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Student Handbook 2009-2010

Chapel Hill High School

1709 High School Road

Chapel Hill, NC 27516

(919) 929-2106

(919) 969-2455 (fax)

I. CHHS Mission and Goal Statements

The CHHS mission is to provide a learning environment in which every student will experience success, achieve to his or her fullest potential, and become a lifelong learner ready to meet the challenges of responsible citizenship in a global, technical society. Students, parents, staff and the community are partners in this mission.

Our goal is to promote sensitivity, respect and appreciation of cultural, racial, and ethnic differences in order to create a more tolerant school community. Our students are from diverse cultural backgrounds and we respect these differences. The faculty and staff of CHHS are committed to providing an environment that helps prepare all students to cope with the complex demands and challenges of the future in their personal lives and in the communities in which they live. The responsibility for education belongs to the whole community, with parents and other community agencies having major roles. Our school shares with parents and the community the task of educating students mentally, physically, and morally, while students themselves are active participants and accept responsibility for their own learning. Our ultimate goal is to promote an on-going love for learning while helping students to develop independent learning patterns they will value throughout their lives. The four areas our faculty has identified as key to fostering this goal are motivation, the development of fundamental skills, personal growth and development, and social growth and development. Please see the CHHS course offerings booklet for a more detailed description.

Non-Discrimination Statement

The board commits itself to nondiscrimination in all its educational and employment activities. The board expressly prohibits unlawful discrimination or harassment, including on the basis of race, color, national origin, gender, pregnancy, religion, age, sexual orientation or disability. In addition, students have the right to expect to be safe in school and to have an environment in the school that is conducive to learning. Students have a right to expect courtesy, fairness, and respect from members of the school staff and other students. The board also prohibits retaliation against an employee or student who has exercised any rights made available through state or federal law. Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation.

All grievances or complaints related to implementation of Title VI (Civil Rights) or Title IX (sex) or Section 504 (handicap) should be communicated to:

Jeff Reilly
Chapel Hill-Carrboro City Schools
Lincoln Center
750 S. Merritt Mill Road
Chapel Hill, NC 27516
Or call 919-967-8211, ext 246.

II. School Organization

Principal: Dr. Jesse M. Dingle
Secretary: Frieda Whitehead, ext. 1107

Assistant principals' alpha assignments and phone numbers:

A-Gi & AVID: Crystal Vaught
Secretary: Keshia Nickerson, ext. 1180
Go-O & ESL: Dionne McLaughlin
Secretary: Joyce Wilson, ext. 1145
P-Z: Theodore Bickley
Secretary: Pam Morrison, ext. 1108

Counselors' alpha assignments and phone numbers:

New 9th graders (except AVID): Ivry Cheeks, ext. 1279
A-Flowers: Bill Allee, ext. 1274
Floyd-Leake & AVID: Jonathan Byers, ext. 1276
Lee-Rogers: Linda Klemmer, ext. 1277
Rohe-Z: Judy Andrews, ext. 1275
Counseling Secretary: Lacala Hall, ext. 1220
Counseling Records Manager: Leann McKenzie, ext. 1218
NCWise Data Manager: Jerri Humphries, ext. 1112
Career Development Specialist: Sandra Murphy, ext. 1272
Career Information Center Coordinator: Linda Carmichael, ext. 1281
Student Assistance Specialist: Jim Wise, ext. 1270
Family Specialist: Teresa Pitts, ext. 1273
Family Specialist: Gloria Sanchez-Lane, ext. 1278
Athletic Director: TBA, ext. 2108
504 Coordinator: Jill O'Kane, ext. 1138

Exceptional Children's Program

Facilitator: Sandra McAdoo, ext. 1147
Service Learning Coordinator: Megan Everett, ext. 2404

Department Chairs:

Arts Education: TBA, ext. 3124
English: Susan Oliver, ext. 1224
Mathematics: Keith Cooper, ext. 1176
Media Center: Kara Watson, ext. 1161
Physical Education: Ben Reed, ext. 2112
Science: Sheila Wilkerson, ext. 1215
Social Studies: Kay Lawson-Demery, ext. 1133
Special Services: Carolyn Helfrich, vm. 6046
Workforce Development: Tammy Bradley, ext. 1230
World Languages: Sue Stites, ext. 4234

AVID Site Coordinator: Joanne McClelland, ext. 1123

Student Government Officers:

Voicemail extension: 6015
Email: chsstud@gmail.com
President: Weston Sutter
Vice President: Helen Rolf
Secretary: Claire Mayes
Treasurer: Emma Marlatt

III. Calendar, CHHS Schedule, and Testing Schedules

CHHS Schedule

Period	Course	Room	Teacher
1—8:45 to 9:35			
2—9:40 to 10:30			
3—10:35 to 11:25			
4—11:30 to 12:20			
LUNCH—12:20 to 1:05			
5—1:10 to 2:00			
6—2:05 to 2:55			
7—3:00 to 3:50			

2009-2010 School Holidays and Teacher Workdays

Monday, September 7, 2009: Holiday (Labor Day)
 Monday, September 28, 2009: Teacher Workday
 Friday, October 23, 2009: Teacher Workday
 Monday, November 2, 2009: Teacher Workday
 Wednesday, November 11, 2009: Holiday (Veterans Day)
 Wednesday, November 25, 2009: Teacher Workday
 Thursday-Friday, November 26-27, 2009: Holiday (Thanksgiving)
 Monday, December 21, 2008 through Friday, January 1, 2010: Winter Holiday

Monday, January 18, 2010: Holiday (M. L. King Jr. Birthday)
 Tuesday, January 19, 2010: Teacher Workday
 Monday, February 22, 2010: Teacher Workday
 Monday, March 29 through Friday, April 2, 2010: Spring Break
 Monday, April 5, 2010: Teacher Workday
 Monday, May 31, 2010: Teacher Workday
Thursday, June 10, 2010: Last Day of School for Students
Friday, June 11, 2010: Mandatory Graduation Rehearsal
Saturday, June 12, 2010: Graduation Date

SAT 2009-2010

SAT® REGISTRATION DEADLINES 2009-2010	Test Dates 2009-2010						
	OCT	NOV	DEC	JAN	MAR	MAY	JUN
	10	7	5	23	13*	1	5
Early Registration <i>(International only)</i>	Aug 19	Sept 16	Oct 14	Dec 2	N/A	March 10	April 14
Regular Registration	Sept 9	Oct 1	Oct 30	Dec 15	Feb 4	March 25	April 29
Late Registration <i>(Domestic only)</i>	Sept 23	Oct 15	Nov 12	Dec 30	Feb 18	April 8	May 13

*** March 13: SAT only (no subject tests administered)**

PSAT:

Wednesday, October 14, 2009

Sophomores are required to take the PSAT and are therefore not required to register.

Pictures:

Senior Pictures: August 20-August 24, 2009, from 9 a.m. to noon.

Senior Make-ups: Saturday, September 19, 2009, from 9 a.m. to noon.

Underclass Pictures: September 15, 2009, during English classes.

Underclass Make-ups: September 13, 2009, during lunch.

Final Exams:

Fall exams: December 15, 16, 17, and 18, 2009

Spring exams: June 3, 4, 7, and 8th, 2010, Retake/Remediation – June 9, 2010

Advanced Placement 2009-2010

Tests are \$86.00 each. Students enrolled in AP classes must take the AP test.

Week 1	Morning 8 a.m.	Afternoon 12 noon
Monday, May 3	United States Government and Politics	Comparative Government and Politics French Language
Tuesday, May 4	Computer Science A Spanish Language	Statistics
Wednesday, May 5	Calculus AB Calculus BC	Chinese Language and Culture
Thursday, May 6	English Literature and Composition German Language	Japanese Language and Culture
Friday, May 7	United States History	European History Studio Art (portfolios due)

Advanced Placement 2009-2010 continued

Week 2	Morning 8 a.m.	Afternoon 12 noon	Afternoon 2 p.m.
Monday, May 10	Biology Music Theory	Physics B Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 11	Chemistry Environmental Science	Psychology	
Wednesday, May 12	English Language and Composition	Art History	
Thursday, May 13	Macroeconomics World History	Microeconomics	
Friday, May 14	Human Geography Spanish Literature	Latin: Vergil	

Delayed Opening Dates and Schedules

Delayed Opening Days	Thursday Schedule	Friday Schedule
September 17, 2009	2 nd period: 10:45-12:08	1 st period: 8:45-10:08
October 15, 2009	Lunch: 12:08-12:54	3 rd period: 10:13-11:36
December 10, 2009	4 th period: 12:59-2:22	Monthly meeting: 11:41 am-12:09pm Lunch: 12:09-12:54
January 28, 2010	6 th period: 2:27-3:50	5 th period: 12:59-2:22
February 18, 2010		7 th period: 2:27-3:50
March 18, 2010		
April 15, 2010		
May 6, 2010		

IV. Student Life

The AVID Program

The AVID program, Advancement via Individual Determination was designed to increase school-wide performance for students in grades 5-12. The purpose of AVID is to restructure the teaching methods of an entire school and to open access to curricula that will ensure that students are eligible for four-year colleges particularly those students who have been historically underserved. AVID is a nationally recognized program that serves 70,000 middle and high school students in more than 1,500 schools in 21 states and 14 countries. AVID students are enrolled in the school's most challenging classes and attend an academic elective class – called AVID – taught within the school day by a trained AVID teacher. AVID comes from the Latin root *avidus*, meaning “eager for knowledge”.

