

From the Principal's Desk

Dear Spartan Parents and Students,

I am pleased to welcome you back to a new school year! I would like to extend a special welcome to all of the new families joining Sun Valley High School this year and welcome back all of our returning families as well! I am honored to be your principal. Our goal at SVHS is to work together to provide our students with a rich learning environment. My vision, as the principal, is to always put students first! My belief is that all students can learn. As educators, we need to discover how each student learns in order to differentiate our instruction to support diverse learning styles. In a collaborative effort, we want our students to thrive in all ways possible. My hope is that all children will *LOVE* school and embrace a nurturing learning environment that is positive, safe, caring, as well as a fun place to learn and grow.

Student success is attributed to the partnership and the relationships we build within our community. It truly does take a village! Education is a joint venture and the administrative team greatly appreciates the support you provide for your children at home and at school to help them meet their learning goals. Without the support of parent contributions through our extraordinary PTSO, we would not have many of the programs that make SVHS so unique and successful.

Please make sure to take advantage of all of the avenues of communication that we offer.

Again, welcome to Sun Valley High School!

Remember, don't be good, BE GREAT!

Dr. Michael Harvey
Principal

Recognition Programs

1. North Carolina Scholars Program

Requirements are available in the Guidance Office.

2. Junior Class Marshals

Based on GPA from 5th Six Week Grading Period, five percent of the Junior Class or at least ten students (whichever number is greater) will be selected to serve as Marshals.

3. Academic Letters

In order to receive an academic letter, students must meet the following criteria:

- Obtain an overall semester average of 90 (computed by averaging the grades of each class in which the student is enrolled)
- Must not earn a semester grade of less than an 85

4. Honor Societies

Students may be inducted into any of the following societies:

Beta Club
National Honor Society
French Honor Society
Science Honor Society

Mu Alpha Theta
Rho Kappa
Spanish Honor Society
Math Honor Society

5. Scholar Athlete

Students who maintain a 3.5 G.P.A. while participating in a sport or co-curricular activity during a semester may be named as a Scholar Athlete and/or a Spartan Scholar.

6. Honor Roll

Students making the "A" or the "B" Honor Roll will be recognized.

7. Global Scholars

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.

Administrative Procedures

1. Announcements

In an effort to minimize classroom disruption, general announcements will be posted on social media and made at the end of 2nd period. Bus changes and any last minute announcements will be made at the end of the school day.

2. Sun Valley High School

Sun Valley High School students are PROHIBITED from being on the campus of Sun Valley Middle School between the hours of 7:30 – 4:30 unless specifically invited.

3. Fundraising Projects

All fundraising projects must meet the guidelines set by the Union County Board of Education and must further be approved by the Sun Valley High School administration.

4. Deliveries During the School Day.

NO deliveries will be accepted. Sun Valley High School assumes NO responsibility for flowers or gifts that are delivered to students during the school day. Students are not to have commercial food delivered to the school. No outside “fast” food will be allowed into the cafeteria. Parents/friends/etc. may not drop off food from outside sources (i.e., McDonalds, Subway, Taco Bell, Chick-fil-a, Bo-Jangles, etc.). This is in direct violation of the UCPS Child Nutrition Policies.

5. School Cafeteria

You are expected to leave your table clean and dispose of your trash. All food and drink must be consumed in the cafeteria. Meals may not be charged to student accounts. **Students are encouraged to leave/drop off book bags in their 3rd period class before going to lunch.** Free or reduced lunches are available to students who qualify according to the federal guidelines. Applications may be obtained from your homeroom teacher or from the cafeteria manager's office. Students caught stealing food (condiments also) will receive 1-6 days OSS per UCPS policy.

6. Absent All Day

Students are allowed **THREE** days after being absent to bring a note (parental/doctor/court) to the Distance Learning Lab/Main Office to document the reason for the absence. The note must be signed by a parent or guardian with a valid work and home telephone number for further clarification. For more information see the UCPS High School Attendance policy.

7. Absent Due to a School-Sponsored Function (Excused)

School-sponsored functions include: scholarship interviews, field-trips, school sponsored athletic participation, school club conferences, etc. These absences **WILL NOT** count towards the absence policy.

