

STUDENT HANDBOOK

2016-2017

Principal – Dr. Kim Fisenne
kim.fisenne@ucps.k12.nc.us

Assistant Principal – Mr. Dan Edwards
dan.edwards@ucps.k12.nc.us

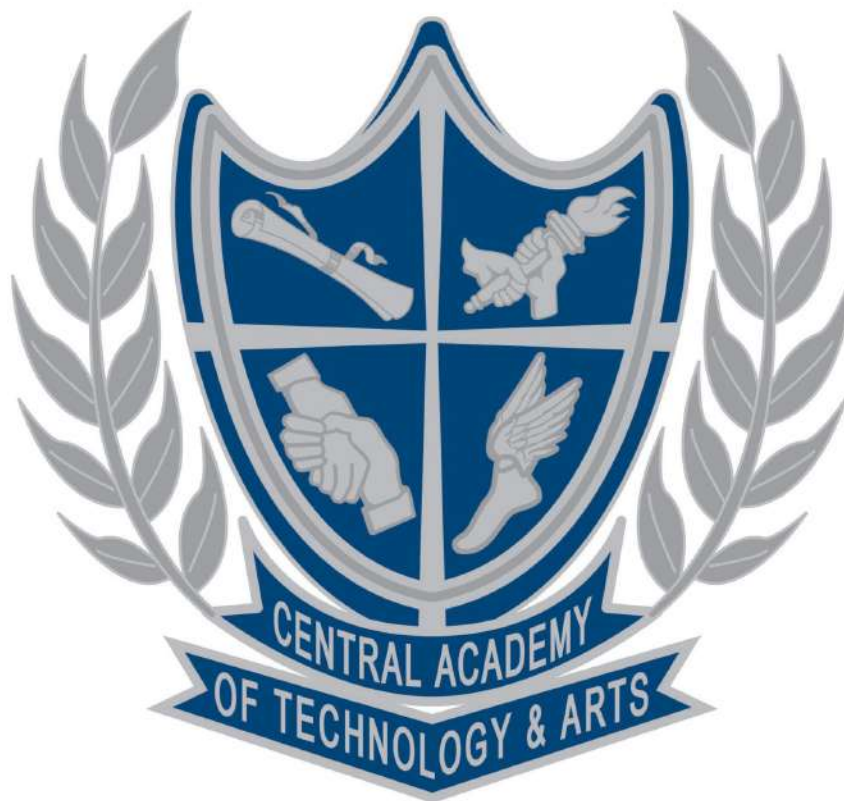
Assistant Principal – Mr. Josh Wall
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Assistant Principal – Ms. Deanna White
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600 Brewer Drive
Monroe, North Carolina 28112
(704) 296-3088
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<http://cata.ucps.k12.nc.us>

Office Hours: 7:30 am – 4:30 pm
Summer Hours 8:00-5:00 Monday through Thursday





CATA MISSION STATEMENT

The mission of Central Academy of Technology & Arts is to prepare students for informed decision-making, effective citizenship, personal achievement, higher education, and rewarding careers.

PHILOSOPHY OF CENTRAL ACADEMY OF TECHNOLOGY & ARTS

Central Academy of Technology & Arts is an advanced and specialized component of the Union County Public Schools secondary school curriculum. As a magnet school, it provides technical and arts focus for students across the nine high school districts in Union County.

Central Academy of Technology & Arts strives to prepare students for more fulfilling lives, to equip them with knowledge and skills to enter the labor market directly after high school graduation, or to continue their education. Central Academy assists students with the development of pride in their chosen careers and an appreciation for a strong work ethic. It also encourages students to evaluate and synthesize their own attitudes, values, and motivations concerning learning and living.

Central Academy of Technology & Arts shares with the home, business, industry, NCDPI expectations, and the other educational institutions within the extended area, the responsibility for providing educational opportunities and development. Realizing this cooperative responsibility, Central Academy maintains an ongoing evaluation and revision of its curriculum according to the needs of the students and the community via strong advisory committees.

Central Academy of Technology & Arts informs the students and the entire community of its programs and opportunities through every available means. Students who can benefit from, and are willing to work for the skills and knowledge available through Central Academy's programs have the opportunity to pursue and be successful in a career area of interest.

Statement of Non-Discrimination

Central Academy does not practice or condone discrimination in any form against students, employees, or applicants on the basis of race, color, sex, national origin, religion, age or handicap. For more information regarding sex discrimination or service for the handicapped please contact:

Union County Public Schools
500 N. Main Street Suite 700
Monroe, NC 28112-4786
(704) 283-3771

Family Educational Rights and Privacy Act (FERPA)

(FERPA) sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to:

- Provide a parent access to their child's educational records.
- Provide a parent an opportunity to seek correction of records he/she believes to be inaccurate or misleading.
- With some exceptions, obtain the written permission of a parent before disclosing information contained in the student's education record.

