

# Sun Valley High School

2024-2025  
STUDENT HANDBOOK



## School Administration

Dr. Michael Harvey, Principal  
[michael.harvey@ucps.k12.nc.us](mailto:michael.harvey@ucps.k12.nc.us)

Ms. Nichelle Leaks, Asst. Principal  
[lakeshia.leaks@ucps.k12.nc.us](mailto:lakeshia.leaks@ucps.k12.nc.us)

Mr. Dareion Malone, Asst. Principal  
[dareion.malone@ucps.k12.nc.us](mailto:dareion.malone@ucps.k12.nc.us)

Ms. Melissa Washington, Asst. Principal  
[melissa.washington@ucps.k12.nc.us](mailto:melissa.washington@ucps.k12.nc.us)

5211 Old Charlotte Hwy.  
Monroe, NC 28110  
(704) 296-3020  
<https://www.ucps.k12.nc.us/svhs>

Instagram: [@sunvalleyhsnc](https://www.instagram.com/sunvalleyhsnc)  
Facebook: <https://www.facebook.com/SunValleyHSNC/>  
Twitter: [@SunValleyHSNC](https://twitter.com/SunValleyHSNC)



## Table of Contents

<b>Administrative Procedures</b>	<b>5</b>
Announcements	5
Fundraising Projects	5
Deliveries to Students	5
School Cafeteria	5
Late Arrival and Early Dismissal	5
Class Attendance	5
Hall Passes	5
Homebound Services	5
Lockers	6
Visitors	6
Safety Drills	6
Student Identification	6
Media Center	6
Athletic Eligibility	6
Video Cameras	6
Passive Drug Dog Program	7
Medication Procedures	7
Worker Permits	7
Student Fees	7
<b>Academic Procedures</b>	
Grading Scale	8
Class Rank	8
Transcripts	8
Graduation Requirements	8
Classification and Promotion Standards	9
Schedule Change Requests	9
Address, Telephone, Guardianship, and Name Changes	9
College Foundation of North Carolina	9
<b>Recognition Programs</b>	<b>10</b>
North Carolina Scholars Program	10
Junior Class Marshals	10
Academic Letters	10
Honor Societies	10
Scholar Athlete	10
Honor Roll	10
Global Scholars	10
<b>SVHS Code of Discipline</b>	<b>11</b>
Dress Code	11
Academic Dishonesty	11
Trespassing	11
Cell Phone and Electronic Devices	12
Bathroom Stalls	12
SVHS Minor Offenses	13
SVHS Major Offenses	13
UCPS Offenses	14
Aggressive Behavior, Fighting, Assault	14
Tobacco Products and Vapes	14
Illegal Drugs include THC	15
Social Media	15
Student Drivers	15
Vehicle Search	15
Driver's License Revocation	16

<b>Attendance/Cutting Class</b>	<b>16</b>
<b>Leaving School Grounds Without Authorization</b>	<b>16</b>
<b>Tardiness</b>	<b>17</b>
<b>Daily Attendance</b>	<b>17</b>
<b>Excused Absences</b>	<b>17</b>
<b>School-Related Activities</b>	<b>17</b>
<b>Excessive Absences and Attendance Recovery</b>	<b>18</b>
<b>Exam Exemptions</b>	<b>18</b>
<b>Use of Facilities</b>	<b>18</b>
<b>Use of Computers and the Internet</b>	<b>18</b>
<b>School Bus Behavior</b>	<b>19</b>
<b>Bullying</b>	<b>19</b>
<b>Annual Parent Notification Process/Policy 5-08</b>	<b>20</b>

## Administrative Procedures

### 1. Announcements

In an effort to minimize classroom disruption, general announcements will be posted on social media and made at the end of 2nd period. Any last-minute announcements will be made at the end of the school day. Bus changes will be posted on a board in the patio area.

### 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 7:30am – 4:30pm 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 Sun Valley High School administration.

### 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 in the school building during school hours. Parents/friends/etc. may not drop off food from outside sources (i.e., McDonalds, Subway, Taco Bell, Chick-fil-A, Bojangles, 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 not be charged to student accounts. Free or reduced lunches are available to students who qualify according to the federal guidelines. Applications may be completed online. Students caught stealing food (condiments also) will receive 1-6 days OSS per UCPS policy.

