any class must complete attendance recovery in order to receive credit for that class. Recovery will be aligned to the classes where the absences occurred and the student shall be engaged in meaningful academic activities in that subject area. Recovered absences will not change the attendance record and excessive absences will impact other opportunities including the ability to participate in co-curricular and extra-curricular activities.

**Bell Schedule**

First Period .....	8:25 – 9:55
Second Period .....	10:00 – 11:30
Third Period.....	11:35 – 1:35
First Lunch (3A) .....	11:35 – 11:59
Second Lunch (3B) .....	12:07 – 12:31
Third Lunch (3C) .....	12:39 – 1:03
Fourth Lunch (3D).....	1:11 – 1:35
Fourth Period.....	1:40 – 3:20

## **Bus Transportation**

Students must be at their designated bus stop ten (10) minutes prior to the scheduled time of the bus arrival. Riding a bus is a privilege, not a right. Therefore, a student may be denied this privilege as a result of bus misbehavior in addition to other penalties. Union County School Board Policy and Piedmont High School discipline guidelines do apply to bus riders. Any questions regarding transportation should be directed to the Transportation Coordinator at Piedmont High School (704-296-6347).

## **Cafeteria**

1. Each student is issued a cafeteria ID number to use when purchasing meals.
2. Each student is responsible for cleaning his/her trash, tray and eating area.
3. Any disciplinary rules for the school also apply for behavior in the cafeteria, including disruptive behavior and non-compliance. Only students making purchases are allowed in line. Food handled will have to be purchased.
4. All lunches will be consumed in the cafeteria/dining areas.
5. Students will not be allowed to purchase any food items from the cafeteria serving line outside of normal dining hours.
6. **NO STUDENT IS ALLOWED TO BRING IN ANY OUTSIDE COMMERCIALLY PREPARED FOOD INTO THE CAFETERIA DURING LUNCH TIMES.**

## **Online Prepay System**

To use the online prepay system, parents will simply need to visit [www.LunchPrepay.com](http://www.LunchPrepay.com) and set up an account. The only information needed to set up an account is the child's Power School number and the child's name. When the child reaches the low limit you have established, you will receive notification via email that your child needs more money in their lunch account. Parents will also be able to monitor account activity to see how their child is spending lunch money.

**NO CHARGING WILL BE PERMITTED IN THE CAFETERIA.**

## **Check In – Check Out**

**Students who arrive late to school should report to the main office. If the student is less than 15 minutes late to class, they will be sent to lockout for a note. If the student is late by more than 15 minutes, they will be marked absent for that class. Students with excessive lockouts could receive a disciplinary consequence based on the lockout policy.**

Students who wish to check out early must have a note from the student's parent documenting the reason, departure time, and a working phone number where the parent can be reached. This note is to be turned in to the attendance counselor prior to the start of school. The attendance counselor will fill out a check-out form and give one copy to the student. The student is to present this copy to the teacher upon his/her departure and report to the office to sign out. This copy is to be presented the following day to the teacher of those classes missed the previous day. 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 obtain written parent permission and follow the office sign out procedures. In the absence of a note, it is the expectation of the administration that parents report to the main office in order to sign students out of class. Anyone who intends to check out a student must present a photo I.D. and be on the approved list of contacts for that student. **Students will not be allowed to check out after 3:00.** Students are not permitted to check out for lunch unless a parent comes to school to take them off campus.

## **Electronic Devices**

See School Board Policy 4-3b #7 for information regarding electronic devices. Use of a cell phone is defined to include, but not limited to phone ringing, talking on phone, taking pictures, browsing, gaming and text messaging.

## **Code of Student Conduct at Piedmont High School**

Piedmont High School incorporates various forms of detention in an effort to provide corrective means of modifying inappropriate student behavior.

Morning detention is held on Tuesdays and Thursdays from 7:00 – 8:00 in the In School Suspension center. After School Detention is held on Tuesdays and Thursdays from 3:20 – 4:20 in the ISS center. Students assigned this form of disciplinary action will be given prior notice of the detention date and must make arrangements for transportation. Failure to serve detention may result in further consequences. All school rules will apply and need to be followed during detention.

In-school-suspension (ISS) is held during the regular school day. Students are expected to complete work from all their classes during their stay in ISS.

Out of school suspension is used as a form of discipline for students who commit major offenses or violate certain infractions covered under the Union County Public Schools disciplinary policy. **Students who are suspended from school are not allowed to be present on any Union County Public School grounds while serving suspension (this includes attendance at extracurricular activities). Failure to abide by this provision may result in a charge of trespassing against the individual.**

## **Behavioral Expectations– Class “A” Offenses**

### **1. Behave Appropriately**

No student shall purposely disrupt the lawful function of school or its special activities, events, trips, or performances. In the classroom, no student shall unreasonably 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.

### **2. Attend School and Classes Regularly**

No students shall be out of class or miss any part of the school day that violates local school policy on attendance (cutting classes, skipping, etc.). State regulations do not allow parents to give students permission to miss any school time for unlawful reason. Students arriving at school after the beginning of the school day must sign in at the office. Once students sign in, they should report immediately to their assigned classes. Students who do not report to class immediately will be considered out of assigned area and will be referred to the office for disciplinary action.

### **3. Refrain from Public Display of Affection (PDA)**

Kissing, bodies pressed together for a prolonged period of time, and sitting on another’s lap are inappropriate public displays and will result in disciplinary action.

#### 4. **Dress Appropriately**

Students are responsible for using good judgment in dress and grooming so that their dress and appearance do not present health and safety problems, damage school property, or threaten or disrupt the educational process. If a student's dress or appearance is so unusual or inappropriate that it clearly disrupts class or learning activities, the student may be required to change his/her dress or appearance. When a student's dress attracts undue attention to the body's form and contour, it is inappropriate. General rules for dress follow.

- **The faculty and administration reserve the right to question and discourage any attire considered in poor taste or disruptive to the educational process.**
- **If a student is unable to adhere to the dress code, they will be asked to remain in ISS until a change of attire can occur.**

The following dress code will be enforced at Piedmont High School:

- a. Dresses, shorts, and skirts must be long enough so that the individual's hands, when fully extended downward, come to a rest at a point at or below the lowermost seam of the clothing. Slits in skirts must also follow the same guideline. **Tops worn over leggings/yoga pants must also come to the fingertips all the way around when arms are extended along the side.** Students who must pull or tug excessively at their clothing in order to comply with this policy will be found to be in violation.
- b. No cut t-shirts, spaghetti straps, off-the-shoulder tops, mesh tops, tube tops, or halter tops are allowed. Sleeveless tops can be worn only if the straps are **2" wide**. This includes sleeveless tops that are worn underneath sheer/see through tops. Muscle shirts/tops must also have **2" straps**. No part of the torso or underarm should be visible when wearing muscle shirts/tops.
- c. No undergarments are to be visible, including bra straps, bralettes, female underwear and male underwear, at any time.
- d. No midriffs should show; shirts must be longer than the waistline of skirts, shorts, or pants.
- e. No pajama pants of any kind.
- f. No deep-plunging shirts; all shirts should adequately cover the upper body. Necklines that expose any cleavage are not permitted.
- g. Pants and shorts are to be worn at the waist. **Pants/shorts should have no exposed skin or underwear above the knee. Opaque tights may be worn underneath existing holes to enable students to remain in dress code. Non-permanent materials are not allowed. (tissue, tape, etc.)**
- h. No neckbands, belts, or bracelets may be worn if they have metal spikes protruding from them.
- i. Wallet chains or any chains on clothing are not to be worn as they present a safety hazard.
- j. Clothing and other items may not display, advertise, or promote any product or activity that is illegal or that is not permitted at school. Words or symbols that are vulgar, obscene, or insulting for a person, group, or gender are prohibited.
- k. Gang attire (including but not limited to clothing with sewn-in bandanas, etc.) and gang symbols are prohibited on campus at all times. Please refer to Union County Public School Policy on Prohibition of Gangs and Gang Activities located in your student handbook.
- l. No headgear of any kind, including but not limited to sunglasses, hats, headbands, rags, or bandanas may be worn in the buildings. Violation of this policy will result in item being confiscated.

