

TERRY SANFORD HIGH SCHOOL 2023-2024 STUDENT HANDBOOK

2301 FORT BRAGG ROAD
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CCS WEBSITE: WWW.CCS.K12.NC.US
TSHS WEBSITE: WWW.TSHS.CCS.K12.NC.US

Name: _____

Homeroom: _____

Email Address: _____

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 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 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 Ave., S.W., Washington, DC 20202.

Section 504/Americans with 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. The schools will endeavor to locate and identify disabled persons ages three through twenty; a free appropriate public education will be provided to qualified handicapped individuals.

Compliance with the requirements of Section 504/ADA is coordinated by:

Cumberland County Schools
P.O. Box 2357
Fayetteville, NC 28302
Phone: 678-2300

Nondiscrimination Statement

It is the policy of the Cumberland County Public School System and Reid Ross Classical not to discriminate on the basis of race, ethnic origin, sex, 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 of the 1990 Americans Disabilities Act (ADA).

The Cumberland County School System does not discriminate in the employment or promotion of individuals on the basis of race, color, religion, age, national origin, sex, or disability.

Alma Mater

Alma Mater

Hail to Terry Sanford High
School Thee we'll always love,
Always hear thy praises ringing,
Ringing from above.

Raise your voices, sing her
praises! Our school is the best;
Fayetteville Sanford we will cherish,
Dear Old F.T.S.



FTS Mission Statement

FTS encourages success in the 21st century and is committed to providing learning opportunities that enable ALL students to collaborate, compete, and succeed globally.

2023-2024 School Calendar

Open House August 24, 2023
First Day for Students August 28, 2023
Pupil/Teacher Holiday September 4, 2023
Telework Day for Students/Staff October 23, 2023
Pupil Holiday/Teacher Workday October 24, 2023
Pupil Holiday/Teacher Workday November 7, 2023
Pupil/Teacher Holiday November 10, 2023
Telework Day for Students/Staff November 22, 2023
Pupil/Teacher Holiday November 23-24, 2023
Pupil Early Release December 19, 2023
End of Semester December 19, 2023
Winter Holidays Dec. 20, 2023-January 1, 2024
Pupil Holiday/ Teacher Workday January 2-3, 2024
Spring Semester Begins January 4, 2024
Pupil/Teacher Holiday January 15, 2024
Telework Day for Students/Staff February 19, 2024
Pupil Holiday/ Required Teacher Workday February 20, 2024
Pupil/Teacher Holiday March 29-April 5, 2024
Last Day for Students/ 2 Hr. Early Release May 24, 2024

2023-2024 Progress Report and Report Card Schedule(revised 9/3/23)

HIGH SCHOOLS 9-12

4x4 Block Schedule

Alger B Wilkins, Cape Fear, Cumberland Academy 6-12 Virtual, Douglas Byrd,
E.E. Smith, Gray's Creek, Jack Britt, Massey Hill Classical, Pine Forest,
Ramsey Street, Seventy-First, South View, Terry Sanford, and Westover

FIRST SEMESTER

First Day for Students	Monday, August 28, 2023
Progress Reports Go Home/Grades available in Parent Portal	Monday, September 11, 2023
End of 1st Grading Period	Friday, September 22, 2023
Report Cards Go Home/Grades available in Parent Portal	Friday, September 29, 2023
Progress Reports Go Home/Grades available in Parent Portal	Thursday, October 5, 2023
End of 2nd Grading Period	Wednesday, October 18, 2023
Report Cards Go Home/Grades available in Parent Portal	Wednesday, October 25, 2023
Progress Reports Go Home/Grades available in Parent Portal	Friday, November 3, 2023
End of 3rd Grading Period	Friday, November 17, 2023
Report Cards Go Home/Grades available in Parent Portal	Tuesday, November 28, 2023
Progress Reports Go Home/Grades available in Parent Portal	Wednesday, December 6, 2023
End of 4th Grading Period	Tuesday, December 19, 2023
Report Cards Go Home/Grades available in Parent Portal	Wednesday, January 10, 2024

SECOND SEMESTER

Progress Reports Go Home/Grades available in Parent Portal	Monday, January 22, 2024
End of 1st Grading Period	Tuesday, February 6, 2024
Report Cards Go Home/Grades available in Parent Portal	Tuesday, February 13, 2024
Progress Reports Go Home/Grades available in Parent Portal	Monday, February 26, 2024
End of 2nd Grading Period	Tuesday, March 12, 2024
Report Cards Go Home/Grades available in Parent Portal	Tuesday, March 19, 2024
Progress Reports Go Home/Grades available in Parent Portal	Thursday, March 28, 2024
End of 3rd Grading Period	Wednesday, April 24, 2024
Report Cards Go Home/Grades available in Parent Portal	Wednesday, May 1, 2024
Progress Reports Go Home/Grades available in Parent Portal	Thursday, May 9, 2024
End of 4th Grading Period/Last Day for Students	Friday, May 24, 2024
Final High School Report Cards Mailed Home/Grades available in Parent Portal	Tuesday, June 4, 2024

[CCS Home Base Parent Portal](#)

Parents of CCS' students have 24/7 access to set up a parent portal account in the Home Base Parent Portal powered by PowerSchool at <https://cumberland.powerschool.com/public/home.html>. Schools can provide parent portal access code letters to parents/guardians. Parents can link their students to their accounts so they only have one login to access students at multiple schools. Parents have access to assignment information, grades, attendance and bus information. This valuable tool provides parents a "real-time" view of their student's progress. If you have specific questions about the Home Base Parent Portal, please contact your child's school directly.

