



# Cuthbertson High School

**Student Handbook**  
2011-2012

**Principal**  
Rob Jackson

## Assistant Principals

Randy Boob

Dr. Cheryl Jones

Kim Warr

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

MY SCHEDULE		
PERIOD	1 <sup>st</sup> SEMESTER	2 <sup>ND</sup> SEMESTER
1 <sup>st</sup> Period		
2 <sup>nd</sup> Period		
3 <sup>rd</sup> Period		
4 <sup>th</sup> Period		

## CHS BELL SCHEDULE

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

### Guidelines While in the Building

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

### WING DESIGNATIONS

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

*"Enter by this gateway and seek the way of honor, the light of truth, the will to work for men" ~ E.A. Alderman*

Dear Students,

Welcome home!

Cuthbertson High School is a community of learners. As a community member, it is critical that you respect yourself, your peers, and the staff. This year we will continue forming new relationships, beginning new traditions, and working together to continue building a world-class school.

It is important that our school be a place that is safe, friendly, and productive. Our community of learners will only thrive in an atmosphere where students can prepare for life after graduation while making memories that will be treasured long after the bells have stopped ringing out class changes.

Communication is centrally important as we work to build strong bonds among students, staff, parents, and members of the surrounding community. We use a variety of communication tools throughout the year, including this Student Handbook, the Union County Public Schools Student Handbook, our school website, the Connect-Ed phone messaging system, newsletters, and email. Please visit our school website daily at <http://www.cuthbertsoncavs.com> for information on a variety of topics, daily announcements, and to sign up for our E-News.

From the playing fields, performance stages, community service opportunities, club memberships, and cultural arts initiatives, you have countless possibilities to connect to friends, the community, and the school. This handbook will serve as your guide. We hope it will help you understand the expectations of our school and community and that it will enable you to be more successful academically.

Please familiarize yourself with this handbook, discuss it with your parents and friends, and make sure you understand the guidelines. With your help, Cuthbertson High School will continue to engender feelings of great pride in our community.

Rob Jackson, Principal

## **Statement of Non-Discrimination**

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

Union County Public Schools  
500 N. Main Street Suite 700  
Monroe, NC 28112-4786  
(704) 283-3771

## **Family Educational Rights and Privacy Act (FERPA)**

(FERPA) sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to:

- Provide a parent access to their child's educational records.
- Provide a parent an opportunity to seek correction of records he/she believes to be inaccurate or misleading.
- With some exceptions, obtain the written permission of a parent before disclosing information contained in the student's education record.

## **Administrative Procedures**

### **CHECK IN – CHECK OUT**

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

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

Students who need to leave school due to illness must have their teacher send them to the office with a hall pass. Office personnel will then call for parental permission. This policy will apply on all school days including those with scheduled school wide assemblies.

## **STUDENT ABSENCES**

- Students must turn in excuse notes to the Attendance Counselor before the start of the school day.
- Students are allowed **THREE** days after being absent to bring a parental note to document the reason for the absence. The note must be signed by a parent or guardian with a work and home telephone number for further clarification.
- After **THREE** days the absence is recorded as **unexcused/not waivable/not lawful** no matter what the cause.
- Students are not permitted to leave campus for lunch because of safety issues.

Please refer to the CHS website at <http://www.cuthbertsoncavs.com> for additional information regarding lawful reasons for school absences and educational trip attendance policy.

## **STUDENT USE OF TELEPHONE (OFFICE)**

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

## **USE OF SCHOOL FACILITIES**

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

## **PHYSICAL EDUCATION UNIFORMS**

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

## **LOST AND FOUND**

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

## **VISITORS/COMMERCIAL FOOD**

Parents are welcome to visit Cuthbertson High School. All visitors, however, must report to the main office, sign the visitor's register, and obtain a visitor's badge immediately upon arrival on campus.

Students are not to bring guests to school during instructional hours (including lunch). Visitors are not allowed to bring commercial food items to students during school hours due to child nutrition laws. This causes a disruption and competes with child nutrition services. Visitors not complying with this policy will be asked to leave campus.