5. **Come to Class Prepared and Participate**

Students are expected to report to class with laptops, textbooks, pencils, paper, homework and other materials as required by teachers. In class, students are expected to participate in all class activities. Sleeping in class is not acceptable. The above expectations apply regardless of the student's academic standing or attendance record.

**Behavioral Expectations– Class “B” Offenses**

1. **Respect all Staff**

No student shall be rude and/or disrespectful to teachers or staff.

2. **Stay in Authorized Areas**

No student shall be in any place other than that designated by teachers or school officials without permission. Students are not permitted on athletic fields during the school day unless under the direct supervision of a teacher. **Students are not to visit the parking lot at any time during the school day unless they have secured permission from the principal or an assistant principal.** When students arrive at school they are considered here for the day and are not to leave the campus for any reason unless authorized to do so. Students that have early leave may leave at the designated time. These students will be issued a pass indicating the time they are allowed to leave campus. Students should have this pass with them at all times and must be prepared to present it to the administration upon request. **Students should not be in classroom buildings during lunch.**

3. **Comply with Directions (Insubordination)**

Students shall comply with all directions of teachers, substitute teachers, teacher aides, student teachers, and any other authorized school personnel during any periods in which they are subject to school authority. Under some circumstances, non-compliance may constitute greater disciplinary actions.

4. **Aggressive or behavior which might result in injury or bodily harm**

No student shall engage in any behavior which is so careless, reckless, aggressive, or belligerent that, if continued, could potentially result in bodily harm or injury to oneself or others. **This includes horseplay.**

5. **Any major act clearly intended to disrupt school**

No student shall 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. Certain acts may be disruptive enough to result in OSS.

6. **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 OSS (Out of School Suspension).

7. **Forgery**

Students shall not forge parents'/ guardians'/teachers' signatures or make fraudulent use of official school documents.

8. **Gambling**

Students shall not participate in any form of gambling or games of chance/skill for money and/or other items of value.

**9. Violation of school policy not specifically addressed**

The faculty, administration, and staff of Piedmont 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.

*Note: The administration reserves the right to modify or amend the policies contained herein as it deems appropriate to fulfill the above stated responsibility.*

**Consequences for Behavioral Infractions**

<u>Class "A" Offenses</u>		<u>Class "B" Offenses</u>
1 <sup>st</sup>	Written warning or 1 day lunch detention	
2 <sup>nd</sup>	1 block ISS Or 2 days lunch detention	
3 <sup>rd</sup>	1 day AM/PM detention	
4 <sup>th</sup>	2 days AM/PM detention	
5 <sup>th</sup>	2 days AM/PM detention or 2 blocks ISS	1 <sup>st</sup>
6 <sup>th</sup>	3 days AM/PM detention or 1 day ISS	2 <sup>nd</sup>
7 <sup>th</sup>	2 days ISS	3 <sup>rd</sup>
8 <sup>th</sup>	1-2 days OSS	4 <sup>th</sup>
9 <sup>th</sup>	2-3 days OSS	5 <sup>th</sup>
10 <sup>th</sup>	3-4 days OSS	6 <sup>th</sup>
11 <sup>th</sup>	4-6 days OSS & possible recommendation for LTS	7 <sup>th</sup>

**Additional Behavioral Expectations**

Students shall refrain from copying, using, or otherwise claiming work of others to be their own. Students shall not cheat on test/examinations, copy work of another, or complete any type of academic assignment in a dishonest or deceptive manner. Students will receive a grade of zero for the assignment and may have additional disciplinary consequences.

**Code of Student Conduct-<https://bit.ly/2u6mQLC>**

The District and staff are committed to establishing positive learning environments that ensure that all student have access to a quality education. The District recognizes that a key aspect of maintaining a healthy and safe environment is establishing order and maintaining discipline in our schools. This goal can only be achieved through the cooperative efforts of our school staff, students, parents/guardians and the community.

The District believes that developing strong relationships with families is the first step in establishing safe and healthy schools. The District and staff desire to work collaboratively with families to establish positive relationships that aid in the development and achievement of all students.

The District is committed to eliminating disparity in school discipline with respect to its underserved populations in reducing the number of referrals, suspensions, and expulsions. The staff will engage in restorative practices that enhance school culture and improve discipline systems to address equity.

**ALTERNATIVE MEANS OF CORRECTION**

Each school is responsible for incorporating a Multi-Tier Systems of Support (MTSS) framework into its School Improvement Plan (SIP) to reduce referrals and suspensions through pro-active



intervention, positive behavioral support, restorative practices, and other non-punitive approaches to discipline. MTSS includes a Positive Behavioral Interventions and Supports (PBIS) model of evidenced based practices to address student behavior.

The District encourages alternatives to suspension and the implementation of progressive discipline approaches prior to removing a student from the educational setting. Classroom based strategies include, but are not limited to:

1. Reteach behavioral expectations;
2. Separate students;
3. Assign additional tasks;
4. Communicate with the parent/guardian;
5. Conference with the student and/or parent; and
6. Implement a behavioral contract and/or plan.

Parents/guardians should be notified if there is a pattern of misbehavior which could result in removal from the school environment. Students who exhibit a pattern of misbehavior should be provided more intensive support and interventions. Appropriate school level strategies include, but are not limited to:

1. Conference with parent/guardian and/or student;
2. Implement a case management or counselling plan;
3. Convene an intervention team;
4. Assign after school detention and/or Saturday School;
5. In-school suspension; and
6. Short Term Out-of-school suspension.

When applying strategies that remove the student from the educational environment (i.e. full day ISS or OSS) or require attendance outside of normal school day (i.e. ASD or Saturday School) the school shall notify the parent prior to imposition of the consequence. For consequences that require immediate implementation (i.e. partial day ISS or conferences), the parent shall be notified as soon as possible and within 24 hours of the event.

**These are not the only rules of conduct which students are expected to follow.** Additional school level rules/consequences will be set by the school site (including but not limited to dress code, honor code and insubordination). There will also be rules for riding the bus. A copy of these guidelines, school level and transportation rules will be provided annually to all students.

## **DEFINITIONS**

1. **Administration.** School level administrators, including the principal and assistant principals.
2. **Bans from School Property.** Students who are suspended or expelled are not entitled, except with the express permission of the site principal, to enter any property of Union County Public Schools. Failure to abide by such restriction will be considered trespassing and will be reported to law enforcement.
3. **Code of Student Conduct.** The behavioral guidelines adopted by the district. The Code of Student Conduct is published and made available to students on an annual basis. It is available in a variety of means, including but not limited to, online publication and hard copy, upon request.
4. **Condensed Academic Term.** Block Schedule.
5. **Disciplinary Reassignment.** A full-time educational program, including South Providence School, that meets the academic requirements of the NC Standard Course of Study and provides the student with the opportunity to make timely progress towards graduation and grade promotion. A disciplinary reassignment may utilize a combination of online courses, direct teacher instruction and other computer based alternatives for instruction. A disciplinary reassignment is not a long-term suspension and does not require those procedures.
6. **Elementary Students.** Students in grades Pre-K – 5.
7. **Expulsion.** The indefinite removal of a student from school enrollment for disciplinary purposes. Only the Board of Education can expel a student, over the age of 14, whose continued presence is a

clear threat to the safety of staff and other students. **An expulsion may be considered for a violation of any of the rules set out below or for other conduct meeting this definition.**

8. **Extracurricular/co-curricular activity participation.** In order to participate in extracurricular/co-curricular activities or athletic programs, students must adhere to Board of Education policies, school-level criteria, North Carolina High School Athletic Association rules (where applicable) and law. The district's behavioral expectations extend beyond the classroom and school campus. Therefore, regardless of when and where the charge arises, any student who is charged with or adjudicated/found guilty of a crime (or what would be considered a criminal violation if the student were an adult) may be excluded from participation in extracurricular/ co-curricular activities.