Academic Pathways (General Overview - courses and sequence subject to change)

Information Technology – Cyber Security

	1 st semester	2 nd semester
9 th	Foundations of Information Technology	Microsoft Excel/Access
10 th	Computer Programming I HN	Network Engineering Tech I
11 th	Introduction to Cyber Security I	Introduction to Cyber Security II
12 th	Advanced level Cyber Security courses (SPCC)	Advanced level Cyber Security courses (SPCC)

Recommended electives: Computer Programming II HN

Information Technology – Computer Engineering

	1 st semester	2 nd semester
9 th	Foundations of Information Technology	Microsoft Excel/Access
10 th	Computer Engineering Tech I	Computer Engineering Tech II Honors
11 th	Network Engineering Tech I	Network Engineering Tech II Honors
12 th	Networking Engineering Tech III Honors	Computer Programming 1 HN or Intro Cyber Security I or AP Computer Science

Recommended electives: Computer Programming I HN

Information Technology – Software & Game Design

	1 st semester	2 nd semester
9 th	Microsoft Excel/Access	Computer Programming I HN
10 th	AP Computer Science Principles or Computer Programming II HN	AP Computer Science A
11 th	SAS Programming I HN	Scientific & Technical Visualization I Honors
12 th	Game and Art Design Honors	Advanced Game Art & Design Honors

Recommended electives: SAS Programming II HN, CTE Advanced Studies in Business and IT

Medical Science

	Core Courses	Elective Course
9 th	PLTW Principles of Biomedical - Honors	Health Science I HN
10 th	PLTW Human Body Systems - Honors	Sports Medicine I HN or AP Bio/EnvSci
11 th	PLTW Medical Interventions - Honors	Sports Medicine II HN or AP Chem/Physics/Biology/env sci
12 th	PLTW Biomedical Innovation - Honors	Health Science II – Honors CTE Medical Internship or AP Chem/Physics/Biology or Forensics

Recommended electives: Medical Spanish

Performing Arts - Dance

	1 st semester	2 nd semester
9 th	Apparel and Costume Design	Dance I
10 th	Dance II	Dance III Honors
11 th	Dance III Honors	Dance IV Honors
12 th	Dance IV Honors	Technical Theatre I

Performing Arts – Music Production and Recording Arts

	1 st semester	2 nd semester
9 th	Band, Chorus or Piano	Music Theory HN
10 th	Band, Chorus or Piano (advanced level)	AP Music Theory Multimedia and Webpage Design
11 th	Intro to Recording Arts. Band, Chorus or piano (advanced level)	Film Production I
12 th	Recording Arts II	Band, Chorus, or piano (advanced level)

All MPRA students should take Piano during their time at CATA.

Performing Arts - Theater

	1 st semester	2 nd semester
9 th	Theater I, Apparel and Costume Design	Musical Theater
10 th	Theater II	Technical Theater I
11 th	Theater III Honors	Theater III Honors
12 th	Theater IV Honors	Theater IV Honors

Transportation - Auto Technology

	1 st semester	2 nd semester
9 th	Intro to Auto Services	
10 th	Auto Service I	Auto Service II
11 th	Auto Service III	Auto Service – Engine Drivetrain
12 th	Auto Service – Suspension Chassis Electrical	Hybrid and EV Technology

Recommended electives: Collision

Transportation – Collision

	1 st semester	2 nd semester
9 th		Intro to Auto Services
10 th	Collision I - Introduction	
11 th	Collision II – Non-structural	Collision III – Re-finishing
12 th	Collision IV - Estimating	CTE Advanced Studies

Pre-Engineering current students (prior to 16-17)

	1 st semester	2 nd semester
9 th	PLTW Intro to Engineering	Electronics I
10 th	PLTW Computers Integrated Manufacturing (CIM)	Drafting I Honors (or Metals Manuf HN)
11 th	PLTW Digital Electronics (DE)	PLTW Principles of Engineering (POE) Elective Option – Metals Manufacturing HN
12 th	PLTW Engineering Design & Development (EDD)	Elective Options – PLTW Aerospace Engineering, PLTW Civil Engineering & Architecture, and Metals Manufacturing

**All courses are required to achieve academy recognition (not elective options). The prerequisite for each course is successful completion of the previous course. In addition the following math prerequisites must be met.*

Computers Integrated Manufacturing – Math II

Drafting I – Math I

Aerospace Engineering – Math III

Revised to start 16-17

Pre-Engineering

	1 st semester	2 nd semester
9 th	PLTW Intro to Engineering	Drafting 1 Honors
10 th	Electronics 1	PLTW Digital Electronics (DE) Elective Option - Drafting 2 Honors
11 th	PLTW Computers Integrated Manufacturing (CIM)	PLTW Principles of Engineering (POE) Elective Option – Metals Manufacturing & Drafting 2 Honors
12 th	PLTW Engineering Design & Development (EDD)	Elective Options – PLTW Aerospace Engineering, PLTW Civil Engineering & Architecture, and Metals Manufacturing I & 2

**All courses are required to achieve academy recognition (not elective options). The prerequisite for each course is successful completion of the previous course. In addition the following math prerequisites strongly encouraged to be successful in the CATA classes.*

Computers Integrated Manufacturing – Math III

Drafting I – Math I

Principles of Engineering – Pre-Calculus, Physics (optional)

Administrative Procedures

CHECK IN – CHECK OUT

Students who arrive late to school must check in at the front office.

Students wishing to check out early must bring a note to the office secretary **before school**. The note must be from the student's custodial parent and contain the reason, departure time, parent signature and a phone number where the parent can be reached. The school secretary in the front office will fill out a check-out form and give a copy to the student. The student is to bring this check out form to the office at his/her departure time. If the student returns to school the same day, he/she must check in at the office and be issued a pass to class.

Students who need to leave school due to illness must have their teacher send them to the office with a hall pass. Office personnel will then call for parental permission. This policy will apply on all school days including those with scheduled school wide assemblies.

STUDENT ABSENCES

Students must turn in excuse notes to the office secretary before the start of the school day.

- Students are allowed **THREE** days after being absent to bring a parental note to document the reason for the absence. The note must be signed by a parent or guardian with a work and home telephone number for further clarification.
- After **THREE** days the absence is recorded as **unexcused/not waiverable/not lawful**
- Students are not permitted to leave campus for lunch because of safety concerns.

