

Sun Valley High School

5211 Old Charlotte Highway
Monroe, NC 28110



Student Handbook 2019-2020

In compliance with federal law, Union County Public School system administers all educational programs, employment activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

For information regarding sex discrimination
or service for the handicapped please contact:

Union County Public Schools
400 N. Church Street
Monroe, NC 28112
(704) 296-9898

Updates on county policies can be found on UCPS web site.

Click on *Policy Manual*:

<http://www.ucps.k12.nc.us>

Sun Valley handbook can be found on the SVHS web site

<http://svhs.ucps.k12.nc.us>

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Important Phone Numbers

Sun Valley High School	704-296-3020 (Fax) 296-3029
Dr. Michael Harvey	704-296-3020 (Principal)
Mr. Ernest Marcello.....	704-296-3020 Assistant Principal
Dr. Drusilla Thomas	704-296-3020 Assistant Principal
Mr. Michael Zezech	704-296-3020 Assistant Principal
Union County Public Schools	704-296-9898
Mr. Steve Griffin	704-296-3672 (Bus Coordinator)

Extracurricular Opportunities

Sports

1. Baseball: Boys (JV and Varsity)
2. Basketball: Boys & Girls (JV and Varsity)
3. Cheerleading: Girls (JV and Varsity)
4. Cross Country: Boys & Girls
5. Football: Boys (JV and Varsity)
6. Golf: Boys & Girls
7. Lacrosse: Boys & Girls
8. Soccer: Boys & Girls (JV and Varsity)
9. Softball: Girls (JV and Varsity)
10. Swimming and Diving: Boys & Girls
11. Tennis: Boys & Girls
12. Track (Outdoor/Indoor) Boys & Girls
13. Volleyball: Girls
14. Wrestling

Clubs and Activities

*****Anyone wishing to start a new club must fill out an application and go through the process approved by the Site Based Management Team. All clubs listed may not be active.

Art Club	Marching Band/Guard
Beta Club	Mu Alpha Theta (Math Honor Society)
Committed Young Christians	National Honor Society
DECA	Rho Kappa (History Honor Society)
FBLA	GSA
FCCLA	S.A.D.D.
FFA	Science Club
French Club	Science Honor Society
French Honor Society	Spanish Honor Society
The Spartan Yearbook	Spartan Army
HOSA	Student Council
The Spartan Shield Newspaper	Junior/Senior Prom
APALS by INVITATION	Capstone (select AP classes)
Interact Club	

From the Principal's Desk

Dear Spartan Parents and Students,

I am pleased to welcome you back to a new school year! I would like to extend a special welcome to all of the new families joining Sun Valley High School this year and welcome back all of our returning families as well! I am honored to be your new principal. Our goal at SVHS is to work together to provide our students with a rich learning environment. My vision, as the principal, is to always put students first! My belief is that all students can learn. As educators, we need to discover how each student learns in order to differentiate our instruction to support diverse learning styles. In a collaborative effort, we want our students to thrive in all ways possible. My hope is that all children will *LOVE* school and embrace a nurture learning environment that is positive, safe, caring, as well as a fun place to learn and grow.

Student success is attributed to the partnership and the relationships we build within our community. It truly does take a village! Education is a joint venture and the administrative team greatly appreciates the support you provide for your children at home and at school to help them meet their learning goals. Without the support of parent contributions through our extraordinary PTA, we would not have many of the programs that make SVHS so unique and successful.

Please make sure to take advantage of all of the avenues of communication that we offer.

Again, welcome to Sun Valley High School!

Dr. Michael Harvey
Principal

Recognition Programs

1. North Carolina Scholars Program

Requirements are available in the Guidance Office.

2. Junior Class Marshals

Based on GPA from 5th Six Week Grading Period, five percent of the Junior Class or at least ten students (whichever number is greater) will be selected to serve as Marshals.

3. Academic Letters

In order to receive an academic letter, students must meet the following criteria:

- *Obtain an overall semester average of 90 (computed by averaging the grades of each class in which the student is enrolled)
- *Must not earn a semester grade of less than an 85

4. Honor Societies

Students may be inducted into any of the following societies:

- *Beta Club
- *French Honor Society
- *Mu Alpha Theta
- *Spanish Honor Society
- *National Honor Society
- *Science Honor Society
- *Rho Kappa

5. Scholar Athlete

Students who maintain a 3.5 G.P.A. while participating in a sport or co-curricular activity during a semester may be named as a Scholar Athlete and/or a Spartan Scholar.

6. Honor Roll

Students making the "A" or the "B" Honor Roll will be Recognized in *The Monroe Enquirer-Journal* and the *Union Observer*.

7. Global Scholars

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.

Administrative Procedures

1. Announcements

In an effort to minimize classroom disruption, general announcements will be scrolled on the TVs in the classrooms and cafeteria. An announcement will be made at the beginning of Spartan period. Bus changes and any last minute announcements will be made at the end of the school day.

2. Sun Valley High School

Sun Valley High School students are PROHIBITED from being on the campus of Sun Valley Middle School between the hours of 7:30 – 4:30 unless specifically invited.

