



Cuthbertson High School

Student Handbook
2017-2018

Principal
Dr. Kim Schroeder

Name_____

Address_____

City_____State_____ Zip_____

MY SCHEDULE		
BLOCKS	1 st SEMESTER	2 nd SEMESTER
1 st Block		
2 nd Block		
3 rd Block		
4 th Block		

CHS BELL SCHEDULE

BLOCKS	BELL TIMES
Warning Bell	7:50 AM
First Block	8:00 AM - 9:35 AM
Second Block	9:40 AM - 11:15 AM
Third Block	11:20 AM - 1:20 PM
1 st Lunch	11:20 AM - 11:50 AM
2 nd Lunch	11:50 AM - 12:20 PM
3 rd Lunch	12:20 PM - 12:50 PM
4 th Lunch	12:50 PM - 1:20 PM
Fourth Block	1:25 PM - 2:55 PM

Guidelines While in the Building

- CHS will be open **no earlier than 7:30 AM** for student arrival.
- Students not participating in supervised activities and/or waiting for transportation must report to the Cavalier Foyer by 3:00 PM.
- Students waiting to pick up siblings at Cuthbertson Middle School must also report to the Cavalier Foyer and wait for CMS dismissal. Students may NOT wait in the parking area nor should they leave campus and return to pick up siblings.
- The **Moment of Silence** is a school-wide reflective time. Students, staff, and visitors will stop all activities and pause to reflect and remain silent.

SCHOOL WING DESIGNATIONS

- A-WING – Auditorium, Agriculture, and Fine Arts
- B-WING – Athletics
- C-WING – Administration, Guidance, Computer Lab, Media Center
- E, F and G-WINGS – Academics

Statement of Non-Discrimination

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

Union County Public Schools
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 his/her 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.

ADMINISTRATIVE PROCEDURES**CHECK IN – CHECK OUT**

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

Students wishing to check out early must bring a note to the main office before school. The note must be from the student's custodial parent and contain the reason, departure time, parent signature and a phone number where the parent can be reached. Either the Attendance Officer or the School Secretary in the main office will fill out a check-out form and give a copy to the student. The student is to bring this check-out form to the main office at his/her departure time. If the student returns to school the same day, he/she must check in at the main office and be issued a pass to class.

Students who need to leave school due to illness must have their teacher send them to the main office with a hall pass. Office personnel will then call for parental

permission. This policy will apply on all school days including those with scheduled school-wide assemblies.

STUDENT ABSENCES

- Students must turn in excuse notes to the main office before the start of the school day.
- Students who miss more than 15 minutes of a class will be counted absent for that class period.
- Students are allowed **THREE** days after being absent to bring an excuse 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/not waivable/not lawful** no matter what the cause.
- Students are not permitted to leave campus for lunch because of safety issues.

Please refer to the CHS website at <http://www.ucps.k12.nc.us/Domain/11> for additional information regarding lawful reasons for school absences and educational trip attendance policy.

STUDENT USE OF TELEPHONE (OFFICE)

There is one phone designated for student use in the front office in the event of an emergency.

USE OF SCHOOL FACILITIES

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

PHYSICAL EDUCATION UNIFORMS

All students who will be taking a fitness class through the Physical Education Department will have the option to purchase a CHS uniform. Purchase of uniforms will take place at the school during Orientation Sessions, Open House, and other designated times.

LOST AND FOUND

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

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.

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 laws. This causes a disruption and competes with child nutrition services. Visitors not complying with this policy will be asked to leave campus.

Teacher-invited presenters or visitors must be approved by the administration 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 Cuthbertson High campus.

VERBAL ANNOUNCEMENTS

Announcements will be made at the beginning of 2nd period. In an effort to minimize classroom disruptions, intercom announcements will be limited. All announcements must be submitted by a staff member on the google form by 7:50 am.

WRITTEN ANNOUNCEMENTS/POSTERS

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

CUTHBERTSON MIDDLE SCHOOL

Cuthbertson High School students are **PROHIBITED** from being on the campus of Cuthbertson Middle School during official hours. Violation may lead to disciplinary action and trespassing charges.

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/her designee.