### 6. Late Arrival and/or Early Dismissal

A student is required to report to the main office to sign in when arriving at school any time after 8:25 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. This note must be turned in at the main office at the beginning of the school day. Parents/Guardians who pick up students will be required to show photo identification.

### 7. Class Attendance

Attendance will be taken each period by the teacher and submitted via PowerSchool. 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. Students who miss 15 minutes or more will be counted absent for that class period. For athletics, high school students must be present for two of four classes to participate.

### 8. Hall Pass (SmartPass)

A SmartPass will be issued by the teacher prior to any student leaving class. Students will have labeled lanyard for their physical pass. 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. **Students will be given six passes per grading term per class period.**

### 9. 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 school administration for additional details.

## 10. Lockers

Lockers are available upon request. 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.

## 11. 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.

## 12. 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.

## 13. Student Identification

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

## 14. Media Center

### Checkout and Printing Policy

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.
6. Printing is available in the media center:
  - Black and white copies are free
  - Color copies cost \$.25 per sheet

## 15. Athletic Eligibility Requirements

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 previous semester and be on grade level, having passed English.
- B. Attendance: students must have been in daily attendance 85% (no more than 13 absences a semester) of the previous semester
- C. Age: must not turn 19 on or before August 31 and may not exceed 8 semesters upon initial enrollment in the 9th grade.
- D. Insurance and Physical: must have medical insurance and a certified physical examination on the North Carolina High School Athletic Association Sports Pre-Participation Examination Form.

## 16. 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.

### **17. 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.

### **18. 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.

### **19. Worker Permits**

Student worker permits will now be done online. The link for the form is:

<http://www.nclabor.com/wh/yec.pdf>

### **20. Student Fees**

Students with fees that have not been satisfied will be prohibited from purchasing a student parking permit and prom tickets.

## Academic Procedures

### 1. Grading Scale

The grade point average (GPA) is calculated on a weighted scale as follows:

Letter Grade	Numerical Grade	College Prep (CP) Courses Quality Points	Honors Courses Quality Points	Advanced Placement (AP) Courses Quality Points
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 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

### 2. Class Rank

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

### 3. Transcripts

Each student is provided three transcripts free of charge.

### 4. Graduation Requirements

Each student will have their graduation requirements based on the maximum potential credits minus four. Students must have 28 credits to graduate. The following course requirements must be met for graduation:

Subject	Credits Required
English	4
Math	4
Social Studies	4
Science	3
Health and Physical Education	1
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.

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. Classification/Promotion Standards**

A student's grade classification is determined by his or her English credit earned, the total number of credits earned, as well as maximum potential and the number of semesters completed in a high school setting. Maximum potential is the total number of credits that can be earned during the regular school day. This does not include courses taken outside of regular school hours for extra credit. Please note that these promotion standards apply to all students and are used in determining athletic eligibility. Any student who has completed the required, criteria may be classified as follows:

<b>Grade Level</b>	<b>Promotion Requirement</b>
9th Grade	Promoted from 8th Grade
10th Grade	6 credits including English I
11th Grade	13 credits including English II
12th Grade	20 credits including English III

### **6. Schedule Changes**

Students must have a valid reason before requesting a schedule change. Requests must be submitted within the first five days.

### **7. Address, Telephone, Guardianship, and/or Name Changes**

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

### **8. 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.

## Recognition Programs

### 1. North Carolina Scholars Program

Requirements are available in the Guidance Office.

### 2. Junior Class Marshals

Based on GPA from the 5th Six Weeks 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:

National Beta Club

National Honor Society

French Honor Society

Science Honor Society

National Art Honor Society

Rho Kappa National Social Studies Honor Society

Mu Alpha Theta

Tri-M Music Honor Society

Spanish Honor Society

Math Honor Society

National English Society

Quill and Scroll Honor Society

### 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.

### 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.

## Sun Valley High School Code of Discipline

General misconduct in the classroom and at any school-sponsored activity will be addressed by the teachers by submitting an incident in "Educators Handbook" 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. No see-through clothing or visible undergarments are permitted.
- B. All tops should adequately cover the torso area.
- C. The space between the bottom of your shirt and your waistband can be no more than the width of the student's hand (fingers closed/not spread).
- D. No hoodies may be worn on head when in the building.
- E. Neckbands and bracelets with metal spikes may not be worn.
- F. 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.
- G. No pajamas, bedroom shoes, or bedding (pillows, sheets, 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.

