

Sun Valley High School

Student Agenda
2011-2012



UNION COUNTY PUBLIC SCHOOLS

2011-2012 TRADITIONAL CALENDAR

August 17,18,19,22,23,24 (Aug. 22,23,24 – Req.)	Teacher Workdays/In-Service
August 25	First Day for Students
September 5	Labor Day Holiday*
September 16	½ Day for Students
September 22	End of First School Month
October 6	End of First Grading Period
October 10 (Req. for Elem./Middle; Opt. for High)	Teacher Workday
October 12	Report Cards
October 21	End of Second School Month/½ Day for Students
November 10	½ Day for Students
November 11	Veteran’s Day Holiday*
November 21	End of Second Grading Period/Third School Month
November 23	Teacher Workday
November 24,25	Thanksgiving Holidays*
November 30	Report Cards
December 19,20	Teacher Workdays/Winter Break
December 21,22,23,28,29	Annual Leave/Winter Break
December 26,27	Christmas Holidays*/Winter Break
December 30	New Year’s Holiday*/Winter Break
January 1	End of Fourth School Month
January 16	King Holiday*
January 20	End of Third Grading Period
January 23 (Req. for High; Opt. for Elem./Middle)	Teacher Workday
January 25	Report Cards
February 6	End of Fifth School Month
February 10	½ Day for Students
February 24	½ Day for Students
March 5	End of Forth Grading Period/Sixth School Month
March 9	Teacher Workday
March 14	Report Cards
April 3	End of Seventh School Month
April 6	Good Friday Holiday*/Spring Break
April 9,10,11,12,13	Annual Leave/Spring Break
April 25	End of Fifth Grading Period
April 27	Teacher Workday
May 2	Report Cards
May 10	End of Eighth School Month
May 28	Memorial Day Holiday*
June 8	End of Sixth Grading Period/ Last Day for Students
June 11, 12 (Required)	Teacher Workdays

PLAN FOR MAKE-UP DAYS
1 dayMarch 9, 2012
2 daysMarch 9, 2012, April 27, 2012
Additional days determined at the Superintendent's discretion
(See Calendar Guidelines for Options)

NOTE: Saturdays and/or extended school days may be used for make up as determined appropriate by the Superintendent.

Statement of Non-Discrimination

In compliance with federal law, Union County Public School system administers all educational programs, employment activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

For information regarding sex discrimination
or service for the handicapped please contact:

Union County Public Schools
400 N. Church Street
Monroe, NC 28112
(704) 296-9898

Updates on county policies can be found on UCPS web site.

Click on *Policy Manual*:

<http://www.ucps.k12.nc.us>

Sun Valley handbook can be found on the SVH web site

<http://svhs.ucps.k12.nc.us>

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Important Phone Numbers

Sun Valley High School	704-296-3020 (Fax) 296-3029
Ms. Janice Burns (Principal)	704-296-3020
Mr. Scott Stein (Athletic Director)	704-242-1498
Mr. Steve Griffin (Bus Coordinator)	704-296-0244
Dr. Ed Davis (Superintendent)	704-296-0766
Dr. Mary Ellis (Deputy Superintendent for Instructional Programs)	704-296-1002
Dr. Mike Webb (Associate Superintendent for Building Operations)	704-225-8420
Dr. Denise Patterson (Assistant Superintendent for Auxiliary Services)	704-290-1557
Dr. David Clarke (Deputy Superintendent of Human Resources)	704-296-1008

Extracurricular Opportunities

Sports

1. Baseball: Boys (JV and Varsity)
2. Basketball: Boys & Girls (JV and Varsity)
3. Cheerleading: Girls (JV and Varsity)
4. Cross Country: Boys & Girls
5. Football: Boys (JV and Varsity)
6. Golf: Boys & Girls
7. Soccer: Boys & Girls (JV and Varsity)
8. Softball: Girls (JV and Varsity)
9. Swimming: Boys & Girls
10. Tennis: Boys & Girls
11. Track (Outdoor/Indoor) Boys & Girls
12. Volleyball: Girls
13. Wrestling

Clubs and Activities

Art Club (Roncone/Woodall)	Marching Band/Guard (Reynolds)
Beta Club (A. Parker)	Mu Alpha Theta (Wasco)
Committed Young Christians (Baker)	National Honor Society (Shroyer)
DECA (Davis/Thomson)	NCJETS (Blick)
FBLA (Miller/Vivian)	Renaissance (Shroyer)
FCCLA (O'Keeffe/Washington)	S.A.D.D. (Hoover)
FFA (Cochran/Latta)	Science Club(TBD)
French Club (Juntgen)	Science Honor Society (TBD)
French Honor Society (Juntgen)	Spanish Honor Society (Hancock/Rasmussen)
TRU Club (Pitoniak)	Spartan Army (Wall)
HOSA (Hyatt)	Student Council (Wall)
Interact (TBD)	The Spartan Shield Newspaper (Allen)
Interclub Council (Sawyers)	The Spartan Yearbook (Evans)
Junior/Senior Prom (Weed)	

From the Principal's Desk

Parents, Students, and Staff:

At Sun Valley High, it is our belief that all students should learn in an inviting environment that promotes rigorous, relevant academic curricula supported by parents and teachers. Our mission is to provide each student with a globally competitive curriculum in an environment that promotes personal accountability, respect, and excellence. We encourage all students to be active participants in their learning. The learning stakes are high and it is our goal to ensure that our students are prepared for college and the work world.