FIRE DRILLS

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

- Follow the evacuation route for the occupied room.
- Move students quickly and quietly out of the building and approximately 500 feet away.

- Always assume that a fire alarm is the real thing.
- Wait outside until instructed to return to the building.
- Have all students face away from the building.

Other emergency procedure drills will be practiced throughout the year.

DELIVERY OF FLOWERS AND GIFTS TO STUDENTS

Cuthbertson High School assumes no responsibility for flowers or gifts that are delivered to students during the school day by florists or individuals. NO deliveries will be accepted on Valentine's Day, birthdays, or other special occasions.

DELIVERY OF MESSAGE/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 students needing to pick up forgotten items and/or messages will be sent a message via their Canvas email.

Please plan ahead for events such as forgotten lunch by arranging to have a balance in the student's cafeteria account.

STUDENT FINES

All fines from the current year should be paid to the Bookkeeper immediately. Students are not allowed to graduate 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. As of July 1, 2007, The Union County Board of Education has entered into an agreement with a collection agency for the collection of all returned checks issued to all Union County School locations.

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)

If your check is returned by your bank, it will automatically be forwarded by the Union County Board of Education's bank directly to a collection agency after the first presentation. The collection agency will contact you in order to collect the face amount of the worthless check plus the state allowed collection fee. The amount of the collection fee in NC is currently \$25.00; however, this fee is subject to change as allowed by law. If you do not properly respond to the

collection agency, your check may be resubmitted to the bank electronically along with applicable collection fees.

After 60 days any check deemed uncollectible will be returned to the school and a warrant will be issued through the Union County Sheriff's Office to the person signing the check. In addition to the face amount of the check and the service charge, the check will then be subjected to a cost of court charge.

Students should bring the correct amount of money to school. All checks are to be made payable to Cuthbertson High School.

MEDICATION

Students who must take medication of any kind, including over the counter medications, during school hours must obtain a "Union County Public Schools Medication Consent Form" 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.

STUDENT SERVICES

BUS TRANSPORTATION

Riding a bus is a privilege, not a right. Students living a mile or more from school are eligible for free bus transportation. Students must be at their designated bus stop fifteen (15) minutes prior to the time of bus arrival. By state law, bus stop locations must be no closer than two-tenths of a mile apart. Students may be required to walk up to one-half mile. Therefore, a student may be denied this privilege as a result of misbehavior in addition to other penalties. Union County Board Policy and Cuthbertson High School discipline guidelines do apply to bus riders.

Any questions regarding routes, buses, or drivers should be directed to the Cuthbertson Cluster's Transportation Specialist @ 704-296-0107.

Notes requesting bus changes must be brought to the Attendance Counselor before school. 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 all trash to the appropriate location.
- Any disciplinary rules for the school system also apply for behavior in the cafeteria including disruptive behavior and non-compliance.
- Only students making purchases are allowed in line. Food handled will have to be purchased.
- Book bags are not allowed in the food line.

2017-2018 MEAL	PAID BREAKFAST	PAID LUNCH	REDUCED* LUNCH
Elementary Schools	\$1.15	\$2.30	\$.40
Middle & High Schools	\$1.15	\$2.40	\$.40
UCPS Employees	a la carte	a la carte	
Visiting Child	a la carte	a la carte	
Visiting Adult	a la carte	a la carte	

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

GUIDANCE AND COUNSELING

Purpose

The purpose of the Guidance Department is to assist students in becoming more self-efficient 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 the student what he or she must do, we can assist students in finding their true potential. These self-discoveries will enable the student to make the best decisions in terms of post-secondary educational planning, future professions, and life in general. Cuthbertson High School's

guidance program focuses on these three elements: Academic Development, Career & College Counseling, and Personal & Social Development.

The Cuthbertson High School's guidance counselors are located in the Guidance Suite. The main entrance to the Guidance Suite is on the first floor between E and F wings, across from the elevator.

The Guidance Department has an "open door" policy; however, 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 Changes

Each year during registration, students are encouraged to seek and secure all available assistance in planning class schedules for the following year. Determining and registering for the proper courses is necessary to satisfy graduation requirements as well as to meet the personal interests and needs of students. Due to class sizes and maximum allowable teacher-student ratios, schedule changes at the beginning of the year may not be possible.

