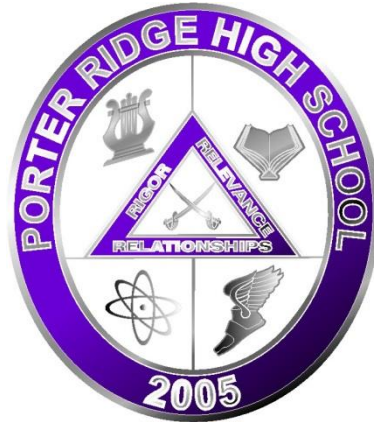


# ***Porter Ridge High School***

***Where Learning is Personal***



## **2016-2017 Student Handbook**

**Porter Ridge High School  
2839 Ridge Road  
Indian Trail, NC 28079  
704-292-7662  
<http://prhs.ucps.k12.nc.us/>**

Greetings Porter Ridge Pirates,

This handbook is one of three publications that are critical to your student's success at Porter Ridge High School.

The first publication is the **UCPS Program of Studies**. This workbook provides you and your student with information related to our instructional program. Courses of study, class descriptions, graduation requirements, and testing requirements are explained in detail. This is your source for anything related to your child's academic success.

The second is the **UCPS Student Handbook**. This document lists the NC General Statutes and UCPS Board Policies that have an impact on your student's school day. This is also a resource for you if you feel that you need to appeal a decision made at PRHS or at the UCPS County Office Level.

This **PRHS Student Handbook** is the third publication that your student will need to reference in order to be successful at PRHS. This handbook describes the procedures and rules that are specific to Porter Ridge High School. Please read each section carefully. All the items included are designed to help provide your student with a safe, secure educational environment.

The following pages list the things that must occur for us to be successful. Thank you for your attention to these items.

Please do not hesitate to contact me or my staff if you have any questions or concerns.

Sincerely,

Dr. Bashawn Harris

Principal

## **Grading Scales**

The grading scale for the Union County Public School System is 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 0-59 = F. A weighted grading scale is used for honors and advanced courses. All numerical grades are converted to a grade point average. Please see page 15 in the UCPS Program of Studies for complete details.

## **Semester Exams**

First and second semester exams are to be given to all students in grades 9-12 on designated days in the school calendar. Scores on these exams are to count 25% of the final semester grade. As we enter the 2016-2017 school year, all courses are working toward state-mandated test in every class; therefore there will be no exam exemptions for either semester of the 2016-2017 school year.

## **Recognition Programs**

### **1. 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. The students who qualify for this special recognition:

- Will be designated by the State Board of Education as North Carolina Academic Scholars.
- Will receive a seal of recognition attached to their diploma.
- May receive special recognition at graduation exercises.
- May use this special recognition in applying to post-secondary institutions.

Requirements are available in the UCPS Program of Studies.

### **2. Honors Designations for Graduating Seniors**

4.57 or Higher	Summa Cum Laude
4.14 to 4.56	Magna Cum Laude
3.71 to 4.13	Cum Laude

### **3. UCPS Global Scholars Program- Service Learning Project**

After completing the required course load, students should submit a proposal to their school's Graduation/Scholarship Committee outlining their plans for completing a Service Learning Project that will allow them to contribute to the local, national, or world community. The project must have a Global theme. Once approved, the student must complete the Service Learning Project and present a written artifact (e.g. project, portfolio, presentation) to the committee. Students must complete all requirements for a NC high school diploma. Please see page 18 in the UCPS Program of Studies for complete details.

### **4. 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 averages calculated at the end of the fifth grading period of the junior year.

### **5. Academic Letters**

Students who have an overall semester average of 90 or higher, computed by averaging equally the grades received in all courses in which the student is enrolled and no semester grade less than an 80 will be awarded a letter. Students who meet the qualifications more than once will be awarded a gold bar. Ten points are added to the numerical grade received for the semester for each AP course.

### **6. National Art Honor Society**

The National Art Society (NAHS) program is specifically for high school students. The purpose of the NAHS is to inspire and recognize those students who have shown an outstanding ability in art. Selection is based on a GPA of 89 in Art Classes and a portfolio presentation. To continue in the NAHS, a 92 in Art must be maintained and members can have no lower than a C in other classes. Participation in group service projects and function attendance is required. The student's conduct must be exemplary.

### **7. National English Honor Society**

The National English Honor Society (NEHS) recognizes the academic accomplishments of high school students and promotes their continuing interest in the English language arts. The requirements for National

English Honor Society are:

- Must have attended PRHS for at least one semester
- Must have at least a 3.0 overall GPA (un-weighted)
- Must have at least a 3.0 in all English classes (un-weighted)
- Must have completed at least 2 semesters of English
- Must have demonstrated exemplary conduct.

