

Cumberland Polytechnic High School
Daniel Krumanocker, Principal

Introduction

Please read this student handbook carefully because it explains the rules and regulations of Cumberland Polytechnic High School. The administration will assume all students and parents understand the material upon receiving it. It will be the responsibility of each student to secure a copy of this handbook for easy referral should questions arise. The school will provide each student with (1) one copy of the student handbook, at the beginning of the year. It may be necessary from time to time to add or change policies and statements contained in this handbook.

DISCRIMINATORY STATEMENT FROM CUMBERLAND COUNTY BOARD OF EDUCATION

It is the policy of the Cumberland County Public School System not to discriminate on the basis of race, ethnic origin, gender, or disability in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA).

DISCLAIMER STATEMENT

These rules are effective July 2016, however, some changes may occur. Students will be notified of any changes either through announcements or written handouts and will be held responsible for knowledge thereof.

Daily Class Schedule

| | | |
|-----------------------------|--------------|--------------|
| 1 st Period | 7:30 | 9:00 |
| 2 nd Period | 9:05 | 10:35 |
| Homeroom | 10:40 | 10:50 |
| 3 rd Period | 10:55 | 12:55 |
| 1st Lunch | 11:00 | 11:25 |
| 2nd Lunch | 11:30 | 11:55 |
| 3rd Lunch | 12:00 | 12:25 |
| 4th Lunch | 12:30 | 12:55 |
| 4 th Period | 1:00 | 2:30 |

Fayetteville Technical Community College/Supervision and Student Safety Procedures

1. All students will go to Homeroom at Cumberland Polytechnic High School each day, including seniors, attendance will be taken.
2. Early check-outs will sign out through the main office.
3. Students are expected to attend all FTCC classes as scheduled. A record of all FTCC student class schedules will remain on file in the office of the principal.
4. All freshman will remain in the area assigned to Cumberland Polytechnic High School at all times, unless they have an approved pass signed by the principal.
5. During their sophomore year students will be scheduled to take their first FTCC class, outside of the assigned Cumberland Polytechnic High School campus.
6. Students will remain in the Student Resource Center (Room 224) when between CPHS classes and/or FTCC classes. A schedule for usage of the Student Resource Center will be provided.
7. Homework Center will be held after school Tuesday thru Friday from 230PM to 400PM., locations will be announced, as well as closures.
8. FTCC has campus police/security, they will assist and provide an ongoing presence to make sure students are safe and following procedures.
9. Students can only be at FTCC/CPHS on the weekends/holidays without written consent from the principal and supervising teacher.

General Information

Telephone

The office telephone is for office use and emergency use only. Cellular telephones will be confiscated when used by students without permission. Please make pick up arrangements with your parents/guardians prior to coming to school. The school telephone will not be used to call parents for personal reasons.

Posters and Pictures

All posters, announcements, parent letters, etc., must be approved by administration prior to being displayed or sent home. Posters are not to be displayed on any wood surface (doors), entrance windows, or murals; they must be removed promptly after event is over, or they will be taken down and destroyed.

Flowers or Balloons

Students will **not** be permitted to receive flowers or balloons at school. This delivery causes a disruption of school and a safety problem on buses. The school will not accept the delivery of flowers or balloons. Also, students may **not bring** flowers or balloons on campus.

Accidents

Report all accidents to the teacher if you are injured in the classroom or on campus. Report to the office any injuries. Athletic injuries are to be reported to the PE teacher at the time of the accident. If medical attention is needed, parents will be notified immediately and the correct procedure for your injury will be followed.

Assembly Programs

From time to time assemblies will be held. When this occurs, teachers and students will be notified of any changes in daily schedule.

1. A variety of assembly programs will be held throughout the school year.
2. Students must sit in the assigned area with their classroom teacher. During academic PEP rally assemblies, students will sit by class.
3. Students will refrain from inappropriate behavior to include: booing, whistling, or other acts of disrespect. There will be no talking when someone is addressing the audience. Assemblies will be held in various locations on the campus of FTCC, this way students will become familiar with the campus and campus life. Students stand and exit quietly when dismissed.

