

STUDENT HANDBOOK

2019-2020

Principal – Ms. Vicki Merritt
Vicki.Merritt@ucps.k12.nc.us

Assistant Principal – Mr. Thomas Stewart
thomas.stewart@ucps.k12.nc.us
9th grade, 10th Grade

Assistant Principal – Dr. Josh Wall
josh.wall@ucps.k12.nc.us
11th Grade, 12th Grade

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

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 and Arts Pathways "Class of 2020"

Information Technology – Cyber Security

| | | |
|------------------|--|---|
| 9 th | Comp TIA IT Fundamentals | Microsoft Excel/Access |
| 10 th | Computer Programming I Honors & Intro to Cyber Security Honors | Network Engineering Tech I Honors |
| 11 th | Intro to Cyber Crime & Intro to Computers with SPCC | Ethics and High Technology & Computer Crime Investigation with SPCC |
| 12 th | Security Concepts & Computer Forensics I with SPCC | Computer Forensics II & Technology Crime and Law with SPCC |

Information Technology – Computer Engineering

| | | |
|------------------------|-----------------------------------|-------------------------------------|
| 9th | Comp TIA IT Fundamentals | Microsoft Excel/Access |
| 10th | Computer Engineering Tech I | Computer Engineering Tech II Honors |
| 11th | Network Engineering Tech I Honors | Network Engineering Tech II Honors |
| 12th | | Network Engineering Tech III Honors |

Information Technology – Software & Game Design

| | | |
|------------------------|--------------------------------|--|
| 9th | Microsoft Excel/Access | Computer Programming I Honors |
| 10th | AP Computer Science Principles | AP Computer Science A |
| 11th | SAS Programming I Honors | Scientific & Technical Visualization I Honors |
| 12th | Game Art & Design Honors | Advanced Game Art & Design Honors CTE Advanced Studies/Independent Study (optional) |

Medical Science

| | | |
|------------------------|--------------------------------------|---|
| 9th | PLTW Principles of Biomedical Honors | Health Science I Honors |
| 10th | PLTW Human Body Systems Honors | Sports Medicine I Honors |
| 11th | PLTW Medical Interventions Honors | |
| 12th | PLTW Biomedical Innovation Honors | Elective Options - Health Science II Honors, CTE Medical Internship, & Sports Medicine II Honors |

Performing Arts - Dance

| | | |
|------------------------|--|------------------|
| 9th | Apparel I | Dance I |
| 10th | Dance II | Dance III Honors |
| 11th | Dance III Honors | Dance IV Honors |
| 12th | Technical Theatre Dance Specialization Advance Honors (optional) | Dance IV Honors |

Performing Arts – Music Production and Recording Arts

| | | |
|------------------------|--|----------------------------------|
| 9th | Either Band, Chorus, or Piano | Music Theory Honors |
| 10th | Multimedia & Web Page Design | Either Band, Chorus, or Piano |
| 11th | Audio Engineering Tech I Honors Either Band, Chorus, or Piano | Audio Engineering Tech II Honors |
| 12th | Digital Film & Production I Honors Either Band, Chorus, or Piano, AP Music Theory, Internship, and/or Independent Study | CTE Advanced Studies |

Performing Arts - Theatre

| | | |
|------------------------|-----------------------|--|
| 9th | Theatre I & Apparel I | Musical Theatre |
| 10th | Theatre II | Technical Theatre I |
| 11th | Theatre III Honors | Theatre IV Honors |
| 12th | Theatre IV Honors | Theatre Specialization Advanced Honors and/or Play Production (optional) |

Pre-Engineering

| | | |
|------------------|---|---|
| 9 th | PLTW Intro to Engineering Design | Drafting I Honors |
| 10 th | Electronics I | PLTW Digital Electronics (DE) |
| 11 th | PLTW Computers Integrated Manufacturing (CIM) | PLTW Principles of Engineering (POE) |
| 12 th | PLTW Engineering Design & Development (EDD) | Elective Options – PLTW Aerospace Engineering (AE), PLTW Civil Engineering & Architecture (CEA), Drafting II Honors, & Metals I (Honors) |

Transportation - Auto Technology

| | | |
|------------------|---------------------------------|--|
| 9 th | Intro to Auto Services | |
| 10 th | Auto Service I | Auto Service II |
| 11 th | Auto Service III | Auto Service – Engine Drivetrain |
| 12 th | CTE Advanced Studies (optional) | Auto Service – Suspension Chassis Electrical |