Chapel Hill High School's AVID program began in 1996 and currently serves sixty-eight students in grades 9-12. All of the students are following the college/university course of study. The selection process includes teacher recommendations and an interview with the AVID teacher and counselor. Eligible students must have a 2.0-3.5 GPA, no attendance issues and good behavior. Since the program began, 100% of the students in the program have graduated from CHHS and been accepted into

one or more colleges. Presently AVID has 25 students enrolled in AP and Honors courses. Students enrolled in AVID take one of the four courses: AVID I, AVID II, AVID III, or AVID IV. AVID lessons include note-taking, study skills, test-taking, time management skills, SAT and college placement exam preparation, effective textbook reading, and library/media research skills. The AVID curriculum includes writing, inquiry, collaboration and reading. AVID students also receive extensive help preparing college applications and financial aid forms. Guest speakers from educational institutions and the business community also visit AVID classes. College visits are an integral part of the program. The CHHS AVID staff includes an AVID site coordinator, AVID counselor, and an AVID administrator.

National Honor Society

Second semester juniors who have a 3.800 weighted cumulative grade point average will be invited to submit a Student Information Form. Selection from among these candidates will be based on scholarship, service, leadership, and character, the four tenets of National Honor Society membership. Membership in NHS is not a right, but a privilege bestowed upon a student by members of the faculty.

V. Code of Conduct

A. Attendance

Attendance Policies

To promote classroom learning, in accordance with the Compulsory Attendance Law of North Carolina and CHCCS Board of Education Policy 4400, regular attendance of every student is mandatory. Absences may be excused, with a written excuse signed by the parent or guardian on the day the student returns from an absence, for the following reasons:

- Personal illness or injury making the student physically unable to attend school (Extended illnesses require documentation from appropriate medical professionals.)
- Isolation ordered by the State Board of Health
- Death in the immediate family
- Medical or dental appointments that cannot be scheduled outside of school time
- Participation under subpoena as a witness in a court proceeding
- Religious observance with prior approval by the principal
- Participation in a valid educational opportunity **with prior approval by the principal or her designee**
- Students should not be marked absent from class when they are participating in approved school-related activities such as field trips, school-initiated and scheduled activities, athletic events requiring early dismissal from school, in-school suspension, and standardized test administrations.

Note: Absences related to family vacations, etc. will be considered and recorded as unexcused.

In accordance with the North Carolina Compulsory Attendance Law, G.S. 115C-378, the CHCCS Board of Education policy 4410 requires that:

- a. After a student has accumulated 3 unexcused absences in a school year, the principal or her designee will notify the parent/guardian/custodian.
- b. After not more than 6 unexcused absences, the principal or her designee will notify the parent/guardian/ custodian that s/he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the above attendance policies. Once the parents are notified, the alpha-administrator will work with the family to analyze the causes of the absences and determine steps to eliminate the problem, including adjustment of the school program or obtaining supplemental services. A law enforcement officer

may accompany the alpha-administrator if a home visit is necessary.

- c. After 10 accumulated unexcused absences in a school year, the principal will review steps 1 and 2 and confer with the parents to determine if a good faith effort has been made to comply with the law. If a good faith effort has been made but the problem persists, the principal may file a juvenile complaint under GS7A-561 alleging habitual absence without a valid reason. If a good faith effort has not been made, the principal will notify the district attorney.
- d. Parents will be notified daily about period attendance via the automated telephone system. In addition, a written report will be sent home with progress reports and report cards for those students having excessive absences.

Procedures for Absences

When a student has been absent, s/he must bring a written statement to his/her respective assistant principal's secretary on **the day** s/he returns to school. The statement must include the date(s) of absence, the reason for the absence, and the signature of a parent or guardian. If a student fails to provide written verification for the absence the day he/she returns from being absent, the absence will be recorded as unexcused. **Assistant principals' secretaries will issue all admit slips.** It is the student's responsibility to present this absence form to all of his or her teachers. Students who have 15 or more absences in any class within the semester receive a failing grade for that semester unless otherwise determined by the principal or her designee.

Teachers must notify the student's administrator and provide a written warning via e-mail or letter to the student and parent/guardian after the third unexcused absence but before the final 2 days that will cause failure in the class.

Whom to Call in the Event of an Absence

- Parents should notify the alpha-administrator's secretary of student absences via voice mail.
- Students are recorded as present only if they are in attendance in the classroom or in ISS.
- Teachers record students as present or absent; each assistant principal's secretary records the absence as excused or unexcused. Therefore, it is imperative that students see their respective assistant principal's secretary with a written note from their parents to obtain an admit slip immediately following an absence.

Late Arrival to School

For students enrolled in classes scheduled during the regular school day, being tardy to school is treated the same as being tardy to class until 8:50 a.m. After 8:50 a.m., students must report to their alpha-administrator, where they will receive admit slips (excused or unexcused). Students who are late for first period must also report to their alpha-administrator for admit slips. The time of arrival at school will be recorded on the admit slips. Students will present admit slips to teachers upon entering class. Students must keep these admit slips so that they can show them to all teachers whose classes they have missed. **Absences for students who do not check in when arriving at school late will be marked as unexcused. Students arriving at school late without signing in are subject to disciplinary action.**

Dismissal from School

If it is necessary for students to leave school early, they must bring a written statement to the appropriate alpha-administrator's secretary before first period. The statement must include the reason for leaving, the time of dismissal, parent/guardian signature, and a telephone number where the parent/guardian can be contacted. Once the note is verified by parent contact, the student will be given an early dismissal pass, which must be presented the next school day to the teachers of all classes missed. If the early release cannot be verified through parent contact, the student will not be permitted to leave. **Students leaving school without permission or without signing out with the alpha-administrator are subject to disciplinary action. Classes missed when leaving without permission are treated as unexcused absences. Students should show their ID when checking out and obtaining an admit slip. They should check in and present their admit slip when returning. Absences for students who do not check out when leaving school early will be marked as unexcused.**

Early Dismissal

In case of early dismissal for weather-related reasons, one of the following schedules will be followed:

- a. Schedule A: Dismiss high school at 11:00 a.m. Buses depart at 11:10. (The decision to dismiss should be made no later than 10:00 a.m.)
- b. Schedule B: Dismiss high school at 12:30 p.m. Buses depart at 12:40. (The decision to dismiss should be made no later than 11:30 a.m.)

c. Schedule C: Dismiss high school at 1:45 p.m. Buses depart at 1:55. (The decision to dismiss should be made no later than 12:45 p.m.)

Illness at School

If a student becomes ill or injured and needs to leave school early, s/he should get a pass from the teacher and should then report to the alpha-administrator for an early dismissal admit slip.

Skipping: This occurs if a student has skipped for an entire day.

Students need to be in class, in order to take advantage of the educational opportunities that we offer at Chapel Hill High School. When a student is absent, s/he must bring a written statement to his/her respective assistant principal's secretary on the day that s/he returns to school.

If a student does not have a note with parental permission, then the student skipped school the previous day. Skipping is defined as an unexcused absence without parental permission.

If a student has been caught skipping, s/he will be escorted to his/her assistant principal's office. The assistant principal meet with the student to determine if the absence is legitimate.

Skipping Policy: a student skips a specific period.

Students need to be in class in order to take advantage of the educational opportunities that we offer at Chapel Hill High School. When a student is absent, s/he must present a written statement to his/her respective assistant principal's secretary on the day that s/he returns to school.

After an absence, as student will present an office pass to each of the student's teachers. If a pass is not shown, then the student will be considered skipping the class. If a student is caught skipping the class or school, the teacher will assign a zero for all work given on that day, and write a referral for each class skipped. The alpha administrator will contact the parents for each skipped class. The following are additional consequences for skipping a class.