CODE 1-LAWFUL ABSENCES -- See listing below

The following are lawful reasons for school absences with appropriate documentation:

1. Illness or Injury
2. Death in the Immediate Family
3. Medical or Dental Appointments
4. Court, Administrative Proceedings, or Jury Duty
5. Religious Observances – a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with written prior approval from the principal.
6. Educational Opportunity - prior approval by principal
7. Quarantine
8. Military Deployment – for students attending ceremonies related to military deployment of family members.

CODE 2-UNLAWFUL ABSENCES -- All absences that are not classified as lawful.

CODE 3-SUSPENSION (OSS)

ABSENCES WHERE PRIOR APPROVAL IS NEEDED

Students will not be counted absent from school when participating in school sponsored functions and field trips. School sponsored functions include college visits and scholarship interviews for high school students. All scholarship interviews must have been established through appropriate scholarship agencies or committees and the student must have **PRIOR** approval by the guidance department before attending interviews. When students miss classes for scholarship interviews, written documentation from the agency or committee must be furnished to the guidance department the next school day after the interview to avoid having the day spent off campus count as an absence. Any classes missed for a scholarship interview will not count as an absence toward needed recovery time. Military induction interviews will be treated the same as scholarship interviews. Additionally, absences for job shadows and Career and Technical Education student organization activities are not counted as absences from class or school.

RECOVERY PROCEDURES

ATTENDANCE/ABSENCE AND WAIVER LETTERS

Students with more than 7 absences in a course can fail the class due to Absences alone, regardless of their grade average in the class.

Attendance at school is a priority. It is so important to be present in order to learn and to gain opportunities for mastering coursework. This is also a very important life lesson for our children to learn—in life we have expectations of going to work and working to the best of our ability, and this good life habit starts with attendance at school.

- To ensure maximum student attendance we will be contacting students and parents when students reach 3, 6, and 8 absences. The numbers 3, 6, and 8 are for Total absences, both excused and unexcused. Students will receive a letter to take home to parents and parents will receive a ConnectEd message.

- According to UCPS attendance policy students should not miss more than 7 classes in each class. The goal is to not miss ANY school, but if a student has a valid reason, such as an illness or other excused absence, they can have up to 7 absences and still pass the class.

- It is important that excuse notes be written and turned into the office within 3 days after an absence. After the three days, then the absences are recorded as unexcused permanently.

- At each absence threshold (3,6,8) CATA staff will make the determination if the student needs to begin the recovery process to make up absences and notify parents and students on how to make up time missed from school. Recovery should be done during the semester and in the two week time span given or the student will not be allowed to recover the absences at a later date.

- There are UCPS limits on how many classes can be recovered. Recovery will be held on Tuesdays and Thursdays after school with Ms. Riley, or with the student's individual teacher. Students are expected to work on content during recovery time. This plan is in place so that your student makes up content close to the date it was delivered in class.

STUDENT USE OF TELEPHONE (OFFICE)

There is one phone designated for student use in the front office in the event of an emergency.

USE OF SCHOOL FACILITIES

Individual students or groups of students must have the supervision of a faculty member when using the school buildings and/or facilities before or after school hours.

LOST AND FOUND

Articles found in and around the school should be turned into the front office where the owners may claim their property by identifying it. Articles not claimed will be donated to a charitable cause.

VISITORS/COMMERCIAL FOOD

All visitors must report to the main office, sign the visitor's register, and obtain a visitor's badge immediately upon arrival on campus. No outside students or graduates may visit teachers during the school day.

Students are not to bring guests to school during instructional hours (including lunch). Visitors are not allowed to bring commercial food items to students during school hours due to child nutrition regulations. This causes a disruption and competes with child nutrition services. Visitors not complying with this policy will be asked to leave campus. Only store bought foods (pre-packaged) can be used at school functions.

Teacher-invited presenters or visitors must be approved by the administration **in advance** and register in the office before entering a classroom.

SECURITY CAMERAS

Students and visitors are advised that security cameras are in use at all times on the CATA campus.

VERBAL ANNOUNCEMENTS

Announcements and the Pledge of Allegiance will be made at the beginning of 1st period. In an effort to minimize classroom disruptions, intercom announcements will be limited. Any announcements needing to be addressed to students or teachers must be submitted to Ms. Christensen through the Google form set up for announcements.

WRITTEN ANNOUNCEMENTS/POSTERS

Administration must approve all written announcements, flyers, or posters, their display locations, and their method of attachment.

FUNDRAISING PROJECTS

All fundraising projects must meet the guidelines established by the Union County Board of Education and must further be approved by the Principal or her designee.

FIRE and EMERGENCY DRILLS

A fire drill will be held each calendar month. Know the evacuation route for the occupied room.

- Students should move quickly and quietly out of the building and approximately 500 feet away from The building.
- Always assume that a fire alarm is the real thing.
- Wait outside until instructed to return to the building.

Emergency procedure drills for tornados and lock downs will be practiced during the year. All students should follow the instructions of school staff and be in the appropriate place during the drills.

Delivery of Flowers and Gifts to Students

CATA assumes no responsibility for flowers or gifts that are delivered to students during the school day by florists or individuals. Deliveries will not be released to the students until after the instructional day.

Delivery of Message/Forgotten Items

If a student has forgotten an item (lunch, assignment, etc) or a parent needs to get a message to a student, items/messages can be left for students in the front office. *We will not interrupt a class to deliver a message/item unless it is determined to be an emergency.* The names of students needing to pick up forgotten items and/or messages will be called during the morning and/or afternoon announcements.