Transportation – Collision

| | | |
|------------------|---------------------------------|---------------------------------|
| 9 th | | Collision Repair Fundamentals |
| 10 th | Collision Repair I Introduction | |
| 11 th | Collision Repair Non-structural | Collision Repair Refinishing |
| 12 th | Collision Repair Estimating | CTE Advanced Studies (Optional) |

Central Academy of Technology and Arts Pathways
“Class of 2021”

Information Technology – Cyber Security

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|------------------------|---|---|
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| 10th | Microsoft Excel & Intro to Cyber Security Honors | Network Engineering Tech I Honors |
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| 12th | | Network Engineering Tech III Honors |

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Performing Arts - Dance

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| 9th | Apparel I | Dance I |
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| 11th | Dance III Honors | Dance IV Honors |
| 12th | Technical Theatre Dance Specialization Advance Honors (optional) | Dance IV Honors |

Performing Arts – Music Production and Recording Arts

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| 10th | Multimedia & Web Page Design Either Band, Chorus, or Piano | Digital Film & Production I Honors |
| 11th | Audio Engineering Tech I Honors Either Band, Chorus, or Piano | Audio Engineering Tech II Honors |
| 12th | Audio Engineering Tech III Honors | Either Band, Chorus, or Piano, AP Music Theory, Digital Film Production II Honors, Internship, and/or Independent Study |

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| 10 th | Technical Theatre I and Theatre II | Theatre III Honors |
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**Central Academy of Technology and Arts Pathways
“Class of 2022”**

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| 11th | Auto Service III | Auto Service – Engine Drivetrain |
| 12th | CTE Advanced Studies (optional) | Auto Service – Suspension Chassis Electrical |

Transportation – Collision

| | | |
|------------------|---------------------------------|------------------------------|
| 9 th | | Intro to Collision Repair |
| 10 th | Collision Repair I Introduction | |
| 11 th | Collision Repair Non-structural | Collision Repair Refinishing |
| 12 th | Collision Repair Estimating | CTE Advanced Studies |

Administrative Procedures

**Central Academy of Technology & Arts
2019-2020
Attendance and Early Dismissal Reminders**

Contact Information:

School Phone (704) 296-3088

School Fax (704)296-3090

School Secretary: Andrea Nahum

Data Manager: William Smith

Mrs. Riley- ISS and Absence Recovery Coordinator-karen.riley@ucps.k12.nc.us

- **Absence notes must be turned in to the front office upon the student's return to school in order for the absence to be considered for excusal. Absences will be coded unexcused in PowerSchool until a written excuse is received. Please allow 24 hours for excusal notes to be coded in PowerSchool.**
- **Attendance is taken in each class block. If a student misses more than 15 minutes of a block, then he/she is marked absent for that block.**
- **Lunch is considered a part of 3rd block, therefore the 15 minute rule applies.**
- **If a student driver needs to be dismissed early from school, a handwritten parent note must be turned in to the front office before school in order to receive an early dismissal pass. The parent note must contain the date, student's full name, the time that the student needs to be dismissed from school, the parent's phone number and signature.**

- **Any student being picked up early from school by anyone other than a parent, must bring in a note from a parent giving permission for someone else to pick up the student. The note must contain the date, the name of the person that is picking them up, the parent signature and parent phone number. This note must be turned in to the front office before school.**
- **In the event that a parent doesn't write 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. *If a parent emails the school without a phone call, the parent will be asked to call the school.**
 - **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

Facts about attendance

- 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 and if he/she misses less than 15 minutes of a class, then the student will be coded as a tardy in PowerSchool.
- 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.
- 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 principal required)**
 - Educational Opportunity (10 day prior approval by principal is required) [Educational Opportunity Request Form linked on this page.](#)**
 - Quarantine**
 - Military Deployment (documentation required)**
- All absences will be coded unexcused in PowerSchool until a written note/documentation is received. Written documentation must be legible, dated with the student's absence, contain the student's full name.
- -ConnectEd phone calls are made at the end of the school day to notify parents/guardians of student unexcused absences.
- Having more than 7 unexcused (8 or more) absences in a class may result in a failing grade.
- 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.

An attendance letter will be sent home with students after the 3rd, 6th, and 8th unexcused absence whether the absences. Parents will receive a Connect Ed message about the attendance letters via email and phone call.