8. Absent Due to Non School-Sponsored Function (Excused)

Non-School-sponsored events: college visits, military obligation, funerals. Check with the Guidance Office for more information on college days, college visits, and scholarship interviews. These absences **WILL NOT** count towards the attendance policy.

9. Make-Up Work for Days Missed

Upon returning from an excused absence, it is the students' responsibility to discuss missed assignments with their teachers.

10. Late Arrival and/or Early Leave

A student is required to report to the main office to sign in when arriving at school any time after 8:15 a.m. An admit slip with an authorized signature will be issued to the student. Students who need to leave early must bring a note signed by a parent/guardian stating the reason and time of dismissal. Parents/Guardians who pick up students will be required to show photo identification.

11. Class Attendance

Attendance will be taken each period by the teacher and submitted via the PowerSchool computer program as a part of each student's permanent record. A student must be in class for 60 minutes to be counted present for that class period. A few exceptions to this policy include: attending school-sponsored functions, a late bus, and a conference with the administration.

12. Hall Pass

Hall passes will be issued by the teacher prior to any student leaving class. The hall pass must remain with the student throughout the transitional period. Students are required to provide the pass to any adult upon request while in the hallways. Failure to comply will result in an incident referral.

13. Homebound Services

When students develop complications from an injury or illness (extending beyond four weeks), documentation from a doctor is necessary prior to the school providing homebound services. A committee must meet to determine eligibility. Homebound services will be provided only as long as a doctor certifies IN WRITING to the principal that the student must remain at home. Contact school administration for additional details.

14. Lockers

Lockers are available upon request. Students should only use the locker to which they are assigned. All lockers should have a school approved lock, which should be used at all times. If a lock is lost the student will be charged \$5.00 to replace the lock. Locks are the property of Sun Valley High School and should remain on the locker at the end of the semester. Students should expect no privacy rights regarding their use. Lockers are subject to search by school personnel at any time. In this event the contents of the locker are considered the property of the person to whom the locker is assigned. **Locks for lockers in the gym are the responsibility of the student.** **Locks for gym lockers are highly encouraged and recommended. Students are encouraged to leave valuables at home. The school is NOT held accountable for lost items.**

15. Visitors

Visitors must report to the main office to obtain a VISITOR'S PASS. Students MAY NOT have outside guests during the instructional period. Violators will be prosecuted and may be charged with trespassing.

16. Safety Drills

Three types of safety drills are mandated by state and local agencies. A **FIRE** drill will be held each calendar month. One **TORNADO** drill will be held in the spring. Two intruder **LOCKDOWN** drills will also take place each semester. Students will be alerted by the sound of a bell or announcement giving the school instructions to follow via the Public Address System. The expectation is that all students and teachers react in a way to ensure the safety of all students.

17. Student Identification

Students and guests must provide proper identification for various school sponsored events (prom, dances, etc.) when asked by a school official.

18. Media Center Policies - Hours: 7:30 a.m. – 3:00 p.m.

a. Student Admission

1. No pass is necessary for entrance before or after school.
2. Students admitted to the Media Center during class time must present a hall pass signed by their teacher.
3. Students may use the Media Center during lunch but must obtain a pass before school from media staff. Students may also present a pass obtained from a teacher.
4. Book bags must be left in a designated area.
5. Food and Drinks are not permitted in the media center.

b. Acceptable Use Policy

1. Computers are to be used for academic purposes only.
2. Personal email and games are not allowed during the instructional period
3. SnapChat, Twitter, FaceBook, YouTube, chat rooms, and Instant Messaging (i.e. MSN Messenger, Yahoo Messenger, ICQ, etc.) are prohibited. This includes sites not mentioned or invented yet.
4. Visiting inappropriate sites on purpose is not allowed and will be treated as a serious breach of appropriate library behavior with consequences to match.

c. Checkout Policies

1. Checkout for general materials is two weeks.
2. Students are allowed up to two renewals.
3. Students may have a total of five items checked out at one time.
4. Students are responsible for returning books on or before the due date. Overdue notices will be sent each month. Students who do not return materials after receiving two overdue notices may be denied borrowing privileges.
5. Reference books and magazines must remain in the library.
 - Black and white copies and printouts are free
 - Color printouts cost \$.25 per sheet

19. Athletic Eligibility Requirements

Participation in school athletics is a privilege not a right. Team members are subject to dismissal or suspension from the team at the coach's discretion.