Teacher-invited presenters or visitors must be approved by the administration and register in the office before entering a classroom.

### **SECURITY CAMERAS**

Students and visitors are advised that security cameras are in use at all times on the Cuthbertson High campus.

### **VERBAL ANNOUNCEMENTS**

Announcements will be made at the beginning of 2nd period. In an effort to minimize classroom disruptions, intercom announcements will be limited. Any announcement needing to be addressed to students or teachers must be submitted in writing on the proper form to Mrs. Conley by 7:50 AM. **No announcement will be accepted without a teacher's signature.** Forms are available in the Main Office.

### **WRITTEN ANNOUNCEMENTS/POSTERS**

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

### **CUTHBERTSON MIDDLE SCHOOL**

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

### **FUNDRAISING PROJECTS**

All fundraising projects must meet the guidelines established by the Union County Board of Education and must further be approved by the Principal or his designee.

### **FIRE DRILLS**

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

- Know the evacuation route for the occupied room.
- Move students quickly and quietly out of the building and approximately 500 feet away.
- Always assume that a fire alarm is the real thing.
- Wait outside until instructed to return to the building.

- Have all students face away from the building.

Other emergency procedure drills will be practiced throughout the year.

### **Delivery of Flowers and Gifts to Students**

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

### **Delivery of Message/Forgotten Items**

If a student has forgotten an item (lunch, assignment, etc) or a parent needs to get a message to a student, items/messages can be left for students in the front office. *We will not interrupt a class to deliver a message/item unless it is determined to be an emergency.* The names of students needing to pick up forgotten items and/or messages will be called during the morning and/or afternoon announcements.

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

### **STUDENT FINES**

All fines from the current year should be paid to the Bookkeeper immediately. Students are not allowed to graduate until all fines have cleared in the Bookkeeper's office. Students are responsible for clearing all accounts with the Bookkeeper during the year they are assessed. As of July 1, 2007, The Union County Board of Education has entered into an agreement with a collection agency for the collection of all returned checks issued to all Union County School locations.

The Board requires that you make sure the following information is on all checks written:

- Full Name AND Street Address
- Home Phone Number
- Second Phone Number (if available)

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

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

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

### **MEDICATION**

Students who must take medication of any kind during school hours must obtain a "Request for Medication to be Given During School Hours" form from the office. This form must be completed and signed by a physician and parent. The completed form and the medication are given to the Principal or designee for dispensing.

Students who do not comply will be subject to consequences as defined in the Union County Board Policy on student discipline.

## **Student Services**

### **BUS TRANSPORTATION**

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

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

Notes requesting bus changes must be brought to the Attendance Counselor before school. A call home to the custodial parent will be made to verify any bus change. Approval to ride a different bus is **NOT** guaranteed.

### **Cafeteria**

- Each student will be issued a cafeteria ID number to use when purchasing meals. Students are responsible for payment when meals are purchased. Breakfast and lunch cannot be charged.
- Each student is responsible for cafeteria cleanliness. Dispose all trash to the appropriate location.

- Any disciplinary rules for the school system also apply for behavior in the cafeteria including disruptive behavior and non-compliance.
- Only students making purchases are allowed in line. Food handled will have to be purchased.
- Book bags are not allowed in the food line.

<b>2010-2011 MEAL PRICES</b>	<b>PAID BREAKFAST</b>	<b>REDUCED* BREAKFAST</b>	<b>PAID LUNCH</b>	<b>REDUCED* LUNCH</b>
<b>Elementary Schools</b>	\$ .85	\$ .30	\$1.95	\$ .40
<b>Middle &amp; High Schools</b>	\$ .85	\$ .30	\$2.05	\$ .40
<b>UCPS Employees</b>	a la carte		a la carte	
<b>Visiting Child</b>	a la carte		a la carte	
<b>Visiting Adult</b>	a la carte		a la carte	

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

## **Guidance and Counseling**

### **Purpose**

The purpose of the **Guidance Department** is to assist students in becoming more self-efficient by promoting effective decision-making that will lead to student success. It is our duty to serve all students and guide them through their high school careers.