3. Fundraising Projects

All fundraising projects must meet the guidelines set by the Union County Board of Education and must further be approved by the fundraising correlate at Sun Valley High School.

4. Deliveries During the School Day

NO deliveries will be accepted. Sun Valley High School assumes NO responsibility for flowers or gifts that are delivered to students during the school day. Students are not to have commercial food delivered to the school. No outside “fast” food will be allowed into the cafeteria. Parents/friends/etc. may not drop off food from outside sources (i.e., McDonalds, Subway, Taco Bell, Chick-fil-a, Bo-Jangles, etc.) This is in direct violation of the UCPS Child Nutrition Policies.

5. School Cafeteria

You are expected to leave your table clean and dispose of your trash. All food and drink must be consumed in the cafeteria. Meals may be charged to student accounts. **Students are encouraged to leave/drop off book bags in their 3rd period class before going to lunch.** 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 manager’s office. Students caught stealing food (condiments also) will receive 1-6 days OSS per UCPS policy.

6. Absent All Day

A “Student Absence/Admit Slip” for missed days will be issued in the main office each morning from 7:30am-7:55am. Students are allowed **THREE** days after being absent to bring a note (parental/doctor/court) to the Main Office to document the reason for the absence. The note must be signed by a parent or guardian with a valid work and home telephone number for further clarification. For more information see the UCPS High School Attendance policy.

7. Absent Due to a School-Sponsored Function (Excused)

School-sponsored functions include: scholarship interviews, field-trips, school sponsored athletic participation, school club conferences, etc. These absences **WILL NOT** count towards the absence policy.

8. Absent Due to Non School-Sponsored Function (Excused)

Non-School-sponsored events: college visits, athletic clubs (non SVHS), etc. Check with the Guidance Office for more information on college days, college visits, and scholarship interviews. These absences **WILL** count towards the attendance policy.

9. Make-Up Work for Days Missed

Upon returning from an excused absence, it is the students' responsibility to discuss missed assignments with their teachers.

10. Late Arrival and/or Early Leave

A student is required to report to the main office to sign in when arriving at school any time after 8:15 a.m. An admit slip with an authorized signature will be issued to the student. Students who need to leave early must bring a note signed by a parent/guardian stating the reason and time of dismissal. Parents/Guardians who pick up students will be required to show photo identification.

11. Class Attendance

Attendance will be taken each period by the teacher and submitted via the PowerSchool computer program as a part of each student's permanent record. A student must be in class for 60 minutes to be counted present for that class period. A few exceptions to this policy include: attending school-sponsored functions, a late bus, and a conference with the administration. **Credit will not be granted for classes when absences for a student reach eight days unless a waiver is granted.**

12. Hall Pass

Hall passes will be issued by the teacher prior to any student leaving class. The hall pass must remain with the student throughout the transitional period. Students are required to provide the pass to any adult upon request while in the hallways. Failure to comply will result in an incident referral.

13. Homebound Services

When students develop complications from an injury or illness (extending beyond four weeks), documentation from a doctor is necessary prior to the school providing homebound services. A committee must meet to determine eligibility. Homebound services will be provided only as long as a doctor certifies IN WRITING to the principal that the student must remain at home. Contact the SNA for additional details.

14. Lockers

Lockers can be rented at the beginning of the school year for a \$5 rental fee. Students should only use the locker to which they are assigned. All lockers should have a school approved lock, which should be used at all times. If a lock is lost the student will be charged \$5.00 to replace the lock. Locks are the property of Sun Valley High School and should remain on the locker at the end of the semester. Students should expect no privacy rights regarding their use. Lockers are subject to search by school personnel at any time. In this event the contents of the locker are considered the property of the person to whom the locker is assigned. Locks for lockers in the gym are the responsibility of the student. **Locks for gym lockers are highly encouraged and recommended. Students are encouraged to leave valuables at home. The school is NOT held accountable for lost items.**

15. Visitors

Visitors must report to the main office to obtain a VISITOR'S PASS. Students MAY NOT have outside guests during the instructional period. Violators will be prosecuted and may be charged with trespassing.

16. Safety Drills

Three types of safety drills are mandated by state and local agencies. A **FIRE** drill will be held each calendar month. One **TORNADO** drill will be held in the spring. Two intruder **LOCKDOWN** drills will also take place each semester. Students will be alerted by the sound of a bell or announcement giving the school instructions to follow via the Public Address System. The expectation is that all students and teachers react in a way to ensure the safety of all students.

17. Student Identification

Students and guests must provide proper identification for various school sponsored events (prom, dances, etc.) when asked by a school official.

