

# STUDENT HANDBOOK

## 2022-2023

**Principal – Mr. Kevin Beals**  
[Kevin.Beals@ucps.k12.nc.us](mailto:Kevin.Beals@ucps.k12.nc.us)

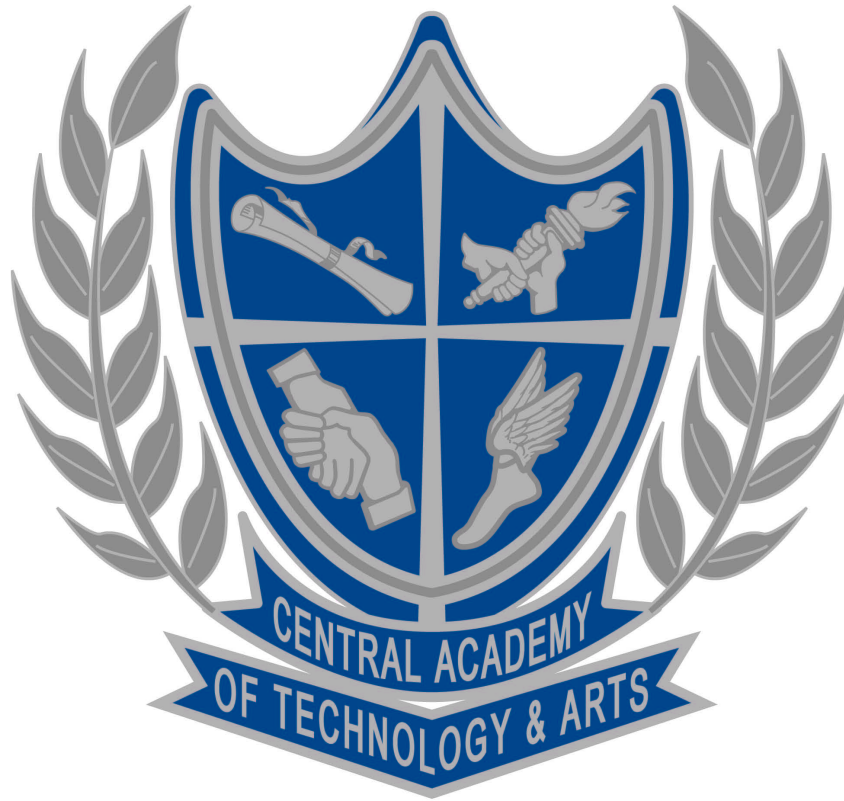
**Assistant Principal – Mr. Thomas Stewart**  
[thomas.stewart@ucps.k12.nc.us](mailto:thomas.stewart@ucps.k12.nc.us)  
9th grade, 10th Grade

**Assistant Principal – Dr. Michelle Newnam**  
[Michelle.Newnam@ucps.k12.nc.us](mailto:Michelle.Newnam@ucps.k12.nc.us)  
11th Grade, 12th Grade

600 Brewer Drive  
Monroe, North Carolina 28112  
(704) 296-3088  
FAX (704) 296-3090  
<https://www.ucps.k12.nc.us/Domain/10>

Office Hours: 7:30 am – 4:30 pm





## **CATA MISSION STATEMENT**

The mission of Central Academy of Technology & Arts is to prepare students for informed decision-making, effective citizenship, personal achievement, higher education, and rewarding careers.

### **PHILOSOPHY OF CENTRAL ACADEMY OF TECHNOLOGY & ARTS**

Central Academy of Technology & Arts is an advanced and specialized component of the Union County Public Schools secondary school curriculum. As a magnet school, it provides technical and arts focus for students across the nine high school districts in Union County.

Central Academy of Technology & Arts strives to prepare students for more fulfilling lives, to equip them with knowledge and skills to enter the labor market directly after high school graduation, or to continue their education. Central Academy assists students with the development of pride in their chosen careers and an appreciation for a strong work ethic. It also encourages students to evaluate and synthesize their own attitudes, values, and motivations concerning learning and living.

Central Academy of Technology & Arts shares with the home, business, industry, NCDPI expectations, and the other educational institutions within the extended area, the responsibility for providing educational opportunities and development. Realizing this cooperative responsibility, Central Academy maintains an ongoing evaluation and revision of its curriculum according to the needs of the students and the community via strong advisory committees.

Central Academy of Technology & Arts informs the students and the entire community of its programs and opportunities through every available means. Students who can benefit from, and are willing to work for the skills and knowledge available through Central Academy's programs have the opportunity to pursue and be successful in a career area of interest.

