

South Caldwell High School



Parent – Student Handbook 2020-2021

**7035 Spartan Drive
Hudson, North Carolina 28638
Phone: (828) 396-2188
Fax: (828) 396-5929
schs.caldwellschools.com**



This handbook belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student No. _____

STUDENT HANDBOOK 2020-2021

TABLE OF CONTENTS

Introductory Statement	5
Alma Mater	5
Vision/Mission/School Beliefs	6
COVID Information	7-10
Senior Fees	10
Arrival/Departure to/from School	11
Automobile Identification	11
Automobile Parking and Use	11
Loss of Driving Privileges	12
Dropout Prevention/Drivers' License law	12
Student Check-Out/Departure From School during the day	12
Sign-in Procedures	12
Student Attendance and Absence from School	12-13
Junior/Senior College Visits	14
Make-Up Work	14
Students Enrolled in Career and College Promise Programs	14
Failure Due to Absences	14
Exam Exemption Information	14-15
Lockers	15
Hall Passes	15
Use of Telephones	15
Use of Electronic Devices	15-16
Textbooks	16
Visitors on Campus	16
Cafeteria Information	16
School Insurance	16-17
Medication	17
Lost and Found	17
Athletic Information	17
Athletic Insurance	18
PE Uniforms	18
Graduation Requirements	19
Academic Classification	20
Evaluation of Student Progress	20
ACT, Pre ACT, and Workkeys	20
Honor Rolls and Awards	20-21
Student Numbers and Record Keeping	21
Release of Student Information	21
Directory Information	21
Student Support Services	21-22
Registration and Schedule Changes	22
Dropout Prevention and Withdrawal from School	22

Media Center Services	22
Student/Parent Internet Use Agreement	22
Section 504	22
Early Graduation	23
Student Conduct and Discipline	23
Behavior Expectations	23
Disciplinary Consequences	23
Classroom Tardy Policy	23
Misconduct and Consequences Chart	24-29
Bullying	30-31
Random Drug Testing	31
Student Searches	31
Drugs/Alcohol	31-32
Tobacco Products	32
Electronic Delivery Devices/Vaporizers	32
Weapons	32-33
Bus Conduct	33
Student Due Process	33
Student Dress	33-34
Use of Seclusion & Restraint	34
Integrated Pest Management	34
Plagiarism Statement	34-35
Junior-Senior Prom	35-36
Dress Code for Prom	36
Dress for Graduation/Baccalaureate	36
School Safety Information	36-37
Fire/Tornado Drills & Inclement Weather	37
Video Surveillance Cameras	37
Visitors	37
Lock Down Drills	37
Non-Discrimination Clause	37
General College Information	38-41
Financial Aid	38
Scholarships	39
College Testing	40-41
Four Year Guide to College	42-43

INTRODUCTORY STATEMENT

The teachers and administrators at South Caldwell High School have made a commitment to provide the students with the kind of learning and instructional environment that will help students achieve their educational goals. Specifically, we believe that:

- ❖ Student conduct will respect and promote every other student's right to learn.
- ❖ Student conduct will not cause harm to him/her or others, or cause damage to public property.
- ❖ Student conduct will respect and promote a teacher's right to teach.

Alma Mater

**We praise thee South Caldwell High,
And thy colors maroon, silver, and white.
We will cherish, honor, and praise thee,
And keep our school spirit high.
Our pride will always be with you;
Our encouragement never shall die,
And so when school days have ended,
South Caldwell shall ever shine bright.**

SOUTH CALDWELL HIGH SCHOOL

VISION

South Caldwell High School will create a learning community where there is success for all, preparation for tomorrow and learning for a lifetime.

MISSION STATEMENT

South Caldwell High School will empower students with the skills necessary to become responsible citizens who achieve academic, social, and professional success.

SCHOOL BELIEFS

- All students will be empowered to learn, achieve, and succeed.
- All students learn best when they are appropriately challenged and actively engaged in the learning process through activities that take into account different learning styles.
- All students can increase their understanding of cultural diversity through the study of different peoples and cultures.
- All students' self-esteem can be enhanced by positive relationships and mutual respect between and among students and staff.
- All students can learn to make appropriate decisions given a safe, supportive, and comfortable learning environment.
- All students learn best when teachers, administrators, parents, students, and the community share the responsibility for the support of the school's mission.
- All students are unique and valued individuals who should be treated impartially.
- All students will be encouraged to develop into lifelong learners who exhibit positive character traits and accept responsibility for their own decisions.

- ★ COVID-19 Information (pg.7-10)
- ★ Prom rules/tickets (pg.35-36)
- ★ Discipline chart (pg.24-29)
- ★ Student Searches (pg. 31)

COVID-19 INFORMATION

Students, faculty, and staff will receive a temperature check prior to entrance into the school building and answer health screening questions daily. Students will enter the building through the student entrance or the commons area. After temperature has been taken and confirmed to be lower than 100 degrees, students will sanitize hands and report to the gym or theater, if before 7:30am. If 7:30am or later, students will report to their first period class. Students can visit the cafeteria to pick up breakfast, but must take the food to the gym, theater, or first period class. Anyone with a temperature of 100 degrees or higher will be re-tested, and will be sent home if they have a fever. Students are expected to maintain safe social distance in the parking lots, and while awaiting temperature checks, and throughout the day. Masks must be properly worn to enter the building.

SCHS will open at 7:00am with only the student entrance doors and the commons area doors unlocked. All students must enter through the student entrance or the commons area doors. All doors will be locked at 7:55am. Late arrivals will need to enter the building at the main office doors for their COVID-19 screening.

BUS RIDER

- Students are required to wear masks on the school buses, at all times. The mask must be worn correctly, covering the nose and mouth.
- Students will be sitting one child per seat.
- Students can NOT ride the bus to school or home with a friend.

Students will have their temperature checked and will be asked the health screening questions as they exit the bus before entering the building. When students are cleared to enter the building they can

- Report to the gym, if before 7:30am
- Get breakfast from the cafeteria and take the food to the gym (before 7:30am) or to their first period class (after 7:30am)
- Report to their first period class, if after 7:30am

CAR RIDER

Parents are not to deliver students to the administrative entrance unless the student has office permission.

Parents entering from the Hudson side and the Granite side will drop students off in the faculty lot across from the commons entrance. Do not stop to let a student out along Spartan Drive as this interferes with traffic flow and creates a danger to students. Students will have their temperature checked and will be asked the health screening questions at their car before entering the building. When students are cleared to enter the building they can

- Report to the gym, if before 7:30am
- Get breakfast from the cafeteria and take the food to the gym (before 7:30am) or to their first period class (after 7:30am)
- Report to their first period class, if after 7:30am

STUDENT DRIVER

- Students will immediately get out of their car when arriving at school.
- Students are required to have their masks on properly before entering the building or having their temperature checked.
- Students will report to the student entrance for temperature check and to answer the health screening questions.

- If students are cleared to enter the building they can
 - Report to the theater, if before 7:30am
 - Get breakfast from the cafeteria and take the food to the theater (before 7:30am) or to their first period class (after 7:30am)
 - Report to their first period class, if after 7:30am

MASKS GUIDELINES

As directed by local and state officials, all students, faculty, and staff must wear masks in the school building. Masks must be appropriate, not disruptive, and follow dress code guidelines. Dress Code Guidelines are on page 28-29

****Masks include non-medical grade masks, medical grade disposable face masks, and cloth face coverings (masks or neck wraps) that cover the nose and mouth. Full face shields may not be used. ****

WHAT TO DO IF YOU TEST POSITIVE FOR COVID-19, HAVE BEEN EXPOSED, OR HAVE SYMPTOMS

- Notify the school immediately
- Do not come to school if you
 - Are running a temperature
 - Have been vomiting/diarrhea
 - Have oozing/crusty eye
 - New loss of taste or smell
 - New cough
 - Shortness of breath
 - Chills

ATTENDANCE

- Attendance will be taken everyday. This will be for remote learning days and for in person days.
- PowerSchool has updated the attendance section to better capture the physical location for students during this school year. When physically at school and present, students will be marked “Present On Site.” When present on remote days, students will be marked “Present Off Site.”
- Students will be marked present off site when a student completes their daily assignments either online or offline; and/or If a student has a daily check-in, a two way communication, with the appropriate teacher.
- A student is considered absent if he/she has not completed the assignments and/or did not have a teacher contact in whatever form that is. Simply not logging in virtually is not a sufficient reason for considering a student absent.
- A teacher may change a student’s attendance based on evidence of student engagement that is collected after the current day due to the completion of work that is turned in at a later date.

REMOTE LEARNING EXPECTATIONS

- Attend all classes during the scheduled class time.
- Check-in to each class or you will be marked absent.
- Follow all policies in the Student Handbook.
- Dress appropriately while live streaming.
- Set up an appropriate workspace. Workspace should be in a quiet area.
- Approach Caldwell Connect classes as if in the classroom.
- Complete and submit all work on time.
- Commit to remote learning for the entire semester. Do not visit campus during school hours.

MOVING THROUGHOUT THE BUILDING

As students and staff transition from class to class throughout the day, they will adhere to the one-way traffic in hallways. Students must wear masks in hallways, commons areas, classrooms, and must maintain social distancing at all times.

RESTROOMS

Restrooms will be marked for appropriate social distancing, number of students in the bathroom at the same time will be limited to four, and surfaces will be cleaned frequently. Restrooms will be monitored during class changes to ensure only four students are in restrooms at a time.

CLASSROOMS

All classrooms will be arranged as directed by local and state guidelines, as well as CDC recommendations.

- Each classroom is equipped with hand sanitizer.
- All classroom surfaces will be cleaned between class periods.
- The entire school will be thoroughly cleaned on Wednesday's, the remote learning day.

LUNCH INFORMATION

Students who are purchasing lunch from the cafeteria will be released at their assigned time. Lunch dismissal will be staggered by room location. Students will purchase their pre-packaged meal and return to their classroom to eat. Students who packed their lunch will remain in their classroom to eat.

****Students will NOT have access to a microwave****

WATER

The water fountains have been closed for the school year. We will have water bottle refilling stations in the building. Students are encouraged to bring a water bottle. Students will be responsible for their personal water bottles.

LATE SCHOOL ARRIVAL/SIGNING OUT EARLY

- Students who arrive at school after 7:55am will enter the building at the Main Office entrance. Students will have their temperature checked and will answer Health Screening questions.
- Students who are signing out early and know in advance, will upload their note to <https://forms.gle/T8P4yZBBLsR6jBbt6>
- The note must include a parent/guardian's signature, their contact information, and the sign out time
- The notes will be verified.
- The student will come to the main office at the time they are to leave and sign out. If a parent/guardian comes to school to sign a student out, they will enter the building at the Main Office. They will sign the student out and return to their car while they wait for their student.

REPORTING ABSENCE

When reporting an absence, for virtual or in person learning, students will upload their documentation and fill out this form <https://forms.gle/eVwjHnGyCCmonUuGA>. Acceptable forms/documentation are doctors notes, a note from a legal agency, or a parent note. Form and uploaded document should be completed within the week of returning to school from the absence.