Lockers

All students must purchase a Cumberland Polytechnic High School lock. The cost will be \$7. Homeroom teachers will assign student lockers. No writing, stickers, or insignia are permitted on or in lockers. A lock must be on all lockers assigned at all times. Lockers without locks will be secured by administration. Only one student will be permitted to use a locker. No sharing of lockers is allowed. The school or administration will not be responsible for lost or stolen items in lockers including textbooks. Students must pay for any lost or stolen books. The best practice is not to bring valuable items to school. Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by the school authorities for any reason at any time without notice, without student consent, and without a search warrant. There is a \$2.00 fee to cut a lock off a locker payable to the office before a lock will be cut.

Loitering

Loitering is when students hang around/on campus at any school after the close of the school day without a specific need or supervision. Students who do not leave when instructed to do so will be charged with loitering. Students are not permitted to loiter on school property after school, before school, or on non-school days. Students are NOT to be on the school campus after 2:45 p.m. unless they are under the direct supervision of a staff member. Students must restrict themselves to the area assigned by the teacher for the particular project involved. Failure to observe this rule may result in loss of privileges. Students staying after school FOR ANY REASON will be instructed to attend a tutoring session or a supervised setting. There will be no after school activities scheduled on any Monday.

Textbooks

Textbooks are issued free of charge to each student. Students will be responsible for paying for any textbooks that are lost, stolen, or damaged. Fines for lost, stolen, or damaged textbooks must be paid in cash. It is Mandatory that these fees and fines are paid each year. Final Report Cards will be held each year for any outstanding fines or fees. Diplomas are held for those seniors who owe outstanding fines or fees incurred from the 9th grade to the present. Textbooks for FTCC classes during the regular school year are free for students. Students who choose to sign up for summer classes offered by FTCC will incur an administrative fee and textbook fee, the class itself will have no charge for students.

Medication

Medications cannot be given at school unless prescribed by a physician. The following procedures will be utilized by all school personnel:

- ❖ All medication, including aspirin, Tylenol, cough syrup, etc., to be administered by school personnel must have written directions by a physician.
- ❖ **Parents must fill out a medication form** as required by Board Policy (Physician's School Medication Form).
- ❖ Medication must be in the original container prepared by the pharmacist which includes name, dosage, instructions, and storage information.
- ❖ Students may not carry medications on their persons unless instructions from the doctor specifically say the student needs the medication with him/her. Example: Inhalers, bee sting kits.
- ❖ Students are to take all medication to the front office upon their arrival to school. Students found to be carrying drugs on school property are subject to disciplinary action. Medication will be kept in front office during the day and can be picked up after school.
- ❖ A log will be kept on all medications dispensed at school.

Health Room

No health room is provided to care for emergency illness or accidents. Students who are ill should go home for medical care. If a student feels ill, his/her teacher will notify the office to contact a parent. The student must remain in the classroom while awaiting a parent to come for him/her. Absolutely no medication, including aspirin, will be given out by school personnel. If the school cannot contact a parent the student will be sent back to class unless the school nurse (when available) diagnoses serious illness. Please make sure the school has information on file where a parent, guardian, or emergency contact can be reached during school hours.

Fire Drill and Bomb Threat

When the fire drill bell sounds (a continuous long ring), students should immediately leave the building by the appropriate fire exit route. Students should be quiet and exit in a straight line to the outdoor field. Routes are posted in each room. Students and staff return to the building when the return bell has rung. Senate Bill 621 - Amended G.S. 14-286 To Read As Follows: 14-286 Giving False Alarm; Molesting Fire Alarm System "It shall be unlawful for any person or person to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, or to break the glass key protector, or pull the slide arm, or lever of any station or signal box of any fire alarm system, except in the case of fire or (willfully misuse or damage a portable fire extinguisher) or in any way to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, (fire detection, smoke detection fire extinguishing) system. Any person violating any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00), imprisonment for not more than six months or both." FTCC campus police will investigate and pursue all matters of this nature as well.

Tornado drill bells are short and choppy rings. Students and staff should crouch near a wall, in their assigned area, away from windows, until the bell rings to sound the end of the drill.