## **8. National Honor Society**

The National Honor Society (NHS) serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. In order to be considered for membership, the following is required:

- An un-weighted GPA of 3.25 or better
- Classification as a junior or senior at PRHS
- Completion of at least 15 hours of service learning credits
- Two positions of leadership within the school or community.  
(This does not mean one has to be captain of a team or president of a club. It means one actively participates in the group's activities).
- Teacher Recommendations
- Exemplary conduct
- Approval of the Faculty Council

## **9. Beta Club**

The National Beta Club promotes character, develops leadership skills, encourages service involvement, recognizes achievement, and provides technological advantages to students.

In order to be considered for membership,

Freshmen

- Must maintain a 3.25 overall GPA (un-weighted)
- Must have completed at least one semester at PRHS
- Must have recommendations from 3 staff members
- Must have no OSS or ISS referrals
- Must have completed 25 service learning credits prior to the deadline for application to the group

Sophomores

- Same as above, except a 3.35 overall GPA (un-weighted) must be maintained

## 10. Honor Roll

Students making the “A” or “A/B” Honor Roll will be rewarded each grading period by the administration.

## Porter Ridge HS Bell Schedule

**THE PRHS CAMPUS WILL NOT OPEN FOR STUDENTS UNTIL 7:30 AM.  
STUDENTS SHOULD NOT BE DROPPED OFF PRIOR TO 7:30 AM.**

**1st Period-** 8:00am – 9:30am

**2nd Period-** 9:36am – 11:10am

**3rd Period-** 11:16am – 1:19pm

**A lunch** – 11:16am – 11:43am

**B lunch** – 11:48am – 12:15pm

**C lunch** – 12:20pm – 12:47pm

**D lunch** – 12:52pm – 1:19pm

**4th Period-**1:25pm – 2:55pm

Upon arrival to school, students are to report to the commons area. Students with a pass are permitted to see teachers for tutoring or attend club meetings. Students may also report to the media center or main office. A warning bell will sound at 7:50am and at such time students should be on their way to their first period class. The tardy bell will ring at 8:00am.

### Hall Passes

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

### Driving Eligibility Certificate

In North Carolina, students under the age of 18 are required to obtain a driving eligibility certificate from the high school in order to get and/or

keep a permit. To be eligible for this certificate, students must be currently enrolled in school and pass three of four courses per semester. Parents must bring a copy of the student's Social Security card, birth certificate, and the Driver's Education Certificate to the school. They must fill out the driving eligibility form at the school in the presence of an administrator or designee. The form is valid for 30 days. To have driving status changed after a revocation, a parent must complete the form again. **Revocation occurs if a student is unable to maintain adequate academic progress or if he/she drops out of school. Revocation of the license or permit will also occur if a student is expelled/suspended for more than six consecutive days for one of the following reasons: 1) Possession or sale of an alcoholic beverage or an illegal controlled substance on school property 2) Possession or use of a weapon or firearm on school property 3) Physical assault on a teacher or other school personnel on school property. School property includes the physical premises of the school, school busses or other vehicles under the school's control or contract and that are used to transport students, and school sponsored or school related activities that occur on or off the physical premises of the school.**

## **Union County Public Schools Attendance Policy**

The Public School Laws of North Carolina require compulsory attendance for all children between the ages of 7 and 16 years (General Statute 115C-378). Every parent, guardian, or person having charge or control of such a child enrolled in the Union County Public Schools is charged, by law, to cause the child to attend school continuously for a period equal to the time public 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. **Missing 15 minutes** of a class period constitutes an absence in that class. Following any absence(s), a student is required to present a written document from the parent or guardian stating the reason for the absence. **ALL ABSENCES WILL BE CODED UNLAWFUL IN THE COMPUTER UNTIL A WRITTEN NOTE IS RECEIVED FROM THE PARENT OR GUARDIAN.** Written documentation must be presented within three school days after the first day the student returns to school; otherwise the absence(s) will be recorded as unlawful. 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** – See listing below

The following reasons can be accepted by school principals as lawful for school absences:

- Illness or Injury
- Death in the Immediate Family
- Medical or Dental Appointments
- Court, Administrative Proceedings, or Jury Duty
- Religious Observances- 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 parent(s) written prior approval from the principal
- Educational Opportunity – prior approval by principal
- Quarantine
- Military Deployment- for students attending ceremonies related to military deployment of family members.

**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. All scholarship interviews must have been established through appropriate scholarship agencies or committees and the student must have PRIOR approval by the Guidance Counselor before attending interviews. When students miss classes for scholarship interviews, written documentation from the agency or committee must be furnished to the guidance department the next school day after the interview to avoid having the day spent off campus counted as an absence. Military induction interviews will be treated the same as scholarship interviews.

When students develop complications from an injury, illness, pregnancy or delivery of a child, a doctor's documentation is necessary prior to the school providing homebound services. Students are counted as present in school while receiving homebound services. Homebound services will be provided only as long as a doctor certifies in writing to the



principal the student must remain at home. When principals detect abuse of homebound services, the services will be discontinued.

Credit will not be granted for classes when absences for a student reach eight days for a semester long course. Absences include those that are lawful, unlawful, and due to suspension. When students accumulate eight (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 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.