VISITORS

No visitors, including parents or volunteers will be allowed inside the main school building until further notice. Parents needing to pick up a child early, will check in at the main office vestibule, and then wait for their child in the car.

SCHOOL DISMISSAL

In order to reduce congestion at the end of the school day, there will be a staggered dismissal. Seniors will be released first. The remainder of the school will be directed daily as how/when they may leave.

PHYSICAL EDUCATION CLASSES

PE classes will be held outdoors whenever possible and will include individualized activities as much as possible. Students will not be sharing equipment or participating in any activities that would require physical contact between individuals. PE classes will maintain social distancing. PE classes and equipment will be cleaned frequently.

PERFORMING ARTS, CTE CLASSES, AND LABS

SCHS will continue to offer Band, Chorus, CTE classes, and some labs. Concerts and performances have been postponed until further notice. CTE internships have been postponed until further notice. CTE classes and labs will maintain social distancing and the classes/equipment will be cleaned frequently. Science classes will still be able to hold labs. Science labs will maintain social distancing and the classes/equipment will be cleaned frequently. Equipment will not be shared.

FIELD TRIPS

Until further notice, there will be no field trips.

SCHS ATHLETICS

SCHS will follow the North Carolina High School Athletic Association and state guidelines for the return to sports. Any changes or updates will be communicated to parents and student athletes. For the full return to play (COVID-19) plan from the NCHSAA click here:

<https://www.nchsaa.org/news/2020-7-28/nchsaa-summer-guide-reopening-sportsactivities>

SCHS CLUBS

SCHS clubs will not be allowed to meet in person. Clubs may meet virtually.

GENERAL INFORMATION

SENIOR FEES

A required senior fee of \$20.00 must be paid by the end of the first semester.

Senior fees cover all school-based costs for the students related to their graduation such as payments for the diplomas, flowers, printing, and set up. Senior fees do not include the costs incurred by individual students, such as yearbooks, graduation announcements, prom tickets, etc

Senior fees can be paid with cash or check (made payable to South Caldwell High School)

SCHOOL DAY

School will begin at 7:55 AM and will end at 2:55 PM. On an Early Release schedule, school will begin at 7:55 AM and end at 11:55.

SCHOOL CALENDAR INFORMATION

- The 2020-2021 Traditional School Calendar can be found at <https://www.caldwellschools.com/domain/2966>
- Schools will be dismissed 3 hours early on the ER days, the day before Christmas break begins, and the last day of school for all students not involved in exams.
- When schools are closed for students and staff due to inclement weather, the day will be made up on the **Saturday of that week**. This will not apply to days missed preceding Thanksgiving or Christmas holidays.

- Parents are advised not to make extensive plans for vacations during the scheduled spring break or for the week immediately following the scheduled ending of school. Loss of days because of weather conditions may cause changes in the calendar. Questions concerning the calendar should be directed to the Superintendent's Office (728-8407).

ARRIVAL/DEPARTURE TO/FROM SCHOOL

Students should not arrive at school prior to 7:00 AM. Students are restricted to the Gym until 7:30 A.M. and should not be in any other parts of the building. Students are asked to enter the building as soon as they arrive on campus. **All students should clear the building by 3:15.** Student drivers must exit the parking lot immediately at the end of the day.

BUS RIDERS

Buses load and unload in the parking area adjacent to the mobile units. Bus riders should enter and exit the building from the commons area. Before entering the building at the commons area door, students will have a temperature check and will be asked four health screening questions. Students waiting on shuttle buses are to wait at the mobile unit and are not to be in any other part of the building.

MORNING STUDENT DROP-OFF

****PLEASE REFER TO THE COVID-19 SECTION ABOUT CAR RIDERS****

Parents are not to deliver students to the administrative entrance unless the student has office permission. Parents entering from the Hudson side or the Granite side will drop students off in the faculty lot across from the commons entrance. Do not stop to let a student out along Spartan Drive as this interferes with traffic flow and creates a danger to students. should drop-off in the student parking lot.

AFTERNOON PICK-UP

Parents are not to pick-up students in the administrative entrance or the student parking lot unless the student is handicapped. All other afternoon pickup should occur in the faculty lot across from the commons entrance. Do not stop to let students out along Spartan Drive as this interferes with traffic flow and creates a danger to students. No passenger vehicles should enter the handicapped bus loop in the student parking lot.

STUDENT DRIVERS AND AUTOMOBILE IDENTIFICATION

South Caldwell High School believes that student use of automobiles should be closely supervised.

- Students who drive to school will be required to register their cars and pay an annual fee of \$20.00. Stickers should be purchased during the first two weeks of school and displayed in the lower left corner of the rear window. (Additional stickers are \$10.00) **You must show proof of a driver's license before you drive on campus.**
- Beginning September 15th, 2020, any student vehicle found to be without a sticker will be subject to a monetary fine (\$40) and/or towing at the owner's expense.
- Students who begin driving during the year should register their automobiles with Mr. Robbins.
- Driver's license and vehicle registration will be required to obtain a sticker.
- There will be no parking on the "Hill"—unless determined by our SRO.
- Freshmen are not permitted to drive to school.

AUTOMOBILE PARKING AND USE

South Caldwell High School experiences a large volume of traffic on a daily basis. For the safety of everyone, students and parents must observe and conform to campus traffic requirements.

- THE SPEED LIMIT ON CAMPUS IS 10 MPH.
- Students may park only in student parking lots.
- Students shall not visit or move automobiles during the day without written consent of the administration.
- Careless, reckless driving and speeding will not be tolerated.
- South Caldwell High School will not be responsible for any damage or loss of property due to criminal or accidental damage.
- Students are not allowed to ride in the back of trucks or on the exterior of any moving vehicle.
- Students are not allowed to have flags of any type flown on vehicles.
- **Students are expected to exit the parking lot immediately after school.**
- **South Caldwell is not responsible for damage to vehicles during random searches conducted by law enforcement.**

LOSS OF DRIVING PRIVILEGES

Driving privileges may be revoked for, but not limited to, the following:

- Reckless driving or DRIVING ABOVE THE SPEED LIMIT.
- Transporting students off campus without approval.
- Leaving school without permission or following procedures.
- Failure to display a current, valid parking sticker.
- **Failure to comply with the School Resource Officer or administrative directives.**
- Failure to arrive for morning classes on time.
- Failure to pass three subjects per semester.
- Forgery or borrowing vehicle registration stickers.
- As part of other disciplinary procedures.
- Ten or more unexcused absences in any class during a semester.
- If a student loses his/her driving privilege, he/she may not drive another car on campus, and the student's vehicle may not be driven by another student on campus.

DROPOUT PREVENTION/DRIVER'S LICENSE LAW

The State of North Carolina passed a law stating that students under 18 years of age must remain in school until they graduate and must make adequate academic progress. **(Adequate academic progress is defined as passing three out of four classes each semester.)** Failure to meet this requirement will result in the loss of eligibility for a permit or cancellation by the North Carolina Department of Motor Vehicles of a driver's permit/license. If adequate progress has been made at the end of the next semester, a Driving Eligibility Certificate will be issued or the driver's permit/license can be restored upon required payment to the Department of Motor Vehicles.

Students have the right to appeal the loss of a permit or license due to hardship if the student can document sufficient reasons why such an appeal should be granted pursuant to North Carolina law.

STUDENT CHECK-OUTS/DEPARTURE FROM SCHOOL DURING THE DAY

****PLEASE REFER TO THE COVID-19 SECTION ON STUDENT CHECK-OUTS/DEPARTURE FROM SCHOOL****

SIGN-IN PROCEDURES

****PLEASE REFER TO THE COVID-19 SECTION ON STUDENT CHECK-OUTS/DEPARTURE FROM SCHOOL****

STUDENT ATTENDANCE AND ABSENCE FROM SCHOOL (Board Policy 4400)

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

A. Attendance Records

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. Excused Absences

When a student misses school, a written excuse signed by parent/guardian shall be provided to the office before 7:55 a.m. on the day the student returns after an absence. **STUDENTS ARE NOT ALLOWED TO WRITE THEIR OWN NOTES.** The note should contain student name, student ID number, parent signature, telephone number, reason for absence and dates absent. An excused absence may be excused for any of the following reasons.

1. Personal illness or injury that makes the student physically unable to attend school.
2. Isolation ordered by the State Board of Health.

3. Death in the immediate family.
4. Medical or dental appointment.
5. Participation under subpoena as a witness in a court proceeding.
6. Religious observance
7. Participation in a **valid**, pre-approved, educational opportunity.
8. Pregnancy and related conditions, or parenting, when medically necessary.

Students must be present for 2/3 of a class period (55 minutes) in order to be counted present and two complete periods in order to be counted present for the day.

Absences due to extended illnesses generally require a statement from a physician.

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work. (See also Board Policy 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

C. School-Related Activities

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. Field trips sponsored by the school;
2. Job shadows and other work-based learning opportunities.
3. School-initiated and –scheduled activities;
4. Athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. In-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

D. Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences.

School attendance committees will review student absences at the end of the first three grading periods and in the middle of the last grading period. The committee shall submit to the principal or designee the names of students who are in danger of not being promoted due to excessive unexcused absences.

If a high school student is absent from any class for seven or more days, the principal or designee shall have the authority to determine whether the student will be permitted to make up missed work. Work will be made up within a time period equal to the amount of time missed by the student, barring an extenuating circumstance. The student should seek permission from the teacher regarding time extensions.

High school students who miss more than seven days in a semester course or 10 days in a yearlong course will not receive credit for the course unless the student achieves proficiency on an End of Course (EOC) exam or a Career and Technical Education (CTE) Post-Assessment or a “B” or above on the final exam in a non-EOC or non-CTE Post Assessment class and earns a passing grade for the course. No Credit (NC) will be recorded if the student does not meet both stipulations.

Absences due to disability or for religious observance will not be included in determining the cumulative days absent in a course. All other absences, both excused and unexcused, will be combined to determine the cumulative days absent. Before a student is denied credit for a course due to excessive absences, the principal shall ensure that any absences due to disability or for religious observance are excluded from the calculation of cumulative absences.

Students with extenuating circumstances may file an appeal prior to the completion of the course as follows:

ALL attendance appeals are presented to the School Attendance Appeals Committee, which has sole responsibility for approving attendance appeals. Either the student or a teacher of the student may file an appeal.

Students with excused absences due to documented chronic health problems are exempt from this policy.

Students must be present for 2/3 of a class period (60 minutes) in order to be counted present and two complete periods in order to be counted present for the day. Once enrolled as a full-time student at South Caldwell, students are expected to attend all classes throughout the semester. Dropping a class or simply electing not to attend a class due to absences or failures is not an option.

School sponsored activities approved by the administration that require students to be out of class will not count as an absence. Students will be responsible for getting assignments (make-up work) from the subject teacher and must turn in the work at a mutually agreed upon time. **Upon the eighth absence to any class, a doctor's note will be required in order to receive an excused absence in the case of illness.**

UNEXCUSED ABSENCES

Absences for reasons other than those listed previously will be considered unexcused. Unexcused absences include, but are not limited to, missing the bus, oversleeping, car trouble, babysitting, working, **family vacations**, taking part of a day to study for a test, looking for a job, getting a driver's license, etc.