9. **Long-term Suspension.** A disciplinary removal in excess of 6 days for high schools on condensed academic terms and 10 days for middle schools unless the conduct occurs in the final quarter of the school year in which case the suspension -may run through the end of the first semester of the following year.

10. **Multiple Offense designations.** For offenses where different consequences are applied depending upon the number of violations, the offense is of the overall (numbered) rule. Additionally, the number of violations carries throughout one academic year.

11. **Parent.** Parent, legal guardians, custodians, and caretakers entitled to enroll the student in school.

12. **Parent Conferences.** A meeting between the student, parent and administrator may be required for any length suspension.

13. **Restorative Justice.** Restorative Justice is reactive in nature. It consists of formal and informal responses to wrongdoing. These responses are introduced in an effort to avoid the reoccurrence of the wrongdoing and to begin to rebuild relationships where there has been harm.

14. **Restorative Practices.** Restorative Practices are proactive in nature. They consist of formal and informal processes put in place to create positive school climate. These processes precede any wrongdoing, provide expectation clarity for all involved and have a strong focus on building relationships and a sense of community. The following are some of the opportunities for Restorative Justice that are available with UCPS, not all programs are available at all school locations:

- Multi-Tiered Systems of Support (MTSS);
- Foundations Training;
- CHAMPS Training/Discipline in the Secondary Classroom: and
- Social-Emotional Resources.

15. **School Authority.** The school has the authority to address any act that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, use of the district Internet system or school provided technology, use of a personal digital device on campus, or off-campus activities that cause or are reasonably expected to cause a direct and immediate impact on the orderly and effective operations of the school or the safety of individuals.

16. **School property.** The physical premises of all school campuses, bus stops, all vehicles under the control of the district (including but not limited to Yellow School and Activity Buses), school sponsored curricular and extra-curricular activities, regardless of where they occur. *The administration may also impose consequences for conduct which occurs off campus if it has a direct and immediate effect on maintaining order and discipline in the schools.*

17. **Secondary Students.** Students in middle and/or high school.

18. **Short-term suspension.** The disciplinary removal of a student for 6 or fewer days for high schools on condensed academic terms and 10 or fewer days for middle and elementary schools.

19. **Suspension.** Unless otherwise noted references to a suspension is an out of school suspension.

20. Any references to Superintendent or Principal shall include that person's designee.

## **REPORTS TO OUTSIDE AUTHORITIES**

1. **Law Enforcement** – Under North Carolina Law, principals are required to report to law enforcement when s/he has personal knowledge or actual notice that one of the following acts has occurred on school property: “assault resulting in serious personal injury, sexual assault, sexual

offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law.” Additionally, any conduct which may be both a violation of this policy and law will be reported to the School Resource Officer. If a student is arrested consistent with this provision, school officials will notify the parent of the location where their child is taken by law enforcement officials.

2. **Department of Motor Vehicles (DMV)** – Under North Carolina Law, students who receive a long-term suspension for engaging in any of the following conduct will be reported to the DMV: possessing or selling alcoholic beverages or an illegal controlled substance on school property, bringing, possessing, or using on school property any weapon or firearm, and physically assaulting a teacher or other school personnel on school property.

**PROHIBITED BEHAVIORS:**

1. Abusive Language and Gestures
2. Aggressive Behavior
3. Arson/Use of Fire
4. Attendance (Truancy/Skipping/Unauthorized Location)
5. Bullying
6. Chronic Disruptive Behavior
7. Electronic Devices
8. False Alarms
9. Firearms and destructive devices
10. Hazing
11. Illegal/Unauthorized Substances
12. Insubordination
13. Misrepresentation
14. Nuisance Items
15. Persistently Dangerous Students
16. Sexual Behavior
17. Sexual Harassment
18. Student Dress
19. Act of Terror/Bomb Threats
20. Theft (including robbery)
21. Trespassing/Breaking and Entering
22. Unauthorized Use of Technology
23. Weapons (not including firearms and explosives)
24. Vandalism

Principals will have the discretion to determine if a violation of the rule, considering mitigating factors, is serious enough to warrant suspension and should use good judgment when applying these guidelines. Principals shall consider the student’s intent, disciplinary and academic history, potential benefits of alternatives to suspension and any other mitigating or aggravating factor(s) when considering a recommendation for long-term suspension.

When considering the appropriate sanction for specific student conduct, the Administrator should consider circumstances relating to the offense, including but not limited to the following:

1. The student’s age;
2. The student’s mental capacity;
3. The student’s intent;
4. The student’s disciplinary history;
5. The student’s academic history;
6. The potential benefits to the student of alternatives to suspension;
7. How the student’s misconduct impacted others, including other students, staff members, and/or school visitors;
8. Whether the student displayed an appropriate attitude and gave respectful cooperation during the investigation and/or after the offense occurred;

9. What other consequence(s) the student may be experiencing outside of school; and
10. What action the student and/or the student's parent(s) have taken since the offense occurred.

Principals will avoid assigning the maximum consequence unless one of the following conditions exists:

1. The conduct resulted in a disruption to the educational environment;
2. The conduct posed a threat to the safety of that student or other persons present; or
3. Progressive consequences have already been exhausted or are not appropriate under the circumstances.

When students are suspended for violations of these guidelines these absences may affect academic standing, promotion, and eligibility for co-curricular and extra-curricular activities including athletics. Please refer to Policy 4-1, Attendance, for further information.

For these prohibited behaviors, the following system-wide disciplinary actions shall be taken (in addition to any consequence enumerated below each behavior, students may be referred to the school counselor for possible counseling and may be banned from school property and/or a parent conference required, as described in the Definitions Section above):

**1. Abusive Language and Gestures:** Students will not use abusive, profane, obscene, words, signs, gestures, and other acts toward or about any school employee, adult on campus or other student. This provision includes but is not limited to written assignments and/or electronic technology where a connection to the school exists. The administration will also consider whether the conduct being investigated was an act of bullying.

**a. Toward a school staff member or other adult on campus.**

• **First Offense:**

- **Elementary:** 0-3 day suspension
- **Secondary:** 0-10 day suspension, 0-6 days for Condensed Academic Terms.

• **Second and subsequent Offenses:**

- **Elementary:** 1 – 5 day suspension
- **Secondary:** 3-10 day suspension or 2-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for long-term suspension.

**b. Toward another student or between students.**

- **First Offense: (Elementary and Secondary)** 0–3 day suspension
- **Second and subsequent Offenses: (Elementary and Secondary)** 1-5 day suspension, 1-3 days for Condensed Academic Terms.

**2. Aggressive Behavior:** Students will not engage in any form of aggressive behavior (physical or verbal) against any other student, staff member or other adult in the school, except in self-defense. All assaults must be reported to the principal.

**a. Physical violence directed toward any school employee or other adult in the school.**

- **Elementary:** 0 - 10 day suspension
- **Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension. Upon returning from a long-term suspension, the student shall not be returned to the teacher's class unless the teacher consents.

b. **Physical Violence directed toward a student.** Violations include but are not limited to any assault, fight, or attempt to cause physical harm to a student or students by another student or students.

