

# Harding University High School



## Student/Parent Handbook 2011-2012

Address  
2001 Alleghany St  
Charlotte, NC 28208

Phone  
980-343-6007  
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980-343-6015

Website  
<http://pages.cms.k12.nc.us/harding/>

Email  
[hardinguniversityhigh@cms.k12.nc.us](mailto:hardinguniversityhigh@cms.k12.nc.us)

Alicisa Johnson  
Principal

Nina Adams  
Assistant Principal

Yolanda Whitley  
Assistant Principal

Francis White  
Dean of Students

John Kennedy  
Dean of Students



As Principal of Harding University High School High School, it is my pleasure to present to you our Student/Parent Handbook for the 2011-2012 school year. The long tradition of excellence will continue through the joint efforts of our students, parents, staff, and community. By working together, we can accomplish our goal of achieving excellence in our curricular and co-curricular areas.

Our philosophy, mission, and goals are clearly defined and articulated at Harding University High School High School. Students are provided with an educational program that will help them become productive citizens. We believe that the difference between success and failure, in school and life itself, is effort and commitment. We also believe that all students should have access to a quality education, and that all students should have a choice to continue their formal education beyond high school. Each student is given the opportunity to maximize his or her potential academically and in our many co-curricular programs.

At Harding University High School High School, the student is at the center of our educational mission. Our expectations are high in regard to the students' work ethic, decorum, and appearance. As a result, our students are well prepared to compete in a work world that requires loyal, competent, goal-oriented individuals. Every opportunity will be provided to help our students become their individual and collective "best."

This handbook has been prepared as a useful guide for all Harding University High School students and parents. Each year a great deal of valuable time is lost when students attempt to adjust themselves to new surroundings and privileges. A large part of this wasted time may be eliminated through the use of this student/parent handbook which contains definite descriptions of school policy, activities, and calendar dates.

Students and parents will find this handbook to be a very useful reference throughout the school year. Everyone must understand our school policies if Harding University High School is to function smoothly and efficiently. All students are expected to know the provisions in this handbook. We urge you to keep it handy for quick reference throughout the school term. If you have any questions at any time, please do not hesitate to contact any member of our administrative team.

Sincerely,

Alicisa Johnson  
Principal

Nina Adams  
Assistant Principal of Instruction

Yolanda Whitley  
Assistant Principal

Francis White  
Dean of Students

John Kennedy  
Dean of Students

# Harding University High School

## Parent/Student Manual

### 2011-2012

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# WHO DO PARENTS CONTACT?

## **School Information**

Harding University High School: 2001 Alleghany Street, Charlotte, NC 28208

Telephone: 980-343-6007

Fax: 980-343-6015

Website: <http://pages.cms.k12.nc.us/harding/>

Email: [hardinguniversityhigh@cms.k12.nc.us](mailto:hardinguniversityhigh@cms.k12.nc.us)

## **Administrative Questions**

Alicisa Johnson

Nina Adams

Yolanda Whitley

John Kennedy

Francis White

Tonya Grimes

Kimberly Glover

Demond Wilson

Patricia James

Michael McRae

Jade Berry

Stephanie Rohm

Catherine Daughtry

Felish Coxton

Frauke Haniff

Cheryl Howard

Principal

Assistant Principal for Instruction (Seniors)

Assistant Principal (Juniors)

Dean of Students (Sophomores)

Dean of Students (Freshmen)

Academic Facilitator

Academic Facilitator

CTE Instructional Facilitator

Magnet Coordinator

Athletic Director

Senior Administrative Secretary

Financial Secretary

Attendance/Student Services Secretary

Main Office Secretary

Main Office Secretary

Registrar, Student Records, Drivers Eligibility

## **Students Services**

Dawn Slaughter

Aiehsa Huitt

Betty Stroud

Lynette Horton

Teresa Oats

Catherine Daughtry

Stacey Ferriell

Lisa Meadows

Tavia Tubbs

Andrea Solorzano

Shawanda Coble

Student Services Counselor A-F

Student Services Counselor G-N

Student Services Counselor O-Z

Student Services Counselor IB Students A-L

Student Services Counselor IB Students M-Z

Student Services Secretary

Testing Coordinator

Communities in Schools Coordinator

Communities in Schools Coordinator

Carolina College Advisor

Safe Journey Case Manager

## **Parent Concerns**

Academic Concern:

1<sup>st</sup> Teacher

2<sup>nd</sup> Assigned Counselor

3<sup>rd</sup> Assigned Administrator (Ms. Adams, Ms. Whitley, Mr. Kennedy or Mr. White)

4<sup>th</sup> Mrs. Johnson, Principal

Attendance Concern:

Catherine Daughtry

Discipline Concern:

Assigned Administrator listed above

Drivers Ed:

Stacey Ferriell

Drivers Eligibility:

Stacey Ferriell

Financial Concern:

Stephanie Rohm

Makeup Work:

Assigned Teacher(s)

Parent Assistant:

Cheryl Howard

Transportation:

John Kennedy

Harding/Berry Transportation Office (980-343-5018)

Cheryl Howard

Transcripts:

## **Student Concerns**

If a student should have a concern, specific suggestion or complaint regarding their experience at HUHS he/she should complete a Student Concern Form (located in the Main Office and on our website under the forms link).

## **Central Secondary Zone**

Ms. Charity Bell, Central Secondary Zone Superintendent

Central Secondary Zone Office: 618 North College Street, Charlotte, NC 28202

Telephone: 980-343-7160

Fax: 980-343-2142

## HARDING STAFF EMAIL

<b><u>Staff Member</u></b>	<b><u>Email @ cms.k12.nc.us</u></b>	<b><u>Position</u></b>
Adams, Michelle	<i>michelle.adams</i>	Math Specialist
Adams, Nina	<i>nina.adams</i>	Assistant Principal
Aikens, Walter	<i>walter.aikens</i>	BMT
Akelman, Damien	<i>damien1.akelman</i>	Social Studies Teacher
Algire, Kaylea	<i>kaylear.algire</i>	Spanish Teacher
Alston, Anne	<i>anneb.alston</i>	Tutor, Title 1
Arikian, Lyndsea	<i>lyndsea1.arikian</i>	Social Studies Teacher
Ashwood, Melisa	<i>melisa.ashwood</i>	English Teacher
August, Agnes	<i>a.august</i>	EC Teacher - Dept. Chair
Baker, Sally	<i>sally1.baker</i>	Biology Teacher
Barnhill, Kathleen	<i>kathleen1.barnhill</i>	Science Teacher
Barnhill, Leigh	<i>leigh1.barnhill</i>	Nurse
Barringer, Antionelle	<i>a1.barringer</i>	EC Assistant
Beamer, Jessica	<i>beamerb.jessica</i>	CTE Teacher
Beckham, Alfred	<i>alfred.beckham</i>	Head Custodian
Bennett, Terrance	<i>terrancek.bennett</i>	EC Assistant
Berry, Jade	<i>jaded.berry</i>	Sr. Admin Secretary
Black, Suzanne	<i>suzanne.black</i>	PE/Health Teacher
Bowker, Marilyn	<i>marilyn.bowker</i>	Social Studies Teacher
Brewington, Quincy	<i>quincy1.brewington</i>	Social Studies Teacher
Brinkman, Gloria	<i>gloria.brinkman</i>	Art Teacher
Brock, James	<i>jamesd.brock</i>	Math Teacher - Dept. Chair
Brown, Aaron	<i>aaron.brown</i>	Science Teacher
Brown, Justin	<i>justinr.brown</i>	BMT
Brown, Robin	<i>robine.brown</i>	Social Studies Teacher
Brown, William	<i>william1.brown</i>	Tennis Coach
Caldwell, Granville	<i>granville.caldwell</i>	English Teacher - Dept. Co-Chair
Callanan, Paul	<i>paul.callanan</i>	ROTC Commander - Instructor
Carlson, Erin	<i>erin1.carlson</i>	Athletic Trainer
Coble, Shawanda	<i>schwandad.coble</i>	Safe Journey Advisor - CIS
Cooper, Reginald		ROTC Instructor
Corneanu, Madalina		Math Teacher
Cox, Monica	<i>monicacox@verizon.net</i>	Math Teacher
Coxton, Felish	<i>felish.coxton</i>	Secretary
Crawley, Yulanda	<i>yulanda.crawley</i>	English Teacher
Dagenhart, Shane	<i>shanep.dagenhart</i>	Social Studies Teacher
Daughtry, Catherine	<i>catherinem.daughtry</i>	Secretary - Guidance
Davis, Sallie	<i>salliem.davis</i>	Social Studies Teacher
De Silva, Samantha	<i>samantha1.desilva</i>	Science Teacher
Desai, Rohit	<i>rohit.desai</i>	CTE Teacher - Interm Teacher
Deviney, Mendy	<i>mendy.deviney</i>	EC Teacher
Dial, Elizabeth	<i>elizabeth1.dial</i>	Spanish Teacher

Dudek, Katie	<i>katie1.dudek</i>	Spanish Teacher
Duncan, Meredith	<i>meredithr.duncan</i>	Science Teacher
Dunlap, Patricia	<i>patricia.dunlap</i>	EC Assistant
Edwards, Paul	<i>paul.edwards</i>	Social Studies Teacher - Dept. Chair
Elijah Marcella	<i>marcella.elijah</i>	EC Specialist
Ellington, Paige	<i>paige1.ellington</i>	Social Studies Teacher
Ferriell, Stacey	<i>stacey.ferriell</i>	Testing Facilitator/World Lang. Chair
Forde-Green, Linda	<i>linda1.forde-green</i>	Biology Teacher
Fournier, Peggy	<i>peggy.fournier</i>	EC Teacher - SAC
Frazier, DuEwa	<i>duewam.frazier</i>	English Teacher
Glover, Kimberly		Academic Facilitator, Title 1
Goins, Geovanna		Spanish Teacher
Gribensk, Arthur	<i>arthurj.gribensk</i>	Science Teacher
Grimes, Tonya	<i>tonya.grimes</i>	Academic Facilitator, Title 1
Guild, Karen	<i>karen.guild</i>	Orchestra Teacher
Haniff, Frauke		Main Office Secretary
Harper, Deveron	<i>deverona.harper</i>	CTE Teacher - Football Coach
Harrington, Russell	<i>russella.harrington</i>	Security Associate
Harris, Kevin	<i>kevinl.harris</i>	Security Associate
Harris, Patrice	<i>patricel.hamlet</i>	EC Teacher - SAC
Harrison, Aubrey	<i>aubrey.harrison</i>	Technology Facilitator
Hawley, Kara	<i>karal.hawley</i>	Social Studies Teacher
Heinzl, Randolph	<i>randolph.heinzl</i>	Math Teacher
Hogue, Jeannine	<i>jeanninej.hogue</i>	English Teacher
Horton, Lynette	<i>lynette.horton</i>	Counselor
Howard, Cheryl	<i>cheryl1.howard</i>	Registrar
Huitt, Aiesha	<i>aiesha.huitt</i>	Counselor
Jackson, Bridgette	<i>bridgetten.jackson</i>	Tutor, Title 1
James, Patricia	<i>patricia.james</i>	IB Coordinator/Advisor
James-Moss, Terri	<i>terrid.james-moss</i>	English Teacher - Yearbook Advisor
Jeter, Chavonya	<i>chavonya.jeter</i>	SIOP Specialist
Jeter, Marcia	<i>marica.jeter</i>	ROTC Instructor
Johnson, Alicisa	<i>alicisa.johnson</i>	Principal
Johnson, Ann	<i>annb.johnson</i>	Literacy Specialist
Johnson, Michelle	<i>michelled.johnson</i>	Math Teacher
Jones, Anthony	<i>anthony.jones</i>	Band Teacher
Jones, Janet	<i>janet.jones</i>	Media Specialist
Jones, Milton	<i>milton.jones</i>	Student Intervention Assistant
Jones, Natalie	<i>natalie.jones</i>	EC Teacher
Kadir, Sulayman	<i>sulayman.kadir</i>	Social Studies Teacher
Kahn, Sarah	<i>sarahj.kahn</i>	EC Teacher
Kalokola, Konde	<i>kondek.kalokola</i>	French Teacher
Kennedy, John	<i>johnc.kennedy</i>	Dean of Students
Kincade, Nicole	<i>nicole.kincade</i>	Math Teacher
Knapp, Christine	<i>christine1.knapp</i>	Spanish Teacher

