

MASSEY HILL CLASSICAL HIGH SCHOOL HANDBOOK 2020-2021



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PRINCIPAL: Dr. Jason Jordan
ASSISTANT PRINCIPAL: Caroline Sanchez
COUNSELOR: Meredith Kelley
SOCIAL WORKER: Ashley Garrett
DATA MANAGER: Marissa Pierce-Ford
SCHOOL SECRETARY: Valerie Deane
SCHOOL BOOKKEEPER: Betsy O'Briant
MASCOT: Pirates
SCHOOL COLORS: Hunter Green and White
SCHOOL VISION: Enter to Learn; Go Forth to Serve

MESSAGE FROM THE PRINCIPAL

Greetings to all Pirates!

On behalf of the faculty and administration of Massey Hill Classical High School, I would like to welcome you to an exciting new year. Your decision to spend this time at Massey Hill is greatly appreciated by the faculty and staff. Your decision will have a lasting impact on your education and your future. Massey Hill Classical High School was founded in 1998 as a part of the Cumberland County Schools governed choice program. It has quickly established itself in this county and state as one of the premier high schools. We are housed at the historical site of the former Massey Hill High School, which served students in Cumberland County since 1925.

Massey Hill Classical High School is a unique institution. From its inception Massey Hill Classical High School has focused on academics and traditional values. Students at Massey Hill are held to a higher standard in behavior, dress and academic expectations. Massey Hill prides itself on incorporating a smaller community of learners with a drive to succeed and excel.

Take some time to become familiar with the student handbook and the rules that govern our school. It is important that you understand our expectations for our students. In order to make the most of your experiences here at Massey Hill we encourage you to get involved in the many clubs and organizations offered. Rest assured that the faculty and staff will do everything possible to help you attain the many goals and milestones you have set for your time here.

We look forward to this year and being with you at Massey Hill Classical High School.

Dr. Jason Jordan
Principal

**PURPOSE OF THE MHCHS
STUDENT GOVERNMENT ASSOCIATION**

The Massey Hill Classical High School Student Government Association (SGA) is designed to represent and encourage cooperation among the student body. It is also designed to provide a means for student opinions and ideas to be expressed to the faculty and administration of MHCHS. The Student Government is the representative of and advisor to the student body of MHCHS.

2020-2021 SGA Executive Officers

President: Jacob Mills
 Vice President: Adam Shelton
 Secretary: Abbygail Will
 Parliamentarian: Chidera Okoye
 Communication: Emma Hughes
 Historian: Ben Jenkins

2020-2021 Class Officers

CLASS OFFICERS	President	Vice-President	Secretary	REPRESENTATIVES
SENIOR	<i>Lucia Santillan</i>	<i>Grace Myrick</i>	<i>Deborah Effen</i>	<i>Sedrick Brown Hannah Roe</i>
JUNIOR	<i>Andrew Forbes</i>	<i>Zionah Campbell</i>		<i>Alysha Blake Jadzia Lemons</i>
SOPHOMORE	<i>Eleanor Sullivan</i>	<i>Tucker Samuelian</i>		<i>Dana Haggerty Laura Jones James Kleckley Lylianne Myrick Ally Nutt Emily Shaffer Sydney Thompson</i>

2020-2021 Regular Bell Schedule		
7:15 - 7:35	Computer Checkout	20 mins
7:40 - 9:12	1st Period	92 mins
9:17 - 10:49	2nd Period	92 mins
10:54 - 11:19	1st Lunch	25 mins
11:24 - 12:56	3rd Period	92 mins
10:54 - 12:26	3rd Period	92 mins
12:31 - 12:56	2nd lunch	25 mins
1:01 - 2:33	4th Period	92 mins
2:33 - 2:50	Computer Check-In	17 mins

2020-2021 GLA Bell Schedule		
7:15 - 7:35	Computer Checkout	20 mins
7:40 - 9:01	1st Period	81 mins
9:06 - 10:27	2nd Period	81 mins
10:32 - 11:12	GLA	40 mins
11:17 - 11:42	1st Lunch	25 mins
11:47 - 1:08	3rd Period	81 mins
11:17 - 12:38	3rd Period	81 mins
12:43 - 1:08	2nd lunch	25 mins
1:13 - 2:34	4th Period	81 mins
2:34 - 2:50	Computer Check-In	16 mins

MISSION STATEMENT

The mission of Massey Hill Classical High School is to model ethical behavior as we empower students with the knowledge and skills needed to succeed in an ever-changing world.

GOALS

To fulfill our mission the faculty and staff have established these three main goals for the 2020-2021 school year.

- I. Provide a caring learning environment
- II. Provide an educational program that emphasizes academics and the arts
- III. Promote the development of good character, school pride, and a sense of civic responsibility

NON-DISCRIMINATION POLICIES

It is the policy of the Cumberland County Board of Education not to discriminate on the basis of sex or handicap in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments or Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX or the regulations pertaining to the handicapped may be directed to the Title IX Contact Person at the Cumberland County Schools, 2465 Gillespie Street Fayetteville, North Carolina 28306, Phone Number (910) 678-2300, or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.*

In accordance with the National Origin Section of Title VI of the Civil Rights Act of 1964, the Cumberland County Board of Education offers a language program for those non-English speaking students whose primary or home language is other than English.

As required by law, the Cumberland County Board of Education does not discriminate on the basis of race, color, sex, national origin, or handicap.

*All Title IX grievances should be directed to Dr. Jason Jordan.

ANNUAL PUBLICATION NOTICE

SECTION 504 OF THE 1983 REHABILITATION ACT

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation, 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 Mrs. Natasha Scott Cumberland County Schools, 2465 Gillespie Street Fayetteville, North Carolina 28306; phone (910) 678-2300; e-mail: natasha.scott@ccs.k12.nc.us

SCHOOL INFORMATION

This section is designed to help students find assistance in school-related matters.

Absences and Attendance	Marissa Pierce-Ford
Activities/ Scheduling Events	Dr. Jordan/ Caroline Sanchez
Announcements	Dr. Jordan/ Caroline Sanchez
Attendance	Marissa Pierce-Ford
Clubs	Individual Sponsors
College Information	Student Services Office, Meredith Kelley
Disciplinary Procedures	Dr. Jordan/ Caroline Sanchez
Drivers Education	Henry Geddie, 678-2526
Driver's Eligibility Certificates	Marissa Ford/ Valerie Deane
Emergency Messages	Valerie Deane/ Donna Perdeu
Graduation Requirements	Student Services Office, Meredith Kelley
Immunizations	Marissa Pierce-Ford
Injuries/ First Aid	Main Office
Lock Combinations	Valerie Deane/Donna Perdeu
Lockers	Valerie Deane
Lost and Found (including books)	Main Office
Media Center	Julianne Dunn
Medications at School	Betsy O'Briant/ Donna Perdeu
Parking Permits	Valerie Deane
School Pictures	Valerie Deane
School Resource Officer Program	Deputy Woodham
Standardized Testing	Dr. Jordan/ Caroline Sanchez
Student Council	Julianne Dunn
Supplies	Betsy O'Briant
Suspension/ Expulsion	Dr. Jordan/ Caroline Sanchez
Textbooks	Caroline Sanchez
Transcripts and Records	Student Services Office, Meredith Kelley
Withdrawals/ Transfers	Marissa Pierce-Ford
Yearbook	Daphine Clemons

COUNSELING AND STUDENT SERVICES

A variety of services designed to meet the educational, emotional, and personal needs of all students are available throughout the school year. These services are provided on an individual basis, in small groups, or in a classroom setting.

The counselor also coordinates meetings between parents and teachers, interprets and explains test scores to parents and students, and provides information on careers and institutions of higher learning.

Additional services provided through the student services office are:

- Transcripts (Must request online through <https://ccsnc.scribborder.com/>)
- Scholarships
- SAT/ACT Registration Information
- Community Service documentation (Mrs. Garrett, Social Worker)
- 504 plans (Mrs. Garrett, Social Worker)

MEDIA CENTER

The Massey Hill Classical High School media center is dedicated to the enrichment of the educational opportunities at our school. The primary purpose of the media center is to provide materials that support the curriculum and to assist students in finding and using them. The following regulations will help to ensure that the media center can provide effective services:

- Students may come to the media center between the hours of 7:40 a.m. and 2:50 p.m. with a pass from a teacher. Students may visit the media center before or after school without a pass from a teacher. Teachers may schedule to bring a class to the media center at any period of the day. Students are welcome during their lunch period with a pass acquired before school from Mrs. Dunn. Students should not bring backpacks into the media center.
- The media center's normal hours of operation are:
 - Mondays: 7:15 am to 3:00pm
 - Tuesday - Thursdays: 7:15 am to 3:30 pm
 - Fridays: 7:15 am to 3:15 pmIf there is a change in hours they will be listed in the announcements. If more time is needed please see Mrs. Dunn.
- Each student may have three items checked out at any given time. The loan period for books is 14 school days. All materials borrowed from the media center must be checked out using the appropriate procedures. The loan period for reserve and reference materials is one night. Reference and reserve items may be checked out immediately after school and must be returned before 7:30 a.m. the next school day. Students may not check out magazines.
- Lost or damaged materials must be paid for before checking out other materials. Students who have not returned overnight materials may not check out additional books until the materials have been returned. Students who owe books from previous school years may not check out other materials until the student returns or pays for the owed materials.
- There will be a charge of five cents per page if using the media center printer.
- The media center is a place for reading and research; therefore, a quiet atmosphere will be observed at all times.

CODE OF CONDUCT MASSEY HILL CLASSICAL HIGH SCHOOL

INTRODUCTION

The code of behavioral rules and disciplinary guidelines of Massey Hill Classical High School provide a uniform standard of conduct for all public school students, which emphasize the maintenance of an atmosphere where orderly learning can take place. It defines behavioral rules, disciplinary procedures, and actions to be taken in accordance with the Cumberland County Code of Conduct.

The code is based on the premise that rules must be enforced fairly, firmly, and consistently in a manner that is equitable and just, while complying with state mandates and regulations. It recognizes that as students progress in school and advance in age and maturity, they will assume greater responsibility for their actions. It recognizes that differences in age and maturity require different types of disciplinary action. The process of discipline is intended to be instructional and corrective.