### **Statement of Non-Discrimination**

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

Union County Public Schools  
500 N. Main Street Suite 700  
Monroe, NC 28112-4786  
(704) 283-3771

### **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.

# Central Academy of Technology & Arts

## Bell Schedules

2022-2023

### Regular Schedule

1st Period: 9:05 - 10:25

2nd Period: 10:30 - 11:50

3rd Period: 11:55 - 1:45

• 1st lunch = 12:00 - 12:30 (students report to 3rd block first and wait for first lunch bell)

• 2nd lunch = 12:40 - 1:10

• 3rd lunch = 1:15 - 1:45

Cougar Time: 1:50-2:20

• Monday report to Homeroom Advisory

• Tuesday report to 1st block

• Wednesday report to 2nd block

• Thursday report to 3rd block

• Friday Report to 4th block

4th Period: 2:25 - 3:45

### Early-Release Schedule

1st Period: 9:05 - 9:45

2nd Period: 9:50 - 10:30

3rd Period: 10:35 - 11:15

4th Period: 11:20 - 12:45

1st lunch = 11:15 - 11:40 (100,200,400,700)

2nd lunch = 11:50 - 12:15 (500,600,800)

### 2-hour Delay Schedule

1st Period: 11:05 - 12:02

2nd Period: 12:07 - 1:40

1st lunch = 12:15 - 12:45 (100,200,400,700)

2nd lunch = 12:55 - 1:25 (500,600,800)

3rd Period: 1:45 - 2:42

4th Period: 2:47 - 3:45

## **Administrative Procedures**

Central Academy of Technology & Arts  
2022-2023

### **Attendance and Early Dismissal Reminders**

Contact Information:

School Phone (704) 296-3088

School Fax (704)296-3090

School Secretary: Kimberly Black

Data Manager: William Smith

- If a student driver needs to be dismissed early from school, a parent note must be emailed to Mrs. Kimberly Black, our front office secretary and William Smith, our data manager, prior to the start of the school day in order for the student to receive an early dismissal pass. The emailed parent note must contain the date, student's full name, the time that the student needs to be dismissed from school and the parent's phone number.
- Any student being picked up early from school by someone other than a parent, must follow the same protocol stated above while giving permission for someone else to pick up the student. Email the note to Mrs. Kimberly Black ([Kimberly.Black@ucps.k12.nc.us](mailto:Kimberly.Black@ucps.k12.nc.us)) and Mr. William Smith ([William.Smith@ucps.k12.nc.us](mailto:William.Smith@ucps.k12.nc.us)).
- In the event that a parent does not email a note, the parent must call the school to speak to someone in the front office. We will verify who you are by asking a couple questions, then ask you to follow up with an email.
- Students who need to leave school due to illness must have their teacher send them to the office with a hall pass. Office personnel will then call for parental permission. This policy will apply on all school days including those with scheduled school wide assemblies.

## **Student Attendance Facts and Procedures**

- Attendance is taken by block (class period) in high school, not by day. In addition, a student is marked absent if he/she misses more than 15 minutes of the block.
- If students report to class late, but within the first 15 minutes, they are to receive a tardy rather than an absence in Powerschool.
- ConnectEd phone calls are made at the end of the school day to notify parents/guardians of student unexcused absences.
- Having 8 or more unexcused absences in a semester-long course may result in a failing grade.
- Parents can only send in notes excusing 5 absences per semester. A doctor's note should be submitted for any additional absences due to illness. An excuse from a parent will only be accepted within the 6 week grading period during which the absence occurred.
- A note from a doctor's office is required to excuse an absence due to a doctor's appointment. A doctor's visit note only covers the actual appointment and travel time. It does not excuse the whole day. Have doctors' offices send notes directly to the school by emailing [william.smith@ucps.k12.nc.us](mailto:william.smith@ucps.k12.nc.us) or scan and email those notes to Mr. Smith.
- In addition to illness/injury and doctor's appointments, the following are also lawful reasons for school absences:
  - **Death in the immediate family (mom, dad, sibling, grandparent)**
  - **Court, administrative proceedings, jury duty (documentation required)**
  - **Religious observances (prior approval by Mr. Smith required)**
  - **Educational Opportunity (10 day prior approval by Mr. Smith is required)**  
**Educational Opportunity Request Form linked on this page.**
  - **Quarantine**
  - **Military Deployment (documentation required)**
- All absences will be coded unexcused in PowerSchool until email documentation is received. The email documentation must be legible, dated with the student's absence, and contain the student's full name.
- Students will have the opportunity to recover up to 3 unexcused absences for each class.
- Teachers will make contacts with parents after three absences in a row, and follow up as needed.
- Students will receive 3, 6, or 8 day letters based upon the number of unexcused absences.

### **Absences Where Prior Approval is Needed**

- Students **will not** be counted absent from school when participating in school sponsored functions and field trips. School sponsored functions include college visits and scholarship interviews for high school students.
- All scholarship interviews and college visits must have been established through appropriate scholarship agencies, committees, or college admissions programs. Students must have **PRIOR** approval by the guidance department and Mr. Smith, before attending interviews or college visits. Information must be emailed to Mr. Smith ([William.smith@ucps.k12.nc.us](mailto:William.smith@ucps.k12.nc.us)). When students miss classes for scholarship interviews or college visits, written documentation from the agency, committee or college must be furnished to the guidance department the next school day after the interview or visit to avoid having the day spent off campus count as an absence. Any classes missed for a scholarship interview or college visit will not count as an absence toward needed recovery time. Military induction interviews will be treated the same as scholarship interviews. Additionally, absences for job shadows and Career and Technical Education student organization activities are not counted as absences from class or school

[Prior Approval Form](#)- Click Here

### **Use of School Facilities**

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

### **Lost and Found**

Do not lose or leave your items sitting around. We ask students who find items, to please turn them into the front office to be placed in the lost and found. These items will remain in the lost and found until the end of each semester. Any personal technology devices that are found should be brought to the front office secretary. CATA will not investigate lost or stolen personal technology items.