Daily Schedule

Office hours are from 8:00 a.m. to 4:00 p.m. Students should not arrive before 8:00 a.m. Parents should not leave children unattended

before 8:00 a.m. Students will be allowed to enter the building at 8:10 a.m. Students entering prior to 8:10 must be supervised by a teacher or must go directly to the gym and remain until the bell. Classroom instruction begins at 8:30 a.m. and ends at 3:40 p.m.

ALL STUDENTS WILL REPORT TO THE GYM OR CAFETERIA UPON ARRIVAL TO SCHOOL. Students will remain in their area until the 8:20 bell rings. Students will not be allowed to leave this area. Students will not be allowed to loiter outside the building.

REGULAR DAILY SCHEDULE

PERIOD	BELL	BELL
School Doors Open	8:10	
Release to Class	8:20	
1 st Period	8:30	10:05
2 nd Period	10:10	11:50
3 rd Period & Lunch	11:55	2:00
4 th Period	2:05	3:40

Regular Daily Lunch Schedule

Period	Bell	Bell
1st Lunch	12:05	12:30
2nd Lunch	12:35	1:00
3rd Lunch	1:05	1:30
4th Lunch	1:35	2:05

Two-Hour Early Release Schedule

PERIOD	BELL	BELL
School Doors Open	8:10	
Release to Class	8:20	
1 st Period	8:30	9:35
2 nd Period	9:40	10:50
3 rd Period	10:55	12:00
4 th Period and Lunch	12:05	1:40

Two-Hour Early Release Lunch Schedule

Period	Bell	Bell
1st Lunch	12:15	12:40
2nd Lunch	12:45	1:10
3rd Lunch	1:15	1:40

Two-Hour Delay Schedule

Period	Bell	Bell
School Doors Open	10:10	
Release to Class	10:20	
1st Period	10:30	11:25
2nd Period	11:30	12:25
3rd Period and Lunch	12:30	2:35
4th Period	2:40	3:40

Two-Hour Delay Lunch Schedule

Period	Bell	Bell
1st Lunch	12:40	1:05
2nd Lunch	1:10	1:35
3rd Lunch	1:40	2:05
4th Lunch	2:10	2:35

Supervision for after-school activities (TO INCLUDE ATHLETIC EVENTS) will be provided for 15 minutes following the scheduled end time. Failure to pick up children in a timely manner may result in dismissal from activity.

Attendance Policy (revised 9/1/23)

School attendance and class participation are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. 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 or legal guardians have the responsibility for ensuring that students attend and remain at school daily. State law also prohibits any person from encouraging, enticing or counseling a child to be unlawfully absent from school.

Attendance Records

School officials shall keep an accurate record of attendance, including accurate attendance records in each class. We take attendance each period at Terry Sanford High School. A student must be present at least one-half (50%) of the instructional day to be recorded as in attendance for that day. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

Excused Absences

Absences are only excused if they fit a category below and are supported by written documentation within 3 school days of absence. Documentation should be brought to the attendance office and will be keyed into PowerSchool.

1. **Illness or Injury:** An absence is excused when the absence results from illness or injury that prevents the student from being physically able to attend school. **If the absence is two days or less a parent note may be submitted. If the absence is three or more days, students must submit medical documentation.**
2. **Death in the Immediate Family:** An absence is excused when it results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters. **Documentation should be submitted with the excuse.**
3. **Medical or Dental Appointments:** An absence is excused when it results from a medical or dental appointment of a student. **Students may submit a parent note or medical documentation for the excuse.**
4. **Court or Administrative Proceedings:** An absence is excused when it results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. **Students must submit appropriate documentation with the excuse.**
5. **Religious Observation:** An absence may be considered excused if the tenets of a religion to which a student or his or her parent adhere, require or suggest observance of a religious event. The approval of such absences is within the discretion of the local board of education, but approval should be granted unless the religious observance, or the cumulative effect of the religious observance, is of such duration as to interfere with the education of the student.
6. **Educational Opportunity:** An absence may be excused when it is

demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. **An Absentee Form must be filled out at least 10 days in advance of the absence. See Mrs. Williams in the main office.** For college/university visits, students must submit documentation from the college/university visited within two (2) days of their return to school.