Staff will address issues with torso coverage by saying, "The space between the bottom of your shirt and your waistband can be no more than the width of the student's hand."

#### **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. Continued violation will be considered insubordination.

2. Academic Dishonesty: A student will not engage in acts of academic dishonesty which includes but is not limited to class assignments, projects and tests, producing notes with false signatures, etc.

- **First Offense**: Confiscate test or paper. Teacher awards a grade of "zero". Student conference and notify parent/guardian within 24 hours of grading. Office referral generated by teacher.
- **Second and subsequent Offenses**: Confiscate test or paper. Teacher awards a grade of "zero". Student conference and notify parent/guardian within 24 hours of grading. Office referral generated by teacher. Administrative discretion may include in-school suspension.

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 extracurricular activities and events during the suspension. Students who attend UCPS events/activities during their suspension are considered trespassing.

### **First and subsequent Offenses**

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

## **4. Cell Phone and Electronic Devices**

### **Possession and Use of Cell Phone and Electronic Devices**

Students will not use cell phones or electronic/media devices during instructional periods. Students are not allowed at any time to talk on their cell phones during the instructional periods of the day, including FaceTime or any other video conferencing. Students may use cell phones or electronic/media devices in the hallways during class change and during lunch, as long as the use is not disruptive to the school environment and the device is used in a safe and responsible manner. Cell phones may not be out or used in the bathrooms.

Sun Valley High School or UCPS is not responsible for the theft, loss, or damage to any electronic devices brought onto school property.

Failure to adhere to this policy will result in the following consequences.

- **First offense:** Phone will be confiscated and turned in to the main office. Student may pick up at the end of the day.
- **Second offense:** Phone will be confiscated and turned in to the main office. Parent/Guardian may pick up at the end of the day.

Failure to obey the request of a school staff member to hand over a device will result in the following consequences.

- **First offense:** One-day suspension, parent/guardian contact
- **Second offense:** Two days suspension, parent /guardian conference with school administration.
- **Third and subsequent offenses:** Discipline will be at the discretion of the administration.

To maintain a focused and productive learning environment, all cell phones must be silenced/turned off and submitted to the designated cell phone drop-off location before the start of each class. Please ensure your phone is placed in the provided spot to minimize distractions and enhance the classroom experience for everyone.

Procedure:

- Before Class Begins: Silence/turn off your cell phone and place it in the designated drop-off area.
- During Class: Cell phones should remain in the drop-off location and should not be retrieved until the end of class with direction from the teacher.
- Emergencies: If you anticipate needing to receive an urgent call or message, please inform the teacher before class begins.
- Access to phones will be permitted in the case of emergencies.
- Cell phones are not permitted in school restroom facilities.

Failure to comply with this policy will result in removal from the classroom and a discipline referral.

## **5. Bathroom Stalls**

Only one student is permitted to be in a bathroom stall at any given time. Any incidents of more than one individual in a bathroom stall will result in disciplinary action.

- **First offense:** ISS for the remainder of the day; No less than one class period.
- **Second offense:** 1 day OSS
- **Third offense:** 3 days of OSS with consideration for alternative placement
- **Fourth offense:** 3 days of OSS with the recommendation for alternative placement

## **6. 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 fundraising - selling candy, drinks, etc.
11. Inappropriate computer usage (visiting sites that are non-educational, playing games,
12. downloading games, downloading music, etc.)
13. Other actions that are disruption an educational environment

- **First offense:** Parent Conference/Student Warning
- **Second offense:** ISS for the period/Lunch Detention
- **Third offense:** After School Detention
- **Fourth offense:** Saturday School/ISS
- **Fifth offense:** 1-2 days ISS or OSS depending on the offense
- **Sixth offense:** 1-2 days OSS
- **Seventh offense:** 2-3 days OSS
- **Eighth offense:** 3-6 days OSS with notification for consideration for alternative placement
- **Ninth 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 rules
8. Failure to identify self to school personnel
9. Unauthorized fundraising - 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)

- **First offense:** After-school detention or administrator's discretion
- **Second offense:** 1 day OSS or administrator's discretion
- **Third offense:** 1-3 days OSS
- **Fourth offense:** 3-6 days OSS with notification for consideration for alternative placement
- **Fifth offense:** 3-6 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.).