Students who wish to change classes after school has begun must obtain approval from school staff within the first 5 days of the semester. A request for class change form must be completed and submitted to the Guidance Department with the reason for the change. Students may not drop classes simply due to poor grades.

Any course dropped after the first two weeks will be indicated on the student's record as dropped. No grade 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 drop a course for which a state End-Of-Course test is given after the first ten days of school.

Transcripts

Transcripts of academic work, both official and unofficial, are issued from the Guidance Department upon written request from the individual student. Request forms are available online as well as in the Guidance Suite. A fee of \$3.00 is required for all official transcripts requested through the Guidance Department. All requests will be processed and ready for pick-up within 5 days.

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, a conduct comment for each class, and a listing of the number of

days absent in each class period. Final report cards may be withheld if student accounts have a due balance.

Driving Eligibility Certificate

To receive your Driving Eligibility Certificate (DEC), a completed Driver's Education Certificate must be submitted to the Guidance Office. A Driver's Eligibility Certificate will be processed within 2 school days. After that time, a parent may come to the school during regular office hours to sign and pick up the Driver's Eligibility 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 Cuthbertson High School, 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.

LOCKERS

Lockers will be available for the school year. Students may only use locks purchased through the school. A lost, stolen or replacement lock will cost \$5.00. Students can only use the locker to which they are assigned. Students are responsible for books and other school materials that are lost from unsecured lockers. Lockers are the property of Cuthbertson High School and students should expect no privacy rights regarding their use. Lockers are subject to search by school personnel at any time.

NOTE: The school is not responsible for book bags, purses, wallets or other personal belongings that are left unattended. Items that are "stolen" because they are unattended will be the fault of the student.

MEDIA CENTER

The CHS Media Center is open before and after school and during lunch periods for students. Students are also welcome throughout the school day with a pass from their classroom teacher. The Media Center website is accessible 24/7! It is packed with helpful online resources and free access to EBooks. Look for it under the Academics tab on the main CHS website.

Circulation

- The loan period for books is two weeks and they may be renewed. EBooks are automatically returned.
- We do not have a check-out limit; however, students are encouraged to be reasonable and responsible with their selections.
- Calculators are checked out by semesters with signed permission forms from parents and students.
- Students may access the Media Center catalog from any computer by clicking on the 'Follett Destiny' icon on the Media Center webpage. They may log in to Destiny to check out eBooks with their PowerSchool ID number and password 'student.'
- Students are expected to keep their circulation account in good standing.

Lost Materials

- Patrons will be charged the replacement fee for lost or damaged books.
- Overdue notices are sent periodically as reminders. We do not charge overdue fines.
- Patrons with lost calculators are charged the \$125 replacement fee.

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, he/she will be reimbursed for that item.
- We do not charge overdue fines.

Printing and Copying

Copies or printouts are 5 cents per page. Our printer is black and white only. For their convenience, students may purchase their own print code in increments of five dollars. Five dollars allows printing 100 pages. Additional money may be added to printing accounts as desired.

Computer Use

Students are assigned computers and can log into the network with their own ID numbers and passwords. Students may access the Internet which includes their own Google Drive, school email account, informational databases, and digital resources for educational use. Computers housed in the Media Center provide access to printing and are available to students during MC hours. Refer to the Union County Acceptable Use Policy in the Student Handbook. Failure to adhere to the established acceptable use policies can result in restricted or possible loss of computer privileges.

Expected Behavior

- Students should bring their pass to the circulation desk as they enter and/or sign in on the laptop.
- Students should leave all food, candy, and gum outside the Media Center. Water bottles may be left on tables or in backpacks and not used near computers.
- Students are expected to respect the right of others to have a quiet place in which to work, read, and learn.
- Students are expected to respect the building and materials by keeping them clean and in good condition.
- Students are expected to clean up after themselves.
- Students are expected to follow the UCPS Acceptable Use Policy and guidelines outlined in the student handbook when using computers.
- Students are expected to treat all staff and students with respect.