COLLEGE VISITS

Juniors are permitted to visit one college during the spring semester and seniors are permitted to visit **one college or university per semester** in preparation for possibly attending college after high school graduation. The visit will be considered a field trip if the student completes the permission form picked up from their school counselor **at least five (5) days prior** to going and brings back a note or letter from the institution that the trip was completed as planned and pre-approved.

MAKE-UP WORK

Students will have the opportunity to make up work for full credit for all absences that are considered excused. However, students may make up work for unexcused absences as permitted by the principal or his designee and for partial credit set by individual classroom teachers. **Any unexcused absence beyond the 7th day will require special permission by the principal or his designee before any work is allowed to be made up.**

Work will be made up within a time period equal to the amount of time missed by the student, barring an extenuating circumstance. The student should seek permission from the teacher regarding time extensions.

STUDENTS ENROLLED IN CAREER & COLLEGE PROMISE PROGRAMS

Students enrolled in the Career & College Promise Programs (CCP) through CCC&TI will be expected to follow the attendance policies and school calendar outlined in the CCP orientation manual. Some of the Career & College Promise classes will begin prior to the start of the regular school year. It is the student's responsibility to make sure that he/she is present for these classes.

FAILURE DUE TO ABSENCES

Students need to make every effort to attend school each day. **EVERY student must carry and attend four courses during both semesters and will not have the option of dropping a course due to failure, excessive absences, or personal schedules.** A student who does not carry a full load may not receive credit for other courses taken. Students who do not attend four (4) classes daily or who are absent ten (10) consecutive days will be dropped from the South Caldwell High School enrollment.

Seniors—anyone with more than seven (7) unexcused absences will not participate in graduation unless prior permission is given by the principal or his designee.

Students must attend all regularly assigned classes in order to graduate.

EXAM EXEMPTION INFORMATION

For any high school class that does NOT have an associated state-mandated test required as the final exam, students may be exempt from the teacher-made final exams if they meet the following attendance criteria:

1. Course average of A and class absences not exceeding two absences (excused and unexcused combined);
2. Course average of B and class absence not exceeding one absence (excused or unexcused); or
3. Course average of C and no class absences of any kind

A student's course average shall be determined by equal weighting of the two nine-week grading periods.

Additionally, for teacher-made exam exemption purposes only, three tardies to class count as one class absence.

Absences due to disability or for religious observance or school sponsored field trips will not be included in determining the cumulative days absent in a course for purposes of exam exemption.

- Two days prior to the start of exams, teachers will notify eligible students. Students must continue to maintain their attendance status until the beginning of final exams in order to be exempt.
- Students who believe any absence was related to a disability, religious observance, or school sponsored field trips may request a review of their exemption status by submitting an online absences review request form.

LOCKERS

- Each student will be assigned a locker by their advisory teacher and will be responsible for the locker and all contents at all times.
- Only school locks can be used (\$7.00).
- **The school will not be responsible for items placed in lockers.**
- Students should not share lockers or switch lockers.
- **Lockers are subject to periodic search for any reason.**

HALL PASSES

Students should not miss instructional time. Any student out of the classroom must have a hall pass from his/her classroom teacher. Students must refrain from visiting lockers, going to the restroom, or using the phone during class time. It is the responsibility of the student to make sure the information on the hall pass is complete and accurate.

USE OF TELEPHONES

Due to the large number of students at South Caldwell High School, messages for students cannot be taken over the telephone and delivered from the office. The only exception will be an extreme emergency. Students must receive permission before using any phone.

USE OF ELECTRONIC DEVICES (Board Policy #4309 See also 3228/4313/7321)

The Board recognizes that cellular phones and other wireless communication devices have become important tools through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day (**beginning with the arrival at school until the dismissal bell**) or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with Internet capability, paging devices, two-way radios and similar devices.

1. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that students are supervised during such use. Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses.

2. Consequences for Unauthorized Use

School employees may **immediately confiscate** any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent, after a conference. After a first offense, additional offenses may result in a range of approved consequences. More severe sanctions, including those reserved for major violations, may be imposed, based on

consideration of the following factors: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any Board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

3. Search of Wireless Communication Devices

In accordance with Board Policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, Board policy, the Code of Student conduct or a school rule. The scope of such searches shall be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

4. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device.

TEXTBOOKS

Textbooks are very costly and will be the sole responsibility of the student to whom they have been assigned. This includes textbooks that are removed from lockers or that are picked up by others. Students must keep books in safe places and must never leave them where they can be removed. **Lost or damaged books must be paid for before a replacement can be issued.**

VISITORS ON CAMPUS

****Please refer to the COVID-19 section about visitors****

To protect the safe environment of the school, unauthorized visitors will not be allowed. This includes students who are registered at other schools.

- **ALL visitors should report to the main office.**
- *Individuals wishing to visit or meet with teachers should call to schedule appointments.*
- *Teachers will meet with parents in the administrative office area.*
- LUNCH VISITATION IS NOT PERMITTED.
- Commercial deliveries (such as flowers, balloons, or gifts) will not be accepted for students during the school day.

CAFETERIA/FOOD/DRINK INFORMATION

****Please refer to the COVID-19 section about cafeteria/food/drink****

Students are expected to display good manners in the cafeteria. Running to lunch and breaking lunch lines will not be allowed. All trash, plates, utensils, cups, and napkins should be disposed of before leaving the cafeteria.

- All tables should be left clean for others to use.
- **With teacher permission, food and drinks** will be allowed in classroom areas.
- **Students may not leave campus for lunch** or order food to be delivered from businesses.
- Parents should not deliver lunch to students.
- Students must not be in restricted areas during lunch.
- Pre-payments for lunch are accepted in the cafeteria.
- Students approved for free/reduced lunch may also receive free/reduced breakfast.

Students with \$10+ in debt will NOT be allowed to charge their cafeteria account unless they have spoken with a principal and the principal gives the cafeteria manager permission to charge.

SCHOOL INSURANCE (Board Policy #4220)

Insurance is provided for students trying out for or participating in school athletics. Please contact the school office or the athletic director for information regarding coverage. If a student is injured, the school secretary must be notified in order to complete the school's portion of the claim form for processing.

Membership in a group accident insurance program will be made available to students each year. In arranging for this insurance, the Caldwell County Board of Education will make every reasonable attempt to identify a company offering comprehensive insurance at economical rates. Information on the plan will be made available through school publications.

Purchase of this insurance constitutes an agreement between the student and/or parent and the insurance company. The school system is not a party to this agreement. The school system does not assume any contractual responsibility for expenses not covered by insurance.

Students who choose to participate in interscholastic activities at the middle and high school levels are provided blanket group athletic coverage. This coverage applies to injuries resulting from athletics only. A Schedule of Benefits shall be provided to all Athletic Directors. A copy of the Schedule of Benefits shall be distributed to all parents at the pre-season meeting for all sports. The Superintendent may designate other activities, including certain school trips, as requiring accident insurance.

Please visit <https://www.k12specialmarkets.com/>

MEDICATION (Board Policy #6125)

The Caldwell County Board of Education recognizes that students may need to take medication during school hours. School personnel may administer medication prescribed by a health care practitioner upon the written request of a student's parent. In limited circumstances, a student may be authorized to self-administer medications. To minimize disruptions to the school day, students should take medications at home rather than at school whenever feasible. School officials may deny a request to administer any medication that could be taken at home or when, in the opinion of the Superintendent or designee in consultation with school nursing personnel, the administration of the medication by school personnel would pose a substantial risk of harm to the student or others.

For the purposes of this policy, all references to "parent" include parents, legal guardians, and legal custodians. In addition, for purposes of this policy, the term "health care practitioner" is limited to licensed medical professionals who are legally authorized to prescribe medications under North Carolina law, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, and nurse practitioners.

Unless otherwise indicated, the terms "medication" and "medicine" include any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of any disease. The term includes all prescription medications and over-the-counter drugs. The administration of any prescription or over-the-counter drug by school employees to students is prohibited except when performed in accordance with Section A. The self-administration of any prescription or over-the-counter drug by students at school is prohibited and constitutes a violation of policy 4325, Drugs and Alcohol, except in the limited circumstances described in Section C. The administration, including by parents, school employees or self-administration, of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at school is prohibited unless (1) the CBD or THC product is available by prescription only and has been approved by the U.S. Food & Drug Administration (FDA) and (2) all requirements of this policy are met.

LOST AND FOUND

Lost textbooks or personal items may be claimed by contacting the custodial staff. Every effort to return property to its rightful owner will be made. Clothing items, book bags, textbooks, and items belonging to others should be turned in to the office if found.

ATHLETIC INFORMATION (Board Policy #3621)

The North Carolina High School Athletic Association (NCHSAA) requirements state that in order to be eligible for athletic participation, a student must have:

- passed a minimum of three courses during the preceding semester
- been in attendance for at least 85 percent of the preceding semester
- met promotion standards set forth by the Caldwell County Board of Education.

Students may not participate in athletic activities (including practices) without filing a completed physical exam form or a physician's waiver form with the school Athletic Director.

South Caldwell High School athletes are role models for other students; therefore, to be eligible to participate in South Caldwell sports, each student must agree to submit him/herself to random drug testing throughout the school year during which the student is considered to be an athlete. (See Random Drug Testing Policy above.)

ATHLETIC INSURANCE

All athletes are covered by a blanket insurance policy provided by the school and the school system. This coverage is a secondary policy. The parent's insurance policy must be filed prior to the athletic insurance. Please note that athletic coverage will pay only a percentage of the remaining balance.

All athletes are urged to purchase the economy insurance plan in addition to the blanket coverage provided by the school system. With this purchase, a student has primary coverage, secondary coverage (which is the athletic policy of the school system), and the parent's personal insurance.

Please visit <https://www.k12specialmarkets.com/>

PLEASE NOTE THAT THE ECONOMY PLAN DOES NOT COVER VARSITY FOOTBALL INJURIES. Football players are covered under a separate insurance policy.

PE UNIFORMS

All students are required to purchase a PE uniform to wear in all Physical Education classes. The uniform consists of a gray t-shirt and maroon mesh shorts. These can be purchased for \$20 on the first day of class.

ACADEMIC INFORMATION AND STUDENT SERVICES

GRADUATION REQUIREMENTS (Board Policy #3460)

Subject	Caldwell County Future Ready Core Graduation Requirements
English	5 credits: Communication Skills, English I, II, III, IV
Math	4 credits: Math I, Math II, Math III, and a fourth math aligned to post high school plans
Science	3 credits: Earth/Environmental Science, Biology, and a physical science course
Social Studies	<p>4 credits for students who entered 9th grade in 2012-2013 and beyond: World History, American History: The Founding Principles, Civics, & Economics, and American History I and II</p> <p>**Freshman entering high school 2020-2021 will be required to take Economics and Personal Finance**</p>
Health & PE	1 credit + Successful Completion of CPR Instruction
World Languages	<p>Not required for graduation.</p> <p><i>2 credits in the same language required to meet the minimum application requirements for UNC admission.</i></p>
Other Electives	<p>12 credits required.</p> <p>2 credits of any combination from:</p> <ul style="list-style-type: none"> • Career & Technical Education, Arts Education, <u>or</u> World Languages <p>4 credits strongly recommended (4 course concentration) from one of the following:</p> <ul style="list-style-type: none"> • Career & Technical Education, JROTC, Arts Education, <u>or</u> any subject area (i.e. English, math, science, etc.)
Total Credits	28 credits

ACADEMIC CLASSIFICATION (Board Policy #3420)

Sophomore--must have earned a minimum of 6 credits.