18. Media Center Policies - Hours: 7:30 a.m. – 3:00 p.m.

a. Student Admission

1. No pass is necessary for entrance before or after school.
2. Students admitted to the Media Center during class time must present a hall pass signed by their teacher.
3. Students may use the Media Center during lunch but must obtain a pass before school from media staff. Students may also present a pass obtained from a teacher.
4. Book bags must be left in a designated area.
5. Food and Drinks are not permitted in the media center.

b. Acceptable Use Policy

1. Computers are to be used for academic purposes only.
2. Personal email and games are not allowed during the instructional period.
3. SnapChat, Twitter, FaceBook, YouTube, chat rooms, and Instant Messaging (i.e. MSN Messenger, Yahoo Messenger, ICQ, etc.) are prohibited. This includes sites not mentioned or invented yet.
4. Visiting inappropriate sites on purpose is not allowed and will be treated as a serious breach of appropriate library behavior with consequences to match.

c. Checkout Policies

1. Checkout for general materials is two weeks.
2. Students are allowed up to two renewals.
3. Students may have a total of five items checked out at one time.
4. Students are responsible for returning books on or before the due date. Overdue notices will be sent each month. Students who do not return materials after receiving two overdue notices may be denied borrowing privileges.
5. Reference books and magazines must remain in the library.
 - Photocopies cost \$.10 per sheet.
 - Black and White printouts cost \$.10 per sheet.
 - Color printouts cost \$.25 per sheet

19. Athletic Eligibility Requirements *THIS POLICY MAY BE REVISED**

Participation in school athletics is a privilege not a right. Team members are subject to dismissal or suspension from the team at the coach's discretion.

- a. Scholastic: student athletes must pass a minimum of 3 credits during the preceding semester. If English was taken the previous semester, it must have been passed.
- b. Age: must not turn 19 on or before October 16 and may not exceed 8 semesters upon initial enrollment in the 9th grade.
- c. Insurance and Physical: must have medical insurance and a certified physical examination on the North Carolina High School Athletic Association Sport Pre-Participation Examination Form.

20. Video Cameras

Sun Valley High School has video cameras in strategic places on the campus. Parents/students should be aware that these cameras may become non-functional without warning.

21. Passive Drug Dog Program

Students and parents should be aware that the Union County Sheriff's Department can bring the Passive Law Enforcement Drug Dog on campus, either randomly or at the request of the school Principal.

22. Medication Procedure

Students are not allowed to have prescription or non-prescription drugs in their possession on campus. Any student needing to take medication (of ANY kind) will need to have a Medication Consent Form on file in the nurse's office

signed by a doctor. The medication will be stored in the nurse's office and administered by trained personnel. Students who do not complete the required form and do not store their medication in the nurse's office are subject to UCPS discipline procedures.

23. Driving Eligibility Certificate

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. To receive and keep a driver's license a student must maintain academic progress, which means passing 70% or more of his/her classes. **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. Hardship request letters will be sent home before a student's license is revoked. For additional information please contact the counseling department. There will be a \$5 fee for a REPLACEMENT Driver Eligibility Certificate if lost or expired.

24. Student Drivers

Student driving vehicles parked on school grounds are subject to be searched at any time. Grounds for search: reasonable suspicion of weapons, drugs, alcohol, other contraband or any circumstances which may endanger the health or safety of the students or staff at SVHS. Leaving campus without permission will be grounds for immediate consequences at the discretion of administration.

25. Worker Permits

Student worker permits will now be done online. The link for the form is: <http://www.nclabor.com/wh/yec.pdf>

Academic Procedures

26. Grading Scale

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

	<u>College Prep</u>	<u>Honors</u>	<u>AP</u>
	Level 3	Level 4	Level 5
A=90-100	4	.5	1
B=80-89	3	.5	1
C=70-79	2	.5	1
D=60-69	1	.5	1
F=0-59	0	0	0

The following final marks, along with all failing numerical final marks, will be computed in the Grade Point Average (GPA) and 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 GPA or the student's rank:

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

27. Class Rank

A student's class rank will be calculated with the PowerSchool program using a grade point average based on the 4.0 weighted scale.

28. Transcripts

Each student is provided three transcripts free of charge. Additional transcripts may be purchased for \$3.00 each. The only exception is for transcripts that are being used for scholarship competition.

29. Graduation Requirements

Each student will have his/her graduation requirements based on the maximum potential credits minus four. The following course requirements must be met for graduation:

- ***English:** 4 credits
- ***Social Studies:** 4 credits
- ***Mathematics:** 4 credits
- ***Science:** 3 credits
- * **Health/Physical Education:** 1 credit
- * **Required number of electives (12)**

Section 13 of the State Board of Education Policy GCS-M-001 provides a **Credit by Demonstrated Mastery** policy. Credit by Demonstrated Mastery (CDM) is the process by which LEAs shall, based upon a body-of-evidence, award a student credit in a particular course without requiring the student to complete classroom instruction.

- The application with parent signature must be filed with the school principal no later than the first 10 days of school in the senior year. The application can be downloaded from the UCPS Secondary Education website.

- The school principal will appoint a standing committee each year to examine all requests for accelerated graduation and make a final recommendation as to the validity of the request. School level recommendations for early graduation are subject to Superintendent level approval.

For specific requirements on your graduation track please consult UCPS High School Program of Studies or visit: www.ucps.k12.nc.us.

30. Schedule Changes

Students must have a VALID reason before requesting a schedule change. The request must be made within the first two days of the semester.