Although we cannot tell the student what he or she must do, we can assist students in finding their true potential. These self-discoveries will enable the student to make the best decisions in terms of post-secondary educational planning, future professions, and life in general. Cuthbertson High School's guidance program focuses on these three elements: Academic Development, Career & College Counseling, and Personal & Social Development.

The Cuthbertson High School's guidance counselors are located in the Guidance

Suite. The main entrance to the Guidance Suite is on the first floor between E and F wings, across from the elevator.

The Guidance Department has an “open door” policy; however, appointments can be made through the guidance secretary or by requesting a time from the individual counselor. Assistance is always available in case of emergencies. Students must report to their classroom teachers before going to the Guidance Office.

### **Schedule Changes**

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

Any changes in class schedules should be made during the summer schedule change period. ***Students who wish to change classes after school has begun must obtain approval from their assigned counselors within 5 days.***

Students may not drop classes simply due to poor grades.

Any course dropped after the first two weeks will be indicated on the student's record as dropped. No grade will be given. The student's transcript will be designated as a “WP” (withdraw passing) or “WF” (withdraw failing). The “WP” is not counted in computing grade point averages; however, a “WF” is included. No student may drop a course for which a state End-Of-Course test is given after the first ten days of school.

### **Transcripts**

Transcripts of academic work are issued from the Guidance Department. Transcripts will be issued upon written request from the individual student. Transcript request forms are located in the Guidance Suite. The first two (2) transcripts are free; students pay a fee upon the third (3rd) request.

### **Grades**

Progress reports will be issued at the midpoint of each six weeks. Report cards are distributed each six weeks. The printout contains a number grade for class achievement, a conduct comment for each class, and a listing of the number of days absent in each class period. Final report cards may be withheld if student accounts have a due balance.

### **Driving Eligibility Certificate**

To receive your Driving Eligibility Certificate, you must see the designated person. You must bring the following items: a) original or certified copy of your birth certificate, b) a valid social security number (card or tax form), and c) Driver Education completion certificate. To receive and keep a driver's license a student must maintain academic progress, which means passing 70% or more of his/her classes. At Cuthbertson High School, students must pass three out of four classes each semester or their license will be revoked. After the fall and spring semester, students can have their license returned if they meet the academic requirements. Instructions for submitting hardship letters will be mailed home before a student's license is revoked. In addition, on July 1st, 2000, the "Lose Control, Lose Your License Guidelines" went into effect. This law directs schools to report expulsions, long-term suspensions and assignment to alternative schools for offenses such as sale or possession of alcohol or illegal controlled substances, weapons, or firearms on school property, or physical assault on any school personnel to the NC Dept. of Motor Vehicles. The license or permit may be revoked for these students for one year. Contact the Dropout Counselor for a DEC after the student passes the course.

Contact the Driver Education Coordinator for questions concerning the Driver Education Class.

### **Lockers**

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

### **Media Center**

**Media Center Website** <http://chs.ucps.k12.nc.us/links/media.php>

### **Media Center Hours**

The Media Center is open Monday-Friday 7:30 AM - 4:00 PM.

### **Admission to Media Center**

- Passes, signed by a teacher or administrator, with the student's name, date, time, and destination are required. They must be time stamped at the circulation desk and placed in the basket. Passes must be time-stamped again upon exit.

- Students may use the Media Center without a pass before school and after school.
- Students may use the Media Center during lunch, but must obtain a lunch pass before lunch and sign-in at the door.

## **CIRCULATION**

<b>Type of Material</b>	<b>Circulation Period</b>
Regular Collection	3 weeks/1 renewal
Reference Collection	*Overnight/no renewals
Magazines (Back Issues Only)	1 week/no renewals
Reserved	*Overnight

*\* Due back before school the next day*

### **Check-Out Limit**

We do not have a check-out limit; however, students are expected to be reasonable and responsible in checking out materials. Books are checked out for three weeks at a time and may be renewed for an additional two weeks.

### **Due Dates**

Students are responsible for bringing books back on or before the due date. Overdue notices will be sent at the end of each month.

### **Lost/Damaged Items**

Patrons are charged for lost or damaged items.