Please plan ahead for events such as forgotten lunch by arranging to have a balance in the student's cafeteria account.

STUDENT FINES

All fines from the current year should be paid to the bookkeeper immediately. Students are not allowed to participate in graduation ceremony, purchase prom tickets, or purchase a current year parking pass until all fines have cleared in the bookkeeper's office. Students are responsible for clearing all accounts with the

bookkeeper during the year they are assessed. As of July 1, 2007, The Union County Board of Education has entered into an agreement with a collection agency for the collection of all returned checks issued to all Union County Public School locations.

The Board requires that you make sure the following information is on all checks written:

- Full Name AND Street Address
- Home Phone Number
- Second Phone Number (if available)

If your check is returned by your bank, it will automatically be forwarded by the Union County Board of Education's bank directly to a collection agency after the first presentation. The collection agency will contact you in order to collect the face amount of the worthless check plus the state allowed collection fee. The amount of the collection fee in NC is currently a minimum of \$25.00; however, this fee is subject to change as allowed by law. If you do not properly respond to the collection agency, your check may be resubmitted to the bank electronically along with applicable collection fees.

After 60 days any check deemed uncollectible will be returned to the school and a warrant will be issued through the Union County Sheriff's Office to the person signing the check. In addition to the face amount of the check and the service charge, the check will then be subjected to a cost of court charge.

Students should bring the correct amount of money to school. All checks are to be made payable to Central Academy of Technology & Arts.

MEDICATION

Students who must take ANY medication of any kind during school hours and/or on field trips must obtain a "Request for Medication to be Given During School Hours," form from the office. This form must be completed and signed by a physician and parent. The completed form and the medication are given to the Principal or designee for dispensing. Students who do not comply will be subject to consequences as defined in the Union County Board Policy on student discipline. There may be additional forms needed for out of state and/or overnight field trips.

Click here for the medication consent form and self carry:

<http://www.ucps.k12.nc.us/site/handlers/filedownload.ashx?moduleinstanceid=6453&dataid=8169&FileName=Pg.102.UCPS%20Medication%20Consent%20Form.English%20with%20self%20carry.pdf>

Student Services

BUS TRANSPORTATION

Riding a bus is a privilege, not a right. All CATA students are eligible for free bus transportation. Students must be at their designated bus stop fifteen (15) minutes prior to the time of bus arrival. A student may be denied this privilege as a result of misbehavior in addition to other penalties. Union County Board Policy and CATA discipline guidelines do apply to bus riders both on the bus and at the bus stop. **All riders should proceed directly to their bus after school as buses will dismiss ten minutes after the end of the day school bell.**

Any questions regarding routes, buses, or drivers should be directed to the CATA Transportation Specialist at 704-296-6347. Their office is housed at Piedmont HS.

Notes requesting bus changes must be brought to the front office secretary before school, and the student must pick up that note before the end of the day in order to ride a different bus. Students who do not pick up the form may not be allowed to ride a different bus. A call home to the custodial parent will be made to verify any bus change. Approval to ride a different bus is ***NOT*** guaranteed.

Cafeteria

- Each student will be issued a cafeteria ID number to use when purchasing meals. Students are responsible for payment when meals are purchased. **Breakfast and lunch cannot be charged at any time.**
- Each student is responsible for cafeteria cleanliness. Dispose of all trash to the appropriate location.
- Any disciplinary rules for the school system also apply for behavior in the cafeteria including Disruptive behavior and non-compliance.
- Only students making purchases are allowed in line. Food handled will have to be purchased.
- Book bags are not allowed in the food line.

2016-2017 MEAL PRICES	PAID BREAKFAST	PAID LUNCH	REDUCED* LUNCH
Middle & High Schools	\$1.15	\$2.40	\$.40
UCPS Employees	a la carte	a la carte	
Visiting Child	a la carte	a la carte	
Visiting Adult	a la carte	a la carte	

**Free or reduced lunches are available to students who qualify according to the federal guidelines. Applications may be obtained from your advisory teacher or from the cafeteria office.*

Guidance and Counseling

Purpose

The purpose of the Guidance Department is to assist students in becoming more self-sufficient by promoting effective decision-making that will lead to student success. It is our duty to serve all students and guide them through their high school careers.

Although we cannot tell the student what he or she must do, we can assist students in finding their true potential. These self-discoveries will enable the student to make the best decisions in terms of post-secondary educational planning, future professions, and life in general. CATA's guidance program focuses on these three elements: Academic Development, Career & College Counseling, and Personal & Social Development.

The CATA guidance counselors are located in the Guidance Suite.

The Guidance Department has an "open door" policy; however, a particular counselor may not be available at all times. Appointments can be made through the guidance secretary or by requesting a time from the individual counselor. Assistance is always available in case of emergencies. Students must report to their classroom teachers before going to the Guidance Office.

Schedule Changes

Each year during registration, students are encouraged to seek and secure all available assistance in planning class schedules for the following year. Determining and registering for the proper courses is necessary to satisfy graduation and Academy requirements as well as to meet the personal interests and needs of students. Due to class sizes and maximum allowable teacher-student ratios, schedule changes at the beginning of the year may not be possible.

Students may request a schedule change once they receive their schedule. Schedule change requests must meet the appropriate reasons on the schedule change form, as schedules are based on spring requests.

Students who wish to change classes after school has begun must obtain approval from their assigned counselors within 5 days. Students may not drop classes simply due to poor grades.