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 must have been established through appropriate scholarship agencies or committees and the student must have **PRIOR** approval by the guidance department before attending interviews. When students miss classes for scholarship interviews, written documentation from the agency or committee must be furnished to the guidance department the next school day after the interview to avoid having the day spent off campus count as an absence. Any classes missed for a scholarship interview will not count as an absence toward 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

NEW Attendance Policy

1. Attendance is taken daily for each class.
2. After the eighth absence for a class students are in jeopardy of not receiving credit for the class no matter the grade.
3. After the eighth absence for a class, the school will make a determination on credit recovery. Students are allowed to recover up to three class periods or 4.5 hours per class.
4. To recover an absence a student must make up the missed class time, which is 1.5 hours per class missed after 7 absences.
5. After 10 absences excused or unexcused the student may not receive credit for the class no matter the grade.
6. If a student has over 10 absences excused or unexcused, then they must go through the waiver process. The waiver process may include assigning more recovery time.
7. Recovered absences do not change attendance records.
8. If you are asking for a waiver, then you must complete as much recovery as allowed for each class, complete a waiver request form, and attend ALL review sessions on exam day and be present for the make-up day.

Waivers & Criteria to Waive Absences for students with 10 or more absences

The following criteria will be used to waive absences:

1. Doctor's letter describing an ongoing problem with a chronic illness, communicable disease or injury when the problem is in the beginning stages.
2. Usual and customary doctor and dental visits when documented with a note from the doctor or dentist within three days after returning to school.
3. Documented court appearances where the student specifically is required to appear in court.

4. Death in immediate family (mother, father, sibling, grandmother, grandfather, or legal guardian)
5. Parent's notes are helpful when documenting absences; however, these notes do not necessarily mean absences will be automatically waived.
6. The number of absences meeting the criteria in items #1 through 4 above will be subtracted from the total number of accumulated absences for the semester or year.
7. The school nurse may have input regarding medical conditions of students who do not have access to medical treatment or benefits. This will be done on an individual case basis.

WAIVER AND RECOVERY PROCEDURES AND FAQ'S

- Can you explain waiver and recovery? Each student can have no more than seven absences in each class per semester. Any student who has more than seven absences in any class has failed that class because of the percentage of time missed from the class.
- In order to be considered eligible to pass the class, the student must be able to pass the class with appropriate grades, complete the maximum amount of recovery needed, and he/she must submit a form asking that some of his/her absences be waived.
- Failing a class due to absences = FF which is an F in the student's GPA!
- Who is responsible for completing each step of the waiver and recovery process? The student! It is not the responsibility of the staff to call the student down or remind them of waiver and recovery responsibilities.
- What is recovery? Recovery is "making up" absences. A student must recover class time minute-for-minute (90 minutes per period), in other words, the student must serve 1 ½ hours of recovery time for each absence that he/she must recover. So, if a student must recover two absences, they must make up 3 hours.
- I can recover all of my absences, right? Not necessarily! A student may recover a maximum of 3 absences per class. This is where the waiver comes in. If you are asking for a waiver, you must complete as much recovery as allowed, complete a waiver request form, and attend ALL review sessions on exam day and be present for the make-up day.
- Recovered absences do not change attendance records.
- It is possible to fail a class by not serving recovery time as required! It is also possible to fail a class if a student continues to be absent, even if they have completed recovery.
- For each recovery session, students are required to:
 - Get an assignment (before the recovery session) from the teacher for whom they are serving time.
 - Report to the assigned area on time.
 - Bring all necessary supplies – no pencils, paper, computers or books will be provided.
 - Work for the entire recovery session on the assignments.

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

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

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

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. No outside students or graduates may visit teachers during the school day. **No food is allowed by students in the classroom during the day.**

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 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 her designee with the proper fundraising form.

FIRE and EMERGENCY DRILLS

A fire drill will be held each calendar month. Know the evacuation route for the occupied room.

- Students should move quickly and quietly out of the building and approximately 500 feet away from The building.
- Always assume that a fire alarm is the real thing.
- Wait outside until instructed to return to the building.

Emergency procedure drills for tornados and lock downs will be practiced during the year. All students should follow the instructions of school staff and be in the appropriate place 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 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 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.

Student Emails

Students are expected to check their UCPS emails every day. This will continue to be a more common form of communication with students.

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. 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 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 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:

Student Services- add bus app.

How to get started:

- 1. Download the Here Comes the Bus app* or visit herecomesthebus.com**
- 2. Click the button**
- 3. Enter school code 74436 and click "Next" followed by "Confirm"**
- 4. Complete the "User Profile" box**
- 5. Under "MyStudents," click "Add."**
Enter your child's last name and student ID number
- 6. Once you confirm your information, you're ready to begin using Here Comes the Bus!**
- 7. There is an application you can use on your phone too.**

BUS TRANSPORTATION

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.**

Any questions regarding routes, buses, or drivers should be directed to Central Academy to Mr. Thomas Stewart, assistant principal at 704-296-3088. Please let our office staff know of any issues so they can relay the message to Mr. Edwards. Change of address and bus changes are handled in the Guidance Department by Ms. Tweed.