- a. Scholastic: student athletes must pass a minimum of 3 credits during the previous semester and be on grade level, having passed English.
- b. Attendance: students must have been in daily attendance 85% (no more than 13 absences a semester) of the previous semester
- c. Age: must not turn 19 on or before August 31 and may not exceed 8 semesters upon initial enrollment in the 9th grade.
- d. Insurance and Physical: must have medical insurance and a certified physical examination on the North Carolina High School Athletic Association Sport Pre-Participation Examination Form.

20. Video Cameras

Sun Valley High School has video cameras in strategic places on the campus. Parents/students should be aware that these cameras may become non-functional without warning.

21. Passive Drug Dog Program

Students and parents should be aware that the Union County Sheriff's Department can bring the Passive Law Enforcement Drug Dog on campus, either randomly or at the request of the school Principal.

22. Medication Procedure

Students are not allowed to have prescription or non-prescription drugs in their possession on campus. Any student needing to take medication (of ANY kind) will need to have a Medication Consent Form on file in the nurse's office signed by a doctor. The medication will be stored in the nurse's office and administered by trained personnel. Students who do not complete the required form and do not store their medication in the nurse's office are subject to UCPS discipline procedures.

23. Driving Eligibility Certificate

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. To receive and keep a driver's license a student must maintain academic progress, which means passing 70% or more of his/her classes. **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. Hardship request letters will be sent home before a student's license is revoked. For additional information please contact the counseling department.

24. Student Drivers

Student driving vehicles parked on school grounds are subject to be searched at any time. Grounds for search: reasonable suspicion of weapons, drugs, alcohol, other contraband or any circumstances which may endanger the health or safety of the students or staff at SVHS. Leaving campus without permission will be grounds for immediate consequences at the discretion of administration.

25. Worker Permits

Student worker permits will now be done online. The link for the form is:

<http://www.nclabor.com/wh/yec.pdf>

Academic Procedures

26. Grading Scale

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

	<u>College Prep</u>	<u>Honors</u>	<u>AP</u>
	Level 3	Level 4	Level 5
A=90-100	4	.5	1
B=80-89	3	.5	1
C=70-79	2	.5	1
D=60-69	1	.5	1
F=0-59	0	0	0

The following final marks, along with all failing numerical final marks, will be computed in the Grade Point Average (GPA) and the student ranking process as a course that was attempted but was failed:

- “WF”: withdrew failing
- “FF”: failed because of absences

The following final marks will not be computed in the GPA or the student’s rank:

- “WP”: withdrew passing
- “P” or “F” denotes grade in a pass/fail course
- “AUD”: audited course

27. Class Rank

A student’s class rank will be calculated with the PowerSchool program using a grade point average based on the 4.0 weighted scale.

28. Transcripts

Each student is provided three transcripts free of charge.

29. Graduation Requirements

Each student will have his/her graduation requirements based on the maximum potential credits minus four. The following course requirements must be met for graduation:

English: 4 credits

Social Studies: 3 4 credits, (Must include U.S. History, Civics and Economics, and World History)

Mathematics: 3 or 4 credits, depending on the student’s course of study.

Science: 3 credits, (Must include Biology, Earth Science, and a Physical Science which may include Chemistry, Physics, or Physical Science).

Health/Physical Education: 1 credit

Required number of electives (12)

Section 13 of the State Board of Education Policy GCS-M-001 provides a **Credit by Demonstrated Mastery** policy. Credit by Demonstrated Mastery (CDM) is the process by which LEAs shall, based upon a body-of-evidence, award a student credit in a particular course without requiring the student to complete classroom instruction.

Students entering ninth grade for the first time in 2006-07 and beyond must master English II, Biology, and Algebra Math I with a level three or higher on the End-Of-Course exam **before they meet the graduation requirement for the course. Course credit can be obtained without meeting the graduation requirement.**

- The application with parent signature must be filed with the school principal no later than the first 10 days of school in the senior year. The application can be downloaded from the UCPS Secondary Education website.

- The school principal will appoint a standing committee each year to examine all requests for accelerated graduation and make a final recommendation as to the validity of the request. School level recommendations for early graduation are subject to Superintendent level approval.