### **Waiver and Recovery Procedures and Frequently Asked Questions**

- Can you explain waiver and recovery? Each student is allowed to have up to 7 absences in each class per semester. Any student who has more than 7 absences in any class has failed that class because of the percentage of time missed from the class.
- Only the following notes are excepted as an excused/waived absence:
  1. Medical/Dental note from doctor
  2. Death in Family
  3. Court
  4. Educational Leave (Maximum of 3 college visits per semester)
- In order to be considered eligible to pass the class, the student must be able to pass the class with appropriate grades, complete the maximum amount of recovery needed, and he/she must submit a form asking that some of his/her absences be waived.
- Failing a class due to absences = FF which is an F in the student's GPA!
- Who is responsible for completing each step of the waiver and recovery process? The student! It is not the responsibility of the staff to call the student down or remind them of waiver and recovery responsibilities.
- What is recovery? Recovery is "making up" absences. A student must recover class time minute-for-minute, in other

words, the student must serve 1 ½ hours of recovery time for each absence that he/she must recover. So, if a student must recover two absences, they must make up 3 hours.

- I can recover all of my absences, right? Not necessarily! A student may recover a maximum of 3 absences per class. This is where the waiver comes in. If you are asking for a waiver, you must complete as much recovery as allowed, complete a waiver request form, and attend ALL review sessions on exam day and be present for the make-up day.
- Recovered absences do not change attendance records.
- It is possible to fail a class by not serving recovery time as required! It is also possible to fail a class if a student continues to be absent, even if they have completed recovery.
- For each recovery session, students are required to:
  - Get an assignment (before the recovery session) from the teacher for whom they are serving the time.
  - Report to the media center on time.
  - Bring all necessary supplies – no pencils, paper, computers or books will be provided.
  - Work for the entire recovery session on the assignments.

Students who are late, are off-task, or do not complete the recovery assignments to the teacher's satisfaction may have to repeat the session or not receive credit for attending the session. Students will receive one warning for talking or being off-task and then will be dismissed from the session with no credit for attending. Phones and music will not be permitted at recovery sessions. All recovery must be completed by the established deadline.

- What happens if a student is absent after the deadlines?  
Absences count through the last day of the semester!

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

## **Absent All Day**

A “Student Absence/Admit Form” for missed days will be issued in the attendance office each morning from 8:00-8:20 a.m. Students are allowed **THREE** days after being absent to bring a parental note to document the reason for the absence. The note must be signed by a parent or guardian with a work and home telephone number for further clarification. After **THREE** days the absence is recorded as **unexcused /unrecoverable no matter what the cause**. OSS days are not recoverable and cannot be made up in after school make-up. In order to reduce the number of students “skipping” school, parents will be notified each day of all student absences via the Connect-Ed system.

## **Absent Due to a School-Sponsored Function**

School-sponsored functions include opportunities such as scholarship interviews, field trips, athletic participation and school club conferences. Such opportunities are considered lawful absences. Check with the Guidance Office for more information on college days, college visits, and scholarship interviews.

## **Make-Up Work for Days Missed**

All the class work assigned at PRHS is valuable. Therefore it is important that students make every effort to complete any assignments missed due to absences. Upon returning to school, students will be given two days for each day absent to make up the work missed. When arrangements are not made to complete make-up work or if it is not submitted on time, the student will receive **NO** credit. It is the student’s responsibility to obtain make-up assignments from his/her teachers.

## **Late Arrival and/or Early Leave**

A student is required to report to the Main Office / attendance office to sign in when arriving at school any time after 8:15 a.m. An admission form with an authorized signature will be issued to the student. Students who need to leave early must bring a note signed by a parent/guardian stating the reason and time of dismissal. Parental notes must include a phone number, as all notes will be verified. *Parents/Guardians who pick up students will be required to show photo identification; if none is available parents/guardians will be subject to further verification.*

## **Class Attendance**

Attendance will be taken each period by the teacher and submitted to the office via *PowerSchool* as a part of each student's permanent record. A student must be in class for 75 minutes to be counted present for that class period. A few exceptions to this policy include: attending school-sponsored functions, a late bus, and a conference with the administration. Teachers will not record a grade of any type for the days an unexcused absence or out-of-school suspension occurs. Credit will not be granted for classes when absences for a student reach 8 days unless a waiver is granted. Accurate attendance records can be found on PowerSchool's Parent Portal. For questions regarding attendance please see your teacher.

## **Athletic Eligibility Requirements**

The sports that are offered at Porter Ridge High School are: football, basketball, soccer, swimming, cross-country, golf, track (winter and spring), volleyball, baseball, wrestling, softball, tennis, lacrosse, field hockey and cheerleading. The following requirements must be met in order for a student to participate in an athletic program:

- Student must have met local promotion standards from year prior – cannot be repeating a grade
- Student must pass a minimum of 3 credits during the preceding semester. If English was taken the previous semester, it must have been passed.
- Attendance: Refer to NCHAA policy or contact Athletic Director.
- Age: must not turn 19 on or before October 16
- Insurance and Physical: must have medical insurance and a certified physical examination.
- Student must reside within his/her school's district.

