

# **MASSEY HILL CLASSICAL HIGH SCHOOL STUDENT HANDBOOK 2016-2017**

---



1062 Southern Avenue  
Fayetteville, N.C. 28306  
Phone: (910) 485-8761  
Fax: (910) 485-7950  
E-mail: [www.mhchs.ccs.k12.nc.us/](http://www.mhchs.ccs.k12.nc.us/)

PRINCIPAL: Dr. Pamela Adams-Watkins  
ASSISTANT PRINCIPAL: TBA  
COUNSELOR: Anna Rodriguez  
SOCIAL WORKER:  
GUIDANCE SECRETARY: Chelsea McDowell  
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**

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 to be commended. 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. Our theme for the year is "Work like a Captain and Play like a Pirate".

Dr. Pamela Adams  
Principal

## **A MESSAGE FROM THE SGA PRESIDENT**

Hey everyone! I'm looking forward to the 2016-2017 school year with all of you. Seniors, we'll be wearing a graduation cap soon. Juniors, this year holds so many exciting things. Sophomores, you aren't the new kids anymore. Freshman, make the most out of high school, don't regret the things you didn't do. Everyone, let's have fun and show the world what Massey Hill really is: smart, giving, and the best school in Cumberland County.

Hannah McCarthy

**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.

**2016-2017 SGA Executive Officers**

President: Hannah McCarthy

Vice President: Sophia Spangler

Secretary: Kristine Cho

Parliamentarian: Jacob Cleveland

Communication: Grace Schilling

Historian: Claire Mills

**2016-2017 Class Officers**

<b>CLASS OFFICERS</b>	<b>President</b>	<b>Vice-President</b>	<b>Secretary</b>
SENIOR	Madison Dobrzenski	Kyle Will	Charlotte Jackson
JUNIOR	Ashleigh Davis	Maria Reid	
SOPHOMORE	Daniel Follett	Jose Samuelian	



## SCHOOL CALENDAR 2016-2017

8/29/16	First Day for Students
9/7/16	Pupil/Teacher Holiday
9/13/16	Progress Reports go home
9/28/16	End of 1 <sup>st</sup> Grading Period
10/5/16	Report Cards go home
10/13/16	Parent/Teacher Conferences 4:00PM- 6:00PM
10/13/16	Progress Reports go home
10/31/16	End of 2 <sup>nd</sup> Grading Period
11/8/16	Pupil Holiday/ Required Teacher Workday
11/10/16	Report Cards go home
11/11/16	Pupil /Teacher Holiday
11/18/16	Progress Reports go home
11/23-25/16	Pupil /Teacher Holiday
12/9/16	End of 3 <sup>rd</sup> Grading Period
12/16/16	Report Cards go home
12/20/16	Early Release- 12:40 p.m.
12/21/16-1/2/17	Winter Holidays
1/10/17	Progress Reports go home
1/16/17	Pupil/ Teacher Holiday
1/27/17	End of 4 <sup>th</sup> Grading Period/ 1 <sup>st</sup> Semester
1/30/17	Pupil Holiday/ Required Teacher Workday
2/3/17	Report Cards go home
2/13/17	Progress Reports go home
2/20/17	Pupil Holiday/ Required Teacher Workday
3/1/17	End of 1 <sup>st</sup> Grading Period
3/8/17	Report Cards go home
3/16/17	Progress Reports go home
3/16/17	Parent/ Teacher Conferences- 4:00PM-6:00PM
3/31/17	End of 2 <sup>nd</sup> Grading Period
4/7/17	Report Cards go home
4/14-21/17	Spring Break
4/25/17	Progress Reports go home
5/10/17	End of 3 <sup>rd</sup> Grading Period
5/17/17	Report Cards go home
5/24/17	Progress Reports go home
5/29/17	Pupil/ Teacher Holiday
6/9/17	Last Day for Students- Early Release 12:40PM
6/9/17	End of 4 <sup>th</sup> Grading Period/ 2 <sup>nd</sup> Semester

**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 2015-2016 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. Pamela Adams.