Lampert, Jason	<i>jasonm.lampert</i>	English Teacher
Lapat, Loella	<i>loellae.lapat</i>	Math Teacher
Leach, Danielle	<i>daniellep.leach</i>	Math Teacher
Locke, Brinda	<i>brinda.locke</i>	CTE Teacher
Logan, James	<i>james.logan</i>	EC Teacher
Lombardi, Derek	<i>derek1.lombardi</i>	Math Teacher
Lowery, Chris	<i>loweryt.chris</i>	Biology Teacher
Lutz, Ryan	<i>ryanu.lutz</i>	PE Teacher
Lyde, Catherine	<i>e.lyde</i>	Chemistry Teacher
MacNealy, Courtney	<i>courtney1.macnealy</i>	English Teacher
McClain, Magdalene	<i>magdalene.mcclain</i>	Chemistry Teacher
McClary, Towanda	<i>towandaw.mcclary</i>	CTE Teacher
McCollum, Kristina	<i>kristinad.mccollum</i>	Volleyball Coach
McFarland, Christa	<i>christa1.mcfarland</i>	EC Teacher
McGuinness, William	<i>william1.mcguinness</i>	Earth Science Teacher
McLeod, Lakishia	<i>lakishia.mcleod</i>	English Teacher
McRae, Michael	<i>michale.mcrae</i>	PE Teacher/Athletic Director
Mea, Adou	<i>adou.mea</i>	French Teacher
Meadows, Lisa	<i>lisa.meadows</i>	Community in Schools Advisor
Melendez, Kathy	<i>kathy.melendez</i>	ESL Teacher
Menand, Susan	<i>susan.menand</i>	Spanish Teacher
Mobley, Sarah	<i>sarahd.mobley</i>	CTE Teacher
Monroe, Shannon	<i>sb.monroe</i>	CTE Teacher
Moore, Terry	<i>terry.moore</i>	Security Associate -
Mveng-Magana, Michele	<i>mj.mveng-magana</i>	French Teacher
Ndelo, Laura	<i>lauraw.ndelo</i>	CTE Teacher
Neill, Robert	<i>d.neil</i>	Baseball Coach
Ngoma, Sylvester	<i>sylvester.ngoma</i>	CTE Teacher
Nguyen, Kimberlie	<i>kimberlie1.nguyen</i>	Math Teacher
Nwana, Jean	<i>jeans.nwana</i>	Math Teacher
Oats, Teresa	<i>teresa.oats</i>	Counselor
O'Reilly, Katherine	<i>katherinel.oreilly</i>	EC Teacher
Ortiz, Juan	<i>juan.ortiz</i>	ESL Teacher
Owen, Michael	<i>michael.owens</i>	Math Teacher
Pearson, Pam	<i>pam.pearson</i>	CTE Teacher
Pendergast, Connie	<i>connie1.pendergast</i>	EC Teacher
Posey, Michael	<i>michael.posey</i>	Track Coach
Prior, Amy	<i>amy.prior</i>	PE Teacher
Pruitt, Morgann	<i>morganne.pruitt</i>	CTE Teacher
Raine Jr., Randolph	<i>randolphc.raine</i>	ESL Teacher
Razzak, Rukaiyah	<i>rukaiyah1.razzak</i>	Math Teacher
Reichart, Michelle	<i>michellel.reichart</i>	English Teacher
Rivers, James	<i>james.rivers</i>	Math Teacher
Robertson, Christine	<i>christine.robertson</i>	English Teacher - Dept. Co-Chair
Roddey, Thomas	<i>troddey@cmpd.org</i>	School Resource Office - SRO



Rohm, Stephanie	<i>stephaniec.rohm</i>	Financial Secretary
Roland, Nancy	<i>nancy.roland</i>	Speech/Language Pathologist
Rorie, LeBonny	<i>lebonny.rorie</i>	Security Associate
Sam, Effuah	<i>effuah.sam</i>	Drama Teacher
Sanders, Christa	<i>christab.sanders</i>	CTE Teacher
Schacht, Susan	<i>susan.schacht</i>	ESL Teacher
Shaffer, Kendra	<i>kendra1.shaffer</i>	German Teacher
Shaw, Carl	<i>carli.shaw</i>	Math Teacher
Shields, Beverly	<i>beverly.shields</i>	EC Teacher - Autistic
Shoemaker, Kelsey	<i>kelsey1.shoemaker</i>	Science Teacher
Sinclair, Zenophia	<i>zenophiap.sinclair</i>	EC Assistant
Slaughter, Dawn	<i>dawn.slaughter</i>	Counselor
Solarzano, Andrea	<i>andrea1.solorzano</i>	College Advisor
Speroni, Samuel	<i>samuelj.speroni</i>	English Teacher
Spikes, Laticia	<i>leticiam.spikes</i>	EC Assistant
Steele, Jamil	<i>jamil.steele</i>	Art Teacher
Stempien, Elizabeth	<i>elizabeth1.stempien</i>	English Teacher
Stroud, Betty	<i>betty.stroud</i>	Counselor
Sturdivant, Shanda	<i>shanda.sturdivant</i>	Security Associate
Summers, Erika	<i>erika1.summers</i>	Social Studies Teacher
Talley, Marcus	<i>marcus.talley</i>	EC Teacher
Thiell, Emily	<i>emilye.thiell</i>	English Teacher
Townsend, Soledad	<i>soledad1.townsend</i>	Spanish Teacher
Tranquilino, Edwin	<i>edwin.tranquilino</i>	Physics Teacher
Tubbs, Tavia	<i>tavia.tubbs</i>	Community in Schools Advisor
Vaughn, Dorje	<i>dorje1.vaughn</i>	English Teacher
Vaughn, Tulani	<i>tulani1@bellsouth.net</i>	Cross Country Coach
Vivian, Paul	<i>pault.vivian</i>	Social Studies Teacher
Walker, Pamela	<i>pamelan.walker</i>	EC Teacher
White, Donna	<i>donna.white</i>	Cafeteria Manager
White, Francis	<i>francis.white</i>	Dean of Students
Whitehead, Richard	<i>richardg.whitehead</i>	Golf Coach
Whitley, Yolanda	<i>yb.whitley</i>	Assistant Principal
Wilkins, Natisha	<i>natisha.wilkins</i>	Career Development Coordinator
Wilson, Demond	<i>demond.wilson</i>	CTE Instructional Facilitator - Dept. Chair
Wingate, Delan	<i>delan.broadway</i>	English Teacher
Yoch, Melissa	<i>melissan.yoch</i>	English Teacher

## IMPORTANT DATES FOR STUDENTS AND PARENTS

### During the month of August:

- Wednesday, August 25, 2011 first day of school.

### During the month of September:

- Mid Progress Reports distributed to 4x4 students Thursday, September 8, 2011
- Progress Reports are distributed to **every** student in **each** class on Wednesday, September 21 and Thursday, September 22, 2011. All students receive Progress Reports. If you fail to receive progress reports contact Student Services.
- Back to School Night- Thursday, September 15, 2011 6:00 pm – 8:00 pm

### During the month of October:

- Mid Progress Reports distributed to 4x4 students Tuesday, October 11, 2011
- Term 1 Mid-Term Assessments (4x4 Students) October 21 – 26, 2011
- First quarter ends Thursday, October 27, 2011 for A/B Day courses and first semester ends for 4x4 courses

### During the month of November:

- Report Cards are distributed to all students on Thursday, November 10, 2011.
- Mid Progress Reports distributed to 4x4 students Tuesday, November 16, 2010.

### During the month of December:

- Progress Reports are distributed to **every** student in **each** class on Wednesday, December 7 and Thursday, December 8, 2011. All students receive Progress Reports. If you fail to receive progress reports contact Student Services.

### During the month of January:

- Mid Progress Reports distributed to 4x4 students Friday, January 6, 2012.
- Exams (4x4 first semester final exams and A/B mid-year exams) are administered Thursday, January 12, 2012 – Friday, January 18, 2012.
- Second quarter ends Friday, January 20, 2012 for A/B Day courses and the year ends for 4x4 courses.

### During the month of February:

- Report Cards are distributed to all students on Thursday, February 2, 2012.
- Mid Progress Reports distributed to 4x4 students Friday, February 10, 2012.
- Progress Reports are distributed to **every** student in **each** class on Monday, February 27, 2012 and Tuesday, February 28, 2012. All students receive Progress Reports. If you fail to receive progress reports contact Student Services.

### During the month of March:

- Mid Progress Reports distributed to 4x4 students Thursday, March 15, 2012.
- Term 2 Mid-Term Assessments (4x4 Students) March 26 – 29, 2012
- Third quarter ends Thursday, March 30, 2012 for A/B Day courses and second semester ends for 4x4 courses.

### During the month of April:

- Report Cards are distributed to all students on Tuesday, April 17, 2012.
- Mid Progress Reports distributed to 4x4 students Thursday, April 26, 2012.

### During the month of May:

- Progress Reports are distributed to **every** student in **each** class on Monday, May 7, 2012 and Tuesday, May 8, 2012. All students receive Progress Reports. If you fail to receive progress reports, contact student counseling services.
- Mid Progress Reports distributed to 4x4 students Thursday May 24, 2012.

### During the month of June:

- Exams (4x4 second semester final exams and A/B final exams) June 1 – 6, 2012 (subject to change)
- Make-up exams and last day of school is Friday, June 8, 2012.
- Reports cards will be mailed home on or before Monday, June 18, 2012. This report card reflects the final grades your student has received for his/her spring courses and will reflect promotion or retention.

## School Calendar 2010 - 2011

### FIRST DAY OF SCHOOL

Labor Day Holiday  
Teacher Workday  
Veterans Day Holiday  
Thanksgiving Break  
Winter Break  
King Holiday  
Teacher Workday  
Teacher Workday  
Teacher Workday  
Spring Break  
Memorial Day Holiday

### LAST DAY OF SCHOOL

### August 25, 2011

September 5, 2011  
October 28, 2011  
November 11, 2011  
November 23 – 25, 2011  
December 19 – 30, 2011  
January 16, 2012  
January 23, 2012  
February 20 – 21, 2012  
March 30, 2012  
April 2 – 6, 2012  
May 28, 2012

### June 8, 2012

Make-up Days (days will be used in the order shown):

- |                |             |
|----------------|-------------|
| 1. December 19 | 6. March 30 |
| 2. December 20 | 7. April 2  |
| 3. February 21 | 8. April 3  |
| 4. February 20 | 9. April 4  |
| 5. May 28      | 10. April 5 |

Report Card Dates: November 10, February 2, April 17, June 18

Secondary Report Cards mailed on or mailed: June 18, 2012

## Bell Schedule

First Block	7:15 am – 8:32 am
RAM Block	8:38 am – 9:23 am
Second Block	9:29 am – 10:46 am
Announcements	9:37 am – 9:40 am
Third Block	10:52 am – 12:52 pm
A Lunch Assignment – G-Building & Gym	10:52 am – 11:17 am
A Class Schedule	11:23 am – 12:52 pm
B Lunch Assignment – B & C Building	11:23 am – 11:48 am
B Class Schedule	10:52 am – 11:23 am 11:54 am – 12:52 pm
C Lunch Assignment – A Building	11:54 am – 12:19 pm
C Class Schedule	10:52 am – 11:54 am 12:25 pm – 12:52 pm
D Lunch Assignment – D- Building , All Mobile Classrooms & Media Center	12:25 pm – 12:52 pm
D Class Schedule	10:52 am – 12:25 pm
Fourth Block	12:58 pm – 2:15 pm
Afternoon Announcements	2:11 pm – 2:15 pm

# PARENT ASSISTANT

Harding will use the Charlotte-Mecklenburg Schools-Parent Assistant Module (PAM). If you have misplaced your password contact the Student Services Secretary.