## **Porter Ridge High School Policy Guidelines for Athletes**

- **All PRHS Athletes will be held to a higher standard than those students not participating. Participation is an opportunity – not a right.**
- **All athletes will be asked to confirm current residence in the PRHS attendance area.**
- All athletes are required to maintain the highest standard of conduct and behavior on the school campus, in the classroom, at practice, and during athletic contests.

- Athletes are to be students first and athletes second. Class work must be maintained on as high a level as the athlete is capable of performing.
- Profanity will not be tolerated at any time or place.
- Student athletes are subject to random drug screening.
- At all times, athletes are representing Porter Ridge High School and must act responsibly and demonstrate good character.
- All students must have a physical exam before trying out or participating in any game or practice.
- Athletes are to attend at least one half day, or two blocks, of school on the day of an athletic contest.
- An athlete cannot quit one sport to start another sport. If he/she quits, he/she must wait until that season is over before trying out for the next sport.

### **Search and Seizure**

If the administration has reasonable suspicion that a student may have materials, such as drugs, weapons, or anything that is disruptive, unsafe, or inappropriate for the school setting, they may conduct a search. Lockers, book bags, purses, clothing and vehicles may be searched. Parent permission is not required.

### **Passive Drug Dog Program**

Students and parents should be aware that the Union County Sheriff's Department can and will bring the Passive Law Enforcement Drug Dog on campus, either randomly or at the request of the school principal. Both the school and parking lots will be searched. Students are responsible for items in their car – any illegal item found in a student's car WILL result in disciplinary and legal action.

### **Accidents**

All accidents involving personal injury must be reported to the office. Any car accidents on Porter Ridge property should be reported to NC State Highway Patrol.

### **Use of Cellular Phones, Electronic or Media Devices**

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.

Ear buds/Phones should not be visible during hallway transitions. Students need to be alert, attentive and aware of their surrounding as they transition throughout the school. Teachers are able to address concerns with visible earbuds, headphones and any other device that may impair a student's ability to alertly transition from class to class.

*Neither the District nor Porter Ridge High School is responsible for theft, loss, or damage to any electronic devices brought onto school property. UB: Cell Phone Use, UB: Inappropriate Item on School Property.*

- 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) then further discipline may be applied.
- Second Offense: 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.
- Third Offense: Confiscate item and return only to parents. Parent conference required and may include 1 day of in-school suspension, after school detention, or Saturday School and cannot bring item to school for remainder of the school year, except as authorized in writing by the school principal.

Failure to obey the request of a school staff member to hand over an electronic device, including but not limited to a cell phone, shall be

considered insubordination and consequences will be imposed pursuant to the school level rules.

Reference UCPS Policy 8.

### **Photo, Video, and Audio Recordings**

Cell phones and electronic devices should not be used to photograph or record audio or video of another student or staff member at Porter Ridge High School without consent or the proper authorization. Failure to comply may result in disciplinary action.

### **Food and Drink in Classroom**

No food is allowed outside of the commons area. All drinks must be covered. Clear and Clear is the rule.

### **Cafeteria**

You are expected to leave your table clean and dispose of your trash. Any student who continuously leaves their table or area without disposing their trash may be subject to administrative action. All food and drink must be consumed in the commons area. Students are not permitted in the gym hallway at lunch as restroom facilities are available in the commons area. Free or reduced lunches are available to students who qualify according to the federal guidelines. Applications may be obtained from your homeroom teacher during the first week of school or from the Guidance office.

### **Field Trips**

Field trips are an important part of the educational program. Students are required to have administrative approval and written permission from their parents before going on any school sponsored trip. Students going on approved, school-sponsored field trips are not counted absent. Students are responsible for all missed work. Any student that requires medication needs to see the nurse before attending a field trip.

### **Safety Drills**

Three types of safety drills are mandated by state and local agencies. A FIRE drill will be held each calendar month. One TORNADO drill will be held in the spring. One LOCKDOWN drill will also take place each semester. Students will be alerted by the sound of a bell and instructions will follow via the Public Address System. A copy of the *UCPS Emergency Handbook* is located in each classroom.

## **Locks and Lockers**

Home room teachers will assign lockers to interested students. *Students should only use the lockers to which they are assigned.* All lockers will be provided with a lock, which will be used at all times. A \$5 fee is required for the lock. No personal locks will be allowed. If a lock is lost, the student will be charged a \$5 replacement fee. Lockers and locks are the property of Porter Ridge High School and *students should expect no privacy rights regarding their use. Lockers are subject to search by school personnel at any time.* Some students may be required to share lockers due to the limited number available

## **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 donated to a local charity.

## **Medication Policy**

The responsibilities of the parent or guardian are:

1. Obtain and return to school a medication consent form signed by the doctor and parent/guardian for all medications to be administered at the school (including prescription and over the counter).
2. Medication shall be hand-delivered by the parent/guardian to the school in the original prescription bottle or the original over-the-counter packaging. Please see nurse for consent form to take to doctor. Unless otherwise instructed by the nurse, all medications must be distributed by the nurse.
3. Possession and/or distribution of prescription drugs without the proper paperwork will result in disciplinary and legal action.