The responsibility for school discipline is not the exclusive domain of the administrative staff. All those who are involved (students, teachers, parents, and community members) should work together in an atmosphere of respect, cooperation, and courtesy to insure an effective discipline program.

RIGHTS AND RESPONSIBILITIES

The protection and safeguards of the United States Constitution and, more particularly, of the Bill of Rights apply to all students. Responsibility is inherent in all rights. The school environment is a community of individuals who live and interact based upon commonly shared expectations, rights and responsibilities, and common sense. Maintaining a safe, positive environment where orderly learning is possible and encouraged as students and school personnel work toward mutually recognized and accepted goals, requires the combined effort and partnership of students, parents, teachers, school administrators, and others involved in the educational process.

CODE OF GOOD CHARACTER

Respect - I will act with courtesy, tolerance, and dignity.

Responsibility - I will be dependable, punctual and accountable for my actions.

Integrity - I will have the courage to do the right thing.

Caring - I will demonstrate kindness, consideration, and compassion.

Self-Discipline - I will exercise positive self-control.

Trustworthiness - I will be honest and fulfill commitments.

Fairness - I will be impartial and equitable.

Citizenship - I will honor and contribute to the laws, policies, and human rights of the land.

HONOR CODE

As a member of the Massey Hill Classical Family, I will always demonstrate integrity, academic honesty, and personal self-discipline, as I complete my own work, avoid plagiarism, or any other form of academic misconduct.

Examples of academic misconduct include but are not limited to:

- Plagiarism – taking someone else’s ideas, words, and/or work and passing it off as one’s own
- Copying another student’s work
- Cutting and pasting from the Internet when original work is required.
- Use of electronic devices to cheat.
- Providing unauthorized assistance to other students on class work, tests, homework.

Consequences

1st Offense:

- Give a zero for the assignment
- Contact parent or guardian
- Assign detention

2nd Offense:

- Refer to administration for disciplinary action.

**MASSEY HILL CLASSICAL HIGH SCHOOL RULES
(IN ADDITION TO COUNTY POLICY)**

AIDING AND ABETTING: No student will aid or abet in the violation of the rules established by Massey Hill Classical High School and the Cumberland County Board of Education or the laws of the State of N.C. This includes serving as a lookout for others who are breaking school rules and failing to report violations of school policy to school personnel. Reports may be made anonymously.

BOOKBAGS, ATHLETIC BAGS AND SIMILAR ITEMS: Book-bags, athletic bags, or similar items may be used only for the purpose of transporting books, other school-related materials, and personal effects to and from school. Immediately upon the student's arrival at school, any book-bag, athletic bag, or similar item must be deposited in the student's locker. Students will be permitted to use the MHCHS laptop bag or an approved laptop bag during the day to transport Chromebooks/laptops. These bags are not to be used as bookbags.

Any item needed by the student during the school day, such as physical education clothes or equipment, may be secured from the locker prior to the class.

Musical instruments must be placed in appropriate music classes upon arrival to school. Musical instruments are not allowed outside of music classes.

CHECK-IN PROCEDURES: Students reporting late to school must sign in at the Front Office.

CHECK-OUT PROCEDURES: If a student wishes to leave school early, he/she must bring a note from home to the front office on the morning of check-out. School personnel will verify the note before the student is allowed to check-out. If a student needs to leave campus at any time during the school day due to illness, school personnel will contact the parent/guardian for permission. **Students may not check out for lunch.** Any student who fails to follow the proper check-in/out procedures shall be considered as truant.

UNIFORM CODE

STANDARD DRESS CODE: IT IS THE RESPONSIBILITY OF ALL STUDENTS TO ADHERE TO THESE GUIDELINES AND TO SHOW RESPECT FOR THE SPIRIT AND INTENT OF THE DRESS CODE. WHILE ON CAMPUS STUDENTS MUST CONFORM TO THE DRESS CODE. LISTED BELOW ARE THE ONLY CLOTHING ITEMS STUDENTS ARE ALLOWED TO WEAR ON CAMPUS & HOW THEY ARE TO BE WORN WHILE ON MHCHS CAMPUS.

(* Items are available for purchase in the main office.

Shirts:

1. *Official Massey Hill white or hunter green polo style with school logo- short or long sleeve
2. Plain white polo style- short or long sleeve
3. Plain white button up oxford style shirt- short or long sleeve
 - All shirts must have collars and remain tucked in while on campus.
 - Only plain white or black undershirts may be worn with any approved shirt. The undershirt should not be visible at the sleeves.
 - Plain is defined as no embellishment, decoration, or enhancing elaboration, without a pattern, figure, or device.

Pants:

1. Plain khaki or black dress or school uniform pants.
 - Pants must be free of frays, holes, extra pockets & embellishments.
 - Pants must be worn on or above the hips.
 - Pants may not be excessively tight or loose in fit.
 - Leggings may only be worn under skirts which meet the dress code requirements.
 - Athletic or athleisure wear do not meet dress code requirements.

Shorts/Capris:

1. Solid black or khaki, shorts may not be more than 3 inches above the knee.
2. NO jean shorts, basketball shorts, tight shorts, clingy shorts.
3. Shorts may not be excessively baggy/loose in fit.
4. Capris must be clearly marketed and branded as capris.
5. Knee-length socks worn with shorts/capris must be plain brown, black, white, or nude in color.

Skirts:

1. Plain khaki or black dress or cotton skirts.
 - Skirts, including skirt slits, **must be no more than 4 inches above the knee.**
 - Skirts must be worn on or above hips and not excessively tight.
 - Hosiery, tights, leggings worn under skirts, & knee-length socks must be plain brown, black, white, or nude in color.

Sweaters, Sweatshirts, & Hoodies:

1. *Official MHCHS Sweatshirt or *Official MHCHS Hoodie
2. Plain Black or White sweater or sweatshirt (**ONLY MHCHS HOODIES**)
 - Sweater styles permitted are v-neck, crew neck, cardigans, & sweater vests.
 - Sweaters & Sweatshirts must be free of zippers, hoods & embellishments & must be waist length.
 - Hoods **ARE NOT** to be worn inside school buildings.

- Only official MHCHS hoodies (green with school logo) can be worn.
- Seniors may wear MHCHS senior hoodie.
- Collars of approved polo shirts **MUST BE** visible under sweaters, sweatshirts and hoodies.

Shoes:

1. Light brown, brown or black dress or casual shoes.
2. No boots, moccasins, or Crocs©
3. Athletic shoes: upper and tongue must be black.
 - Upper is defined as the entire part of the shoe that covers the foot.
 - All shoes must have closed toe and heel.
 - For safety issues, heels are not to be higher than three inches.
 - Athletic shoes must be without a logo or logo must match solid shoe color.
 - All shoes with laces are to be laced to the top and tied.

Belts:

1. Plain black or brown belt
 - Belts must be worn with any garment having belt loops.
 - Belts must be plain & unembellished.
 - Buckles must be plain, small in size & unembellished.

Outerwear:

1. *Official MHCHS jackets, *Official MHCHS scarf and/or *Official MHCHS Hoodies
2. Plain black jackets **WITHOUT HOODS**
 - Outerwear should not be longer than hip length not shorter than waist length.
 - Only outerwear listed above may be worn inside the building, hallways & classrooms.
 - All other jackets, outerwear & cold weather accessories (hats, gloves, scarves) must be kept in locker.
 - Only official MHCHS hoodies (green with school logo) can be worn. (Hoods **ARE NOT** to be worn inside school buildings.)

Accessories:

1. Jewelry must be limited to one small necklace and/or bracelet.
2. Earrings must be small studs/post, hoop earrings no bigger than the size of a dime.
3. All facial piercings, to include nose, must have clear spacer.
4. Handbags & wallets are acceptable. Only one handbag allowed per student. Wallets must be free of chains.
5. Hair accessories- Moderately sized or smaller solid white or black hair accessories allowed.
6. Hair color must not be distracting to the learning environment.
7. **No large headphones, bluetooth earbuds, or AirPods© will be permitted on school grounds. Students may use corded earbuds for academic, classroom-based audio needs.**
8. Headgear can be worn for religious reasons only.

FRIDAY DRESS CODE: IT IS THE RESPONSIBILITY OF ALL STUDENTS TO ADHERE TO THESE GUIDELINES AND TO SHOW RESPECT FOR THE SPIRIT AND INTENT OF THE DRESS CODE. WHILE ON CAMPUS STUDENTS MUST CONFORM TO THE DRESS CODE. LISTED BELOW ARE THE ONLY CLOTHING ITEMS STUDENTS ARE ALLOWED TO WEAR ON CAMPUS ON FRIDAY & HOW THEY ARE TO BE WORN WHILE ON MHCHS CAMPUS.

FRIDAY DRESS DOWN DAY IS A PRIVILEGE GRANTED TO STUDENTS BY ADMINISTRATION & CAN BE REVOKED AT ANY TIME.

(*) Items are available for purchase in the main office.

Plain - with no embellishment, decoration, or enhancing elaboration: a plain shirt.

- Without a pattern, figure, or device: *a plain fabric.*

On Friday, students can follow the standard UNIFORM CODE OR follow the FRIDAY DRESS CODE.

Shirts:

1. *MHCHS Friday T-shirt (“skittle” shirt)
 - Only plain white or black undershirts may be worn with any approved shirt. The white undershirt should not be visible at the sleeves.

Sweaters & Sweatshirts:

1. *Official MHCHS Sweatshirt or *Official MHCHS Hoodie
2. Plain Black or White sweater or sweatshirt (including Friday “skittle” sweatshirts)
 - Sweater styles permitted are v-neck, crew neck, cardigans, & sweater vests.
 - Sweaters & sweatshirts must be free of zippers, hoods & embellishments & must be waist length.
 - Hoods **ARE NOT** to be worn inside school buildings.
 - **Only official MHCHS hoodies (green with school logo) can be worn.**
 - **Seniors may wear senior hoodie.**
 - Collars of approved “skittle” shirts **MUST BE** visible under sweaters, sweatshirts and hoodies.

Pants:

1. Denim blue or black jeans
2. Plain khaki or black dress or twill cotton slacks
 - Pants must be free of frays, holes, extra pockets & embellishments.
 - Pants must be worn on or above the hips.

Shorts/Capris:

1. Solid black or khaki, no shorter than 3 inches above the knee.
2. **NO jean shorts**, basketball shorts, tight shorts, clingy shorts.
3. Shorts may not be excessively baggy/loose in fit.
4. Capris must be clearly marketed and branded as capris.