Areas Off Limits

All Parking lots -from the beginning to the end of school, students may not go to their personal vehicle without permission from an administrator.

Classroom areas - during lunch (including hallways)

Lockers – during lunch

Faculty lounge - Room 226, no students are permitted in this room.

FTCC Campus – any area that a student does not have an assigned class or school business (library passes will be issued). No student will be permitted on the FTCC Campus anywhere anytime on weekends and holidays without a supervising teacher and written consent from the principal.

Hall Passes

All students must have a planner when traveling through any part of the building/campus while school is in session. Going to a locker, getting a drink of water, etc., should be done before class. These are not considered legitimate reasons to leave the room. Students will be expected to carry their planners with them at all times. If a planner is lost or stolen, an \$8.00 fee

will be charged for a replacement.

Cafeteria

There are designated lunch periods and students must eat during the lunch period assigned. After eating a meal, students must return trays to drop off point and put trash in receptacles. Any trays or trash willfully left on the table could result in disciplinary action. There will be supervision in cafeteria at all times.

Lunches

1. During their lunch period, students are only allowed to be in the cafeteria and designated places. Hallways (including lockers) will be OFF LIMITS.
2. Lunch periods are closed to all visitors except those persons who are on campus for official business. Students may consume food outside the cafeteria during lunch period only in designated places. Delivered food from outside restaurants is not allowed. Students may not leave the campus during lunch to go home to eat or eat off campus. Students that leave will be considered skipping and will be subjected to disciplinary action and/or revoking of parking privileges. Parents are welcome to come and eat lunch with their child (ren) at any time.
3. Prices for Cafeteria Meals:
Breakfast: \$.90
Lunch: \$2.15
Reduced \$.40

Campus Visitors

No student at any time between 7:00 a.m. and 2:45 p.m. may bring guests or non-students on campus. This specifically includes, but is not limited to, pre-school children, out-of-town friends or relatives, and non-student relatives, or any non-student regardless of age. They may be charged with trespassing and issued a citation. Anyone visiting Cumberland Polytechnic High School campus must check in with the front office.

Media Center

Students present in the media center will be expected to conduct themselves in a quiet and orderly manner. Failure to do so may result in suspension of library privileges. Students must present a signed agenda (hall pass) from a teacher in order to be admitted to the media center. The library has a wide range of resources including books, references, magazines, filmstrips, videos, and records. The following procedures help the library run smoothly for the benefit of all students:

1. Students will have access to the FTCC Library.
2. Students will be expected to adhere to the policies and procedures of FTCC.
3. Students will be given an orientation to all library services and rules at the start of the school year.

Yearbook

The Cumberland Polytechnic yearbook, *The Vita*, includes pictures of the entire student body, faculty, teams, organizations, and a variety of school activities. Announcements will be made as to the dates of scheduled pictures. Order your yearbook early to insure one is reserved for you.

Driver License Certificate

In order for a student to obtain a Driving Eligibility certificate, each student must be currently enrolled in school, making adequate progress (passing 6 of 8 classes), and have good attendance (90%). Also, each student must provide to the school Data Manager a copy of his/her birth certificate and Drivers' Education certificate. Driving eligibility is monitored at the end of the first semester and at the end of the year. Issuing all certificates is based on students' grades during these periods of times. Students choosing to drop out of school are in jeopardy of losing their permit or license if issued after December 1, 1997. This rule also applies to students in school and who do not maintain adequate progress.

School Resource Officer Program/FTCC Campus Security

The School Resource Officer (SRO) program is designed to provide a liaison between school and law enforcement. The major purposes of the program are to facilitate communications and foster positive relationships. Cumberland Polytechnic High School will have a shared SRO (shared with Terry Sanford High School) assigned to the school, however FTCC Campus Security will address and respond first to all emergencies.

Promotion Requirements

PROMOTION FROM 9TH TO 10TH GRADE: Students must pass a minimum of six (6) units of course credits. One (1) of these units must be in English

PROMOTION FROM 10TH TO 11TH GRADE: Students must pass a minimum of thirteen (13) units of course credit in grades 9 and 10. Two (2) of these units must be in English.