Any course dropped after the first two weeks will be indicated on the student's record as withdrawn. No credit will be given. The student's transcript will be designated as a "WP" (withdraw passing) or "WF" (withdraw failing). The "WP" is not counted in computing grade point averages; however, a "WF" is included. No student may be dropped from a course for which a state End-Of-Course test is given after the first ten days of school.

Academy Counselors

Ms. Lawson - Medical, Transportation

Ms. Cameron - Pre-Engineering, Performing Arts Dance and Theater

Ms. D'Rozario - Information Systems and Music Recording and Performance Arts

Transcripts

Transcripts of academic work are issued from the Guidance Department. Transcripts will be issued upon written request from the individual student. Transcript request forms are located in the Guidance Suite. The

first three (3) transcripts are free; students pay a \$2 fee upon the 4th and subsequent request or students may pay ten dollars for unlimited transcripts.

Grades

Progress reports will be issued at the midpoint of each six weeks. Report cards are distributed each six weeks. The printout contains a number grade for class achievement, a conduct comment for each class, and a listing of the number of days absent in each class period.

Driving Eligibility Certificate

To receive your Driving Eligibility Certificate, you must see the designated person. You must bring the following items: a) original or certified copy of your birth certificate, b) a valid social security number (card or tax form), and c) Driver Education completion certificate. To receive and keep a driver's license a student must maintain academic progress, which means passing 70% or more of his/her classes. At CATA, students must pass three out of four classes each semester or their license will be revoked. After the fall and spring semester, students can have their license returned if they meet the academic requirements. Instructions for submitting hardship letters will be mailed home before a student's license is revoked. In addition, on July 1st, 2000, the "Lose Control, Lose Your License Guidelines" went into effect. This law directs schools to report expulsions, long-term suspensions and assignment to alternative schools for offenses such as sale or possession of alcohol or illegal controlled substances, weapons, or firearms on school property, or physical assault on any school personnel to the NC Dept. of Motor Vehicles. The license or permit may be revoked for these students for one year. Contact the Dropout Counselor for a DEC after the student passes the course.

Contact the Driver Education Coordinator for questions concerning the Driver Education Class.

Driver's Education (DE) for information pertaining to Driver's Education, please refer to the link provided <https://sites.google.com/a/ucps.k12.nc.us/driver-education/home>

Lockers

Lockers will be available for the school year. Students may only use locks purchased through the school at a rental fee of \$3.00. A lost, stolen or replacement lock will cost \$5.00. Students can only use the locker to which they are assigned. Students are responsible for books and other school materials that are lost from unsecured lockers. Lockers are the property of CATA and students should expect no privacy rights regarding their use. Lockers are subject to search by school personnel at anytime. In addition, all PE students should be issued a locker room locker with a lock and must lock all of their belongings inside of a locker during PE Instruction.

Physical Education Lockers Are Required: All students taking a Physical Education class must use the PE locker rooms and not the Athletic Locker Rooms. The PE teachers will distribute a lock and assign a locker to each student who must place his or her items in the locker when they dress out each day. Students will be assessed a \$10 fee if they do not turn in lock at the end of the semester. Students may not leave items unsecured in the locker room.

Media Center

Media Center Website <https://sites.google.com/a/ucps.k12.nc.us/cata-media-center/>

Mission:

To ensure that all students and staff are effective users of information, technology, and ideas. To support students and staff in the pursuit of lifelong learning.

Media Center Expectations:

Students are expected to be respectful of the media center, the materials, and the patrons. Please be considerate of the other students and staff who use the facility. All book bags and backpacks must be stowed in the area near the entrance to the media center.

Media Center Hours:

The media center will be open Monday through Friday from 8:15 a.m. - 4 p.m. We will be open during the day to students with passes and classes that sign up through the Google Calendar.

Media Center Staff:

Ms. Christensen, Media Coordinator

Ms. Bivens, Media Assistant

Admission to Media Center:

- Passes, signed by a teacher or administrator, with the student's name, date, time, and destination Are required. Students must sign in at the desk by the entrance to the Media Center when not with a class.
- Students may use the Media Center without a pass before school and after school.
- Students may use the Media Center during lunch, but must obtain a lunch pass before lunch and Sign-in at the door.

Circulation Policy:

Regular library materials may be checked out for a period of three weeks and renewed once. Magazines and reference materials may also be checked out.

Check-Out Limit

We do not have a check-out limit; however, students are expected to be reasonable and responsible in checking out materials.

Due Dates

Students are responsible for bringing books back on or before the due date. Overdue notices will be distributed regularly.

Lost/Damaged Items

Patrons are charged for lost or damaged items. Students will not be charged a fine for overdue materials.

Obligations

- Students are expected to keep Media Center Accounts in good standing:
- If students have one or more materials that are a month overdue, their check-out privilege may be suspended until all items are returned or paid for.
- If a student pays for a lost item and the item is found by the end of the next school year, they will be reimbursed for that item.
- We do not charge overdue fines.

Printing and Copying

All printing must fall within the guidelines of the county computer use policy. Students can print up to 8 pages of black and white prints for free. Papers over 8 pages will be charged \$.05 a page. Color prints are \$.25 a page. You must pay for your prints before you can pick them up. Please have the correct change since we do not have the ability to make change for large bills.

Poster Board and Batteries

The Media Center does sell poster board and batteries to students.

Computer use in Media Center

Students will be assigned to computers and will log on with their ID numbers and passwords. There are many informational databases on the network plus Internet access for students. Please refer to the **Union County Acceptable Use Policy Student Handbook**. Students who fail to adhere to the established computer use policies will have restricted privileges or possible loss of privileges.

Expected Behavior

The Media Center is designed for classes, research and quiet work.

