

SEarCH STUDENT HANDBOOK

2018-2019

This handbook has been carefully prepared to summarize topics of immediate concern to most students. Parents and students are encouraged to carefully review the available SCOTLAND COUNTY SCHOOLS INFORMATION BULLETIN for more complete information.

ACADEMICS

A. GRADES

Each teacher will post and inform the student and parent in writing of the grading policy. An incomplete must be completed with the subject teacher within a mutually agreed upon and reasonable amount of time. Students who successfully remove an incomplete will be given the earned grade and credit for the course. If the incomplete is not removed, it is recorded as an F.

<u>Numeric Grade</u>	<u>Letter Grade</u>	<u>GPA Calculation</u>	<u>Proficiency</u>
90 – 100	A	4.0	<i>Superior Mastery</i>
80 – 89	B	3.0	<i>Mastery</i>
70 – 79	C	2.0	<i>Progress Toward Mastery</i>
60 - 69	D	1.0	<i>Partial Mastery</i>
<60	F	0.0	<i>Not Yet Mastered</i>

B. ACADEMIC ASSISTANCE

- Regular, required tutorial sessions may be assigned to any student who has yet to demonstrate complete mastery of objectives (Numeric Grade of at least 80) in a course.
- Students are expected to share responsibility in the tutorial process and proactively seek assistance to maintain demonstrated mastery.
- Students enrolled in online courses may be assigned to an *Academic Support Lab* if their grade falls below 75%.

C. WEIGHTED GRADES

Grade point average calculations are based upon standardization of academic course levels, weighting of course grades, and grading scales. Academic course levels and associated weights are defined as follows:

Honors courses - Course content, pace and academic rigor place high expectations on the student demanding greater independence and responsibility. Such courses are more challenging than standard level courses and are distinguished by a difference in the depth and scope of work required to address the NCSCoS. These courses provide credit toward a high school diploma and require the end-of-course test for those courses identified as such in the NC accountability program. The state course weighting system awards the equivalent of one (1) quality point to the grade earned in Honors courses. *Effective with the freshman class of 2015-16, the weighting for Honors courses shall be one-half (.5) of a quality point.*

AP and College courses (“dual enrollment”) - Course content, pace and academic rigor are, by definition, college-level for these courses. College courses, which may be delivered by a community college, public university or private college or university, provide credit toward a high school diploma and may satisfy a graduation requirement or provide an elective course credit. The state weighting system adds the equivalent of one (1) quality point to the grade earned in AP courses, community college courses included on the most recent Comprehensive Articulation Agreement Transfer List, and in courses taught at four-year universities and colleges.

D. CREDIT RECOVERY

Options for recovering credit for failed courses are decided on a case-by-case basis and may include:

- Retaking the course
- Credit recovery coursework
- Demonstrated mastery before a committee

E. ACADEMIC RECOGNITION

SCS *Board Policy 3450* encourages recognition of student academic achievement. Accordingly, SEarCH will celebrate the following accomplishments at a minimum:

- The Valedictorian will be the graduating student who has attained the highest weighted GPA at the conclusion of the academic year.
- The Salutatorian will be the graduating student who has attained the second highest weighted GPA at the conclusion of the academic year.
- Marshals for high school commencement are selected from the combined class of non-graduating seniors and juniors on a four-year plan. The ranking will be based on weighted GPA, and students must be in good standing with a minimum, unrounded weighted GPA of 3.70. A minimum of 10 marshals are usually selected.
- The Honor Roll is reserved for any student – with at least 3 high school classes – who has earned a final grade of A or B in all courses for the semester.
- The Principal's List is reserved for any student – with at least 3 high school classes – who earns a final grade of A in all classes for the semester.