## **Fund Raising Projects**



Students are prohibited from selling anything at school that is not school sponsored. All club fund-raising activities must be approved by the principal. Collected money must be turned in daily to the teacher.

Changes in address, telephone, guardianship, and/or name changes must be reported immediately to the main office. Appropriate documentation will be required.

## **Visitors**

All visitors must report to the main office immediately upon arrival and sign the visitor's register and wear a visitor badge when on campus.

**Students may not bring guests to school during instructional hours or lunch, but may have guests attend extra-curricular functions such as Prom with prior approval of the Principal.**

Visitors not complying with policy risk trespassing charges through our School Resource Officer.

## **Announcements**

Announcements will be made during second block and during lunches. Requests must be signed by a faculty/staff member or the announcement will not be made. Bus changes and any other pertinent announcements will be made as necessary.

## **Front Office Phone Use and Messages/Deliveries**

Students are not permitted to use office phones unless approved by office staff in an emergency situation. In order to eliminate unnecessary interruptions during class time, we will not deliver messages to students unless it is an extreme emergency. Please plan ahead for events such as a forgotten lunch or bus arrangements. Deliveries of food will not be accepted for students. Porter Ridge High School assumes NO responsibility for flowers or gifts that are delivered during the school day by either florists or other individuals. **NO** deliveries will be accepted on Valentine's Day.

## **Elementary and Middle School Grounds**

Porter Ridge High School students are PROHIBITED from being on the campus of Porter Ridge Middle School and Porter Ridge Elementary School between the hours of 7:00 a.m. and 4:30 p.m. Monday through Friday unless authorized by the high school office.

# Management of Student Behavior at Porter Ridge High School

## Rules at PRHS

**“Big Three”**- *violating any of these rules may lead to Long-term suspension.*

1. **Any offense that has a sexual component**
2. **Any offense that has violence or the threat of violence as a component, including bullying**
3. **Any offense that has a controlled or illegal substance as a component.**

**Zero Tolerance:** Physical altercations are prohibited at all times and will receive the maximum consequence as determined by the Administration.

**“Little Three”** – *violating any of these wastes your time, your classmates’ time, and your teachers’ time.*

1. **Dress Code**
2. **Tardies**
3. **Misuse of Electronic Devices**

## Porter Ridge High School Takes Bullying Seriously

Students will not bully another person on school property as defined below. Bullying is a form of harassment. 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 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. Both the perpetrator and victim will be referred to a school counselor. UB: Bullying, UB: Harassment – Racial, UB – Harassment – Disability, UB: Inappropriate Language/Disrespect, UB: Cyber-bullying, UB: Harassment – Sexual Orientation, UB: Harassment – Religious Affiliation

- First Offense: 0 to 10 days suspension or 0-6 for Condensed Academic Terms at the discretion of the principal dependent upon the severity of the incident.
- Second Offense: 3-10 days of suspension, or 2-6 days for Condensed Academic Terms.
- Third Offense: 10 days of suspension, or 6 days for Condensed Academic Terms with recommendation for long-term suspension.

## **Cyber Bullying**

Under North Carolina Law, students may not use a computer or computer network to harass or bully a school employee. Examples of prohibited conduct are:

- a. Building a fake profile or Web site regarding a school employee.
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information or disseminating unauthorized data pertaining to a school employee.
- c. Posting a real or doctored image of the school employee on the Internet.
- d. Accessing, altering, or erasing any computer network, computer data, computer program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords.

e. Using a computer system for repeated, continuing, or sustained electronic communications, including electronic mail or other transmissions, to a school employee.

f. Make any statement, whether true or false, intending to immediately provoke, and that is likely to provoke, any third party to stalk or harass a school employee.

g. Signing up a school employee for a pornographic Internet site or for electronic mailing lists or to receive junk electronic messages and instant messages, with the intent to intimidate or torment the school employee.

H. Videoing, Liking, Commenting, Distributing, Forwarding, Sharing, Appearing or Promoting social media comments that show a negative connotation could result in suspension or removal from the school.

A student who is convicted of cyber bullying will be transferred to another school unless there is no other appropriate school within the school system. In that circumstance, the student will be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyber bullying.