PROMOTION FROM 11TH TO 12TH GRADE: Students must pass a minimum of twenty (20) units of course credit in grades 9, 10, and 11. Three (3) of these must be in English.

Note: The final report card will be mailed home.

Quarter grades will not be given for any student until that reporting period has ended. A student's report card shall not be marked promoted unless he/she has completed the entire school year.

In cases where credentials are not in order, outstanding debts have not been paid, and/or all discipline has not been resolved, report cards will be held.

Counseling Center

Our counselor is available to help students with school and personal problems through educational, vocational, personal counseling, and referral agencies. Students are seen through self-referral, teacher referral, parent referral, or by appointment.

The Guidance Curriculum offers a developmental approach covering specific topics including the following: Orientation to Grade Level; Self-Awareness Concepts; Social Issues; Decision-Making Skills; and Career-Job Ready Skills.

Parents are an important component of the learning process and progress of their children and are encouraged to meet with their child's counselor early in the school year. It is especially important to have this meeting at the beginning of the freshman and senior years of high school.

Schedule and Schedule Changes

Students are to follow the schedule of classes assigned to them. There are only two (2) reasons for which schedule changes may be granted. They are as follows:

1. Incorrect academic placement (for example, student enrolled in Math III and should be in Math II or a senior who needs a class to meet graduation requirements).
2. Administrative purposes (for example, to balance class sizes and/or create classes or sections).

End-of-Course Testing

The North Carolina End-of-Course Tests are high school subject area tests designed to provide information about each student's performance relative to that of other students in North Carolina. Goals and objectives for tests are specified in the Standard Course of Study. The State Board of Education requires that individual student scores on end-of-course tests become part of the student's permanent record and high school transcript. All final exams count as 20% of the student's final grade.

Report Cards / Progress Reports

Students receive computerized progress reports and report cards each 4 ½-week period. Students are responsible for getting this information to their parents. The students and parents should always check progress reports and report cards very carefully. Report any errors immediately to the teacher concerned. Any grade issued an Incomplete (I) through FTCC will be designated as F on the high school report card until FTCC issues a grade change. **Only Final Report Cards will be mailed home. Final Report Cards will be held at the end of the year for any students who owe fines/fees.**

Grading Scale

| | |
|--------------------|---|
| 90- 100 | A |
| 80 - 89 | B |
| 70 - 79 | C |
| 60 - 69 | D |
| 59 and below | F |

Tutorial Services

Teachers will offer tutorial services at their discretion or at the direction of administration. Students who desire tutoring should speak with their teacher to schedule a session or sessions. FTCC also has additional tutoring services available to all student in the FTCC Library.

College Requirements

High school students will take the ACT in the spring semester of the junior year. The SAT should be taken either in the spring of the junior year or in the fall of the senior year. It is recommended that students have completed or currently are taking Algebra II before taking the SAT. Scores may be forwarded directly to the admissions officer of the campus applied to by the agency that administers the test. Students unable to pay the fee for the test may request a waiver through their high school counselor.

In reviewing applications, admissions officers will consider applicants' high school courses taken and grades received, class and or grade point average ACT or SAT scores, extracurricular activities, and recommendations.

North Carolina Public Universities

Minimum Admissions Requirements to the 16 Institutions of the University of North Carolina are as follows:

Units of Credit

| | |
|---|--|
| 4 | English |
| 4 | Mathematics (Algebra I, Geometry, Algebra II or one unit of advanced mathematics) |
| 3 | Science (Biology, Chemistry, Physics, or one other advanced science in lieu of Physics) |
| 3 | Social Studies (Government/Economics, US History, one world studies course) |
| 2 | Foreign Languages |
| 1 | Health/Physical Education |
| | Electives |

Individual constituent institutions may require other courses in addition to the minimum requirement and, therefore, prospective students should refer to catalogs and contact the admissions offices of an institution to which they planned to apply.