Below are instructions on how to use Parent Assistant:

## Step 1 Access

Open the browser on your computer. Go to <http://parents.cms.k12.nc.us>

**Username:** Last name, first name, and school courier number (Harding's is 405) Example: parkerjay405 all lower case.

**Password:** You will receive your student's password in the mail by September. It should be between 6-10 characters, no spaces or underlines. **It is case sensitive.**

## Step 2 Choose Parent Assistant Option

The following functions will be available in Parent Assistant.

- School messages - Displays messages that are sent to all parents at your child's school
- Teacher messages - Displays messages from your child's teacher. Feature includes date, teacher's name, title, read date and action
- General student information (demographics) - A read-only function that displays demographic information on record at CMS. Note: To request a change, contact the Registrar
- Emergency contacts - A read-only function that lists emergency contacts on record for your child. Note: To request a change, contact the Registrar
- Non-school days - Displays a schedule of days when school is not in session for students - teacher workdays, holidays
- Student schedule - Displays your child's schedule of classes
- Attendance - Displays your child's attendance records by class or date. The attendance records are summarized by excused, unexcused and total period absences and total late absences
- Teams - Displays athletic teams, clubs and cultural groups that the student is a member of for the current school year
- Programs - Displays any special programs that the student is enrolled in for the current school year.
- Assignments - Displays homework assignments
- Student progress (current) - Displays current courses, teacher's names, absences, grades, etc.
- Marks/grades - Displays final exam grades for each course. Absences and tardy reports are also listed
- Credits earned to date - Displays a historical view of credits earned for courses completed
- Curriculum history - Displays history of student's curriculum-subjects, reporting term, performance and comments
- Diploma (requirements) - Displays current status of diploma requirements. This function will identify credits earned and needed
- Standard tests - Displays student's results on standardized tests-EOCs, EOGs, etc.

## Grading Scale

The percentage equivalent is as follows:

93 - 100	= A
85 - 92	= B
77 - 84	= C
70 - 76	= D
Below 70	= F

## Calculating Grade Point Average

**GPA's are calculated using the following guidelines:**

- Final course grades are used as grades for both first and second semesters in the GPA calculation formula. In other words, the final grade is doubled to represent the course grade for the year.
  - Double points for year long classes and add together
  - Add points for semester classes
  - Divide by the total number of semesters attempted
- To determine an unweighted GPA, total points (disregarding the additional quality points awarded for upper level courses) are divided by the total number of semesters attempted.
- To determine a weighted GPA, total quality points (weighted and unweighted) are divided by the number of semesters attempted.
- The number of quality points a student may earn for a particular course is determined by a combination of the student's grade in the course and the academic level of the course, as follows:

	ACADEMIC COURSE LEVEL		
Final Course Grade	Regular	Advanced/ Honors	AP/IB
	Total Quality Points per Semester		
	(Unweighted)	(Weighted)	(Weighted)
A	4	5	6
B	3	4	5
C	2	3	4
D	1	2	3
F	0	0	0

## The Zero Tolerance Policy has been established to:

1. Hold all students accountable for completing class assignments.
2. Keep parents informed of sudden changes in their child's academic performance.
3. Decrease the number of failures due to students not turning in assignments.

When students fail to complete or submit assignments, they will receive a slip documenting the date, assignment, and the reason for the zero. A copy of the slip will be kept by the teacher as documentation of the incomplete assignment. Student will receive zero (es) in NCWise for the assignments. Teachers will contact parents about the missing work.

### Failure is Not An Option Policy:

Each department has established a policy for retesting. If a student scores below 77 (C) on a test, he or she will be given the option to retake the test with a qualifier. A qualifier is a clause in the policy that must be met before the student is able to retest. For example, a student may have the qualifier of attending two teacher review sessions. Please review the course syllabus for the qualifier.

- **Parent Contacts:** All teachers must keep a parent contact log. Parents should be contacted for both positive and negative behaviors displayed by students. It is required that parent(s) are contacted and made aware that their child has a C, D, or F in your class. There should be no surprises.
- **Tutorial Log:** All teachers must keep a tutorial log to document students' attendance in tutorial sessions. The log should have a space for students' name, date, time in and time out. \*Logs may be used as documentation during parent conferences.
- **Checkpoints towards completion:** Any major assignment/project which has a weight of more than 15% of a student's grade or a series of similar assignments (ex. several technology assignments) should have checkpoints to alert **students** and **parents** that the student's progression towards completion is not on schedule. If a student is not making progress on his or her assignment /project, a parent should be contacted immediately. All communication should be documented in the parent contact log.
- **NCWise Updates:** Student grades should be updated weekly in NCWise to keep parents abreast of their child's academic performance.
- **Collection Acknowledgement:** When a teacher collects any major project, assignment, or internal assessment, the student should sign a roster which indicates that the teacher received the work. The documentation will provide the teacher and student with verification that the assignment was received.

- **Homework:** Homework is a necessary part of the learning process and must be a meaningful extension of clearly defined classroom activities. Homework assignments should help a student develop responsibility and independent study skills. The teacher will grade homework and return it to the student in a timely manner. Homework shall not be assigned for disciplinary purposes.

A student who misses homework assignments or other assignments or due dates because of absences, whether **excused or unexcused**, will be allowed to make up the work. Arrangements for completing the work should be made within **five school days** of the student's return to school. Arrangements should include a schedule for completion of the work. High school students must initiate contact with the teacher. In all circumstances, homework and other assignments will be accepted, even when turned in after the designated due date. Credit for late work shall be awarded according to the following guideline:

\*If the student is present in class on the due date, the work **may be given less credit**. Please refer to the course syllabus for the penalty.

All teachers have "office hours", times in which they are available to assist students. Office hours will be published on our Website and are also included in each course syllabus.

## **RUBRICS**

For any major project, internal assessment or assignment, the teacher must use a rubric to increase the consistency and objectivity of evaluating performances, products, and understanding. The rubric must be presented at the beginning of the assignment to provide the student with information about where they need to be for success.

## ATTENDANCE POLICY

Regular attendance is necessary for success in school as well as required by law. Therefore, all students at Harding University High School may not be absent more than ten (10) times per year for A/B day classes or ten (10) times per semester for 4x4 classes, exclusive of doctor certified illness, suspension, approved school activity, certified court appearance, recognized religious observance, college visits approved in advance by the Principal, and death in immediate family, in order to receive a passing grade for a course during that grading period.

Students who have been absent more than ten (10) times during a year grading period, exclusive of doctor certified illness, suspension, approved school activity, certified court appearance, recognized religious observance, educational opportunity approved in advance by the Principal, and death in immediate family, shall receive a grade of F for that year grading period.

### **If a Student is Absent:**

When a student is absent from school, he/she should bring a note from his/her parent, guardian, or health care professional within forty-eight (48) hours to the main office. The note should include the student's legal name (not nickname), CMS student ID number, and the reason for the absence, and the date(s) absent from school. The attendance official will determine whether the absence can be excused per CMS board policy. Absences are excused (with verification) for student illness, medical appointments, death in the immediate family, court proceedings, or quarantine. Absences may also be excused (at the Principal's discretion) for an educational opportunity or college visit which must be submitted in advance for approval. Students returning to school without a note will be considered unexcused.

All other non-school initiated absences are unexcused (i.e. bad weather, missing the bus, car trouble, going to DMV, lack of heat, water, or electricity, shopping, babysitting, oversleeping, or lack of proper clothing). All absences are coded as unexcused until a note as described above has been received in the Attendance Office.

It is not necessary to call the school when your child is absent. Absences can only be excused with a written note.

### **Pre-Approved College Visits and Pre-Approved Educational Opportunity**

**Pre-Approved College Visits:** Juniors and seniors are allowed two (2) college visitations per semester with proper documentation. Students must obtain a College Visitation Pre-Approved Form from the main office or the Harding website, complete and return to the main office at least five (5) days in advance of the visit. Upon return to school, the student must provide a letter signed by a college official on the school's letterhead stationary stating the date of the visit to their campus. This information must be submitted to the main office to receive a Code "S3".

**Pre-Approved Educational Opportunity:** Students must obtain a Pre-Approved Educational Opportunity Form from the main office or the Harding website complete, and return to the main office at least five (5) days in advance of the educational opportunity. The absence will be excused at the Principal's discretion. All educational absences are absences from class and are calculated in the 10 absences allowed in each class.

### **Recovery and Attendance Appeals**

A student in grades 9-12 missing eleven (11) days or more per class must participate in Recovery for **ALL** absences beyond the tenth (10<sup>th</sup>) absence. Recovery may be done through tutorials, core academy, or with the instructor before, after school or on teacher workdays, but not during the normal instructional day. Students must engage in meaningful academic work far beyond mere seat time. Students who opt to use tutorials for Recovery are responsible for obtaining academic work from the instructor of the course in which they are doing Recovery. Students will need to recover excess absences "hour-for-hour" in order to officially recover each class absence. **Students must keep a log of Recovery date/times/ and instructor signature (Student Recovery Form).** Students with excessive absences earning a passing grade in a class and are unable to recover all absences for that class may submit a written appeal form to the subject(s) teacher. Appeals are for exceptional reasons, i.e. hospitalization, homebound illnesses, etc. The teacher will submit the form to the Attendance Committee. The Attendance Committee will review Attendance Appeals and submit the form to the Principal with a recommendation on either granting or not granting the appeal. The attendance committee must approve the appeal to receive credit. The final decision on granting an appeal rests with the Principal.

### **Early Dismissals**

Since the school is legally responsible for the welfare of each student during the school day, no one is to leave the campus during the school day unless authorized by the administration. The procedure for early dismissals is as follows:

- Parents must send a note stating the student's full name, student ID number, time, reason for dismissal and a phone number where a parent/guardian can be reached to confirm the note. The student is to bring the early release request to the main office no later than 7:15 a.m. Once the early dismissal note is confirmed with a parent/guardian, the student will receive an early dismissal slip, which will allow them to leave campus at the designated time. If the note cannot be confirmed, the student will not be permitted to leave the campus. Students will not be released from school without a written note and cannot be released by phone. If you have followed this procedure, your student is already checked out and will meet you in the front office at the time requested.
  - Students with confirmed Early Dismissals should pick up their passes from the main office between classes or during lunch and show the pass to the applicable classroom teacher **before** class begins. Classrooms will not be interrupted to call students out for early dismissals. Students must sign out in the main office before leaving school.
  - **NO EARLY DISMISSALS WILL BE GRANTED BY PHONE.** The safety of your student is our primary concern.
  - For your child's safety, we will only release a student to a parent/guardian or person listed on the student's permanent record unless otherwise notified by parent/guardian. We will not interrupt class to call the students without a note, to give phone messages, or to call students who have forgotten items. If you arrive after the times listed below to pick up your child up and have not provided a note in the morning, you will be asked to wait or come back at the next dismissal time. This procedure is to preserve a focused learning environment for all classes.
  - To protect class time and prevent interruptions to the teaching and learning environment, we have established the following times for all student early dismissals only:

End of 1st block	8:45 am
End of 2nd block	10:25 am
End of 3rd block	12:39 pm

\*An advisory period scheduled during the day will alter the times of class changes
  - If you need your child outside of the established times, please send a note with your child detailing the time that you will be picking him/her up.
  - When picking up your child for early dismissal at the times listed above, you will need to bring a **picture ID in order to sign your child out.**
- For security purposes and in compliance with school policy, students will only be released to parent/guardian or person listed on the student's permanent record.**



**Note to Parents:**

The attendance/main office is **unable to process early dismissal request between 1:15 pm to 2:15 pm** each day due to a computer download of daily attendance that takes place during that time period. Parents who come in during the last class period of the day will be asked to wait until the 2:15 pm bell rings to pick up their student. Please plan your early dismissals accordingly.