Skirts:

1. Denim blue or black denim skirt
2. Plain khaki or black dress or twill cotton skirts.
 - Skirts, including skirt slits, must be no more than 4 inches above the knee.
 - Skirts must be worn on or above hips and not excessively tight.
3. Hosiery, tights, leggings worn under skirts, & knee-length socks must be plain brown, black, white, or nude in color

Shoes:

1. Any athletic shoe, sneaker or other casual shoe. No boots or moccasins or Crocs©.
2. School Uniform shoes
 - Shoes must have closed toe and heel.
 - For safety issues, heels are not to be higher than three inches.
 - All shoes with laces are to be laced to the top and tied.

Belts: (optional on Friday)

1. Plain black or brown belt
 - Belts must be worn with any garment having belt loops.
 - Belts must be plain & unembellished.
 - Buckles must be plain, small in size & unembellished.

Outerwear:

1. ***Official MHCHS Jackets, *Official MHCHS Scarf and/or *Official MHCHS Hoodies**
2. Plain black jackets **WITHOUT HOODS**
 - Outerwear should not be longer than hip length nor shorter than waist length.
 - Only outerwear listed above may be worn inside the building, hallways & classrooms.
 - All other jackets, outerwear & cold weather accessories (hats, gloves, scarves) must be kept in locker.
 - **Only official MHCHS hoodies (green with school logo) can be worn. (Hoods ARE NOT to be worn inside school buildings.)**
 - **CONSEQUENCES for wearing hoods in class/building**
 - 1) **Warning**
 - 2) **Parent contact/warning**
 - 3) **Removal of hoodie (hoodie is confiscated and held until the end of the semester).**

Accessories:

1. Jewelry must be limited to one small necklace and/or bracelet.
2. Earrings – must be small studs/post, hoop earrings no bigger than the size of a dime. Face piercings are not allowed.
3. All facial piercings, to include nose, must have clear spacer.
4. Handbags & wallets are acceptable. Only one handbag allowed per student. Wallets must be free of chains.
5. Hair accessories- Moderately sized or smaller solid white or black hair accessories allowed.
6. Hair color must not be distracting to the learning environment.
7. **No large headphones, bluetooth earbuds, or AirPods© will be permitted on school grounds. Students may use corded earbuds for academic, classroom-based audio needs.**

DRESS DOWN DAY: Each MHCHS student is expected to use good taste in choosing clothing for the dress down days. If a student is not participating in the designated dress down day, the regular school uniform must be worn.

Shirts: Students may wear sleeveless tops and tank tops with straps that are at least 2 inches in width. Students may NOT wear halters, mesh, tube tops, or see-through clothing. Shirts and blouses must not expose cleavage, undergarments or navels.

Pants/ skirts: Pants must be worn around the waist. No sagging permitted. Students wearing pants below the waist will require a change of clothing. Skirts should be no shorter than 4 inches above the knee in length. Splits in skirts should be no higher than fingertip length. If leggings are worn under a skirt, the length of the skirt must still be 4 inches above the knee in length. **Clothing must not be excessively tight (ex.**

bicycle shorts, yoga pants and leggings). If holes are in the jeans, leggings or sweatpants must be worn underneath.

Shoes: Students must wear shoes at all times. Students may NOT wear flip-flops &/or bedroom slippers or slides.

Outerwear: All heavy/long coats must be kept in students' lockers during the school day.

Accessories: Sunglasses, bandanas, or headgear may not be worn in the building. Jewelry or accessories that could be used as a harmful object may not be worn. Clothing, jewelry, or other accessories depicting alcoholic beverages, weapons, controlled substances or anything obscene or offensive in nature will not be worn. Students may not wear any under garments outside or on top of other clothing. (boxers, long johns, pajamas, undershirts, tank tops).

CONSEQUENCES FOR VIOLATION OF DRESS CODE:

- Students violating Dress Code will be asked to change clothes. If the student does not have a change of clothes, the student will be given alternate clothing from the MHCHS clothes closet as available. Parents may be contacted to provide appropriate clothing if not available at the school. If a student has five (5) Dress Code violations in a semester, he or she WILL NOT be able to wear Friday skittle shirts or MHCHS Hoodies for the remainder of the semester. Parents will be notified.
- Violations will result in **1 day of detention after school**. Students who cannot/do not attend detention will be assigned **ISS**.
- Subsequent Dress Code violations will result in **Administrative referral**. Insubordination is a Class I suspendable offense.

DRESS GUIDELINES FOR PHYSICAL EDUCATION CLASSES:

- Purchase shorts and tee shirts from Massey Hill
- Grey or black warm-up pants or wind-pants may be worn with Massey Hill t-shirts
- Athletic shoes

FOOD AND DRINK IN HALLS AND CLASSROOMS: No food or beverages are allowed in hallways or classrooms unless so authorized by administration. Students bringing lunch from home must place it in their locker upon arrival to school and must retrieve it prior to third period or first lunch. Students are NOT allowed to share any homemade item or purchased item with other students due to food allergies. If a parent brings food to a student, the parent must bring it to the main office. Parents are not allowed to bring food for students other than their child. Students will not be in the hallways or at their lockers during lunch without proper authorization. The sale of any food item by students must be approved by administration.

GAMBLING: Students shall not participate in any unauthorized event, action, or statement which relies on chance for the monetary advantage of one participant at the expense of others which includes exchanging items of value, as well as, currency and extends to keeping score for settlement. There shall be no gambling of any kind at school.

CAFETERIA: Free and reduced price lunch is available to students who qualify. Parents may put money on the student's account. The following are rules and regulations to be observed while in the cafeteria:

- There is to be no breaking or pushing in line. Seniors may move to the front of the line.
- Have money and student number ready to prevent holding up the line; there will be no credit.
- There will be no running in the cafeteria.
- Students will not allow other students to use their student number.
- All food, whether brought from home or purchased at school, will be consumed in the cafeteria.
- Each student is required to remove his/her lunch plate from the table.
- All paper products must be placed in the trashcan provided.
- Students are responsible for making sure all eating areas are left clean.
- Excess clothing is not allowed in the table area of the cafeteria.
- Vending machines in the cafeteria will be available for student use during lunchtime only. Appropriate conduct and all school rules will apply to the use of these machines.

MEDICATIONS AT SCHOOL: According to Cumberland County School Board Policy, students may not possess any prescription or non-prescription medication during the school day. All students requiring medications to be administered during the school day must contact the school's medication clerk. No medications may be in a student's possession unless authorized by the medication's clerk.

OVER-FAMILIARITY: Students will not engage in over-familiarity in relationships (kissing, sitting on laps, etc.).

PARKING AREAS: Designated parking areas are only for drivers and students carpooling with them. All other students will assemble and remain in the designated pick-up area after school. Parking areas are off limits during the school day unless permission is obtained from the main office. Students must leave the parking lot by 2:50 p.m. unless staying for extracurricular activities. Students will not loiter in cars or in parking lot before or after school.

POSSESSION OF TOBACCO/ VAPE PRODUCTS: Use of or possession of tobacco or vape products on campus will not be tolerated. Violation will result in disciplinary action according to CCS policy.

PREPARATION FOR CLASS: Students will be prepared for class with books, writing materials, assignments and other items required by the teacher. Students are to dress out for physical education.

PROPERTY DAMAGE: A person's private property and the school's property shall be protected from willful and/or irresponsible damage. Students who cause destruction or damage to property may be required to pay for damages and/or may be subject to legal prosecution. This includes, but is not limited to, defacing desks, walls, lockers, student work or displayed items on campus.

RESTROOMS: There is to be no loitering in restrooms. During class time, students **must have a hall pass** in order to use the restroom.

SCHOOL SUPPLIES: School supplies and materials are not to be used for any extra-curricular activity without permission from the office. Most materials necessary for your public education are provided for you by the State of N.C. Textbooks are school and state property and should be treated accordingly. **The State does not provide guidelines for assessing costs for lost or damaged textbooks. Therefore, the policy for assessing damage fees has been established by the Cumberland County School System.**

- Lost Book: 100% of the current price will be charged until the last year of use at that time the price charged would be the rebound price.
- Damaged Book, Unusable: Full price will be charged.
- Damaged Book, Usable: The amount collected will be assessed by the teacher based on the condition at the time the textbook was issued and returned. Assessments will vary depending on the level of destruction incurred.
- Full price charges will also be applied to any workbook that is lost or damaged beyond use.
- Rebinding Fee: Based on the current rate and is subject to rate increases.

If you are transferred from one teacher to another, return your book to your original teacher before you leave his/her class. Your new teacher will issue another book to you. If you stop attending school or transfer to another school, be sure to return all textbooks to the teacher who issued them to you or to Ms. Ford in the front office. Under regular circumstances all books will be collected at the end of the semester. Materials needed for special courses are not provided by the state, and must be paid for by the individual student enrolled in these courses.

CHROMEBOOK/ LAPTOP USE

I. Technology Use Agreement

Students and parents must sign and return the technology use agreement indicating whether students will use a Massey Hill assigned Chromebook or bring their own laptops to participate in the One to One program. Students are expected to read and adhere to the policies for use and responsibilities outlined in that agreement. Failure to do so could result in loss of computer access or disciplinary action.

II. Check In-Check Out

Students are responsible for checking out their chromebooks prior to first period each morning. Students must have laptop and be in first period when the tardy bell rings, otherwise they are late to school. Students who check in late, should visit the main office to sign out their device after completing check in on the first floor. Students who check out early will stop by the media center to leave their laptop bags and computers. Students who sign out devices must return them each day.

III. Care

Computers are to be transported between classes using the laptop bag. Students should not carry the devices by the screen and will not put other items in the laptop bag that could damage the cover or screen.

IV. Educational Use

The one to one program allows students access to technology throughout the school day. However, computers are to be an educational resource and should only be accessed

during class when the teacher has permitted use. When and how long students use the devices in each class will differ and based on teacher discretion.

TARDY POLICIES:

I. Late Check-In's to School

Each student may check in **TWICE EACH NINE-WEEK SEMESTER WITHOUT PENALTY**. Late check-ins will not carry over to subsequent semesters. The **ONLY** exception will be for students checking in with a legitimate doctor's note, court document, or death in family documentation (not a parent note).