### **Obligations**

- Students are expected to keep Media Center Accounts in good standing:
- If students have one or more materials that are a month overdue, their check-out privilege may be suspended until all items are returned or paid for.
- If a student pays for a lost item and the item is found by the end of the next school year, they will be reimbursed for that item.
- We do not charge overdue fines.

### **Printing and Copying**

All printing must fall within the guidelines of the county computer use policy. Copies are \$ .5 per page. Students may purchase their own print code for their convenience in increments of a dollar.

### Computer Use

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

### Expected Behavior

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

- Sign in and bring your pass to the circulation desk to be time stamped
- Upon exit retrieve your pass and time-stamp it once again
- Work independently
- Food, drinks, candy and gum are not permitted in the media center
- Students are expected to keep their Media Center accounts in good standing
- Computers are to be used for academic purposes only

### Academic Procedures

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

NUMBER OF QUALITY POINTS GIVEN				
Grade	Basic	College Prep	Honors	A.P. (If student takes AP exam)
A: 93-100	4	4	5	6
B: 85-92	3	3	4	5
C: 77-84	2	2	3	4
D: 70-76	1	1	2	2
F: 0-69	No Credit Given			

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 courses

### **HOMEWORK AND CLASS ASSIGNMENTS**

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

### **SEMESTER EXAMS**

First and second semester exams are given to all students in grades 9-12 on designated days in the school calendar. Scores on these exams count 25% or more of the final semester grade. With the exception of State mandated End-Of-Course (EOC) and IMS exams, students in grades 9 – 12 may be exempt from semester exams in a class if one of the following criteria is met:

- The student maintains an "A" average in the class and has no more than three (3) absences during the semester.
- The student is a **Senior** and maintains a "B" average in the class with no more than two (2) absences during the semester.
- The student is a **Senior** and maintains a "C" average in the class with no more than one (1) absence during the semester.

*NOTE: Students cannot receive a waiver of absences for the purpose of exam exemption.*

## **Student Recognition Programs**

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

### **1. HONOR ROLL**

Students making the "A" or "A/B" Honor Roll will be posted in a designated area of the school. Additional recognition opportunities will occur throughout the school year.

### **2. ACADEMIC LETTERS**

Students who have an overall semester average of "93," computed by averaging equally the grades received in all courses in which the student is enrolled and no semester grade less than "88," will be awarded a letter. Students who meet the

qualifications more than once will be awarded a gold bar. Eight (8) points are added to the numerical grade received for the semester for each AP course.

### **3. JUNIOR CLASS MARSHALS**

The roster of Marshals will be comprised of the top five percent of the Junior Class or at least 10 students (whichever number is greater). Selection is based on highest cumulative grade point averages calculated at the end of the 5th grading period of the Junior year. Junior Class Marshals participate in Graduation exercises and other ceremonies.

### **4. HONORS DESIGNATIONS FOR GRADUATING SENIORS**

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

#### **Weighted GPA Designation**

4.57 or higher summa cum laude

4.14 – 4.56 magna cum laude

3.71 – 4.13 cum laude

### **5. SCHOLAR ATHLETES**

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

### **6. NORTH CAROLINA ACADEMIC SCHOLARS\***

Students who complete the State Board of Education requirements for a well-balanced, challenging high school program will be named North Carolina Academic Scholars and receive special recognition. The students who qualify for this special recognition:

- will be designated by the State Board of Education as North Carolina Academic Scholars.
- will receive a seal of recognition attached to their diplomas.
- may receive special recognition at graduation exercises.
- may be considered for scholarships from the local and state business/industry community.
- may use this special recognition in applying to post-secondary institutions.

*\*Requirements for NC Scholar designation are available in the Guidance Office and in the UCPS Program of Studies.*

### **7. UCPS GLOBAL SCHOLARS PROGRAM**

Students should submit a proposal to their school's Graduation/Scholarship Committee outlining their plans for completing a Service Learning Project that will allow them to contribute to the local, national, or world community. The project must have a Global theme. Once approved, students must complete the Service Learning Project and present a written artifact (e.g. project, portfolio, presentation) to the committee.