• **Elementary and Secondary**

• **First Offense** (where there were no serious injuries, multiple aggressors/participants or serious disruption to the academic day): 0-10 day suspension or 0-6 days if on a Condensed Academic Term

• **Second and subsequent Offenses** (where there were no serious injuries, multiple aggressors/participants or serious disruption to the academic day): 1-10 day suspension or 1-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

• **For assaults which result in serious injury, those involving multiple aggressors or where serious disruption to the academic day results:** 10 day suspension, 6 days for Condensed Academic Terms. For secondary students, the administration may consider a recommendation for a long-term suspension.

c. **Threats about or directed toward any other student, staff member or other adult in the school:** Any physical, verbal, or written threat (including but not limited to threatening gestures, threats communicated via electronic technology including threats made outside of school where a connection to the school and/or school work exists) directed toward or about any student, staff member or other adult which threatens force, violence, or disruption, or any sign or act which constitutes a threat of force, violence, or disruption. This includes threats and/or retaliation against a student who is a complaining witness or a witness in a student disciplinary matter for the purpose of preventing the student from being a witness or retaliating against a student for being a witness.

• **Elementary**

1. **Threats toward staff members or other adults in the school** – 0- 5 day suspension.

2. **Threats toward students**

• **First Offense:** 0-5 day suspension

• **Second and subsequent Offenses:** 1-5 day suspension

• **Secondary**

1. **Threats toward staff members or other adults in the school** - 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for long-term suspension, depending upon the severity of the threat.

2. **Threats toward students**

• **First Offense:** 3-10 day suspension or 2-6 days if on a Condensed Academic Term

• **Second and subsequent Offenses:** 1-10 day suspension or 1- 6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension, depending upon the severity of the threat.

d. **Verbal Confrontation/Provocation** includes approaching another person in a confrontational, provocative or bullying manner. This includes attempts to intimidate or instigate another person to fight or commit other acts of physical aggression.

• **Elementary:** 0-5 day suspension

• **Secondary:** 0-10 day suspension or 1-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

- e. **Extortion or blackmail** includes threats to take the property of another student under threat of physical harm.
- **Elementary:** 0-5 day suspension
  - **Secondary:** 0-10 day suspension or 1-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.
- f. **Behavior that incites a serious disruption to the academic environment** includes behavior which encourages other students to join in to a potentially volatile situation, or disrupts or has the potential to disrupt the school environment including a failure to disperse at the request of staff.
- **Elementary:** 0-5 day suspension
  - **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.
3. **Arson/Use of Fire:** A student will neither set fire nor attempt to set fire to anything on school property or participate with others to damage or destroy school property through the use of fire. This includes striking matches, flicking cigarette lighters or using any instrument capable of producing fire on school property or at a school-sponsored or school-related activity that is on or off school property.
- **Elementary and Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.
4. **Attendance:** Students will not leave the assigned area/school grounds without permission and/or commit other attendance violations (i.e. skipping class and truancy). Students must attend school and every class every day unless there is a lawful absence. Once at school students will remain on campus and in areas designated by school officials at all times. Violations of this rule include being in an unauthorized location within the school.
- **Elementary and Secondary:** 0-2 day suspension and principal discretion which may include additional consequences should the conduct violate other rules in this policy or the bus or school level rules. No more than 2 days of suspension can be assigned to a student for an attendance violation.
5. **Bullying:** Students will not bully another person on school property as defined above. Under North Carolina Law, bullying is “any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property”, as defined above, “reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics”. Bullying may include, but is not limited to, cyber bullying, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats and may be directed at the same or different individuals. This rule includes hate-motivated behavior (including injuring or intimidating due to the victim’s race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental, or sensory disability). Students who feel bullied, harassed or intimidated at school by an adult or another student or who witness such conduct should immediately report the conduct to an administrator or school counselor. Anonymous reports can also be made through the UCPS App or through the link on a district issued laptop.

Both the accused and victim will be referred to a school counselor.

- **Elementary and Secondary**

- **First Offense:** 0 to 10 day suspension or 0-6 for Condensed Academic Terms
- **Second and subsequent Offenses:** 3-10 day suspension, or 2-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for long-term suspension.

**6. Chronic Disruptive Behavior:** Students will not engage in behavior which disrupts classroom and/or school activities. This rule does not address situations where the student poses a threat of injury to students or staff which may qualify the student for an alternative disciplinary program, including a disciplinary reassignment (see Definitions Section). The use of an alternative disciplinary program may occur prior to a removal from the instructional environment.

- **Elementary:** 0-5 day suspension
- **Secondary:** 3-10 day suspension, or 2-6 days for Condensed Academic Terms.

**7. Electronic Devices:**

Elementary and Middle School: Students will not possess cellular phones or electronic/media devices except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity, from the first bell of the day through the last dismissal bell. Except as identified above, cell phones must be turned off and out of sight (in backpack, pocket, or purse) at all times. Use of a cell phone is defined to include, but is not limited to phone ringing, talking on phone, taking pictures, browsing, gaming and text messaging. Any electronic watches (i.e. Apple watch) or electronic tracking devices (i.e. AngelSense) must have all recording/listening capabilities turned off or disabled.

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. Any electronic watches (i.e. Apple watch) or electronic tracking devices (i.e. AngelSense) must have all recording/listening capabilities turned off or disabled.

The District is not responsible for theft, loss or damage to any electronic devices brought onto school property.

- **Elementary and Secondary**

- **First Offense:** Confiscate item and return to the student at the end of the academic day. 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 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 the student may be prohibited from bringing the item to school for the remainder of the school year, except as authorized in writing by the principal.

Failure to obey the request of a school staff member to hand over an electronic device, shall be considered insubordination.

**8. False Alarms:** In the absence of an emergency, students will not call 911, signal or set off an automatic signal indicating the existence of an emergency, this does not include accidental dialing 911 so long as no disruption occurs.

• **Elementary and Secondary**

- **First Offense:** 1- 10 day suspension or 1- 6 days if on a Condensed Academic Term
- **Second Offense:** 3- 10 day suspension or 2- 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.

**9. Firearms and destructive devices:** Students will not bring, possess (regardless of the manner received or the length of time possessed) or use a firearm on a school campus or at a school event wherever held as defined by North Carolina General Statutes § 14-269.2b. All firearms and explosives will be confiscated immediately and turned over to law enforcement.

A firearm includes but is not limited to a starter pistol, gun, rifle, pistol, shotgun, frame, receiver, firearm muffler or silencer (loaded or unloaded) or a destructive device. A destructive device includes but is not limited to an explosive, incendiary, poison gas, bomb, grenade, rocket with a propellant charge of more than 4 ounces, a missile with a charge of more than ¼ ounce, mine or similar device.

- **Elementary and Secondary:** A suspension of 365 days shall be imposed for violations of this rule pursuant to the Gun-Free Schools Act, 20 U.S.C. 7961. Upon recommendation of the Superintendent, the Board of Education may modify this consequence after a review of the facts and circumstances surrounding the incident and considering alternative educational options for the student.

*No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed herein (See Rules 9 and 23). A student who finds a weapon or weapon-like item, who witnesses another student or other person with such items, or becomes aware that another student or other person intends to possess, handle or use such items, must notify a teacher or principal immediately. Failure to do so may result in disciplinary action up to and including a maximum of 10 day suspension or 6 days if on a Condensed Academic Term. The Superintendent and Board shall not impose a 365 day suspension if it is determined that the student took possession of, received or found the firearm or destructive device on campus, provided that the student delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee and had no intent to use it in a harmful or threatening way.*

**10. Hazing:** Students will not engage in hazing which is defined as “to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group including any society, athletic team, fraternity or sorority, or other similar group.” For purposes of this policy, hazing may include annoying any student by playing tricks, to frighten, scold, beat or harass him/her, or subject him/her to personal indignity. Per North Carolina General § 14-35 hazing is strictly forbidden on campus and at all off campus school events.