INFRACTION	ACTION
1st unexcused late check-in	Warning
2nd unexcused late check-in	Warning
3rd unexcused late check-in	Parent Notification/Student Notification
4th unexcused late check-in	1 day of detention after school. Students who cannot/do not attend detention will be assigned ISS.

Subsequent late check-ins will result in administrative referral. Insubordination is a Class I suspendable offense. Continued late check-ins may result in the Character Academy at Alger B. Wilkins High School.

Driving students with excessive tardies as determined by the principal may lose the privilege of parking on school grounds.

II. Tardies to Class

Students are tardy if they are not in their seats when the instruction begins. All students who are tardy to class without a justifiable excuse will be subject to disciplinary action. Teachers will assign appropriate discipline for the first three tardies per semester. After the fourth tardy, the teacher will refer the student to the appropriate principal for administrative detention, in-school suspension, and/or out-of-school suspension.

The teacher will notify parents after the third tardy.

Checking Out

- 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.
- 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. The note must be brought to the office no later than 9:00 a.m. on the date of checkout.
- Checking out prior to 50% of class completion, which is 45 minutes, will result in an absence in that class.
- No checkouts are permitted for any student after 2:15 p.m

Cell Phones & Other Electronic Devices: Acceptable use of electronic devices in classrooms is at the discretion of the teacher, and may be denied either temporarily or permanently if the student engages in inappropriate, non-educational uses. Students are also personally responsible for the security of electronic devices; Cumberland County Schools is not responsible for the repair of personal digital devices (phones, iPads, etc.).

Electronic Devices: Use of certain electronic devices is permitted at Massey Hill Classical High School as described below. The school is not responsible for electronic devices students bring on campus. Permissibility of each type of electronic device is described as follows:

Disruptive Electronic Devices

1. Disruptive electronic devices are defined as devices deemed distracting to the educational environment.
2. The categories of disruptive devices are (a) audio & video recording devices (b) laser pointers (c) handheld video game devices and other electronic devices deemed distracting to the educational environment. As such, these devices are not permitted in any area of Massey Hill Classical High School unless approved by administration.
3. Use of cameras on non-disruptive devices and cell phones, to take still pictures or video, is not permitted on school grounds unless under direction and supervision of school personnel with parental consent.
4. The misuse of permissible electronic devices in a manner distracting to other students and school personnel is not allowed. The misuse of electronic devices includes but is not limited to:
 - a. Use of any electronic device in a classroom or other area not authorized by school personnel.
 - b. Listening to video or audio without headphones or corded earbuds.
 - c. Use of corded earbuds at a volume where others may hear.
 - d. Use of corded earbuds in any yellow or red zones without permission.
 - e. Corded earbuds in ears in red and yellow zones.
5. When audio devices are allowed, no large headphones, bluetooth earbuds or AirPods© will be permitted. Corded earbuds will ONLY be permitted.

Non-disruptive devices

1. Non-disruptive devices are defined as electronic devices primarily used for educational purposes.
2. The categories of non-disruptive devices are (a) laptops (b) notebooks; netbooks (c) tablets (d) e-readers (e) I-Pads, I-pods, (f) ear buds (limited use).
3. These devices may be used:
 - a. During classroom instruction as permitted yellow zones and in all green zones.
 - b. In any area with permission from school personnel.

Mobile Phones

1. Use of phones for voice and text is permitted only in green zones and in yellow zones with teacher permission (only).
2. Phones may be used as directed by school personnel. Phones must be off or on silent during time in yellow and red zones.
3. Phones may be used with internet access, video/audio functions etc. during classroom instruction at the discretion of the school personnel.

Consequences of Inappropriate Use of Electronic Devices

Violation of the appropriate use of electronic devices as described above (1) may result in detention, (2) In-school suspension (3) or out of school suspension. Students are required to turn in the device to school personnel and the parent may pick up the device from administration at the end of the day. Privileges may be suspended according to the following guidelines (1) same day release, (2) parent release (3) parent release, with detention (4) parent release, with ISS (5) suspension of electronic privilege for remainder of the grading period. Students are not allowed to refuse to turn device over to school personnel. Refusal to follow directions will result in suspension of electronic privileges for a time determined by administration (one week-one semester).

Lost or Damaged Devices

Massey Hill Classical High School assumes NO responsibility for the theft, loss, or damage of electronic devices brought to school. Students bring these devices at their own risk.

ZONES FOR ELECTRONIC USE AT MASSEY HILL CLASSICAL HIGH SCHOOL

<u>ZONES</u>	<u>LOCATIONS</u>	<u>Devices allowed</u>	<u>Corded Earbuds allowed</u>	<u>Phones allowed</u>	<u>Restrictions</u>
RED	Office Student Services Hallways	NO	NO	NO	With permission only
YELLOW	Classrooms Gym	YES	Limited use (with teacher permission)	NO	As directed by TEACHER or school personnel
GREEN	Cafeteria Media Outside Areas	YES	YES	YES	NONE; as long as it does not disrupt others

All Electronic Devices: Classroom teachers have the ultimate control over when and what type of electronic devices are used in the classroom. Consistency across the school is important. E-readers are permitted wherever reading is permitted

The hallways should have the following restrictions:

1. Students should not impede traffic to use their phones
2. Corded Earbuds **should not** be on or around the neck when moving through the hallways.

Telephones: Classroom and office telephones are not for student use except in case of an emergency. You are asked to remind your family not to call you at school unless there is an emergency, at which time the message from your family will be delivered to you.

Truancy: All students must adhere to the given schedule. The following actions constitute truancy:

- Leaving the campus without permission. Students **must** check out through the main office.
- Being absent from school without a parent's prior knowledge
- Not attending class
- Being in the hall without permission
- Leaving class without permission
- Using forged notes to leave class or leaving class under false pretenses
- Unexcused tardiness to class
- Absence from one teacher's class to help another teacher without approval from **both** teachers and the administration
- Students leaving campus after arrival without a parent's permission given to office personnel for check-out, constitutes skipping (including Massey Hill Grill and Drugstore).

Parents or guardians will be notified if a student is caught not attending class. Truancy is a code 2 absence.

Visitors: Visitors will report immediately to the front office to receive a visitor's pass. **Students cannot bring children, friends, or relatives to school. PARENTS ARE WELCOME AND ENCOURAGED TO VISIT AND OBSERVE.** Parents wishing to observe their student's classroom must complete the volunteer security form approved through the county.

LUNCH VISITATION: Parents/approved contacts may eat lunch with students. **ALL OTHERS ARE WITH ADMINISTRATIVE/PARENTAL APPROVAL ONLY.**

Other Rules: Specific guidelines mentioned elsewhere in this handbook are considered Massey Hill Classical High School rules.

These behavior rule definitions apply to all students in attendance in school and support programs, as well as, school-sponsored activities and events, either on or off campus.

The violation of any county and/or school rule(s) may result in suspension. The administration has discretion in making judgements relating to the MHCHS rules.

It is our hope that everyone will accept these regulations and follow them completely. Common courtesy and attempts to honor the rights of others will make these rules effective. Punishment is not the only course of action for an infraction, but it may be necessary in some cases. However, the best course of action that a student, faculty member, or administrative official can follow is to respect and observe the rights of others.

STUDENT ATTENDANCE POLICY

Students under the age of 16 must adhere to the North Carolina compulsory attendance law (G.S. 115c-378). Students are required to attend school 180 days or 90 days each semester based on an A/B or 4 x 4 schedule. A student shall be present at least one half of the period in order to be recorded present for the period. Students must be in attendance

90% of the instructional year in order to receive credit for a course. **A student missing 18 or more classes in a year long course or 9 or more in a semester class will not meet the attendance requirements and may not receive credit for that course. Please see your administrator if attendance is or will be an issue.** Parents will be notified in writing when a student accumulates three (3), six (6), and ten (10) unlawful absences.

- The responsibility for school attendance will be that of the home. Parents and students are expected to cooperate with teachers and administrators to ensure regular attendance. To achieve an efficient and workable program regarding student attendance, the following procedures will be implemented:
- Any student, who comes onto campus late during the school day or needs to leave school for any reason, must check in/out through the office.
- A parent/guardian must send a note explaining the student's absence upon the student's return to school.
- The classroom teachers and school will keep daily records of attendance, check-ins, and check-outs. Students who are absent ten consecutive days without notifying the school will be dropped from the roll. Students under 16 will be reported to the District Attorney's Office.
- The principal may assign the student an incomplete grade if all requirements, including attendance, are not met.
- **NO ATTENDANCE RECOVERY WILL BE OFFERED.** The expectation is that students will attend school each and every day, prepared to learn

A conference with the principal and school social worker will be required for ten (10) unlawful absences and court action will be considered. **An unlawful absence is any absence that does not meet the criteria for lawful absence or for which written documentation is not provided by the parent or guardian within three (3) days.** Parents may provide written notes excusing their child's illness, however, if a student accumulates (10) lawful absences due to illness, a note from a medical provider will be required unless there is a documentation of a medical diagnosis on file at the school.

EXCUSED ABSENCES

The following shall constitute valid/lawful excuses for the temporary non-attendance of a student at school provided satisfactory evidence of the excuse is provided to the appropriate school official. Written documentation must be provided by the parent/guardian for all absences within three (3) days of a student's return to school.
The following shall constitute valid/lawful excuses for an absence.

- **Illness or injury**
- **Quarantine**
- **Death in the Immediate Family**-the immediate family of a student includes grandparents, parents, brothers, sisters, aunts, and uncles.
- **Medical or dental appointments**
- **Court or Administrative proceedings**
- **Religious Observation**
- **Educational Opportunity**-the purpose of the absence is to take advantage of a valid educational opportunity. Approval for such an absence must be granted by the principal at least one week prior to the absence and board policy guidelines must be fulfilled. See Cumberland County Board Policy JBD-R at www.ccs.k12.nc.us/. Without such approval, absences are unlawful. Forms are available in the Main Office and on the school website.

UNEXCUSED ABSENCES

Unexcused absence is defined as:

- A student's willful absence from school with or without the knowledge of the parent, or:

- A student's absence from school for any reason other than those listed under "Excused Absences", or:
- Any absence, regardless of reason, not supported by written documentation within 3 school days of the absence.