## **8. CLUBS**

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

## **9. ATHLETICS**

Cuthbertson High School is a member of the Rocky River 1A/2A Conference and is a member of the North Carolina High School Athletic Association. Other conference schools are: Berry Academy, Central Academy, Forest Hills, Monroe, North Stanly, Piedmont, Union Academy, and West Stanly.

CHS currently offers students opportunities to participate in these sports:

- Baseball (Men's JV and Varsity)
- Basketball (Men's and Women's JV and Varsity)
- Cheerleading (JV and Varsity)
- Cross Country (Men's and Women's)
- Dance
- Football (Men's JV and Varsity)
- Golf (Men's and Women's)
- Lacrosse (Men's and Women's)
- Soccer (Men's and Women's JV and Varsity)
- Softball (Women's JV and Varsity)
- Swimming (Men's and Women's)
- Tennis (Men's and Women's)
- Track (Men's and Women's)
- Indoor Track (Men's and Women's)
- Volleyball (JV and Varsity)
- Wrestling

*NOTE: Participation in high school athletics is a privilege, not a right. Team members are subject to removal or suspension from any team at the coach's discretion.*

### **Athletic Eligibility Requirements**

1. Scholastic: must pass three (3) subjects during the previous semester and meet local promotion standards.
2. Attendance: must have attended no less than 85% of the previous semester.
3. Age: must not turn 19 on or before October 16.
4. Insurance and Physical: must have school insurance or proof of insurance and a certified physical examination.

## High School Discipline Code

Please see the *2011 UCPS High School Student Handbook* for the “Code of Student Conduct” under Board of Education Policy 4-3b.

### SKIPPING AND TRUANCY

**Skipping and Truancy are not tolerated.**

**Skipping class** (being in an unauthorized area on campus during class time) will result in parent notification and immediate placement in:

- **ISS (in school suspension) for 1 day for the 1st offense**
- **ISS for 2 days for the 2nd offense**
- **SATURDAY SCHOOL for the 3rd offense**
- **OSS (out of school suspension) for the 4th offense**

**Truancy** (coming to school and leaving without permission or willfully NOT attending) will result in parent and legal authority notification and the following:

- **0-3 days suspension and principal discretion for further action for the 1st offense**
- **1-5 days suspension for 2<sup>nd</sup> offense**

*NOTE: Truancy is a legal issue and will result in court proceeding. The administration reserves the right to modify consequences on a case-by-case basis whenever appropriate.*

### TARDY POLICY

At Cuthbertson High School, we believe that teachers have a right to teach and students have a right to learn. Instructional time must be protected and without interruption in order to assure that quality teaching and learning are taking place in every classroom every day. To assure this at Cuthbertson High School, we will utilize a comprehensive “Lockout” program with students who are late to class.

All students are expected to be in their classrooms and ready to receive instruction before the tardy bell rings for each class. Following the tardy bell, students who are not in class for an unexcused reason must report immediately to a teacher on hall duty for a lockout admit pass. Only students with a note from faculty, administration, or the attendance office or students with a Lockout Admit Pass will be admitted after the tardy bell rings.

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

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

- 1<sup>st</sup> Lockout** Warning / No other punishment
- 2<sup>nd</sup> Lockout** Warning / Parent Contact
- 3<sup>rd</sup> Lockout** One (1) day of After School Detention (ASD) and Parent Contact
- 4<sup>th</sup> Lockout** Two (2) days of After School Detention (ASD) and Parent Contact
- 5<sup>th</sup> Lockout** One (1) day of In-School Suspension (ISS) and Parent Contact
- 6<sup>th</sup> Lockout** Saturday School and Parent Contact
- 7<sup>th</sup> Lockout** Out of School Suspension (OSS) and Parent Contact
- 8<sup>th</sup> Lockout** Restart Lockout process at the 3rd Lockout Level/Parent Contact

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

#### **LOCKOUT NOTES**

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

#### **HALL PASSES**

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

**Any act clearly intended to disrupt school.** No student shall purposely disrupt the lawful function of the school or its special activities, events, trips, or performances. In the classroom, no student shall impair the teaching/learning process. No student shall engage in behavior which is detrimental to the progress, function or purpose of any school activity or event, or infringe on the rights of other students, faculty, spectators, or public.