Bullying can be reported to the following:

- Bully Hotline 704-628-1718
- PRHSbullyhotline@gmail.com
- Bully Boxes located in the main office, guidance, and media center
- Any school official

**UCPS STUDENT HANDBOOK WILL BE ENFORCED AT ALL ON CAMPUS AND OFF CAMPUS EVENTS**

*Discipline is the primary responsibility of the classroom teacher, as defined in North Carolina Public School Law, G.S. 115-C307 (a). Specifically the law states: "It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, teacher's aides, and assistants when given authority over some part of the school*

*program by the principal or supervising teacher, to maintain good order and discipline in their respective school”*

### **Steps to Disciplinary Procedures**

1. A student violates the Code of Conduct and the staff member involved determines that this behavior warrants a referral to the office rather than verbal redirection or a parent contact.
2. Staff member makes a decision:
3. Student remains in class and teacher documents misbehavior on student incident form (in most cases, it is not necessary to document the behavior at the moment it occurs). - OR - Student is “removed” to ISS for the remainder of that 90 minute instructional block and staff documents behavior, and follows that up with a regular Discipline Referral Form. **(Note: removal from class should be reserved for extreme behaviors that prevent the teacher from continuing instructional presentation).**
4. Staff member contacts parent and describes the incident/behavior. Staff will document this phone call on the discipline referral. Note: staff will make the parent aware of student’s referral to the office and answer questions about details of the incident. Staff will refrain from speculation about the severity of the consequences while speaking with the parents.
5. Disciplinary Procedures: Students will be collected and escorted to their administrator by staff members designated for that purpose. Student behaviors will be addressed and consequences assigned. Discipline will be addressed by grade level by the following administrator:  
  

**A – G** - Mr. Marc Pecorella  
**H – O** - Mr. Shane Ferron  
**P – Z** - Dr. Elenia Daniels
6. Students are dismissed back to class with a copy of discipline notice and consequences.
7. Administration will then provide documentation back to teacher regarding consequences and make parent contacts regarding consequence (note: this contact will constitute the second contact for this discipline related issue).

**Exceptions to these Procedures:** No discipline program can address all behaviors and all circumstances. The following behaviors are examples of situations where an immediate referral to the office may be appropriate – staff members should use professional judgment and make determinations about all instances:

- Fighting or physical assault
- Assault on a staff member
- Possession/use of a weapon
- Possession/use of illegal substances or prescription drugs
- Possession/use of tobacco
- Sexual assault or harassment
- Any behavior resulting in the violation of North Carolina Law

## 1. Dress Code

School attire should reflect not only personal values and self-respect, but should demonstrate consideration and respect for others. The following dress code is in effect:

- No headgear of any kind (sunglasses, hats, headbands, rags, or metal/plastic picks) may be worn on campus. They are only permissible at after school activities.
- Dresses, shorts and skirts must fall below the fingertips of the student with his/her hand by his/her side. Slits in skirts must also exceed fingertip length. Holes in clothing must be below fingertip as well.
- 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 straps are 2 ½' or 3 adult fingers wide, or the width of a staff ID card.
- No see-through clothing. No undergarments are to be visible including bra straps.
- No midriffs should show; shirts must be longer than the waistline of skirts, shorts, or pants. Sleeveless shirts are not permitted.
- No deep-plunging shirts; all shirts should adequately cover the upper body. Necklines that expose any cleavage are not permitted.

- If you are wearing yoga pants, leggings, stretch pants, tights, etc., the shirt must be at finger-tip length. Pants and shorts are to be worn at the waist.
- Bedroom shoes, slippers or pajamas are not permitted.
- No neckbands or bracelets may be worn if they have metal spikes protruding from them.
- Wallet chains or any chains of considerable length on clothing are not to be worn as they present a safety hazard (considerable length is defined as more than 6” sag from point of contact to the clothing).
- 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.
- 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.

**The faculty and administration reserve the right to question and discourage ANY attire considered in poor taste or disruptive to the educational process. The Dress Code will evolve to meet the changing needs of teen fashion interests.**

### **Consequences:**

The goal of the dress code consequences is to return students to class as quickly as possible. Students that are not dressed in alignment with the dress code will be escorted to the ISS room. Once there, the ISS coordinator will provide supplemental attire in an attempt to speed the student’s return to class. The ISS coordinator will also document the situation and notify the parent. Regular violation of the dress code will result in a referral to the administration.

## **2. Severe Behavior**

“Severe Behavior” addresses student conduct that is considered serious and/or unlawful by Porter Ridge High School standards. These behaviors may be cross-listed with the Union County Public Schools’ Student Discipline Policy. The following provides a list of many of these behaviors but is not inclusive:

- Loud or aggressive behavior that draws a crowd or creates an unsafe situation in the hallways or Commons Area
- Vandalism of student/teacher/school property
- Forgery (to reproduce another person's signature)
- Dialing 911 or filing false reports with the authorities
- Possession, distribution, or display of pornographic material
- Threats or unlawful intimidation of students and/or school personnel
- Hazing
- Bullying
- Harassment of students and/or school personnel
- Setting off fire alarms
- Unlawful interference with school authorities or support personnel
- Gambling

**AGGRESSIVE PHYSICAL/VERBAL ACTION:** A student shall not exhibit any form of aggressive physical or verbal action against another student, staff member or any other adult at school. Minor incidents of hitting, biting, spitting, shoving, kicking, throwing objects, cursing, playing around, inappropriate language, slapping, punching, threatening, intimidating or any other jesters resulting in a physical or verbal reactions, may result in discipline action as determined by administration.

### **Consequences:**

All of these behaviors will be immediately referred to the administration at PRHS. The Severe Behaviors listed will result in a suspension from school ranging from 1 day to removal for the rest of the school year.