31. Address, Telephone, Guardianship, and/or Name Changes

Changes in address, telephone, guardianship, and/or name changes must be reported immediately to the PowerSchool data manager. Appropriate documentation may be required. [ConnectEd notifications use this information to contact parents.](#)

32. College Foundation of North Carolina (CFNC)

College Foundation of North Carolina is a nonprofit partnership between Pathways of North Carolina, College Foundation, Inc., and the North Carolina State Education Assistance Authority. These organizations have broad expertise in helping students to prepare successfully for college and to find the best financial aid alternatives. Together, they provide a complete and comprehensive source of information- and real solutions – for students and their families.

Sun Valley High School Discipline Code

General misconduct in the classroom and at any school-sponsored activity will be addressed by the teachers by submitting an incident in “Educatorshandbook” consistent with school policies set by the faculty and administration. Misconduct will be handled according to the guidelines set forth below.

1. Dress Code

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

- a. Clothing should be worn in a manner that prevents undergarments or bare skin from showing.
- b. No holes in the pants above the knee unless store bought or with patches.
- c. No headgear (sunglasses, scarfs, bandannas, hoodies, metal or plastic picks). **Items brought on campus must be put away upon arrival** or they will be confiscated. Items confiscated will require parents to pick up after school hours (3:00). **Hats and wave caps MAY be worn if appropriate (no vulgarities, drug or alcohol references, etc.).**
- d. Shorts, dresses, and skirts must extend beyond middle fingertip length with arms by sides.
- e. Leggings/yoga pants must be worn with appropriate attire that **meets dress code**. Shirts, shorts, dresses, and skirts worn over leggings/yoga pants must extend beyond middle fingertip length.
- f. No words or symbols of any kind across the seat of pants.
- g. No cut t-shirts (muscle shirts), tank tops, ***spaghetti straps***, off the-shoulder tops, tube tops (unless covered), or halter tops are allowed. (No “3 Finger Rule” exists) Sleeveless shirts are allowed if the armpit is covered and a factory seam is present.
- h. No see-through clothing or visible undergarments are permitted.
- i. No midriffs should show.
- j. No deep-plunging tops; all tops should adequately cover the chest area.
- k. Neckbands and bracelets with metal spikes may not be worn.
- l. Wallet chains should not be visible.
- m. Clothing displaying offensive language, drugs or alcohol companies or references, weapons, or actions should not be worn to school. This includes: belt buckles, book bags, shirts, earrings, key chains, etc.
- n. No pajamas, bedroom shoes, or bed attire (pillows/blankets) can be worn or brought to school. This includes during exams!

The faculty and administration reserve the right to question and discourage any attire or accessory considered to be in poor taste, a possible disruption, or potential safety risk to the educational process.

Dress Code Violation Consequences:

Discipline referral generated by teacher.
Student will remain in in-school suspension until he/she can arrange for a change of attire. The third or deliberate violations the student will be assigned 1 day of out-of-school suspension (OSS).

2. Academic Dishonesty

Includes but is not limited to class assignments, projects and tests, producing notes with false signatures, etc.

Consequences:

- 1st Offense: Confiscate test or paper. Teacher awards a grade of “zero”. Student conference and notify parent/guardian within 24 hours of grading. Incident referral generated by teacher. Discipline will be an hour ASD.
- 2nd Offense and beyond: Confiscate test or paper. Teacher awards a grade of “zero”. Student conference and notify parent/guardian within 24 hours of grading. Incident referral generated by teacher. Administrative discretion may include OSS.

3. Trespassing on School Grounds/Facilities/Buses:

Trespassing occurs whenever a student is on the grounds of any UCPS property without authorization. **Students who have been suspended due to school/county discipline policy are not allowed to participate in extra curricular activities and events during the suspension.** Students who attend UCPS events/activities during their suspension are considered trespassing.

Consequences:

- a. Notify legal authorities and initiate appropriate legal action.
- b. Parent /guardian conference with school authorities.
- c. Discipline will be discretion of the administration.

4. Cell Phone Procedures:

Cell phones have been authorized to use during the transition from one class to another. Students are not allowed at any time to talk on their cell phone during the instructional periods of the day. However, student may text during transition as long as it doesn’t interfere with the flow of traffic. **Teachers have the autonomy to allow students to use cell phone in their classroom.**

If a student cell phone has been confiscated in the classroom, media, cafeteria, etc., it will be delivered to the main office. If this is the first time, the main office secretary, will return to the student or parent/guardian at the end of the school day. Refusing to provide cell phone to authorities will result in an automatic one-day suspension.

Consequences:

- a. 1st offense - One day suspension, parent/guardian contact
- b. 2nd offense - Two days OSS, parent /guardian conference with school authorities.
- c. Discipline will be discretion of the administration.