College Student Athletics

All student-athletes must register with the NCAA Initial-Eligibility Clearinghouse at www.ncaaclearinghouse.net

CEEB or High School Code: 341-327

Student Code of Conduct

As a student of Cumberland Polytechnic High School you will be expected to follow the Cumberland County Schools Student Code of Conduct at all times, while on the campus of FTCC. Violations can result in students being short or long-term suspended and returned to their home school. Students returned to their home school for disciplinary reasons will be given the opportunity to re-apply to Cumberland Polytechnic High School in subsequent years. Cumberland Polytechnic High School students will also need to familiarize themselves with the Fayetteville Technical Community College Handbook - *Student Code of Conduct because*, serious violations of the Fayetteville Technical Community College Student Code of Conduct may also result in the consequences prescribed in the code of conduct and when merited, returned to their home school.

Expectations of Excellence

Expectations of excellence by students will be exhibited by:

1. Being respectful to faculty and staff members at all times.
2. Following the school schedule and attend **all** classes **on time**.
3. Obeying school bus rules.
4. Refraining from the use of profanity and obscene language.
5. Obtaining permission from an administrator before leaving school, and always follow proper check-in/out procedures.
6. Avoiding dishonesty in any form.
7. Refraining from smoking or possessing cigarettes, lighter, matches, or other tobacco products.
8. Avoiding confrontations (verbal or physical).
9. Eating all food in cafeteria or designated areas only.

10. Avoiding littering on school property.
11. Refraining from over familiarity (public displays of affection) on school campus.
12. Refraining from being in the parking lot from 7:30 a.m. until 2:30 p.m.

School Dress Code

School dress contributes to school atmosphere. A clean, neat, appropriately dressed student advertises the fact that he/she respects himself/herself in a way designed to win respect from others. Students are earnestly advised to dress with good taste and in doing so contribute to the general pride of the school. As such, the following items are prohibited for dress at Cumberland Polytechnic High School **and** while students attend classes at FTCC:

1. Tank tops (female and male) and any other style of clothing which is sleeveless (female and male). T-shirts with sleeves must be worn under basketball jerseys.
2. Shorts, skirts or dresses that do not meet the requirement of **1" above the knee** if worn with nothing underneath
3. Skirts and dresses that are no more than 3" above the knees may be worn **only if worn with leggings that are not see-through**. Tights are NOT included in this rule.
4. Pants with holes, cutouts or writing across the buttocks
5. Bandannas, hats, toboggans, hoods, sweatbands, do-rags, or any other head coverings (male or female)
6. Sheer, see-through shirts, and Belly shirts
7. Sleep attire to include bedroom slippers and house shoes
8. Clothing that shows cleavage
9. See through tops or bottoms
10. Inappropriate emblems, signs, or language on clothing
11. Wallet chains or chains on clothing
12. Sunglasses and/or hats worn indoors
13. Pants that sag beneath the waistline
14. Off the shoulder shirts/dresses
15. Yoga, aerobics, or other exercise pants that are tight fitting (fleece sweatpants are permissible)
16. Costumes or props (tiaras, fuzzy animal ears, etc.)
17. Any other attire deemed inappropriate by administration.

When a student fails to use good taste or judgment, the teacher will direct the student to the office for appropriate action. The administration and faculty reserve the right to establish whatever standards seem to be most desirable.

1. Decency
2. Neatness
3. Cleanliness
4. Suitability for school
5. Safety

Electronic Items

The use of electronic devices or equipment is only allowed on school grounds during breakfast and lunch periods. Cumberland Polytechnic High School is not responsible for lost or stolen items. Any student found in possession of any electronic device at an inappropriate time will be subject to disciplinary action. The forbidden items will be confiscated and will not be returned except to a parent/guardian. Items not picked up by a parent/guardian by the end of the school year become the property of Cumberland Polytechnic High School.

Selling or Soliciting on School Campus

No student is allowed to sell any items or to solicit business for individual or any group for any reason without the consent of the principal.