Junior--must have earned a minimum of 13 credits.

Senior--must have earned a minimum of 20 credits.

All students must be registered for and attend eight classes each school year and four classes each semester (unless waived by the administration) in order to receive credit for any course work.

EVALUATION OF STUDENT PROGRESS (Board Policy #3400)

Report Cards are issued at the end of each nine (9) week grading period. Progress reports are required at mid-term. In addition, teachers will notify parents about students in danger of failure. The grading scale will be as follows:

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

No incompletes will be given for nine week grades.

Final exams/assessments, including state-mandated tests, will count 20% of the student's final grade.

WEIGHTED COURSES

Level of Course	Current 9th-10th Graders				
	A	B	C	D	F
Academic	4	3	2	1	0
Honors	4.5	3.5	2.5	1.5	0
AP and Eligible College Classes	5	4	3	2	0

Students enrolled in AP classes are required to take the AP test associated with the class.

ACT, Pre ACT, AND WORK KEYS

The ACT College Admissions Assessment will be given to every 11th grader, the Pre ACT assessment will be given to every 10th grader and the WorkKeys assessment will be administered to 12th grade Career and Technical Education concentrators. There will be no charge to the student for these assessments. For more information, visit the following website: <http://www.act.org/stateservices/northcarolina/>.

HONOR ROLLS AND AWARDS (Board policy #3440)

"A" Honor Roll- 4.0 GPA

"B" Honor Roll- At least 3.0 GPA and no grade lower than B

Honor rolls will be based on unweighted grades at the end of each nine week grading period.

Academic Excellence: Students are recognized who have achieved A or B honor roll for 1st, 2nd, and 3rd nine weeks for the current school year.

Perfect Attendance: Students with perfect attendance for the year are recognized.

A Team: Students who have received all A's for all grading periods are recognized.

Above awards are determined at the end of the 3rd nine week grading period.

Recognition at Graduation (Board policy #3450): Beginning with the Class of 2014, high schools will recognize academic achievement of students with a 3.5 weighted GPA or above as graduating with honors. No valedictorian or salutatorian will be designated. Recognition will be determined at the end of the third nine weeks.

- GPA of 3.5 to 3.99 – Graduate Cum Laude
- GPA of 4.0 to 4.40 – Graduate Magna Cum Laude
- GPA above 4.40 – Graduate Summa Cum Laude

PLEASE SEE THE CALDWELL COUNTY SCHOOLS HIGH SCHOOL PARENT GUIDE FOR MORE INFORMATION!

STUDENT NUMBERS AND RECORDKEEPING

Upon entering a North Carolina school, each student is assigned a student ID number. The same number is used in elementary, middle, and high school as the reference number for each student with regard to all reports, attendance, registration, and records. **Each student should memorize his or her number.**

RELEASE OF STUDENT INFORMATION (Board Policy #4700)

In accordance with the Family Educational Rights and Privacy Act, parents and eligible students (age 18) have the right to inspect the student's educational records. Transcripts are released only upon written request of the parent or eligible student. Records may be sent to educational institutions without written request.

DIRECTORY INFORMATION (Board policy #4700)

South Caldwell High School may release Directory Information about students, including name, address, telephone listing, date and place of birth, participation in school activities, height, weight, class rank of athletic team members, dates of attendance, degrees and awards received and school last attended. Such information will be available for release unless the parent or student over age 18 requests that such information be withheld.

Parents or eligible students have the right to object to the release of directory information or challenge the accuracy of the information by informing the school principal in writing. If dissatisfied with the principal's decision, the parent or eligible student may appeal to the Superintendent.

The Hutchinson Act passed by the U. S. Congress requires schools to provide all juniors' and seniors' names, telephone numbers and addresses to military recruiters unless the parent or eligible student notifies the school in writing within 20 calendar days from the date the Directory Information notice was distributed through this student/parent handbook. If a student or parent requests that directory information be withheld, it will not be released.

If no objection from the parent or eligible student is made, the schools are obligated to release student directory information to military branches. Military recruiters may then contact students and provide them with armed forces recruitment information.

STUDENT SUPPORT SERVICES

There are three school counselors, a 4-year college advisor, a 2-year college advisor, and a career development coordinator whose functions include career exploration, preparation for post-high school training, college admission and financial aid, program planning, registration and schedules, academic support, and social-emotional support. Students who need these services should set up an appointment with one of the support staff members. *To schedule an appointment, students should complete this form. You will receive an email with your appointment time.*

<https://sites.google.com/caldwellschools.com/southcaldwellhighschoolcounsel/schedule-an-appointment>

****Do Not Leave Class to see a Counselor without an appointment.**** Parents are urged to request assistance if needed in student-parent-school relationships.

Miranda Denning	9th Grade 504 Contact for All Students
Lauren Robertson	10th- 12th Grade Last Names A-L
Erica Hawes	10th-12th Grade Last Names M-Z

REGISTRATION AND SCHEDULE CHANGES

Schedule changes will be very limited. All schedules are considered final on the first day of school. Students will not be allowed to drop or add courses after the first day of school unless there are extenuating circumstances such as academic load, sequencing of courses, or previous failure.

****State policy mandates that the school cannot do schedule changes after the 10th school day of an EOC class (English II, Math I, Biology). NO EXCEPTIONS! ****

DROPOUT PREVENTION AND WITHDRAWAL FROM SCHOOL

Any student who is considering dropping out or withdrawing from school should notify their school counselor. Their school counselor along with the help of other support members and administration will help the student assess his/her situation and will review alternatives for acquiring a high school diploma. Withdrawal and transfer forms must be completed to maintain student records. **Textbooks must be turned in and all fees paid before students are released from school.**

MEDIA CENTER SERVICES

South Caldwell High School provides media services to enhance educational opportunities for all students. Students are invited and encouraged to use the many materials and services available to improve grades, enhance learning, complete required assignments and gain personal knowledge. Media Coordinators are available to assist students at all times.

- Students should not have food or drinks in the Media Center.
- Students will use their student number to check out materials.
- Students with overdue library materials will not be permitted to check out other materials until the overdue items are returned.
- Media Center computers are for academic purposes only.
- Disrespect toward other students, staff, faculty, materials, or equipment may result in the loss of Media Center privileges.
- Students are financially responsible for lost or damaged materials.

STUDENT/PARENT INTERNET USE AGREEMENT (Board Policy #'s 4313/7321/3228)

Students and parents of students who use the school network system must sign an agreement to abide by the INTERNET USE POLICY.

SECTION 504

Section 504 of the Rehabilitation Act protects the rights of all persons with special needs. If a student is experiencing difficulties with academics or behavior, the student's school counselor, teachers, and other support staff members will meet to determine possible solutions and to develop methods to improve student performance through accommodations and/or modifications in the classroom. If a student has a condition that significantly impacts learning, he/she should contact a guidance counselor.

Students with identified exceptionalities will be afforded all rights as provided by state and federal law, including the Individuals with Disabilities Education Act.

EARLY GRADUATION (Board Policy #3460)

Students who will complete 28 credits in the required areas by the end of fall semester of their senior year are eligible for early graduation. Students must declare their intent and complete the proper paperwork prior to the Thanksgiving Holidays.

STUDENT CONDUCT AND DISCIPLINE

STUDENT CONDUCT AND DISCIPLINE (Board Policy #4309)

The Caldwell County Board of Education's Student Code of Conduct serves to notify students and their parents of expected behaviors. The consequences for engaging in behavior prohibited by the Code of Student Conduct will be determined by the principal, in accordance with the school's Student Behavior Management Plan. Students may be subject to a range of consequences.

BEHAVIORAL EXPECTATIONS (Board Policy #4300)

All students are expected to demonstrate integrity, civility, responsibility and self-control. Students are expected to:

- Be informed regarding their rights, responsibilities, and school policies and procedures.
- Assist the school staff in maintaining a safe, orderly, and inviting environment.
- Exhibit self-discipline and self-motivation.
- Learn to be responsible.
- Accept the consequences of their behavior.
- Respect cultural diversity and ideological differences.

Students will not be readmitted to school after an **out-of-school** suspension without bringing their parents or guardians to school for a conference, unless the conference occurred on the day of the suspension.

Students with disciplinary problems may, at the discretion of an administrator, be given the choice of a community service.

DISCIPLINARY CONSEQUENCES

In dealing with disciplinary referrals to the administration, the following guidelines will be used when dealing with student failure to follow school rules and regulations. Consequences listed for violations are intended as guidelines. **The administration has the discretion to deviate from the guidelines based on the nature or severity of the offense. All involved parties will be notified of the rationale for such deviations.**

SCHOOL-WIDE CLASSROOM TARDY POLICY

1. Teacher warning
2. Teacher warning
3. Teacher warning and Parent contact by teacher
4. Office Referral (Administrative Conference)
5. 1 day-ISS for class
6. 1 day ISS/loss of driving privileges for one week
7. 1 day ISS/ Loss of driving privileges for one week
8. 1 day ISS/ Loss of driving privileges for one week
9. 1 day ISS/Loss of driving privileges for one week
10. 1 day ISS/Loss of driving privileges for one month
11. 1 day ISS/Loss of driving privileges for remainder of the semester

Discipline Chart

Category I Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
Dishonesty/ Lying	1-3 days ISS	3-5 days ISS	1-3 days OSS	3-5 days OSS
Dress code violation	Call home for change of clothes/Stay in ISS until changed	Call home for change of clothes/Stay in ISS until changed	1 day ISS	1-3 days of OSS
Excessive tardiness to class or School	1 st - Teacher Warning 5 th - 1 day ISS for class 9 th - 1 day ISS/ Loss of driving privileges for one week	2 nd - Teacher Warning 5 th - 1 day ISS/ Loss of driving privileges for one week 10 th - 1 day ISS/ Loss of driving privileges for one month	3 rd - Teacher Warning/Parent Contact by teacher 7 th - 1 day ISS/ Loss of driving privileges for one week 11 th - 1 day ISS/ Loss of driving privileges for remainder of semester	4 th - Office Referral Administrative Warning 3 rd - 1 day ISS/ Loss of driving privileges for one week
*Gambling	1-3 days ISS	3-5 days ISS	1-3 days OSS	3-5 days OSS
Horseplay	1-3 days ISS	3-5 days ISS	1-3 days OSS	Administrative Decision
Category I Violations	1st Offense	2nd Offense	3rd Offense	4th Offense