This inconvenience can be avoided by scheduling appointments after school hours or by sending a note with your student to the Main Office by 7:15 am on the day an early dismissal is necessary.

**Leaving School Grounds**

Students must remain on school grounds after arriving on school premises. Students are released to parents/guardians or designated adults (those listed as emergency contacts on NC Wise) who have presented photo identification. Students are dismissed to older siblings when parents/guardians submit prior authorization. Written parental approval is necessary prior to leaving school grounds for educational journeys or special visits to specific schools or work sites. All students who leave school grounds without permission will be considered skipping and will be subject to disciplinary actions.

When an emergency situation or student illness occurs, students will be required to have the school nurse or main office personnel to call their parent/guardian to arrange pickup and the parent/guardian must sign the student out in the main office. Telephone dismissals will not be accepted. Students may not leave campus without permission. Doing so may result in a disciplinary consequence.

**Guidelines for Academic Make-Up Work**

A student who misses homework assignments or other assignments or due dates because of absences, whether excused or unexcused, must be allowed to make up the work. Arrangements for completing the work should be made within five (5) school days of the student's return to school. Arrangements should include a schedule for completion of the work. The student must initiate contact with the teacher. In all circumstances, homework and other assignments should be accepted, even when turned in after the designated due date. Credit for late work shall be awarded according to the following guidelines:

- If the student was present in class on the due date, the work may be given less credit
- If the student was not present in class on the due date because of an excused or school-related absence, full credit shall be given for the completed work
- If the student was not present in class on the due date because of an unexcused absence, the work may be given less credit

**Homework/Test Retake Request**

Students and parents are responsible for requesting homework and scheduling makeup test directly from the teacher. Teacher email addresses are available in this handbook and on the Harding Website at [pages.cms.k12.nc.us/harding/](http://pages.cms.k12.nc.us/harding/)

**TARDINESS**

The CMS expectation is that students will be at school on time. Oversleeping, missing the bus or being transported late by a private vehicle is not considered excused. In addition, students are expected to remain at school and be on time for the remainder of the day. Students who are tardy to class will be admitted and the teacher will enter the tardy into NCWise. Administrators will pull cumulative tardies daily and assign consequences. Multiple tardies may result in an in-school detention, in-school suspension or suspension from school.

**Tardy Policy****Late to School**

- Students must report to the Attendance Office
- A bus pass will be issued to students who arrive on a late bus so that they may enter class without penalty.
- Students who are late to school and miss over half the class period will be counted absent for the period.
- The Attendance Secretary will handle all late arrivals to school.

Per CMS School Board Policy – Tardies are only excused with a note from a doctor, a note from a court appearance or a late school bus.

**Late to Class**

Students will have six (6) minutes between classes to get to their next class.

Students are not permitted to be out of class the first and last ten (10) minutes of class.

**Consequences for Tardiness**

First Offense:	Warning and Parent Contact
Second Offense:	Warning and Parent Contact
Third Offense:	Lockout and Parent Contact
Fourth Offense:	Lockout and Parent Contact
Fifth Offense:	Lockout Referral to office Parent/Administrator conference
Sixth + Offense:	Lockout Referral to office One (1) day of Out-of-School Suspension (OSS)

**CLASS CUT POLICY**

First Offense:	Referral to Character Development Center and Parent Contact
Second Offense:	Referral to Character Development Center and Parent Contact
Third Offense:	Mandatory Parent Conference with Behavior Contract Referral to Character Development Center and Parent Contact
Fourth Offense:	Referral to Character Development Center
Fifth + Offense:	One (1) day of Out-of-School Suspension (OSS) Referral to Counselor and School-Intervention Team

## BOOK BAG POLICY

Book bags, tote bags and large purses (purses larger than an 8 ½ x 11 size sheet of paper) will not be allowed on campus the last seven (7) days of the school year. This policy is in place for safety reasons.

## CELL PHONE/ELECTRONIC EQUIPMENT POLICY

Student possession of telephone paging devices (e.g., beepers or pagers) is prohibited on school grounds, at school-sponsored events, and on school buses and other vehicles provided by the District. Students may not use cellular telephones, including camera phones, or other electronic communication devices (e.g., laser pointers and attachments, personal digital assistants and other devices designed to receive and send an electronic signal) during the school day. Cellular telephones must be kept out of sight and turned off (not just placed in vibrate or silent mode) during the school day. **Student arrival on the school campus until 2:15 p.m. constitutes the school day.** Students may not use cellular telephones or electronic communication devices on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. **Using or displaying a cellular telephone while riding the bus or during the school day will result in the telephone being confiscated and returned to the parent in one calendar week (7 days). Cellular telephones or electronic communications equipment will not be returned to the student.** In the event of a search, the student must report possession of a cellular telephone to school staff prior to the commencement of the search. If the cellular telephone is not reported, it will be confiscated and returned to the parent as described above. This provision only addresses possession of a cellular telephone. Violations of any other rule in the Code of Conduct, through the use of a cellular telephone, will be addressed by confiscation of the cellular telephone, loss of the privilege of possessing the cellular telephone on school property and the consequences outlined under the specific rule violated. **Failure to surrender a cellular telephone or electronic device to a staff member will result in a three (3) day out-of-school suspension.**

## DRESS CODE

A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. Examples include but are not limited to gang colors, bandanas, or gang clothing, to include displaying gang signs on notebooks, book bags, or other personal or school material. This will include clothing that materially and substantially disrupts classes or other school activities. Harding University High School students are expected to dress appropriately or face possible disciplinary action.

### Dress Code Policy

#### Dress Code Policy is as follows:

- Clothing should not be see-through and undergarments (bras, panties, boxers) should not be visible.
- Shirts, blouses, tops, dresses, etc., should also:
  - Not be open-back or expose any part of midsection or bust area.
  - Not be tank top or other style with large open arms.
  - Not be strapless (straps must be on both shoulders/no halter tops or strap ties around neck).
  - Not be spaghetti straps or straps narrower than 2 inches wide.
- Slacks, shorts, pants, dresses, etc., should also:  
**Test for appropriate length of garments: The appropriate length for skirts, shorts and dresses should be no shorter than four inches from the top of the knee (administrative judgment will be used in questionable instances based on student height, etc.)**
- Pants must be cinched at the waist – no sagging, no visible undergarments.
- No pajama or lounge wear pants or tops.
- Footwear – Appropriate shoes should be worn at all times for health and safety reasons – no bedroom slippers, etc.
- Headwear – Male or female students inside the buildings (except for health reasons or a special school activity) may not wear hats, caps, head wraps or other headwear such as sunglasses. Failure to comply will result in the confiscation of the item.
- Other – Students are prohibited from wearing or carrying articles of clothing, buttons, patches, jewelry, and any other forms of nonverbal communication, which promote drugs, tobacco, alcohol, glorify death and mutilation, contain profanity, vulgarity, espouse violence, call for an illegal act and/or other disruption, or state or suggest sexual activity or any other words or symbols that disrupt the learning environment may not be worn.
- No item may be carried or worn as jewelry that could be used as a weapon (Spiked jewelry, chains hooked to wallets, belts, or clothing garment, large pendants, or any other jewelry that could cause injury). These items will be confiscated.
- Bluetooth devices cannot be worn.

#### **Consequences:**

Students will be required to call a parent to bring appropriate clothing. Students who are unable to reach a parent/guardian will be placed in the Character Development Center (CDC) for the remainder of the day. Continued violations will result in disciplinary action.

## CODE OF CONDUCT

### Dishonesty

**Forgery/False Reports** – No student shall cheat, lie, prefabricate, deceive, use a cheat sheet, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort, or misrepresent (in verbal or written form) dates, times, addresses, grades, or other data contained in any communication to or from school. Any student who assists in or participates in any of the above actions on a secondary basis shall also be subjected to discipline.

**Academic Dishonesty** - No student shall fraudulently, dishonestly, or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or completion of work assignments. Students shall not assist other students in the pursuit of academic dishonesty, either by providing information or by any other means. For purposes of this policy, work is broadly construed and includes without limitation, ideas, writings, work in progress, completed work products, examination questions and examination answers. Any

student, who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty, shall not obtain credit for the work in question and shall be subject to other disciplinary action.

## **Gangs**

Gangs are prohibited. A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practice include the commission of illegal acts, violations of school rules, establishment of territory or turf, or any actions that threaten the safety or welfare of others. Gang activity such as initiation, recruitment, wearing of colors, fighting, assault, hazing, or establishing turf, on school property, at school functions, and school related activities will not be tolerated.

- A student shall not participate in gang-related activities.
- A student shall not appear with, or wear, gang identifications such as attire, colors, clothing or graffiti.
- A student shall not designate boundaries or turf, or belong to any group that designates boundaries or turf.
- A student shall not participate in hazing, initiation, or recruiting activities.
- A student shall not deface property with gang graffiti.

It should be noted that Harding University High School maintains open lines of communication with local law enforcement agencies. A student who violates this section will not only be subject to the notification of his/her parents/guardian by school authorities, but, also when deemed appropriate, will be reported to the local police department.

## **Guidelines for Attending Extracurricular Events**

- Cheers, which are obscene, debasing or harassing in nature, are prohibited.
- Verbal or physical interference with anyone is prohibited. Spectators are not permitted on the floor.
- Throwing objects is prohibited.
- Laser Pointers are prohibited.
- Signs and noisemakers are not permitted at games.
- Students must follow directions given by any school or game official. This includes officials from the opponents' school.
- Anyone violating these rules or other rules in the Student Code of Conduct will be removed from the game and is subject to further disciplinary actions.

## **Harassment**

No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, natural origin, religion, age, or disability. For the purpose of this code of conduct, the term harass includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (orally or in writing) abuses another.

## **Insubordination (Failure to Comply with Directives)**

Students shall comply with the directives and orders of teachers, student teachers, monitors, secretaries, principals, school security associates, and other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered insubordination for anyone to disobey or fail to comply with, which is a part of this code, directives of authorized school personnel. A student shall not fail to give identification to school personnel. A student shall not give false identification. Students who display blatant disrespect or direct profanity towards any staff member will be suspended.

## **Sexual Harassment**

Students are prohibited from sexually harassing any other student, school employee, and community member or school visitor. Sexual Harassment is any activity of a sexual nature that is unwanted or uninvited, including but not limited to unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

Any student who believes that he/she has experienced any form of harassment including sexual harassment should report this conduct immediately to an administrator who will conduct an investigation and, if required, take appropriate discipline action.

## **Tobacco/Alcohol/Controlled Substance**

A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, tobacco products, anabolic steroids, counterfeit or imitation controlled substances, herbal products and drug paraphernalia.