5. SVHS Infractions Minor and Major

This section includes conduct, which is disruptive to the educational process. The following list is not all-inclusive. Refer to the UCPS Policy Handbook.

a. Minor SVHS offenses – Educational Disruptions

- 1) Bus Misbehavior
- 2) Sleeping in class
- 3) Horseplay (minor)
- 4) Public display of affection
- 5) Disruptive, rude attitude/behavior, inappropriate casual conversation
- 6) Loud and disorderly behavior before, during or after school
- 7) Food in unauthorized areas (food shall be consumed in cafeteria only)
- 8) Littering (including the cafeteria)
- 9) Throwing food
- 10) Unauthorized fund raising - selling candy, drinks, etc.
- 11) Inappropriate computer usage (visiting sites that are non-educational, playing games, downloading games, downloading music, etc.)
- 12) Insubordination or failure to comply with directions

b. Minor Consequences:

- 1st Offense - Parent Conference/Student Warning
- 2nd Offense - Period/After School Detention
- 3rd Offense - After School Detention
- 4th Offense - Saturday Work Detail/ ISS
- 5th Offense - 1 - 2 days ISS or OSS depending on the offense
- 6th Offense - 1 - 2 days OSS
- 7th Offense - 2 - 3 days OSS
- 8th Offense - 3 - 6 days OSS with possible recommendation for long term suspension.
- 9th Offense - 4 - 6 days OSS with recommendation for long term suspension.

B. Major SVHS offenses – Educational Disruptions

- 1) Being in restricted areas without authorization (any place other than the cafeteria during student's lunch period, visiting parking lot during class time, etc.)
- 2) Disrespectful behavior to peers, teachers, substitute teachers, bus drivers, custodians, cafeteria staff, or other school employees
- 3) Belligerent, aggressive, argumentative, combative, confrontational behavior
- 4) Forgery
- 5) Gambling
- 6) Failure to comply/Insubordination
- 7) Chronic violation of classroom or other school rule
- 8) Failure to identify self to school personnel
- 9) Unauthorized fund raising - selling candy, drinks, T-Shirts, etc.

- 10) Inappropriate computer usage (visiting sites that are non-educational, loading games, changing computer settings, etc.)
- 11) Inappropriate language (USE OF THE “F” WORD)

Major Consequences:

- 1st Offense: Saturday Work Detail **or** principal’s discretion
- 2nd Offense: 1 - 2 days OSS **or** principal’s discretion
- 3rd Offense: 2 - 4 days OSS
- 4th Offense: 3 - 6 days OSS
- 5th Offense: 4 - 6 days OSS with possible recommendation for long term suspension.
- 6th Offense: 4 - 6 days OSS with recommendation for long term suspension

The Administrative Team reserves the right to assign a disciplinary consequence for any behavior not specifically addressed in the Student Code of Conduct. The administration will meet to discuss any such behaviors on a case-by-case basis. Students may be disciplined for violations of safety or security that are not specifically addressed elsewhere. Unacceptable behaviors in the parking lot may be subject to interpretation (speeding, squealing tires, crossing lanes, cutting off other drivers, etc.).

UCPS Offenses:

1. Using inappropriate language, cursing, or vulgar remarks towards other students or any UCPS employees.
2. Fighting/Assault
3. Bullying
4. Theft/Vandalism
5. Gang activity/clothing
6. Possession of over-the-counter or prescription medication without proper consent
7. Possession of or selling controlled substance (UCPS policy)
8. Additional offenses defined in UCPS High School Student Handbook

Consequences for the above offenses are addressed in the UCPS High School Student Handbook

6. Student Drivers

Students who operate a private motor vehicle on Sun Valley High School campus must obtain and complete a student parking permit application either before the school year starts or in the main office upon driving to school. Students must have a valid driver’s license to purchase a permit. The application must be signed by the student and the parent/guardian. Neither Sun Valley High School nor the Union County Board of Education is responsible for lost or stolen articles kept in private motor vehicles. It is therefore recommended that all vehicles remain locked. In addition, Sun Valley High School and the Union County Board of Education will **NOT** be responsible for damages to vehicles that are parked on school property. Damaged vehicles parked on school property should be reported to the main office and law enforcement officials. **Once students have parked their car on campus,**

they may not visit the parking lot without permission from administration until their dismissal time. Private vehicle driving and/or parking violations include, but are not limited to, the following:

- a. Failure to properly register a vehicle.
- b. Parking in a lot on campus other than designated student lot.
- c. Unsafe/reckless driving while on, entering, or leaving the campus or any location while under direct supervision of school authorities. Sheriff's department will be notified with tag number.
- d. Failure to comply with authorities, school, or law enforcement with parking or traffic requests.
- e. Failure to display permit and to park in designated area.
- f. Failure to wear a seatbelt.
- g. Consistent unexcused late (four times) arrival to school may result in loss of parking privileges for a period time designated by administration.

Consequences:

- 1st Violation: Results in a \$5 fine and/or 5 days loss of parking privileges; may lead to SWD or OSS.
- 2nd Violation: Results in \$10 fine and/or 5 days loss of parking privileges; may lead to SWD or OSS.
- 3rd Violation: Results in \$20 fine and/or 10 days loss of parking privileges; may lead to SWD or OSS and vehicle may be towed.
- 4th Violation: Loss of parking privileges for the remainder of the school year; may lead to OSS and vehicle towed.