MASSEY HILL CLASSICAL HIGH SCHOOL ATTENDANCE POLICY

In order to receive a passing grade for a course, a student must be in attendance for ninety percent (90%) of the class time or its equivalent as determined by the principal (CCS Board Policy File IHE). At Massey Hill Classical High School, the 90% attendance rate is equivalent to no more than 9 absences for the particular course.

- To be counted present for the individual class, the student must be in attendance one half of the class period.
- If a student has missed class due to a field trip, he/she will be required to make up missed assignments. Alternate assignments cannot be excessive or punitive. If a student misses class due to standardized testing (ACT, PLAN, AP, PSAT) students will be exempt from the class assignment.
- Suspended students shall be provided an opportunity to take any semester or end of grading period examinations missed during the suspension period for credit. Students will be provided opportunities for make-up work for credit for absences due to suspensions.
- Students who are hospitalized will be dealt with on an individual basis.

Choice School students are not allowed flexibility from attendance expectations. Students must be in compliance with the school attendance policy. Principals will inform the Student Assignment office when the Choice School student has six (6) unexcused tardies. After 10 cumulative instances of tardiness, late pick ups or early checkouts, a Choice School student may be returned to their home school at the principal's discretion.

MAKE-UP WORK POLICY

Students are encouraged to complete their academic obligations after an absence(s). 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.

In coherence with Cumberland County Schools: Makeup of missed assignments by a high school student on a 4 x 4 schedule must be completed within three school days of the student's return to school. If the teacher is unable to give a student the original assignment as makeup work, then the teacher shall provide an alternative but comparable assignment to be completed by the student. A teacher may allow for an extension of makeup assignment deadlines in the case of valid, extenuating circumstances.

NON-SCHOOL SPONSORED FIELD TRIPS

Requests for students to be counted present while attending non-school sponsored field trips should be submitted in the form of a letter to the principal no less than one week in advance of the scheduled absence. No more than two occurrences per school year will be allowed. Seniors who have scheduled appointments directly related to their post-secondary plans must submit the appropriate form available through the Student Services. A maximum of two days will be allowed for each senior per school year. It is

understood that students must arrange with each teacher to make up any assignments and/or test missed.

SCHOOL SPONSORED FIELD TRIPS

Students must receive permission from their teachers in order for them to attend a field trip. This information is to be obtained on the Parental Permission Form. Field trips are not considered absences.

WITHDRAWAL FROM SCHOOL

The following procedures should be followed when withdrawing from Massey Hill Classical High School:

- Students cannot be withdrawn to attend another public school in Cumberland County without completing the Choice Exit Form and receiving approval from the Student Assignment Office.
- The parent or legal guardian must notify the school either by phone or in person two days prior to withdrawal.
- Student must return all library books to the media center and pay any outstanding fines.
- Students must report to Marissa Ford in the front office on their last day at MHCHS to turn in all textbooks and/or workbooks and laptop, if one was checked out by the student. This should be done before first period. Locker must be cleaned out at this time.
- Parent is asked to see Ms. Ford, at a scheduled time, to sign necessary papers and pay any fees owed.
- Be sure that all financial obligations toward the school are met; otherwise the school cannot send a transcript or records to the receiving school.

EXAMS

Grading Period Exams

At the end of the first, third, fifth, and seventh grading periods, grading period exams may be scheduled at the teacher's discretion. Mid term exams will be given in all classes at the end of the second and sixth grading periods.

Final Examinations

All end-of-course tests, final exams, and CTE will count as 20% of the final grade. No student will be exempt from any state-mandated exams. Seniors will be exempt from all final exams if they maintain an 85% or higher in any class except EOC, NCFE and CTE courses.

GENERAL INFORMATION

Activities Calendar

Any school activities that are planned must be cleared with the principal and assistant principal who will place approved events on the school activities calendar.

Announcements

Announcements of important school and club news are made through the computer by the English Department. All announcements must have the sponsor's approval and signature. Announcements should be submitted via email to the specified English teacher no later than the day before they are to be made.

Automobile Registration

The privilege of parking a personal vehicle on school grounds may be exercised only after the student has met all the requirements established by the Cumberland County Board of Education and the school principal.

Parking regulations are established by the Cumberland County Board of Education in conjunction with the principal.

Applications for parking permits may be obtained from the main office. These should be completed and returned to the main office. The cost of a permit is \$50 (second semester \$25.00). Due to limited parking, juniors and seniors will have first priority for parking permits.

Parking Regulations:

- A valid parking permit must be displayed on the rear-view mirror.
- Park only in designated area.
- Speed Limit is 5 MPH.
- No spinning wheels, careless or reckless driving.
- No loitering in or around cars at any time.
- No smoking in vehicles upon arrival on campus.
- No littering.
- No loud music.
- No returning to vehicle during school day without office approval.
- All vehicles are to be locked.
- Pedestrians have the right of way.
- Neither the school nor the school system is responsible for loss due to fire, theft, or accident relative to personal vehicles on school grounds.
- Only drivers and students who carpool with them are allowed in the parking lots.
- Driving students with 6 or more tardies per semester as determined by the principal may lose the privilege of parking on school grounds.
- Students who drive an unregistered vehicle and desire to park on campus should check with the office prior to the day they plan to drive. They may be issued a temporary permit. Violation will be treated as disciplinary matter, and violators will be required to purchase parking decal. Daily parking passes will be \$2.00 per day.
- Violators of the preceding regulations will lose parking privileges for a period of time designated by the administration.
- Students using their automobiles to skip school or leave without authorization will lose privileges as determined by administration.

COMPUTER USAGE POLICY

Computers are available for use throughout the school by students and staff. The goal of the school is to provide this service for instructional and administrative purposes, sharing information, and innovation. Staff and students are awarded the privilege of using this equipment with certain guidelines. Access to the computers is available only during the hours that the school is open. The smooth operation of the system depends greatly upon proper usage by all involved. In general, this requires efficient, ethical, and legal utilization, as well as, adherence to school and county codes of conduct. If a user violates any of these provisions, his or her privilege to use the system will be terminated and future access could be denied. In a case where laws or codes of conduct are broken, further consequences may follow. Students will be given a document to sign indicating that they are aware of specific guidelines and rules of conduct. This document is binding. Administration must have rights to all MHCHS affiliated sites and accounts.

STAFF AND STUDENT GUIDELINES

Acceptable Use

- Computers may be used to support the educational objectives in the classroom.
- Computers may be used to perform administrative tasks by staff members.
- Computers may be used as a tool for self-instruction and enhancing personal skills.
- Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyright, threatening, or obscene material.

Network Etiquette

- Students must not reveal their ID number or password to another student.
- Staff members should not reveal their ID number or password to a student.
- The network must not be used in any way that would disrupt the work of others. This includes the sending of messages without the express consent of a teacher or administrator.
- Any work or programs that can be accessed through the network is the private property of the person's identification number to which it is attached. Any use of material other than that attached to your personal identification number violates privacy laws.

Security

- Security is the responsibility of all users.
- If you can identify a security problem, you must notify a staff member or administrator immediately.
- DO NOT use another person's identification number for any reason.
- Attempts to log on to the system as a system administrator will result in cancellation of privileges.
- Any student who attempts to log on as a teacher or other staff member will face possible dismissal from class resulting in a failing grade for the year and denied access to the system.
- Any person identified as a security risk or having a history of misconduct on the system may be denied access in the future.

Vandalism

- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to alter, harm, or destroy computer equipment, data of another user on the system or the programs that are available for usage on the system.
- Vandalism may also include, but is not limited to, the uploading or creation of computer viruses.
- All food items (candy, gum, drinks, etc.) must be kept clear of the computer workstation. Damage to a computer by these items is considered vandalism

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 students 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. 2000202.

Athletics

It is the responsibility of the student to notify the school at the beginning of each semester that he/she is participating in sports with Cumberland County Schools. Student athletes must adhere to the expectations outlined in the Cumberland County High Schools Student-Parent Athletic Handbook.

Cumulative Records

A cumulative record is kept on each child in the Cumberland County Schools. This record includes health records, achievement test data, courses and grades for each year in school, school attendance, personal information and a log of all persons outside the school who have inspected the record. Any student who is 18 years of age or older may review his/her own record. The student or parent must make an appointment in accordance with Cumberland County School Board Policy. With proper identification, parents, custodial parents, or legal guardians may view the cumulative record of their child. They may not remove any items but copies can be made. The records may not leave the counseling center at any time.

Driver Education

Announcements will be made through daily school announcements regarding dates for after-school driver education.

Driver's Eligibility Certificate

In order to receive a DEC, a student must provide the front office with the following:

1. Identification that accurately provides the legal name and date of birth (**Original or certified copy of Birth Certificate or Military ID**)
2. A **Driver Education Completion Certificate** from the state of North Carolina
3. A parent or guardian to sign the DEC

4. Student must have passed 3 out of 4 courses the previous semester

Fire Drills

Routes for the nearest fire exits are posted in each room. Teachers and students should be familiar with these exits. Fire drills are conducted at unannounced times. Students should leave in an orderly manner and there should be no talking. Students should not stop to get water or go to the restroom when leaving and returning to the building and should remain with the class during the entire drill. If the alarm goes off during lunch, the student is to report to his/her third period teacher outside the building. If the alarm goes off during a change of class, the student is to leave through the nearest exit and to the area where his/her previous teacher normally goes during a fire alarm.

First Aid

First aid supplies are maintained in the main office for minor accidents that may arise during the school day. In case of more serious injury, other arrangements will be made.

Gift Deliveries

Flowers, balloons, and other gifts will be delivered to students at the end of the school day. We will not interrupt the school day to call students out of class.

Guest Speakers

All guest speakers must have the approval of the principal.

Inclement Weather

If school is to be closed due to inclement weather, the local radio/TV stations, ParentLink, and school social media will make the announcements. If school is dismissed early, local radio/TV will make the announcements. We will also use our messaging telephone system.

Junior-Senior Prom

The Junior-Senior Prom is a Junior Class sponsored project. Only juniors, seniors, and invited guests may attend. All juniors and seniors must have an approved ID. Juniors and seniors may invite one guest and they must have an approved application and proper identification. Juniors must pay a fee for their guests to attend. All guests must be 21 or under and must be at least a junior. Formal attire is required.