F. ACADEMIC INTEGRITY

Cheating, plagiarism, and falsification of any sort compromise academic integrity and create a serious obstacle to determining whether mastery has been achieved. Students in high school courses who violate the expectation of academic integrity will not receive credit for the assignment and will be required to complete an alternate assignment at the teacher's discretion following parent contact. Students in other courses (NCVPS, RCC, etc.) are subject to the consequences dictated by instructor policy. *Repeat offenders may face disciplinary actions – including suspension.*

G. COURSE CHANGES

Course changes are made only at the discretion of the principal.

ATTENDANCE

A. DAILY ATTENDANCE

Students are expected to be in class and on time each and every day. Any student who accumulates more than 3 class absences in a grading period may receive a forced failure (FF) until the excessive absences are made-up at the discretion of the teacher and/or principal. Any student who accumulates more than 5 class absences in a course may receive an additional forced failure (FF) and credit will be denied for that course until the time is recovered. In the case of significant hardship, excessive absences may be appealed to the principal; however, recovery time may still be deemed appropriate. Out-of-school suspension days may not be appealed.

Students with open-campus privileges or late start are expected to sign-in at the SEarCH Offices.

B. TARDINESS

Students are expected to be in all classes – including tutorial sessions and virtual labs – on time. Tardiness is not only detrimental to the student who is late, but is also disruptive to the learning environment and demonstrates marked disrespect for authority. Any student who misses more than one-half of a class is considered absent for attendance purposes. Habitual tardies to class may accumulate and be considered absences.

Consequences for tardiness:

1st Offense – Warning

2nd Offense – Parent contact by teacher

3rd Offense – Referral to principal for consequence(s)*

4th Offense – Suspension pending parent conference [SPPC]

Subsequent Offenses – Suspension

**Consequences may include, but are not limited to: morning/lunch/afternoon detention; community service; loss of driving privileges; loss of open-campus privileges.*

C. SKIPPING

Any student who is not in the area assigned at a given time is considered to be skipping and will be referred to the principal as such. Violation of the sign-in/sign-out procedure described below may be considered skipping.

**Consequences may include, but are not limited to: morning/lunch/afternoon detention; community service; loss of driving privileges; loss of open-campus privileges; suspension from school.*

D. SIGN-IN/SIGN-OUT PROCEDURE

Signing-in and out of school is discouraged during instructional time. Parents are encouraged to schedule appointments for students outside instructional time. Students arriving after 9:00 am are to sign in at the SEarCH office. You will not be permitted in classrooms without a note.

SEarCH Staff will not interrupt a college course for student sign-outs. Those instances should be discussed in advance with the instructor.

In case of an emergency that requires a student sign-out, parents should report directly to the SEarCH office.

E. PRIDE ADVISORY MEETINGS

The Pride Advisory Program is an essential part of the SEarCH experience. The Pride curriculum is a part of the school's comprehensive counseling program and is purposefully designed to promote social-emotional health and student success. Attendance at all scheduled Pride Meetings is mandatory for all students. Additionally, graduating students are assigned Senior Seminar as a course and are held accountable academically for their participation. Students who fail to attend and participate in scheduled Pride Meetings are considered to be skipping a required class.

CAMPUS EXPECTATIONS AND STUDENT CONDUCT

A. BUSES

Students are expected to comply with the directives of their bus drivers at all times. Failure to do so will result in an administrative referral and consequences – to include bus and/or school suspension – as directed by SCS policy.

Students may only ride the bus to which they are assigned unless prior written approval is provided by SEarCH office staff. Requests for such approval should be submitted to the office no later than 9:10 a.m.

B. COMPUTER USE

School computers are available for academic, school-related work. Network use should be limited to these purposes. All students must have a signed Internet Use Agreement on file and should familiarize themselves with the SCS Acceptable Use Policy and the SEarCH Chromebook User Agreement. Violations of either policy will result in the restriction and loss of privileges.

C. DeTAMBLE LIBRARY

Super Seniors and Seniors in good standing, as well as Juniors under contract have access as described below. All other SEarCH students must have a hall pass.