### **Visitors/Commercial Food**

All visitors must report to the main office, sign the visitor's register, and obtain a visitor's badge immediately upon arrival on campus. No outside students or graduates may visit teachers during the school day. No food is allowed by students in the classroom during the day. **Please do not bring students food.** Students should be prepared to eat cafe food or bring their own lunch.

Students are not to bring guests to school during instructional hours (including lunch). Visitors are not allowed to bring commercial food items to students during school hours due to child nutrition regulations. This causes a disruption and competes with child nutrition services. Visitors not complying with this policy will be asked to leave campus. Only store bought foods (pre-packaged) can be used at school functions.

Presenters or visitors must be approved by the administration in advance and register in the office before entering a classroom.

### **Security Cameras**

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

### **Verbal Announcements**

Announcements and the Pledge of Allegiance will be made each day. In an effort to minimize classroom disruptions, intercom announcements will be limited. Any announcements needing to be addressed to students or teachers must be submitted to Ms. Christensen through the Google form [link](#) set up for announcements.

### **Written Announcements/Posters**

Administration must approve all written announcements, flyers, or posters, their display locations, and their method of attachment.

### **Fundraising Projects**

All fundraising projects must meet the guidelines established by the Union County Board of Education and must further be approved by the Principal or his designee with the proper fundraising form.

### **Fire and Emergency Drills**

**Fire Drills:** One fire drill will be done each month school is in session and will be on the calendar. Teachers and students are responsible for knowing which exit path they should take with their students. Please refer to the fire drill map hanging in the classroom. Students are responsible for knowing the evacuation route for the occupied room.

**Emergency Drills:** Procedures for tornado and lock down drills will be practiced during the year. All students should follow the instructions of school staff and be in the appropriate locations during the drills.

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

CATA assumes no responsibility for flowers or gifts that are delivered to students during the school day by florists or individuals. Deliveries will not be released to the students until after the instructional day.

### **Delivery of Messages/Forgotten Items**

If a student has forgotten an item (lunch, assignment, etc) or a parent needs to get a message to a student, items/messages can be left for students in the front office. We will not interrupt a class to deliver a message/item unless it is determined to be an emergency. The names of students needing to pick up forgotten items and/or messages will be called during the morning and/or afternoon announcements. Please plan ahead for events such as forgotten lunch by arranging to have a balance in the student's cafeteria account. Please do your best not to forget items. Bring to school what you need and keep it in your book bag.

### **Student Emails**

Students are expected to check their UCPS emails every day. This is a great way to stay connected to the school community and with teachers.

### **Student Fines**

All fines from the current year should be paid to the bookkeeper immediately. **Students are not allowed to participate in the graduation ceremony, purchase prom tickets, or purchase a current year parking pass until all fines have cleared in the bookkeeper's office.** Students are responsible for clearing all accounts with the bookkeeper during the year they are assessed. The Union County Board of Education has entered into an agreement with a collection agency for the collection of all returned checks issued to all Union County Public School locations.

**The Board requires that you make sure the following information is on all checks written:**

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

Students should bring the correct amount of money to school. All checks are to be made payable to Central Academy of Technology & Arts.

### **Medication**

Students who must take ANY medication (Prescription or Non Prescription) of any kind during school hours and/or on field trips must obtain a "Request for Medication to be Given During School Hours," form from the office. This form must be completed and signed by a physician and parent. The completed form and the medication are given to the Principal or designee for dispensing. Students who do not comply will be subject to consequences as defined in the Union County Board Policy on student discipline 4-3b. There may be additional forms needed for out of state and/or overnight field trips. Students may not have or carry prescription or nonprescription drugs on campus or at school events, including field trips.

Click [here](#) for the medication consent form and self carry.

### **Bus Transportation**

There is a new bus app for you to download. Please use the QR code below to start.



Once the application has been downloaded please follow this [link](#) for instructions on what to do next. Yes, there are a lot of steps, but this application will be your portal to all bus information including where the bus is, substitute bus information, bus arrival notifications, and bus delays.

Riding a bus is a privilege, not a right. All Central Academy students are eligible for free bus transportation. Students must be at their designated bus stop **fifteen (15) minutes** prior to the time of bus arrival. A student may be denied this privilege as a result of misbehavior in addition to other penalties. Union County Board Policy and Central Academy discipline guidelines do apply to bus riders both on the bus and at the bus stop. All riders should proceed directly to their bus after school as buses will dismiss ten minutes after the end of the day school bell.

Notes requesting bus changes must be emailed to Mrs. Black before school, and the student must pick up that note before the end of the day in order to ride a different bus. Students who do not pick up the form may not be allowed to ride a different bus. A call home to the custodial parent will be made to verify any bus change. Approval to ride a different bus is ***NOT*** guaranteed.