## **7. UCPS Offenses**

1. Using inappropriate language towards other students or any UCPS employees.
2. Aggressive Behavior, Fighting, Assault
3. Arson/Use of Fire
4. Attendance, Cutting Class, Leaving school grounds without permission
5. Bullying
6. Chronic Disruptive Behavior
7. Inappropriate Use of Cell Phone and Electronic Devices
8. False Alarms
9. Firearms and explosive/destructive devices
10. Hazing
11. Possession, Use, Selling, or Under the influence of Illegal Substances
12. Insubordination
13. Misrepresentation
14. Nuisance Items
15. Persistently Dangerous Students
16. Sexual Behavior/Graphic Materials
17. Sexual Harassment
18. Student Dress
19. Act of Terror/Bomb Threats
20. Theft/Robbery
21. Trespassing/Breaking and Entering
22. Unauthorized Use of Technology
23. Weapons
24. Vandalism

Consequences for the above offenses are addressed in the UCPS High School Student Handbook. Several offenses have been highlighted below.

### **Aggressive Behavior**

Physical Violence directed toward a student. Violations include, but are not limited to, any assault, fight, or attempt to cause physical harm to a student(s) by another student(s).

- **First Offense:** 0-10 day suspension
- **Second and subsequent Offenses:** 1-10 day suspension. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.
- **For assaults which result in serious injury, those involving multiple aggressors or where disruption to the academic day results:** 10-day suspension. For secondary students, the administration may consider a recommendation for a long-term suspension.

### **Illegal/Unauthorized Substances**

**Tobacco Products:** Students will not possess, use, sell or distribute tobacco products or vape pens on school property. All tobacco products, including but not limited to cigars, cigarettes, vape pens, snuff, chew packets, and all lighted and smokeless tobacco and/or nicotine products are prohibited and will be confiscated. Nontobacco and aromatic smoking products, including but not limited to clove cigarettes, herbal cigarettes, and bidis, and electronic cigarettes, electronic cigarette liquid (e-juice) and smokeless nicotine products are also prohibited under this rule.

#### **Possession**

- **First Offense:** 1–6 day suspension and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension for insubordination.
- **Second and subsequent Offenses:** 3-6 day suspension and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension for insubordination.

### **Use, Sell/Distribute**

- **First Offense:** 1-10 days suspension and required Tobacco Education class. Use, sale or distribution of vape pens will result in a 3-10 day suspension and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension for insubordination.
- **Second and subsequent offenses:** 5-10 day suspension and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension for insubordination. Use, sale or distribution of vape pens will result in a 10-day suspension and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension for insubordination.

**Illegal Drugs, Counterfeit or Synthetic Drugs:** Including THC, vape pens which contain an oil including THC, huffing materials (including the misuse of inhalants), Drug Paraphernalia (including but not limited to rolling papers, bong, pipes and scales) and the misuse of chemical/material (organic or otherwise) that causes or is purported to cause a hallucinogenic/mind altering effect or might bring about a state of exhilaration, euphoria or of otherwise altering student's mood or behavior.

### **Under the Influence, Use or Possession of Illegal Drugs, Counterfeit or Synthetic Drugs, Huffing materials/inhalants, or other Chemical/material (organic or otherwise)**

- **First Offense:** 5-10 day suspension. Required drug/alcohol education class (failure to attend may result in additional days of suspension for insubordination).
- **Second and subsequent Offenses:** 10 day suspension. For secondary students, after the second offense the administration may make a recommendation for long-term suspension. Required drug/alcohol education class (failure to attend may result in additional days of suspension for insubordination)

### **Inappropriate Use of Cell Phone and Electronic Devices**

**Social Media:** Students will not use social media to break another rule of the Code of Student Conduct which interferes with the safety of students or staff, or causes a disruption on school grounds. (*Example: Recording and posting a fight on social media*)

**Offenses:** 1-3 day suspension

### **8. Student Drivers**

Students who wish to operate a private motor vehicle on Sun Valley High School campus must obtain and complete a student parking permit application prior to driving to school. Students must have a valid driver's license and provide proof of insurance and registration 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:

1. Failure to properly register a vehicle.
2. Parking in a lot on campus other than designated student lot.
3. 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.
4. Failure to comply with authorities, school, or law enforcement with parking or traffic requests.
5. Failure to display permit and to park in designated area.
6. Failure to wear a seatbelt.
7. Consistent unexcused late (four times) arrival to school may result in loss of parking privileges for a period of time designated by administration.
8. Inappropriate operation of a motor vehicle on school grounds will result in disciplinary action

determined by the administration/law enforcement.