Skipping is defined as intentionally missing a class or school without parental permission. Skipping is not a legitimate absence from school.

Number of Skipping Events	Consequences
1	3 days of lunch detention
2	1 day ISS
3	1 day ISS
4	2 days of ISS
5	2 days ISS
6	1 days OSS
*7	2 days OSS

* Each additional skipping event will result in an additional day of OSS.

This policy is effective at the start of each semester.

Tardy Policy:

Tardiness to class interferes with the class instruction and disrupts the learning of students. A tardy, at Chapel Hill High School, is defined as a student not being in the classroom, properly seated, when the bell stops, signaling the end of the passing time.

Any student who has three (3) unexcused tardies, in one class, or who is tardy by fifteen (15) or more minutes will earn one (1) unexcused absence under the State's Compulsory Attendance Law.

In addition, no student should be tardy to class because he/she was working on an assignment for another teacher. In the event of special circumstances, not involving testing, the teacher will

3 (1 st unexcused absence)	Loss of off campus privileges for 1 week
4	Loss of off campus privileges for 1 week
5	Loss of off campus privilege for 1 week
6 (2 nd unexcused absence)	Loss of off campus privileges for 2 weeks
7	Loss of off campus privileges for 2 weeks
8	Loss of off campus privileges for 2 weeks
*9 (3 rd unexcused absence)	Loss of off campus privileges for 3 weeks

*Add one additional week of loss of driving privileges for every 3rd unexcused tardy.

Underclassmen caught leaving campus (Seniors without off-campus privileges):

place a phone call to the teacher receiving the tardy student.

After the 2nd unexcused tardy and for each successive tardy, the teacher will refer the student to his/her alpha administrator. The following disciplinary actions are outlined below for tardies.

Number of Tardies	Consequences
1 to 2	Teacher Discretion, the teacher will contact the parent after the 2 nd tardy.
3 (1 st unexcused absence)	3 days lunch detention
4	1 day ISS
5	1 day ISS
6 (2 nd unexcused absence)	2 days ISS
7	2 days ISS
8	2 days ISS
*9 (3 rd unexcused absence)	1 day OSS

*Add one additional day of OSS for every 3rd unexcused tardy.

In lieu of the above penalties, juniors and seniors with driving privileges will be subjected to the following. If the junior or senior with parking privileges is late to first period or a senior with driving privileges is late to 5th period, then the following interventions can occur.

Tardy Number	Consequences
1-2	Teacher Discretion

Any underclassmen (Freshmen, Sophomores, and Juniors) that are caught attempting to leave campus or caught leaving campus or seniors without off-campus privileges will be assigned the following consequences:

Number of Violations	Consequences*
1	1 day ISS or 3 hours of community service
2	2 days ISS or 6 hours of community service
3	3 day ISS and 6 hours of community service
4	1 day OSS and 1 hour of community service
5*	1 days OSS and 2 hours of community service

*Each additional violation will result in an additional day of OSS and an additional hour of community service.

Restricted Areas: Students are not allowed to be on any of the fields unsupervised. Consequences are the same as for leaving campus without permission: 1-3 days ISS/OSS.

Attendance Appeals Process

Students who have fifteen or more absences in any class for the semester will receive a failing grade as indicated with an FF. The school's daily attendance records are used to determine the number of absences. A copy of each student's attendance records are used to determine the number of absences. A copy of each student's attendance record is mailed to the parent/guardian each reporting period. In order to receive the grade earned, a student with fifteen or more absences must submit an appeal to his or her assistant principal. The appeal process is as follows:

1. The student should review the copy of his/her attendance and attach the copy with the appeal letter.
2. The student should indicate which subject(s) is/are being appealed, including the name of the teacher(s).
3. The parent/student should submit a letter requesting an appeal and indicate the reason(s) for each unexcused absence *on specific dates* and include a general statement about excused absences. Please also include any pertinent supporting documentation that refers to the dates and reasons for unexcused absences.
4. The assistant principal will inform the parent, the student, and the teacher concerning the deadline for submitting an appeal and the decision regarding the appeal.

Make-Up Work

Assignments missed during excused absences and during out-of-school suspensions may be completed by students, with the teacher deciding the due dates. The student is responsible for finding out what assignments are due and completing them within the specified time period. **Students receive a grade of "F" for any graded work missed because of unexcused absences.**

If a student's parents report an excused absence during the scheduled make-up exam day (the last day of exams), the student may make arrangements through the student's alpha-administrator to take the exam within the window of opportunity allotted by the state if it is an EOC exam, or specific arrangements may be made with a specified teacher for a non-EOC exam.

B. ID's

Because CHHS is located in a university community with a large transient population and is now a part of a K-16 campus, it is important for all of us in the CHHS school community to be able to recognize the changing faces on our campus throughout each school year. Like ID cards on college campuses or at work sites, our ID cards serve 2 basic functions: they permit all of us to recognize each member of our school community quickly, and they provide access to materials, equipment, standardized testing, and school-sponsored events.

Consequently, it is essential that every member of the CHHS community wear or have a CHHS-issued ID in his or her immediate possession while on campus. Having the ID somewhere else, such as a book bag, locker, or car, is a violation of the policy. If a student is not wearing an ID or does not have one in his or her immediate possession, s/he may be detained by a staff member to remedy the situation. Continued failure to wear a CHHS-issued ID when required, or to have it in one's immediate possession on campus when not required to wear it, will result in disciplinary action through the referral process.

Refusing to identify yourself, not showing your ID when requested, giving a false name or ID, presenting someone else's ID as your own, allowing someone to use your ID, or creating or having an altered or fake ID in your possession will be considered insubordination and will result in three (3) days out-of-school suspension.

Students are expected to have their ID's on their person at all times while on campus. ID's are needed in all of the following instances:

- Checking out materials from the media center
 - Reporting to an alpha-administrator's office or the school resource officer's office
 - Signing in with the school nurse
 - Making an appointment with the counseling department
 - Completing the paperwork for standardized test administration outside of the regular classroom
- Students are required to wear or display their ID's during the following times:
- When taking grade-level standardized tests outside of the regular classroom
 - In the media center
 - When entering and exiting the parking and bus lots

- In the lunch line
- During assemblies
- During any type of emergency/safety drill or procedure

Specific occasions requiring the wearing or displaying of ID's will be announced in advance. Violators will be subject to disciplinary action through the referral process.

Each student is issued an initial ID free of charge. Each replacement ID costs \$5.00.

C. Dress Code

While attending school or participating in any school-sponsored events and activities, student dress and appearance must meet basic standards of health, safety, cleanliness, and decency. In keeping with CHCCS School Board Policy 4315, students are not permitted to wear or display items that represent or display weapons, drugs, alcohol or tobacco products, or gang membership, or that promote violence or that are sexually explicit.

Students should conform to the 5 B's:

- No Breasts
- No Buttocks
- No Backs
- No Briefs
- No Bellies

Students should not wear skirts, shorts or dresses shorter than their middle finger when hands are held at their sides.

Dress/appearance/hygiene that disrupts or interferes with the orderly operation of the school will not be tolerated. If a student's dress/appearance/hygiene violates school standards, the student may be asked to remove the offensive item(s), change into something appropriate, or go home to be properly attired for school. Other violations will result in disciplinary action through the referral process explained below.

Examples of improper dress are as follows:

- Clothing or items with profane language, suggestive graphics, or offensive graphics (e.g., graphics depicting death, dying, or violence; promoting sex; making negative references regarding race, ethnic origin, religious affiliation; or any other graphics that are disruptive to the instructional environment).
- Clothing or items representing or displaying drug, alcohol, or tobacco use
- Clothing or items suggestive of gang membership (e.g., displays of gang colors)

- Bare feet
- Bedroom slippers
- Flip-flops and other open-toed shoes present safety concerns in science classes, workshop areas, graphics classes, and visual arts studios because of the increased risk of injury in these settings. Your respective teachers will review the risks and the related safety requirements for these classes.
- Clothing or see-through clothing revealing the bare body or undergarments (e.g., tube tops, backless tops, one-shoulder tops, halter tops, spaghetti strap tops, clothing that reveals bra straps or underwear, tops that do not reach skirts, pants, or shorts in the midsection)
- Decorative jewelry or clothing with metal spikes
- Fish hooks
- Chains

<u>Number of Violations</u>	<u>Consequences</u>
1	Send to alpha administrator. The student can change clothes or go home.
2	Send to alpha administrator. The student can change clothes or go home. In addition, there will be 1 lunch detention or 1 after school detention.
3	Send to alpha administrator. The student can change clothes or go home. In addition, there will be 2 lunch detentions or 2 after school detentions.
4	Send to alpha administrator. The student can change clothes or go home.
5	Send to alpha administrator. The students can change clothes or go home. In addition, there will be 2 days of ISS
6*	1 day OSS

* add a day of OSS for each additional violation.