Parking Policy

The privilege of parking a personal vehicle on school property may be exercised only after the student has met all the requirements established by the Cumberland County School Board of Education and the school principal. The FTCC fee students pay cover your parking permit fees students may park in the student parking lot only. The student parking lot is next to the Continuing Education (Neill Curry) building. Cars parked in undesignated areas are subject to being towed away at the owner's expense. Neither Fayetteville Tech, the school nor the school system is responsible for loss due to fire, theft, or accident relative to personal vehicles on school grounds. Students are not to be in the parking lot or in parked cars at unauthorized times during the day. The playing of loud music in the parking lot is prohibited. A student shall not exceed a maximum speed of 10 miles per hour when driving on school property. Students arriving in class after 7:30 a.m. without a valid reason could lose their driving privilege. Violation of the above rules or use of the car to violate any school rules could result in permanent suspension of school parking privileges and a report will be filed with FTCC campus security. The first offense or violation of parking privileges will result in an automatic loss of driving/parking privileges for a minimum of two weeks. If students follow the rules, driving and parking privileges on school campus will remain protected. Remember: the wearing of seat belts is mandatory in North Carolina.

Bus Transportation

School buses and activity buses are state property and are the means of transportation provided by the state. Students who ride the buses are expected to conduct themselves in an orderly manner. Riding the bus to school is a privilege and not an inherent right. Please understand that bus rules not only apply to being on the bus, but extend to cover students until they arrive home. The school principal, assistant principal's, or principal's designee have the authority to suspend pupils from riding the bus for the following infractions as well as any others announced during the year:

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity, or refusing to obey the instructions of school authorities or bus driver while riding the bus.
3. Tampering with a school bus.
4. Refusing to meet the bus at designated stops.
5. Unauthorized leaving of the bus when en-route from home to school or vice versa.
6. Violation of Cumberland County School Board rules and Howard Health & Life Sciences High School rules.
7. Playing, throwing trash or paper, or other objects while the bus is in operation.
8. Failure to observe established safety rules and regulations.
9. Eating/drinking on the bus.

The bus driver has full charge over all pupils riding his/her bus. Suspension from the bus may last from one day through the remainder of the school year, depending on the nature of the offense. Students tardy to school because of a late bus will be permitted to eat breakfast and/or enter class without penalty.

Search and Seizure

A. School property - Desks, lockers, and other equipment at any school belong to the School District and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable suspicion that some substance or other material is contained therein which is illegal, harmful to the safety of the student, or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

B. Cumberland Polytechnic High School reserves the right to conduct random school wide searches to maintain a safe and orderly environment. The searches may be conducted using the following methods:

- metal detectors
- canine searches
- locker checks

C. Students' Person - The Board of Education authorizes teachers and administrative personnel who have reasonable suspicion that a student(s) is/are in possession of a weapon, illegal drugs, tobacco, matches, lighters, or other items harmful to the student or students or to the welfare of the student body to search the person of said student(s) under the following conditions:

1. Any such action shall not be taken unless there is a reasonable suspicion, which can be substantiated if necessary.
2. Such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s).

**** A parent must pick up confiscated items. The school will not be responsible for any item confiscated.**

Safe and Drug Free School

In an effort to create in each of our schools an environment highly conducive to learning and in compliance with the Safe and Drug-Free Schools Act of 1994 - Title IV, Cumberland County Schools will provide comprehensive, age appropriate, developmentally based drug and violence prevention education for all students.

Lost and Found

Students who find lost articles are asked to take them to the office where the owner can claim them.

Attendance Policy

General Requirements

The Cumberland County Board of Education believes that *regular* and *punctual* attendance at school is imperative for educational success. Students are expected to be in school each day unless ill or unable to attend due to an unavoidable reason. The Board further believes that there is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned and taught by teachers.

Cumberland County Schools has high expectations for student achievement. In order for students to meet these expectations it is critical that we protect instructional time. Repeated absences and check in/outs will accrue and can result in possible negative consequences such as lower grades, retention, visit from truancy personnel, notice to DSS and/or law enforcement, and court action.

The primary responsibility for school attendance rests with students and parents. Schools, however, have the responsibility for properly recording absenteeism and tardiness, notifying parents when needed, and discouraging excessive absences in accordance with state law. The Board seeks the full cooperation from parents in promoting good attendance punctuality. In particular:

1. Medical and dental appointments should be scheduled after school hours except in cases of emergency.
2. Family vacations should be taken during school vacation and recess periods. No student will be excused from regular school to take private lessons in music, art, dance, or any other area without prior approval of the superintendent's office.