STUDENT PARKING

Parking on the Cuthbertson Campus is considered a privilege for students. Each student who drives must buy his/her own parking permit. Students may **NOT** share a permit tag. Neither CHS 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. Parking permits may be purchased in the office before school, after school, or during lunch, but not during class time. Parking permits will be issued first to Seniors, then Juniors, Sophomores and Freshman as space permits.
2. Students may purchase a parking permit for \$40. 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.
3. Students will park **ONLY** in the numbered space that corresponds with their parking permit number. Failure to park in the designated space will result in a \$10 fine.
4. All vehicles parked in the student lot on school grounds must be registered with the school and must display the current tag by hanging it on the rearview mirror. Improper display of the tag will result in a \$5 fine.

5. 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.
6. Once on school grounds, you are at school. The only way you may leave is to check out at the office.
7. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in a vehicle.
8. Students must follow the **10 mph speed limit** while entering, parking and exiting the student parking lot. Failure to adhere will result in the suspension of parking privileges.
9. Students may **NOT** park in the staff parking lot, bus parking lot, agricultural areas, gymnasium areas, or on any greenway or sidewalk. Failure to adhere will result in suspension of driving privileges and possible towing of vehicle.
10. Absolutely no parking in teacher areas during school day
11. **The tire boot will be attached to a vehicle (\$25 dollars to remove boot) for the following offenses:**
 - (a) **Park in someone else's spot-1st time, no warnings**
 - (b) **No visible Parking Tag-1st time, no warnings**
12. **Any unregistered or improperly registered vehicle parked on campus will be towed, or have a boot placed on their tire and will have to pay a \$25 fine for removal. Parking anywhere besides the assigned space will result in car booted. No warning will be issued.**

Section II: Parking Citations and Suspension

1. Students who drive to school and are persistently late (4 tardies during 1st period) to school will 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 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 parental and legal authority's notification.

4. Failure to display a parking permit tag properly will result in a \$5 fine.
5. Sharing a parking permit tag will result in possible suspension of parking privileges.
6. 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.
7. More than three (3) parking violations will result in the suspension of parking privileges for one school year.
8. Vehicles NOT registered with the school are considered unauthorized and trespassing, which may result in possible towing of vehicle.
9. 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.

ACADEMIC PROCEDURES

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

**GPA Scale for students
entering 9th grade in 2014 or earlier
later**

Grade	CP	Honors	AP
A	4.0	5.0	6.0
B	3.0	4.0	5.0
C	2.0	3.0	4.0
D	1.0	2.0	3.0
F	0	0	0

**GPA Scale for students
entering 9th grade 2015 or**

Grade	CP	Honors	AP
A	4.0	4.5	5.0
B	3.0	3.5	4.0
C	2.0	2.5	3.0
D	1.0	1.5	2.0
F	0	0	0

The following final marks, along with all failing numerical final marks, WILL be computed in the G.P.A. and in the student ranking process as a course that was attempted but was failed:

- **WF** – Withdrew failing
- **FF** – failed because of absences

The following final marks WILL NOT be computed in the G.P.A. or the student's rank:

- **WP** – withdrew passing
- **P** or **F** denotes grade in a pass/fail course
- **AUD** – audited courses

Homework and Class Assignments

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

Semester Exams

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

STUDENT RECOGNITION PROGRAMS

Cuthbertson High School will offer numerous opportunities for students to participate in co-curricular and extra-curricular activities. Clubs and organizations are listed on the school's website <http://www.cuthbertsoncavs.com>.

1. HONOR ROLL

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

2. ORDER OF THE CHEVALIER

Students who receive an Order of the Chevalier card during a semester will be in the running to be nominated for the Order of Chevalier. This recognizes students who go above and beyond in their classes throughout the semester.

3. ACADEMIC LETTERS

Students who have an overall semester average of 90, computed by averaging equally the grades received in all courses in which the student has completed in this semester 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.

4. JUNIOR CLASS MARSHALS

The roster of Marshals will be comprised of 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.

5. HONORS DESIGNATIONS FOR GRADUATING SENIORS

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

Weighted GPA Designation

4.57 or higher summa cum laude

4.14 – 4.56 magna cum laude

3.71 – 4.13 cum laude

6. SCHOLAR ATHLETES

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

7. 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.*

8. UCPS GLOBAL SCHOLARS PROGRAM

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, students must complete the Service Learning Project and present a written artifact (e.g. project, portfolio, presentation) to the committee.