### **3. Cheating and Plagiarism**

Porter Ridge High School has adopted an Honor Code. Students will refrain from copying, using, or otherwise claiming work of others to be their own. Students shall not cheat on tests/examinations, copy the work of another, or complete any type of academic assignment in a dishonest or deceptive manner. Students shall not forge parents/guardians/teachers signatures or make fraudulent use of official school documents.

### **Consequences:**

Forgery, cheating or plagiarism will result in an academic consequence assigned by the student's teacher, and may result in the removal from



honor or recognition based groups on campus (i.e. NHS, NEHS, NAHS, etc.) Additionally, students may be referred to the administration for Cheating or Plagiarism.

#### **4. Trespassing on School Grounds/Facilities/Busses:**

Trespassing is a crime and will be treated as such when the situation warrants. Trespassing occurs whenever a student is on the grounds without authorization.

#### **Consequences:**

- Suspension from school
- Notify legal authorities and initiate appropriate legal action.
- Parent /guardian conference with school authorities.

#### **5. Disorderly/Defiant Behaviors/Failure to Comply**

This includes conduct, which is disruptive to the educational process. The following list is not all-inclusive:

- Littering, loitering, accomplice to lawbreaker
- Failure to identify self to school personnel
- Running, pushing, shoving, play fighting
- Public display of affection
- Inappropriate language
- Disruptive, rude, belligerent attitude/behavior
- Failure to comply with any lawful request of school personnel
- Chronic violation of classroom or other school rule
- Chronic dress code violations
- Being in restricted areas without authorization
- Distribution of materials, advertisements, or pamphlets without principal authorization
- Food or drink in unauthorized areas
- Selling candy or food on school campus
- Disrespectful behavior to principal, teachers, substitute teachers, bus drivers, custodians, cafeteria staff, or other school employees
- Out of specified area without permission could result in a student being searched
- Failure to comply with ISS rules will result in suspension

## **Consequences:**

These actions fall into the category of behaviors to be addressed at the administrations discretion. Extreme examples of these behaviors may result in immediate disciplinary action ranging from ISS to OSS.

## **6. Parking Regulations**

*Parking on the Porter Ridge Campus is considered a privilege for students.* Each student who drives to school must purchase his/her own parking pass, and may not share a pass with another student. PRHS and UCPS will assume no responsibility for damage to private vehicles driven and parked on campus. All student drivers must be properly licensed and must have adequate active auto insurance as prescribed by North Carolina Law.

### **Section I: Parking Rules**

1. Students are expected to arrive at school in sufficient time to report to class prior to the start of the instructional day (8:00 a.m.).
2. Parking passes may be purchased in the office after school or during lunch. No passes will be sold during class time.
3. Students may purchase a general parking pass for \$30. Any vehicle driven to school must be registered. There will be a \$5 charge for replacement decals.
4. All vehicles parked in the student lot must properly display the current decal by posting it in the designated area on the windshield.
5. Students will not loiter or visit in the parking lot. Upon arrival on campus, each driver will lock the vehicle and immediately enter the building. No one is allowed in the parking lot during the school day without permission from the administration.
6. Once on school grounds, you are at school. No student will leave campus without properly checking out at the main office.
7. Any student vehicle on campus is subject to search when there is reasonable suspicion to believe that drugs, alcohol, stolen property or other contraband might be present in the vehicle.
8. Students will park only in the numbered space that corresponds with their parking permit number.

9. There will be no parking in the bus parking lot, faculty lot, front lot, or on any greenway or sidewalk.
10. All high school traffic must enter and exit using Price Road.
11. 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.
12. Students must follow a **10 mph speed limit** while entering, parking and leaving the student lot.
13. **Students that drive to school and are regularly late to 1st Period risk losing their parking privileges.**

## **Section II: Parking Suspensions**

1. Any student whose parking privileges have been suspended is prohibited from driving ANY vehicle on school grounds. Failure to comply may result in the towing of the vehicle and additional disciplinary consequences.
2. Any student who drives to school and is persistently late to school (**3 tardies during 1st period per six weeks grading period**) will have his/her parking privileges suspended for 5 consecutive school days, and cannot drive to school during the period of suspension.
3. If a student's vehicle is used to skip school, or is used to help others violate school rules, all students involved will have their parking privileges suspended for a **minimum of 5 consecutive school days**, and may be subject to other disciplinary action as determined by the administration.
4. First offense for reckless driving behavior including but not limited to speeding, spinning tires, revving engines, "off road" parking or driving, or failure to obey parking staff will result in a temporary suspension of driving privileges for 30 days. Second offenses will result in suspension of driving privileges for the semester. Third offenses will result in suspension of driving privileges for the year.
5. Vehicles not registered with the school are considered unauthorized and trespassing, which may result in towing of the vehicle and no parking privileges being awarded for the semester.
6. Failure to display a parking tag or displaying it improperly will result in a \$5.00 fine.
7. Parking out of space or taking up two spaces will result in a \$10.00 fine.