7. Suspensions

Unlawful/Unexcused Absences

Unexcused absence is defined as:

1. A student's willful absence from school with or without the knowledge of the parent, or:
2. A student's absence from school for any reason other than those listed under "Excused Absences", or:
3. Any absence, regardless of reason, not supported by written documentation within 3 school days of the absence.
4. All Unexcused absences from school may result in a zero for that day's work.

Parents who refuse to comply with the health regulations of a community, such as compulsory vaccination, thereby causing a student to be excluded from school, or parents who permit a student to stay home or to be employed in any way contrary to the Child Welfare Law, shall be responsible for the nonattendance of the student.

The Board Policy for student attendance further incorporates by reference any additional rules and regulations of the State Board of Education governing compulsory school attendance and student accounting.

Excused Check-ins

1. The parent/guardian must be present to check-in their student after 8:30 a.m.
2. Students must check in before 12:00 pm to participate in sports the same school day.

Unexcused Tardy, Check-In, or Late to Class/Period Policy:

Chronic tardiness is a major factor in the loss of instructional time for students regardless of age. If a student is tardy, it is the parent/guardian's responsibility to inform the school in writing the reason for tardiness. If students do not have an excused late check-in or excused tardy slip, the student is considered unexcused tardy or late to their class/period. TSHS takes attendance each class period and unexcused tardy or late to class/period is applied to each class on campus.

1. Student must present school ID/picture ID when checking in
2. School instructional day begins at 8:30 a.m. Students checking in 8:30 a.m. or later will be coded as unexcused unless documentation of lawful excuse is submitted.
3. A student may present valid documentation of a professional appointment (ie. doctor, dentist, lawyer, or court note).
4. Disciplinary action may result on the third (3rd) unexcused tardy/late to class/period.

Consequences for Unexcused Check-In, Tardy or Late to Class/Period:

- 1st Tardy - Warning
- 2nd Tardy - Parent Contact
- 3rd Tardy – 2 Days of RJC, Parent Contact
- 6th Tardy– 3 Days of RJC, Parent Contact
- 9th Tardy – 2 Days of OSS, Parent Contact
- 12th Tardy – 2 Days OSS, Parent Contact
- 15th Tardy – 2 Days of OSS, Parent Contact

(Regulation Code: 4400-R1):

After 3 unexcused cumulative instances of tardiness, the school social worker will notify the parent/guardian using the district form letters.

After 6 unexcused cumulative instances of tardiness or early checkouts, the school social worker will notify the parent/guardian by letter that he or she may be in

violation of the Cumberland County Schools' Policy Regulation 4400-R1 Unexcused Tardiness/Early Checkouts. The school social worker will work with the child and the parent to develop a plan for addressing the chronic tardiness

Choice School students are not allowed flexibility from attendance expectations. Principals will inform the Student Assignment office when the Choice School student has six (6) unexcused tardies. Choice parents will be required to attend Parent Accountability classes after their sixth (6th) instance of unexcused tardiness. The Student Assignment office will then provide a warning of pending dismissal to the parent/guardian in writing. After 10 cumulative instances of tardiness or early checkouts a Choice School student may be returned to the home school.

After 10 cumulative instances of unexcused tardies or early checkouts, the school social worker will notify the parent/guardian by letter of the need for a meeting.

Checking Out

1. Only individuals listed on the Emergency Contact form can check-out a student. A photo ID must be provided in order to check the student out of school.
2. Only parents and their designees may check out students, unless the student drives to school. Those students may check-out with a verifiable parent note with a photocopy of the parent's identification. The note must be brought to the office no later than 8:20 a.m. on the date of checkout.
3. **NO PHONE CALLS WILL BE TAKEN FOR CHECK OUT PURPOSES.**
4. If the student has a check out note, please submit first thing that morning. The attendance clerk will also take check out notes a day in advance.
5. Students need to come into the attendance office and sign the SIGN OUT sheet **BEFORE** leaving campus.

6. Checking out prior to 50% of class completion, which is 45 minutes, will result in an absence in that class.
7. Students must not check out before 12:00 pm to participate in sports that school day.
8. **During State Testing Sessions:** Students will not be allowed to check out prior to the end of the testing session. Testing sessions are not complete until all students in the class are finished testing. This is approximately 12:30pm.
9. No checkouts are permitted for any student after 3:00 p.m.

Class Changes

Five minutes of time are provided so that the students may: *Move from one classroom to another as required by their school schedule using the most direct route.

*Visit the restroom as necessary (Not to Socialize)

Students Must Not

*Run in the halls

*Block the hall in any manner that will hinder the orderly flow of traffic.

Hall Passes

10-10 policy: No student will be given a pass out of class during the first ten (10) minutes and the last ten (10) minutes of class.