Locks and Lockers

At the beginning of the school year a locker is assigned to each student. Students may not share lockers or use unassigned lockers. Combination locks are required. All unauthorized locks on lockers will be cut off. Locks will not be sold by the school. Students may use combination school locks from last year or combination locks purchased commercially. The lock combination must be given to the Grade Level Advisor prior to receiving a locker assignment. Lockers unsecured by locks will be tied off.

Lost and Found

Any articles found on school premises should be turned in to the main office. All losses should be reported so that periodic checks for recovery can be made.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled for October 22nd and March 23rd from 4:00 p.m. until 6:00 p.m. Parents who would like a conference with a teacher at other times during the school year should make an appointment with the individual teacher through email or by calling the school at 485-8761. These appointments should be made after school beginning at 2:50 p.m. or during a teacher's planning period during the school day.

Physical Education Uniforms

All students enrolled in a physical education class are required to wear a school physical education uniform purchased through the school. These must be ordered through the main office.

Physical Education Exemptions for Medical Reasons

Students who need to be exempted from physical education for medical reasons must bring a note from their doctor stating the reason for exemption and the length of time the student should not participate. These notes must be renewed every year unless the doctor states that the student will never be able to participate in physical education classes.

Posters

All posters displayed in the school must have the approval of a principal. The approving principal must sign the poster before it is posted. Any club placing posters will be responsible for promptly removing them after the conclusion of the event. Posters and other materials are not to be taped to glass or wall surfaces. A display area is maintained for this purpose.

PTA

Your active participation in our Parent Teacher Association will strengthen our efforts to provide students with the best opportunities that are available to them. Membership dues are \$10.00 per individual. Massey Hill Classical would like to extend to you an invitation on behalf of your PTA to attend our meetings and become a member.

School Resource Officer Program

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.

Social Activities

Specific guidelines have been established for school social activities. Questions about these activities should be directed to the faculty member in charge of clubs and activities. **THERE WILL BE NO PARTIES AT THE HIGH SCHOOL LEVEL.**

Theft Prevention

The best way to prevent thefts at school is to be conscious of the fact that you can eliminate the opportunities for thefts to occur. Each student and employee of the school has a responsibility in the area of preventing thefts. The school cannot be responsible for items that are lost or stolen.

Listed below are some hints to prevent thefts:

- Never leave anything in a locker that does not have a lock.
- Never leave cameras, jewelry, or other valuables in a locker even if it has a lock.
- Never leave valuables unattended to include: band instruments, annuals, textbooks, purses, coats, etc.
- Always keep your car locked. Never leave valuables visible in your car.

These same precautions should be observed if you are staying after school for practice or club meetings. In the event something is lost or stolen, report it immediately to the office.

Tornado Drills

We will have tornado drills throughout the year. An announcement will be made of a tornado warning and the ringing of one long bell then one short bell. A tornado plan is posted in each classroom. Please follow the instructions of your teacher at all times and do not leave your group for any reason.

STATE, COUNTY, AND SCHOOL POLICIES

Distribution of Materials in School Organizations, Company Representatives and Individuals Other Than School Employees

It is the policy of the Board of Education to require any organizations, company representatives, or individuals who wish to place materials of any kind in the Cumberland County Schools to

- Contact the principal of the school for permission to bring materials to the school.
- Make no effort to distribute or cause to have distributed any materials at the school prior to complying with statement above.
- Leave the materials in the office or place designated by the principal where they may be picked up by students and teachers on a volunteer basis.

North Carolina Immunization Law G.S. 130-87. Immunization required.

Every child present in this State shall be immunized against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella (MMR), and in addition, shall be immunized against smallpox upon a determination by the Commission for interest of the public health. Every parent, guardian or person in loco parentis and person or agency, whether governmental or private, with legal custody of a child shall have the responsibility to insure that their child has received the required immunization at the age required by the commission of Health Services, and, if a child has not received immunizations by the specified age, such persons shall have the responsibility to obtain the required immunization for their child as soon as possible after the required immunization is determined.

Any child who has received immunization for measles prior to his obtaining 12 months of age shall be required to obtain a second measles immunization after the child has obtained 12 months of age.

State policy requires that a copy of the official immunization record be on file in the student's cumulative record.

SEARCHES - STUDENT'S PERSON (Board Policy No: JCABA)

The Board of Education authorizes administrative personnel who have reasonable belief that a student or students are in possession of weapons, illegal drugs 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 belief which can be substantiated if necessary.
2. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s).

The above shall be with the knowledge, and under the supervision, of the principal.

Any search of student's person shall be done privately by a teacher or administrator of the same sex as the student to be searched. At least one witness who is an administrator or teacher, also of the same sex as said student, shall be present throughout the search.

Reasonable belief on the part of an administrator may be based upon information from such sources as faculty members, reliable students, a law enforcement officer, visual evidence or any of these factors.

The content of this policy shall be reduced to written form and placed in a prominent location in each student handbook. It shall also be disseminated orally to students at the start of each scholastic year. The Board of Education shall consider such notification as adequately satisfying any procedural requirement.

Indiscriminate search of desks or lockers or any searches without the existence of the necessary reasonable belief described above shall not be practiced in any school of the School District. Adopted November 11, 1980

SEARCH AND SEIZURE - SCHOOL PROPERTY (Board Policy No: JCABB)

The Board of Education fully recognizes the application of constitutional law to the area of student privacy. The Board is equally aware that such tangible personal property items as student desks, student lockers and related properties are and remain the property of the Board, who represent the citizenry subject to statutory requirements of the State of North Carolina.

The Board of Education, thus, is charged with maintenance of such property items and authorized inspection for any maintenance-related reasons. With respect to opening said student lockers or desks for other reasons, the following shall be considered applicable throughout the Cumberland County School District.

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 belief 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.

Adopted November 11, 1980

HONORS

Academic Letters, Pins, Bars

Recipients are selected on the basis of their academic performance through the end of the sixth reporting period. They must earn a minimum cumulative weighted GPA of 4.0 or unweighted GPA of 3.5 in order to receive an academic letter, pin, or bar.

Academy of Scholars

Participating students are selected based upon performance on the PSAT, end-of-course tests, grade point average, and evidence of leadership skills. Student screening occurs during the first semester of the junior year. School counselors coordinate the selections process.

"Body, Mind, and Spirit Award"

At the end of each school year, a senior is selected for the “Body, Mind, and Spirit” Award. The criteria for this award is academic achievement (cumulative unweighted GPA of 3.5 or higher at the end of the sixth grading period), leadership potential, contributions to school and community, integrity in and out of the classroom, physical vigor, adherence to the dress code, citizenship, and good attendance (adheres to MHCHS attendance policy). The purpose of the award is to recognize the senior who best exemplifies the classical ideal of a sound body, mind, and spirit – the ideal Massey Hill Classical High School student.

Honor Graduates

Honor graduates will be those students who meet the following criteria at the end of the seventh grading period: weighted GPA of: 4.5 or higher – summa cum laude; 4.2 or higher – magna cum laude; 3.8 or higher – cum laude. Honor graduates will wear honor cords at graduation and be recognized at the Awards program.

Honor Roll

“A” Honor Roll will consist of students making no grade below “A” during the grading period.

“A-B” Honor Roll will consist of students making no grade below “B” during the grading period.

Marshal Selection

Students will be ranked academically based on their weighted GPA during the second week of April. The top 20 academic juniors will be considered for Marshals in the spring of their junior year. The principal will make the final selection.

North Carolina Academic Scholars

North Carolina Academic Scholars must have an overall four-year unweighted GPA of 3.5 and meet all the requirements of the program adopted by the State Board of Education as revised on August 8, 2002. Courses required to qualify as a North Carolina Scholar are: four units of English, four units of math (Math I, II, III and a higher level math course with Math III as a prerequisite OR Integrated Mathematics I, II, III,, and a higher level mathematics course with Integrated Mathematics III as a prerequisite), three units of science (a Physics or Chemistry course, Biology, and an Earth Environmental Science course), three social studies (World History, Civics/Economics, and U.S. History), two languages other than English (two credits of the same language), one course in Healthful Living, one course in Career and Technical Education, one Arts Education course (Dance, Music, Theater Arts or Visual Arts), and five elective credits to include at least two second-level or advanced courses. This plan is applicable to students who entered the ninth grade for the first time in or after 2003-2004.

Other Honors

Massey Hill Classical will have an Awards Day Program during the school day in the spring of each school year to recognize outstanding academic achievements.

Outstanding Seniors

Outstanding seniors are selected by faculty vote at the end of the first semester. Candidates with a minimum weighted 3.5 GPA are selected by the faculty on the basis of character, leadership, contributions to school and community, and positive impact on their peers. Adverse considerations; poor attendance, frequent tardiness, any improper

behavior or suspensions from school. Students who receive the majority vote (not to exceed 20% of the senior class) will be deemed Outstanding Seniors. They will be featured in their annual Senior Awards Night.

President's Awards for Educational Excellence

Recipients of this national award must have earned a minimum cumulative weighted GPA of 3.5 at the end of the first semester, have taken at least two honors or AP courses, scored nationally 85% on either the verbal or math portion of the SAT or ACT and meet minimum admission requirements for the UNC system universities. Candidates who are failing a course for the year at the time the selection is made will not receive this recognition. The award will be made at the Awards Program, and recipients will be identified on the graduation program.

Valedictorian and Salutatorian

Based on the 175th school day, the senior with the highest GPA will be the Valedictorian and the senior with the second highest GPA will be the Salutatorian.

HONORS/ RECOGNITIONS

Marshals

At the end of the first semester, students are ranked academically based on their weighted GPA. The top academic juniors are considered for Marshals in the spring of their junior year.