Improper use of electronic device	Phone will be held by the teacher until the end of the class period.	The front office will hold the device until a parent can conference with school officials and pick up the device.	1 day ISS	2 days ISS
Inappropriate displays of affection	Warning	1 day ISS	3 days ISS	Administrative decision
Littering	1-3 days ISS or alternative assignment	1-3 days OSS or alternative assignment	1-3 days OSS/Administrative decision	Administrative Decision
Not dressing out for PE/no participation	1 period ISS	1 period ISS	Office referral	Office referral
*Parking/Driving violations	1-5 days loss of driving privileges	5-10 days loss of driving privileges	20 days loss of driving privileges or remainder of semester	Administrative decision
Unauthorized presence in restricted area	1-3 days ISS	1-3 days OSS	3-5 days OSS	Administrative decision
Category II Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
Academic Dishonesty	Zero on assignment, Office Referral, Parent contact by teacher, 1-3 days Lunch Detention, Teacher Discretion	Zero on assignment, Office Referral, Parent/Teacher conference, 3-5 days Lunch Detention	Zero on assignment, Office Referral, 1-3 days OSS	Zero on assignment, Office Referral, 3-5 days OSS, Administrative Decision
*Bus Misconduct	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision

Cutting/skipping class, school, or ISS	1-3 days ISS	3-5 days ISS	1-3 days OSS	Administrative decision
*Disruptive Behavior/Level II	1-3 days ISS Administrative Decision	1-3 days OSS Administrative Decision	Administrative Decision	Administrative Decision
Forgery of official documents or signatures	1 day ISS for class Administrative Decision	2-3 days ISS for class Administrative Decision	2-5 days ISS Administrative Decision	2 or more days OSS
*Inciting a Fight	1-3 days OSS Administrative Decision	5-10 days OSS Administrative Decision	10 days OSS Administrative Decision	Administrative Decision
Leaving Campus or Class Without Permission	1 day OSS	3 days OSS and loss of device or cell phone for remainder of the semester	3 days OSS and loss of device for the remainder of the year Administrative Decision	Administrative Decision

Category II Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
Leaving Plates or food in any areas	1-3 days ISS	1-3 days OSS	3-5 days OSS	Administrative Decision
Obscene or profane language, gesture, or articles. Profane/obscene materials, literature, and illustrations	1 day OSS Administrative Decision	3-5 days OSS Administrative Decision	5-10 days OSS Administrative Decision	Administrative Decision
*Possession or Use of Tobacco Products/Paraphernalia/Electronic Cigarettes (lighters/ matches)	1-3 days OSS	3-5 days OSS	5 days OSS	Administrative Decision
Refusal to Surrender Electronic Device	1 day OSS	3 days OSS/loss of privilege	3 days OSS/loss of privilege	Administrator Decision

Category III Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
*Communicating Threats (All types)	1-3 days OSS Administrative Decision	3-5 days OSS Administrative Decision	5-10 days OSS Administrative Decision	Administrative Decision
*Disruptive Behavior (Level II)/Disorderly Conduct	3-5 days OSS	5-10 days OSS	10 days OSS Administrative Decision	Administrative Decision
*Extortion	1-3 days OSS Administrative Decision	3-5 days OSS Administrative Decision	5-10 days OSS Administrative Decision	Administrative Decision
* Fighting (Aggravated assaults may warrant an immediate 10 day suspension with recommendation for assignment to an alternative setting)	3-5 days OSS	5-10 days OSS Recommendation for long term suspension	10 days OSS Recommendation for long term suspension	10 days OSS Recommendation for long term suspension
* Harassment (all types, including Sexual), Bullying, Discrimination, and Hazing (All types)	5-10 days OSS Administrative Decision	10 days OSS Administrative Decision	Administrative Decision	Administrative Decision
*Insubordination/Disrespect to Staff	1-3 days OSS	5-10 days OSS	10 days OSS Administrative Decision	Administrative Decision
*Possession of and/or transmitting lewd and lascivious images, inappropriate material or language electronically	5-10 days OSS Administrative Decision	10 days OSS Administrative Decision	Administrative Decision	Administrative Decision

* Possession of Incendiary Devices/ Combustible Materials/ Devices Causing a noise or Disturbance (firecrackers)	1-10 days OSS	5-10 days OSS	10 days OSS Recommendation for long term suspension	Administrative Decision
*Possession of Stolen Goods	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
*Possession/Use of medications, foreign substances, dangerous contraband items	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
Category III Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
*Sexual Misconduct	5-10 days OSS Administrative Decision	10 days OSS Administrative Decision	Administrative Decision	Administrative Decision
*Theft/ Vandalism	3 day OSS Administrative Decision Full Restitution	5 days OSS Administrative Decision Full Restitution	10 days OSS Administrative Decision Full Restitution	Administrative Decision Full Restitution
*Trespassing	3-5 days OSS Administrative Decision	5-10 days OSS Recommendation for long term suspension	Administrative Decision	Administrative Decision
*Use of Counterfeit Items	1-3 days OSS	3-5 days OSS	5-10 days OSS Administrative Decision	Administrative Decision
Category IV Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
*Any (major) act that disrupts the school environment	5-10 days OSS	10 days OSS Recommendation for long term suspension	Administrative Decision	Administrative Decision

* Arson, detonating fireworks, use of explosives	10 days OSS Administrative Decision	10 days OSS Administrative Decision	10 days OSS Administrative Decision	Administrative Decision
* Assault against a Staff member	10 days OSS, Recommendation for long term suspension	Administrative Decision	Administrative Decision	Administrative Decision
*Commission of a Crime (felony)	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
*Deliberate exposure of sex organs	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
*Gang Activity	1-3 days OSS Administrative Decision	3-5 days OSS Administrative Decision	5-10 days OSS Administrative Decision	Administrative Decision
*Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia (Possession or under the influence)	3-10 days OSS Recommendation for long term suspension and loss of driving privileges	10 days OSS Recommendation for expulsion	Administrative Decision	Administrative Decision
*Performance of a sexual act	10 days OSS Administrative Decision	10 days OSS Administrative Decision	10 days OSS Administrative Decision	Administrative Decision
*Rape	10 days OSS Recommendation for Expulsion			
*Setting off Fire Alarms, fire extinguishers	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
*Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety	10 days OSS with recommendation for long term suspension	Administrative Decision	Administrative Decision	Administrative Decision

*Incident **may** be reported to the Caldwell County Sheriff's Department.

The Administration of South Caldwell High School reserves the right to use ADMINISTRATIVE DISCRETION concerning all discipline guidelines other than Caldwell County and State of North Carolina Policies and Laws.

BULLYING (Board Policy #4021/7230/1710)

Students have the right to learn and employees have the right to work in a safe environment, free of harassment or intimidation. Bullying undermines the academic mission of a school, jeopardizes school safety and creates a hostile learning environment. Caldwell County Schools acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly and caring environment to facilitate student learning and achievement. To that end, Caldwell County Schools expressly prohibits all forms of bullying or unlawful discrimination and harassment toward any student or employee, by any student or employee. Further, Caldwell County Schools will not allow or tolerate retaliation or acts of reprisal in any form against any individual who reports a valid complaint of bullying or is a corroborating witness. This policy applies not only to events occurring during school hours and/or on school property, but also to school-sponsored functions for which school administration has jurisdiction. Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. Students are expected to comply with the behavior standards set forth by the Caldwell County Board of Education and the Student Code of Conduct. Employees are expected to comply with board policy and school system regulations, and adhere to a professional code of ethics. Volunteers and visitors are also expected to comply with board policy and established school rules and procedures. It is the duty of all teachers, including student teachers, substitute teachers, teacher assistants, and all school staff to maintain good order and discipline in their respective schools, report and intervene in all acts of bullying and provide other information about related behaviors, school safety and discipline problems. It is the expectation that all administrators will properly investigate and discipline offenders.

BULLYING AND HARASSING BEHAVIORS AS DEFINED BY NC STATE LAW:

“Bullying or harassing behavior” is any pattern of gestures or written, electronic or verbal communications, OR any physical act OR any threatening communication that takes place on school property before, during or after school hours, at any school sponsored function, at a school bus stop or on a school bus, at any time or place when the individual is subject to the authority of school personnel, and at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in schools, AND that:

- places a student or school employee in actual and reasonable fear of harm to his or he person OR damage to his or her property; OR
- creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits.

“Hostile environment” means that the victim subjectively views the conduct as bullying or harassing AND the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by actual or perceived differentiating characteristics such as race, color, religion, ancestry; national origin; gender; socioeconomic status; academic status; gender identity; physical appearance; sexual orientation; mental, physical, developmental or sensory disability; or an association with anyone who is perceived to have one or more of these characteristics.

FORMS OF BULLYING OR HARASSING BEHAVIOR DEFINED:

Direct Acts (both physical and verbal) – Physical attacks of any type and/or threats of physical attacks include, but are not limited to: any unwanted physical touching, contact, or assault (punching, poking, pinching, shoving, hitting, choking, biting, spitting, cornering, threatening play); deliberately impeding or blocking of movements; or any intimidating interference with normal work or movement including sexual harassment, whether physical or verbal. Verbal assaults include, but are not limited to: threatening words spoken to another, name-calling, insulting, taunting, teasing, hurtful slurs, etc.

Indirect Acts (emotional and/or passive-aggressive behaviors) – include, but are not limited to: deliberately excluding, rejecting, isolating, ranking, or rating an individual, hateful looks; mean gestures; nasty notes or graffiti; starting and/or spreading hurtful rumors about someone; manipulating peer relationships; forcing someone to relinquish money and/or food; demanding servitude; stealing/taking things; deliberately setting up someone to get him/her in trouble; and destruction of property (i.e. gym locker, clothing, books, book bags, etc.).

Cyberbullying – involves the use of electronic information and communication technologies such as email, cell phone and pager text messages, instant messaging, the publishing of defamatory personal websites, defamatory online personal polling websites, etc., to support conscious, willful, deliberate, repeated and hostile behavior by one or more people to harm others. These behaviors include, but are not limited to: sending or posting cruel or harmful messages or images about an individual or group; threats; sexual remarks; pejorative labels (i.e., hate speech); and harassment. While the district respects the rights of freedom of

expression under the First Amendment, students may be disciplined for website postings that materially and substantially disrupt the educational process or that contain threats which endanger the health, safety, and well-being of others, including district personnel or staff members.

RANDOM DRUG TESTING OF STUDENTS (Board Policy #4326)

Participation in extracurricular athletics/cheerleading or operating/parking a motor vehicle on campus is a privilege, not a right. Students involved in such athletic/cheerleading extracurricular activities represent the school and the school system in interscholastic competition, public performances and various other activities. They are role models for other students. Student use or abstinence in the use of alcohol or illegal drugs is likely to influence the choices of other high school students. In addition, the use or abuse of alcohol and/or illegal drugs by these athletes/cheerleaders is likely to increase student injuries to the user or others with whom he/she is playing. Student drivers are inexperienced and pose a substantial risk to the safety of themselves and others should they operate a motor vehicle on campus or elsewhere while under the influence of alcohol or illegal drugs. The Caldwell County School System has adopted a random alcohol and drug testing policy to deter the use of alcohol and drugs among high school students. Students who wish to participate in athletic/cheerleading extracurricular activities or who operate or park a motor vehicle on campus will be subjected to random drug testing throughout the school year.