**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 - Chelsea McDowell

Activities/Scheduling Events – Dr. Adams-Watkins/ AP Designee

Announcements – Dr. Adams-Watkins// Donna Perdew

Attendance - Chelsea McDowell

Clubs - Individual Sponsors

College Information – Guidance Office

Disciplinary Procedures – Dr. Adams-Watkins/ AP Designee

Drivers Education – Phil McGirt, 678-2526

Driving Eligibility Certificates – Chelsea McDowell

Emergency Messages – Valerie Deane/ Donna Perdew

Graduation Requirements – Guidance Office

Immunizations - Chelsea McDowell

Injuries/First Aid – Main Office

Lock Combinations –Valerie Deane

Lockers –Valerie Deane

Lost and Found (including books) – Main Office

Media Center – Craig Wilson

Medications at School - Chelsea McDowell /Betsy O’Briant/ Donna Perdew

Newspaper – Brian O’Neal

Parking Permits – Valerie Deane

School Pictures – Valerie Deane

School Resource Officer Program –

Standardized Testing – Dr.Adams-Watkins/AP Designee

Student Council – Dali Emami

Supplies – Betsy O’Briant

Suspension/Expulsion – Dr. Adams-Watkins/ AP Designee

Textbooks – Dr. Adams-Watkins

Transcripts and Records – Guidance Office

Withdrawals/Transfers - Chelsea McDowell

Yearbook – Brian O’Neal

## **COUNSELING SERVICES AND GUIDANCE**

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.

Services provided through the guidance office are

- Attendance/Absences
- Community Service documentation

- Driver Eligibility Certificates
- Administering of medication prescribed by a doctor
- Transcripts
- Scholarships
- SAT/ACT Registration Information

### **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 7:30 a.m. and 2:40 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 should not bring book bags into the media center.
- The media center's hours of operation are as follows:  
**Mondays: 7:20 – 2:45**  
**Tuesdays – Wednesdays – Thursdays: 7:20 – 3:30**  
**Fridays: 7:20 – 2:45**
- 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.
- There will be a fine of five cents a day on regular materials that are overdue. There will be a fine of twenty cents per day on reserve or reference materials.
- Lost or damaged materials must be paid for before checking out other materials. If unpaid fines have accumulated to \$2.00 or more, the student may not check out additional books until the fine is cleared. Students who have not returned overnight materials may not check out additional books until the materials have been returned. Students who owe fines or books from previous school years may not check out materials.
- Use of the media center printer must be limited to 5 pages per visit.
- 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, and 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 1<sup>st</sup> Offense:

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

2<sup>nd</sup> 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 to school policy. 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. A student’s locker is the property of the Cumberland County Board of Education and may be searched by school officials without prior notice.

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 report to the Media Center to sign in.

**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:** 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.

Plain- [plān]- adj. - with no embellishment, decoration, or enhancing elaboration: *a plain shirt.*

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

**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.

**Pants:**

1. 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 and at least to your ankle.
  - Pants may not be excessively tight or loose in fit.

**Skirts:**

1. 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.

**Sweaters & Sweatshirts:**

1. \*Official MHCHS Sweatshirt
2. Plain Black or White sweater or sweatshirt
  - Sweater styles permitted are v-neck, crew neck, cardigans, & sweater vests.
  - Sweaters & Sweatshirts must be free of zippers, hoods & embellishments & must be waist length. Collars of approved polo shirts must be visible under sweaters & sweatshirts

**Shoes:**

1. Brown or Black Dress or Casual Shoes
2. Black athletic shoes with black laces and soles
  - Dress 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 &/or\* MHCHS scarf
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.

**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. Any piercings should have translucent spacers in not studs or earrings.
3. Handbags & Wallets are acceptable. Only one handbag allowed per student. Wallets must be free of chains.
4. Make-up and hair will be clean and neatly groomed, without distracting or unnatural colors.
5. Hosiery, tights & knee-length socks must be plain brown, black, white, or nude in color.
6. **No large headphones will be permitted. Students may only use earbuds for audio needs.**

**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- [plān]- adj. - 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
  - 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
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.

**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. **(2nd semester infractions may result in ISS assignment).**
  - Pants must be worn on or above the hips and at least to your ankle.

**Skirts:**

1. Denim blue or black denim skirt
2. Plain khaki or black dress or twill cotton skirts.
  - Skirts, including skirt slits, must be knee length or below the knee.
  - Skirts must be worn on or above hips and not excessively tight.

**Shoes:**

1. Any athletic shoe, sneaker or other casual shoe

2. School Uniform shoes

- Dress 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 &/or\* MHCHS scarf

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.