Fine Arts Cords

- Students must have a cumulative A average in their fine arts class
- Students must complete at least one honors level course
- Students must complete the below requirements for the particular fine arts class
- Students must demonstrate leadership attributes via their work, critiques, and attitude toward learning
- Students must apply for a fine arts cord

Band, Chorus, Orchestra students

- Students must receive at least 6 credit hours of your respective fine arts class.
- Students must participate in 2 county, district, regional, or state auditioned events
- Students must prepare for and attend all performances

Theatre Arts Students

- Students must carry out a leadership positions in a production (ie. director, major role as an actor, technical designer)
- Students must contribute to at least two theatrical productions
- Complete and maintain an "A" average in all four (4) theatre course levels to include: Beginning, Intermediate, Proficient

Visual Arts students

- Students must participate in a minimum of 4 Art Exhibitions, Competitions and/or Contests

- Students must maintain an “A” average in a minimum of four Visual Arts levels, including: Beginning, Intermediate, Proficient, Advanced, and AP Studio Art

Military Appreciation Cord

- Graduates must have been a club member for all but one year while enrolled at Massey Hill.
- Graduates must attend a minimum of 7 of the 9 monthly meetings each school year while enrolled at Massey Hill.
- Graduates must participate in the Veteran’s Day Parade all but one year while enrolled at Massey Hill.
- Graduates must perform a minimum of 4 hours of military related community service above the grade level required community service while a member of the Military Appreciation Club. Participation in the Veteran’s Day Parade does not count for these 4 hours.
- Graduates must have a minimum 3.0 GPA.
- Graduates must exhibit conduct becoming to our military and may not have been suspended from school while enrolled at Massey Hill.

Speech and Debate Cord

- Qualify for the national Speech and Debate Honor Society (25 points minimum).
- Complete senior year earning either their first 25 points or an additional 15 points.

AIG Cord

- Enrolled in AIG Program

NC Governor's School Cord

- Students must be selected and attend Governor’s School.

Foreign Language Cord

- Students must have 4 Years of English w/ 2.5+ Unweighted GPA
- Students must have 4 Years (must include level 4 or higher) of the same World Language w/ 2.5+ Unweighted GPA.

Community Service Cord

- Students must complete a minimum of 200 community service hours of community service.

Academy of Scholars Cord

- Members must attend monthly seminars and apply for all major scholarships.

Campus Life Senior Service Cord

- Colors: Royal Blue and White (YFC Colors)
- Criteria: Must be an active club member for 3-4 consecutive years. This must include the student's senior year.
Active means:

- Regular attendance at Campus Life meetings as documented by AYPYN or other Attendance Roster.
- Participation in MHCHS Outreaches.
- Participation in Campus Life sponsored activities i.e. Toy Drive, Food/Toiletries Drive, See You at The Pole (SYATP), the National Day of Prayer or other YFC functions.
- Compliance with MHCHS Rules.

Student Government Association Cord

In order to be eligible to receive a Student Council honor cord a member must meet all requirements.

1. To receive a Student Government honor cord, a student must be in good standing with the Student Government of Massey Hill Classical High School.
2. To receive a Student Government honor cord a student must have at least two (2) years of service as a Class or Student Body Officer of the Student Government of Massey Hill Classical High School.
 - a. Seniors with only one (1) year of service on Student Government may receive an honor cord, if they have demonstrated outstanding service.
 - b. The Advisor(s) of Student Government will do an evaluation for the senior with one (1) year of service.
3. A Student Government member must have a minimum of twenty-five (25) Community Service hours served through Student Government projects in those two (2) years. These service hours are in addition to a students graduation requirement service hours.
4. Seniors who are not on Student Government their senior year, but who have served at least two (2) years during their high school career, who were in good standing and have their 25 hours of community service will also receive an honor cord.
5. A member must not have excessive unexcused absences from Student Government meetings or school unexcused absences to be eligible to receive an honor cord. Excessive attendance issues will require a meeting with the Principal and the Student Government Advisor.
 - a. School unexcused absences are defined in the Student/Parent Handbook.
 - b. Student Government unexcused absences are defined as 5 unexcused absences from Student Government meetings per year.
6. A Student Government member must maintain a 3.0 unweighted cumulative GPA to receive a Student Government Honor Cord.
 - a. If the student is no longer in Student Government at the time of graduation, they must still maintain the 3.0 GPA in order to receive an Honor Cord.
7. A Student Government member must not have excessive dress code violations. In order to receive an Honor Cord, a member must not have received ISS for dress code violations more than twice.

* Hours will not be earned for planning & participation in Homecoming week, Powder Puff, Teacher Appreciation week, the Miss Massey Hill pageant, or attendance at Student

Government meetings or NCASC events. These are part of the Elected SGA member responsibilities.

* Excused absences from SGA meetings are as follows: Excused school absences along with all county excused absences (see student handbook) and tutoring. SGA meetings are held every Wednesday after school from 2:50-3:30 unless otherwise announced.

ACADEMICS

COMMUNITY SERVICE

We believe that service to the community is an important component in our efforts to accomplish the development of character, leadership, school pride, and civic responsibility. Community Service consists of non paid donations of time to help a worthy cause. Please contact the school in advance if you have any questions about whether a potential Community Service activity qualifies. All students at Massey Hill Classical High School must complete a minimum number of service hours each year.

9 th grade	4 hours
10 th grade	8 hours
11 th grade	12 hours
12 th grade	16 hours

Additional hours of service will be required for any student who fails to complete the first semester requirement.

GRADUATION REQUIREMENTS

Massey Hill Classical High School students are required to earn credits in courses as follows for successfully completing their college preparatory education.

College and Career Ready Requirements			
English	4	Foreign Language	2
Math	4	P.E.	1
Science	3	Electives	10
Social Studies	4		

MARKING SYSTEM AND CLASS RANK

A	90-100	4 quality points
B	89-80	3 quality points
C	79-70	2 quality points
D	69-60	1 quality points
F	59 and below	0 quality points

Honors and Advanced Placement courses are weighted as follows: Honors courses - .5 quality point above standard; AP courses - 1 quality points above standard. Rank in class is cumulative and begins at grade 9. Rank is determined by the weighted grade point average. Rankings are used in the Junior year at the end of the sixth grading period to determine marshals. Rank is determined again during the 175th day for Seniors to

determine the Valedictorian and Salutatorian. **RANK WILL NOT BE CALCULATED AT ANY OTHER TIME FOR PARENTS OR STUDENTS. ALL RANK REPORTED ON TRANSCRIPTS (unofficial and official is NOT FINAL).**

PROMOTION

- To be promoted from grade nine (9) to grade (10) each student must pass a minimum of six (6) units of course credit. One (1) of these units must be in English.
- To be promoted 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 in English.
- To be promoted from grade eleven (11) to grade twelve (12) each student must pass a minimum of twenty (20) units of 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 in English.

CLUBS AND ACTIVITIES

Awards

Club awards are presented at the various club banquets.

Club News Releases

Any news releases pertaining to the school or clubs should be turned in to Valerie Deane who will serve as the official School News Contact.

Constitutions

Every club should have a copy of its constitution on file with the Student Council. Every club member should also have a copy of his/her club's constitution. If a club member cannot obtain a copy from the secretary of the organization, he/she can get one from the Student Council.

Conventions

Conventions are one of the most enjoyable parts of club work. Convention delegates may be chosen by the club officers or elected by the entire club. Those selected to go will need parental approval and that of the principal. Transportation will be arranged in most cases by the club advisor. However, in nearly all cases, personal expenses are not paid for by the various clubs. No more than eight students will be allowed to attend overnight conventions without prior approval of the principal.

Elections

Club elections are held at the beginning or end of the school year. The only exception is the Key Club, which must elect officers in February. Election procedures are outlined in each club's constitution. If a club member has a question concerning specific elections, he/she should contact an officer of the organization involved.

Meetings

All club or class meetings must be attended by the sponsor or sponsors who will be responsible for the conduct of the group.

MHCHS EXISTING CLUBS AND ORGANIZATIONS

Anime Club:

Purpose – To explore stylized Japanese animation & literature.

Criteria – Membership is open to all MHCHS students interested in anime.

Art Club:

Purpose – To provide extra creative time in the arts

Criteria – Membership is open to all art students in grades 9-12.

Battle of the Books:

Purpose – To help students read out of their comfort zone and develop an appreciation for other types of literature as well as a love of reading

Criteria – Membership is open to all students who are willing to read the books, discuss them with their peers and compete in a quiz bowl style competition.

Meeting times TBD.

Campus Life:

Purpose – Campus Life combines healthy relationships with creative programs to help young people make good choices, establish a solid foundation for life, and positively impact their schools. Campus Life is a place for students to have fun, make friends, and talk about what matters.

Criteria – Membership is open to all MHCHS students.

Key Club:

Purpose – To serve the school and community and to develop student leaders and their leadership skills

Criteria – Membership is open to all MHCHS students. To maintain membership, students must attend 50% of the meetings per month and complete two service projects per semester. Students who fail to meet these requirements are removed from membership for the following semester and may not join again until the next school year. Membership dues are established each year.

Military Appreciation Club (MAC):

Purpose– To promote positive relations and support of our military community.

Criteria– Membership is open to all MHCHS students.

National Honor Society:

Purpose – To promote the ideals of academic excellence, service, leadership and character in the students of Massey Hill Classical High School.

Criteria – Students must have a minimum weighted GPA of 4.0 AND a minimum unweighted GPA of 3.4 or numerical average of 90 on the previous semester's rank list, and a minimum number of character, leadership, and service points. These points are documented from attendance, discipline, activity, community service records, and teacher recommendations. Membership dues are \$15.00 per school year; stole for graduation cost for Seniors is an additional \$5.00.

Quiz Bowl Team:

Purpose– The MHCHS Quiz Bowl team is a competitive, academic, interscholastic activity for which players attend periodic practices and then represent their school at varsity tournaments. The NCASA is the governing body that promotes academic excellence and success of North Carolina Students through competition.

Science Olympiad

Purpose – To create a passion for learning science with an emphasis on teamwork and a commitment to excellence by preparing for academic competitions, which are held at the regional, state, and national levels.

Criteria – To attend the practices on a regular basis and to realize that practice is important. To understand that Science Olympiad requires teamwork and that all members must give 100% in order for the team to be effective and progress in the competitions. A membership fee is required and possibly other expenses as the team progresses.

Speech and Debate:

Purpose – To develop public speaking skills in both debate competition and dramatic competitions.

Criteria – Open to all MHCHS students. Students must be willing to attend weekly afternoon meetings and tournaments on weekends. To qualify for the National Speech and Debate Association students must attend at least 5 tournaments throughout the school year. A membership fee is required for team activities.

Student Government Association:

Purpose – To represent and encourage cooperation among the student body and to provide a means for student opinions and ideas to be expressed to the faculty and administration of MHCHS. The Student Government is the representative of and advisor to the student body of MHCHS.

Criteria – To run for an SGA office, students must have a minimum 2.75 GPA and must have teacher and student recommendations.