### **Tobacco**

A student may not possess or use tobacco products or tobacco-like products on school premises. This will include but not limited to commercially produced cigarettes, cigars, chewing tobacco, pipe tobacco and pipes. Rolling papers will be considered drug paraphernalia.

### **Alcohol/Drugs/Controlled Substance**

During school, travel on any school provided transportation or at any school sponsored activity held on or off school property; students shall not knowingly possess, buy, sell use, supply, and transfer, apply or be under the influence of any mood-altering chemical of any kind, including alcohol. Possession includes, retention on a student's person or in a student's purse, wallet, locker, book bag, or automobile parked on school property. Under the influence is defined as manifestation signals of chemical misuse including, but not limited to staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior, which is not considered normal for the particular student. The term mood-altering chemical include without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and inhalants. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student's name and with directions for proper use. Prescription medications shall be kept locked in the nurse's office.

**Look-Alike Drugs** – A student shall not use, conceal, sell, purchase, accept to transmit any substances, which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs.

A counterfeit controlled substance is defined as:

- Any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
- Any unmarked or unlabeled substance that is represented to be a controlled substance.

- Any substance that is represented to be a controlled substance or is a different controlled substance, and: any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- No student shall knowingly possess any counterfeit-controlled substance.
- No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing through words or conduct that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
- No student shall knowingly make, offer to sell, give, package, or deliver a counterfeit controlled substance.

**Drug Paraphernalia** – A student shall not possess, use transmit or conceal any item, which is designed for use with any illegal substance while on school grounds, to and from school, on school bus, or in attendance at any CMS sponsored or supervised activity.

### Theft

No student shall take or attempt to take the private property of students or staff members or any property owned by CMS.

### Toys, Games, Cards, Radio, Walkman, MP3 Player, CD's, Tape Recorder

Possession of the above or any similar device without permission of the administration will be confiscated and returned to a parent in one calendar week (7 days). This will include any toy gun that is NOT a reasonable facsimile of an actual weapon, e.g., super soakers, brightly colored water pistols, and over-sized toy guns.

### Vandalism

No student shall deface, damage, destroy, or attempt to deface, damage or destroy the private property of students or staff members, or any property owned by CMS. Restitution will be required.

### Verbal Assault, Battery, Fighting

**Verbal Assault** – No student shall curse, gesture, intimidate, harass, or verbally abuse any person with or without the threat of bodily harm.

**Battery** – No student will cause or attempt to cause physical injury or behave in such a way as could be reasonably anticipated to cause physical injury to any person.

**Fighting** – Students involved in fighting on school property, CMS owned vehicles, or in attendance at any CMS sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.

### Weapons, Dangerous Instruments, Fireworks and Explosives

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at a school-sponsored or related activities, functions, or events off school grounds, on school owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage.

No student shall possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives or weapons, nor shall any student ignite or explode fireworks, explosives or weapons at school-sponsored or related activities, functions, or events off school grounds, on school owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. This prohibition applies to firearms, explosives (including fireworks, lighters, and matches), knives, and other dangerous objects of not reasonable use to the student at school. This also applies to any look-alike weapons or dangerous objects, which a reasonable person might consider, under the circumstances, capable of harming a person or property.

## STUDENT GUIDELINES FOR ADVISORY, RAM BLOCK AND SCHOOL ASSEMBLIES

**Advisory Period** – Advisory is a structured extension to our regular school day. An advisory period is required when issues must be handled concerning matters pertinent to our students. Advisory may meet in the morning or at the end of the school day. During this time, teachers will check attendance and distribute materials or information to all students. **Students are to remain in advisory the entire length of time with teacher supervision. Students will not be released to go home/to cars/to other classrooms/to the office/to lockers, etc.** Students should be released only when the bell rings for the next block or for the end of the instructional day.

**RAM Block** - RAM Block is a tutorial and enrichment block scheduled during the instructional day. RAM Block enables students to receive remediation, makeup assignments, and participate in enrichment opportunities for all scheduled classes. It is designed so that students rotate through each of their classes within a one-week period.

**School Assembly** – Assemblies are co-curricular events that are sponsored by Harding University High School, a school group or community organization for the purpose of enriching student life. Therefore, it is a privilege to participate in assemblies. Coordinators spend many hours in planning and preparation. Students, therefore, must show them respect and appreciation for their effort.

- When an assembly has been scheduled, students must report promptly and directly to their designated seating areas at the assembly site – no loitering should occur.
- Students may not leave campus during assembly time without appropriate permission and passes.
- During the assembly, all students should be seated – no standing in foyer area of the gym or auditorium lobby, and no walking around.
- Hats, visors, headgear, and sunglasses must be removed upon entering the gym or auditorium.
- Students should be respectful – no heckling, booing, shouting, or throwing of objects.
- Students must remain **SEATED UNTIL THEY ARE DISMISSED**. Only those with authorized passes or an early dismissal pass may leave the assembly prior to its completion.
- Students should report promptly and directly back to the appropriate class after the assembly – no loitering should occur.

**Consequence:** Students removed from an assembly will lose the privilege of attending any remaining assemblies or activities for the remainder of the school year and parents will be notified.

# **POLICY AND PROCEDURES**

## **Bulletin Boards/Spirit Boards/Posters/Signs**

Signs or pictures of any type must receive the approval of the Executive Council and Administration prior to being posted.

## **Emergency School Closing**

All Charlotte TV and most radio stations will announce school closings. Please do not call the school.

## **Change of Address or Telephone Number**

If you move, change your address or telephone number but continue to attend Harding University High School, please notify the registrar in Student Services at once. Any change in emergency contact information must be communicated to the registrar.

## **Classroom Interruptions**

Classes will not be interrupted to deliver messages or items to students. Parents/guardians may drop off messages or certain items in the main office. Students will be contacted during class change time to pick up messages or items.

## **Classroom Visitation/Conferences**

Visitors are welcome on campus, provided their presence will not be disruptive. All visitors must initially report to the main office. Parents/guardians wishing to confer with a teacher must contact the teacher by telephone or email to make an appointment. Teachers appreciate knowing when they may expect visitors. Classroom visits should not exceed one class period. Parents should understand why the first and last weeks of each semester, days prior to vacation, and scheduled testing times would preclude visitation. As a visitor, you may enter quietly without disturbing the teacher or student's attention. Under no circumstances should the teacher be distracted from instruction for a discussion. Conferences must always be scheduled in advance and are held outside school hours or during the teacher's planning period. Parents' concerns should be scheduled for a conference outside the school day. If a parent wishes to drop-in on a student without teacher notification, a campus security associate or administrator will escort them to view the classroom from the hallway.

## **Closed Campus Regulation**

Harding University High School has a Closed Campus. No student may leave the campus at any time, for any reason, without permission. This includes leaving the buildings to go to a car in the parking lot without administrative permission. Leaving the building without permission during the school day may result in a disciplinary action.

## **Eighteen (18) Year Old Students**

Even though one is considered of legal age when they turn 18, it does not allow one to disregard the rules and regulations of the school, or any directives from school staff.

## **Financial Obligations**

Students who return items late to the media center will be fined 10 cents per school day for books and magazines and 25 cents per school day for reference materials, with a maximum fine of \$5.00. Students with financial obligations may not participate in extracurricular activities like graduation ceremonies. (CMS policy)

## **Fire/Emergency Drills**

Regular evacuation drills are conducted at the direction of school staff and are required by law. When a fire alarms sounds, students must evaluate the school quickly in a orderly fashion. At the direction of staff, students must follow evacuation routes noted on diagrams posted throughout the school. Students must follow all staff directions regarding movement to other locations and return to classrooms. It is essential to be quiet during drills and evacuations. Students are to remain outside the building until a signal is given to return inside.

## **Hall Pass Guidelines**

- Students must have a pass to be in the halls during class time.
- Students receiving a pass are expected to report directly to the area designated on the pass.
- Counseling is available throughout the school day. Students who wish to see their counselor are responsible for securing a pass from the appropriate counselor **a day prior to the appointment.**
- Students are not permitted to be out of class the first or last ten (10) minutes of the instructional block.

## **Lockdown Procedures**

- In the event of a building lockdown, an Emergency Lockdown will be announced by intercom or other voice communication.
- It is mandatory that all students and adults remain in the classroom. Students and adults who are in the hallway are to move into the closest occupied classroom. Students in outdoor areas should immediately take cover.
- Teachers are to lock all doors and windows, close window and door treatments, turn off the lights and have everyone move away from doors and windows.
- Crouch down in areas that are out of sight from doors and windows.
- Students are not permitted to use the classroom phone or cell phones during a lockdown.
- Students and adults are to remain quiet.
- Students and adults are to remain in a secure, monitored classroom until otherwise notified.
- All adult visitors to the building will automatically become part of the lockdown procedures and will not be able to leave the building.
- Faculty who are in a planning period at the start of a lockdown should remain in their classrooms.
- Office staff should proceed to the nearest enclosed office or conference room and out of visible sight of any intruder or person from the outside.

## Lockers

School lockers are the possession of the school board. Lockers will not be utilized for illegal or dangerous purposes, and can be inspected by the administration to insure safety and pupil welfare. Harding University High School and CMS are not responsible for items, which are missing from lockers.

## Lost and Found

Please check the lost and found located in the Character Development Center when you misplace an item. Items not collected at the end of each grading period are donated to charity. Students are reminded to secure their belongings in their lockers with a lock. Harding University High is not responsible for lost/stolen articles.

## Lunch

In order for the cafeteria and outside eating areas to maintain an acceptable environment, the following procedures must be followed:

- Students must be on time to the cafeteria.
- Students may only purchase **ONE** lunch in the cafeteria line.
- Each student must clean up the area he used, i.e. tray returned, trashed disposed of in the proper containers.
- Students may not eat in any classroom – only in designated areas.
- Pressuring other students for money is strictly prohibited and may result in disciplinary action.
- The gym is closed and off limits during the lunch periods.

Students at Harding University High School have a cash register system in the lunch lines. Parents can prepay any amount of money in the form of cash or check for a student's lunch. All students will enter their assigned lunch number when they exit the service line. The purchase is then automatically deducted from their account. Cash is still acceptable on an every day basis.

## Mail

Students should not use the school mailing address for US Mail or magazine subscriptions.

## Medicine Policy

Parents should confer with the child's physician to arrange medication time intervals to avoid the administration of medication during school hours. When medication absolutely must be given during school hours, these procedures must be followed:

### Prescription Medications

- Any medication to be given during school hours must be sent by the parent/guardian directly to the school nurse, or in her absence, to the Senior Administrative Secretary. The medication, accompanied by a physician medication permission form to administer, must be sent to school in the original pharmaceutically dispensed and labeled container.
- A medication log will be maintained for any child receiving prescription medicine during school hours.
- In the absence of the school nurse, the Senior Administrative Secretary will aid a student in the self-administration of the medication. Prior to any such assistance, the school nurse shall provide orientation to the Senior Administrative Secretary and front office staff in regard to the proper administration of medications.
- Prescription medication will be kept in a locked cabinet in the nurse's office.
- Students will be responsible for reporting to the nurse's office at the time the medication is to be given.

### Non-Prescription Medications

- Any non-prescription medication to be given during school hours must be accompanied by a physician medication permission form giving permission to administer.
- The student must take all non-prescription medication and the physician medication form to the school nurse, or in her absence, to the Senior Administrative Secretary at the beginning of the school day. The medication must be brought to school in the container in which it was purchased.
- The school nurse or person administering the medication will record non-prescription medication taken at school in the medication log-book.
- In the absence of the school nurse, the Senior Administrative Secretary or front office staff will aid a student in the self-administration of the non-prescription medication. Prior to any such assistance, the school nurse shall provide orientation to the Senior Administrative Secretary and front office staff concerning the proper administration of non-prescription medication.
- Non-prescription medication will be kept in a locked cabinet in the nurse's office.
- Students will be responsible for reporting to the nurse's office at the time the non-prescription medication is to be given.

