

# **Sun Valley High School**

**5211 Old Charlotte Highway  
Monroe, NC 28110  
Phone (704)296-3020 Fax (704)296-3029**

## **Student Agenda 2016-2017**



# UNION COUNTY PUBLIC SCHOOLS

## 2016-2017 TRADITIONAL CALENDAR

August 18,19,22,23,24,25,26 (Aug. 22-26 – Req.)	Teacher Workdays/In-Service
August 29	First Day for Students
September 5	Labor Day Holiday*
October 3	Early Release day
October 10	End of Grading Period
October 12 (Required)	Teacher Workday
October 19	Report Cards
November 11	Veteran's Day Holiday*
November 23	Teacher Workday
November 24,25	Thanksgiving Holidays*
November 29	End of Second Grading Period
December 7	Early Release day
December 8	Report Cards
December 21,22,28,29,30	Annual Leave
December 23,26,27 January 2	Winter Break (holidays)*
January 16	King Holiday*
January 24	End of Third Grading Period
January 25	Teacher Workday
February 2	Report Cards
February 15	Early Release day
March 8	End of Fourth Grading Period
March 10	Optional Teacher Workday
March 21	Report Cards
March 22	Early Release day
April 10,11,12,13	Annual Leave/Spring Break
April 14	Good Friday
April 27	End of Fifth Grading Period
May 10	Report Cards
June 9	End of Sixth Grading Period/ Last Day for Students
June 12, 13 (Required)	Teacher Workdays
* State Designated Holidays – All State Holidays are labeled and placed as prescribed by the state.	

**PLAN FOR MAKE-UP DAYS**  
**March 10, 2017**  
**Additional days determined at the**  
**Superintendent's discretion**

**Statement of Non-Discrimination**

**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 SVH web site

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

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## Important Phone Numbers

<b>Sun Valley High School</b> .....	704-296-3020 (Fax) 296-3029
<b>Dr. Shaun Poole</b> .....	704-296-3020
(Principal)	
<b>Mrs. Simone Sowell</b> 704-296-0244	
(Bus Coordinator)	
<b>TBA</b> .....	704-296-0766
(Superintendent)	
<b>Dr. John Jones</b> .....	704-296-1002
(Assistant Superintendent for Instructional Programs)	
<b>TBA</b> .....	704-225-8420
(Deputy Superintendent for Instructional Technology and Operations)	
<b>TBA</b> .....	704-290-1557
(Assistant Superintendent for Auxiliary Services)	
<b>Dr. David Clarke</b> .....	704-296-1008
(Deputy Superintendent of Human Resources)	

## **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
Committed Young Christians	National Honor Society
DECA	NCJETS
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

## **From the Principal's Desk**

Dear Spartan Parents and Students,

Welcome to the 2016-17 School Year.

Sun Valley High School profits from a committed staff, involved parents, and a diverse and enthusiastic student body. Our mission at Sun Valley High School is to provide each student with a globally competitive curriculum that will prepare you as 21<sup>st</sup> century learners. It is our belief that all students should be involved in the decisions that affect their education and overall high school experience. You are encouraged to participate in activities that will help you to become involved in your school and to develop as many positive memories as you can. The teachers will provide a solid foundation for you to build upon, but you will need to do your part as well. Ask questions, explore new information, and be enthusiastic about your classes. Make this year one of the best years in the history of Sun Valley. With our continued tradition of “Excellence on Display from Academics to Athletics”, this is going to be a great year for you and for all of us at Sun Valley High School. Welcome, Spartans.

Sincerely,

Shaun Poole, Ed.D

## Recognition Programs

### 1. North Carolina Scholars Program

Requirements are available in the Guidance Office.

### 2. Junior Class Marshals

Based on GPA from 5<sup>th</sup> 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 |

### 5. Scholar Athlete

Students who maintain a 3.1 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. Bus changes and any last minute announcements will be made at the end of the school day.

### **2. Middle School Grounds**

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. STUDENTS CROSSING THE STREET BEFORE AND AFTER SCHOOL MUST USE THE CROSSWALK AT THE TRAFFIC LIGHT.**

### **4. 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.

### **5. 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.

### **6. 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 can not be charged to accounts. **Students are encouraged to leave/drop off book bags in their 3<sup>rd</sup> 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.

### **7. 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.



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

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

**9. 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.

**10. Make-Up Work for Days Missed**

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

**11. 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, if none is available they will be subject to further verification.