Future Ready Core - According to the Union County Public Schools’ Program of Studies, “beginning with the entering 9th graders in 2009-2010, students will be placed in the **Future Ready Core** as a default option. The new graduation requirements include an increase in the level of math proficiency and an increase in the number of required units. At the request of a parent and with counseling provided by the school, a student will be able to opt-out of the third and fourth (Algebra II and a higher level math) and substitute two other application based math courses.

All students in this curriculum are required to complete 4 math courses.”

For specific requirements on your graduation track please consult UCPS High School Program of Studies or visit: www.ucps.k12.nc.us.

30. Schedule Changes

Students must have a valid VALID reason before requesting a schedule change. The request must be made within the first two days of the semester.

31. Address, Telephone, Guardianship, and/or Name Changes

Changes in address, telephone, guardianship, and/or name changes must be reported immediately to the PowerSchool data manager. Appropriate documentation may be required. ConnectEd notifications use this information to contact parents.

32. College Foundation of North Carolina (CFNC)

College Foundation of North Carolina is a nonprofit partnership between Pathways of North Carolina, College Foundation, Inc., and the North Carolina State Education Assistance Authority. These organizations have broad expertise in helping students to prepare successfully for college and to find the best financial aid alternatives. Together, they provide a complete and comprehensive source of information- and real solutions – for students and their families.

Sun Valley High School Discipline Code

General misconduct in the classroom and at any school-sponsored activity will be addressed by the teachers by submitting an incident in “Educatorshandbook” consistent with school policies set by the faculty and administration. Misconduct will be handled according to the guidelines set forth below.

1. Dress Code

School attire should reflect not only personal values and self respect, but should demonstrate consideration and respect for others. The following dress code is in effect at SVHS:

- A. No see-through clothing or visible undergarments are permitted.
- B. All tops should adequately cover the torso area.
- C. No hoodies may not be worn on head when in the building.
- D. Neckbands and bracelets with metal spikes may not be worn.
- E. Clothing displaying offensive language, drugs or alcohol companies or references, weapons, or actions should not be worn to school. This includes: belt buckles, book bags, shirts, earrings, key chains, etc.
- F. No pajamas, bedroom shoes, or bed attire (pillows/blankets) can be worn or brought to school. This includes during exams.

The faculty and administration reserve the right to question and discourage any attire or accessory considered to be in poor taste, a possible disruption, or potential safety risk to the educational process.

Dress Code Violation Consequences:

Discipline referral generated by teacher.

Student will remain in in-school suspension until he/she can arrange for a change of attire. The third or deliberate violations the student will be assigned 1 day of out-of-school suspension (OSS).

2. Academic Dishonesty

Includes but is not limited to class assignments, projects and tests, producing notes with false signatures, etc.

Consequences:

1st Offense: Confiscate test or paper. Teacher awards a grade of "zero". Student conference and notify parent/guardian within 24 hours of grading. Incident referral generated by teacher. Discipline will be an hour ASD.

2nd Offense and beyond: Confiscate test or paper. Teacher awards a grade of "zero". Student conference and notify parent/guardian within 24 hours of grading. Incident referral generated by teacher. Administrative discretion may include OSS.

3. Trespassing on School Grounds/Facilities/Buses:

Trespassing occurs whenever a student is on the grounds of any UCPS property without authorization. Students who have been suspended due to school/county discipline policy are not allowed to participate in extracurricular activities and events during the suspension. Students who attend UCPS events/activities during their suspension are considered trespassing.

Consequences:

- a. Notify legal authorities and initiate appropriate legal action.
- b. Parent /guardian conference with school authorities.
- c. Discipline will be at the discretion of the administration.

4. Cell Phone Procedures:

Cell phones have been authorized to use during the transition from one class to another. Students are not allowed at any time to talk on their cell phone during the instructional periods of the day. However, students may text during transition as long as it doesn't interfere with the flow of traffic. Teachers have the autonomy to allow students to use cell phones in their classroom.

If a student cell phone has been confiscated in the classroom, media, cafeteria, etc., it will be delivered to the main office. If this is the first time, the main office secretary will return to the student or parent/guardian at the end of the school day. Refusing to provide cell phone to authorities will result in an automatic one-day suspension.