D. Electronic Devices

Students will not use, display, or have in the "on" position in class any wireless electronic/communication devices, including but not necessarily limited to, cellular telephones, ipods, paging devices, two-way radios, laser pointers or

similar devices until the conclusion of the school day. I-pods may be permitted in class, at the teacher's discretion. This policy does not apply to the use of a wireless communication device that is permanently mounted in a vehicle or stored in a locked compartment of a vehicle

Cellular phones may **not** be used in the school building at anytime. **Students are not permitted to use cellular phones before or after school or at any time inside the school building. Devices may be used outside of the school building before and after the school day.**

Any device possessed or used in violation of this policy will be immediately confiscated by school personnel and turned over to the appropriate assistant principal. Students who violate this policy are to be subjected to the following consequences:

# of Violations	Consequence
1	Sent to alpha administrator. The device will be confiscated until the end of the day.
2	The device will be confiscated until the end of the day and students will be assigned two days of lunch detention
3	1 day ISS.
4	2 days ISS
5	1 day OSS.

Students who refuse to surrender an electronic device will be assigned (1) day of ISS/OSS.

Guidelines for Student Internet Use (Technology Policy)

All computers in the school are to be used in a manner consistent with the use of all other school property. Computers are provided for students' academic needs and not for personal entertainment or personal or commercial gain. The use of school computers, including Internet access, is a privilege and not a right. No right of privacy exists in any communication on the Internet. Inappropriate use of computers can result in the cancellation of computer privileges as well as parental contacts, fines, and/or charges and penalties under the law. Students must meet all standards of expected student behavior and comply with all federal, state, and local laws, all board policies, and school standards and rules as stated in this handbook. Details

and explanations of the school district's Internet use policy are reviewed during English classes at the beginning of the school year. For further information, please refer to policy code 3225 on the CHCCS website (<http://www.chccs.k12.nc.us>). Unacceptable uses of technology include but are not limited to:

- Violating the privacy rights of others
 - Using, producing, distributing, or receiving profanity, obscenity, or material that offends, threatens, or degrades others
 - Copying commercial software in violation of copyright law
 - Using technology for financial gain or commercial endorsement
 - Using technology for product advertisement or political endorsement
 - Re-posting personal communications without the author's prior consent
 - Using technology in violations of other rules and regulations of the student handbook
- Deliberate attempts to degrade or disrupt technology system performance will be viewed as criminal activity under applicable state and federal law. **Criminal behavior will result minimally in an automatic 10-day out-of-school suspension.**

E. Insubordination: (CHHS Board Policy 4310)

Insubordination or defiant behavior includes the following behaviors directed to the teacher, school personnel, volunteer, student teacher, or adult: ignoring a request or direction, or refusing to follow directions. The following consequence will be the result of each act of insubordination:

<u>Number of Insubordinate acts</u>	<u>Consequences</u>
1	2-3 days lunch detention or 1 day ISS/OSS
2	3-5 days lunch detention or 1 day ISS/OSS
3	other consequences as deemed appropriate by assistant principal

F. Civility Policy:

Students will behave in a respectful and civil manner when addressing or dealing with another student, employee of the CHCCS, or a member of the "CHHS Tiger Family." Students will not raise their voice, curse, be rude, make implied or direct threats, or be insulting. **The disciplinary consequences will be determined by the assistant principal.**

VI. Discipline

Student Code of Discipline

Furthermore, the code emphasizes the importance of conducting oneself with respect and civility. CHHS also strives to develop the following character traits as determined by the NC State Board of Education:

A. Authority of School Personnel (ref: CHCCS Board Policy 4301):

General: Students will comply with all directions of principals, assistant principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such personnel. After a warning by an Assistant Principal or Principal, repeated actions that have been identified as inappropriate for a student at Chapel Hill High School. **Consequences:** 1-5 days of OSS

B. Issues of Self-Discipline (ref: CHCCS Board Policy 4310):

General: All students are expected to demonstrate integrity, civility, responsibility, and self-control. To that end, the following behaviors are specifically prohibited:

- Public displays of affection
- **Forgery**—copying someone’s signature for official school purposes or altering documents such as attendance admit slips, absence or tardy excuses, hall passes, field trip permission slips, ID’s, etc.
Forgery will result in a 3-days of in-school suspension (first offense), two days of OSS (second offense) and 3 days of OSS (third offense)
- Playing abusive or dangerous tricks or otherwise subjecting a student or school personnel to personal indignities
- Littering
- Graffiti
- Using racially inflammatory language
- Using language that is discriminatory based on a student’s sexual orientation
- If a student uses a laser pointer in a way that reasonably could or does cause physical harm, the laser pointer may be considered a weapon-like instrument and the student may be subject to discipline under Policy 4330: Anti-Social behavior.
- Having or using skateboards on the campus
- Any device possessed or used in violation of this policy shall be immediately confiscated by school personnel.

Consequences: Students who repeatedly violate this policy may be subject to short-term suspensions under Policy 4351: Short-term suspension or other lesser consequences as the assistant principal may determine.

C. Behaviors That Disrupt the Orderly Conduct of School Activities

The following behaviors are illustrative of disrupting the orderly conduct of school activities and are prohibited (ref: CHCCS Board Policy 4315):

- Intentional verbal or physical acts that block access to, or interfere with, school functions and/or facilities
- Possession or distribution of literature or illustrations that significantly disrupt the education process or that are obscene or unlawful
- Engaging in behavior that is immoral, indecent, lewd, disreputable, or of an overtly sexual nature in the school setting
- Failing to observe established safety rules, standards, and regulations, including on the bus and in the hallways
- Interfering with the safe operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing on a school bus
- Possessing any item prohibited by federal law, state law, board policy, or school rule
- Extreme violations such as **mooning or streaking** will result in a 5-day out-of-school suspension.

Students engaged in such activities are subject to disciplinary action through the referral process explained below. Furthermore, a student will be considered a trespasser and may be criminally prosecuted under any of the following circumstances:

- S/he is on the campus of a school to which s/he is not assigned during the school day without the knowledge and consent of the officials of the school the student is visiting
- S/he is loitering at any school after the close of the school day without specific need or supervision
- S/he has been suspended from school and appears on the property of any school during the suspension period without the express permission of the principal

Consequences: 1-5 days OSS and/or other consequences deemed appropriate by an assistant principal.

D. Anti-Social Behavior

According to CHCCS Board Policy 4330, any behavior that causes property damage or physical or

psychological harm to others is considered anti-social. Examples of such behavior that are unacceptable on our CHHS campus are:

- **Attempting to injure, intentionally behaving in a way that could reasonably be expected to cause injury to others** such as instigating a fight, or actually physically assaulting others

<u>Number of referrals</u>	<u>Consequences</u>
1	5-10 days OSS
2	5-10 days OSS
3	10 days OSS with possible recommendation for long term suspension

- **Engaging in a fight** (anything that goes beyond grasping to restrain another person)
Consequences: 10 days OSS

E. Possessing, handling, or transmitting a weapon, or any object that looks like or could be used as a weapon, such as all firearms, BB guns, air rifles or pistols, stun guns or electric shock weapons; all explosives; all knives, ice picks, razor blades (including box cutters and “exacto” knives) or other sharp-pointed or -edged instruments; slingshots; leaded canes, blackjacks

<u>Number of referrals</u>	<u>Consequences</u>
1+	10 days OSS with possible recommendation for long term suspension

F. Any language, act, or sign that threatens force, violence, or disruption

- **Verbal abuse and assault.** A student will neither verbally abuse nor use direct profanity towards a teacher, student teacher, substitute teacher, principal, or other school personnel. Verbal assault means words, writing or behavior that would reasonably put school personnel in fear of injury to person or damage to property. The student exhibiting the above behavior will be referred to the alpha administrator with the following consequences:

<u>Number of referrals</u>	<u>Consequences</u>
1	3 days OSS
2	3-5 days OSS

For each subsequent referral, one day of OSS will be added to the consequence.