No student is to be out of class without a pass. Students are to use the facilities and be prepared with all materials before arriving to class and should be seated before the tardy bell rings. It is understandable; however, that at times, students may need to exit the classroom during the class period. For this reason, students will obtain a handwritten pass signed by the teacher.

Terry Sanford's Definition of Skipping/Truancy

Any student entering class five minutes after the tardy bell without a pass will be charged with skipping/truancy and will

receive a disciplinary write up. Additionally, any instance of truancy as outlined in the student code of conduct will result in a disciplinary write up. Students with parking passes who are found in violation of the skipping/truancy policy could lose parking privileges for the remainder of the semester.

Make-up work Policy

Students are encouraged to complete their academic obligations after an absence(s). The privilege of make-up work after an absence is limited to those students with excused reasons for the absence or suspended students per board of education policy. Students are responsible for making up any missed work. They should check with their subject-matter teacher to find a convenient time to make up missed work.

Students with **excused absences** shall be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact the teacher(s) to make up missed work.
2. Exams or tests missed shall be taken at a time and place mutually agreed upon by the teacher and student.
3. Make-up tests will be of equal value and/or on the same material as the missed test. However, the make-up test may not necessarily be the same test.
4. The time limitation for make-up work shall be **3 school days for 4x4 classes and 5 school days for yearlong classes.** Teachers may grant exceptions if they so choose but we strongly encourage students to complete make-up work as quickly as possible.
5. Exams and assignments, which were announced prior to the student's absence, may be required to be made up immediately upon the student's return.
6. Students may be required to do alternative assignments in place of missed classroom activities.
7. Directions stated on 504 or IEP plans will override this policy.

Restorative Justice Center (RJC)

Cumberland County School is committed to reducing the need for and the frequency of out-of-school suspensions, as well as supporting equitable disciplinary outcomes across ethnic, racial and gender boundaries. As part of that commitment, and as reflected in the Student Code of Conduct, the Board supports the use of Restorative Justice Centers (RJCs) in the schools as one of a number of alternatives to Short-Term Suspension, and as a replacement for the former practice of In-School Suspension (ISS).

Restorative Justice Centers allow students to remain in school in lieu of out-of-school suspension while excluding them for one (1) to ten (10) school days from normal classroom settings. Placement in Restorative Justice Centers will not only allow for students to continue with their assigned studies without interruption, but will also allow time for students to engage in reflective practices, reparative activities, values education, additional opportunities for school counseling services, and other measures intended to instill accountability for inappropriate conduct while allowing for personal growth and opportunities to restore interpersonal, classroom, and school relationships.

Terry Sanford High School RJC Guidelines

- No student cell phone use. Use of cell phones in the RJC area will result in further disciplinary action.
- Facilitators must escort students at all times. RJC students can not move unattended.
- The environment should be quiet and focused with limited interruption.
- Only students assigned to RJC will be allowed to be in the room.

- Students sent to RJC on “Time Out” or for de-escalation will be expected to continue classwork for the class from which they were removed. Students on “Time Out” will only remain for the duration of the period.
- It will be the expectation of teachers to ensure that there is work available for students at all times.
- Students will be required to complete all modules in Alternative Behavior Educator (ABE) in addition to satisfying their assigned time in RJC before they will be released. ABE provides evidence-based, age appropriate videos prescribed to students to help them learn appropriate behavior and ultimately, to succeed academically and beyond the classroom.

RJC Attendance

If students miss a day of RJC due to an absence, the missed day will be added to the end of the scheduled assignment. The facilitators will note on the Do-Not-Admit (DNA) list if and when a day is missed by a student.

Intake Process

Required for every student upon initial entry. Facilitators will review the RJC Contract and have the student sign it when arriving. All contracts must remain on file in the RJC room.

Global Studies

The School of Global Studies is a choice program designed for success in college and the 21st century. Global students are required to:

- Maintain an overall **3.0 GPA** with no grade lower than a “C”.
- Any student receiving a final mark of a “D” or GPA 2.5 to 2.9 will be placed on academic probation for one semester. If at the end of the probationary period the overall average is not raised the student will be ask to leave the School of Global Studies.
- Any failing mark earned at the end of a course and the student

may be asked to leave the School of Global Studies.

- Maintain an exemplary attendance record with **no more than 13 total absences per course/per semester**.
- Required adherence to the School of Global Studies Academad Standards Policies. Any violation of said policies, including In-School Suspension will result in a probationary semester or dismissal from the program. Students may receive no more than one probation per semester (either academic or behavioral). A second violation will result in dismissal. Any student dismissed from the program will not be permitted to reapply.
- An Out-of-District eleventh grade student who is removed from the program, or elects to withdraw from the Choice Program may not invoke the Senior Privilege Rule for their senior year. Any In-District student who elects to withdraw from the Choice Program must sign up for a mandatory meeting with their parent(s), FTS Principal and Global Director.