### Asthma Inhalers

- Students will be permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma provided the following conditions have been met.
- A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
- A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
  - Name of the drug
  - Prescribed dosage
  - Times medication is to be taken
  - Length of time medication is prescribed
  - Diagnosis or reason medication is needed, unless confidential
  - Potential serious reaction or side effects of medication

The student shall be made aware that the asthma inhaler is intended for his/her only and may not be shared with other students.

## No Skip Day

Harding University High School does not authorize a student skip day. Any student participating in a "skip day" will be considered truant. Student safety is our primary concern.

## Phone Calls, Messages, and Student Deliveries to School

We receive many phone calls to deliver messages to students. It is important that arrangements are made with your parents/guardians **BEFORE** coming to school. Although we want to be service oriented, please limit these requests to **EMERGENCIES ONLY**. In the event of an emergency, if parents need to get a message to their child, the student will be called to the office either at the end of the block or at dismissal. Only in the most extreme emergency will a class be interrupted to give a message to a student. Approval from an administrator must be obtained before a class can be interrupted. The same procedure is used for items left for students. It is the student's responsibility to listen for announcements to receive any messages or deliveries. Please remember that students may not hear or may not respond to the PA announcements. Once an announcement is made, the office staff takes no responsibility for messages or deliveries not claimed by the student.

**Transportation messages will not be taken after 1:45 pm.**

Commercial deliveries should **NOT** be sent to the school. Parents, family members, friends, etc should **NOT** bring flowers, balloons, flowers, candy, cakes, food, etc. These items will not be accepted or delivered to the student.

## Respect for Equipment and Facilities

Each student is expected to assume responsibility for the care of all school property. Damage of a malicious or careless nature will be considered a very serious matter and is considered an offense for suspension, depending upon the situation. In addition, the student must repay the damage costs.

## Restrooms

Restrooms are to be used only for the purpose for which they were built. Loitering in the restroom will not be permitted.

## Staying After School

All students are expected to leave the Harding University High School campus immediately after the school day, by 2:30 p.m.

Exceptions:

- If a student receives after school detention for that school day.
- If a student arranges with the teacher to work after school for that school day.
- If a student is enrolled in tutorials or core academy for that school day.
- If a student is participating in an extra-curricular activity for that school day.
- If a student is involved in athletics for that school day.

Students involved in the activities listed above should report directly to the staff member, teacher(s), or coach facilitating of the activity.

## Student Illness

If a student becomes ill at school, he/she will be permitted to stay in the health room or main office a maximum of thirty (30) minutes under the following conditions:

- All students must present a pass from the teacher whose class they will miss.
- Students are permitted to stay in the health room for a period of thirty (30) minutes. After thirty (30) minutes, a determination will be made if they are able to return to class or go home.
- If a student makes too many visits, their Guidance Counselor will be contacted. The Guidance Counselor may call home to discuss the problem with the parent/guardian.
- Prescriptions/Non-Prescription Drugs – Students who bring prescription/non-prescription medication to school **MUST** register it with the school nurse and complete a parent/physician consent form.

**Note: The school nurse or any staff member may not provide medicine, including aspirin, ibuprofen, anti-itch cream, antibiotic cream, rubbing alcohol, peroxide, allergy medicine, etc. All medications must be registered with a completed parent/physician consent form.**

## Telephone Use

The office phones are for business use only. Student messages will be taken from a **PARENT ONLY** on an emergency basis. Students must ask permission to use the phone in the office. All phone calls will be limited and no student will be allowed out of class to use the phone unless it is an emergency.

## Textbooks

Textbooks are loaned to students for use during the school year. Some teachers may require book covers. Students are responsible for these books and if lost or damaged will be charged the replacement cost of the book.

## Tornado Drills

Tornado drills are an important safety precaution. It is essential that when the signal is given everyone responds promptly and moves to the prescribed areas. Students are not permitted to talk during a tornado drill and are to remain in their designated area until the signal is given to return to class.

## Tutorials and Core Academy

- Students are to report, on time, to the assigned class with appropriate school materials.
- Upon reporting to tutorials or core academy, students are to be immediately seated and attendance will be taken.
- Tardiness, disruptive behavior, or any other act prohibited by the Student Rights, Responsibilities and Character Development Handbook will not be tolerated in tutorial or core academy. Continued disruptions may result in a loss of this privilege. Teachers may refer a discipline problem to the office.

## Valentine Policy

Harding University High School will not accept flowers, balloons, candy, or any other items for students and staff members during the week of Valentine's.

## Valuables

Students must keep their personal lockers and gym lockers locked at all times. Students are not to leave money or valuables in their locker. Students should avoid bringing large sums of money or valuables to school. Students are not to leave valuables such as watches, jewelry, all phones, Ipods or money in their gym lockers during physical education.

## Visitors During Lunch

Parents are encouraged and invited to have lunch with their student. Lunch visitors will be required to sign-in as stated above. A parent must accompany siblings during the lunch period. Babies or young children are not permitted on campus except in the Main Office. Boyfriends, girlfriends or former students will not be permitted to have lunch with students.

## Visitors to the School

Parents and citizens are encouraged and invited to visit Harding University High School. In order to maintain the proper security, we request that all visitors follow these procedures:

- All visitors entering Harding University High School will be required to sign-in in the main office.
- Visitors will be required to wear an identification badge.
- Visitors are requested to record the following information in the visitor's sign-in log, name, date, time of arrival, purpose of visit, and time of departure.
- All badges are to be returned to the main office at the time of departure.
- No student visitors will be permitted.

## Withdrawals and Transfers

A parent/guardian of a student withdrawing or transferring must accompany the student to the school to obtain the proper forms from the registrar in the guidance office. All books must be returned and lockers must be emptied. All financial obligations must be paid before credits are transferred to another school or future transcripts issued.

## THE SCHOOL COUNSELING OFFICE

Counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, study help, help with problems, etc. Students who wish to talk with a counselor should come to the Student Services Department.

## Scheduling and Schedule Changes

Scheduling for each coming year is done during the second semester. Parents are encouraged to contact a counselor when questions arise about their child's curriculum or future plans. Specific dates for scheduling will be announced.

**Scheduled classes will not be dropped after the start of each semester. This includes post-secondary enrollment options.**

After the signed course selection sheet is submitted to the school counselor, student's schedules will be changes for the following reasons only.

- To correct an incomplete schedule
- To resolve conflicts in requested courses
- To meet graduation requirements
- To accommodate approved educational programs

## AIM for these "Academic Goals"

### North Carolina Academic Scholars Program

All credits used to satisfy requirements on this sheet must have been earned in grades 9-12. If a requirement was met in middle school, then that number of additional credits in that area are needed in grades 9-12. The same credits used in the North Carolina Scholars column can be used again in the CMS Scholars column but the same course cannot be used to satisfy any of the 24 NC Scholar or 30 CMS Scholar requirements more than once in each column.

- 3.5 un-weighted GPA for seven semesters
- Four English courses
- Four Math course: Algebra I, Algebra II, Geometry, and a higher level math course with Algebra II as prerequisite
- Three Science courses: Physics or Chemistry, Biology and Earth/Environmental Science
- Three Social Studies courses: World History, Civics and Economics and U.S. History
- Two Languages courses other than English or same language spoken
- One Health/Physical Education course
- One Career and Technical Education course
- One Arts Education course
- Five Elective Credits to include at least two second – level or advanced course

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Total 24 Credits



**CMS Scholars**

All credits used to satisfy requirements on this sheet must have been earned in grades 9-12. If a requirement was met in middle school, then that number of additional credits in that area are needed in grades 9-12. The same credits used in the North Carolina Scholars column can be used again in the CMS Scholars column but the same course cannot be used to satisfy any of the 24 NC Scholar or 30 CMS Scholar requirements more than once in each column.

In addition to NC Academic Scholars:

- One additional 2<sup>nd</sup> level or advanced Science course
- Two additional Second Languages courses
- One additional 2<sup>nd</sup> level or advanced Social Studies course
- Career Technical Education is not a requirement
- Three additional Elective courses

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Total 30 Credits

**International Baccalaureate (IB) Diploma and AP Scholars Award Program**

This information is found in the High School Planning Guide

### School Code

Harding University High School Code – 340-670

### SAT Test Dates/ACT Dates (2011-2011)

SAT Test Dates	Registration Deadlines	ACT Test Dates	Registration Deadlines
Oct. 9, 2010	Sept. 10, 2010	Sept. 11, 2010	Aug. 6, 2010
Nov. 6, 2010	Oct. 8, 2010	Oct. 23, 2010	Sept. 17, 2010
Dec. 4, 2010	Nov. 5, 2010	Dec. 11, 2010	Nov. 5, 2010
Jan. 22, 2011	Dec. 23, 2011	Feb. 12, 2011	Jan. 7, 2011
Mar. 12, 2011	Feb. 11, 2011	Apr. 9, 2011	Mar. 4, 2011
May 7, 2011	Apr. 8, 2011	Jun. 11, 2011	May 6, 2011
Jun. 4, 2011	May 6, 2011		

Students Entering the 9th Grade in 2011/2011 and beyond (Classes of 2013 and beyond)					
Courses of Study/ Credit Requirements					
Courses		Future Ready Core Plus		Occupational	
English		4		4	
Mathematics		4		3	
Science		3		2	
Social Studies		3		2	
Additional Science or Social Studies		1		0	
Health/PE		1		1	
Occupational		0		8	
Concentration Electives		4		4 (CTE)	
Additional Electives		4		0	
Total		24*		24*	
Students Entering the 9th Grade from 2000/2001 through 2008/2011 School Years (Classes of 2004 through 2012)					
Courses of Study/ Credit Requirements					
Courses	Career Prep	College Tech/Prep	College Univ/Prep	Dual	Occupational
English	4	4	4	4	4
Mathematics	4	4	4	4	3
Science	3	3	3	3	2
Social Studies	3	3	3	3	2
Additional Science or SS	1	1	1	1	0
Second Language	0	0	2	2	0
Health/PE	1	1	1	1	1
Career/Technical	4	4	0	4	4
Occupational	0	0	0	0	10
Electives	8	8	10	6	2
Total	28*	28*	28*	28*	28*

**\*Other Requirements for Class of 2011, 2012, 2013 and beyond:** Show proficiency on the NC Test of Computer Skills, must complete a Senior Exit Project and score at Level III or IV on the NC End of Course (EOC) test in English I, US History, Biology, Civics and Economics, and Algebra I and the required number of credits in each content area must be earned in grades 6-12

## 9<sup>th</sup> Grade Specific Questions

Q: What is the most important thing a parent can do for their freshman student?

A: When a student becomes a freshman, everything starts to "count." Freshman courses, grades, and credits all become part of a student's transcript, and freshman grades are used in determining a student's GPA. Freshman activities, honors and awards, can also be listed on college and scholarship applications.

Q: What can I do to help my son/daughter succeed in the freshman year?

A: Sit down with your son or daughter at the beginning of each grading period and help him/her set realistic academic goals for the term.

Throughout the year, make sure that you see all progress reports and report cards. Do not assume that someone will contact you if there is a problem. Provide encouragement and support, and make sure that your son or daughter understands that freshman grades are very important.

Q: Should I encourage my child to participate in sports or other outside activities?