Consequences:

- a. 1st offense - One day suspension, parent/guardian contact
- b. 2nd offense - Two days OSS, parent /guardian conference with school authorities.

- c. Discipline will be at the discretion of the administration.

5. SVHS Infractions Minor and Major

This section includes conduct, which is disruptive to the educational process. The following list is not all-inclusive. Refer to the UCPS Policy Handbook.

a. Minor SVHS offenses – Educational Disruptions

- 1) Bus Misbehavior
- 2) Sleeping in class
- 3) Horseplay (minor)
- 4) Public display of affection
- 5) Disruptive, rude attitude/behavior, inappropriate casual conversation
- 6) Loud and disorderly behavior before, during or after school
- 7) Food in unauthorized areas (food shall be consumed in cafeteria only)
- 8) Littering (including the cafeteria)
- 9) Throwing food
- 10) Unauthorized fundraising - selling candy, drinks, etc.
- 11) Inappropriate computer usage (visiting sites that are non-educational, playing games, downloading games, downloading music, etc.)
- 12) Insubordination or failure to comply with directions

b. Minor Consequences:

- 1st Offense - Parent Conference/Student Warning
- 2nd Offense - Period/After School Detention
- 3rd Offense - After School Detention
- 4th Offense - Saturday Work Detail/ ISS
- 5th Offense - 1 - 2 days ISS or OSS depending on the offense
- 6th Offense - 1 - 2 days OSS
- 7th Offense - 2 - 3 days OSS
- 8th Offense - 3 - 6 days OSS with possible recommendation for long term suspension.
- 9th Offense - 4 - 6 days OSS with recommendation for long term suspension.

B. Major SVHS offenses – Educational Disruptions

- 1) Being in restricted areas without authorization (any place other than the cafeteria during student's lunch period, visiting parking lot during class time, etc.)
- 2) Disrespectful behavior to peers, teachers, substitute teachers, bus drivers, custodians, cafeteria staff, or other school employees
- 3) Belligerent, aggressive, argumentative, combative, confrontational behavior
- 4) Forgery
- 5) Gambling
- 6) Failure to comply/Insubordination
- 7) Chronic violation of classroom or other school rule
- 8) Failure to identify self to school personnel
- 9) Unauthorized fundraising - selling candy, drinks, T-Shirts, etc.

- 10) Inappropriate computer usage (visiting sites that are non-educational, loading games, changing computer settings, etc.)
- 11) Inappropriate language (USE OF THE "F" WORD)

Major Consequences:

- 1st Offense: Saturday Work Detail or principal's discretion
- 2nd Offense: 1 - 2 days OSS or principal's discretion
- 3rd Offense: 2 - 4 days OSS
- 4th Offense: 3 - 6 days OSS
- 5th Offense: 4 - 6 days OSS with possible recommendation for long term suspension.
- 6th Offense: 4 - 6 days OSS with recommendation for long term suspension

The Administrative Team reserves the right to assign a disciplinary consequence for any behavior not specifically addressed in the Student Code of Conduct. The administration will meet to discuss any such behaviors on a case-by-case basis. Students may be disciplined for violations of safety or security that are not specifically addressed elsewhere. Unacceptable behaviors in the parking lot may be subject to interpretation (speeding, squealing tires, crossing lanes, cutting off other drivers, etc.).

UCPS Offenses:

1. Using inappropriate language, cursing, or vulgar remarks towards other students or any UCPS employees.
2. Fighting/Assault
3. Bullying
4. Theft/Vandalism
5. Gang activity/clothing
6. Possession of over-the-counter or prescription medication without proper consent
7. Possession of or selling controlled substance (UCPS policy)
8. Additional offenses defined in UCPS High School Student Handbook

Consequences for the above offenses are addressed in the UCPS High School Student Handbook.

6. Student Drivers

Students who operate a private motor vehicle on Sun Valley High School campus must obtain and complete a student parking permit application either before the school year starts or in the main office upon driving to school. Students must have a valid driver's license to purchase a permit. The application must be signed by the student and the parent/guardian. Neither Sun Valley High School nor the Union County Board of Education is responsible for lost or stolen articles kept in private motor vehicles. It is therefore recommended that all vehicles remain locked. In addition, Sun Valley High School and the Union County Board of Education will NOT be responsible for damages to vehicles that are parked on school property. Damaged vehicles parked on school property should be reported to the main office and law enforcement officials.