Class Ranking

Class ranking is a measure of academic performance. Cumberland County high schools utilize a Latin Honors system to recognize the distinguished academic achievement of its graduates. CCS High schools utilize the following criteria to designate honors:

Summa Cum Laude (With Highest Honors) – 4.250+
Magna Cum Laude (With Great Honor) – 4.00 to 4.249
Cum Laude (With Praise) – 3.75 to 3.999

Policy on Grade Determination & Promotion Retention

The numerical values for the grades are as follows:

A=90-100; B=80-89; C=70-79; D=60-69; F=Below 60

All courses, grades nine through twelve, can satisfy university, college and tech prep requirements for admission. Courses are offered at varying levels of difficulty to ensure that the needs of all students will be accommodated. Standard level courses are

calculated on a 4.0 grading scale for grade point average. Honors level courses are calculated on a 4.5 grading scale for grade point average. Advanced

Placement courses are calculated on a 5.0 grading scale for grade point average.

For promotion from grade nine (9) to grade ten (10), each student must pass a minimum of six (6) units of course credits. One (1) of these units must be in English 1.

For promotion from grade ten (10) to grade eleven (11), each student must pass a minimum of thirteen (13) units of course credit in grades nine (9) and ten (10). Two (2) of these units must be English 1 and 2.

For promotion from grade eleven (11) to grade twelve (12), each student must pass a minimum of twenty (20) units of course credit in grades nine (9), ten (10), and eleven (11) and be in a position to graduate at the end of the regular school year. Three (3) of these units must be English 1, 2 and English 3 and/or AP Language.

Transfer students who have been promoted under their previous school's standards will retain their pre-transfer grade level. They must meet local promotion standards for subsequent grade level promotion. North Carolina state and local graduation requirements must be met in order for students to obtain a Cumberland County Schools diploma. Graduation requirements for transfer students will be four (4) less than the maximum number of credits the student is eligible to earn over four (4) regular high school years (180 days).

Final Exams

EOC (Math 1, Math 3, Biology and English 2) and select CTE course exams will count 20% of the final grade. Those courses without state tests will have a teacher generated summative assessment that will count in the final quarter. Exams are given

the last 5 days of each semester.

High School Graduation Requirements

Book Bags

Students are permitted to carry book bags to and from school. Students are also allowed to carry book bags during the school day and to classes. However, **teachers do have the authority** as to where book bags may be located in the classroom as to ensure the traffic flow and safety of all concerned.

Transportation

School 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. The school principal, assistant principals, or principal designee, have the authority to suspend students from riding the bus for the following infractions as well as any others announced during the year.

1. Students who leave school during the school day without permission, and return to school at the end of the school day, will not be allowed to ride the bus home.
2. Delaying the bus schedule.
3. Fighting, smoking, using profanity, or refusing to obey the instructions of school authorities or bus driver while riding the bus.
4. Tampering with a school bus.
5. Refusing to meet the bus at the designated stops.
6. Unauthorized leaving of the bus when traveling from home to school or vice versa.
7. Playing, throwing trash, paper, or other objects while the bus is in operation.
8. Violation of Cumberland County School Board Rules.

9. Failure to observe established safety rules and regulations.

Once the bus has been parked and students have disembarked, the vehicle is off limits for all students until the dismissal bell sounds at the end of the school day. The school bus is not a student lounge or lunchroom. Riding the bus is a privilege and not an inherent right. Students may lose this privilege by violating bus conduct rules. Buses are provided for students living beyond walking distance of the school. 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 offenses. All Terry Sanford rules for student behavior apply while riding the bus.

Dress Code

The FTS staff has discretion in making judgments relating to the appropriateness of dress. Appropriate dress is necessary in order to maintain an atmosphere that is conducive to learning and safety. Terry Sanford High School is focused on learning and the staff and administration are committed to providing a safe, orderly learning environment for all students. **Terry Sanford will make the necessary accommodations for religious types of headgear or head coverings that would be otherwise restricted.** In order to support this, the following dress code will be enforced:

Students are prohibited from wearing clothing, jewelry, or other articles of personal appearance which:

- Depict profanity, vulgarity, obscenity, or violence;
- Promote use of abuse of tobacco, drugs, or alcohol;
- May create a threat to the health or safety of the student or others;
- Are associated with intimidation, violence, or violent groups and about which students have been notified, or
- May create a significant risk of disruption to the educational

process or to the operation of the school

The following specific items are also not permitted:

- Clothing worn in such a manner as to reveal underwear/undergarments
- Bare feet, bedroom slippers
- See-through, mesh garments
- Clothing that is excessively baggy or tight
- Bedroom attire or pajamas
- Sunglasses worn inside the school building
- Sagging pants are not allowed. Sagging will be defined as pants and/or shorts low enough to allow whatever is under the pants/shorts, regardless of how many layers exist, to be visible.
- Jeans with holes above the knees are not permitted unless tights are worn under
- Bare midriff shirts, “belly shirt, crop top”
- Strapless or backless shirts, sleeveless shirts
- Shorts, skirts or dresses more than 3 inches above the knee.
- Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
- Any adornments such as chains or spikes are not allowed.
- Bandannas are not allowed on TSHS and/or Cumberland County school property.
- Any other article of appearance that is physically revealing or provocative.
- Hats, hoodies on your head, bonnets, scarves, ski masks, gator face masks, or any other non-religious headwear.