Refusal to participate in a drug test or the positive results of a drug test will result in the student's ineligibility to participate in extracurricular athletics/cheerleading or operate/park a motor vehicle on campus for 365 calendar days.

***1st Offense**-If it is a first offense, this time may be shortened to 30 school days or the end of that sports season if the student and the student's parent successfully complete an alcohol or drug abuse education/intervention program at the student's/parent's expense.

***2nd Offense**-In the event a student tests positive a second time or fails or refuses to participate in the second alcohol/drug test when selected at random, the student shall be ineligible to participate in extracurricular activities or operate or park a motor vehicle on campus for 365 calendar days.

STUDENT SEARCHES (Board Policy #4342) School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by the board or school. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the constitutional rights of students and the appropriate procedures for conducting the search or seizure. A search must be justified at its inception and permissible in scope. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted. This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events.

DRUG AND ALCOHOL USE (Board Policy #4309)

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. The Superintendent is responsible for ensuring this policy is consistently applied throughout the school system.

Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

1. narcotic drugs;
2. hallucinogenic drugs;
3. amphetamines;
4. barbiturates;
5. marijuana or any other controlled substance;
6. synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts"), and synthetic cannabinoids (e.g., "Spice," "K2");
7. any alcoholic beverage, malt beverage, fortified or unfortified wine or other intoxicating liquor; or
8. any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Students are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

Students are prohibited from possessing, using, transmitting, or selling a substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at school, regardless of whether it constitutes a controlled substance under state or federal law.

Students are prohibited from possessing, using, transmitting, or selling prescription or over-the-counter drugs except in accordance with policy 6125, Administering Medicines to Students. A student who possesses or uses a prescription or over-the-counter drug in accordance with policy 6125 does not violate this policy. The principal may authorize other lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

Disciplinary consequences for violations of subsections F shall be consistent with Section D of policy 4300, Student Behavior Policies. Where a student has possessed, used, transmitted, or sold a controlled substance in violation of law, the principal shall comply with the reporting requirements within this policy subsection K.

TOBACCO PRODUCTS (Board Policy #4309)

The Board is committed to creating safe, orderly, clean and inviting schools for all students and staff. To this end, the Board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. For the purposes of this policy, the term "tobacco product" means any product that contains or that is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine. Specifically but not limited to *Cigarettes, Cigars, Little Cigars, Cigarillos, Dissolvable Products (tobacco products that are not smoked and are often called "dissolvables."), Electronic Cigarettes (Also Referred to as: Vape Pen, e-Hookah, Hookah Pen, JUUL), Chewing tobacco, Snuff, and Waterpipes (Also Referred to as: Hookah, Shisha, Narghile, Argileh)*. The Board also supports state and federal laws that prohibit the use of tobacco products in school buildings, on school campuses, and in or on any other school property owned or operated by the Board.

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, on any school campus, and in or on any other school property owned or operated by the Board, including school vehicles; (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 during school trips.

Nothing in this policy prohibits the use or possession of tobacco products for an instructional or research activity conducted in a school building, provided that the activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing or otherwise ingesting tobacco.

ELECTRONIC DELIVERY DEVICES, INCLUDING BUT NOT LIMITED TO VAPORIZERS

Students and adults are not allowed to use or possess electronic delivery devices, including but not limited to vaporizers, on campus or at any school event.

GANG-RELATED ACTIVITY (Board Policy #4309)

The Board condemns the existence of gangs and will not tolerate gang-related activity in the school system.

WEAPONS (Board Policy #4309)

The Board will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of students or employees.

Any student who brings a weapon onto school property may be suspended for 365 days per N.C.G.S. 115C.391.

Use and Possession: No student shall possess, use, or carry, whether openly or concealed, any weapon, substance or instrument, i.e.... any gun, rifle, pistol, dynamite, cartridge, bomb, grenade, mine, powerful explosive as defined in N.C.G.S. 14-284.1, knife (including pocket knife), dirk, dagger, slingshot, switchblade knife, blackjack, metallic knuckles, club, stick, mace, pepper spray, BB gun, pellet gun, airsoft rifle, stun guns, Tasers, icepicks, razor blades, fireworks, or any other substance, material or instrument which may cause bodily harm or is used against another, while on school property, located within any vehicle on school property, on buses or at any school event, wherever held. A student who finds a weapon or weapon-like item,

who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle or use such an item shall notify a teacher or the principal immediately.

Consequences: In all cases, law enforcement authorities and parents will be notified immediately. Possession of weapons and **use of objects as weapons** may result in up to a 10-day suspension from school and a recommendation to the Superintendent for long-term suspension of 365 days.

BUS CONDUCT (Board Policy #4300/4309/6305)

****Please refer to COVID-19 Section for additional Bus Information****

Bus riders are expected to ride the bus assigned by the principal, take their seats promptly, remain seated throughout the trip, and refrain from conduct that would distract the driver or endanger anyone. Student conduct at the bus stops also falls under the jurisdiction of the school. All school rules and consequences apply while students are on the bus or at the bus stop as they would at school. For initial and repeat violations, the administration shall have discretion, which may include suspension of riding privileges.

- Students will receive a warning that their behavior is inappropriate and may lead to suspension of riding privileges.
- If the student persists in causing trouble by not cooperating with the driver, a suspension of 1-10 days from riding the bus may result. If inappropriate behavior continues, permanent expulsion from the bus may result.

***Students must receive approval from the administration to be allowed to ride any bus other than their assigned bus or to exit their bus at a different stop. The student must present a note signed by a parent to the main office before 8:00 a.m. The parent will be contacted to verify information in the note. Drinks are not allowed on buses. ***

STUDENT DUE PROCESS (Board Policy #4351/4352/4353/4362/4370)

Before any suspension of a student from school, due process will be followed. An administrator will:

- provide the student notice of charges
- allow the student an opportunity to present his/her side of the incident
- notify the parent verbally, if possible
- give an explanation of the evidence against the student if he/she denies the charges
- Notify the parent or guardian in writing of actions taken and reasons.

In case of a student’s expulsion, the administrator will notify the parent or guardian in writing concerning the charges and the reasons for the action. Parents will also be informed of the right to a hearing before the Superintendent.

Upon return to school, South Caldwell High School requires that the parent(s) of any student suspended/expelled have a conference with a member(s) of the administration.

STUDENT DRESS Regulation Code: 4309-R Student Code of Conduct (Dress Code Grades 6-12)

SECONDARY STUDENT DRESS CODE (Grades 6-12)

Pupils are expected to be properly dressed commensurate with the activities being conducted. Board Policy 4309 states, “The Board believes the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The Board requests that parents outfit their children in clothing conducive to learning.”

The following dress code applies to students at **ALL MIDDLE AND HIGH SCHOOLS IN CALDWELL COUNTY:**

- The length of dresses, skirts and shorts must reach at least **mid-thigh**. **Mid-thigh** is determined by the top of the inseam to the knee.
- Pants, shorts, and skirts must be worn at the waist.
- Undergarments must not be exposed.
- The following clothing and/or items are not allowed:

o Spaghetti strap tops without shirts underneath	o Pants or shorts that have holes above mid-thigh.
o See-through clothing	o Spike bracelets or necklaces
o Shirts with low necklines	o Bedroom shoes/slippers

o Tops that expose the front, back, and/or side of the torso, including slit sides, completely bare shoulders, halter tops, muscle shirts, half shirts, etc.	o Pajamas
--	-----------

- Headgear, hats, hoods, and bandanas are not to be worn in the school building during the instructional day. Items worn may be confiscated by the administration.
- No clothing, jewelry or accessories with letters, initials, symbols or wording that is obscene, threatening, dangerous, offensive, inflammatory, distracting, disruptive or detrimental to the instructional process is allowed. This includes attire that displays alcoholic beverages, drugs, and tobacco products or promotes violence, hatred or intolerance.
- Shoes are to be worn at all times.
- Sunglasses are not to be worn in the school building.
- Students are not permitted to bring blankets to school.

School officials have the authority and responsibility to determine whether a student’s appearance satisfies the intent of this policy. **Anything that disrupts the learning environment will be deemed unacceptable.** The administration will ask the student to change or adjust clothing as necessary. The administration has the final authority to deem attire as appropriate. Students are required to follow the dress code outlined in their school handbook.

USE OF SECLUSION & RESTRAINT (Board Policy #4304)

It is the policy of Caldwell County Schools and SCHS to promote the safety of all students, staff, and visitors. To further this policy, school personnel may, in compliance with G.S. 115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students in some circumstances. Refer to the above Board Policy for complete information.

INTEGRATED PEST MANAGEMENT (Board Policy #9205)

The Caldwell County School System utilizes an Integrated Pest Management (IPM) approach for controlling insects, rodents, and other pests. Parents have the right to be notified in advance of specific pesticide applications made at the school. To view Policy 4302 in its entirety and to download a notification request form, go to [www.caldwellschools.com/Parents and Students/Integrated Pest Management](http://www.caldwellschools.com/Parents%20and%20Students/Integrated%20Pest%20Management).

PLAGIARISM STATEMENT

Plagiarism is the use of exact words, opinions, ideas, or facts from a piece of published material, without giving credit to the author. Students are required to give credit through documentation (parenthetical citation, footnotes, endnotes, etc.) A list of books, articles, or websites is not sufficient.

The following items need citation:

- Direct Quotations (textual, verbal, or online sources)
- Paraphrases and summaries of opinions and facts formerly unknown to the student
- Presentation of an argument, analysis, or interpretation from another author
- Pictures, images, charts, graphs, statistics, and figures

Exceptions to the rule are:

- Basic information that educated people know (i.e. - the brain is located within the skull)
- The student’s own insights based on research
- Material that is “common knowledge” (basic facts found in at least 3 reliable sources)
- Information or ideas the student has synthesized by drawing conclusions and forming opinions

Student plagiarism will result in:

- Zero on the plagiarized assignment
- Parental contact
- Administrative Referral

The penalties for plagiarism can be severe. It is important for students to acknowledge the work of others and strive to add to, rather than steal from, a body of knowledge.

NOTE: Copying another student's work and passing it off as one's own is, by definition, a form of plagiarism; therefore, the same penalties will apply. Any student found to be **willingly** assisting another student in the practice of plagiarism (allowing other students to copy) will face the consequences above.

JUNIOR-SENIOR PROM

The Junior-Senior Prom will be held on Saturday, May 1, 2021 at the J.E. Broyhill Civic Center from 7:00 P.M. until 11:00. Students and their guests will be admitted to the Civic Center between 7:00 P.M. and 8:30 P.M. No one will be admitted after 8:30 P.M. Students who leave prom will not be readmitted.

Student Tickets

- Ticket purchasing information will be posted in November 2020.
- NO Sophomores allowed at prom
- Each grade level will have one week to purchase tickets. There will be limited tickets available
- Both juniors and seniors must purchase a prom ticket.
- Absolutely no refunds
- Tickets will be distributed on Friday, April 30th, 2021 to all students excluding early graduates. Early graduates (and early graduates only) may pick up tickets from the Main Office the week of Prom, April 26th-30th, 2021.