**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. Any piercings should have translucent spacers in not studs or earrings.
3. Handbags & Wallets are acceptable. Only one handbag allowed per student. Wallets must be free of chains.
4. Hair Accessories- Moderately sized or smaller solid white or black hair accessories allowed.
5. Make-up and hair will be clean and neatly groomed, without distracting or unnatural colors.
6. Hosiery, tights & knee-length socks must be plain brown, black, white, or nude in color.
7. No large headphones will be permitted. Students may only use earbuds for audio needs.

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

**Shirts:** Females may wear sleeveless tops and tank tops with straps that are at least 2 inches in width. Males may wear sleeveless tops that are at least 2 inches in width. Students may NOT wear halters, fishnets, 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. Pants with holes above the knee are NOT allowed. Skirts should be finger-tip length. Splits in skirts should be no higher than finger-tip length. If leggings are worn under a skirt, the length of the skirt must still be finger-tip length. Clothing must not be excessively tight (ex. bicycle shorts, yoga pants and leggings)

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

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

**Accessories:** Sunglasses, bandannas, 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 designer underwear as outer garments (boxers, long johns, pajamas, undershirts).

Students violating code will be asked to change clothes. If student does not have a change of clothes, student will be given alternate clothing from the MHCHS clothes closet as available.

#### **CONSEQUENCES FOR VIOLATION OF DRESS CODE**

- Three dress code violations are allowed without penalty.
- 4<sup>th</sup> Offense - 1 day of d-hall after school. Students who cannot/do not attend d-hall will be assigned ISS.
- Subsequent dress code violations will result in administrative referral. Insubordination is a Class I suspendable offense.

#### **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 bring homemade items in to share with other students. 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. Students may purchase a weekly or monthly lunch ticket if they desire. The following are rules and regulations to be observed while in the cafeteria:

- There is to be no breaking or pushing in line.
- Have money or 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.
- Prices (Breakfast: .85, Reduced .30, Lunch: \$1.95, Reduced .40) Reduced or free lunch students get free breakfast.

**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 car pooling 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 extra-curricular activities.

**POSSESSION OF TOBACCO:** Use of or possession of tobacco 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. McDowell in the guidance 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. **All** book fines and fees must be cleared before students will receive a schedule and issued new texts for the next school year.

**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	<b>1 day of d-hall after school. Students who cannot/do not attend d-hall will be assigned ISS.</b>

Subsequent late check-ins will result in administrative referral. Insubordination is a Class I suspendable offense. Continued late check-ins may result in referral back to the student's home 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 with a photocopy of the parent's identification. 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 DIGITAL DEVICES:

Beginning the second semester of the 2011-2012 school year, MHCHS became a BYOD school (Bring Your Own Device). Students are now allowed to use cell phones and other digital media like tablets and laptops as educational resources in our classes. Students may access the Guest Network on our school's wireless network and use personal digital devices to research information. As always, the acceptable use of these 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 of these devices. Students are also personally responsible for the security of these devices and for their repair. CCS schools is not responsible for the repair of these devices. MHCHS believes that our students live in the 21st century, and have complete faith that our students will behave responsibly in the use of digital devices while in our school.

### (BYOD) BRING YOUR OWN DEVICES:

#### Electronic Devices

Use of certain electronic devices is permitted at Massey Hill Classical High School as described below. Electronic devices are classified as disruptive, non-disruptive and mobile phones. 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) radios (c) pagers (d) laser pointers 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 ear buds.
  - c. Use of ear buds at a volume where others may hear.
  - d. Use of ear buds in any yellow or red zones without permission.
  - e. Ear buds in ears in red and yellow zones.
5. When audio devices are allowed, no large headphones will be permitted. 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) no electronics for one grading period (3) suspension of electronic privileges for the semester (4) suspension of privileges for the remainder of the school year. 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>Earbuds allowed</u>	<u>Phones allowed</u>	<u>Restrictions</u>
RED	Office Guidance	NO	NO	NO	With permission only
YELLOW	Classrooms Hallways Gym	YES	Limited use (with teacher permission)	Limited use (with teacher permission)	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 be impeding traffic to use their phones
- 2) 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 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 constitutes skipping (without parent's permission given to office personnel for check-out)

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 arrive before the class begins to avoid disrupting instructional time. Parents may bring lunch for their child, but are **prohibited** from bringing food for other students. *Food items will be confiscated and thrown away.*

**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.

### **DISCIPLINARY ACTIONS**

The following disciplinary actions reflect interventions that are available to the staff in handling disciplinary matters. At the discretion of the principal, alternative actions may be taken.