- **Elementary and Secondary:** 0-10 day suspension, 0-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for long-term suspension.
- **Students convicted of Class 2 misdemeanor hazing may be recommended for expulsion from Union County Public Schools.**



**11. Illegal/Unauthorized Substances:** Students will not possess, use, be under the influence of or distribute any of the following substances on school property, as defined above. All substances will be immediately confiscated and provided either to law enforcement or a parent, as appropriate.

a. **Over-the-Counter Medication:** Outside of the routine, normal usage of medication or without proper authorization. Over-the-Counter medications include essential oils. CBD Oil may not be possessed without a prescription from a medical professional and a completed medical authorization form (see Rule 11b below for use, share/distribute, and possession of CBD Oil).

**1. Being under the influence:**

- **Elementary and Secondary:** 0-5 day suspension or 0-3 days if on a Condensed Academic Term.
- Required drug education class (failure to attend may result in additional days of suspension)

**2. Possession:**

- **Elementary and Secondary:** 0-5 day suspension or 0-3 days if on a Condensed Academic Term.
- Required drug education class (failure to attend may result in additional days of suspension)

**3. Use at School:**

- **Elementary and Secondary:** 0-5 day suspension or 0-3 days if on a Condensed Academic Term.
- Required drug education class (failure to attend may result in additional days of suspension)

**4. Share/Sell/Distribute:**

- **Elementary and Secondary:** 1-5 day suspension or 1-3 days if on a Condensed Academic Term. The administration may make a recommendation for a long-term suspension
- Required drug education class (failure to attend may result in additional days of suspension)

b. **Prescription Medication:** All medication will be provided to the school nurse and properly stored. Without proper medical authorization, students shall not transport prescription or non-prescription medication to or from school or have medication in their possession at any time without meeting conditions prescribed by the Board.

**1. Possession or use of prescription medication without proper authorization:** (Possession only; this does NOT include distribution). Upon arrival to school, the student must secure provide the medication immediately to a school staff member. Failing to do so is a violation of this rule.

**• Elementary and Secondary:**

- **First Offense** – 0-3 day suspension or 0-2 days if on a Condensed Academic Term. Required drug education class (failure to attend may result in additional days of suspension)
- **Second Offense** - 0-5 day suspension or 0-3 days if on a Condensed Academic Term. Required drug education class (failure to attend may result in additional days of suspension)

**2. Under the Influence of prescription medication without proper authorization:**

- **Elementary and Secondary:** 0 - 5 day suspension or 0- 3 days if on a Condensed Academic Term.
- Required drug education class (failure to attend may result in additional days of suspension)
- Suspension is not warranted when a student comes to campus under the influence when used in compliance with the directions of a valid prescription.

### 3. Share/Sell/Distribute:

- **Elementary and Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.
- Required drug education class (failure to attend may result in additional days of suspension)

### c. Alcohol (Includes but is not limited to wine, beer, non-alcoholic beer, and energy drinks containing alcohol)

#### • Under the influence, possession or use on school property, as defined above:

##### • Elementary and Secondary:

- **First Offense** – 1-10 day suspension or 1-6 days if on a Condensed Academic Term. Required drug/alcohol education class (failure to attend may result in additional days of suspension)
- **Second and subsequent Offenses** - 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension. Required drug/alcohol education class (failure to attend may result in additional days of suspension)

##### • Share/Sell/Distribute:

- **Elementary and Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.
- Required drug/alcohol education class (failure to attend may result in additional days of suspension)

### d. Tobacco Products: Students will not possess, use, sell or distribute tobacco products on school property (as defined above). For rolling papers, see drug paraphernalia. All tobacco products, including but not limited to cigars, cigarettes, electronic cigarettes (including but not limited to vape pens and devices such as Juuls), snuff, chew packets, and all lighted and smokeless tobacco and/or nicotine products are prohibited and will be confiscated.

#### • Possession

##### • Elementary and Secondary:

- **First Offense:** 1 – 5 day suspension and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension.
- **Second and subsequent Offenses:** 3 -5 day suspension and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension.

##### • Use, Sell/Distribute

- Secondary: Use of tobacco products and electronic cigarettes (including but not limited to vape pens and devices such as Juuls) will result in a 6 day suspension and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension. If the preponderance of the evidence is that the electronic cigarette contains an oil including THC Rule 11e below will apply.

### e. Illegal Drugs, Counterfeit or Synthetic Drugs, Huffing (including the misuse of inhalants), and/or Drug Paraphernalia (including but not limited to rolling papers, bongs, pipes and scales) and misuse of chemical/material (organic or otherwise) that causes or is purported to cause a hallucinogenic/mind altering effect or might bring about a state of exhilaration, euphoria or of otherwise altering student's mood or behavior.

#### • Under the Influence, Use or Possession

- Elementary: 0-10 day suspension.

- **Secondary:**
  - **First Offense** – 5 - 10 day suspension or 3 - 6 days if on a Condensed Academic Term. Required drug/alcohol education class (failure to attend may result in additional days of suspension).
  - **Second and subsequent Offenses** - 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may make a recommendation for long-term suspension. Required drug/alcohol education class (failure to attend may result in additional days of suspension)
- **Possession of paraphernalia**
  - **Elementary:** 0-10 day suspension.
  - **Secondary:**
    - **First Offense** – 5 - 10 day suspension or 3 - 6 days if on a Condensed Academic Term. Required drug/alcohol education class (failure to attend may result in additional days of suspension).
    - **Second and subsequent Offenses** - 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may make a recommendation for long-term suspension. Required drug/alcohol education class (failure to attend may result in additional days of suspension)
- **Share/Sell/Distribute** (Actual or Attempt) or possession with intent to distribute (possession of a large quantity or of more than one individually wrapped package will be considered evidence that the student intended to sell or distribute the substance).
  - **Elementary and Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may make a recommendation for long-term suspension.
  - Required drug/alcohol education class (failure to attend may result in additional days of suspension)
- **Share/Sell/Distribute** (Actual or Attempt) of drug paraphernalia.
  - **Elementary and Secondary:** –2-5 day suspension or 1 - 3 days if on a Condensed Academic Term. Required drug/alcohol education class (failure to attend may result in additional days of suspension)

**12. Insubordination:** A student will obey the lawful direction of any authorized staff member while in school, participating in a school activity or on school property. All students are expected to behave in a respectful manner. This includes but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, and speaking to staff in an appropriate manner.

- Please see school level rules for the consequence.

**13. Misrepresentation:** A student will be honest and submit his/her own work.

- a. **Cheating:** Violating rules of honesty and Honor Codes, including but not limited to plagiarism or copying another student's test or assignment is prohibited.
  - b. **Altering Report Cards or notes:** Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses is prohibited.
  - c. **False information:** Making false statements, written or oral, to anyone in authority is prohibited.
- Please see school level rules for the consequence.

**14. Nuisance Items:** Students will not possess or use nuisance items including but not limited to: laser pointers, matches, cigarette lighters, empty shells, or other like items

on school property as defined above. Nuisance items kept in locked private vehicles are exempt. No skateboards are allowed on campus at any time. All nuisance items will be immediately confiscated and returned to the parent where appropriate. Any nuisance item that results in property damage to the school system or individual will require restitution by the parents of the perpetrator. The District is not responsible for theft, loss or damage to any nuisance items brought onto school property.

• **Elementary and Secondary:**

- **First Offense:** Confiscate item and return only to parents.
- **Second and subsequent Offenses:** 1-5 day suspension, 1-3 days for Condensed Academic Terms.

**15. Persistently Dangerous Students:** Students, over the age of 14, will not engage in behavior that constitutes a clear threat to the safety of other students or employees as defined in North Carolina Law. Examples of conduct which would fall under this rule include, but are not limited to, multiple rule violations for assault, the sale or distribution of illegal drugs, gang related activities, possession of weapons and inappropriate sexual behavior. A single severe behavior may fall under this category. This also includes students who are registered sex offenders (who will be constantly supervised, if allowed to attend any educational program).