- **First offense:** Conference with Administration and call to parents.
- **Second offense:** One-week parking privilege suspension, or administrator discretion.
- **Third offense:** Loss of parking privileges to be determined by an administrator.
- **Fourth offense:** The vehicle will be towed at the owner's expense, parking privileges will be revoked for the remainder of the year, or administrator discretion.

### **Vehicle Search**

Student drivers' 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.

### **Driver's License Revocation**

NC Law empowers schools to report to the DMV when a student is removed to an alternative school due to one of the following behaviors that results in disciplinary action:

- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
- The possession or use on school property of a weapon or firearm that resulted in disciplinary action under NCGS 115C-391(d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
- The physical assault on a teacher or other school personnel on school property.

(Disciplinary action - An expulsion, a suspension for more than 10 consecutive days, or an assignment to an alternative educational setting for more than 10 consecutive days.)

Should a student engage in one of these behaviors, the administrator should notify the driver's license person at the school who will report the incident to DMV.

### **Unauthorized Parking**

Each vehicle on the student and faculty parking lots must display a parking permit. Any vehicle parked on SVHS lots not displaying a current parking permit will be subject to the following:

- The license plate will be recorded and reported to law enforcement.
- If identified as a student vehicle, the vehicle will be ticketed and a fee of up to \$50 will be applied to the student account.
- The vehicle is subject to be towed at the owner's expense.

## **9. 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.

- **First offense:** Student will be assigned a one-hour ASD for each period skipped. Failure to serve ASD will result in further disciplinary action.
- **Second offense:** Student will be assigned a two-hour ASD for each period skipped. Failure to serve ASD will result in further disciplinary action
- **Third offense:** 1 day OSS
- Additional offenses will result in consideration for alternative placement.

### **b. Leaving School Grounds (without signing out or without permission).**

Students may not leave school without permission at any time after arriving on campus.

- **First Offense:** 1 day OSS
- **Second Offenses:** 2 days of OSS
- **Third Offense:** 2 days OSS with notification for consideration for alternative placement
- **Fourth Offense:** 2 days OSS with recommendation for long-term suspension

### **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.

- Every 1st block tardy results in a lunch detention to be served that day. Students will receive a paper slip by the end of 2nd block.
- For 2nd, 3rd, and 4th blocks – Students will serve 5 lunch detentions for every 5 tardies.
- Failure to serve the lunch detentions in a timely fashion could result in After School Detention

### **d. Daily Attendance**

The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

### **e. Excused Absences**

When a student must miss school, a written excuse signed by a parent or guardian must be uploaded to the UCPS Microsoft Absence Reporting Form. While notes from a physician will be considered at any time, an excuse from a parent will only be accepted within the same 6-week grading period as the absence. Absences will be coded as unexcused until the written excuse is received. Up to five parents notes will be accepted. Subsequent notes will require additional information. After 10 days of absences, excused or unexcused, documentation of a legally excused absence will be required.

An absence may be excused for any of the following reasons:

- personal illness or injury that makes the student physically unable to attend school (illnesses includes but is not limited to physical, emotional, and mental health);
- isolation order (including all versions: i.e. exclusion, isolation, quarantine);
- death in the immediate family. For purposes of this policy, immediate family will include parents/guardians, siblings and grandparents;
- medical or dental appointment;
- participation under subpoena as a witness or a party in a court proceeding;
- a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
- college visits (up to two per academic year in both the Junior and Senior year once the student provides verification of the visit) and scholarship interviews;
- participation in a valid educational opportunity, such as travel, additional college visits or service as a legislative or Governor's page, with prior approval from the principal/designee.
- pregnancy and related conditions or parenting, when medically necessary; or
- a minimum of two days each academic year for visitation with the student's parent or legal guardian, if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

All other absences are considered unexcused.

In the case of any absence, the student will be expected to make up their work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

### **f. School-Related Activities**

All classroom activities are important and difficult, if not impossible, to replace if missed. Administration shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

- field trips sponsored by the school;

- job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
- school-initiated and scheduled activities;
- co-curricular, school-sponsored extracurricular and school-sponsored athletic events that require early dismissal from school;
- Career and Technical Education student organization activities approved in advance by the principal/designee; and
- In-school suspension

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

#### **g. Excessive Absences and Attendance Recovery**

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

Students who have more than 10 unexcused absences in a semester-long course may fail the course.