G. Gang Involvement: Wearing of gang attire, flashing gang hand signals, displaying of “gang flags,”

writing gang graffiti, and/or displaying any other type of gang affiliation is not acceptable in the school setting. Students who display gang affiliations will receive the following consequences:

<u>Number of referrals</u>	<u>Consequences</u>
1	3 days OSS
2	5 days OSS
3	10 days OSS
4+	Recommendation for long term suspension

H. Stealing or attempting to steal school or private property or knowingly possessing stolen property or using personal or school property without permission

<u>Number of referrals</u>	<u>Consequences</u>
1	5 days ISS
2	1-3 days OSS
3	3-5 days OSS
4	5-10 days OSS with possible recommendation for long-term suspension

I. Gambling

<u>Number of referrals</u>	<u>Consequences</u>
1	5 days ISS
2	1-3 days OSS
3	3-5 days OSS
3	5-10 days OSS with possible recommendation for long-term suspension

J. Extortion: obtaining money or property under threat of harm

<u>Number of referrals</u>	<u>Consequences</u>
1	5 days OSS
2+	10 days OSS with possible recommendation for long-term suspension

K. Vandalism (Deliberate)

<u>Number of referrals</u>	<u>Consequences</u>
1	5-10 days OSS
2+	10 days OSS with possible recommendation for long-term suspension

Students who cause damage to school property may forfeit their opportunity to participate in school-sponsored events ie.. prom, graduation exercises.

L, Damage to School Property

(Includes forcing open a locked door)

Number of referrals Consequences

1	1-3 days ISS
2+	2-3 days OSS

M. The following anti-social behaviors require

police involvement: possession of weapons, assaults that result in serious physical injury to others, extortion, and vandalism. In addition, the following behaviors may result in expulsion regardless of whether or not they occur on the CHHS campus (ref CHCCS Board Policy 4330). **Each behavior will result in 10 days of out of school suspension with the possible recommendation for long term suspension:**

- Theft when using or threatening to use a weapon or force
- Intentional or malicious burning of school property
- Attack on anyone in the school community using a weapon
- Attack that results in serious injury to the victim
- Intentional, highly reckless, or negligent acts resulting in the death of another person
- Confining, restraining, or removing a person without his or her consent or parental consent for the purpose of committing a felony or holding the victim hostage
- Possession of a weapon
- Any unauthorized, unwanted sexual touching
- Possession, manufacture, sale, or delivery, or attempted sale or delivery of controlled substances
- Any behavior resulting in a felony conviction on a weapons, drug, assault, or other charge that endangers the safety of others
- Any behavior that demonstrates a clear threat to the safety of others such as pulling a fire alarm, discharging a fire extinguisher, or making a bomb threat

Criminal Behavior (ref: CHCCS Board Policy

4335): is illegal, therefore, must be reported immediately to law enforcement officers and the superintendent when the following acts occur on school property, regardless of the age or grade of the perpetrator or victim. **Each criminal behavior will result in 10 days of out of school suspension with the possible recommendation for long -term suspension, including expulsion:**

- Assault resulting in serious personal injury
- Assault on a child under 12 by a person who is 14 or older

- Assault on a differently-abled person (anyone whose physical or mental disability substantially impairs his or her ability to defend himself or herself or to perceive the intent of the aggressor)
- Assault involving a group of students attacking a single individual
- Assault involving the use of a weapon
- Assault on school officials, employees, and/or volunteers
- Sexual assault, sexual offense, indecent liberties with a minor
- Rape
- Kidnapping
- Possession of a firearm or weapon in violation of state law
- Possession of a controlled substance in violation of state law
- Homicide, including murder, manslaughter, and death by vehicle
- Robbery or armed robbery

Suspension for criminal behavior may occur while criminal charges are being substantiated. Criminal behavior results in a minimum of 10 days of out-of-school suspension, with alternative placements, long-term suspension, and expulsion to be considered as appropriate. In addition, school personnel will cooperate fully with criminal proceedings in the juvenile or adult justice system.

N. Policy on Harassment

Harassment or Bullying

Any form of harassment or bullying (intentional, unwelcome, and uninvited behavior that demeans, threatens, or offends) directed against anyone in the school community).

Number of referrals Consequences

1	2-3 days OSS and a meeting with the school SAP school contact person.
2	3-5 days OSS and a meeting with the school SAP contact person to discuss the behavior that was not acceptable.
3	5+ days OSS with the possible recommendation for long term suspension.

Procedures for Complaints of Harassment

Anyone experiencing harassment of any sort has two initial options for recourse:

Option A: To confront the offender, verbally or in writing, identifying the offensive behavior and requesting that it stop. When choosing this option, the harassed is encouraged to document contact with the harasser for future references.

Option B (To be pursued either after or instead of Option A): To report the harassment to any trusted counselor, assistant principal, or teacher. The person receiving the report then becomes the advocate for the victim. At this juncture, the victim may or may not choose to make a formal complaint. If the victim does not go forward with a formal complaint, the advocate remains responsible for confidentially documenting the situation.

If a formal complaint is pursued, the advocate will proceed according to CHCCS Board Policy. The advocate will:

- Support the victim with his/her concerns—not minimizing the incident and stressing that the victim's feelings are valid.
- Determine who the harasser is.
- Ask the victim to put his/her concerns in writing.
- Help the victim(s) report the staff/student incident to the principal. If the principal is the alleged harasser, the report is to be made to the Assistant Superintendent of Support Services.
- Help the victim(s) report the student/student incident(s) to the appropriate alpha-administrator.
- Support the victim throughout the procedure. If situations involving face-to-face conferences between the victim(s) and harasser(s) arise, the advocate should be present if so requested. Or, the victim may have an advocate of his/her own choosing.

When harassment is reported to an administrator, an investigation is to begin immediately. The right to confidentiality of both the victim and the accused will be respected, allowing for the investigation of the complaint and for disciplinary action, if appropriate. The administrator will take the following steps:

- Hold a conference with the accused to explain the complaint(s) and to give the accused an opportunity to respond.
- Direct the accused immediately to halt any behavior the victim finds offensive.
- Determine if educational or disciplinary actions are appropriate, depending on whether the policy violations are based on misunderstanding of appropriate behavior or willful disregard of this policy.
- Be present if any discussion between the victim and accused occurs, acting as a facilitator. (The victim has the option to decline such a discussion.)

- Provide a written report of the status of the investigation to the victim, the accused, and the administrator's immediate supervisor within 10 days of receiving the complaint. A subsequent report is to be issued every 10 days until the conclusion of the investigation.

When intentional harassment has occurred, disciplinary procedures will be imposed. If one is the victim of student/student harassment, the alpha-administrator will discipline the accused according to the Code of Student Behavior. If one is the victim of staff/student harassment, discipline will be handled according to CHCCS Board Policy 1730. In addition to disciplinary action(s) imposed:

- If the accused is a student, his or her parent(s)/guardian(s) will be notified by the alpha-administrator of the incident.
- Before disciplinary sanctions are imposed, they will be discussed with the victim so that s/he may hear alpha-administrator's rationale, voice any further concerns, and be informed of the plan for further sanctions if the harassment continues.
- If the student victim is not satisfied with the alpha-administrator's response, s/he is advised to bring the matter to the principal.

This policy seeks to encourage victims to express freely, responsibly, and in an orderly way their opinions and feelings about any problem or complaint of harassment. Any act by an employee or agent of reprisal, interference, restraint, penalty, discrimination, coercion, or harassment—overtly or covertly—against a student for responsibly using this policy and its procedures interferes with free expression and openness. Accordingly, such acts violate this policy and require appropriate and prompt disciplinary action.

Because of the nature of this issue, complaints of harassment cannot always be substantiated. Lack of corroborating evidence should not discourage complainants from seeking relief through the procedures outlined. *However, charges found to be frivolous, intentionally dishonest, or made in willful disregard for the truth may subject the complainant to disciplinary action.*

O. Smoking Policy (ref: CHCCS Board Policy 4320):

In support of the board's commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, school vehicle or on the school grounds at any time; (2) at any school-related activity, including athletic events; or (3) at any time when the student is

subject to the supervision of school personnel, including school trips.

Consequences

For all offenses of the district tobacco policy, including use or possession of tobacco products or smoking products (**pipes, electric cigarettes etc.**) on school campus, school administrators will be required to:

1. Inform parent/guardian of violation and action to be taken by the school
2. Refer the student to the school Student Assistance Program (SAP) school contact
3. The SAP school contact will notify the Orange County Health Department Youth Tobacco project manager.