Required Attendance

NC General Statute 115C-378 requires that students attend school 180 days, unless absence is unavoidable. Compulsory Attendance Laws for the State of NC apply. In order to be considered in attendance, a student must be present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending a school activity which has been officially authorized under the policies of the Board of Education. Such activities may include field trips, athletic contest, student conventions, musical festivals, or any similar approved activity. A student shall be present at least one-half of the school instructional day in order to be recorded present for the day (210 minutes).

For high schools, an excessive number of absences in classes are more than nine (9) per term per class period. Any student who incurs more than 9 absences per term may be in jeopardy of failing the class due to attendance. Students who are absent ten consecutive days without notifying the school will be dropped from the roll. Students under 16 will be turned over to the district attendance office. Parents must accompany student when re-enrolling.

Lawful, Excused Absences

Pursuant to state law and the rules and regulations of the NC Department of Public Instruction, the following shall constitute a lawful excused absence, provided satisfactory evidence is given to the appropriate official.

1. Illness or injury
2. Quarantine
3. Death in the immediate family
4. Medical or dental appointments
5. Court or administrative proceedings
6. Religious observance

A note must be turned into student's homeroom teacher explaining absence with parent's signature and phone number immediately upon return to school. Note may be verified.

Unexcused Absences

Absences for reasons other than those listed above may be deemed unexcused. Unexcused absences include, but are not limited to, missing the bus, oversleeping, vacation, inclement weather, baby-sitting, working at a location other than the home or farm, suspension, etc.

Assignments for Absentees

Upon returning to school, it is the responsibility of the student to contact each teacher for work missed during the absence. The work and time must be completed according to the attendance policy and the teacher's' requirements.

Make-up Work

Make-up work will be available when a student is absent. Make-up work may be specific material missed by a student or it may be of a reinforcement or enrichment nature. Responsibility for completing make-up work rests with the student. Make-up work does not have to be the same as the work that was missed. Completed make-up work shall be done within five (5) days of the student's return to school.

Detention Hall

Detention can only be assigned to a student by a teacher or an administrator and will be in writing. It will not be served at the discretion of the student. Detention is a closed setting under the supervision of authorized school personnel for students who violate the established school rules. Students will be granted at least 24 hours to make the necessary arrangements. Students with medical appointments scheduled the same day as their detention must:

(1) notify the administration in advance and (2) bring a statement from the physician/dentist or employer verifying this appointment. The only person to change/release a student's detention assignment is the administrator or teacher who made the assignment.

Checking Into School

Any student checking in after the start of the school day must report to the front office. The tardiness is excused only when students are signed in by their parents. When students check themselves in at the front desk, the following disciplinary procedures will be followed. A note from a doctor may be submitted in lieu of parent signature if a student had an appointment for that morning. Excessive unexcused check-ins may result in disciplinary action.

Checking Out of School

1. Students must be present for one-half of a regular school day in order to be eligible to participate in any school activity or event.
2. Students must be checked out of school by a parent/guardian. Students may not check themselves out of school, regardless of grade level.

Tardiness to Class

Being punctual is a positive work habit. Each teacher will define late to class for each individual class. Being absent for more than half a class will be considered an absence. Teachers reserve the right to address the first three (3) tardies. The fourth (4) tardy will result in a referral to an administrator. Periodic hall sweeps will be conducted at the discretion of the administration.

Skipping Class or School

Truancy or skipping class is defined as not attending a particular class or classes without official permission. Skipping class may result in suspension from school. Skipping school may involve one or more of the following:

1. Unauthorized absences from one or more classes during the school day.
2. Leaving the school campus for any reason any time to include lunch without authorization and/or properly signing out.
3. Absence from school without parental permission and/or knowledge.
4. Found in hallway without pass can be considered skipping if student has not been to class 10 minutes after bell has rung.

Parent Notification

When a student is unlawfully absent from a class the third (3rd) time, the principal or his/her designee shall notify the parent, guardian, or custodian of the student's absence. The parent/guardian will again be notified when a student is unlawfully absent from class the sixth (6th) time and (10th) time.