- SEarCH students may use the first floor of the Library only for studying, reading, and doing homework.
- Students must have their SEarCH ID displayed at all times in the Library.
- Use of computers on first floor is limited to research. Individuals must request access by a Library Staff member at the Information Desk.
- Books and Magazine/Journals from the upper floors will be retrieved by Library Staff at the Information Desk.
- Students must present a current SEarCH ID to check out books and complete a Registration Form.
- SEarCH students are limited to three books checked out at one time.
- Books generally circulate for 28 days. Books may be renewed once prior to the date due at the Information Desk.
- Fines are 20 cents per day per book with a maximum fine limit of \$5.00 per book.
- Borrowing privileges will be suspended if there are any outstanding fines or fees.
- Lost book fees are the replacement cost of the lost book plus a \$15 non-refundable processing fee.
- Damaged book fees are \$10 for books that need to be rebound. Damaged beyond repair book fees are the replacement cost of the book plus a \$15 non-refundable processing fee.
- The following are violations of the Community Honor Code and of Library policies:
 - Mutilating library materials or property
 - Removing Library materials from building without checkout
 - Using or consuming any tobacco products anywhere in Library
 - Using the Library's computers in violation of the Library and Campus Computer Use Policies or the Scotland County Schools Acceptable Use Policy for Electronic Information, Services, and Networks
 - Exhibiting disruptive or inappropriate behaviors
 - Disruptive use of cell phones

E. DRESS CODE

Students are expected to dress appropriately for the instructional environment. Students should not attend school wearing clothing that is disruptive or not conducive to a positive learning environment. *A previously unaddressed violation is not considered an excuse for any dress code violation.*

- Midribs shall be covered;
- Sleeveless apparel is acceptable only if the shoulders are covered (three-fingers rule);
- Undergarments shall not be visible;
- Shorts, dresses, and skirts shall be at least fingertip length;
- Pants shall be worn at the waist;
- Belts, if worn, shall be buckled;
- Sunglasses, goggles, and head coverings may not be worn in classrooms;
- Clothing and accessories, as well as messages on clothing and accessories, shall not be lewd, vulgar, provocative, obscene, degrade individuals or groups, or promote violence, alcohol, tobacco, or illegal substances.

**Consequences may include, but are not limited to: morning/lunch/afternoon detention; community service; loss of driving privileges; loss of open-campus privileges.*

D. ELECTRONIC DEVICES and CELL PHONES

Wireless communication devices, and other personal electronic devices are not to be used during class time without the instructor's specific consent. Responsible use outside of class time is allowed provided it is not disruptive, or otherwise inappropriate. Violations will result in confiscation of the device. Confiscated devices will only be returned to the legal guardian at a scheduled parent conference.

E. FOOD and DRINK

Foods and/or drinks are not allowed in classrooms or labs. Foods and drinks may not be purchased on campus until lunches have ended. Students with Open Campus privileges forfeit those privileges if caught delivering food to others.

F. OPEN STUDY HALL

Open Study is housed in Avinger Auditorium and is generally available throughout the school day. Students are expected to use their time there wisely and in a manner that is respectful of other students and staff. Peer tutoring and cooperative learning are allowed in a manner that is considerate of other students and meets staff expectations.

G. IDENTIFICATION

SEarCH students are expected to display student IDs as issued by RCC at all times. IDs must be clearly visible to all staff. Replacement cost for lost IDs is \$5.00. Replacement lanyards are available for \$3.00.

H. LUNCH

- Students are expected to remain in line until served – do not break/skip.
- Students are expected to remove all trash from their tables and seating area.
- Students must consume food in the designated cafeteria only.
- Students may not distribute food from off campus to other students.