A: Yes! Most colleges and scholarship applications also ask for evidence of leadership. Encourage your son or daughter to try new things during their freshman year. It is a year of exploration and development. Once they choose an interest, keep supporting the endeavor. Caution your student from simply listing or being involved in too many extracurricular activities. Colleges want to see consistency on the activities and sports areas rather than multiple skips from one activity to the next.

Q: How do I assist my son or daughter with selection of tenth grade courses?

A: During the year, encourage your student to visit the counseling department to meet their assigned counselor. The registration process occurs in the spring. Numerous programs will be administered through assemblies, classroom presentations and through the Harding website. If you have concerns, speak directly with the teachers or call your student's assigned counselor. Remember to advocate for your child based on his/her academic needs, emotional maturity and future college plans.

## Freshman Year-Grade 9

- Talk with your parents and school counselor about future plans. Put your plan in writing and update yearly.
- Review and update your Career Development Plan.
- Select a course of study, Career Prep, College Tech/Prep, College University Prep.
- Review College Entrance requirements.
- Take challenging classes that prepare you for college.
- Attend school each day and prepare daily for your classes so that your grades are the best. Grade point average (GPA) and class rank are calculated beginning in grade 9. Remember that advanced classes earn extra quality points. Attendance is also reported on your transcript.
- Take the PSAT.
- Attend National College Fair/Career Expo with your parents.
- Participate in extracurricular activities and keep a record of them.

## Sophomore Year – Grade 10

- Review your selection of high school courses, keeping in mind your selected course of study and college entrance requirements.
- Talk with your parents and school counselor about your future goals.
- Begin to think about choices of college majors.
- Initiate inquiry into possible careers. Second semester you are eligible to participate in the Academic Internship Program.
- Do well in all courses to maintain or improve your grade point average and class rank.
- Take the PSAT.
- Attend National College Fair/Career Expo with your parents.
- Select challenging course for your junior year during spring registration.
- Consider taking Advanced Placement courses in your best academic areas.
- Participate in a summer enrichment program.

## Junior Year – Grade 11

Summer is the time for juniors to seriously consider their post-secondary options. The more research you complete, the more likely it is that you will be happy with your choice. You should have a list of three to seven colleges that you really like and to which you want to apply. Since the best time to visit colleges is when classes are in session, you should have begun those visits during the second term of your junior year. If you have more than ten on your potential college list, you probably haven't done enough research and should continue to check out books, web sites, and videos to get a better feel for each school and what they have to offer you!

Although it is ideal to visit colleges during the academic year, visiting in the summer will be valuable. Seeing the college firsthand, taking a tour and talking to students can be the greatest help in deciding whether or not a school is right for you. The web sites listed below will help you identify potential colleges.

REMEMBER: College web sites can have idyllic scenes and can show you many things you need to know about the college, but only a campus visit can help you decide if this college is the right place for you. You owe it to yourself to visit several colleges to be able to make comparisons.

**Campus Tours** - Virtual tours which will show you what the campus looks like. <http://www.campustours.com>

**College Confidential** - A site that will help to "demystify" the admissions process and will provide information on other college issues. <http://collegeconfidential.com>

**CollegeNET** - Online applications and free financial aid information. CollegeNET provides separate databases for four-year colleges and also for community, technical, and junior colleges and takes you to the actual Web sites of the colleges. The four-year college database is searchable by geography, tuition, enrollment, and potential college major. <http://www.collegenet.com>

**College Opportunities On-Line (Cool)** - College Opportunities On-Line is your direct link to nearly 7,000 colleges and universities in the United States. If you are thinking about a large university, a small liberal arts college, a specialized college, a community college, a career or technical college or a trade school, you can find them all here. <http://nces.ed.gov/ipeds/cool>

**College Search** - College Search offers two starting points. Use the College MatchMaker to find colleges that meet all of your needs or use the College QuickFinder to explore a school already familiar to you. Either way, you'll find the latest info on 3,600+ colleges, plus easy access to related tools. <http://apps.collegeboard.com/search/index.jsp>

## Senior Planning Calendar

### SEPTEMBER

- If you have not held any leadership positions while in high school, now is the time to step up and assume leadership in an organization.
- Review college materials, college guidebooks, and other resources to narrow your college list.
- Begin to finalize list of colleges with your family and guidance counselor.
- Consider visits, overnight stays, and interviews at your top college choices. Visit (personally or virtually) any colleges you have not already seen.
- Register for the SAT or ACT if you have not taken one of them yet -- or if you are not happy with earlier scores. And be sure to take the SATII tests, if required.
- Begin thinking about staff members who would be willing to write strong letters of recommendation on your behalf.
- Begin brainstorming ideas for your college essays.
- Request (or download from college's Website) any applications that you do not have. Be sure to review each college's application requirements carefully.
- Attend college fairs for one final review of college choices.
- Be sure your senior year mix of classes still includes challenging, college-prep courses.
- Stay focused on grades.

### OCTOBER

- Finalize list of college choices to reasonable number, ideally with one or more "stretch" schools and one "safety" school.
- Create a file for each of your college choices -- and keep all materials organized.
- Consider creating a master schedule of all your application deadlines.
- Begin working on drafts of your college essays.
- Start working on college applications.
- If you have a clear "first choice" college, consider applying for early decision.
- Have standardized testing service send your scores to your list of colleges.
- Stay focused on grades.

### NOVEMBER

- Finalize drafts of your college essays, but only after numerous edits, rewrites, and reviews by people you trust (family, friends, teachers).
- Complete college applications and put packets in the mail.
- Be sure your guidance counselor knows your final list of colleges, as well as your preferences.
- Request key financial aid and scholarship information from your list of colleges.
- Stay focused on grades.

### DECEMBER

- If you applied for early decision to a college, expect notification this month.
- If not completed, finish and mail remainder of college applications.
- Start detailed financial aid search, including outside sources for scholarships and loans.
- Stay focused on grades.

### JANUARY

- If applying for financial aid, get started on preparations by obtaining a Free Application for Federal Student Aid (FAFSA) form.
- Stay focused on grades.

### FEBRUARY

- Complete the FAFSA, if possible. (You will need your family/guardian tax records.)
- Keep track of your college applications; be sure all schools have received all your materials.
- Stay focused on grades.

### MARCH

- College decision letters begin arriving.
- Celebrate your acceptances, decide about your wait lists, and deal positively with your rejections.
- Finalize financial aid applications.
- Continue searching and applying for scholarships and grants.
- Stay focused on grades.

### APRIL

- Make decision about college choice from among the colleges that accepted you.
- Notify all colleges (that accepted you) of your final decision.
- Submit tuition deposit to your college of choice.
- Continue searching and applying for scholarships and grants.
- Stay focused on grades.

### MAY

- Be sure to submit paperwork for room and board.
- Continue searching and applying for scholarships and grants.
- Stay focused on grades.

### JUNE

- Celebrate your high school success!
- Send thank you notes (if you have not already) to everyone who helped you this year.
- Start planning for college.
- Watch college's summer deadlines (orientations, housing options, registration, etc.) closely.

## Request for Letter of Recommendation

Students must complete a request for letter of recommendation form located in the student services office. Submit the completed form to the staff member **at least ten (10) days prior to the due date**. Be aware that staff members will be honest and factual in their recommendations.

## Transcript Request

Students **MUST** complete a Transcript Request Form located in the student services office.

- Three (3) transcripts are provided at not charge. Each additional transcript will cost \$2.00.
- One final transcript will be provided at the end of the year at no charge. Each additional final transcript will cost \$2.00.
- Former students and graduates will be charged \$2.00 per transcript.
- All transcripts must be requested in writing 48 hours in advance.

## Learning the Block (4x4), A/B Day and Hybrid Schedules

### Structure

- 4x4 Block Schedule  
Your student will have four classes in the fall semester and four classes in the spring semester. A total of eight credits can be earned in one school year. Each class is ninety minutes.
- A/B Day Schedule  
Your student will have four classes, ninety minutes in length, meeting every other day ("A" days) for an entire school year and four completely different classes, ninety minutes in length, meeting on alternate days ("B" days) for an entire year. A total of eight credits can be earned in one school year.
- Hybrid Schedule  
Your student will have a combination of 4x4 and A/B Day schedule. A total of eight credits can be earned in one school year. Each class is ninety minutes.

## Academic Internship Program

The academic internship program provides opportunities for high school students to have hand-on experiences in areas of academic or career interests prior to college or post-secondary training. Second semester sophomores, all juniors and senior are eligible. Students may obtain an application or more information from the Student Services office.

## END-OF-COURSE TEST FACTS

### What are the North Carolina End-of -Course Tests?

They are state developed exams designed to measure a student's achievement in selected subject areas. North Carolina requires that all students enrolled in these classes take the exams.

### What classes have End-of-Course Tests?

Algebra I, Biology and English I.

New high school graduation requirements for students entering ninth grade for the first time in 2006-2007, include passing three end of course assessments. These courses are: English I, Algebra I and Biology.

### What does each test cover?

The test covers material from class according to the state curriculum for that course. Please visit the following website for information and practice tests: [www.dpi.state.nc.us/accountability/testing/eoc/](http://www.dpi.state.nc.us/accountability/testing/eoc/)

### How much does the End-of-Course Test Count?

The End-of-Course test counts 25% of a student's final grade.

First Quarter Grade	37.5%
Second Quarter Grade	37.5%
EOC	+25.0%
Final Grade	

### How much does an exam count in a class without an end-of-course?

Classes that do not have an end of course exam will have a teacher made exam that will count for 20% of a student's grade.

First Quarter Grade	40.0%
Second Quarter Grade	40.0%
Final Exam	+20.0%
Final Grade	

## DRIVER'S EDUCATION

All CMS high schools have a contract with Jordan Driving School to administer Driver's Education classes. Your child should listen to the daily announcements to determine where and when to sign up for the class.

**Age Requirement:** Student must be fourteen and a half (14½) on or before the first day of class.

**Class Time:** The driver's education is taught each month after school for a total of 12 days. Note: Students involved in athletics, core academics, tutorials, etc. need to take Driver's Education when they are free of those obligations.

**Driving Time:** Student must complete thirty (30) hours of classroom time before being eligible for the driving portion of class. Driving is done starting with the oldest from the class. The student must experience a total of six (6) hours of behind the wheel instruction.

**Getting a Permit:** At the age of fifteen (15), a student may obtain a driving permit after completing the Driver's Education requirements. Students must have a Driver's Eligibility Certificate, stating that they have completed thirty (30) hours of classroom time, six (6) hours of drug and alcohol prevention, and six (6) hours of behind the wheel instruction. In addition, the certificate verifies that the student has met the academic requirements to obtain a permit, which means passing 70% of the courses each term. Certificates expire after 30 days. Only 1 certificate will be issued per student each semester.

**Academic Requirements:** Students must pass three (3) or four (4) classes each semester and be currently enrolled at school to obtain a driver's permit.