Guest Requests and Tickets

- Students enrolled at SCHS as juniors and seniors may request to bring a guest to the prom that will be their date for the evening.
- Guests must arrive with the SCHS student who requested their approval in order to be admitted to prom.
- The guest must be enrolled in the 11th grade or above and be no older than 20 years of age on May 1st, 2021.
- Guests must be enrolled in high school or must be a high school graduate who is enrolled in an institution of higher learning or gainfully employed.
- Guest request forms will be available beginning in January. Forms can be picked up in Main Office, Rooms 280, 378 and 380, or printed off of the internet.
- Instructions for returning Guest Request Forms will be announced after the Winter Break. The junior or senior who is bringing the guest must purchase the ticket. Guest tickets can only be purchased when the guest request form is turned in, if bringing a guest.
- Requests with falsified information or forged signatures will be denied.
- Guest ticket prices will be the same as regular student tickets.
- The last day to turn in a guest request form and purchase a guest ticket is Friday, April 2, 2021.
- Absolutely no refunds.
- Guest tickets will be distributed to the SCHS senior or junior who requested approval for the guest on Friday, April 30th, 2021

Rules of Conduct

- Students and their guests must be in school for the entire day Friday, April 30th, 2021 in order to attend the prom.
- Students with more than 20 unexcused period absences for the entire year are not eligible to attend prom. (1st and 2nd semesters will be combined.) This attendance policy applies to all SCHS students attending prom, including 10th grade guests.
- Students with disciplinary referrals may not be eligible to attend prom. Administrator discretion will be used on a case-by-case basis. This disciplinary policy applies to all SCHS students attending prom, including 10th grade guests.
- Any student who brings ANY medication/drugs (INCLUDING over-the-counter medications), weapons, or any other item prohibited by Caldwell County School Board policy and/or the current SCHS Parent/Student/Staff Handbook may be denied entry to the prom. Prohibited items will be confiscated, and the student will be subject to any applicable school and/or legal consequences.

DRESS CODE FOR PROM

Parents are expected to monitor and approve clothing according to the following guidelines. Failure to adhere to the guidelines will result in denied entry to the prom and forfeiture of prom ticket.

Dress Code for Ladies:

- Strapless or spaghetti strap dresses are acceptable provided the dress does not overexpose the student. Note: If a strapless dress is chosen, the student must make sure it fits snugly and will not slip down while dancing. Pulling a dress up and "adjusting it" takes away from the sophisticated look expected at prom.
- Knee length, tea length and long dresses are permitted. Short skirts or dresses must be no shorter than mid-thigh.
- Dresses must have necklines that ensure appropriate coverage of the bust area. Dresses with low-cut or plunging necklines that expose too much are not allowed. A dress that may be acceptable on one person may expose too much on another one, depending on body shape and size.
- Dresses must have backlines that sufficiently cover appropriate areas.
- All cut-outs revealing bare-skin or with sheer fabric must be equal to or less than the student's hand width. Cut outs should not be located between the hip bone and mid thigh.
- Two piece dresses are allowed but should not expose more than two inches of skin (approximately the width of a cell phone).
- Dresses with side, front, or back slits that extend above mid-thigh are not permitted.

All dresses (to be worn by guests or SCHS students) must be approved by SCHS female administration or Prom Committee teachers prior to the prom. Dates and times will be announced for dresses to be approved. A clear photograph of the student wearing the dress will be accepted (front and back view required). The student may also bring the dress to school and try it on for approval. Once a dress is approved, the student may not change to another dress without getting it approved as well. Wearing a dress that was not approved by administration, or inappropriately altering a dress post-approval, will result in the student being denied entrance to the prom and forfeiting the prom tickets already purchased.

Any questions concerning the appropriateness of a dress should be directed to **the designated administrators.**

Dress Code for Gentlemen:

All gentlemen should wear appropriate formalwear for the occasion (including footwear and accessories). A suit and tie or tuxedo is appropriate. No hats (casual or formal) and no canes will be allowed inside the Metro for security purposes.

Remember: Prom is meant to be a tasteful and elegant event.

DRESS FOR GRADUATION/BACCALAUREATE

The dress code for the baccalaureate service, graduation, and group pictures will be strictly enforced. These will be dignified ceremonies and all students are expected to comply. The senior males are required to wear black slacks, black dress shoes, dark socks, white button-down shirt, and a dark tie with their cap and gown. Tennis shoes and boots are not a substitution for black dress shoes. Females are required to wear a dress or a blouse with a skirt or floor-length black slacks-- not capris. Females must have their white collar pinned or sewn on to their gown. Personal attire should not be seen above the neckline and skirts or dresses should not hang below the hem of the gown. Senior females are to wear low-heeled black shoes with a back or a strap on the heel. Caps should be worn parallel to the floor. Students are not to carry purses with them during graduation. Failure to comply with these dress restrictions will result in the student not being able to participate in graduation events.

SCHOOL SAFETY INFORMATION

School safety is a top priority for school administration and teachers. Each school has a Crisis Management Plan that addresses major crises, such as bad weather, armed intruder on campus, chemical spill, etc., and defines the steps that should be taken to ensure the safety of all children. Law enforcement and emergency agencies work closely with school administration to prevent or prepare for these incidents that would threaten the safety of students. As our culture and environment continue to change, crisis response is modified to meet the most current demands in society. Each year, schools are required to conduct at least two lockdown drills in an effort to be prepared for an emergency. For more information, contact the School-Community Relations Office, 728-4807, ext. 120.

****Students are expected to conduct themselves in an orderly and responsible manner during all safety procedures. ****

Fire Drills

Fire drill procedures are posted in each classroom. Students must exit the building in a quiet, orderly manner. Upon leaving the building, students should remain with their class and proceed to the designated area. Students should return to the building in the same manner and route in which they left. **Pulling a fire alarm under false pretenses is a serious offense and will result in suspension (5 to 10 day OSS) from school and legal action.**

Tornado Drills

Tornado drill procedures are posted in each classroom. In the event of a drill or actual severe weather, students should proceed in an orderly manner to the designated area. Personal protection is important. Students are to keep their heads down, knees drawn up with the back of the head covered with hands.

Inclement Weather

Should inclement weather or emergency situations result in the closing of district schools, or in an adjustment to school start or dismissal times, the information will be conveyed to local radio and television stations and through our Alert Now System. Closing and/or delay information may also be found on the main Caldwell County School website at www.caldwellschools.com.

Video Surveillance Cameras

All students, parents and staff are advised that as a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in or about the school facilities. In an effort to increase school district security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internal and external shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school district and its administrative staff, if necessary to enforce the law and the provisions of school district policy. Any questions should be addressed directly to the building administration.

Visitors

****Refer to the COVID-19 section for visitor information****

South Caldwell High School is a closed campus and has a *No Visitor Policy*. Under special circumstances, visitor passes may be pre-approved through the Main Office and issued to adults and/or students with adult supervision. All visitors must check in at the Main Office.

Lock Down Drills

Lock Down procedures for students and staff will be practiced on a regular basis in order to prepare students for emergency or dangerous situations.

Non-Discrimination Clause

Programs, activities and facilities of the Caldwell County School System are available to all on a non-discriminatory basis, without regard to race, color, creed, religion, sex, age, handicap, or national origin. The school system is an equal access Equal Opportunity Employer. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the Associate Superintendent of Human Resources, Dr. Bill Griffin, Title IX Coordinator, Caldwell County Schools, 1914 Hickory Blvd. SW, Lenoir, NC 28645; 828-728-8407.

Important College Preparation Information, Dates, and Guidelines

GENERAL COLLEGE INFORMATION

In the fall, all seniors will have the chance to meet with their counselor, 2 year college advisor, or 4 year college advisor to assist them through the process of applying to college. General information is below, but please also check out the SCHS Counseling Website and meet with the appropriate counselor for more detailed assistance.

College Applications should be submitted by the appropriate deadline during the fall semester. Check individual school deadlines. Applications can be found on the colleges' website, CFNC.org, the Common Application, or the Coalition Application. If you are unsure about which application to use, please follow up with your counselor. Some Colleges will also send you information and applications directly upon request.

Additional Parts of College Applications

- **Residency Determination Service (RDS)**- Students applying to community college and four year schools in North Carolina must proof their North Carolina residency by completing the RDS form. Students use their CFNC.org login information to access their account. Use this link to complete RDS: <https://ncresidency.cfn.org/residencyInfo/>
- **Application fees** range from \$35 to \$80 or more per application. Community college applications are free.
- **SAT/ACT** scores are required for all four year college applications. See www.collegeboard.com www.act.org or counselor for registration and dates. Cost is \$64.50 for SAT (with writing) and \$67.00 for ACT (with writing). Fee waivers are available for these tests to students who qualify. Students should check with their counselor to see if they qualify. All juniors take the ACT Plus Writing in the spring. It is recommended that students applying to four year colleges take another SAT or ACT in the spring of junior year or no later than October of their senior year to ensure their scores are back before the application is due. During exam registration or after the test, you must pay to have your scores sent to the colleges of your choice through act.org or collegeboard.org.
- **Transcript Requests:** Students need to complete a "Request for Transcript" to send their high school transcript to colleges along with the application. Transcript requests can be sent electronically for free while enrolled as a student at South Caldwell High School using this link <https://caldwellnc.scriborder.com/application>. This transcript should be requested at least one week prior to needing a transcript copy. Transcripts can also be sent to NC Colleges and Universities for free from www.cfn.org. Students taking community college courses will also need to request a transcript from CCC & TI to be sent to their desired colleges. Students should see the 2- year college advisor for assistance with this process.
- **College Application Essays** (if required) need to be completed. Even if essays are optional on the application, please complete them as they can be the difference in getting accepted or rejected. Parents and teachers can review first drafts.
- **Recommendation Letters:** Scholarships and colleges may require a reference form or an open letter of reference from your teacher, counselor, employer, etc. Your counselor has a "Request for Recommendation Letter" form that you could use to assist whoever is writing your letters.
SAT II Subject Tests are required for Duke Admissions applications and for placement (after acceptance) for other schools. Check individual school requirements.

FINANCIAL AID

To qualify for federal aid in the form of grant scholarships, and loans, we recommend all students complete the FAFSA. The Free Application for Federal Student Aid (FAFSA) must be completed for all four year and community colleges. This application determines your eligibility for all federal grants and loans (e.g. Pell, Stafford, etc.). Major scholarships also require a FAFSA completion. The FAFSA is available starting October 1. The FAFSA is completed online at www.fafsa.ed.gov. You and your parents must each have separate FSA IDs and passwords. Check with your counselor for help with priority guidelines. Individual colleges may have varying deadlines. SCHS support staff and CCC&TI offers free assistance completing your FAFSA with various events throughout the school year. See your counselor for the specific date.

In addition to the FAFSA, students can apply for additional financial aid using the resources below. We encourage students to regularly review these websites to seek out and apply to scholarships. Students needing assistance completing any college or scholarship/aid application should make an appointment with their counselors.