I. MISCONDUCT

The following behaviors are defined as misconduct in accordance with SCS Board Policy and will result in disciplinary action that may include assigned consequences, suspension, a recommendation for reassignment, long-term suspension, or expulsion:

- Disruptive or disrespectful behavior
- Possession or use of tobacco products or paraphernalia
- Possession, use, distribution, or under the influence of drugs or alcohol
- Gang-related activity
- Theft, trespass, or damage to property
- Fighting, bullying, assault, threats, or harassment
- Possession of weapons
- Bomb threats, terrorist threats, or other clear threats to safety
- Criminal behavior – anywhere/anytime, including outside of school. *Any student charged with a crime by law enforcement should notify the principal as soon as possible.*

J. OFF LIMITS AREAS

SEarCH students should be in no classroom, lab, or other area unless they are specifically assigned there or have a hall pass granting permission. Parking lots are off-limits during school hours. Entering a residence hall is grounds for expulsion from the SEarCH program. The following areas have conditional open access:

- The Nucleus – SuperSeniors and Seniors may request a pass from Ms. Norris. Limited passes are available and must be returned after use.
- DeTamble Library – SuperSeniors, Seniors, and Juniors may access the SEarCH corner at their discretion for academic purposes ONLY. Freshmen & sophomores must have permission granted by SEarCH staff.

**Students removed from either area – for any reason – may be prohibited from returning. Misuse of these areas includes, but is not limited to, sleeping, disruptive behavior, public displays of affection, violation of the Technology Acceptable Use Policy, and non-compliance.*

K. OPEN CAMPUS & JUNIOR CONTRACTS

Super Seniors and Seniors who maintain good standing are afforded the privilege of open campus as their schedule allows. This privilege may be modified or revoked at any time if abused, or as a consequence to curtail other violations.

Juniors who maintain good standing, and whose schedule allows, may be provided a Junior Contract for Late Start and/or Early Release. This privilege may be modified or revoked at any time if abused, or as a consequence to curtail other violations.

“Good standing” is maintained when students meet attendance requirements, behavioral expectations, and are performing as expected in all courses.

All students with Open Campus or Junior Contract privileges must sign in upon arrival on campus.

L. PARKING

The school is not responsible for damage to vehicles or theft from vehicles parked on campus. Guidelines for parking on campus are as follows:

- 1) All student vehicles require a current, valid St. Andrews parking permit.
- 2) Parking permits must not be transferred to another student.
- 3) All vehicles must be parked front-end first and in the assigned lot and space.
- 4) Parking lots are off-limits to students during the school day. Students must lock and leave the vehicle upon arrival on campus and proceed to their assigned area; students are not to sit in vehicles or loiter in the parking lots before or after school. *Students are not allowed in the parking lots during school hours without permission from SEarCH Staff.*

- 5) Students found loitering in the parking lots during school hours may result in the loss of parking privileges and any applicable disciplinary actions. Driving on grass and bypassing locked gates is prohibited.
- 6) The speed limit on the St. Andrews campus is 20 mph. Speeding, unsafe or reckless driving will result in a loss of driving privileges.
- 7) Playing loud music and cruising on campus are not allowed.
- 8) A vehicle parked in a restricted area, failing to display a valid parking permit or in a lot overnight without security approval will be towed at owner's expense.
- 9) Student vehicles must not be moved to another campus area during the school day.
- 10) Unsafe driving on campus may result in a police citation and/or a permanent loss of driving privileges.
- 11) Failure to comply with parking lot rules may result in a loss of parking privileges as well as disciplinary action.
- 12) **All vehicles parked on the campus are subject to search by school personnel or law enforcement.** Contraband or prohibited items discovered in a vehicle on campus are considered a violation of the Student Code of Conduct.
- 13) Students who drop out of school or are dismissed from school for disciplinary reasons will automatically forfeit all driving and parking privileges for the remainder of the school year.
- 14) Parking Passes are \$40 if you wish to purchase for the full year or \$20 if you wish to purchase for spring semester only.
 - Consequences for parking violations:
 - 1st Offense – 5 day loss of privileges
 - 2nd Offense – 10 day loss of privileges
 - 3rd Offense – Loss of privileges for the remainder of the school year

M. SEARCHES

To ensure the safety of students and staff, searches (vehicles, bookbags, etc.) may be conducted if administration has reasonable suspicion that a student is in possession of prohibited items.