- Violation of this section may result in a disciplinary reassignment, long-term suspension, 365-day suspension, or expulsion dependent upon the severity of the offense.

**16. Sexual Behavior:** Students will not engage in any sexual activity or possess sexually graphic or violent materials on school property as defined above.

a. **Indecent Exposure:** Students will not expose private body parts on school property.

• **Elementary:**

- **First Offense:** 0-3 day suspension
- **Second and subsequent Offenses:** 1-5 day suspension

• **Secondary:**

- **First Offense:** 1- 5 day suspension, or 1-3 days suspension for Condensed Academic Terms.
- **Second and subsequent Offenses:** 5- 10 day suspension, or 3-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

b. **Consensual Sexual Activity:** Students will not engage in consensual sexual activity on school property. Consensual means all parties are willing participants in the activity.

• **Elementary and Secondary:**

- **First Offense:** 3-10 day suspension or 2-6 days for Condensed Academic Terms.
- **Second and subsequent Offenses:** 5-10 day suspension, or 3-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

c. **Sexual Assault/Battery:** Students will not engage or attempt to engage in sexual activity with another person by force, threat or fear.

- **Elementary and Secondary:** 5-10 day suspension, or 3-6 days for Condensed Academic Terms. For secondary students, the administration may make a recommendation for long-term suspension. The principal will refer to school counselor and contact parent.

d. **Possession of Pornographic, Profane and/or Violent Material:** Students will not possess or access via technology any pornographic, profane, sexually explicit

or graphically violent materials, including but not limited to pictures, magazines, drawings, DVDs, CDs, websites, email or text messages, or images and sexually explicit or graphically violent materials (including documents or instructions concerning the creations and/or use of a weapon).

- **Elementary:** 0-3 day suspension

- **Secondary:**

- **First Offense:** 3-5 day suspension, or 2-3 days for Condensed Academic Terms.

- **Second and subsequent Offenses:** 10 day suspension, 6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

**17. Sexual Harassment:** Students will not engage in behavior which sexually harasses another person on school property. Includes but is not limited to the following conduct committed against another student, a staff member or any adult in the school:

1. Any “unwelcome” contact of a sexual nature with another’s body.
2. Any suggestive comments, propositions or gestures.
3. Any sexually provocative commentaries about the body.
4. Any suggestive writings, artworks, or notes.
5. Any slurs or innuendos.

- **Elementary and Secondary:**

- **First Offense:** 3-5 day suspension, 2-3 days for Condensed Academic Terms and counseling at the school level.

- **Second and subsequent Offenses** or when two or more students are engaged in this type of behavior against another person or when one student engages in this type of behavior against multiple persons: 10 day suspension, 6 days for Condensed Academic Terms. For secondary students, the administration may consider a recommendation for a long-term suspension.

The UCPS Title IX Coordinator, and law enforcement shall be notified.

**18. Student Dress:** A student will maintain personal attire that promotes safety, health and acceptable standards of social conduct, and is not disruptive to the educational environment. This includes student clothing that materially and substantially disrupts classes or school activities, including but not limited to gang-related articles of clothing. Please see the dress code at your school.

- Please see school level rule for consequences.

**19. Act of Terror/Bomb Threats:** Students will not engage in any of the following:

1. make, aide, conspire, and/or abet in making a terrorist threat or perpetrating a terrorist hoax against school district property by making a false report that a device, substance, or material designed to cause harmful or life-threatening illness or injury to another person is located on school property as defined above, or possessing, bringing onto school property, concealing, placing, disseminating, or displaying (or threatening any of the above) a device, machine, instrument, artifact, letter, package, material, or substance on school property as defined above with the intent to cause others to believe the device is a substance or material capable of causing harmful or life-threatening illness or injury to another person;
2. threaten to commit on school property as defined above an act of terror that is likely to cause death, with the intent to cause a significant disruption to the

instructional day or school-sponsored activity which actually causes such disruption (this includes but is not limited to making a bomb threat); or

3. make a false report that there is about to occur or is occurring on school property as defined above an act of terror that is likely to cause serious injury or death, with the intent to cause a significant disruption to the instructional day or school-sponsored activity or which actually causes such disruption (this includes but is not limited to making a bomb threat); or
4. Conspire to commit any of the above-described acts.
  - Elementary and Secondary: 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.

No student may knowingly or willfully cause, encourage, or aid another student to make or engage in any of the activities defined under Rules 8 or 19 (False Alarm and Bomb Threats). Any student who becomes aware that another student or other person intends to violate either of these rules must notify a teacher or principal immediately.

- Failure to do so may result in disciplinary action up to and including a maximum of 10 days of suspension (6 days for Condensed Academic Terms)

**20. Theft (including robbery):** Students will not steal the property of the school, school employees, students or any other person. Theft is the taking of someone else' property and robbery requires the use of force or threat of violence.

- **Elementary:** 0-5 day suspension for theft and 3-10 for robbery
- **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term for theft and 5-10 days or 3-6 if on a Condensed Academic Term for robbery. For secondary students, after the second offense of theft or the first offense of robbery where violence is involved the administration may make a recommendation for a long-term suspension.

**21. Trespassing/Breaking and Entering:** A student will not enter school property or a school; facility without proper authority. This rule includes entering any school during a period of suspension.

- **Elementary:** 0-5 day suspension
- **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may make a recommendation for a long-term suspension.

**22. Unauthorized Use of Technology:** A student shall refrain from the inappropriate use of district owned technology or from using the district provided electronic communications and wireless connection network without proper authority. This includes authorized use of sign on codes and unauthorized attempts to contact any district computer site from any computer. Violations of other rules through the unauthorized use of technology will be considered under both rules. Repeated violations of this rule may result in technology privileges being limited or removed.

- **Elementary:** 0-5 day suspension
- **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term.

**23. Weapons (not including firearms and explosives):** Students will not possess, handle, use, or transmit, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon (including toys) or could be used as a weapon

and any object thrown from a bus. All weapons will be confiscated immediately and turned over to law enforcement. Weapons include all of the following:

Knife, including a pocket knife, bowie knife, box cutters and other types of utility blades, switchblade, dirk, dagger or machete; slingshot; leaded cane; blackjack; metal knuckles or nun-chucks; BB gun; air rifle or air pistol; blowgun, stun gun or other electric shock weapon (i.e. taser); ice pick; defensive sprays; razor or razor blade (except solely for personal shaving); compound bow or other archery equipment; live ammunition (shotgun shells, bullets, etc.), not used for instructional purposes and under the supervision of school staff; fireworks; and any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

*This section does not apply to students who are members of the Reserve Officer Training Corps (ROTC) and who are required to carry arms or weapons in the discharge of their official class duties; nor does this apply to weapons used in school-approved instruction or ceremonies.*

*The school administration will consider if the student delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee as a mitigating factor.*

• **Possession:**

- **Elementary:** Regardless of the manner in which received and the length of time the weapon is possessed: 0-10 day suspension
- **Secondary:** Regardless of the manner in which received and the length of time the weapon is possessed: 3-10 day suspension or 2-6 days if on a Condensed Academic Term.

• **Use of weapon:**

- **Elementary and Secondary:** 5-10 day suspension and 3-6 if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.

**24. Vandalism:** Students will not vandalize property owned by the school system, school staff or other students.

- **Elementary:** 0-5 day suspension
- **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may make a recommendation for a long-term suspension.