7. Attendance and Tardy Policy (Guidelines per Term)

- A. Attendance:** Skipping class, assemblies, homeroom, advisories, standardized testing or truancy for any part of an instructional day. Students will be subject to a reasonable search for being out of designated areas.

Consequences:

- 1st Offense: Period detention with incident referral to attendance clerk and school counselor.
- 2nd Offense: Student will be assigned ASD for each period skipped. Failure to serve ASD results in Saturday Work Detail.
- 3rd Offense: Saturday Work Detail (SWD). Failure to serve results in 1 day of OSS.
- 4th Offense: 1-day OSS
- 5th Offense: One day OSS for each additional offense

- B. Leaving School Grounds** (without signing out or without permission). This includes after arriving on campus in the morning and then leaving campus before the beginning of the school day.

Consequences

- 1st offense: SWD
- 2nd offense: 1 - 2 days of OSS
- 3rd offense: principal's discretion

C. Student Tardiness

Tardy Definition: Students are considered tardy to class if they are not inside the classroom or designated area by the time the bell has completed ringing.

When the bell stops ringing, the teacher shuts the door. (Classroom doors should be locked.)

Students will have authority to sign-in using one of the “Ident-a-Kid” Machines located throughout the hallways. After a student has been locked out several times, the teacher has the authority to submit an incident referral through “Educator’s Handbook” for disciplinary referrals.

8. Use of Facilities

Students in the building after school hours must be with a teacher or an adult supervised activity/club/team. All other students must exit the building. All buildings will be locked at the end of each school day. This rule will be enforced by all school personnel. Law enforcement will be notified if deemed necessary.

The use of the gymnasium is limited to adult supervised activities both during and after school hours. The dressing rooms will be locked after the last student leaves. Those using the dressing rooms should leave them in an orderly condition.

Use of the gym DURING school hours:

1. Only students who are a part of an official practice or gym class are allowed in the gym.
2. A teacher or coach must be present at all times.
3. The gym doors leading to the lobby will be kept closed.
4. The dressing rooms are off limits to non-PE students from 7:30 a.m. to 3:30pm.
5. All PE students are encouraged to purchase their own lock to store their valuables in the gym lockers.

***Sun Valley High School is not responsible for valuables left in the gym dressing rooms, BEFORE, DURING, or AFTER school hours.**

Use of the gym AFTER school hours:

- Only students who are a part of an official practice may be in the gym after school hours.
- A teacher or coach must be present at all times.
- Absolutely NO student may enter the building unless supervised by the staff member in charge.

9. Use of Computers and the Internet

Computers are provided for student use in various locations throughout the school. Union County Public Schools has guidelines for acceptable use of these resources. Students and their parent/guardian must sign a form denoting acceptance of these guidelines before the student will be given computer or Internet access. Some of the terms and conditions of the agreement include:

- a. The use of the Internet at school is in support of education, research and is consistent with the instructional objectives of the school.
- b. Non-educational games and chat rooms are not instructional and, therefore, not consistent with the philosophy. These types of non-instructional items are not to be accessed at school.
- c. The use of computers and the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges.
- d. A student must not use another individual's name and password. Attempts to login to the system as any other user will result in cancellation of user privileges. Each student should keep his/her ID and password private.
- e. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or agency connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- f. Transmission of any material in violation of federal or state regulations is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is also prohibited.

Abusive/vulgar or threatening language is not permitted in electronic mail (e-mail). For protection, students must not reveal the name and address of the school, full name, personal address or phone number or those of others.

10. Guidelines for School Bus Behavior

Listed below are the general rules for student behavior on school buses. This information is based upon North Carolina Public School Law (G.S. 115-245) and the Union County Public Schools Discipline Policies.

***Please remember that inappropriate behavior on the school bus is the same as inappropriate behavior in the school. The bus is an extension of the school. All school policies are in affect both on the school bus and at the bus stop. Bus transportation is a privilege not a right, therefore a student may be denied this privilege as a result of bus misbehavior.**

- a. Refusing to be seated – failure to comply/insubordination
- b. Refusing to remain seated – failure to comply/insubordination
- c. Not allowing others to be seated
- d. Fighting (UCPS Policy)
- e. Possession or use of tobacco products (UCPS Policy)
- f. Use or possession of alcohol or drugs (UCPS Policy)
- g. Use of profanity (UCPS Policy)
- h. Distracting the driver
- i. Refusing to obey the driver – failure to comply/insubordination
- j. Delaying the bus schedule – student may be left
- k. Getting off the bus at an incorrect stop
- l. Using the emergency exit when there is no emergency
- m. Possession of weapons (UCPS Policy)
- n. Disrespect to driver (UCPS Policy)
- o. Participation in any inappropriate behavior on the bus
- p. Throwing things from the bus

- q. Vandalism to school bus (UCPS Policy)
- r. No Cell Phone use on the school bus (Driver's Discretion)
- s. Any behavior that endangers the health and welfare of other passengers or impedes the driver's ability to operate the bus safely.
- t. The school-based administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus, but are not specifically mentioned above.

Consequences for bus misbehavior may include:

- Warning
- After School Detention
- Saturday Work Detail
- In School Suspension
- Suspension from the Bus
- Out of School Suspension

All UCPS policies are included on the web site and in the county handbook which includes the policies below.