## **Cafeteria**

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

- Lunch Menus:

<http://ucpsschoolnutritionservices.com/index.php?page=menus&sid=1305151850267381>

2022-2023 MEAL PRICES	PAID BREAKFAST	REDUCED* BREAKFAST	PAID LUNCH	REDUCED* LUNCH	Combo Meal	Combo Meal Reduced
High Schools	\$1.75	\$ .30	\$3.85	\$ .40	\$4.00	\$ .40

*\*Free or reduced lunches are available to students who qualify according to the federal guidelines. Applications may be obtained online at <http://ucpsschoolnutritionservices.com/?page=lunchapps>*

## **Guidance and Counseling**

### **Purpose**

The purpose of the Guidance Department is to assist students in becoming more self-sufficient by promoting effective decision-making that will lead to student success. It is our duty to serve all students and guide them through their high school careers.

Although we cannot tell a student what he or she must do, we can assist students in finding their true potential. These self-discoveries will enable students to make the best decisions in terms of post-secondary educational planning, future professions, and life in general. CATA's guidance program focuses on these three elements: Academic Development, Career & College Counseling, and Personal & Social Development.

The CATA guidance counselors are located in the Guidance Suite.

The Guidance Department has an "open door" policy; however, a particular counselor may not be available at all times. Appointments can be made through the guidance secretary or by requesting a time from the individual counselor. Assistance is always available in case of emergencies. Students must report to their classroom teachers before going to the Guidance Office.

## **Schedule Corrections**

Your school counselors have been working diligently to finalize the master schedule and meet student needs and requests for the upcoming school year. During July we have been working with incoming ninth grade schedules to complete our master schedule. During the summer, the schedule is not complete as we work into August to finalize all courses and student enrollment in these courses. **If a student can accidentally see a schedule in School Net for next year, it is NOT correct or complete!**

Important Beginning of Year dates:

- Drafts of schedules will be available in Powerschool starting on August 19th
- Bus information is mailed out the week of August 22nd and a representative from transportation will be onsite during freshman orientation
- Freshmen and new sophomores to CATA will receive their schedules at orientation on August 22nd.

Students will either receive the classes they selected during registration last Spring or students will see **“Please See Counselor”** in their schedule. We will not randomly give 10<sup>th</sup>-12<sup>th</sup> grade students classes they did not register for; therefore, we enter **“Please See Counselor”** as a placeholder in the event a class did not make or there is a conflict that needs to be discussed with the student. If a student has **“Please See Counselor”** in their schedule, they will have the opportunity to meet with their counselor in-person on **August 24th and August 25th from 12:00pm – 3:30pm**. Please use this [link](#) to request a meeting with a counselor for schedule corrections.

If a student does not have **“Please See Counselor”** in their schedule then the student received the courses they selected during registration in the Spring. Students who do not have **“Please See Counselor”** in their schedule, but would like to request a correction to their schedule for a valid specified reason, will have the opportunity to do so during the **Schedule Correction** process.

**We ask that you please respect the process and not email the School Counselors to inquire about schedule changes. They look forward to filling schedule holes in August or responding to requests during the first five days of the semester. Please note that email requests for schedule changes will not be accepted. All schedule correction requests must be entered into the Schedule Correction form that will be open the first five days of school. More information on this process is forthcoming**

If you have never had access to the Parent Portal for Powerschool or if you were unable to access last year please email [William.smith@ucps.k12.nc.us](mailto:William.smith@ucps.k12.nc.us) after September 12th. Parents are not able to log in until September 12th. CATA will communicate soon and let you know when access to Parent Portal returns. Please do not contact Mr. Smith about schedules.

Any course dropped **after** the first two weeks will be indicated on the student’s record as withdrawn. No credit will be given. The student's transcript will be designated as a “WP” (withdraw passing) or “WF” (withdraw failing). The “WP” is not counted in computing grade point averages; however, a “WF” is included. No student may be dropped from a course for which a state End-Of-Course test is given after the first ten days of school.

### **Academy Counselors**

**Ashley Cole** : Pre-Engineering and Performing Arts (theater & dance) & Guidance Department Chairperson

**Stephanie Graham**: Medical Science, Transportation & IB academy

**Sarah Goodwin**: Information Systems (CyberSecurity, Computer Engineering, Software & Game Design) and Music Production & Recording Arts.

### **Transcripts**

Transcripts of academic work are issued from the Guidance Department. Transcripts will be issued upon written request from the individual student. Transcript request forms are located in the Guidance Suite. Transcripts are free.

### **Grades**

Progress reports will be issued at the midpoint of each six weeks. Report cards are distributed each six weeks. The printout contains a number grade for class achievement and a listing of the number of days absent in each class period.

### **Driving Eligibility Certificate**

To receive your Driving Eligibility Certificate, you must see the designated person. You must bring the following items: a) original or certified copy of your birth certificate, b) a valid social security number (card or tax form), and c) Driver Education completion certificate. To receive and keep a driver's license a student must maintain academic progress, which means passing 70% or more of his/her classes. At CATA, students must pass three out of four 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. Instructions for submitting hardship letters will be mailed home before a student's license is revoked. In addition, on July 1st, 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 Dropout Counselor for a DEC after the student passes the course.

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

**Driver's Education (DE):** for information pertaining to Driver's Education, please refer to the link provided <https://sites.google.com/a/ucps.k12.nc.us/driver-education/home>

### **Lockers**

Lockers are the property of CATA and students should expect no privacy rights regarding locker use. Lockers are subject to search by school personnel at any time. Lockers are \$5 to rent and this can be done through the front office.