## **Tardy Policy**

Students are expected to report to each class on time. Tardiness is considered a disruption of the academic process. Teachers will lock their doors when the bell rings and students that do not have a pass to class and are not in class will report to a J7 to document the tardy. Once the student receives a pass, they are required to report directly to class. Students who are tardy are subject to the following disciplinary action:

### **Tardy Consequences**

1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	Warning
3 <sup>rd</sup> offense	Warning, parent contact
4 <sup>th</sup> offense	1 day lunch detention
5 <sup>th</sup> offense	2 days lunch detention, parent contact
6 <sup>th</sup> offense	1 day AM/PM detention
7 <sup>th</sup> offense	2 days AM/PM detention

8 <sup>th</sup> offense	½ days ISS, parent contact
9 <sup>th</sup> offense	Full day ISS, parent contact
10 <sup>th</sup> offense	2 days ISS, parent contact

**Note: each subsequent tardy after the 10<sup>th</sup> offense will result in one day of OSS or parent shadowing.**

### **Delivery of Flowers and Gifts to Students**

Piedmont High School assumes no responsibility for flowers or gifts that are delivered to students during the school day either by florists or individuals. NO deliveries will be accepted on Valentine’s Day. Any items that do get delivered to the school will remain in the main office until the end of the day.

### **Driving Eligibility Certificate**

To receive your Driving Eligibility Certificate (DEC), you must contact a guidance counselor. You must bring the Driver Education completion certificate to the counseling office.

To receive and keep a driver’s permit or license, a student must maintain academic progress, which means passing 70% (3 out of 4 classes) or more of his/her classes each semester or their license will be revoked. After the fall and spring semester, students can have their license returned if they meet the academic requirements. Hardship letters will be sent home before a student’s license is revoked. In addition, on July 1<sup>st</sup>, 2000, the “Lose Control, Lose Your License Guidelines” went into effect. This law directs schools to report expulsions, long-term suspensions and assignment to alternative schools for offenses such as sale or possession of alcohol or illegal controlled substances, weapons, or firearms on school property, or physical assault on any school personnel to the NC Dept. of Motor Vehicles. The license or permit may be revoked for these students for one year.

Contact the counseling office at 704-296-3170 for a DEC after the student passes the course.

Contact the Driver Education Coordinator for questions concerning the Driver Education Class.

### **Early Release Days**

UCPS will observe two early release days this year: 10/8/2019 and 3/19/2020. High school students will be released at 12:15 PM.

### **Emergency Procedures**

Emergency procedure drills will be conducted throughout the year in accordance with local and state guidelines. All teachers and staff members should be familiar with the procedures for each drill.

### **Extra-Curricular and Co-Curricular 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 extracurricular 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 extracurricular 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 not eligible to participate in teams and/or activities for the remainder of the semester.
4. Mitigating circumstances may include:
  - a. having no history of disciplinary problems;
  - b. having a significant amount of time pass since the student’s last disciplinary problem;
  - c. being a passive participant or playing a minor role in the offense;
  - d. reasonably believing the conduct was legal;
  - e. acting under strong provocation;
  - f. aiding in the discovery of another offender;
  - g. making a full and truthful statement admitting guilt at an early stage in the investigation of the offense;
  - h. 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.

### **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.

### **Fund Raising Projects**

All fund raising projects must meet the guidelines established by the Union County Board of Education and must further be approved in advance by the Principal.

## Grades

Grade reports are distributed each six weeks. The printout contains a number grade for class achievement, a conduct grade for each class, and a listing of the number of days absent in each class period.

### **Grading Scale:**

A= 90 -100

B= 80 - 89

C= 70 - 79

D= 60 - 69

F = 0 – 59

## Guidance

The purpose of the Counseling Department is to help each student become more self-directed, to enable each student to make decisions which will be beneficial to him or her as an individual, and to help each student avoid as many difficulties in high school life as possible. In addition, the counseling department strives to enable students to gain more knowledge of oneself and to provide resources to help students pursue future plans and goals. The Piedmont High School counseling program is especially concerned with three areas of potential assistance for students: (1) personal counseling, (2) career counseling, and (3) college preparatory counseling. Any information regarding college or career planning can be obtained through the counseling office.

The Piedmont High school counselors are located in the Counseling Suite in “A” building. The guidance phone number is 704-753-2824. The fax number is 704-753-2815. The duties and specific responsibilities of each counselor will be explained to students at the beginning of the school year. Appointments can be made through the counseling secretary or by requesting a time from the individual counselor. Students should make appointments before/after school and during class change. Assistance is always available in case of emergencies.

## Hall Passes

Students who are not present in their designated classes during class time must have in their possession a valid hall pass signed by the appropriate teachers or administrators. Students who choose to violate this guideline will be considered skipping and subject to disciplinary action.

## Lockers

Students have the option to be assigned a locker during the course of the school year. **Students should only use the locker to which they are assigned.** All lockers will be provided with a lock, which will be used at all times. If a lock is lost, the student will be charged \$5.00 to replace the lock. Lockers are the property of Piedmont High School and students should expect no privacy rights regarding their use. Lockers are subject to search by school personnel at any time. **The use of lockers is strongly encouraged.** Students may request lockers in homeroom at the beginning of the year or in the main office at any time.

## **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 in two weeks will be disposed of as determined by the administration.**

## **Media Center**

The Media Center is open before and after school. Students may also use the Media Center during lunch with a media pass that can be obtained from the Media Center or from one of their current teachers prior to entering the cafeteria.

- The library will maintain sufficient quiet for those who wish to study. Disruptive students will be asked to leave.
- Deliberate abuse of library materials or furniture is considered vandalism. Altering computer desktop, wallpaper, or configuration is considered vandalism which is addressed in the Discipline section of the Student Handbook.
- **Students will be responsible for paying for lost items. No overdue fines are assessed per UCPS policy.**
- Students are expected to abide by all internet usage guidelines outlined by Union County Public Schools. Use of computers on school grounds constitutes acceptance and agreement of the policies outlined in the Union County Public Schools Board of Education Policy manual. All students will be afforded the opportunity to have access to the internet and will have an individual student account. If parents/guardians do not wish for their child to have access to the internet, they must sign a form and return it to the media coordinator.
- Internet Use- Students may not visit or participate in chat rooms, social networking sites, message boards, game sites, video or music sites, or radio station sites. The school computers are used as an educational resource, not a source of entertainment. Students who use proxy websites to access blocked websites will have their computer privileges revoked.
- Please do not bring food or drink into the media center or the computer labs. All book bags should be placed inside the front entrance of the media center.
- Students are permitted to print at no cost as long as printouts are for a class.
- Students who wish to come to the media center during the school day must have a signed pass from their teacher.

## **1:1 Laptop/Computer Discipline Policy**

**Violation: Students who access chatting, social media, gaming, pornographic, proxy or other inappropriate websites prohibited in the Acceptable Use Policy for Union County Public Schools. This includes using webcams and software for inappropriate activity as defined in the Acceptable Use Policy.**

**1<sup>st</sup> offense-** Piedmont technician will take possession of laptop, parent contact and after school detention assigned; laptop will be returned after detention is served.

**2<sup>nd</sup> offense-** Piedmont technician takes possession of laptop, parent contact, and ISS assigned. One-week suspension from laptop privileges. Laptop will be returned after one-week laptop suspension and ISS served.

**3<sup>rd</sup> offense-** Piedmont technician takes possession of laptop, parent contact, Saturday School or OSS, and loss of laptop privileges for remainder of semester.

**Violation: Vandalism of laptop, including intentional damage to hardware, altering computer settings, accessing/altering UCPS central network server files, installing inappropriate software, or damaging another student's laptop.**

**1<sup>st</sup> offense-** Piedmont technician will take possession of laptop and evaluate damage. Loss of laptop privileges for one week and Saturday School. Student will pay the cost of repairs.