Once students have parked their car on campus, they may not visit the parking lot without permission from administration until their dismissal time. Private vehicle driving and/or parking violations include, but are not limited to, the following:

- a. Failure to properly register a vehicle.
- b. Parking in a lot on campus other than designated student lot.
- c. Unsafe/reckless driving while on, entering, or leaving the campus or any location while under direct supervision of school authorities. Sheriff's department will be notified with tag number.
- d. Failure to comply with authorities, school, or law enforcement with parking or traffic requests.
- e. Failure to display permit and to park in designated area.
- f. Failure to wear a seatbelt.
- g. Consistent unexcused late (four times) arrival to school may result in loss of parking privileges for a period time designated by administration.

Consequences:

- 1st Violation: Conference with Administration and call to parents.
- 2nd Violation: One-week parking privilege suspension, 4-hour Saturday Work Detail, or administrator discretion.
- 3rd Violation: Loss of parking privileges to be determined by an administrator.
- 4th Violation: The vehicle will be towed at the owner's expense, parking privileges will be revoked for the remainder of the year, or administrator discretion.

7. Attendance and Tardy Policy (Guidelines per Term)

A. Attendance: Skipping class, assemblies, homeroom, advisories, standardized testing or truancy for any part of an instructional day. Students will be subject to a reasonable search for being out of designated areas.

Consequences:

- 1st Offense: Period detention with incident referral to attendance clerk and school counselor.
- 2nd Offense: Student will be assigned ASD for each period skipped. Failure to serve ASD results in Saturday Work Detail.
- 3rd Offense: Saturday Work Detail (SWD). Failure to serve results in 1 day of OSS.
- 4th Offense: 1-day OSS
- 5th Offense: One day OSS for each additional offense

B. Leaving School Grounds (without signing out or without permission). This includes after arriving on campus in the morning and then leaving campus before the beginning of the school day.

Consequences

- 1st offense: SWD
- 2nd offense: 1 - 2 days of OSS

3rd offense: principal's discretion

C. Student Tardiness

Tardy Definition: Students are considered tardy to class if they are not inside the classroom or designated area by the time the bell has completed ringing. When the bell stops ringing, the teacher shuts the door. (Classroom doors should be locked.)

Students will have obligation to sign-in using one of the "Ident-a-Kid" Machines located throughout the hallways. After a student has been locked out several times, the teacher has the authority to submit an incident referral through "Educators Handbook" for disciplinary referrals.

2021-2022 Tardies and Consequences

1st Tardy	Self assigned lunch detention in the ISS room or After School detention in cafeteria for each offense ** Failure to serve lunch detention results in after school detention
2nd Tardy	Self assigned lunch detention in the ISS room or After School detention in cafeteria for each offense ** Failure to serve lunch detention results in after school detention
3rd Tardy	Self assigned lunch detention in the ISS room or After School detention in cafeteria for each offense ** Failure to serve lunch detention results in after school detention
4th Tardy	Mrs. Allen assigns the student Saturday School. ** Failure to serve Saturday School results in one day of OSS.
5th and 6th Tardies for ALL Students	Mrs. Allen assigns one day of ISS for each tardy.
5th Tardy to 1st Period/ Flex Period for Student Drivers	One day ISS AND loss of on-campus driving/parking privileges for remainder of the current six weeks
6th tardy to 1st Period/Flex Period for Student Drivers	One day ISS AND loss of on-campus driving/parking privileges for the rest of the current semester
7th+ Tardies	Upon the 7th tardy, a student will be escorted to each class period by security/administration.

8. Use of Facilities

Students in the building after school hours must be with a teacher or an adult supervised activity/club/team. All other students must exit the building. All buildings will be locked at the end of each school day. This rule will be enforced by all school personnel. Law enforcement will be notified if deemed necessary.

The use of the gymnasium is limited to adult supervised activities both during and after school hours. The dressing rooms will be locked after the last student leaves. Those using the dressing rooms should leave them in an orderly condition.