**Getting a License:** The student must drive one year on the permit before obtaining a permanent driver's license.

## STUDENT PARKING PROCEDURES AND REGULATIONS

Parking regulations and registration forms are available on the Harding website. Students are to take the completed forms to the JROTC Office in room D-8 **before or after school before 7 AM or after 2:15 PM so that a parking decal may be obtained.**

- All vehicles parked on campus MUST be registered with the school and must display the current decal affixed to the back window on the driver's side.
- All students must be licensed and covered by insurance. The school is not responsible for the vehicle or its contents.
- All students are to park in their assigned space in the student parking lot. Under no circumstances are students permitted to park behind the gymnasium or C/D building, bus parking lot or in front of the school.
- There will be no speeding, driving over five miles per hour, or any form of reckless driving on campus. Violators will be ticketed and may risk revocation of their parking permits.
- Once the school day begins, students are not permitted in the parking lot without administrative approval.
- Driving to school is a privilege and may be revoked at any time for failure to obey the above rules. Parking fines of \$10.00 will be levied for minor infractions. Suspension of driving privileges, booting of vehicles, towing of vehicles and/or suspension from school may occur for more serious violations.
- A GPA of 2.0 is required for students to drive on campus. If a 2.0 is not maintained, driving privileges will be revoked.
- Juniors and seniors may purchase parking permits for the year, granted all rules and regulations are followed and the appropriate GPA is maintained. Sophomores may begin purchasing parking passes at the beginning of second semester.
- A reasonable search of a vehicle parked on school property or at a school activity may be conducted if deemed necessary by administration. Refusal to comply may result in revocation of driving privileges.
- Driving privileges may also be revoked for repeated tardy violations or leaving campus without permission.
- The student agrees to obey all state and local laws governing the operation of motor vehicles and all duly established rules and regulations concerning operation and parking of motor vehicles on school grounds.
- The student agrees that he/she will not bring onto the school grounds nor keep in his/her vehicle while it is on the school grounds any gun, explosive, blackjack or other weapon. The student further agrees that he/she will not bring onto the school grounds any alcohol or other drug not prescribed by a physician or any other contraband.
- The parent/guardian and student understand that any violation of the conditions set forth may result in the termination of this parking privilege and may result in the incurring of monetary fines and also result in appropriate disciplinary action by school authorities or legal action in court.
- The parking pass will be displayed on the **driver's side back windshield at all times while on campus. The parking pass will be permanently affixed to the windshield. Use of CD covers for the display of the pass is not allowed.** Failure to display the pass will result in a fine and financial obligation being assessed for the vehicle.
- The student and the parent/guardian hereby acknowledge their understanding that it may become necessary for school authorities to open, enter and search the vehicle and its contents and to remove any unauthorized articles described above or any other articles which may endanger the health, welfare, or safety of students or school personnel. Any such articles may be retained and used as evidence in disciplinary proceedings by school authorities or delivered to appropriate law enforcement officials at the sole discretion of the school authorities.
- **Replacement of a lost, stolen or destroyed parking pass will be at the student's expense. The cost for such replacement is the same as for a new parking pass.**
- Fines for violations of parking rules are assessed via tickets that will be placed on the student's vehicle. One copy will be retained in the JROTC office. Prior to receiving a financial obligation the student may clear the fine with JROTC. After a financial obligation is processed the student will be responsible for seeing the financial secretary to pay the fine. Fines are assessed in increments of \$5.00 for each violation. For example, a student who does not display the parking pass will be assessed a \$5.00 fine for the missing pass and will also receive a \$5.00 fine for unauthorized parking. This results in a \$10.00 fine for the ticket.
- Students who fail to register their cars on campus or who do not display the parking tag in the proper place **may have their cars booted.** If this occurs the student must pay an **immediate fine of \$25.00** in order to have the boot removed. **Continued abuse of their privileges may result in the car being towed off campus and the student/parent/guardian will be responsible for any charges for the towing and storage of the vehicle.**

## MEDIA CENTER

The media center provides a variety of resources to enrich classroom curriculum and the personal information needs of students and staff. The focus of instruction is on researching, including defining the task, finding needed information, evaluating and synthesizing information, crediting

sources of information, producing informative and creative works, and communicating to an audience. Library Science students help the Media Specialist manage the facility during the school day. The media center has approximately 12,000 books, 30 magazines/newspapers, 150 videos/DVDs, and 60 computers with Internet access and Microsoft application software.

**Hours**

7:15 a.m. until 2:30 p.m.

**Rules**

- No food, drinks, or candy.
- No cell phones or personal electronics.
- Use computers for instructional purposes only, research or career development.
- Maintain a quiet learning atmosphere.
- Stay in the designated area for your teacher and class.

**Passes**

Students sign in when entering the media center and hand an official school pass to a media center staff member. Passes to the media center (lunch, during-school) are available from a teacher.

**Printing**

Printing costs 5 cents per page. Students will not be charged for printing when a teacher brings the class to the media center for instruction and has given an assignment, which requires printing.

**Financial obligations**

Students who return items late to the media center will be fined 10 cents per school day for books and magazines and 25 cents per school day for reference materials, with a maximum fine of \$5.00. Students with financial obligations may not be able to participate in extracurricular activities like prom and graduation ceremonies. (CMS policy)

**Vernacular**

**4x4** – A 90 minute semester class which meets everyday.

**504 Plan** – a legal document that describes modifications for students with special needs that do not qualify for an IEP

**A/B** – A 90 minute class offered on alternating days throughout the year.

**ABC's** – The North Carolina Accountability system that is based on student growth as demonstrated by improved scale scores on the End-of-Course tests.

**AP** – Advanced Placement – college level course taught in the high school program. Students who complete AP courses are eligible to take the AP exams, administered each May by the College Board. These exams are scored on a scale of 1-5. Students scoring between 3 and 5 may qualify for college credit at most colleges and universities.

**AP** - Assistant Principal

**API** - Assistant Principal for Instruction

**Areas of Interaction** – The Areas of Interaction from the basis of the IBMYP and is the core of the teaching of all subject groups. These Areas of Interaction contribute to an education that promotes global awareness, international understanding, and an appreciation of cultural diversity. The core areas of interaction are: (1) Approaches to Learning, (2) Community and Service, (3) Human Ingenuity, Environment, (4) Health and Social Education and (5).

**AVID** – Advancement Via Individual Determination- A college prep program that works with students in the middle to develop the skills necessary for college success.

**Big 5** – End of Course tests required to meet the Gateway Requirement for graduation. They are Biology, Algebra I, U.S. History, English and Civics and Economics.

**Blitz** – A comprehensive review session open to all students after school in preparation for the EOC.

**Block Scheduling** – A method of organizing the instructional time so that students attend for longer periods of time every other day. Double block means a student meets every day for a class.

**CAS hours** – Creative, Active, and Service hours- A log of hours required by all IB/IBMYP students each year.

**CDC** – Character Development Center – A consequence for students who exhibit inappropriate behavior.

**Continuation Requirement** – Courses(s)/activities required to keep magnet seat.

**Core Academy** – An after school program where students have the opportunity to improve their semester grade in an EOC course

**Downtown** – Generic term for central office at CMS

**EOC** – End of Course test- A Comprehensive exam given in the following courses: Biology, English I, English 10 Writing, Algebra I, Algebra II, Civic and Economics, and U.S. History.

**Expected Growth** – A designation of the ABC Program. Growth is measured by an increase in EOG and EOC scale scores.

**Extended Essay** – This applies to IB Diploma Seniors. An extended research paper for a particular research topic.

**Gateway Requirement** – Students are expected to earn a score of 3 or 4 on the five essential end-of-course tests: Biology, Algebra I, US History, English I, and Civics and Economics.

**High Growth** – A designation of the ABC Program. Ten percent more than expected growth.

**Hybrid Schedule** – A hybrid schedule of flexibility whereby students have the opportunity to take 90 minute semester classes and 90 minute classes offered on alternating days throughout the school year.

**IB** – The International Baccalaureate Diploma Program is a challenging two-year curriculum, primarily aimed at students aged 16-19. It leads to a qualification that is widely recognized by the world's leading universities.

**IBMYP** – The International Baccalaureate Middle Years Program is designed for students aged 11-16. It is a program designed to help students participate actively and responsibly in a changing and increasing interrelated world.

**IEP** – Individualized Education Plan – a legal document that describes the interventions required for exceptional children

**Internal Assessments** – The IB Extra Assignments outside of the regular classroom assignments ranging from a paper and oral presentation to extended lab studies/work.

**ISS** – In School Suspension – A consequence for students who exhibit inappropriate behavior.

**Lab Studies/work** – Science Courses

**Level of Achievement** – This refers to the student performance on the EOC test. Student performance is divided into 4 levels. A student at level 1 has "limited performance." A student achieving at level 2 is "not yet proficient" A student at level 3 is "proficient" or "at grade level" and a student at level 4 "exceeds expectations," or "above grade level." Level 3 and 4 are considered passing.

**Lock-In** – A comprehensive review session with games and activities aimed to address the specific needs of a targeted group of students with games and activities

**Magnet Compact** – A CMS Magnet Program Agreement whereby students must fulfill continuation requirements related to their designated magnet theme.

**Magnet Program Expectations Agreement** – designated magnet theme minimum course requirements for both International Baccalaureate and Math, Science, and Environmental Studies magnets.

**NCGP** – The North Carolina Graduation Project is a performance based component that can include service-based learning or work-based learning experiences. Four components are required: a research paper, product, presentation and portfolio. The graduation project is developed, monitored, and scored locally using state adopted rubrics.

**NCSCOS** – North Carolina Standard Course of Study, the state mandated curriculum.

**Office Hours** – Teachers establish before and after school hours to assist students academically. Office hours are posted on our website. Oral presentation - English and World Language

**OSS** – Out of School Suspension – A consequence for students who exhibit inappropriate behavior.

**Papers** – History, Psychology, TOK, Math Studies

**PEAK** – (Performance Excellence for All Kids) is an effective integration of research supported approaches to curriculum, instruction, and assessment principles, strategies, and techniques that have consistently made positive differences in leaving no child behind. Several teachers at Harding University utilize these strategies.

**PEP** – Personalized Education Plan- Documentation of the interventions provided to assist low achieving students.

**Personal Project** – The three P's (paper, presentation, project) – a topic of interest for which the student engaged in the "3 P's". This is introduced to IBMYP ninth graders and due during the tenth grade year.

**Portfolio** – Mathematical background to research to explain an answer

**Ram Block** – Remediate, Accelerate and Mentoring Block – tutorial and enrichment block scheduled during the instructional day.

**Retest** – A second opportunity to take an EOC. This is given only to students in English 9, Biology, Algebra I, Civics and Economics and U.S. History who pass the course but fail the EOC.

**Scale Score** – A student's developmental score on the EOG or EOC.



- Students in grades 11-12 must complete a minimum of three IB courses and all required community service hours. Students earning the IB Diploma must successfully complete examinations in six (6) courses as well as Theory of Knowledge, the Extended Essay, and 150 hours of Creativity, Action and Service.
- Students in grades 9-10 are required to take all IBMYP courses for which they have successfully completed the prerequisite courses and must pass at least 3 MYP courses and complete all community service hours. 10<sup>th</sup> graders must also complete the Personal Project.
- Students in grades 9-12 must be enrolled in and pass the following magnet theme-related courses each year: Biology (grade 9); Chemistry (grade 10); AP Environmental Science (grade 11); AP Physics (grade 12), or an alternative science course designated by the school.

**TD** – Talent Development- The classification for gifted students. Formerly called AG (Academically Gifted).

- To enter the IB Diploma Program in grade 11, a student must meet the following prerequisites: English 9; English 10; Geometry; Algebra II or Algebra II/Trig; Biology; Chemistry and/or Physics; World History; Civics & Economics; and Level III of French, German, Japanese, Latin, or Spanish.

**WLC** – West Learning Community – CMS is divided into 7 Learning Communities. Harding University is a part of the Southwest Learning Community.

**Write-In** – A mock writing test whereby students receive feedback needed to make improvements on their writing skills before the NC Writing Test.

### Subject to Change Disclaimer

The policies, regulations, and procedures in this planner are subject to change without prior notice, if necessary, to keep Harding University High School University policies in compliance with State and Federal laws and/or with rules and regulations of the Charlotte-Mecklenburg Board of Education. The U.S. Department of Education, North Carolina Department of Public Instruction, the Charlotte-Mecklenburg Board of Education, and Harding University High School reserve the right to change curriculum, rules, and other requirements, of whatever kind, affecting students.