**2<sup>nd</sup> offense-** Piedmont technician will take possession of laptop and evaluate damages. Loss of laptop privileges for remainder of the semester and ISS/OSS assigned. Student will pay the cost of repairs.

**Violation: Theft of 1:1 laptop or failure to return laptop to Piedmont High School upon withdrawal, transfer, or at the end of the school year.** School Resource Officer will be consulted to assist with recovery of laptop. Student may be responsible to pay replacement cost of lost/stolen laptop, case, and A/C adapter.

### **Medication**

Students who must take medication of any kind during school hours must obtain a "Request for Medication to be given During School Hours" form from the office. **This includes over the counter medications as well as prescription medications.** The Request for Medication form must be completed and signed by a physician, as well as a parent, prior to the medication being given. The completed form and the medication will be placed in a secure location and dispensed by a member of the staff. Failure to follow procedures may result in disciplinary action.

### **Middle School Grounds**

Piedmont High School students are PROHIBITED from being on the campus of Piedmont Middle School between the hours of 7a.m. to 4 p.m., Monday through Friday. Students who fail to comply with this policy may be subject to both disciplinary and legal action.

### **Parking Rules and Regulations**

1. Parking a vehicle on campus is considered a privilege for students. Each student who drives must buy his/her own parking tag. Students parking on campus without a valid parking tag will be given a \$25 ticket. **Parking tags are NOT transferable.** If a student no longer needs a tag, it must be turned in to the administration. Violations are \$10 each for the first three tickets. A parking boot may be put on the vehicle for the fourth violation in addition to a \$20 ticket. Suspension of parking privileges for a period of time may also be given. Please see the School Parking Regulations in the parking application package for additional information regarding parking rules and violations.
2. **Parking tags are to be displayed everyday while on campus.** The tags are to be displayed in the lower left corner of the front windshield. Vehicles will be ticketed for not having a tag displayed.
3. Students may not park in any area of campus besides the parking lot they have been assigned to unless approved by the administrators. Violation of this may result in suspension of parking privileges. Students will be assigned a specific lot to park in depending on class level and availability. You MUST display the parking tag to park in the assigned lot.

4. There will be no speeding or reckless driving (including spinning tires) on school campus. The speed limit on campus is 5 miles per hour.
5. Students must follow the designated traffic patterns and must not drive on any area which is not within these traffic patterns. Students seen driving across grassy areas, across medians, around barriers or in other unauthorized areas will have their parking privilege suspended.
6. Driving another student off campus who has not legally checked out in the front office will result in suspension of parking privileges as well as disciplinary action.
7. Loitering or cruising in parking lots is not allowed. Once students arrive on campus, they must sign out at the front office to leave again.
- 7 The school is not responsible for damage to private vehicles. All vehicles must be licensed and covered by insurance. School administration will not mediate any disputes arising from vehicle accidents. It is the student's responsibility to report any such accident to the NC Highway Patrol immediately.
- 8 Video cameras are used to monitor the parking lots for safety reasons. All vehicles parked on campus may be subject to search if there is reasonable suspicion to believe that drugs, alcohol, or other contraband might be present in the vehicle. Drug dogs may be brought on campus and in the parking lots at any time. Any contraband discovered in the vehicle driven on campus by a student is considered to be in the possession of that student. Any other occupants of the vehicle may also face disciplinary action.
- 9 Students who drive to school agree to follow all rules governing driving to and parking on school campus. These rules will be strictly enforced. Monetary fines, suspension of driving privileges, towing, and suspension from school may be imposed when violations occur.
- 10 Students who have accumulated five tardy lockouts to first block in a semester will lose their parking privilege for five school days. Students who accumulate ten tardy lockouts in a semester will lose parking privileges for 10 school days. Students who accumulate more than ten tardy lockouts in a semester will lose their parking privileges for the remainder of the semester. No refunds will be given.

**If parking passes become available during the year, they will be offered to students in order of the waiting list.**

## **Recognition Programs**

### **North Carolina Scholars Program**

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. Specific requirements for this program are available in the Guidance Office. The students who qualify for this special recognition:

- Will be designated by the State Board of Education as N.C. Academic Scholars.
- Will receive a seal of recognition attached to their diploma.
- May receive special recognition at graduation exercises.

### **Honors Designations for Graduating Seniors**

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

Weighted GPA

4.25 or higher

4.0-4.24

3.75-3.99

Designation

summa cum laude

magna cum laude

cum laude

**Junior Class Marshals**

The Junior Marshals will be the top five percent of the Junior Class or at least 10 students (whichever number is greater). Selection is based on highest cumulative grade point average which will be calculated at the end of the 5<sup>th</sup> grading period of the **junior** year.

**Academic Letters**

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

**Scholar Athlete**

Individuals who are members of the athletic teams on a varsity level and who obtain a 3.50 or higher grade point average for the designated semester receive scholar athlete certificates.

**National Honor Society**

Students who have completed the sophomore year, have earned and maintained a weighted cumulative GPA of 4.0, have taken at least four honors courses in their freshmen and sophomore years combined and at least two honors courses in each of the junior and senior years, and have been selected by the Faculty Council will be inducted into the National Honor Society. Selection is based on scholarship, character, leadership, and service. Continuing membership requires maintaining a weighted cumulative GPA of 4.0, participating in individual and group service projects, attending NHS functions, meeting course requirements, and maintaining acceptable conduct. Transfer students are eligible for consideration after one semester at Piedmont.

**Beta Club**

Membership is open to sophomores that earn and maintain a 3.5 unweighted GPA, receive no “U’s” or more than one “N” in conduct, commit to a service project, and attend club meetings. Students can qualify after their freshman year if they earn the required GPA.

**Schedule Changes**

Students are expected to choose courses carefully at the time of registration to minimize the need to request schedule changes. Students may request a schedule change before the start of school or within the **first 5 days of the semester** by completing the appropriate forms available through the guidance office. All schedule changes are subject to approval by parents and school staff and are dependent on the rationale for the change and the available space in other classes. Teachers and guidance counselors may request a schedule change for a student within the **first 10 days of a semester**. All schedule changes, including work-based learning experiences, made after the first 5 days (or 10 days for teacher recommended changes) will be designated as a WP (withdrew passing) or a WF (withdrew failing) in the student’s record. A course dropped with a WF will be computed as failing in the grade point average and class rank. A course dropped before its completion will receive no credit. The only exception is when the principal determines that an emergency situation exists in which case the student may be awarded 1/2 credit.

**Student Fines**

All fines from the previous or current year need to be paid to the Bookkeeper immediately. **Students are not allowed to graduate until all fines have been cleared in the Bookkeeper's office and all materials have been returned to the media center.**

Students should bring the correct amount of money to school. The office will not make change for students. All checks are to be made payable to Piedmont High School.

The following procedures are in place for any insufficient funds checks returned to Piedmont High School. The checks will be electronically collected through a collection agency. The collection agency, after 90 days, will report uncollected insufficient funds check to the Credit Bureau. In addition to the face amount of the check, a \$25.00 service charge will be electronically charged against your account each time the check is presented for payment.

### **Telephone**

The telephone in the office is not for student use except in case of an extreme emergency. **Students who receive personal calls at school will be given a message unless it is an extreme emergency.** Students with an emergency, who have a need to use the phone, must present a note signed by a teacher to the front office attendant.

### **Visitors**

Immediately upon arrival, all visitors must report to the main office. Visitors will be asked to sign in and wear a badge for the duration of their stay on campus. **Students may not have guests at school during instructional hours**, but may have guests attend extra-curricular functions such as Prom with prior approval of the Principal. Graduates of Piedmont High who have made prior arrangements with the person they are visiting may only visit teachers during planning times (teachers are asked to meet student in the office). Transcripts and other records may be obtained from guidance. Visitors are not allowed to eat lunch with students. Visitors not complying with this policy will be asked to leave campus.