In addition the school will take the following actions:

1. First Offense:

3 days in-school suspension (ISS)

OR

- i. 1 day ISS
- ii. Participation in 4 session Alternative to Suspension (ATS) program
 - iii. Student and parent/guardian conference with SAP school contact (student will remain in ISS until parent participates in conference, for a maximum of 2 additional days.

2. Second Offense:

- i. 2 days ISS
- ii. 1:1 educational sessions to encourage tobacco cessation (e.g. NOT, a 10-session tobacco cessation program)
- iii. Student and parent/guardian conference with SAP school contact

OR

- i. 4 days ISS
- ii. Student and parent/guardian conference with SAP school contact

3. Third Offense:

- i. 2 days Out-of-school suspension (OSS)
- ii. Reentry conference with administrator

High school offenses will accumulate over four years.

P. Substance Abuse Policy (ref: CHCCS Board Policy 4325): The district Medication Policy (policy 6125) requires that all prescription medications, with the exception of quick-relief asthma inhalers, epinephrine, insulin, and glucagon, must be kept by the school nurse, with written permission signed by the parent and healthcare provider. While students are discouraged from carrying non-prescription over-the-counter (OTC) medicines, any student may self-

medicate with his or her own OTC medicine that is carried in the original container. It is not considered a violation of the medication or substance abuse policies. Sharing of any medicine with other students, including OTC medicines, is prohibited.

The board of education recognizes that alcohol and other drug use is a major health problem for young people, both nationally and in our community. Drug use has the potential to affect people in all segments of the population. It interferes with the well-being and academic performance of students and is incompatible with the mission of our school district.

The Board stands clearly against any illegal substance use and accepts its shared responsibility with the community in supporting prevention, intervention and treatment programs. Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. School administrators are authorized to take specific measures aimed at ensuring that possession or use of controlled substances on school campuses or at school activities will not be tolerated. Such measures may include, but are not limited to, requesting assistance from the police to search lockers and other areas of the campus, utilization of police canine services, undercover surveillance, parking lot surveillance and when suspicions warrant, student searches. Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

- narcotic drugs;
- hallucinogenic drugs;
- amphetamines;
- barbiturates;
- marijuana or any other controlled substance;
- any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor;
- any chemicals or products, used inappropriately with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior which may be damaging to the student or disruptive to the school environment.

This prohibition applies in all of the following circumstances:

- while in any school building or on any school premises before, during or after school hours;
- while on any bus or other vehicle as part of any school activity;
- while waiting at any school bus stop;
- during any school function, extracurricular activity or other activity or event;

- when subject to the authority of school personnel;
- any time or place when the student's behavior has a direct and immediate effect on maintaining order and discipline in the schools.
- Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. In all circumstances in which students must comply with board policies, students may not in any way participate in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.
- Prescription and over the counter drugs are not in violation of this policy if possessed and used in accordance with board policy 6125, Administering Medicines to Students. The principal may authorize other lawful uses of substances otherwise prohibited by this policy, such as for approved school projects.
- Students suspended from school for substance use, either in-school (ISS) or out-of-school (OSS), are not allowed to attend or participate in any school activities on days when they are suspended.
- School personnel who observe students in possession of drugs or who suspect that a student is under the influence of a controlled or illegal substance are required to report the concern immediately to school administration. The school administrator will notify the School Resource Officer and SAP school contact as indicated.
- School personnel will call 911, school administration and the School Resource Officer if a student appears to be in danger to self or others.
- High school offenses will accumulate over four years.
- This policy shall apply to all students with the understanding that consequences for elementary school students will be decided on a case by case basis.

Consequences

Because any use of substances by a school-age child is illegal, any reference to substance use will be termed abuse. The following actions will occur for all students found to be in possession or under the influence of a controlled, illegal, or mood altering substance or in possession of drug paraphernalia:

1. On-campus substance abuse or possession

a. The term "on-campus" includes field trips, athletics and all co-curricular, extra-curricular, and school-sponsored activities, or any other time that students are subject to the authority of school personnel, regardless of the location of the violation.

- b. For all offenses of alcohol, drugs, and drug paraphernalia on school campus, school administrators will be required to:
- i. Inform parent/guardian of violation and action to be taken by school
 - ii. Notify School Resource Officer
 - iii. File charges against the student with local law enforcement

c. School action for **first offense** will be:

- i. Loss of off-campus lunch and campus parking privileges without financial reimbursement for 90 school days
- ii. Five (5) days in-school suspension (ISS)
- iii. Loss of privilege to compete or represent school for five (5) days.
- iv. Student and parent to meet with SAP school contact to develop Personal Accountability Plan, minimum of three (3) sessions, to be monitored by the SAP school contact
- v. Reentry conference for student and parent/guardian with school administrator (student remains in ISS until parent/guardian attends)

d. School action for **second offense** will be:

Loss of off-campus lunch and campus parking privileges without financial reimbursement for 180 school days

AND Either

- i. 10 days out-of-school (OSS) suspension
- ii. Removal from all athletic, co- and extra-curricular activities for 45 school days or until the end of the school year, whichever comes first
- iii. Meet with SAP school contact or private therapist for a substance use screening inventory, such as SASSI
- iv. Continue Personal Accountability Plan for six (6) additional sessions with SAP school contact
- v. Reentry conference for student and parent/guardian with administrator (student attends ISS until parent/guardian attends)

Or

- i. Long-term suspension for 45 school days or until the end of the school year, whichever comes first
- ii. Option for early re-entry back to school upon successful completion of incentive program

e. School action for **third offense** will be:

- i. Permanent loss of off-campus lunch and campus parking privileges without financial reimbursement
- ii. Long-term suspension for 45 school days or until the end of the school year, whichever comes first
- iii. Option for early re-entry back to school upon successful completion of incentive program

f. Failure to complete requirements of consequences for 1st offense will result in 10 days OSS; failure to complete consequences for 2nd offense will result in long-term suspension (45 school days or until the end of the school year, whichever comes first).

2. Distribution or intent to distribute substances on school campus

- a. For any offense on school campus that involves distribution or intent to distribute alcohol or any substance used for the purpose of altering mood, school administrators will be required to:
 - i. Inform parent / guardian of action to be taken by school
 - ii. Notify School Resource Officer
 - iii. File charges against student with local law enforcement
- b. This offense includes distribution or intent to distribute prescription mood-altering medications, including those intended to be administered during the school day in accordance with board policy 6125, Administering Medicines to Students.
- c. For the **first offense**, a student will be suspended from school for 10 days with a recommendation for 90 school days or until the end of the school year, whichever comes first.
- d. For a **second offense**, a student will be suspended for the remainder of the school year and could be considered for expulsion.

3. Reports of off-campus substance abuse

- a. For any student age 16 or above charged violating any law pertaining to illegal possession, use or distribution of alcohol, drugs, or drug-paraphernalia that occur off campus, school administrators will be required to:
 - i. Acquire police report
 - ii. Afford student due process
 - Notify student and parent/guardian(s) that charges exist
 - Give student right to explain charge(s); complete and sign due process form
 - Give student option to have parent present
 - Present student report to police department for corroboration
 - School administrator will investigate further if additional fact-finding is necessary
 - iii. Principal determines legitimacy of off-campus charge
 - iv. If charge is confirmed, student and parent/guardian(s) will be informed by school administrator of action to be taken by the school
- b. School action for **first offense** will be:

- i. Loss of off-campus lunch and campus parking privileges without financial reimbursement for 90 school days
- ii. Loss of privilege to compete or represent school for five (5) school days
- iii. Meet with SAP school contact to develop Personal Accountability Plan, minimum of 3 sessions, to be monitored by SAP school contact
- c. School action for **second offense** will be:
 - i. Loss of off-campus lunch and campus parking privileges without financial reimbursement for 180 school days
 - ii. Removal from athletic, co- and extra- curricular participation for 45 school days or until the end of the school year, whichever comes first.
 - iii. Meet with SAP school contact for additional 6 sessions

School action for **third offense** will be:

Permanent loss of off-campus lunch and campus parking privileges

Removal from athletic, co- and extra- curricular participation for 90 school days or until the end of the school year, whichever comes first.

4. Appeals Procedure

Students and parents have the right to appeal site-based decisions, which can generally be resolved at the school level. A class-related problem is most effectively resolved by a conference with the teacher and, if necessary, the student's counselor and/or the department chair. If this conference does not resolve the issue, the alpha administrator should be consulted. If parties remain dissatisfied, an appeal may be made to the principal.