9. CLUBS

Each student at Cuthbertson High School is encouraged to be an active participant of a club or organization to celebrate leadership, community service, academic excellence, student interest, or to support a specific curriculum. Students may advocate to form new clubs or organizations based on student interest and availability of teacher advisement.

10. ATHLETICS

Cuthbertson High School is a member of the Southern Carolina 3A Conference and is a member of the North Carolina High School Athletic Association.

CHS currently offers students opportunities to participate in the following sports:

- 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)
- Dance
- Football (Men's JV and Varsity)
- Golf (Men's and Women's)
- Lacrosse (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 (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 October 16.
3. Insurance and Physical: must have school insurance or proof of insurance and a certified physical examination.
4. Athletic packet must be completed prior to trying out. .

HIGH SCHOOL DISCIPLINE CODE

Please see the **2016-2017 UCPS High School Student Handbook** for the “Code of Student Conduct” under Board of Education Policy 4-3b.

ATTENDANCE

Students will not leave the assigned area/school grounds without permission and other attendance violations (i.e. skipping class and truancy). Students must attend school and once at school will remain on campus and in areas designated by school officials at all times. Student will be referred to a counselor. UB: Excessive Tardiness, UB: Leaving School without permission, UB: Leaving Class without permission, UB: Truancy, UB: Skipping School, UB: Skipping Class, UB: Cutting Class, UB: Late to Class - 0-2 days suspension and principal discretion which may include additional consequences should the conduct violate other rules in this policy or the bus or school level rules. No more than 2 days of suspension can be assigned to a student for an attendance violation.

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.

TARDY POLICY

At Cuthbertson High School, we believe that teachers have a right to teach and students have a right to learn. Instructional time must be protected and without interruption in order to assure that quality teaching and learning are taking place in every classroom every day. To assure this at Cuthbertson High School, we will utilize a comprehensive “Lockout” program with students who are late to class. All students are expected to be in their classrooms and ready to receive instruction before the tardy bell rings for each class. Following the tardy bell, students who are not in class for an unexcused reason must report immediately to a teacher on hall duty for a lockout admit pass. Only students with a note from faculty, administration, the attendance office or students with a Lockout Admit Pass will be admitted after the tardy bell rings.

Lockout will be recorded as an unexcused tardy. Lockouts will result in the following penalties:

All students must report to ISS or to a Hall Duty teacher when locked out.

1st Lockout Warning / No other punishment

2nd Lockout Warning / Parent Contact

3rd Lockout One (1) day of Lunch Detention and Parent Contact

4th Lockout One (1) day of After School Detention (ASD) and Parent Contact

5th Lockout Two (2) days of After School Detention (ASD) and Parent Contact

6th Lockout One (1) day of In-School Suspension (ISS) and Parent Contact

7th Lockout Out of School Suspension (OSS) and Parent Contact

8th Lockout Restart Lockout process at the 3rd Lockout Level/Parent Contact

NOTE: Failure to serve assigned detention as scheduled may result in OSS.

LOCKOUT NOTES

- On the fourth (4th) lockout for first (1st) block, students who drive will lose their driving privileges for the remainder of the semester.
- Lockouts are cumulative on a semester basis.

HALL PASSES

Students should be in no place other than those designated by teachers or school officials without permission. Students who are not in class during regular class hours must have a “hall pass” and produce it to an administrator or teacher upon request. Students with Early Leave must leave campus immediately following their last class.

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:

- Shorts, skirts, dresses, etc. must extend beyond a student’s fingertips when the student is standing up straight.
- No holes are allowed above the knee length, even if patched underneath.
- Pants/shorts with slogans of any sort written across the buttocks (Princess, Baby Girl, Hollister, Hottie, Cutie, etc) violate dress code.
- Shirts that show cleavage, tummies, or bare backs violate dress code.
- No spaghetti/tank tops with shoulder straps less than 2” wide.
- No mesh tops, see-through, cut-off shirts, halters, skintight clothes, or clothing of any type that exposes the torso, profane words, drug or alcohol advertising, sexual innuendoes, or other unacceptable graphics.
- Students must wear shoes.
- No hats or headwear worn inside buildings.
- “Drag and sag” pants violate dress code.
- No gang related clothing, paraphernalia, or visible tattoos.
- No sunglasses worn inside unless medically needed.
- Visible undergarments are prohibited at all times.