Notes requesting bus changes must be brought to the front office secretary 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 at any time.**
- 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>

| 2018-2019 MEAL PRICES | PAID BREAKFAST | PAID LUNCH | REDUCED* LUNCH |
|--------------------------|-------------------|---------------|-------------------|
| Middle & High Schools | \$1.15 | \$2.40 | \$.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 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. 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 Changes

We are working diligently to finalize the master schedule and meet student needs and requests for the upcoming school year. During July and early August we work with incoming ninth grade schedules to complete our master schedule. During the summer, the schedule is not complete as we work up until August to finalize all courses and student enrollment in these courses. If a student can accidentally see a schedule in PowerSchool for next year, it is NOT correct or complete.

Drafts of schedules will be available to students on Back to School orientation and open house days - Students will either receive the class(es) they selected during the registration process last spring or students will see “Please See Your Counselor” on their schedule. This year we will not randomly give 10-12 grade students classes they did not register for; therefore, we enter "Please See Your Counselor" as a placeholder in the event a class did not make or there is a conflict we need to discuss with the student. If a student has “Please See Your Counselor” on the schedule, there will be an opportunity for students to meet with a Guidance Counselor prior to the start of school. This date will be during the week before school and will be announced in August. If a student does not have “Please See Your Counselor” on the schedule, the student received the classes he/she requested in the past Spring. Information will be shared with students on the first day of school as to how to request a schedule change for a valid specified reason.

We ask that you please respect the process and not email Guidance Counselors to inquire about schedule changes throughout the summer as Guidance Counselors do not work full time in the summer and when they are here they are working on registering and completing schedules for the incoming ninth grade students so that we can finalize our entire schedule. They look forward to filling holes in late 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 this year. We will have an electronic form that students must complete during school hours the first five days of classes.

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 Lawson: Medical Science, Transportation & Guidance Department Chairperson

Ashley Cole : Pre-Engineering and Performing Arts (theatre & dance)

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 will be available for the school year. Students may only use locks purchased through the school at a rental fee of \$5.00. 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 CATA and students should expect no privacy rights regarding their use. Lockers are subject to search by school personnel at anytime. In addition, all PE students should be issued a locker room locker with a lock and must lock all of their belongings inside of a locker during PE Instruction.

Physical Education Lockers Are Required: All students taking a Physical Education class must use the PE locker rooms and not the Athletic Locker Rooms. The PE teachers will distribute a lock and assign a locker to each student who must place his or her items in the locker when they dress out each day. Students will be assessed a \$5.00 fee if they do not turn in lock at the end of the semester. Students may not leave items unsecured in the locker room.

Media Center

Media Center Website <https://sites.google.com/a/ucps.k12.nc.us/cata-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 Hours:

The media center will be open Monday through Friday from 8:15 a.m. - 4 p.m. We will be open during the day to students with passes and classes that sign up through the Google Calendar. You must sign in and out upon entering and leaving the media center during the school day.

Media Center Staff:

Ms. Christensen, Media Coordinator

Ms. Bivens, Media Assistant

Admission to Media Center:

- Passes, signed by a teacher or administrator, with the student's name, date, time, and destination Are required. Students must sign in at the desk by the entrance to the Media Center when not with a class.
- Students may use the Media Center without a pass before school and after school.
- Students may use the Media Center during lunch, but must obtain a lunch pass before lunch and Sign-in at the door.

Circulation Policy:

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

Printing and Copying

All printing must fall within the guidelines of the county computer use policy. Students can print up to 8 pages of black and white prints for free. Papers over 8 pages will be charged \$.05 a page. Color prints

are \$.25 a page. You must pay for your prints before you can pick them up. Please have the correct change since we do not have the ability to make change for large bills.

Poster Board and Batteries

The Media Center does sell poster board and batteries to students.

Computer use in Media Center

Students will be assigned to computers and will log on with their ID numbers and passwords. There are many informational databases on the network plus Internet access for students. Please refer to the **Union County Acceptable Use Policy Student Handbook**. Students who fail to adhere to the established computer use policies will have restricted privileges or possible loss of privileges.

Expected Behavior

The Media Center is designed for classes, research and quiet work.