VII. Academic Policies

A. Grading Policy

All teachers use the following system for assignment of student grades (per NC SBE Policy Manual):

<u>Numerical</u>	<u>Letter</u>	<u>Description</u>
<u>Range</u>	<u>Grade</u>	
100-93	A	Superior Mastery
92-85	B	Above Average
84-77	C	Average
76-70	D	Below Average
69-0	F	Not Passing
	FF	Failure Due to Absences

B. Schedule Change Policy

Schedules are changed only for the following reasons:

- Student has no schedule or an incomplete schedule due to a master schedule conflict.
- Course is needed for promotion or graduation purposes.
- Student lacks prerequisite for the course.
- Student has passed and received credit for the course previously.
- Course is scheduled with a teacher with whom the student previously failed.
- Course must be changed to accommodate an administrative need.

During the first 5 days of the semester, a schedule change form with necessary signatures must be presented to the counselor. After the first 5 days, extenuating circumstances must be documented and the schedule change form must be signed by an administrator. For further information on schedule changes, see the CHHS course offerings booklet.

C. Works Cited Format

For all Works Cited pages, students should refer to the CHHS Media Center Website. Students may also refer to the Cite-It posters in classrooms. Please remember these important guidelines:

1. Center the words Works Cited at the top of your page.
2. Remember to alphabetize your entries by author, or when there is no author, by title of article.
3. Remember that you do NOT indent the first line of a bibliographic entry. You should indent the second and subsequent lines within each entry.
5. Double space in and between all lines in entries.

D. Testing/Exam Policies

Exam/End-of-Course (EOC) Policies

◆ **Semester/final exams:** First-semester exams are given the week before winter break. Second-semester exams are given the last week of school. Each class is required to administer a final exam./project. The following classes have a state-constructed end-of-course test that is weighted according to state law: English I, Algebra I, Algebra II, Geometry, Civics/eEconomics, US History, Biology, Chemistry, Physical Science, Physics, and English II Writing Exam. No students are exempt from state-mandated EOC tests.

Please note – After 20 days of course enrollment, EOC courses may not be dropped for any reason.

Seniors with a C average, 7 or fewer excused absences, no more than two unexcused tardies, no cuts, and no out-of-school or in-school suspensions will be exempt from second-semester exams. The exemption is determined per class. Absences for school-related activities such as field trips and school-sponsored sporting events are not included in the 7 absences. However, absences for college visits do count toward the 7 allowed absences.

◆ **Major Tests:** No student should have to take more than 2 major tests in one day. A student who has 3 major tests scheduled for the same day may arrange to have the most recently assigned test rescheduled. The third teacher must receive this request at least 24 hours prior to the scheduled test. The teacher then determines an agreed-upon make-up time for the postponed test.

◆ **Testing Before Exams:** No tests/major quizzes will be given three days prior to the first and second semester exams.

VIII: Academic Violations:

Academic Violations: (CHCCS Board Policy Reference 4310):

Students are responsible for neither giving nor receiving assistance on tests, examinations, or class assignments that are to be graded as the work of a single individual. The actual giving or receiving of unauthorized assistance or unfair advantage on any form of academic work, this includes plagiarism, constitutes an academic violation and will result in a ZERO with no opportunity to make up the assignment. An academic violation will be documented with a discipline referral to the alpha-administrator.

Referral for Academic Violation	Intervention
1	5 days lunch detention
2	2 days ISS and 2 hours of community service**
3	3 days ISS and 3 hours of community service
*4	4 days ISS and 4 hours of community service

*For each additional violation, an additional day of ISS and an additional hour of community service will be added to the consequence.

In addition, membership in the National Honor Society and/or other honor organizations will be revoked. At the principal's discretion, student privileges may be revoked. This could include

participation in school events and school athletic teams.

** The community service will not satisfy your service learning requirement.

Plagiarism Policy

Plagiarizing is copying the language, structure, idea, and/or thought of another person and representing it as one's own original work or using information obtained from printed or electronic media that is not appropriately referenced. Recognizing that plagiarism is a problem in our school and in the nation, CHHS has adopted the following policy:

1. At the beginning of the school year, teachers of English I, World History, and Freshmen Science classes will instruct students on how to avoid plagiarism.
2. Instruction will be reinforced and reviewed by 10th, 11th, and 12th grade teachers who assign writing in their classes.
3. Teachers will instruct students on the use of the on-line plagiarism detection program used at the school.
4. Students will submit their papers electronically as well as provide their teacher a hard copy.
5. Supported by electronic programs, the teacher will determine if plagiarism has occurred.
6. Plagiarism is an academic violation. The student will be referred and the correct consequence will be assigned (above).
7. CHHS's definition of plagiarism also includes the unauthorized use of translation services or devices.

IX. Chapel Hill High School Honor Code

Honesty, integrity, responsibility and mutual respect are the keys to true learning. The purpose of the Chapel Hill High School Honor Code is to promote a community of trust that will support student achievement. Students who accept responsibility for creating a climate of academic integrity will benefit for a life time.

Regarding Academic Integrity – Chapel Hill High School requires adherence to specific standards of conduct in academic affairs. These standards include the expectation that no student will engage in the following unacceptable behaviors:*

Cheating: Cheating is defined as the dishonest violation of rules or giving or receiving of

unauthorized information in academic, extracurricular or other school work, so as to give or gain an unfair advantage (*The American Heritage Dictionary*, 229).

- **Plagiarism:** Plagiarism is copying the language, structure, idea, and/or thought of another person and representing it as one's own original work or using information obtained from printed or electronic sources that is not appropriately cited.
- **Fraud:** Fraud is defined as "a deception deliberately practiced in order to secure unfair or unlawful gain" (*The American Heritage Dictionary*, 523).

**It is the student's responsibility to clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.*

- **Turnitin.com** To deal with increased plagiarism made possible by electronic communications, Chapel Hill High School has subscribed to a service called "Turnitin.com." This is a service that compares student papers to an extensive database. **Students and parents agree that by submitting student papers for grading and credit, they understand and agree to this review of their papers.**

Student Rights: In all cases regarding a suspected violation, the student will be given, at a minimum, the following rights:

- Confidentiality
- Rights outlined in the current version of Chapel Hill Carrboro City Schools School Board policies

Consequences - Violations of the Honor Code accumulate throughout high school.

X. Other Policies and Procedures

A. Bus Transportation and Behavior

- Students may ride only the bus to which they are assigned.

Students must comply with directions of school bus drivers.

Cellular phones, and other electronic devices should not be audible or visible. Ipods are permitted if not audible or distracting to the driver.

B. Parking Policy

The following guidelines apply to students who are applying for a parking space:

- Only one parking space will be issued per family.
- Rising juniors and seniors must have completed, verified, and submitted 25 service learning hours, respectively, by the end of May of the previous school year in order to be eligible for a parking space for the current school year.
- Students who are indebted to the school are not eligible for parking until the indebtedness has been cleared.
- All students who drive to school must have their vehicle(s) registered and display current NC registration plates and a current school hangtag.
- A valid NC vehicle registration and driver's license must be shown when purchasing a parking permit.
- In order to maintain the privilege of parking at CHHS, a student must pass all classes for each reporting period. If any student with a parking pass fails a class, the parking tag will be pulled until the next reporting period. If the student is passing all of his/her classes at that time, the parking tag will be reinstated.

Offenses listed below will result in the short-term suspension or revocation of off-campus privileges or parking privileges without refunds:

- Parking in any area other than assigned space from 8:00 a.m. to 4:30 p.m. Students are not allowed to park in spaces designated for visitors. Further, they are not allowed to park between the "B" and "D" Building after school.
- Failing to follow all NC traffic laws on and off campus during school hours, on the way to school, and during the lunch period.
- **Students who have lost driving privileges will not be permitted to park on school grounds.**
- Failing to follow Chapel Hill High School safe driving practices.
- Driving on unpaved areas
- Driving through the parking lot (from lower to upper lot) to skip ahead in line
- Driving recklessly or carelessly (over 15 mph on school property).
- Taking students off campus without parental permission (upperclassmen or underclassmen).
- Leaving campus without permission.

- Reckless driving that results in damage to school property.
- Granting permission for anyone to use assigned parking space.
- Failing to display ID when entering and exiting campus.
- Presenting someone else's ID as one's own.
- Vandalizing other students' automobiles.

In addition to the above offenses, any other violation of school policy could result in loss of parking privileges and other disciplinary measures such as fines. **Reckless driving will result in loss of parking privileges for one week and other consequences as deemed appropriate by an assistant principal.**

C. Fundraising Activities

Many activities, clubs and organizations, and classes conduct fundraising activities throughout the school year. These activities must be approved in advance by the administration and must comply with the district nutrition and wellness policies. These policies are aimed at promoting students' good health. Federal regulations prohibit any food sales, including candy, from 12:01 am until after the last school lunch meal is served. Any school-sponsored fundraiser must adhere to the nutrition practices set forth in the district nutrition policy. Fundraisers that are not food-based are encouraged. All funds collected are deposited into the school activity fund. All students collecting money for school organizations must turn in the money to the faculty sponsor on a daily basis.