## **Media Center**

**Media Center Website** <https://sites.google.com/a/ucps.k12.nc.us/cata-media-center/>

### **Media Center Mission**

To ensure that all students and staff are effective users of information, technology, and ideas. To support students and staff in the pursuit of lifelong learning.

### **Media Center Expectations**

Students are expected to be respectful of the media center, the materials, and the patrons. Please be considerate of the other students and staff who use the facility. All book bags and backpacks must be stowed in the area near the entrance to the media center.

### **Media Center Staff**

Ms. Christensen, Media Coordinator

### **Circulation Policy**

Regular library materials may be checked out for a period of three weeks and renewed once. Reference materials may also be checked out.

### **Check-Out Limit**

We do not have a check-out limit; however, students are expected to be reasonable and responsible in checking out materials.

### **Due Dates**

Students are responsible for bringing books back on or before the due date. Overdue notices will be distributed regularly.

### **Lost/Damaged Items**

Patrons are charged for lost or damaged items. Students will not be charged a fine for overdue materials.

### **Obligations**

- Students are expected to keep Media Center Accounts in good standing:
- If students have one or more materials that are a month overdue, their check-out privilege may be suspended until all items are returned or paid for.
- If a student pays for a lost item and the item is found by the end of the next school year, they will be reimbursed for that item.
- We do not charge overdue fines.

### Academic Procedures

The grading scale is calculated on a weighted scale as follows:

NUMBER OF QUALITY POINTS GIVEN Class of 2019 and Beyond				
Grade	Basic	College Prep	Honors	AP
A:90-100	4	4	4.5	5
B: 80-89	3	3	3.5	4
C: 70-79	2	2	2.5	3
D: 60-69	1	1	1.5	2
F: 0-59	No Credit Given			

See counselor to determine CCP course quality points as these vary based on the course

### Late Work

Any late work that cannot be made up at all is recorded as a 0

If a student has the opportunity to make up work, then the grade is recorded as a 1

### Semester Exams

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

### Exam Exemption Policy

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.

Teacher-made tests are defined as tests designed and graded by a UCPS teacher of record for the purpose of assigning an exam grade to a student. 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**. Students enrolled in AP courses will still be required to take the AP exam. Students are expected to take all other assessments given at the school.

### Homework and Class Assignments

Failure to complete homework and class assignments will result in lowering of grades and parent contact. If poor results continue, this may result in a student being placed in the CATA early detection program where a check in/check out grade review session with an administrator may take place.

## **Student Recognition Programs**

CATA will offer numerous opportunities for students to participate in co-curricular and extracurricular activities. Student life organizations are listed on the school's website <http://cata.ucps.k12.nc.us/>.

### **1. Honor Roll**

Students making the "A" or "A/B" Honor Roll will have recognition opportunities that occur throughout the school year.

### **2. Academic Letters and Bars**

Students who have an overall semester average of "90," computed by averaging equally the grades received in all courses in which the student is enrolled and no semester grade less than "85," will be awarded a letter. Students who meet the qualifications more than once will be awarded a gold bar. Eight (8) points are added to the numerical grade received for the semester for each AP course.

### **3. Junior Class Marshals**

The roster of Marshals will comprise 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 5th grading period of the Junior year. Junior Class Marshals participate in Graduation exercises and other ceremonies.

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

The following honors designations will be used for graduating seniors:

#### **Weighted GPA Designation**

4.57 or higher summa cum laude

4.14 – 4.56 magna cum laude

3.71 – 4.13 cum laude

### **5. North Carolina Academic Scholars\***

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

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

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

## **Additional Information for Students**

### **Student Life**

Each student at CATA is encouraged to be an active participant of a student life organization to celebrate leadership, community service, academic excellence, student interest, or to support a specific curriculum. Students may advocate to form new clubs or organizations based on student interest and availability of teacher advisors. They must also gain approval from the Site Based Management Team. Click here for a list of current organizations: <http://cata.ucps.k12.nc.us/php/StudentClubsandOrganizations.php>

### **School Safety**

Report any inappropriate behaviors you may observe to any adult in the building. This may include individuals on campus or persons that you may not recognize hanging around the school. Also, for security purposes all exterior doors are to remain closed and locked at all times. The only appropriate entrance is the front entrance. If you should see a door propped open, please close the door. **DO NOT OPEN A LOCKED DOOR FOR ANYONE**. All visitors should report to the front office through the front door upon their arrival. Should you see or hear anything that concerns you, please report it immediately to a teacher, counselor, administrator, or any school staff member.

### **Student Parking Lot**

Students are not to visit the parking lot during the school day. If something is needed from the car, students should report to the office and ask for an escort.

### **Student Parking Passes**

Passes for **SENIORS ONLY** will be made available on 8/10 and 8/11. Passes are \$45.00 each and sold to **ALL** students starting on **8/12**. Information about seniors painting parking spots will be sent to seniors separately. The process for purchasing parking passes will be on the FamilyID platform again this year. An account will need to be created if you do not already have one (This is what is used for athletics). A link to the application will be on the CATA website beginning on Thursday, 8/10 at 8:00 am. Parking passes **MAY NOT** be purchased by any student who has outstanding fees. Students must have current car registration, proof of insurance, and drivers license. After completion of the application, CATA will review your submission. The student will then receive a link to pay for the pass once the application has been approved via student UCPS email. Please allow CATA at least 48 hours for processing.