Possession of nuisance items including but not limited to: laser pointers, beepers, two-way radios, matches, cigarette lighters or other like items are prohibited on campus, buses, and/or school events that are extensions of the classroom. Nuisance items kept in locked private vehicles are exempt. No skateboards are allowed on campus at any time.

- a. First Offense: Confiscate item and return only to parents. Discretionary action by principal, which may include out-of-school suspension – dependent upon specific circumstances – The principal will refer to school counselor and contact parent.
- b. Second Offense: 1-6 days out-of-school suspension. The principal will refer to school counselor and contact parent.
- c. Third Offense: 3-6 days with possible long-term suspension. The principal will refer to school counselor and contact parent

Chromebook/ Laptop Violations

1. Not including theft, vandalism, or violation of the Internet Acceptable Use Guidelines:

- a. 1st offense - ASD
- b. 2nd offense - ASD with parent contact
- c. 3rd offense - SWD
- d. 4th offense - Office referral with the possibility of laptop privileges.

2. Chatting or accessing chat, social, game, or other sites w/o permission: teacher contacts parent, teacher runs history and attaches to discipline referral.

- a. 1st offense - ASD
- b. 2nd offense - SWD
- c. 3rd offense – Principal discretion

3. Accessing/possessing pornography or visiting inappropriate sites:
Teacher takes possession of Chromebook, runs browser history, attaches
to discipline referral.

Consequence: UCPS policy 4-1b/15-e, parent contact, and
possible loss of technology privileges for the remainder of the semester/
year.

High School Attendance

The Public School Laws of North Carolina require compulsory attendance for all children between the ages of seven and sixteen years (General Statute 115C-378). Every parent /guardian/custodian or person having control of a child between these ages enrolled in the Union County Public Schools is responsible by law to make sure the child attends school on a regular basis during the time that school is in session.

Class attendance is essential to high student achievement. With this in mind, all students are expected to be in attendance each day school is in session. Following any absence(s), a student is required to present a written document from the parent or guardian stating the reason for the absence. **ALL ABSENCES WILL BE CODED UNLAWFUL IN THE COMPUTER UNTIL A WRITTEN NOTE IS RECEIVED FROM THE PARENT OR GUARDIAN.** Written documentation must be presented within three school days after the student returns to school; otherwise, the absence(s) will be recorded as unlawful. Lawful absences are excused, but not automatically waived. (Criteria to Waive Absences). Unlawful absences are unexcused. The absence will be coded and recorded accordingly:

CODE 1-LAWFUL

The following are lawful reasons for school absences:

1. Illness or Injury
2. Death in the Immediate Family
3. Medical or Dental Appointments
4. Court, Administrative Proceedings, or Jury Duty
5. Religious Observances
6. Educational Opportunity – prior approval by principal
7. Quarantine

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

CODE 3- SUSPENSION (OSS)

Students will not be counted absent from school when participating in school-sponsored functions. This includes 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 following the interview to avoid being counted as absent. Any classes missed for a scholarship will not count as an absence toward failure or exam exemption. Military induction interviews will be treated the same as scholarship interviews.

When students develop complications from an injury, illness, pregnancy or delivery of a child, a doctor's documentation is necessary prior to the school providing homebound services. Students are counted as present in school while receiving homebound services. Homebound service will be provided only as long as a doctor certifies in writing to the principal that the student must remain at home. All conditions for receiving homebound services must be met according to

the regulations set forth in Union County Public Schools Guidelines for Hospital/Homebound Services. When principals detect abuse of homebound services, the services will be discontinued.

Upon returning from a lawful absence, the student is responsible for obtaining missed assignments. Students have two days to make up the work missed for each day absent. When arrangements are not made to complete the work the student will receive no credit.

Students who have an out-of-school suspension and students with unlawful absences are encouraged to make up all missed work but are only allowed to make up major tests or projects (i.e. term papers) for credit and take semester exams.

Credit will not be granted for classes when absences for a student reach eight days for a semester long course and fifteen days for a yearlong course. Absences include those that are lawful, unlawful, and due to suspension. When students accumulate eight or fifteen (or more) absences and documentation is on file at the school which indicates circumstances beyond the control of the student and parents contributed to the accumulation of 8 or 15 (or more) absences, an appeal may be made to the principal to waive absences and allow the student to pass. An appeal of the principal's decision may be made to the Superintendent.

Criteria To Waive Absences

Principals will use the following criteria 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 a 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 that absences will be automatically waived.
6. The number of absences meeting the criteria in items 1-4 above will be subtracted from the total number of accumulated absences for the semester or year.

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

Students cannot receive a waiver of absences for the purpose of exam exemption. All absences (lawful and unlawful) apply to the above criteria.

Recovery: Students who exceed the maximum number of absences and are unable to waive them down to the legal limit of seven may be able to recover up to 2 days of classes (eight class periods) with a maximum of three (3) in any one class. Recovery will be offered once per semester. Attendance waiver forms may be obtained from the individual classroom teachers.