#### **h. Exam Exemptions**

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 will count 25% of the final semester grade.

High School students will not be required to take a teacher-made final exam in a course if the student has an average of 90 or above the week prior to the administration of the exam.

Teacher made tests are defined as tests designed and graded by a UCPS teacher of record for the purpose of assigning an exam grade to a student. Exam exemptions only apply to teacher made tests and are not available in courses which require the administration of an End of Course or state mandated final exams. Students enrolled in AP courses will still be required to take the AP exam. Students are expected to take all other assessments given at the school.

#### **10. 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 at the dismissal bell. 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.

#### **11. 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 their 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.
- G. 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.

## **12. 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 effect 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 misbehavior on the bus.

- A. Refusing to be and remain seated
- B. Not allowing others to be seated
- C. Distracting the driver
- D. Refusing to obey the driver
- E. Delaying the bus schedule, in which case the student may be left behind.
- F. Getting off the bus at an incorrect stop
- G. Using the emergency exit when there is no emergency
- H. Throwing things from the bus
- I. Vandalism to school bus
- J. Any behavior that endangers the health and welfare of other passengers or impedes the driver's ability to operate the bus safely.
- K. 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
- In-School Suspension
- Suspension from the Bus

## **13. Anti-bullying**

Sun Valley High School does not tolerate bullying or harassment in any form against any individual or group. All staff members are committed to establishing a safe learning environment for all to learn and develop to their full potential. In conjunction with Union County Public Schools, we believe that all students should be free of unlawful discrimination, including harassment and bullying, in all educational and extracurricular activities. Upholding North Carolina law, Sun Valley High School, in conjunction with Union County Public School Board of Education, recognizes that all students should be protected on the basis of race, religion, disability, sexual orientation, and gender identity. Therefore, any violation of this law is unacceptable and will be addressed according to state law and Board of Education Policy (BOE Policy 4-7).

Ways to report bullying or harassment:

[Say Something Anonymous Reporting System](#)

## **Annual Parent Notification Process/Policy 5-08**

### **PARENT INVOLVEMENT**

The Board recognizes the critical role of parents in the education of their children. Parents are encouraged to become familiar with programs designed by schools for parental involvement and to actively participate in them. Each school will develop a parental involvement plan, which includes, at a minimum, the Board directives below. This policy applies to the parents, legal guardians, and legal custodians of students who are under the age of 18 and are not married.

### **ANNUAL NOTIFICATION**

Each school must notify parents each year of the following (these notifications shall occur at the beginning of each academic year or as soon as available):

- Parental rights related to student records
- Grading practices to be followed at the school and, in high schools, the methods for computing the grade point average that will be used for determining class rank
- A description of the curriculum being offered
- Code of Student Conduct and school rules on conduct
- Grievance procedure
- Parental rights related to student surveys
- The approximate dates of any non-emergency, invasive physical examination that is: (a) required as a condition of attendance; (b) administered and scheduled in advance by the school administration; and (c) not necessary to protect the immediate health and safety of students; and their right to opt their child out of any such examination
- The schedule of pesticide use on school property and their right to request notification of nonscheduled pesticide use
- Permissible use of seclusion and restraint in the schools
- The Discrimination, Harassment and Bullying Complaint Procedure
- Dates of district-wide and state-mandated tests that students will be required to take during that school year, how the results will be used, the consequences thereof, and whether each test is required by the State Board of Education or by the Board
- Opportunities and the enrollment process for students to take advanced courses and the value of taking advanced courses
- If applicable, that their child will be provided advanced learning opportunities in mathematics or will be placed in an advanced mathematics course.
- A clear and concise explanation of the North Carolina testing and accountability system that includes all information required by federal law;
- A report containing information about the school system and each school, including, but not limited to:
  - ❖ the following information both in the aggregate and disaggregated by category: student achievement, graduation rates, performance on other school quality and/or student success indicators, the progress of students toward meeting long-term goals established by the state, student performance on measures of school climate and safety, and, as available, the rate of enrollment in post-secondary education;
  - ❖ the performance of the school system on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole;
  - ❖ the percentage and number of students who are:
    - assessed,
    - assessed using alternate assessments,
    - involved in preschool and accelerated coursework programs, and