## **CATA Student Parking – Rules & Regulations**

Parking on the Central Academy of Technology & Arts campus is considered a privilege for students. Each student who drives must buy his/her own parking permit and be responsible for parking in the assigned, numbered space. Students may NOT share a permit hang tag. Neither CATA nor UCPS assumes any responsibility for damage to private vehicles brought onto campus. All student drivers must be licensed and have appropriate auto insurance. The administration reserves the right to terminate parking privileges and/or tow any vehicle for cause.

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

1. Students may purchase a parking permit for \$45. There is a discounted rate of \$25 beginning March 1st through the remainder of the school year. The parking permit fee is non-refundable. If a student drives more than one vehicle, all vehicles must be registered with the school. There will be a \$5 charge for replacement tags.
2. Students will park ONLY in the numbered space that corresponds with their parking permit number. Failure to park in the designated space will result in a \$10 fine.
3. All vehicles parked in the student lot on school grounds must be registered with the school and must display the current numbered tag by hanging it on the rearview mirror. Improper display of the tag will result in a \$5 fine.
4. There is to be no loitering in the student parking lot or visitation of the same without permission. Once a student comes on campus, he/she must lock their vehicle and enter the building. No students are allowed in the parking lot during the school day without permission from the administration.
5. Once students drive on school grounds, you are considered at school. The only way you may leave is to check out at the office.
6. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in a vehicle.
7. Students must follow the 10 mph speed limit while entering, parking and exiting the student parking lot. Failure to adhere will result in the suspension of parking privileges.
8. Students may NOT park in the staff parking lot, bus parking lot, gymnasium/PDC side areas, or on any greenway or sidewalk. Failure to adhere will result in suspension of driving privileges and possible towing of vehicles.

## **Section II: Parking Citations and Suspension**

1. Students who drive to school and are persistently late (4 tardies during 1st period) may have their parking privileges suspended for the remainder of the semester.
2. If your vehicle is used to skip school or help others violate school rules, all students involved will have their parking privileges suspended as determined by administration, and may be subject to disciplinary action including, but not limited to, out-of-school suspension.
3. First offense for reckless driving behavior including: speeding, spinning tires, “off-road” parking or driving will result in a \$25 fine, suspension of parking privileges for sixty (60) days, and parental notification. Second offense will result in a \$25 fine, suspension of parking privileges for the remainder of the school year, and notification to parents and legal authorities..
4. Revving of engines is prohibited and may result in disciplinary consequences.
5. Failure to display a parking permit tag properly will result in a \$5 fine.
6. Sharing a parking permit tag will result in possible suspension of parking privileges.
7. Parking out of parking space, taking up two spaces, or blocking other cars will result in a \$25 fine and may result in possible suspension of parking privileges.
8. More than three (3) parking violations will result in the suspension of parking privileges for one school year.
9. Vehicles NOT registered with the school are considered unauthorized and trespassing, which may result in possible towing of vehicles.
10. All fines must be paid in full by the tenth day after receiving the parking citation. Failure to pay the fines within 10 days will result in suspension of parking privileges for the remainder of the school year.

## **Section III: Additional Parking Notes**

1. When you drive an unregistered vehicle, forget your parking permit or drive for the first time to purchase a permit, you must report to the front office upon arrival. Inform the front office of your situation to possibly avoid a parking citation.

### **Student Chromebooks**

CATA is the school of Technology and all students are required to use their chromebooks at school. UCPS Technology Initiative provides learning anywhere, anytime for our students. We are very excited for all of our CATA students to receive their Chromebook again to use for schoolwork during the school year. This is an amazing initiative that students in UCPS will again benefit from. Students at CATA are required to bring their chromebook to school every day.

**Parents**—You and your child will be required to sign a Chromebook Student /Parent Agreement. New to UCPS CATA students need to sign the online agreement form for this school year. These links are specific to CATA and must be filled out by all students and parents.

**English-**<https://bit.ly/3e04pwA> **Spanish-**<https://bit.ly/3gAgnzi>

### **Technology Help Desk– Mr. Penegar**

**Email:** [Justin.Penegar@ucps.k12.nc.us](mailto:Justin.Penegar@ucps.k12.nc.us)

**Help Desk for Students:**

**Monday 8:30 AM – 10AM**

**Tuesday 12PM – 1:30PM**

**Wednesday 8:30AM – 10AM**

**Thursday 12PM – 1:30PM**

**Friday will be 8:30AM to 10AM**

### **Links**

**[UCPS Technology Help Desk](#)**

**[UCPS Technology](#)**

**[Chromebook Start Up Link](#)**

## **Athletics**

**Athletic Director-Rachael Petre**

**Contact: [Rachael.Petre@ucps.k12.nc.us](mailto:Rachael.Petre@ucps.k12.nc.us)**

CATA is a member of the Rocky River 3A Conference and is a member of the North Carolina High School Athletic Association.