D. Medication Policy (ref: CHCCS Board Policy 6125)

All prescription medications, with the exception of quick-relief asthma inhalers, epinephrine, insulin, and glucagon, must be kept by the school nurse, with written permission signed by the parent and healthcare provider. While students are discouraged from carrying non-prescription over-the-counter (OTC) medicines, any student may self-medicate with his or her own OTC medicine that is carried in the original container. It is not considered a violation of the medication or substance abuse policies. Sharing of any medicine with other students, including OTC medicines, is prohibited.

E. Lunch Delivery Policy

Students are not permitted to order food from local vendors and have it delivered to the school.

F. Hall Passes

Any student exiting a classroom during class time must have a hall pass. A permanent hall pass log is located in the front of students' planners, and permanent hall passes will be issued for teachers as

well. Therefore, it is essential that students have their planners with them at all times. Hall passes must be signed by a staff member with date, time, and destination noted. Students wishing to use the Media Center during class must be issued a pass for this purpose. Media Center passes must be signed by a librarian upon departure.

Students violating this procedure will be subject to disciplinary action through the referral process. Students possessing or using unauthorized passes will be subject to suspension.

G. Media Center Pass Policy

The CHHS Media Center may be used for studying, homework, or reading before school, at lunch and after school. During class hours, a pass from a teacher with the student's name, date, the time leaving the classroom, and the teacher's signature is required. For more information about the Media Center, visit the Media Center webpage on www.chccs.k12.nc.us/chhs.

H. Hanes Theatre Policy

Being allowed to attend educational lectures and performances in Hanes Theatre is a privilege and requires that students demonstrate appropriate audience behavior and etiquette in order to ensure a safe and supportive atmosphere for the presenters and performers. Students who are disruptive and disrespectful to fellow audience members or performers will be escorted out and subject to disciplinary action. It is expected that each audience member be allowed to enjoy the opportunity to view a live performance without being distracted by other students. Proper audience behavior includes the following:

- No food or drink (including gum) is allowed.
- No shoes are allowed on seats or armrests.
- No one is allowed to stand on or climb around on seats.
- Patrons should be seated before the performance begins and remain seated until an appropriate time to leave.
- All cell phones, beepers, and noisemakers must be turned off before the performance begins.
- Audience members are encouraged to react appropriately (laugh if something is funny; cry if something is sad; applaud at appropriate times).
- Refrain from talking to fellow audience members. This is distracting to others and can be dangerous to the performers.
- Flash photography is strictly forbidden.

I. Student Visitors Policy

Any student who requests that a student from another school be allowed to visit Chapel Hill High School must have the approval of each of his/her teachers, parents/guardian and assistant principal at least one day in advance. The student should secure the signature of each teacher and bring the written approval to the student's assistant principal. The visiting student must remain with the Chapel Hill High School student at all times. Visits should primarily be of an educational nature.

- Visitors are not allowed during the lunch period.
- Visitors over 18 or no longer enrolled in school are not permitted as guests of a current student.
- No visitors are allowed the week before exams and during exam week.

J. Distributing Materials on Campus:

Students wishing to distribute newspapers, leaflets, flyers, magazines, or any other non-school-issued materials on campus must have written administrative approval at least 5 school days before the expected distribution date. Individuals other than students or staff wishing to distribute such materials on campus must secure permission from the office of the superintendent.

XI: Athletics/Co-curricular Activities Policies

- Extra and co-curricular activities are integral parts of the CHHS educational program. These activities include athletics, clubs and organizations, theater, concerts, assemblies, student publications, and dances. Students are encouraged to participate in extra and co-curricular activities each year.
- Students participating in interscholastic athletics and cheerleading must pass 5 subjects at the end of the preceding semester. A student academically eligible at the beginning of a semester remains academically eligible throughout the semester. Eligibility each semester must be determined during the first 8 calendar days following the end of the previous semester.
- Continued eligibility is determined at the end of each semester, as well as at the end of summer school, with ineligible players being removed from rosters within 8 calendar days. Students must be in attendance for a minimum of 76 days each semester.

Students are expected to comply with rules established by the clubs, organizations, teams, and activities in which they participate in addition to the school code of behavior. Violators are subject to disciplinary

action through the referral process. Students may be suspended from participation in sports, clubs, or other school-sponsored activities for violations of the rules of the team or activity, even if the violation occurs off school grounds and outside of the school day. Whether a student is suspended from school or not, coaches and/or sponsors, with the approval of the school administration, may suspend students from participation in school-sponsored activities.

Students who are absent are not allowed to participate in any extra-curricular events, including athletic activities, cheerleading, and band and drama performances on the day of that absence.

A. Athletic Policies and Procedures

The Chapel Hill High School Athletic Department has as the purpose of its interscholastic athletic program these objectives:

- Development and maintenance of individual health and vigor
- Perfection of playing skills
- Enjoyment of competitive play
- Development of sportsmanship and citizenship
- Contribution to school and community spirit

The student athletics program is voluntary and extracurricular. Participation in high school athletics is a privilege and not a right. A condition of participation is the responsibility of the participant to uphold the standards of conduct established by the school. These standards are based on the premise that the participant is in a position of school leadership and he/she should represent the sport, the school, and the community in the highest manner of sportsmanship and conduct. Therefore, the following rules have been developed to help achieve those objectives:

B. Practice Sessions and Contests

- Players must attend each scheduled practice session and contest. (Exception for pre-arranged events approved by the coach. If illness occurs during the school day, the athlete should contact the coach before going home.)
- If a student has an unexcused absence, he/she may not participate in any activity or be a spectator that day. In the case of an excused absence, a student must be in attendance for at least three periods the day that he/she is to participate.
- If a student is suspended from school (OSS), he/she may not participate or be a spectator at any school event until the date of return to school indicated in the notice of suspension.

- Students suspended from school for substance use, either in-school (ISS) or out-of-school (OSS), are not allowed to attend or participate in any school activities on days when they are suspended.

C. Personal Conduct

1. Any illegal or immoral act committed by an athlete which causes embarrassment to CHHS, the team, or the coach will mean immediate suspension from further competition until reviewed by the parents, player, coach, and athletic director.
2. Use of tobacco, alcohol, and/or illegal drugs shall not be permitted by any player. This applies to every situation.
3. All athletic participants are responsible for appropriate conduct as defined in the Chapel Hill High School Student Handbook.

Penalty for the first violation will be a minimum of two week's suspension from the team. Penalty shall include suspension from at least one contest. Penalty for the second violation will be removal from the team and disqualification from athletic participation for the remainder of the school year.

D. Appeals Process

Disciplinary action will be taken only after the student has had the opportunity to answer to charges of violations, including the right to bring his/her own witnesses before the coach and athletic director. Appeals may be made to the principal. Because participation in activities is a privilege and not a right, students who are suspended may not participate during the period of appeal.

E. Travel

- All players shall travel to and from out-of-town events with the team. Exception: Players may return from out-of-town events with their own parents by permission of the coach. A written statement from the parent, relieving CHHS and the coach of responsibility, must be given to the coach prior to the event.
- Students may travel to events in Chapel Hill on their own with permission and approval from parents and coaches prior to the event.

F. Sportsmanship Pledge

As a student athlete/parent, I am a role model. Using inappropriate language, taunting, baiting, or using unwarranted physical contact directed at opposing players, coaches, and fans is contrary to the spirit of fair play and the good sportsmanship that Chapel Hill

High School, the PAC-6 Conference and the North Carolina Athletic Association expect of its members. I accept my responsibility to model good sportsmanship that comes with being a student athlete/parent.

XII: Safety Procedures

All members of the CHHS community are expected to comply with all safety/emergency plans and procedures reviewed at the beginning of the school year and periodically thereafter. Since compliance with safety procedures is required by local and state statutes, violators are subject to disciplinary action through the referral process or the personnel policies of the Chapel Hill-Carrboro City School System.

Lockdown Protocol

There may be occasions when it becomes necessary for the school to enter into lockdown. Examples include inclement weather or incidents in which the safety of students might be jeopardized. In these times of emergency, students must follow directions of school personnel for the safety and security of everyone. No one is allowed to enter or leave any classroom or building during a lockdown.