Student Services Team

The Student Services Team (SST) will identify behaviors which impede student learning, seek to identify potential "at-risk" students as evidenced by performance in Algebra I and English I classes, and provide assistance to help students become successful members of the school community. The SST will determine the most appropriate action for meeting the needs of each student considered.

Disabilities Act

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district ADA/Section 504 Coordinator:

Natasha Scott
Cumberland County Schools
PO Box 2357
Fayetteville, NC 28302
678-2430

NOTICE TO PARENTS

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other

than the parents or the student is limited and generally requires prior consent by the parents of the student.

Copies of this policy may be found in the office of the Superintendent and in the Principal's office of each school within the Cumberland County School System.

Complaints about failures of school personnel to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Federal Building No. 10, 600 Independence Avenue, SW, Washington, D.C. 20202.

ATHLETICS

Students may not wear athletic uniforms to school during the school day. Students may check out up to an hour early in order to change into their athletic uniforms and participate in their sport.

INTERNET USE POLICY

Internet access is now available to students and teachers in the Cumberland County Schools. The goal of the school system in providing this service is to facilitate resource sharing, innovation, and communication that are consistent with the educational objectives of the State of North Carolina and the Cumberland County Schools. Access includes local, national, and international connections to:

- libraries, companies, agencies and businesses;
- discussion groups on a variety of subjects;
- information news services;
- electronic mail communication.

Responsibilities of Staff Members: It is expected that faculty members in Cumberland County Schools will use the Internet for instructional purposes. Faculty members should maintain the highest ethical behavior in using the Internet and should promote that behavior among students. Staff members will:

1. Make every attempt to maintain the curricular focus of Internet use by locating and directing students toward worthwhile sites on the Internet.
2. Supervise student use.
3. Ensure that all student users have signed permission slips from a parent or guardian.
4. Model and provide instruction in the ethical and appropriate use of the Internet in a proper school setting as provided in the following guidelines.
5. Follow the same criteria for Internet resources that are operable for all instructional materials under the Cumberland County Schools Selection Policy.

Responsibilities of Students.

Students will:

1. Learn and follow the Guidelines set forth in this Internet Use Policy.
2. Return Internet Use Agreement form signed by the student and a parent or guardian stating that they agree that student will adhere to all guidelines and assume responsibility for his/her own actions.

Guidelines for Internet Use

1. Acceptable use: Cumberland County Schools' networks are to be used in a responsible, efficient and legal manner and must be in support of the educational objectives of the Cumberland County Schools and the N.C. Standard Course of Study. Transmission of any material in violation of any federal or state regulation is prohibited.

All Rules of the Cumberland County Schools' Student Code of Conduct apply, but are not limited to, the following:

•Violating copyright laws •Forwarding personal communications without the author's prior consent •Using threatening or obscene material •Distributing material for commercial purposes •providing political or campaign information

1. **Netiquette Rules:** Users must abide by network etiquette rules. These rules include, but are not limited to, the following:

•Be polite •Use appropriate language – swearing, using vulgarities, or any other abusive language is inappropriate
•Never reveal your personal address or telephone number or those of anyone else •Never reveal credit or checking account information or social security number across Internet •Do not disrupt the use of the network •Do not attempt to gain unauthorized access to system programs or computer equipment •Assume that all communications and information accessible via the network are private property

2. **Acceptable Use:** Internet use must support the educational objectives of Cumberland County School System. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

3. **Privileges:** The use of the Internet at a Cumberland County School site is a privilege, not a right. Inappropriate use will result in limitation or cancellation of user privileges and possible school disciplinary action.

4. **Disclaimer:** The Cumberland County Schools will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information.

5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. Attempts to login to the system as any other user or to share a password will result in cancellation of user privileges. If a security problem is identified, notify the system administrator at the school. Do not demonstrate the problem to other users. Note that electronic mail is not guaranteed to be private; system operators have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.

6. **Vandalism:** Vandalism will result in cancellation of user privileges and school disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment, programs, and/or data of anyone connected to the server and/or the Internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

7. **Privacy:** Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not assume that files stored on servers and hard drives of individual computers would always be private.