### **Sports Offerings:**

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

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

### **Athletic Eligibility Requirements**

1. Scholastic: must pass three (3) subjects during the previous semester and meet local promotion standards.
2. Age: must not turn 19 on or before August 31st
3. Insurance and Physical: must have school insurance or proof of insurance and a certified physical examination.

Link to Athletic Information: [Click Here](#)

## **High School Discipline Code**

Please see the 2022-2023 UCPS High School Student Handbook for the “Code of Student Conduct” under Board of Education Policy 4-3b. [Click here.](#) Listed here are some items where the school sets the rules and procedures.

### **Skipping and Truancy**

**Skipping and Truancy** are not tolerated.

Skipping class (being in an unauthorized area on campus during class time) will result in parent notification and immediate placement in:

- ISS (in school suspension) 1 period to 1 day for the 1st offense, parent phone call
- the 2nd and 3rd offense After School detention, parent phone call
- OSS 0-2 days (out of school suspension) for the 4th offense, or further consequences assigned by administration including ISS, after-school detention, or Saturday School. Parent phone call.

**Truancy** (coming to school and leaving without permission or willfully NOT attending) will result in parent and legal authority notification and the following:

- OSS 0-2 days (out of school suspension), or further consequences assigned by administration including ISS, after-school detention, or Saturday School. Parent phone call.

*NOTE: Truancy is a legal issue and will result in court proceedings. The administration reserves the right to modify consequences on a case-by-case basis whenever appropriate.*

**Out of the specified area without permission.** No student shall be in any place other than those designated by teachers or school officials without permission. This may fall under the consequences for skipping.

### **Hall Passes**

Students who are not in class during regular class hours **must** have a “hall pass” and produce it to an administrator, teacher, or staff member upon request. Students with Early Leave must leave campus immediately following their last class after signing out in the office.

## **Tardy Policy**

At CATA, instruction is very important. All students are expected to be in their classrooms and ready to receive instruction before the tardy bell rings for each class. If students are not in their first block class prior to the tardy bell, they must report to the front office for a tardy pass. Only students with a tardy pass will be admitted to their first block class after the tardy bell rings.. For other class blocks, teachers will mark students tardy in the Powerschool Attendance System.

If a student is tardy twice in third period on Cougar Time days (Once before class and once after lunch), then the teacher will mark them tardy one time in Power School and write it up as a minor incident in Educator Handbook for the second tardy of the period.

Tardies will be recorded as unexcused unless an excuse can be verified by staff. Tardies will result in the following penalties:

**1st/2nd Tardy:** Warning from an administrator in the front office (1st period) and the teacher in the classroom (all periods).

**3rd Tardy:** Warning from an administrator in the front office (1st period) and the teacher in the classroom (all periods). **The teacher will contact the parent after the third tardy by phone.**

**4th/5th Tardy:** Warning from an administrator in the front office (1st period) and the teacher in the classroom (all periods) **The teacher will submit a discipline referral to the administration** and 1 day ASD with administration. The administration will contact the parent.

**6th/7th Tardy:** Warning from an administrator in the front office (1st period) and the teacher in the classroom (all periods). **The teacher will submit a discipline referral to the administration** and 2 days ASD with administration. The administration will contact the parent.

**8th Tardy:** Warning from an administrator in the front office (1st period) and the teacher in the classroom (all periods). **The teacher will submit a discipline referral to the administration and 3 days ASD.** The administration will set up a parent conference, create a written plan, and possible additional consequences.

- Please note that administrator warnings will only come from an administrator in the office for first period tardies. Please be sure to give warnings to students in all other periods.

*The administration reserves the right to modify consequences on a case-by-case basis whenever appropriate. This may include loss of parking privileges. Students arriving on late buses will not be considered tardy.*

## **Dress Code**

The administration recognizes that the First Amendment to the Constitution of the United States respects a student's right to choose his or her style of dress or appearance. However, if a student's dress or appearance is so unusual, inappropriate, or lacking in cleanliness that it disrupts the learning environment; the student may be required to change the offending dress or appearance. Clothing that attracts undue attention to the body's form or contour is inappropriate for school. Students are responsible, therefore, for exercising good judgment in dress and grooming.

The following are guidelines for high school dress, but are not limited to these:

- Skirts and dresses must extend beyond a student's fingertips, and shorts must extend beyond the tip of the thumb when the student is standing up straight. There should be no exposed skin through holes, rips, or mesh above fingertip length.
- Leggings/yoga pants must be worn with appropriate attire that meets dress code. Clothing worn over leggings/yoga pants must extend beyond fingertip length.
- No shirts that show cleavage, stomachs, or bare backs
- No spaghetti/tank tops/muscle shirts with shoulder straps less than 3-fingers wide.
- No mesh tops, see-through, cut-off shirts, halters, skin tight clothes, or clothing of any type that exposes the torso, contains profane words, drug or alcohol advertising, sexual innuendos, or other unacceptable graphics.
- Students must wear shoes.
- No hoods, bandanas, or headgear covering the ears should be worn inside buildings.
- No gang related clothing, paraphernalia, or tattoos.
- No sunglasses worn inside unless medically needed.
- No visible undergarments are permitted.

Students will be given the opportunity to change if they are out of dress code. If they choose not to, or are unable to change, a parent will be required to bring an appropriate change of clothing.