- Sign in and show your pass to Ms. Bivens or Ms. Christensen when you enter
- Work independently
- Food, drinks, candy and gum are not permitted in the media center
- Students are expected to keep their Media Center accounts in good standing
- Computers are to be used for academic purposes only

Academic Procedures

The grading scale is calculated on a weighted scale as follows:

NUMBER OF QUALITY POINTS GIVEN Class of 2019				
Grade	Basic	College Prep	Honors	AP/CCP (If student takes AP exam)
90-100	4	4	4.5	4.5
80-89	3	3	3.5	3.5
70-79	2	2	2.5	2.5
60-69	1	1	1.5	1.5
0-59	No Credit Given			

NUMBER OF QUALITY POINTS GIVEN Class of 2017, 2018				
Grade	Basic	College Prep	Honors	AP/CCP

				(If student takes AP exam)
90-100	4	4	5	6
80-89	3	3	4	5
70-79	2	2	3	4
60-69	1	1	2	3
0-59	No Credit Given			

For additional information, please refer to the UCPS Program of Studies

HOMEWORK AND CLASS ASSIGNMENTS

Failure to complete homework and class assignments will result in a lowering of grades and may result in a parent/teacher conference.

SEMESTER EXAMS

First and second semester exams are given to all students in grades 9-12 on designated days in the school calendar. Scores on these exams count 25% of the final semester grade.

Student Recognition Programs

CATA will offer numerous opportunities for students to participate in co-curricular and extracurricular activities. Student life organizations are listed on the school's website <http://cata.ucps.k12.nc.us/>.

1. HONOR ROLL

Students making the "A" or "A/B" Honor Roll will have recognition opportunities that occur throughout the school year.

2. ACADEMIC LETTERS

Students who have an overall semester average of "90," computed by averaging equally the grades received in all courses in which the student is enrolled and no semester grade less than "85," will be awarded a letter. Students who meet the qualifications more than once will be awarded a gold bar. Eight (8) points are added to the numerical grade received for the semester for each AP course.

3. JUNIOR CLASS MARSHALS

The roster of Marshals will be comprised of the top five percent of the Junior Class or at least 10 students (whichever number is greater). Selection is based on highest cumulative grade point averages calculated at the end of the 5th grading period of the Junior year. Junior Class Marshals participate in Graduation exercises and other ceremonies.

4. HONORS DESIGNATIONS FOR GRADUATING SENIORS

The following honors designations will be used for graduating seniors in lieu of valedictorian and salutatorian:

Weighted GPA Designation

4.57 or higher summa cum laude

4.14 – 4.56 magna cum laude

3.71 – 4.13 cum laude

5. NORTH CAROLINA ACADEMIC SCHOLARS*

Students who complete the State Board of Education requirements for a well-balanced, challenging high school program will be named North Carolina Academic Scholars and receive special recognition. The students who qualify for this special recognition:

- will be designated by the State Board of Education as North Carolina Academic Scholars.
- will receive a seal of recognition attached to their diplomas.
- may receive special recognition at graduation exercises.
- may be considered for scholarships from the local and state business/industry community.
- may use this special recognition in applying to post-secondary institutions.

**Requirements for NC Scholar designation are available in the Guidance Office and in the UCPS Program of Studies.*

6. UCPS GLOBAL SCHOLARS PROGRAM

Students should submit a proposal to their school's Graduation/Scholarship Committee outlining their plans for completing a Service Learning Project that will allow them to contribute to the local, national, or world community. The project must have a Global theme. Once approved, students must complete the Service Learning Project and present a written artifact (e.g. project, portfolio, presentation) to the committee.

Additional Information for Students

STUDENT LIFE

Each student at CATA is encouraged to be an active participant of a student life organization to celebrate leadership, community service, academic excellence, student interest, or to support a specific curriculum. Students may advocate to form new clubs or organizations based on student interest and availability of teacher advisement and approval of the Site Based Management Team. Click here for a list of current organizations: <http://cata.ucps.k12.nc.us/php/StudentClubsandOrganizations.php>

SCHOOL SAFETY

Report any inappropriate behaviors that you may observe to any adult in the building. This may include individuals on campus or persons that you may not recognize hanging around the school. Also, for security purposes all exterior doors are to remain closed and locked at all times. The only appropriate entrance is the front entrance. If you should see a door propped open, please close the door. **DO NOT OPEN A LOCKED DOOR FOR ANYONE.** All visitors should report to the front office through the front door upon their arrival. Should you see or hear anything that concerns you, please report immediately to a teacher, counselor, administrator, or any school staff member.

STUDENT PARKING LOT

Students are not to visit the parking lot during the school day. If there is a crucial need to receive an item from your car, please see an administrator.

STUDENT PARKING PASSES

-ALL past due student fees must be paid before you are permitted to purchase a parking pass—this includes the 2013-2014, 2015-2016, AND 2016-2017 technology fee, media center fees, cafeteria, etc..

- ALL Students, MUST print and bring ALL required documents with you along with the cash (exact amount) or check for \$35.00 made payable to Central Academy of Technology & Arts. Any incomplete application packets will delay the process and you canNOT reserve your parking spot until all documents and check are turned in. Please make sure to have your parent sign the registration forms. Forms are available on the CATA website under “Students”.

- If you pay with cash, you MUST have exact change.

-The availability of reserved parking spots is not guaranteed as we have limited spaces. While seniors that purchase on the first day are guaranteed spots, other spots are only available if spaces remain. Students obtaining their license during the school year are not guaranteed a spot, and may have to wait until the following year to drive. We will have a waitlist for those students bringing in all appropriate documentation.