Thespian Club

Purpose – Serves all students with an interest in all things theatre. Students explore theatre games, plays, musicals, technical theatre, and more while building positive relationships with fellow artists.

Criteria – Membership open to all students of MHCHS who want to learn more about on and off stage elements of theatre arts.

SPONSORS OF MHCHS CLUBS/ORGANIZATIONS

All students are encouraged to join one or more club and organization. Sponsors will provide specific information.

Anime Club- Greg Nazario

Art Club – Brett King

Battle of the Books- Julianne Dunn

Campus Life – Joseph Miller and Ryan Cashwell

Key Club – Jennifer Czechowski

Military Appreciation Club- June Braden

National Honor Society – Melissa Hunter and Robert O’Neal

Quiz Bowl- Gregory Nazario
Science Olympiad- Joseph Miller and Dali Emami
Speech and Debate – Brittanie McNeil
Student Government Association – Julianne Dunn
Thespian Club- Molly Malone

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Student Services Information

2020-2021

STAFF

School Counselor: Meredith Kelley School Social Worker: Ashley Garrett

Data Manager**: Marissa Pierce-Ford AIG Coordinator: Laura Lucchino

**The Data Manager is located in the front office upon arrival.

SCHOOL INFORMATION

Principal's name: Dr. Jason Jordan Telephone: (910) 485-8761

School address: 1062 Southern Avenue, Fayetteville, NC 28306

High School (or CEEB) code: 341314 (This code is needed for SAT and ACT registrations as well as for college and scholarship applications.)

COUNSELING SERVICES PROVIDED TO SENIORS

Group: Fall Orientation
 College Information Night
 College Application Week
 Small Groups - as needed

Individual: Personal/Social Counseling
 Post-Secondary Education Planning
 Review of Graduation Requirements, college and scholarship applications
 Recommendations provided upon request (Allow at least 7 days prior notice)

School-wide: Students may obtain scholarship and other information on their class' Google Classroom. Code can be obtained in the Student Services Center (You will need to be verified by the Counselor).

Assistance with Online Applications:

Online College Applications (Common App)

Scholarship applications

 ACT registration information

 SAT registration information

 NCAA Initial Eligibility Clearing House registration

Transcript Audits: Students will meet with the Counselor once each semester to review and sign their transcript audit.

Forms: Student Activity Record
 Request for Letter of Recommendation
 College Visitation Form

APPOINTMENTS

- When you wish to make an appointment for routine conferences such as academic concerns, career and college information, and non-emergency personal issues., come by the Student Services Center and sign up with your student ID number before or after school, between classes or during lunch. Emergency concerns will be seen as soon as possible.
- Students are required to have a pass from their teacher to visit the Student Services Center. The Student Services Center does not write late passes if you cannot make it to your next class on time.
- Parents who need an appointment with the counselor are asked to call ahead to ensure that they can be seen at the desired time.

PARENT NOTIFICATION OF STUDENTS SUPPORT EMERGENCY SERVICES

In the event of a school crisis (ex. Suicide, national dilemma) professional counselors, psychologists, social workers, and safe schools coordinators will respond to students through classroom, small group, individual and/or outreach services. Detailed information will follow any potential event, and parent involvement will be sought as appropriate.

TRANSCRIPT REQUESTS

Transcripts may be requested in the Student Services Center. Students must specify where they would like their transcript sent, the purpose of the transcript, official or unofficial requests, and whether it is to be sent electronically or by mail.

APPLICATION GUIDELINES

COLLEGE APPLICATIONS

Applying to colleges, technical schools, or other institutions can be a stressful experience. An incomplete application will delay admissions decisions and may even jeopardize your acceptance. To make the process as easy and efficient as possible, the Student Services Center has developed the following guidelines.

Ways to Apply:

1. Early Decision – Admissions are BINDING. If you are accepted, you must attend.
 2. Early Action – Admissions are non-binding. Deadlines are usually in mid-October for both Early Decision and Early Action applications.
 3. Regular decision deadlines are dependent upon school. Visit your desired school's website for specific instructions.
- It is important to research several colleges before you begin filling out applications. An excellent resource for finding admissions requirements, majors offered, application fees and deadlines, campus life, etc. is the College Board website. www.collegeboard.org
 - Fill out and sign a transcript release form (available from the Data Manager). Completed request forms are kept on file and should be pulled to request additional copies. Please allow 24 hours for the request to be filled.

- If the institution you are applying to requires an application fee, they can be paid online or mailed a check addressed to their admissions office.
- Ask appropriate references for letters of recommendation when required. Request forms can be found in the Student Services Center or at the end of this guide. Please allow up to two weeks for the letter of recommendation to be completed by a teacher.
- The activity form is available from your counselor, on the Edmodo page, and in the back of this guide.
- Pay attention to deadlines, especially if you need individual help with an application and/or a transcript. Your counselor may not be available to help on short notice. We cannot guarantee last minute service.

SCHOLARSHIP APPLICATIONS

- Scholarship information is provided on the shelves outside of the Student Services Center and on the Edmodo page. Information is updated as it is received. Be sure to read the requirements to determine your eligibility for the scholarships that interest you.
- If you meet the criteria and need more information, please schedule an appointment with your counselor.
- Most scholarships are open to all eligible seniors, but if the school is required to nominate one or more candidates, the Scholarship Selection Committee will select the most qualified students.
- Allow plenty of time to complete scholarship applications. You will be judged not only on your qualifications, but also on how you present them. Follow the instructions exactly and have someone else proofread your work, especially essays.
- Meeting deadline dates is essential to remain a viable candidate for scholarship competitions. The deadline date the application has to be postmarked or received by the sponsoring organizations will be listed on the bulletin and the cover sheet. It is your responsibility to complete the application packet and ensure that it is received by the deadline.
- Most scholarship applications must include an official transcript. Please follow the guidelines explained on the previous page.
- The Student Services Center makes every effort to ensure that only legitimate scholarships are publicized. Scholarship opportunities are researched before they are published or distributed.

SOURCES FOR SCHOLARSHIP INFORMATION

- College catalogs and websites and financial aid offices
- The Cumberland County Public Library
- Parent Employers
- Churches, professional organizations, clubs
- The Internet:
 - www.fastweb.com
 - www.CFNC.org
 - www.scholarship.org
 - Scholly (app)

NOTE: Be careful with commercial scholarship services. They may charge you for information that can be obtained for free elsewhere.

SERVICES PROVIDED BY THE DATA MANAGER

In addition to working closely with staff in the Student Services Center, the Data Manager provides services and/or information related to the areas listed below. Office hours are from 7:30 a.m. until 3:30 p.m.

- Attendance
- Driver Eligibility Certificates
- Student Records
- Transcripts
- Withdrawal of students

COLLEGE VISITS

Ideally, college visits should be scheduled during the summer prior to your senior year or on weekends. Many schools offer Open Houses, which are structured visits where students can be given directed tours and meet admissions and financial aid staff members.

If, however, you must miss school for a college visit, you must fill out the College Visitation Form. The form may be found in the Student Services Center, on the school's website, or in the appendix of this manual. No more than two occurrences per school year will be allowed.

Students must also provide proof that they were in attendance, such as brochures, receipts or photos. It is understood that students must arrange with each teacher to make up any assignment and/or tests missed.

HINTS FOR A CAMPUS VISIT

- Meet with an admissions officer
- Verify admission requirements (test and high school preparation).
- Obtain a school calendar and a catalog, if you don't already have one.
- Determine college costs.
- Ask about financial aid opportunities, as well as deadlines, forms required, etc.
- Meet with faculty in the academic area of interest to you.
- Ask questions about academic offerings/requirements.
- Attend a class to get an idea of typical size, teaching style, academic atmosphere.
- Ask about the placement record for graduates in the field you might study.
- Identify career-planning services for undergraduates.
- Tour the campus. (Be sure to check out the dorms, dining hall, library, etc.)
- Talk to students about the general academic environment and the study commitment necessary for success.
 - Find out what student activities (clubs, organizations, intramurals, etc.) are available.
- Inquire about campus life and social activities.
- Investigate transportation options.
- Ask questions about campus security and crime statistics.

COLLEGE ADMISSIONS TESTING

The information below describes the tests you need to take to prepare for your education after high school and when to take them. Students must register for them and pay the appropriate fee if one is required. A limited number of fee waivers are available for qualified students. The Student Services Center has all necessary information and registration materials. If you or your parents have any questions, please contact your counselor.

- PRE-ACT The PRE-ACT is the practice test for the ACT, a college admissions test. Most juniors have taken the PRE-ACT and can use the scores to predict how they may do on the ACT.
- PSAT The PSAT is the practice test for the SAT, the other college admissions test. Students may take the PSAT in their Sophomore and Junior years to help prepare for the SAT. Students who score high enough on the PSAT may be considered for the National Merit Scholarship Competition.
- ACT This is a curriculum-based test, which means that it tests you on information you have studied in English, Math, and Science classes since the 9th grade. How well you do on the test is directly related to the number of challenging academic courses you take. The ACT is offered free of charge to juniors in the spring. You may retake the test by applying at ACT.org and paying the required fee.
- SAT The SAT measures developed verbal and mathematical reasoning abilities related to successful performance in college. An optional writing component is also available. The College Board recommends that you complete Math 3 prior to taking the SAT. Registration can be completed online at www.Collegeboard.org. There is a fee required.

Other Tests

Placement Tests: Community Colleges use their own placement tests to determine applicants' qualifications for specific programs. FTCC, for example, uses a version of the PRE-ACT called NCDAP. Acceptable scores on the Pre-ACT, PSAT, ACT or SAT may exempt you from testing.

ASVAB: The Armed Forces Vocational Aptitude Battery of Tests is not only the "admissions" test for the military, it is an excellent tool for assessing your aptitude for different career areas. Please see your counselor for scheduling information. There is no cost and participation is voluntary.

FEES:

- ACT The ACT test requires a fee of \$46 without the writing portion and \$62.50 with writing. Late registration will incur an additional fee of \$26.
- SAT The SAT test requires a fee of \$26. Subject tests are an additional \$21 per test.
- Other fees such as changes to the test site, test type (SAT or SAT Subject), and late fees range from \$15 to \$49 and can be found on the website.

ACCOMMODATIONS:

If you currently receive testing accommodations through an IEP or a 504 plan, you may qualify to receive them on the SAT tests. Forms must be completed through Dr. Jordan in the front office.

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