SEMESTER EXAMS

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

LEGAL REF.: G.S. 115C-47, -84, -288(a), -378 to -383

*Guardians and custodians are also considered parents for purposes of this policy.

SAMPLES OF DRESS CODE VIOLATIONS



Note: Ripped jeans without under covering will not be worn on campus during the instructional period of the day.



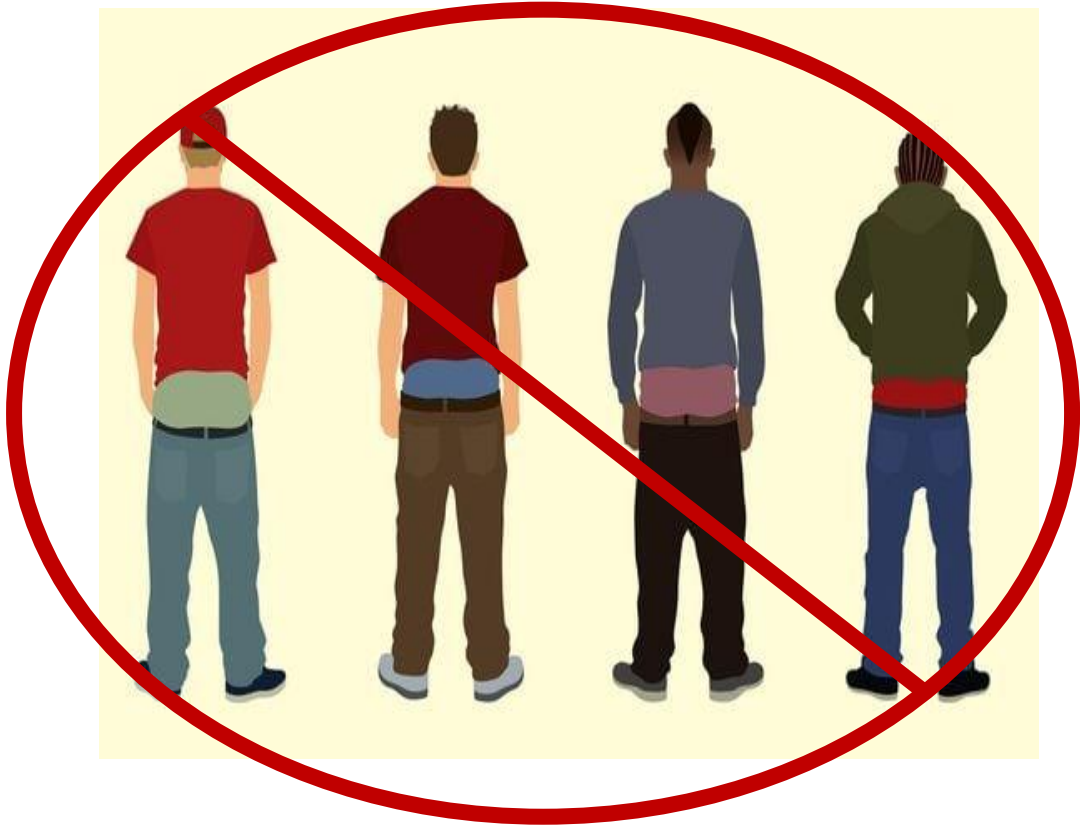
Note: Blouses, shirts, tops, etc., with back showing will not be worn throughout the campus.



Note: Leggings will not be worn throughout the instructional period.



Note: Hoodies will not be worn in the classroom or through the campus during the instructional portion of the day.



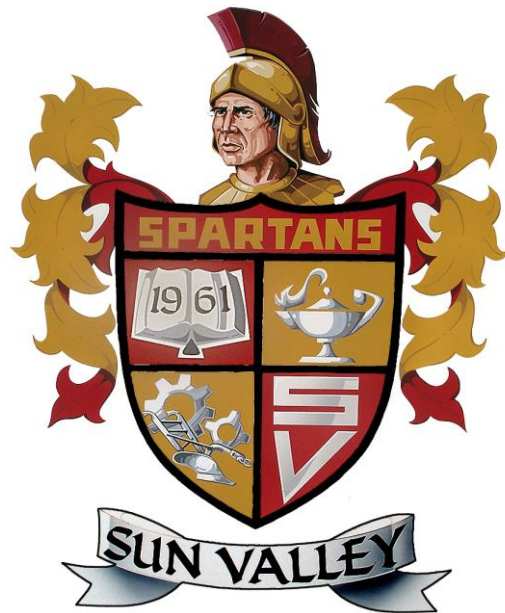
Note: Pants will not be below the waistline throughout the school year



Note: Shorts must be longer than finger tips!



Note: Midriff, off the shoulder, spaghetti straps, etc., will not be allowed throughout the campus.



I have read and understand the rules and procedures outlined in the Sun Valley High School Handbook. I have also been given access to a copy of the UCPS Student Handbook for 2019-20. I understand my responsibility as a student at Sun Valley High School.

Student's Name (Printed): _____

Homeroom Teacher _____

Student's Signature: _____

Date: _____

Grade Level: _____