Use of the gym DURING school hours:

1. Only students who are a part of an official practice or gym class are allowed in the gym.
2. A teacher or coach must be present at all times.
3. The gym doors leading to the lobby will be kept closed.
4. The dressing rooms are off limits to non-PE students from 7:30 a.m. to 3:30pm.
5. All PE students are encouraged to purchase their own lock to store their valuables in the gym lockers.

*Sun Valley High School is not responsible for valuables left in the gym dressing rooms, BEFORE, DURING, or AFTER school hours.

Use of the gym AFTER school hours:

- Only students who are a part of an official practice may be in the gym after school hours.
- A teacher or coach must be present at all times.
- Absolutely NO student may enter the building unless supervised by the staff member in charge.

9. Use of Computers and the Internet

Computers are provided for student use in various locations throughout the school. Union County Public Schools has guidelines for acceptable use of these resources. Students and their parent/guardian must sign a form denoting acceptance of these guidelines before the student will be given computer or Internet access. Some of the terms and conditions of the agreement include:

- a. The use of the Internet at school is in support of education, research and is consistent with the instructional objectives of the school.
- b. Non-educational games and chat rooms are not instructional and, therefore, not consistent with the philosophy. These types of non-instructional items are not to be accessed at school.
- c. The use of computers and the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges.

d. A student must not use another individual's name and password. Attempts to login to the system as any other user will result in cancellation of user privileges. Each student should keep his/her ID and password private.

e. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or agency connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

f. Transmission of any material in violation of federal or state regulations is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is also prohibited.

Abusive/vulgar or threatening language is not permitted in electronic mail (e-mail). For protection, students must not reveal the name and address of the school, full name, personal address or phone number or those of others.

10. Guidelines for School Bus Behavior

Listed below are the general rules for student behavior on school buses. This information is based upon North Carolina Public School Law (G.S. 115-245) and the Union County Public Schools Discipline Policies.

*Please remember that inappropriate behavior on the school bus is the same as inappropriate behavior in the school. The bus is an extension of the school. All school policies are in affect both on the school bus and at the bus stop. Bus transportation is a privilege not a right, therefore a student may be denied this privilege as a result of bus misbehavior.

- a. Refusing to be seated – failure to comply/insubordination
- b. Refusing to remain seated – failure to comply/insubordination
- c. Not allowing others to be seated
- d. Fighting (UCPS Policy)
- e. Possession or use of tobacco products (UCPS Policy)
- f. Use or possession of alcohol or drugs (UCPS Policy)
- g. Use of profanity (UCPS Policy)
- h. Distracting the driver
- i. Refusing to obey the driver – failure to comply/insubordination
- j. Delaying the bus schedule – student may be left
- k. Getting off the bus at an incorrect stop
- l. Using the emergency exit when there is no emergency
- m. Possession of weapons (UCPS Policy)
- n. Disrespect to driver (UCPS Policy)
- o. Participation in any inappropriate behavior on the bus
- p. Throwing things from the bus
- q. Vandalism to school bus (UCPS Policy)
- r. No Cell Phone use on the school bus (Driver's Discretion)
- s. Any behavior that endangers the health and welfare of other passengers or impedes the

- driver's ability to operate the bus safely.
- t. The school-based administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus, but are not specifically mentioned above.

Consequences for bus misbehavior may include:

- Warning
- After School Detention
- Saturday Work Detail
- In School Suspension
- Suspension from the Bus
- Out of School Suspension

All UCPS policies are included on the web site and in the county handbook which includes the policies below.

Possession of nuisance items including but not limited to: laser pointers, beepers, two-way radios, matches, cigarette lighters or other like items are prohibited on campus, buses, and/or school events that are extensions of the classroom. Nuisance items kept in locked private vehicles are exempt. No skateboards are allowed on campus at any time.

- a. First Offense: Confiscate item and return only to parents. Discretionary action by principal, which may include out-of-school suspension – dependent upon specific circumstances – The principal will refer to school counselor and contact parent.
- b. Second Offense: 1-6 days out-of-school suspension. The principal will refer to school counselor and contact parent.
- c. Third Offense: 3-6 days with possible long-term suspension. The principal will refer to school counselor and contact parent

Chromebook/ Laptop Violations

1. Not including theft, vandalism, or violation of the Internet Acceptable Use Guidelines:

- a. 1st offense - ASD
- b. 2nd offense - ASD with parent contact
- c. 3rd offense - SWD
- d. 4th offense - Office referral with the possibility of laptop privileges.