*Consequences for the above may include up to Out-of-School Suspension.*

## **Violation of Classroom Policies**

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

*Consequences for the above may include up to Out-of-School Suspension.*

## **Intimate Behavior**

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

*Consequences for the above may include up to Out-of-School Suspension.*

### **Inappropriate Language**

Profane/inappropriate/discriminatory language (written, verbal, drawn, and/or cyber) is prohibited. This includes any language deemed inappropriate for the school setting.

*Consequences for the above may include up to Out-of-School Suspension.*

### **Bullying & Cyberbullying**

At Central Academy we believe that every student and adult should be a part of a safe and caring environment that allows students to learn and develop. Bullying and Cyberbullying will not be tolerated at Central Academy and there is a procedure in place to address such behaviors. The procedures developed include both proactive and responsive measures to deal with bullying. Any student may report bullying via an anonymous bullying incident report form available in the guidance office, any classroom or main office area. Students and parents may report bullying by contacting the Guidance Counselors.

### **Reckless or Belligerent Behavior**

No student shall engage in any behavior which is so careless, reckless, or belligerent that it could, if continued, result in bodily harm or injury to oneself or others.

*Under some circumstances, these behaviors could lead to Out-of-School Suspension.*

### **Intentional Disruption**

No student shall purposely disrupt the lawful function of the school or its special activities, events, trips, or performances or infringe on the rights of other students, faculty, spectators, or the public. In the classroom, no student shall impair the teaching/learning process.

*Under some circumstances, these behaviors could lead to Out-of-School Suspension.*

### **Electronic 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.

The District is not 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 the 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 the item and return only to parents. Parent conference required and may include 1 day of in-school suspension, after school detention, or Saturday School. 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.

### **Cheating/Plagiarism**

Students will refrain from copying, using, or otherwise claiming work of others to be their own. Students shall not cheat on tests/examinations, copy the work of another, or complete any type of academic assignment in a dishonest or deceptive manner. Please refer to the CATA Academic Integrity Honor Code for Specific details. You can find the link below. This is also being sent home for you to sign and bring back to school.

<https://www.ucps.k12.nc.us/cms/lib/NC01910453/Centricity/Domain/1852/CATA%20Academic%20Integrity%20Honor%20Code-update.pdf>

**1<sup>st</sup> Offense:** Teacher-Parent contact, documentation of incident to administration, and the student will be given a grade of zero (0) on the assignment.

**2<sup>nd</sup> Offense:** The teacher will refer the student to the grade level administrator; the student will be given a grade of zero (0) on the assignment, 1 period or day of In-School Suspension (ISS), and parent notification.

**3<sup>rd</sup> or More Offenses:** The teacher will refer the student to the office; the student will be given a grade of zero (0) on the assignment, After School Detention, and parents will be contacted and a conference may be requested.

### **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. **Please see the plagiarism/cheating portion of this handbook as well as the CATA Academic Honor Code.**
- 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.

### **Altering, Tampering, False Information Consequences:**

**1st Offense:** Parent Phone Call and One period of ISS

**2nd Offense:** Parent Phone Call and After School Detention, Guidance Referral

**3rd Offense:** Parent Phone Call, After School Detention, Parent/Student Counselor Conference

### **Bus Misbehavior**

All school rules apply on the bus and at the bus stop. Students shall not display any type of behavior which interferes with the safe and efficient operation of the school bus. Students may be suspended and/or denied the privilege of riding a bus to school.

### **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.

**1st Offense:** Parent Phone Call and One period of ISS

**2nd Offense:** Parent Phone Call and After School Detention, Guidance Referral

**3rd Offense:** Parent Phone Call, After School Detention, Parent/Student Counselor Conference

### **UCPS Technology Acceptable Use Guidelines**

[https://webcp.ucps.k12.nc.us/forms\\_manager/documents/1/AUG\\_Reformatted\\_2014.pdf](https://webcp.ucps.k12.nc.us/forms_manager/documents/1/AUG_Reformatted_2014.pdf)

### **Violation of School Policy Not Specifically Addressed**

The faculty, administration, and staff of Central Academy have the responsibility to provide a safe and orderly learning environment. Students are subject to disciplinary action for any disruptive behavior that detracts from the safe and orderly environment even if not specifically mentioned in these guidelines. The administration reserves the right to modify or amend the policies contained herein as it deems appropriate to fulfill this responsibility.

### **Other Possible Consequences**

**After School Detention (ASD)** is held from 3:40 p.m. to 4:40 p.m. Students are given one day's notice to arrange transportation. Students who fail or refuse to report for detention may be assigned to Saturday School or another consequence..

**Saturday School** is held on Saturday mornings from 8:00 a.m. to 12:00 p.m. Students should be prepared to complete academic work during this time. Failure to report as assigned may result in out-of-school suspension or an additional assigned Saturday School.

The philosophy at CATA states that students should be in class as much as possible to facilitate the learning experience. Therefore, **In-School Suspension (ISS)** will be assigned sparingly and only in those cases where a student's behavior is disruptive to the point that it impairs the ability of that student or other students to learn. Students assigned to ISS will report to a designated classroom under the supervision of a staff member. Students must complete academic work.

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