All bookbags must be clear in accordance with SCS Board Policy. Pocketbooks that are large enough to hold a student Chromebook will be considered bookbags.

N. VISITORS and DELIVERIES

While we welcome parents and guardians as visitors at SEarCH, it is important that all visitors sign-in at the SEarCH office. Appointments for parent-conferences and classroom visits should be made 24 hours in advance, and any visit that interrupts class requires prior approval from the principal.

Deliveries of food and gifts are prohibited. SEarCH staff can assume no responsibility for such items, and classes will not be disturbed to allow for delivery.

Students caught ordering food deliveries or receiving off-campus deliveries from other students may face suspension [OSS].

STUDENT SUPPORT SERVICES

A. GUIDANCE COUNSELORS

Guidance staff is available on the bottom of floor of the MJ Building. Mrs. Norris and Mrs. Oxendine are available to assist students as needed.

- Academic support
- Conflict resolution
- Peer relationships
- Scholarship assistance
- Career planning
- Homebound services
- McKinney-Vento/Homelessness

B. SCHOOL NURSE

Students needing medical assistance should report directly to the SEarCH office. Students who are required to self-medicate must provide appropriate documentation as requested by the school nurse.

MISCELLANEOUS

A. MORNING ASSEMBLY / ANNOUNCEMENTS

All freshmen and sophomores are required to be in attendance in Avinger for Morning Assembly. Upperclassmen on campus prior to 9:07 are also required to be in attendance. Staff will make reasonable efforts to share announcements via the school website and/or social media; however, students not in attendance at Morning Assembly are responsible for all information shared during that time.

All announcements, regardless of format, require the approval of the principal. Requests for announcements during Morning Assembly should be submitted by 4:30 p.m. the previous day. St. Andrews limits the areas that SEarCH information may be posted.

B. EXTRACURRICULAR ACTIVITIES

Students are encouraged to investigate and participate in extracurricular activities such as clubs and community organizations. Participation in school-sponsored clubs and activities is contingent upon appropriate academic standing and performance.

C. ATHLETICS / OFF-CAMPUS ACTIVITIES

There is no prohibition against SEarCH students participating in athletics at Scotland High School; however, students and parents should be aware that the SEarCH schedule and academic expectations may lead to time and commitment conflicts. The following expectations apply, and each situation is monitored on a case-by-case basis. In the event of repeated conflicts or issues, administration will meet with the student and guardian to determine if a transfer to SHS would better serve the student's interests.

- Students must inform Mr. Peed of their intent to take part in athletics. **Upon being selected for the team, a parent/guardian conference with the principal should be scheduled by the student.**
- Students will not be excused from classes for participation in athletic practices, scrimmages, or meetings.
- Absences due to games must be made up at the teacher's discretion.
- Students should maintain an overall average of 80 with no course grade lower than a C each grading period. Students are expected to self-monitor this qualification and demonstrate the maturity and integrity to hold themselves accountable.

D. OUTSIDE EMPLOYMENT

While SEarCH Staff understand that the open schedule for upperclassmen often provides the opportunity for some students to seek employment in the community, parents and students both should understand that school must take priority. Employment will not be considered a valid excuse for missing class or any required function. If the principal has signed an exception for the NCDOL's Work Hour Limitations, or any type of worker's permit, it is understood that permission has been granted for the principal to contact the employer regarding the student.

E. FUNDRAISING

Only pre-approved fundraising activities that are sponsored by a SEarCH organization are allowed. Outside organizations, groups, or individuals may not conduct any type of fundraising on campus at any time.