2. Chatting or accessing chat, social, game, or other sites w/o permission: teacher contacts parent, teacher runs history and attaches to discipline referral.

- a. 1st offense - ASD
- b. 2nd offense - SWD
- c. 3rd offense – Principal discretion

3. Accessing/possessing pornography or visiting inappropriate sites: Teacher takes possession of Chromebook, runs browser history, attaches to discipline referral.

Consequence: UCPS policy 4-1b/15-e, parent contact, and possible loss of technology privileges for the remainder of the semester/ year.

High School Attendance

The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

A. ATTENDANCE RECORDS

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

B. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the school after the student returns from an absence. The Board reserves the right for the school administration, after consultation with the Superintendent or designee, to request additional documentation to excuse an absence. Absences will be coded as unexcused until the written excuse is received. Written documentation must be presented within three school days after the student returns to school. Absences due to extended illnesses may also require a statement from a physician. For the purposes of this Policy, extended illnesses are those which result in absences in excess of five (5) consecutive school days or in excess of five (5) cumulative days within a single semester. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school (illnesses includes but is not limited to physical, emotional, and mental health);
2. isolation ordered by the State Board of Health;
3. death in the immediate family. For purposes of this Policy, immediate family will include parents/guardians, siblings and grandparents;
4. medical or dental appointment;
5. participation under subpoena as a witness or a party in a court proceeding;
6. 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);
7. college visits (up to two per academic year in both the Junior and Senior year once the student provides verification of the visit) and scholarship interviews;
8. participation in a valid educational opportunity, such as travel, additional college visits or service as a legislative or Governor's page, with prior approval from the principal/designee;
9. pregnancy and related conditions or parenting, when medically necessary; or

10. a minimum of two days each academic year for visitation with the student's parent or legal guardian, if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.
All other absences are considered unexcused.

In the case of any absence the student will be expected to make up his/her work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

C. SCHOOL-RELATED ACTIVITIES

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

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and scheduled activities;
4. co-curricular, school sponsored extracurricular and school sponsored athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal/designee; and
6. In-school suspensions.

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

Criteria To Waive Absences

Principals will use the following criteria to waive absences:

1. Doctor's letter describing an ongoing problem with a chronic illness, communicable disease or injury when the problem is in the beginning stages.
2. Usual and customary doctor and dental visits when documented with a note from a doctor or dentist within three days after returning to school.
3. Documented court appearances where the student specifically is required to appear in court.
4. Death in immediate family (mother, father, sibling, grandmother, grandfather, or legal guardian).
5. Parent's notes are helpful when documenting absences; however, these notes do not necessarily mean that absences will be automatically waived.

6. The number of absences meeting the criteria in items 1-4 above will be subtracted from the total number of accumulated absences for the semester or year.

Each school will address tardiness in the policies or guidelines that are developed for that school as well as adhere to G.S. 115C-378 (Compulsory Attendance Law).

Students cannot receive a waiver of absences for the purpose of exam exemption. All absences (lawful and unlawful) apply to the above criteria.

Attendance Recovery

Students who exceed the maximum number of absences and are unable to waive them down to the legal limit of seven may be able to recover up to 2 days of classes (eight class periods) with a maximum of three (3) in any one class. Recovery will be offered once per semester. Attendance waiver forms may be obtained from the individual classroom teachers.

SEMESTER EXAMS

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

Exam Exemptions

High School students will not be required to take a teacher-made final exam in a course in the following situations:

- The student has an average of 90 or above the week prior to the administration of the exam and has no more than 2 unexcused absences in the class; or
- The student has an average of 80 or above the week prior to the administration of the exam and has no more than 1 unexcused absence in the class.

Teacher-made tests are defined as tests designed and graded by a UCPS teacher of record for the purpose of assigning an exam grade to a student. Exam exemptions only apply to teacher-made tests and are not available in courses which require the administration of an End of Course or state mandated final exams. Students enrolled in AP courses will still be required to take the AP exam. Students are expected to take all other assessments given at the school.