-Students who drive to school on the first day will need to have a hang tag to park in a reserved space.

-Parking passes for the next school year will be sold prior to the beginning of the school, students are encouraged to monitor the school website and cougar chronicle for information pertaining to student parking passes.

STUDENT CHROMEBOOKS

Student Chromebooks will be issued the first week of school and students should be prepared to pay the \$25.00 technology fee by paying on line, check made out to Central Academy or have exact change. It is an expectation that the students at Central Academy utilize technology.

ATHLETICS

CATA is a member of the Rocky River 2A Conference and is a member of the North Carolina High School Athletic Association.

CATA currently offers students opportunities to participate in these sports:

- Baseball (Men's JV and Varsity)
- Basketball (Men's and Women's JV and Varsity)
- Cheerleading (JV and Varsity)
- Cross Country (Men's and Women's)
- Football (JV and Varsity)
- Golf (Men's and Women's)
- Soccer (Men's and Women's JV and Varsity)
- Softball (Women's JV and Varsity)
- Swimming (Men's and Women's)
- Tennis (Men's and Women's)
- Track (Men's and Women's)
- Indoor Track (Men's and Women's)
- Volleyball (JV and Varsity)
- Wrestling

NOTE: Participation in high school athletics is a privilege, not a right. Team members are subject to removal or suspension from any team at the coach's discretion.

Athletic Eligibility Requirements

1. Scholastic: must pass three (3) subjects during the previous semester and meet local promotion standards.
2. Attendance: must have attended no less than 85% of the previous semester.
3. Age: must not turn 19 on or before October 16.
4. Insurance and Physical: must have school insurance or proof of insurance and a certified physical examination.

High School Discipline Code

Please see the *2016-2017 UCPS High School Student Handbook* for the “Code of Student Conduct” under Board of Education Policy 4-3b.

SKIPPING AND TRUANCY

Skipping and Truancy are not tolerated.

Skipping class (being in an unauthorized area on campus during class time) will result in parent notification and immediate placement in:

- **ISS (in school suspension) 1 period to 1 day for the 1st offense**
- **ISS for 1 to 2 days for the 2nd and 3rd offense**
- **OSS (out of school suspension) for the 4th offense**

Truancy (coming to school and leaving without permission or willfully NOT attending) will result in parent and legal authority notification and the following:

- **0-3 days suspension and principal discretion for further action for the 1st offense**
- **1-5 days suspension for 2nd offense**

NOTE: Truancy is a legal issue and will result in court proceeding. The administration reserves the right to modify consequences on a case-by-case basis whenever appropriate.

Out of specified area without permission. No student shall be in any place other than those designated by teachers or school officials without permission. This may fall under the consequences for skipping.

TARDY POLICY

At CATA, instruction is very important. All students are expected to be in their classrooms and ready to receive instruction before the tardy bell rings for each class. Following the tardy bell, students who are not in class must report to the front office for a tardy pass. Only students with a Tardy Pass will be admitted after the tardy bell rings.

Tardies will be recorded as unexcused unless an excuse can be verified by staff. Tardies will result in the following penalties:

All students must report to the office when tardy.

1st/2nd Tardy	Warning / no other punishment
3rd Tardy	Warning / Parent contact- Call- Letter or email
4th/5th Tardy	1 day lunch detention / parent contact
6th/7th Tardy	1 day ASD / parent contact
8th Tardy	Parent conference, plan created, possible additional consequences

The administration reserves the right to modify consequences on a case-by-case basis whenever appropriate. This may include loss of parking privileges.

HALL PASSES

Students who are not in class during regular class hours must have a "hall pass" and produce it to an administrator, teacher, or staff member upon request. Students with Early Leave must leave campus immediately following their last class after signing out in the office.

Dress code. The administration recognizes that the First Amendment to the Constitution of the United States respects a student's right to choose his or her style of dress or appearance. However, if a student's dress or appearance is so unusual, inappropriate, or lacking in cleanliness that it disrupts the learning environment; the student may be required to change the offending dress or appearance. Clothing that attracts undue attention to the body's form or contour is inappropriate for school. Students are responsible, therefore, for exercising good judgment in dress and grooming. The following are guidelines for high school dress, but are not limited to these:

- Shorts, skirts, dresses, etc. must extend beyond a student's fingertips when the student is standing up straight.
- No holes are allowed above fingertip length.
- Shirts that show cleavage, stomachs, or bare backs violate dress code.
- No spaghetti/tank tops with shoulder straps less than 3-fingers wide.
- No mesh tops, see-through, cut-off shirts, halters, skintight clothes, or clothing of any type that exposes the torso, contains profane words, drug or alcohol advertising, sexual innuendoes, or other unacceptable graphics.
- Students must wear shoes.
- No hats or headwear worn inside buildings.
- No gang related clothing, paraphernalia, or tattoos.
- No sunglasses worn inside unless medically needed.
- Visible undergarments are prohibited at all times.

Students will be given the opportunity to change if they are out of dress code. If they choose not to or are not able to change, a parent will be required to bring an appropriate change of clothing.

Consequences for the above infraction may include up to Out-of-School Suspension.

Students arriving on late buses will not be considered tardy. Students must report to the Cougar Café upon arrival at school and remain there until the first (1st) bell. Students must exit the building at the dismissal bell unless under the direct supervision of a teacher.

Consequences for the above infraction may include up to Out-of-School Suspension.

Out of class or out of school for any part of the day without permission. No student shall be out of class or miss any part of the school day that violates local school policy on attendance (skipping). State regulations do not allow parents to give students permission to miss any school time for unlawful reasons.