**FOUR-PART DISCIPLINE PROCEDURE:** The five-step discipline procedure is administered and is recorded by the classroom teacher whenever students violate classroom/school rules. The following steps may be taken:

- **INFORMAL TALK:** A staff member, teacher, administrator, or counselor will talk to the student regarding the student's behavior.
- **PARENT INVOLVEMENT:** The parent or legal guardian is notified of disciplinary action by telephone, personal contact, letter, or certified letter. A conference may be conducted between the student, his/her parents, a school administrator and/or appropriate teacher. Action taken and results of the conference are recorded.
- **STUDENT CONFERENCE:** A formal conference is held between the student and one or more school officials. During this conference the student must agree to correct his/her behavior. Action taken and results of the conference are recorded.
- **FORMAL WRITE UP:** A formal write up will be completed by the teacher and one or more school officials. Disciplinary action will be decided by one or more school administrators according to CCS policy.

### **HEARINGS:**

- (a) The student will be charged in writing with a specific offense. At the time the student is charged, a conference time for a hearing will be established for the student and his parents in writing. If the student has any witnesses that he would like to use, then he must inform the principal before the hearing.
- (b) A hearing will be held and as a result of that hearing, the student will be found innocent or guilty of the charge. If the student is found guilty, then a letter will be sent explaining the terms of the suspension or other disciplinary action and the date that the student may return to school.
- (c) If a permanent suspension is involved, then the student will be notified by letter within 10 days that he/she cannot return for the remainder of the school year.
- (d) The teachers will be notified when a student is sent home. These absences will be coded 3.

## 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 19 or more classes in a year long course or 10 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.** If a student accumulates ten (10) lawful (excused) absences, a doctor's note will be required for all future absences.

### 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/](http://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.
- All Unexcused absences from school will result in a zero for that days work.

## 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 10 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 standardize 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.

## MAKE-UP WORK POLICY

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

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

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

## 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 Chelsea McDowell in the counseling center, on their last day at MHCHS to turn in all textbooks and/or workbooks. This should be done before first period. Locker must be cleaned out at this time.
- Parent is asked to report to the counseling center, at 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. The exam grade will count as 20% of the second and sixth grading period grade.

#### **Final Examination**

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 except EOC, NCFE and CTE courses.

### **GRADING PERIODS: 2016-2017**

#### **First Semester:**

<b>Progress Reports Go Home</b>	<b>9/13/16</b>
<b>End of 1<sup>st</sup> Grading Period</b>	<b>9/28/16</b>
<b>Report Cards Go Home</b>	<b>10/05/16</b>
<b>Progress Reports Go Home</b>	<b>10/13/16</b>
<b>End of 2<sup>nd</sup> Grading Period</b>	<b>10/31/16</b>
<b>Report Cards Go Home</b>	<b>11/10/16</b>
<b>Progress Reports Go Home</b>	<b>11/18/16</b>
<b>End of 3<sup>rd</sup> Grading Period</b>	<b>12/09/16</b>
<b>Report Cards Go Home</b>	<b>12/16/16</b>
<b>Progress Reports Go Home</b>	<b>1/10/17</b>
<b>End of 4<sup>th</sup> Grading Period</b>	<b>1/27/17</b>
<b>Report Cards Go Home</b>	<b>2/03/17</b>

#### **Second Semester:**

<b>Progress Reports Go Home</b>	<b>2/13/17</b>
<b>End of 1<sup>st</sup> Grading Period</b>	<b>3/1/17</b>
<b>Report Cards Go Home</b>	<b>3/8/17</b>
<b>Progress Reports Go Home</b>	<b>3/16/17</b>
<b>End of 2<sup>nd</sup> Grading Period</b>	<b>3/31/17</b>
<b>Report Cards Go Home</b>	<b>4/07/17</b>
<b>Progress Reports Go Home</b>	<b>4/25/17</b>
<b>End of 3<sup>rd</sup> Grading Period</b>	<b>5/10/17</b>
<b>Report Cards Go Home</b>	<b>5/17/17</b>
<b>Progress Reports Go Home</b>	<b>5/24/17</b>
<b>End of 4<sup>th</sup> Grading Period</b>	<b>6/09/17</b>
<b>Report Cards Go Home</b>	<b>6/16/17</b>

## **GENERAL INFORMATION**

### **Activities Calendar**

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

### **Announcements**

Announcements of important school and club news are made once daily over the school public address system. All announcements must have the sponsor's approval and signature. Announcements should be submitted via email to the school secretary 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 her. 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 9 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 \$1.00 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.