Compliance and Correction:

Students must arrive appropriately dressed.

If a violation occurs:

- A student who is not in compliance will be given a reasonable opportunity to make adjustments so that he or she will be in compliance. Promptly address the issue by changing or covering the clothing.

- If a student is not in compliance with the 2023-2024 Dress Code Guidelines after 8:30 a.m., and **CANNOT** fix it, the student will report to Ms. Tompkins at the AP Suite and call for someone to bring the proper item. The student will be escorted to RJC to wait until appropriate clothing is brought for the student to change into. Once the student has corrected their dress they will be sent to class.
- Students are expected to maintain the correction throughout the school day to prevent disruptions.
- No student shall be suspended out of school based solely upon violation of an existing individual school dress code. However, repeated dress code violation may be viewed as Insubordination. Additional RJC/OSS days for repeat offenses.

You must come to school dressed appropriately

It is YOUR JOB to follow the dress code!

Electronic Devices

Terry Sanford High School Personal Electronic Devices Policy:

Personal Electronic Device includes, but not limited to: cell phone, ear buds, smart watches, Air Pods, iPods, etc.

Students may possess or use personal electronic devices on school property, on school buses, or at school-sponsored events according to the following guidelines:

- **As outlined in each individual teacher's syllabi. Students are responsible for reading each teacher's syllabus and electronic device (cell phone use, earbuds, smart watches, Air Pods, iPods, etc) policy in the classroom.**
- **Bluetooth and external speakers of any kind are not allowed at any time.**

- Personal electronic devices **may be used** in the hallways and cafeteria between 8:10 a.m. and 3:40 p.m. Use of electronic devices may vary between teacher/classroom expectations and syllabus.
- Personal electronic devices should be on silent or vibrate, or preferably turned off at all other times while class is in session and during assemblies.
- Personal electronic devices **may not be used** to cause any disruption in the educational process or for unethical or illegal purposes. **Prohibited uses include, but are not limited to, cheating on assignments and/or tests, harassing or bullying others, and taking or distributing unauthorized photographs or recordings of other people.**
- Personal electronic devices **may not be used** to access any obscene, threatening or otherwise inappropriate material via any form of electronic communication.
- Personal electronic devices **may not be used** for any activity prohibited by the CCS Code of Conduct, to circumvent CCS network security, or for any unauthorized access to or inappropriate use of the CCS computer network.

● **FTS will not be responsible, or liable for**, the theft, loss, data loss, damage, destruction, misuse or vandalism of any student's personal electronic device brought onto CCS/FTS property.

- School personnel will have the authority to make exceptions

Confiscated Personal Electronic Device

Electronic devices (cell phone use, earbuds, smart watches, Air Pods, iPods, etc) may be confiscated from students by teacher/staff and/or school administrators if students do not follow the guidelines listed above.

Electronic devices (cell phone use, earbuds, smart watches, Air

Pods, iPods, etc.) may be confiscated by the teacher, staff, and/or administration if the student does not abide by the teacher's electronic device policy listed in the syllabus.

School is not responsible for confiscated items.

For first offense, the teacher may confiscate personal electronic devices for the remainder of the class period.

For the second offense, the item will be sent to the Main Office for student pick-up at the end of the day.

For third offense and each offense thereafter, the item will be sent to the Main Office and administration will be notified.

Consequences for refusing to surrender electronic device:

- Refusal to teacher - 2 days of RJC
- Refusal to Administrator - 4 days of RJC

Search and Seizure

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, or harmful to the safety of the student, or to the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

Student's Person:

The Board of Education authorizes teachers and administrative personnel who have reasonable suspicion that a student or students are in possession of weapons, illegal drugs, or other items harmful to the student or students or the welfare of the student body, to search the person of said student(s) under the following condition:

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

Public Displays of Affection

Kissing, hugging, hand holding, or inappropriate touching of any kind will not be tolerated and will result in consequences or disciplinary action.

Indebtedness

Any fee or charge due to be paid to any school in the CCS system and not paid at the end of the school year shall be carried forward into the next school year, as such debts are considered to be debts of the student to the school system and not to a particular school. This includes class fees, textbook fines, media center fees, etc. Seniors will not be able to participate in the prom or graduation ceremony if all fees or charges have not been paid.

The Media Center

For the privilege of using the library the user assumes the responsibility of cooperating with the staff in maintaining an atmosphere conducive to study and conserving the library's 18 resources by careful handling of all materials. The library does not function as a study hall. Use of the media center requires a Student ID and a valid pass from their teacher.