Consequences for the above infraction may include up to Out-of-School Suspension.

Violation of classroom policies. Students shall follow any rules and regulations not addressed in this policy which are established by the administration or the classroom teacher.

Consequences for the above infraction may include up to Out-of-School Suspension.

Intimate behavior. Students must not engage in behavior such as kissing, excessive body contact, or other actions inappropriate for the public school setting.

Consequences for the above infraction may include up to Out-of-School Suspension.

Profane/inappropriate/discriminatory language (Written, verbal, drawn, and cyber) are inappropriate for the school setting.

Consequences for the above infraction may include up to Out-of-School Suspension.

Bullying & Cyberbullying:

At CATA we believe that every student and adult should be a part of a safe and caring environment for students to learn and develop. Bullying and Cyberbullying will not be tolerated at CATA and there is a procedure in place to address such behaviors. The procedures developed include both proactive and responsive measure to deal with bullying. Any student may report bullying via an anonymous bullying incident report form available in the guidance office, classrooms or main office area. Student and parents may report bullying by contacting the Guidance Counselors.

Reckless or belligerent behavior that might result in injury or bodily harm. No student shall engage in any behavior which is so careless, reckless, or belligerent it could, if continued, result in bodily harm or injury to oneself or others. Under some circumstances, these behaviors could lead to out of school suspension.

Any major act clearly intended to disrupt school. No student shall purposely disrupt the lawful function of the school or its special activities, events, trips, or performances or infringe on the rights of other students, faculty, spectators, or the public. In the classroom, no student shall impair the teaching/learning process. Under some circumstances, these behaviors could lead to out of school suspension (OSS).

Non-compliance. Students will comply with all directions of teachers, substitute teachers, teacher aides, student teachers, and any other authorized school personnel during any period in which they are subject to school authority. Under some circumstances, non-compliance may constitute grounds for out-of-school suspension to be determined by the administration.

Electronic Devices: Students will not use cellular phones or electronic/media devices during instructional time except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity. Students may use cellular phones or electronic/media devices during non-instructional times, including class change and lunch, so long as the use is not disruptive to the school environment and the cellular phone or electronic/media device is used in a safe and responsible manner.

The District is not responsible for theft, loss or damage to any electronic devices brought onto school property. UB: Cell Phone Use, UB: Inappropriate Item on School Property

First Offense: Confiscate item and return to the student at the end of the academic day. If use of the electronic device results in violation of other policies (including but not limited to school based rules) further discipline may be applied.

Second Offense: Confiscate item and return only to parents. Parent conference required and may include 1 day of in-school suspension, after school detention, or Saturday School.

Third Offense: Confiscate item and return only to parents. Parent conference required and may include 1 day of in-school suspension, after school detention, or Saturday School and cannot bring item to school for remainder of the school year, except as authorized in writing by the school principal.

Failure to obey the request of a school staff member to hand over an electronic device, including but not limited to a cell phone, shall be considered insubordination and consequences will be imposed pursuant to the school level rules.

Cheating/plagiarism. Students will refrain from copying, using, or otherwise claiming work of others to be their own. Students shall not cheat on tests/examinations, copy the work of another, or complete any type of academic assignment in a dishonest or deceptive manner.

1st Offense: Parent contact, documentation of incident to administration, and the student will be given a grade of zero (0) on the assignment.

2nd Offense: The teacher will refer the student to the grade level administrator; the student will be given a grade of zero (0) on the assignment, 1 day In-School Suspension (ISS), and parent notification.

3rd or More Offenses: The teacher will refer the student to the office; the student will be given a grade of zero (0) on the assignment, 2 days of ISS and parents will be contacted.

Bus misbehavior: All school rules apply on the bus and at the bus stop. Students shall not display any type of behavior which interferes with the safe and efficient operation of the school bus. Students may be suspended and/or denied the privilege of riding a bus to school.

Forgery. Students shall not provide school personnel or parents/guardians with false information by making changes in written paper or other genuine documents or use school documents inappropriately including signing another person's name or initials. Under some circumstances, forgery may constitute grounds for out of school suspension (OSS) to be determined by the administrator.

Lying: Students shall provide truthful information to school personnel. Under some circumstances, lying may constitute grounds for out of school suspension (OSS) to be determined by the administrator.

UCPS Technology Acceptable Use Guidelines

https://webcp.ucps.k12.nc.us/forms_manager/documents/1/AUG_Reformatted_2014.pdf

Violation of school policy not specifically addressed. The faculty, administration, and staff of CATA have the responsibility to provide a safe and orderly learning environment. Students are subject to disciplinary action for any disruptive behavior that detracts from the safe and orderly environment even if not specifically mentioned in these guidelines. The administration reserves the right to modify or amend the policies contained herein as it deems appropriate to fulfill this responsibility.

After School Detention (ASD)

Afternoon detention is held from 3:40 p.m. to 4:40 p.m. Students are given one day's notice to arrange transportation. Students who fail or refuse to report for detention may be assigned to Saturday School. Saturday School is held on Saturday mornings beginning at 8:00 a.m. Students should report prepared for academic work. Failure to report as assigned will result in out-of-school suspension.

In-School Suspension (ISS)

The philosophy at CATA states that students should be in class as much as possible to facilitate the learning experience. Therefore, In-School Suspension will be assigned sparingly and only in those cases where a

student's behavior is disruptive to the point that it impairs the ability of that student or other students to learn. Students assigned to ISS will report to a designated classroom under the supervision of a staff member. Students must complete academic work.

NOTE: The administration reserves the right to modify consequences on a case-by-case basis whenever appropriate.