**12. Class Attendance**

Attendance will be taken each period by the teacher and submitted via the NCWISE computer program as a part of each student's permanent record. A student must be in class for 75 minutes to be counted present for that class period. A few exceptions to this policy include: attending school-sponsored functions, a late bus, and a conference with the administration. **Credit will not be granted for classes when absences for a student reach 8 days unless a waiver is granted for all days over 7.**

**13. Hall Pass**

Students must carry their student agenda (**THIS BOOK**) any time they are out of class. The agenda, when properly filled out, will serve as their hall pass. The teacher will indicate the time left, destination and have the teacher's signature (in ink) on the hall pass page. **Students must carry this agenda out in the open to verify their destination and permission to be out of class. Agendas may be checked by any school personnel in the hallways.** Students who lose their agenda must purchase a replacement for \$5.00. Students found in the hallway without an agenda will be escorted to class and may be assigned After School Detention (ASD). Consequences will become progressive with each subsequent occurrence.

#### **14. Homebound Services**

When students develop complications from an injury or illness (extending beyond four (4) weeks), documentation from a doctor is necessary prior to the school providing homebound services. Homebound services will be provided only as long as a doctor certifies IN WRITING to the principal that the student must remain at home (See Dr. Bradley for additional details).

#### **15. 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 recommended. Students are encouraged to leave valuables at home.**

#### **16. Visitors**

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

#### **17. Safety Drills**

Three types of safety drills are mandated by state and local agencies. A **FIRE** drill will be held each calendar month. One **TORNADO** drill will be held in the spring. One intruder **LOCKDOWN** drill 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.

#### **18. Student Identification**

Students and guests must provide proper identification for various school sponsored events (prom, dances, etc.)

#### **19. Media Center Policies - Hours: 7:30 a.m. – 3:30 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. E-mail and games are not allowed.
3. My Space, Face Book, YouTube, chat rooms, and Instant Messaging (i.e. MSN Messenger, Yahoo Messenger, ICQ, etc.) are prohibited.
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 2 weeks.
2. Students are allowed up to 2 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 2 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

**20. 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
- 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.

**21. 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.

**22. 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.

**23. 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.

#### 24. Driving Eligibility Certificate

On July 1<sup>st</sup>, 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.

#### 25. Student Drivers

Student 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.

#### 26. 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

### 1. Grading Scale

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

	<u>College Prep</u>	<u>Honors</u>	<u>AP</u>
	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
A=90-100	4	4.5	5
B=80-89	3	3.5	4
C=70-79	2	2.5	3
D=60-69	1	1.5	2
F=0-59	0	0	0

The following final marks, along with all failing numerical final marks, will be computed in the G.P.A. 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 G.P.A. or the student's rank:

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

## 2. 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.

## 3. Transcripts

Each student is provided 3 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.

## 4. 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 (6)**

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.

Mid-Year Graduation for Seniors Students may be eligible to complete graduation requirements by the end of the first term of the senior year: • 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](http://www.ucps.k12.nc.us).**

## 5. 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.

**6. Address, Telephone, Guardianship, and/or Name Changes**

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

**7. 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 using a form of discipline 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.
- c. No headgear of any kind on campus (sunglasses, hats, caps, knit caps, toboggans, bandannas, rags, 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).
- 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)
- 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, 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 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 ISS until he/she can arrange for a change of attire.

For repeated, deliberate violations the student will be assigned 1 day of OSS.

## **2. Cheating or Plagiarism**

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

### **Consequences:**

- 1<sup>st</sup> Offense: Confiscate test or paper. Teacher awards a grade of “zero”. Student conference and notify parent/guardian within 24 hours of grading. Discipline referral generated by teacher. Discipline will be at the discretion of the administration.
- 2<sup>nd</sup> Offense and beyond: Confiscate test or paper. Teacher awards a grade of “zero”. Student conference and notify parent/guardian within 24 hours of grading. Discipline 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 (Refer to UCPS Student Handbook)**

### **Consequences:**

UCPS Policy #11 (parent/guardian may pick up after 3:00PM).

## **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

**Minor Consequences:**

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

**B. Major SVH 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:**

- 1<sup>st</sup> Offense: Saturday Work Detail or principal's discretion
- 2<sup>nd</sup> Offense: 1 – 2 days OSS or principal's discretion
- 3<sup>rd</sup> Offense: 2 – 4 days OSS
- 4<sup>th</sup> Offense: 3 – 6 days OSS
- 5<sup>th</sup> Offense: 4 – 6 days OSS with possible recommendation for long term suspension.