Scholarships

- Local Scholarships- Check out the SCHS Counseling Website. Examples are civic organizations (Kiwanis, Rotary, etc.); churches; business organizations; employers (parent or student); veteran's administration. All information received by SCHS will be posted here: <https://sites.google.com/a/caldwellschools.com/schs-counseling/department>. Students should check this website weekly as scholarship information will be posted as we receive updated applications. Also, check with your employer/organizations.
- College Specific Scholarships- Each college has its own scholarships and/or work programs so check scholarship websites for specific colleges. Once you know where you are applying, it's very important that you learn each school's procedure and contact the college financial aid office for information and assistance. Colleges offer aid based on merit, need, specific talent such as music, athletics, leadership, etc., as well as student employment. These typically are due in the fall so watch out for deadlines. Some schools, including UNC Chapel Hill, NCSU, Duke, Davidson and Wake Forest require the CSS/Financial Aid PROFILE for financial aid consideration. (See counselor or www.collegeboard.com for a complete list of schools requiring this profile and deadlines for submission.) CSS Profile must be completed online at www.collegeboard.com. Information is available from your counselor.
- Regional Scholarships- Scholarships are also given on the regional level. The Community Foundation of Western North Carolina has its own scholarship database at this website: <https://cfwnc.org/students/scholarship-directory>
- State Scholarships- The College Foundation of North Carolina has a specific scholarship website on cfnc.org where all statewide scholarships are posted. Students should visit this link to apply to state scholarships.: https://www.cfnc.org/paying/schol/all_schols.jsp National Scholarships- Conduct online internet searches.
- National Scholarships- Most nationwide scholarship opportunities can be found using the Internet. Very few sponsors send paper applications or notices to high schools. One excellent resource is www.fastweb.com, and www.CFNC.org also has links to national web searches. Because so much information is available on the Internet, you should never have to pay for a scholarship search.

MISCELLANEOUS

NCAA Clearinghouse: Student athletes needing NCAA Clearinghouse eligibility to play college sports at Division I and Division II schools may apply online at www.eligibilitycenter.org. There is a fee. Students who are unable to pay this fee can see their counselor to see if they qualify for a fee waiver. Please submit a transcript request form to the guidance secretary once you complete the application.

College Visits: Seniors are encouraged to visit college campuses before making a final decision. With pre-approval, seniors may visit campuses one day each semester and not be counted absent. Juniors may make one visit per year and not be counted absent. See your counselor or the guidance secretary for the procedure and form required.

IMPORTANT WEBSITES

SCHS Website- <https://www.caldwellschools.com/Page/4409>

SCHS Counseling Website- <https://sites.google.com/a/caldwellschools.com/schs-counseling/department>

Caldwell County Schools Online Transcript Request- <https://caldwellnc.scribborder.com/applicationCurrent>

College Foundation of North Carolina- www.cfnc.org

College Board Big Future- Find the Right College For You- <https://bigfuture.collegeboard.org/>

ACT Registration- www.act.org

SAT Registration- www.collegeboard.org

Free Application for Federal Student Aid- <https://studentaid.ed.gov/sa/fafsa>

NCAA Clearinghouse Eligibility- www.ncaaclearinghouse.net

PSAT

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is an important first step towards college. This test is a valuable tool that will assist students in preparing for the SAT. Students with a background in Math 1, Math 2, and Math 3 along with critical reading and writing skills are encouraged to take the test, either their freshman or sophomore year.

Juniors planning on attending a four-year college/university take the test in order to enter the prestigious National Merit Scholarship competition. All students taking the PSAT will receive information from colleges/universities and an assessment of their academic skills for college-level work.

The cost of the test is \$17.00 which may be required of all students. Fee waivers are available for those that qualify. The test will be administered at school on Wednesday, October 14, 2020. Please contact your counselor for more information or visit the College Board website at www.collegeboard.com/psat.

SAT REASONING TEST

The Scholastic Aptitude Test (SAT Reasoning Test) is a standardized assessment of critical reading, mathematical reasoning and writing skills students have developed over time. The skills assessed by this test are the same skills students will need to have to be successful on the college level. Colleges/Universities use the SAT scores as an objective measurement of a student's readiness for college. The SAT, along with the student's high school GPA and high school transcript, allows colleges/universities to fairly compare an applicant for admission purposes and scholarship recognition.

The SAT is offered seven times a year and is always given at South Caldwell High School the first Saturday in May. It takes 3 hours and 45 minutes to complete and consists of 10 separately timed sections. The test assesses critical thinking and problem solving skills in 3 areas: critical reading, math and writing by using multiple-choice questions, student-produced responses (math only) and essay questions.

Note: students often do not have the necessary time to answer every question and since you can be penalized for just random guessing, choose your answers carefully. The cost is \$64.50 with essay and \$49.50 without essay. Fee waivers available.

Students who are unable to pay this fee can see their counselor to see if they qualify for a fee waiver. Please see your counselor for more information or visit the College Board website at www.collegeboard.com. This website will allow students to register and practice for the test. Students can also register by phone, for an additional fee, or use the paper version.

SAT SUBJECT TESTS

Many colleges/universities require or recommend one or more SAT Subject Tests, for admission or placement. These tests are multiple choice and are one hour in length. The test measures the student's knowledge about a particular academic subject and how well the student can apply that knowledge. Subject tests fall into 5 subject areas: English, math, history, sciences and languages. The scores on these tests assist colleges/universities to determine how well prepared students are for different programs, placement into freshman or higher level courses and used for advisement on course selections.

Students can find out if the colleges of their choice require or recommend Subject Tests by contacting colleges directly, review college catalogs, and check the College Board Hand-Book in the Counselor's office or visit the website at www.collegeboard.com/sat.

SAT Test Dates

August 29, 2020

September 26, 2020

October 3, 2020

November 7, 2020

December 5, 2020

March 13, 2021

May 8, 2021

June 5, 2021

ACT

The American College Test (ACT) is a curriculum-based achievement test used to assess critical reasoning and higher-order thinking skills in English, math, reading and science. A writing component is optional. The ACT reflects the student's skills and achievement levels based on their high school experiences.

The ACT scores are used in the same manner as the SAT scores, in assisting colleges and universities to make decisions regarding admissions, academic advising, scholarships and course placement. Note: the student's score is based on the number of questions answered correctly, thus the student should answer every question. There is no penalty if you guess.

The test is divided into four sections with an optional fifth Writing section. The English portion is a 75-question, 45-minute multiple choice test that measures the understanding of standard written English and rhetorical skills. The math portion is a 60-question, 60-minute test covering six content areas: pre-algebra, elementary algebra, intermediate algebra, coordinate geometry, plane geometry and trigonometry. The reading portion is a 40-question, 35-minute test measuring reading comprehension. The science portion is a 40-question, 35 minute section covering biology, chemistry, physics and Earth/space sciences. The ACT Writing test, which is optional, is a 30-minute essay.

Students can register online www.actstudent.org or contact the grade level counselor for the paper version. Practice tests and study guides are also available by going online at www.actionlineprep.com. The ACT is given six times a year at a cost of \$52.00 without the writing or \$68.00, which includes the writing.

ACT Test Dates

September 12, 2020

October 24, 2020

December 12, 2020

February 6, 2021

April 17, 2021

June 12, 2021

July 17, 2021

AP COURSES AND AP EXAMS

Advance Placement (AP) courses; allow high school students the opportunity to take college-level courses, in the regular high school setting. The course content of these classes has been adopted by the College Board Program and is geared to enable students to pass the AP Exam, given at the end of the course. With qualifying AP Exam scores, students can earn both high school and college credit, college placement or both at more than 90% of the four year colleges and universities in the United States and some out of the country.

AP courses demand skills that can lead to college success. Students will develop writing skills, problem solving techniques and study habits. There are over thirty-seven courses in twenty-two subject areas. Please check with your counselor for the courses offered at South Caldwell or check the High School Curriculum Guide. AP courses are weighted. Students who take AP classes are required to take the AP Test. There is no cost for taking the test. The AP Exam grade is a combination of the student scores on the multiple choice section and on the free response section, using the enclosed 5 point scale: 5 = extremely well qualified (A), 4 = well qualified (B), 3 = qualified (C), 2 = possibly qualified (D), and 1 = no recommendation (F).

Note: Individual colleges and universities, not the College Board or the AP Program, are responsible for granting course credit or placement. For more information visit the web-site www.collegeboard.com/ap/creditpolicy or see your grade level counselor.

Four-Year Guide to College

Grade 9	Grade 10
<ul style="list-style-type: none">● Get to know your counselor.● Check college admission requirements.● Create a four-year plan for your high school courses.● Plan ahead for courses that require prerequisites.● Select challenging courses.● Your weighted class rank and GPA are affected by course levels i.e. Honors, AP.● Consider the requirements to be a North Carolina Academic Scholar.● Recognize that class rank, weighted GPA and unweighted GPA is calculated beginning in grade 9. Your GPA is calculated based on your final grades in your classes.● Consider taking the PSAT. It is offered at SCHS in October during the school day.● Participate in extracurricular and community activities. Colleges look for students who have achieved more than academics.● Don't spread yourself too thin. High school should be an enjoyable experience.	<ul style="list-style-type: none">● Select challenging courses that will maintain your rank and GPA.● Investigate honors and AP courses.● Investigate college course requirements especially in your area of interest.● Investigate summer enrichment programs.● Take the PSAT. It is offered at SCHS in October during the school day.● Take the PreACT. It is offered for free at SCHS in the fall.● Participate in extracurricular and community activities. Colleges look for students who have achieved more than academics.● Get to know your counselor.

Grade 11	Grade 12
<ul style="list-style-type: none"> ● Continue taking courses that will sharpen your skills for college. ● Attend the college fair. ● Take the Practice ACT given in the fall to all students for free ● Take the PSAT/ NMSQT. You must register in September at school to take the test in October during the day at SCHS. See your counselor or ask an administrator for assistance with registration. When you take the PSAT as a junior you are eligible for scholarship money based on your score. ● Talk with visiting college representatives. ● Take the statewide ACT in February or March ● Take the SAT or another ACT offered in May or June. Check with your counselor for details. ● Visit some college campuses during the summer. You should narrow your choices to 3 or 4 by your senior year. 	<ul style="list-style-type: none"> ● Continue exploring college choices. ● Be mindful of deadlines for applications and scholarships. ● Request college applications, catalogs, and financial aid information. ● Take the SAT or ACT no later than October. Consult with your counselor to determine which is best for you. ● Arrange for college visits. You are allowed 2 college visits, one each semester. Make arrangements ahead of time. ● Attend the college fair. ● Narrow your college choices to three or four colleges. ● Turn in completed applications at least one week prior to deadline ● The 1st deadline for many colleges is October and November. Many state-supported colleges fill their quota early. If you are interested in a college, APPLY EARLY!! ● Complete the Residency Determination Service (RDS) as you complete your college applications to ensure you receive instate tuition. ● Complete FAFSA application. ● APPLY for Scholarships. Students should regularly check on the scholarship website posted above. ● Keep up your good academic standing. ● Report all scholarships you receive to your counselor. ● Make your final college decisions. ● Request that your final transcript be sent to the college.