## STAFF AND STUDENT GUIDELINES

### 1. 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.

### 2. 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.

### 3. 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.

### 4. 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.**

**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 on the school PA system giving dates for after-school driver education.

**Driver's Eligibility Certificate**

In order to receive a DEC, a student must provide the guidance 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 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 13th and March 16th 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 by calling the school at 485-8761. These appointments should be made after school beginning at 2:45 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.

### **Student Insurance**

The school provides an insurance plan that is available to all students. Information may be obtained from Grade Level Advisor. If an injury occurs, the incident should be reported to the teacher supervising the activity and Mrs. Deane in order for an accident report to be filed.

Student Accident/Dental Insurance Premiums (K&K Insurance Group, Inc.): [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com)  
School Time Coverage w/ Dental                      Low Option \$9, Middle Option \$19, High Option \$49  
24 Hour Coverage w/ Dental                              Low Option \$54, Middle Option \$99, High Option \$259

### **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 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 teachers and 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 a teacher, principal, or administrator may be based upon information from such sources as faculty member, 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, two seniors (a male and female) are 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 (adhere to MHCHS attendance policy). The purpose of the award is to recognize the two seniors 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 academic juniors will be considered for Marshals in the spring of their junior year.

### **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 3.0 GPA are nominated 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. The names of those who receive four or more nominations are placed on the final ballot for faculty review. Faculty will vote for those candidates who demonstrate the positive criteria. The students who receive 51% of the faculty votes, 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 175<sup>th</sup> school day, the senior with the highest GPA will be the Valedictorian and the senior with the second highest GPA will be the Salutatorian.

## **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<sup>th</sup> grade

4 hours

10 <sup>th</sup> grade	8 hours
11 <sup>th</sup> grade	12 hours
12 <sup>th</sup> 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 (Traditional NC High Schools)	Massey Hill Classical High School Requirements
English	4	4
Math	4	4
Science	3	4
Social Studies	4	4
Foreign Language	2	3
P.E.	1	1
Electives	10	8*

\*Must include at least one Fine Arts course

\*\*CPR Certification is also a graduation requirement

This represents the equivalent of 1 each for English, Math, Science, and Social Studies per year enrolled in Massey Hill Classical High School.

### 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.

### Finances

Club monies are maintained in the office by the school bookkeeper who keeps records of accounts. The treasurer and club officers have ready access to the school records by requesting an appointment, but a club treasurer's records should be readily accessible to club members as well. Check with your treasurer if you have a question concerning the club finances.

All club monies must be properly receipted by club sponsor and turned in to the school bookkeeper promptly.

### Fundraisers

All fund raising projects must have prior approval of the principal. All invoices must be paid within 5 days of receipt. Fundraising summaries must be submitted to bookkeeper within 5 days after conclusion of the project.

### 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.

### 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.

### Matheletes:

**Purpose**- To compete in mathematical competitions at the regional and state levels.

**Criteria**- Students must have taken or be currently taking Math I course.

**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 3.5 AND a minimum un-weighted GPA of 3.0 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 \$10.00 per school year.

**Pirate Life-Youth for Christ:**

**Purpose** – To develop an interest in performing service projects to help others. Pirate Life also strives to become aware of the diversity of others in order to better themselves and strengthen their ability to teach others about Christianity.

**Criteria** – Membership is open to all MHCHS students.

**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.

**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

Key Club – Jennifer Czechowski

Matheletes- Ryan Cashwell

National Honor Society – Caroline Sanchez

Pirate Life-Youth for Christ – Mary Ellen Lively

Science Olympiad- Bethany Knapp and Joseph Miller

Speech and Debate – Brittanie McNeil

Student Government Association – Dali Emami

Military Appreciation Club- June Braden

## **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.