- Sign in and show your pass to Ms. Bivens or Ms. Christensen when you enter
- Work independently
- Food, drinks, candy and gum are not permitted in the media center
- Students are expected to keep their Media Center accounts in good standing
- Computers are to be used for academic purposes only

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 |
| 90-100 | 4 | 4 | 4.5 | 5 |
| 80-89 | 3 | 3 | 3.5 | 4 |
| 70-79 | 2 | 2 | 2.5 | 3 |
| 60-69 | 1 | 1 | 1.5 | 2 |
| 0-59 | No Credit Given | | | |

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

Late Work: Please place in your syllabi

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 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 exams**. 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 a lowering of grades and may result in a parent/teacher conference.

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 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.

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 advisement and approval of 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 that 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 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.

STUDENT PARKING PASSES

Seniors Only – Parking passes will be on sale prior to school starting.

- ALL past due student fees must be paid before you are permitted to purchase a parking pass—this includes the, 2016-2017, AND 2017-2018 technology fee, media center fees, cafeteria, etc..
- ALL Students, MUST print and bring ALL required documents with you along with the cash (exact amount) or check for **\$40** made payable to Central Academy of Technology & Arts. Any incomplete application packets will delay the process and you canNOT reserve your parking spot until all documents and check are turned in. Please make sure to have your parent sign the registration forms. They are available on the CATA website under “Students”. [Click here for the link.](#)
- Students may choose their parking spot number if they purchase BEFORE the first day of school. After that we will sell remaining spots in order.

· **If you pay with cash, you MUST have exact change.**

STUDENTS WHO DRIVE TO SCHOOL ON THE FIRST DAY WILL NEED TO HAVE A HANG TAG TO PARK IN A RESERVED SPACE. Parking passes are not guaranteed available throughout the school year. Once we sell out we will start a waiting list. Students obtaining their license during the school year are not guaranteed a spot, and may have to wait until the following year to drive. We will have a waitlist for those students bringing in all appropriate documentation.

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—both you and your child will be required to sign a Chromebook Student /Parent Agreement. **EVERY student will receive a form on the first day of school and return on the second day of school.** Students will not be able to receive a chromebook unless the form is signed.

NO TECHNOLOGY FEE THIS YEAR

ATHLETICS

CATA is a member of the Rocky River 2A Conference and is a member of the North Carolina High School Athletic Association.

CATA currently offers students opportunities to participate in these 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)
- Football
- 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 (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 31
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 *2019-2020 UCPS High School Student Handbook* for the “Code of Student Conduct” under Board of Education Policy 4-3b. [Click here.](#)

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

Out of 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.

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. Following the tardy bell, students who are not in class must report to the front office for a tardy pass if they tardy to first period. During the rest of the day teachers will mark student tardy in the Powerschool Attendance System. Only students with a Tardy Pass will be admitted after the tardy bell rings for first period. **There is absolutely no food allowed in the classrooms. Students may not bring in food.**

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

All students must report to the office when tardy to first period and to class the rest of the day. Teachers will mark students tardy who are late to 2nd period, 3rd period, and 4th period. 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.

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 on 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.

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.

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 fingertip length.
- Shirts that show cleavage, stomachs, or bare backs violate dress code.
- No spaghetti/tank tops 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 hats or headgear worn inside buildings.
- No gang related clothing, paraphernalia, or tattoos.
- No sunglasses worn inside unless medically needed.
- Visible undergarments are prohibited at all times.

Students will be given the opportunity to change if they are out of dress code. If they choose not to or are not able 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.

Profane/inappropriate/discriminatory language (Written, verbal, drawn, and cyber) are 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 for 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 measure to deal with bullying. Any student may report bullying via an anonymous bullying incident report form available in the guidance office, classrooms or main office area. Student and parents may report bullying by contacting the Guidance Counselors.

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).

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 item and return to the student at the end of the academic day. If use of the electronic device results in violation of other policies (including but not limited to school based rules) further discipline may be applied.

Second and subsequent Offenses: Confiscate item and return only to parents. Parent conference required and may include 1 day of in-school suspension, after school detention, or Saturday School and the student may be prohibited from bringing the item to school for the remainder of the school year, except as authorized in writing by the principal.

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: Teacher-Parent contact, documentation of incident to administration, and the student will be given a grade of zero (0) on the assignment.

2nd 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.

3rd 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.

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

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.**

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

UCPS Technology Acceptable Use Guidelines

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.

After School Detention (ASD)

Afternoon detention 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.

Saturday School is held on Saturday mornings beginning at 8:00 a.m. to 12:00 p.m. Students should report prepared for academic work. Failure to report as assigned may result in out-of-school suspension or another assigned Saturday School.

In-School Suspension (ISS)

The philosophy at CATA 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 that student 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.