- English learners achieving proficiency;
  - the per pupil expenditures of federal, state, and local funds; and
  - teacher qualifications
- The grade earned by the school on the most recent annual report card issued for it by the State Board of Education if the grade was a D or F;
- Supportive services available to students, including guidance, counseling and health services;
- Information about meningococcal meningitis and influenza, including the causes, the symptoms, the vaccines, how the diseases are spread and places where additional information and vaccinations may be obtained
- For students in Grades 5 through 12, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children
- Information about and an application form for free and reduced price meals and/or free milk and information about the school breakfast program;
- For parents of children with disabilities, procedural safeguards
- Education rights of homeless students
- For students in Grades K through 2, written notification of the student's reading progress, three (3) times per year following each benchmark assessment and will include: assessment results, whether the student may not reach proficiency by the end of 3rd grade and instructional support activities for use at home.
- Information on the availability of the asbestos management plan and planned or in- progress inspections, re-inspections, response actions and post-response actions, including periodic re-inspection and surveillance activities
- That the school system does not discriminate on the basis of race, color, national origin, sex, disability, or age
- That the school system provides equal access to its facilities, programs and activities to the Boy Scouts and other designated youth groups
- For Title I Schools only:
  - o the right to request certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child and such information will be provided in a timely manner;
    - ◆ if the student has been assigned or has been taught for at least four consecutive weeks by a teacher who is not "highly qualified";
    - ◆ the right to request information regarding student participation in state-required assessments and that such information will be provided in a timely manner;
    - ◆ information on the level of achievement and academic growth, if applicable and available, of the student on each of the state's academic assessment; and
    - ◆ the school's written parental policy, parents' right to be involved in their child's school and opportunities for parents to be involved in the school.

#### **OPPORTUNITIES TO WITHHOLD CONSENT**

As part of the annual notification process, parents will be notified that consent may be withheld for the following:

- The release of student directory information about his/her child to outside organizations.
- The release of their child's name, address, and telephone listing to military recruiters or institutions of higher education.
- A student's participation in curriculum related to (1) prevention of sexually transmitted diseases, including AIDS, (2) the avoidance of out-of-wedlock pregnancy, reproductive health and safety education.

- A student's use of guidance programs for individual counseling, small group counseling related to addressing specific problems, or referral to community resources on issues of a private nature, as well as information on where to obtain contraceptives or abortion referral services. Neither parental notification nor parental permission is required for large group sessions, initial consultations intended to identify the student's needs or counseling where child abuse or neglect is suspected.
- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose. Furthermore, parents, upon request, may inspect any instrument used in the collection of such information before the instrument is administered or distributed to students.
- The release of their child's free and reduced-price meal information to State Medicaid or State children's health insurance program (SCHIP).
- The administration of any third party (non-Department of Education funded) survey containing one or more of the eight items described in Surveys of Students, Policy 4-15.
- Any non-emergency, invasive physical examination\* or screening that is:
  - Required as a condition of attendance
  - Administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.
- Parents will receive general notification on a yearly basis about routine screenings and notification on case by case basis as needed. In addition, parents may inspect, upon request, any instructional material used as part of the educational curriculum for students by contacting the school principal. Furthermore, parents may opt for alternative assignments for their child(ren) (see policy 5-1).

### **PARENTAL PERMISSION REQUIRED**

A parent wishing to withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities is presumed. After the annual notification, the school is not required to provide further notice to the parent as to the manner in which student directory information is used, the curriculum is provided, or the guidance programs are made available.

Written parental permission is required prior to the following activities:

- Medicines administered to students by employees of the school district
- Any release of student records that are not considered directory information unless the release is allowed or required by law
- Providing treatment through the school district health services
- Field trips off campus
- All decisions or actions as required by the IDEA with regard to providing special education or related services to children with disabilities
- Student's participation in surveys funded by the Department of Education that are conducted concerning protected topics
- Disclosure of a student's free and reduced price lunch eligibility status
- Any movie or video with any rating other than General Audiences "G"
- Students' independent access to the Internet **WEBSITE NOTIFICATION**

The school system shall publish on its website all information required by law, including performance information and information on how state funds have been used to address local educational priorities.

\*Does not include hearing, vision, or scoliosis screening

For Legal References, refer to Policy 5-08 *Parent Involvement*  
<https://go.boarddocs.com/nc/ucps/Board.nsf/Public?open&id=policies>