Counseling Services

The school counseling services are designed to meet the needs of the individual student. Parents and Students are welcome to meet with a counselor when concerns arise. Parents are encouraged to make appointments with the counselors to be sure that counselors are available.

The procedure for students to make appointments with their

counselor is as follows:

1. Emergencies will be dealt with immediately. All others will be asked to schedule an appointment.
2. See the registrar in the counseling center during your free time to obtain an appointment pass. This should be done before or after school or during lunch.
3. Students should schedule appointments during elective classes or lunch. Please remember your teacher will not dismiss you for an appointment without an appointment slip.
4. Students will not be allowed to loiter in the counseling center.
5. The counselor will not write passes for students who drop in without an appointment unless there is a true emergency.

Student Records

Parents may have access to their child's records by calling the counseling center and obtaining an appointment. Unless it is an emergency, please give the school at least 48 hours' notice.

Medication

Administration of Medication

1. A Physician's School Medication Form/Release of Liability Form signed by the physician and the parent/guardian is required for all Prescription Medications.
2. An Over-the-Counter Medication Form/Release of Liability Form signed by the parent/guardian is required for all Over-the-Counter Medications.
3. All prescribed medications must be in an original pharmacy labeled container.
4. All Over-the-Counter medications must be in a new unopened package.
5. The parent/guardian must bring the medication to the attendance office for check in.
6. Students are not allowed to carry-over-the counter medication or any prescription medicine without proper

documentation.

Theft and Care of Personal Property

Understanding that theft is a universal problem, we emphasize to students not to bring excess money other than what is needed for lunch or after school activities. Personal items, like valuable jewelry or electronics, which might be lost or stolen, should not be brought to school. Band instruments should not be left unattended. The school is not responsible for the loss of personal property to include cell phones. **[There is no way to secure personal property in the PE locker rooms. Although locker rooms are locked, students are strongly advised not to take anything of value to PE class.]**

Campus Regulations

Parking lots and non-instructional areas are off limits during class time. **No students are to be in the parking lots during their instructional day.** If a student needs to go to his/her vehicle he/she must obtain a pass from the office to avoid a penalty if caught out there. Students are not permitted in areas designated for faculty use only, including lounges, restrooms, and the faculty workroom. Students are not permitted in the halls or restrooms while classes are in session without a hall pass.

All students are expected to clear the building by 3:45pm unless they are under the direct supervision of a staff member. Those who are in the building will restrict themselves to the area assigned by their sponsor for the particular activity. Students who are in the building after 3:45pm and are not under adult supervision will be asked to leave and can be charged appropriately under the Cumberland County Code of Conduct.

Driving Eligibility Certification

Upon completion of an approved driver education course that meets NC requirements, a Driving Eligibility Certificate will be issued if the student is currently enrolled

in school and has passed 75% or more of his or her classes. Academic progress is evaluated with the first semester grades and at the end of the school year.

Students who dropout of school, who do not make adequate academic progress or have been expelled, suspended or placed in an alternative educational setting for more than 10 consecutive days are ineligible to receive a DEC and may have their Driver's Permit/License revoked.

Driving and Parking Regulations

- 1) All drivers on school grounds **MUST** recognize that pedestrians have the right of way. Maximum speed on the school campus is 10 mph. Seat belts are mandatory.
- 2) A school parking decal is required on all vehicles located on campus. The cost of a parking permit is \$50.00. The decal is to be hung from the rearview mirror.
- 3) All drivers **MUST** use the area assigned by the school for student parking. Students may park in the teacher's parking lot after 4:00 P.M. Do not park in the teacher's parking lot for any reason before 4:00 P.M.
- 4) A student arriving after 8:30 A.M. without a valid reason could lose their driving privileges. Driving students who are late 3 times (unexcused) will lose their parking privileges for 2 weeks. The decal will be pulled and turned into the administration. After the two-week period, the student may repurchase another parking decal (at rate of original price). A fourth offense may result in the student's parking permit being revoked for the remainder of the school year.
- 5) Student cars must be locked and will not be visited or moved during the school day unless authorized in writing by a principal.
- 6) Students may not sit in his/her vehicle upon arriving on campus, or loiter in the parking lot. Smoking on campus is not allowed.
- 7) Students illegally parked on school campus (i.e. no decal, under suspension, unauthorized area) will lose their parking permit. You may only park in numbered spaces.
- 8) Students are required to show proof of insurance, vehicle registration, and a valid driver's license before an application is approved.
- 9) Transferring your decal to another vehicle or giving your decal to

another party will result in the loss of your driving privileges for the remainder of the school year.

10) Violation of above rules or use of the vehicle to violate any school rules could result in permanent suspension of school parking privileges. First offense in violation of parking privileges will result in an automatic loss of driving privileges for a minimum of two (2) weeks. You may purchase another decal at the end of the suspension.