6<sup>th</sup> 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 Code of Conduct. The Team 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).**

**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 arrival to school may result in loss of parking privileges.

**Consequences:**

- 1<sup>st</sup> Violation: Results in a \$5 fine and/or 5 days loss of parking privileges; may lead to SWD or OSS.
- 2<sup>nd</sup> Violation: Results in \$10 fine and/or 5 days loss of parking privileges; may lead to SWD or OSS.
- 3<sup>rd</sup> Violation: Results in \$20 fine and/or 10 days loss of parking privileges; may lead to SWD or OSS and vehicle may be towed.
- 4<sup>th</sup> 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:**

- 1<sup>st</sup> Offense: Period Detention with referral to attendance clerk and school counselor.
- 2<sup>nd</sup> Offense: Student will be assigned ASD for each period skipped. (Administrator contacts parents.) Failure to serve ASD results in Saturday Work Detail.
- 3<sup>rd</sup> Offense: Saturday Work Detail (3 hours). Failure to serve results in 1 day of OSS.
- 4<sup>th</sup> Offense: 1-day OSS
- 5<sup>th</sup> 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**

- 1<sup>st</sup> offense: 1 - 2 days of OSS
- 2<sup>nd</sup> offense: 2 - 3 days of OSS
- 3<sup>rd</sup> 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.) The students will report to class and marked tardy by the teacher. A discipline referral will be written by the teacher once the tardy limit has been reached. After 15 minutes the student is considered absent from class.

**Consequences:**

1 <sup>st</sup> Tardy	Warning
2 <sup>nd</sup> Tardy	Warning
3 <sup>rd</sup> Tardy	Warning
4 <sup>th</sup> Tardy	30 minute - Afternoon detention, contact parent
5 <sup>th</sup> Tardy	1 hour - Afternoon detention, contact parent
6 <sup>th</sup> Tardy	1 Full Day ISS, (Tardy Coordinator contacts parent)
7 <sup>th</sup> Tardy	Saturday Academy (3 hours), contact parent
8 <sup>th</sup> Tardy	One day OSS

Each tardy after the 8th offense will result in one day OSS.

**The tardy policy is cumulative and starts over at the beginning of each semester.**

**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
- 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

**Cell phones and other electronic devices**

High School: 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.

- First Offense: Confiscate item and return to the student at the end of the academic day. If the 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 Offense: Confiscate item and return only to parents. Parent conference required and may include 1 day of in-school suspension, after school detention, or Saturday School.

- Third Offense: Confiscate item and return only to parents. Parent conference required and may include 1 day of in-school suspension, after school detention, or Saturday School and cannot bring item to school for remainder of the school year, except as authorized in writing by the school principal. **Failure to obey the request of a school staff member to hand over an electronic device, including but not limited to a cell phone, shall be considered insubordination and consequences will be imposed pursuant to the school level rules.** See online handbook.

### **Netbook/ 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 losing netbook/ 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 netbook, 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. (See 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.

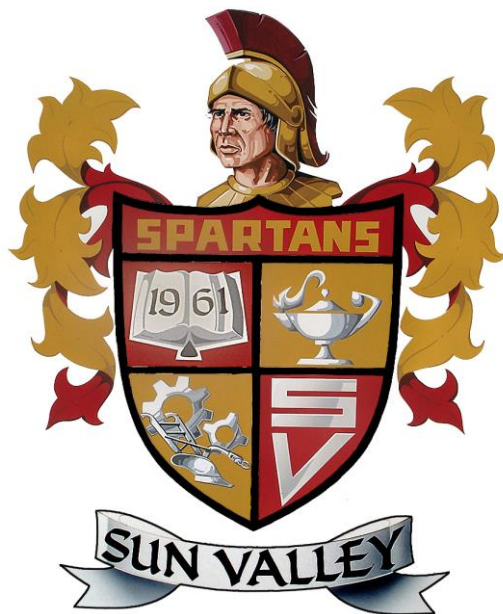
**Recovery:** Students who exceed the maximum number of absences and are unable to waive them down to the legal limit of seven may be able to recover up to 2 days of classes (eight class periods) with a maximum of three (3) in any one class. Recovery will be offered once per semester. Attendance waiver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



**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 2016-2017. I understand my responsibility as a student at Sun Valley High School.**

Student's Name (Printed): \_\_\_\_\_

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

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Tear this page out of your Agenda and turn in to your 4<sup>th</sup> period teacher.