**Dress code.** The administration recognizes that the First Amendment to the Constitution of the United States respects a student's right to choose his or her

style of dress or appearance. However, if a student's dress or appearance is so unusual, inappropriate, or lacking in cleanliness that it disrupts the learning environment; the student may be required to change the offending dress or appearance. Clothing that attracts undue attention to the body's form or contour is inappropriate for school. Students are responsible, therefore, for exercising good judgment in dress and grooming. The following are guidelines for high school dress, but are not limited to these:

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

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

**Out of class or out of school for any part of the day without permission.** No student shall be out of class or miss any part of the school day that violates local school policy on attendance (skipping). State regulations do not allow parents to give students permission to miss any school time for unlawful reasons.

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

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

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

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

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

**Cell Phones, MP3 Players, IPOD's, and CD Players.** Per UCPS Policy, the use of cellular phones, CD players, IPOD's, MP3 players, and DVD players is prohibited on campus from the first bell of the day through the last dismissal bell. IPODs may be allowed on school grounds during the instructional day when used as an instructional tool under the guidance of the classroom teacher during direct teacher-specified classes and classroom activities. Cell phones must be off and out of sight (in book bag, pocket, or purse) at all times. Use of a cell phone is defined as phone ringing, talking on phone, taking pictures, and text messaging. These items may be kept on campus in a locked vehicle without violating school policy. School is not responsible for loss or damage of any of the above-named items.

**1<sup>st</sup> Offense:** Confiscate items and return only to parents. If use of cell phone results in violation of other policies, further discipline may be applied. The principal will refer to school counselor and contact parent.

**2<sup>nd</sup> Offense:** Parent conference required and may include 1 day of ISS, ASD, or Saturday School. The principal will refer to school counselor and contact parent.

**3<sup>rd</sup> Offense:** Parent conference required and may include 1 day of ISS, ASD, or Saturday School and cannot bring item to school for remainder of the school year. The principal will also refer to school counselor.

**Cheating/plagiarism.** Students will refrain from copying, using, or otherwise claiming work of others to be their own. Students shall not cheat on tests/examinations, copy the work of another, or complete any type of academic assignment in a dishonest or deceptive manner. Students will be given a grade of zero (0) on the work for the first offense, and a parent conference will be initiated by the teacher. A discipline referral to the administration will occur for subsequent offenses that may include out of school suspension (OSS).

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

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

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

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

**Use of computers/Internet.** The use of computers at school is a privilege and should be used for educational purposes. The misuse of computers/Internet will result in disciplinary action that could include suspension and/or limitations placed on student internet access. Examples include, but are not limited to:

- Inappropriate use of the internet.
- Sending messages across the network.
- Any tampering with any hardware or software.

**Violation of school policy not specifically addressed.** The faculty, administration, and staff of Cuthbertson High School have the responsibility to

provide a safe and orderly learning environment. Students are subject to disciplinary action for any disruptive behavior that detracts from the safe and orderly environment even if not specifically mentioned in these guidelines. The administration reserves the right to modify or amend the policies contained herein as it deems appropriate to fulfill this responsibility.

#### **After School Detention (ASD)**

Afternoon detention is held from 3:00 p.m. to 4:00 p.m. Students are given one day's notice to arrange transportation. Students who fail or refuse to report for detention are assigned to Saturday School. Saturday School is held on Saturday mornings from 9:00 a.m. to 11:00 a.m. Students should report prepared to work. Failure to report as assigned will result in out-of-school suspension.

#### **In-School Suspension (ISS)**

The philosophy at Cuthbertson High School states that students should be in class as much as possible to facilitate the learning experience. Therefore, In-School Suspension will be assigned sparingly and only in those cases where a student's behavior is disruptive to the point that it impairs the ability of other students to learn. Students assigned to ISS will report to a designated classroom under the supervision of a staff member. Students must complete academic work.

#### **Levels of Consequences addressing non-compliance to guidelines**

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

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