11) If a student must drive a different vehicle from the one registered, the student must purchase a temporary permit in order to park the vehicle on campus. Temporary parking permits are available for purchase in the Main office from 8:00am to 8:30am. Please see Ms. Renee Williams.

12) Terry Sanford High School or the Cumberland County School System will not be responsible for any loss due to fire, theft, or accident relative to personal vehicles on school grounds. 13) Students who violate traffic rules, signs, or who drive unsafely, may lose their driving privileges.

14) Students are permitted to park on school premises as a matter of privilege, not of right. School officials have authority to patrol student parking lots and to inspect the exteriors of student automobiles on school property at all times to maintain safety in the parking lots. The interior of a student's motor vehicle parked on the school premises may be searched if a school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule.(CCS Board Policy Code: 4342 Student Searches)

Skateboard Policy

1. Skateboards brought on campus must be placed in office.
2. Skateboarding is not allowed anywhere on the school campus. This includes non-school hours and days, weekends, vacations, and holidays.
3. Students who skateboard on campus will be charged with trespassing as per the CCS Student Code of Conduct.

Field Trips

Field trips are recognized as a valuable experience in the learning process. **Before a student leaves for a field trip, there must be a parent signed field-trip form filled out on each child leaving campus.**

Lunch

Students are not allowed to take food or drinks out of the cafeteria or patio. Visitors, parents, **food delivery services and students** are not allowed to bring lunches on campus directly from restaurants during school hours. Students are allowed to bring restaurant “left-overs” from home to eat during lunchtime.

Posters

All posters, pictures, announcements, etc., which are displayed anywhere on the school premises, must have an approved administrative signature before they are exhibited. Posters should be removed from walls in a timely manner.

Volunteers

Volunteers must have a current cleared criminal background check on file. Here is the link: <https://www.ccsvolunteers.com>. We appreciate your assistance as we keep Terry Sanford High School safe. Volunteers must register every school year after July 1, 2023.

Lost and Found

Students who find lost items such as clothing or backpacks are asked to bring them to the media center. Students who find items such as purses, glasses, keys, or electronic devices, are asked to bring them to the main office. A Lost and Found cabinet is located in the Auxiliary Gym Lobby.

Student Guests

No student guests are allowed.

Parent Guests

Parents and/or guardians must have a visitor's pass from the main office. Parents/guardians who visit classrooms must remain in the classroom for the entire class period. There will be no mid-class entry or leaving.

Vending Machines

TSHS is not liable for any currency lost in a vending machine located on the school campus. Students may not use vending machines on school days until 3:40 p.m.

Deliveries

School personnel will not accept delivery of flowers, balloons, food, or other gifts for a student. Students are not allowed to carry flowers, balloons, or other gifts around during the school day.

Insurance

The school encourages all students to purchase school insurance. The homeroom teacher will provide information.

Emergency Preparedness Drills

Fire, tornado, earthquake, campus intruders, and other drills as deemed necessary will be performed regularly. The State requires that we participate in monthly Fire Drills in order to ensure the safety of all students. The signal will be one long continuous ring of the fire alarm. Fire exit routes are posted in each classroom. Students will vacate the building in an orderly manner and remain with their assigned class at all times.

School Directory

Front Office (910) 484-1151	Ext 700
Guidance Office	Ext 731
Social Worker	Ext 720
Registrar	Ext 702
Custodian	Ext 755
Global Studies	Ext 754

AFJROTC	Ext 759
Nurse	Ext 750
Media Center	Ext 756

Discipline

All students are expected to adhere to the Cumberland County School Code of Conduct. The Student Code of Conduct will be enforced if a violation occurs.

If a student is suspended or in the Restorative Justice Center (RJC) on any given day, they are not eligible to participate in an extra curricular activity sponsored by the school, including athletics, until the following day.

Junior and Senior Prom (revised 9/1/23)

All Junior and Senior students will complete a Jr/Sr Prom Agreement Form and pay the prom fee. Freshmen or Sophomores from Terry Sanford or any other school will not be allowed to attend prom. A Terry Sanford High School student who wishes to bring a guest to attend prom must complete the Terry Sanford High School Jr/Sr Prom Guest Application and follow all of the instructions in the form. This application is only for guests that attend a school or college other than Terry Sanford High School. No guest over the age of twenty (20) will be allowed to attend the event unless special circumstances are presented. One guest per student is permitted.

Rules, Regulations & Policies for Prom

1. All school rules, regulations, Board Policies, and General Statutes of the State of North Carolina that pertain to students will apply to all attendees of the Prom.

2. Students will be held accountable for adhering to all Cumberland County School Policies as outlined in the 2022-23 Student Code of Conduct handbook.
3. No outside passes will be permitted during the prom. Anyone leaving the prom will not be readmitted.
4. Noise devices are not allowed.
5. Students will incur fees and applicable school penalties for any damages to the facility if caught.