8. More than three parking violations will result in parking privileges being suspended.
9. All violations must be paid within 7 school days.

### **Computer/Internet Use:**

Minor Offenses: (Examples: Being on the wrong web-site or a site not assigned by the teacher, downloading music or other non-approved files, being off task)

Step 1: Teacher warns student and contacts parent.

Step 2: Student loses possession of the computer for a week and the teacher provides an alternate assignment. Teacher turns Chromebook into administration with a referral. Teacher will contact parents. There may be a consequence of ISS or other administrative decision.

Step 3: Student loses possession of the computer for two weeks and the teacher provides an alternate assignment. Teacher turns Chromebook into administration with a referral. Student will also be assigned either ISS or OSS. Administrative parent contact.

Step 4: Same as Step 3, plus loss of computer for the semester.

Major Offenses: Written referral, teacher takes possession of the computer and turns over to administration. Administration will follow UCPS High School discipline guidelines.

### **Tardies**

**Student Tardies will reset every 6-weeks giving all students a fresh start.**

Students are expected to be in class when the tardy bell rings. Students that arrive late disturb other students as well as hurt their own academic standing. Tardies will be addressed in the following manner:

### **Tardy Policy**

1. 1<sup>st</sup> tardy – Warning
2. 2<sup>nd</sup> tardy - Parent Contact
3. 3<sup>rd</sup>- 4<sup>th</sup> tardy- Lunch Detention (**3 tardies during 1st period per six weeks grading period**) will have his/her parking privileges suspended for 5 consecutive school days)
4. 5<sup>th</sup> tardy- 1 day of ISS

5. 6<sup>th</sup> tardy – Administrative-Parent Conference to discuss interventions and consequences which may lead to a suspension from school.

## **Transportation**

All students are encouraged to ride the school bus to and from PRHS. Bus riders are to be physically present at their assigned stop 15 minutes prior to their assigned stop time. Bus drivers are only required to stop at assigned stops once per the assigned route description. Bus stops are assigned to a student's primary residence. In extreme conditions of family divorce or separation, there may be two primary stops. Notify the administration to coordinate the second stop. School busses will not stop at a student's or a family member's place of employment. **All notes sent making requests for family or friends to ride together must be verified by the main office. Parents are required to send a cell phone number or a day time number where a parent can be reached to verify notes before the end of the school day. If parents cannot be reached, students will only be allowed to get on or off the school bus at their assigned stops.** Once students are loaded on the school bus, students are not permitted to leave the bus unless they are at their assigned stop or otherwise directed to do so by school district employees. Porter Ridge is not a bus stop for parents to pick-up/drop-off PRHS students. If your student does not ride the school bus for a prolonged time your student runs the risk of being taken off the school bus roster. Notify the office if your student will be off the school bus for a prolonged period (ex. sports, clubs, part-time job, etc.). If your student plans to return to the school bus after a prolonged period off notify the main office so bus drivers are informed to pick-up your student.

*School transportation service is a privilege, not a right.* Students at all times while riding a school bus or other school vehicle shall observe the directives of the bus or vehicle driver. These rules apply while on the school vehicle and at/near the vehicle stop. Listed below are actions that are prohibited on school busses. This information is based upon North Carolina Public School Law (G.S. 115C-245) and the Union County Public Schools Discipline Policies.

- Any violation of UCPS Student Code of Conduct or PRHS Policy
- Out of seat while bus is in motion

- Any part of body extended from bus windows
- Throwing objects from bus at any time
- Refusal to follow directions of driver
- Boarding or departing bus at other than approved bus stop
- Persistently delaying bus route by reporting to assigned stop after scheduled arrival time

**Please remember that inappropriate behavior on the school bus is the same as inappropriate behavior in the school.**

*The school-based administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus, but are not specifically mentioned above.*

Any complaints of drivers, parents or student that are not specified in the above list should be reported promptly to the school principal.

Consequences for engaging in prohibited behavior may result in temporary or permanent suspension from school transportation services and/or school, in addition to other consequences for violating other student behavior policies. Other consequences may be provided in accordance with the school's discipline policy. In addition, it is a criminal offense to unlawfully and willfully stop, impede, delay or detain a school or activity bus or to disturb the peace, order or discipline on a school or activity bus. Students who engage in such activities may be subject to criminal charges.

## STUDENT HANDBOOK SUMMARY

- *This handbook is a guideline designed to address common issues related to daily life at Porter Ridge HS.*
- *The Principal reserves the right to adjust the expectations and consequences listed in this handbook in response to unexpected situations.*
- *A commitment to cooperation and communication between students and staff will limit the need to activate the items in this handbook.*
- *Go Pirates!*

**PRHS-UCPS Student Handbook Signature**

Homeroom Teacher: \_\_\_\_\_

I have read the rules and procedures in the Porter Ridge High School Student Handbook and have been given a copy of the Union County Public Schools Student Handbook. I understand that I must follow the guidelines and policies published in BOTH handbooks.

Print Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_