CHS HONOR CODE: On my honor, I pledge that I have neither given nor received help on this assignment.

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.

- **1st Offense:** The teacher will refer the student to the office; the student will be given a grade of zero (0) on the assignment, 1 day In-School Suspension (ISS), and parent notification.
- **2nd Offense:** The teacher will refer the student to the office; the student will be given a grade of zero (0) on the assignment, 2 days In-School Suspension (ISS), and parent notification.
- **3rd Offense:** The teacher will refer the student to the office; the student will be given a grade of zero (0) on the assignment, 1 day of Saturday School, and parent notification.
- **4th and Further Infractions:** The teacher will refer the student to the office; the student will be given a grade of zero (0) on the assignment, up to 6 days of Out- of-School Suspension (OSS), and parent notification.

Out of specified area without permission.

No student shall be in any place other than those designated by teachers or school officials without permission. Students arriving on late buses will not be considered tardy. Students must report to the Cavalier Café upon arrival at school and remain there until the first (1st) bell. Students may not go to Academic Wings A, B, E, F or G during their lunch unless they have a written pass. Students must exit the building at the dismissal bell unless under the direct supervision of a teacher.

Out of class or out of school for any part of the day without permission.

No student shall be out of class or miss any part of the school day that violates local school policy on attendance (skipping). State regulations do not allow parents to give students permission to miss any school time for unlawful reasons.

Violation of classroom policies.

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

Intimate behavior.

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

Reckless or belligerent behavior that might result in injury or bodily harm.

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

Any major act clearly intended to disrupt school.

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

Non-compliance.

Students will comply with all directions of teachers, substitute teachers, teacher aides, student teachers, and any other authorized school personnel during any period in which they are subject to school authority. Under some circumstances, non-compliance may constitute grounds for out-of-school suspension to be determined by the administration.

Cell Phones, MP3 Players, IPOD's, and CD Players.

Please see the county handbook for the UCPS Policy, the use of cellular phones, CD players, IPOD's, MP3 players, and DVD players. The school is not responsible for loss or damage of any of the above-named items.

- **1st Offense:** Confiscate items and return only to parents. If use of cell phone results in violation of other policies, further discipline may be applied. The principal will refer to school counselor and contact parent.
- **2nd Offense:** Parent conference required and may include 1 day of ISS, ASD, or Saturday School. The principal will refer to school counselor and contact parent.
- **3rd Offense:** Parent conference required and may include 1 day of ISS, ASD, or Saturday School and cannot bring item to school for remainder of the school year. The principal will also refer to school counselor.

Bus misbehavior.

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

Forgery.

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

Lying.

Students shall provide truthful information to school personnel. Under some circumstances, lying may constitute grounds for out-of-school suspension (OSS) to be determined by the administrator.

Use of profanity.

Profanity or vulgar language is not consistent with an academic environment and will not be tolerated. Certain words, expressions, or phrases are considered offensive enough to result in out- of-school suspension.

Use of computers/Internet.

The use of computers at school is a privilege and should be used for educational purposes. The misuse of computers/Internet will result in disciplinary action that could include suspension and/or limitations placed on student internet access.

Examples include, but are not limited to:

- Inappropriate use of the internet.
- Any tampering with any hardware or software.

Violation of school policy not specifically addressed.

The faculty, administration, and staff of Cuthbertson High School 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.

After School Detention (ASD)

After school detention is held from 3:05 p.m. to 4:05 p.m. Students are given one day's notice to arrange transportation. Students who fail or refuse to report for detention are assigned to Saturday School. Saturday School is held on Saturday mornings from 8:00 a.m. to 11:00 a.m. Students should report prepared to work. Failure to report as assigned will result in out-of-school suspension.

In-School Suspension (ISS)

The philosophy at Cuthbertson High School states that students should be in class as much as possible to facilitate the learning experience. Therefore, In-School Suspension 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 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.

LEVELS OF CONSEQUENCES ADDRESSING NON-COMPLIANCE TO GUIDELINES:

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

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