I thank each and every one of you for such an impressive 2010-11 school year. SVHS successes and achievements have been many. Student achievements have been recognized in the classroom and on the sports field. Parents have supported the school throughout the year. Teachers have raised the educational standards and demonstrated the highest possible commitment to the students.

At SVHS, our doors are always open and we welcome your input and feedback. Through your hard work and dedication, SVHS has maintained a high level of academic success. We will continue to move forward to expand, improve, and integrate technology in our classrooms, embrace diversity, form partnerships with local businesses, and prepare for the 21st century. At Sun Valley High, our students are our future!

Sincerely,

Janice Burns

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 93 (computed by averaging equally the grades of each class in which the student is enrolled)

*Must not earn a semester grade of less than an 88

4. Honor Societies

Students may be inducted into any of the following societies:

*Beta Club

*French Honor Society

*Mu Alpha Theta

*Spanish Honor Society

*National Honor Society

*Science Honor Society

5. Scholar Athlete

Students who maintain a 3.1 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 in *The Monroe Enquirer-Journal* and the *Union Observer*.

7. Renaissance Program

The purpose of the Renaissance Program is to recognize students who achieve excellence in academics, attendance, and citizenship.

A. Principal's Breakfast

Once a semester teachers and students are nominated and recognized for their leadership and improvement.

B. People's Choice Awards

Once a year, in late May, teachers nominate students for a recognition dinner and awards night at an off campus location.

8. 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 scrolled on the TVs in the classrooms. Bus changes and any last minute announcements will be made at the end of the school day.

2. Middle School Grounds

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 Fundraising Correlate at Sun Valley High School.

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 can not be charged to 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

A "Student Absence/Admit Slip" for missed days will be issued in the Distance Learning Lab (Room 123) each morning from 7:40am-7:55am. Students are allowed **THREE** days after being absent to bring a note (parental/doctor/court) to the Distance Learning Lab 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, athletic participation, school club conferences, etc. These absences **WILL NOT** count towards the exam exemption policy.

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

Non School-sponsored events: college visits, athletic clubs (non SVHS), etc. Check with the Guidance Office for more information on college days, college visits, and scholarship interviews. These absences **WILL** count towards the exam exemption 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 teacher. The students will then be given two days for each day absent to make up the work missed. When arrangements are not made with the teacher to complete the make-up work, or if the work is not submitted on time, the student will receive **NO** credit. Students who have an out-of-school suspension and students with unexcused absences are encouraged to make up all missed work but are only allowed to make up major tests or projects (i.e. term papers) for credit and take semester exams. (See UCPS Policy handbook)

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, if none is available they will be subject to further verification.

11. Class Attendance

Attendance will be taken each period by the teacher and submitted via the NCWISE computer program as a part of each student's permanent record. A student must be in class for 75 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. **Credit will not be granted for classes when absences for a student reach 8 days unless a waiver is granted for all days over seven.**

12. Hall Pass

Students must carry their student agenda (**THIS BOOK**) any time they are out of class. The agenda, when properly filled out, will serve as their hall pass. The teacher will indicate the time left, destination and have the teacher's signature (in ink) on the hall pass page. **Students must carry this agenda out in the open to verify their destination and permission to be out of class. Agendas may be checked by any school personnel in the hallways.** Students who lose their agenda must purchase a replacement for \$5.00. Students found in the hallway

without an agenda will be escorted to class and may be assigned After School Detention (ASD). Consequences will become progressive with each subsequent occurrence.

13. Homebound Services

When students develop complications from an injury or illness (extending beyond four (4) weeks), documentation from a doctor is necessary prior to the school providing homebound services. Homebound services will be provided only as long as a doctor certifies IN WRITING to the principal that the student must remain at home. More information on Homebound Services is available in the Guidance Department.

14. Lockers

Lockers can be rented at the beginning of the school year for a \$5 rental fee. 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 recommended. Students are encouraged to leave valuables at home.**

15. Visitors

Visitors must report to the main office to obtain a VISITOR'S PASS. Students MAY NOT have outside guests. 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. One intruder **LOCKDOWN** drill 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.)

18. Media Center Policies - Hours: 7:30 a.m. – 3:30 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. E-mail and games are not allowed.
3. My Space, Face Book, YouTube, Chatlines, and Instant Messaging (i.e. MSN Messenger, Yahoo Messenger, ICQ, etc.) are prohibited.
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 2 weeks.
2. Students are allowed up to 2 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 2 overdue notices may be denied borrowing privileges.
5. Reference books and magazines must remain in the library.

- Photocopies cost \$.10 per sheet.
- Black and White printouts cost \$.10 per sheet.
- 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 preceding semester. If English was taken the previous semester, it must have been passed.
- b. Attendance: for a regular 90 day semester, a student may not miss more than 54 TOTAL CLASS PERIODS in a semester.
- c. Age: must not turn 19 on or before October 16
- 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. There will be a \$5 fee for a REPLACEMENT Driver Eligibility Certificate if lost or expired.

24. Student Drivers

Student 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.

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

1. 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=93-100	4	5	6
B=85-92	3	4	5
C=77-84	2	3	4
D=70-76	1	2	3
F=0-69	0	0	0

The following final marks, along with all failing numerical final marks, will be computed in the G.P.A. 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 G.P.A. or the student’s rank:

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

2. Class Rank

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

3. Transcripts

Each student is provided 3 transcripts free of charge. Additional transcripts may be purchased for \$3.00 each. The only exception is for transcripts that are being used for scholarship competition.

4. 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 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**

Students entering ninth grade for the first time in 2006-07 and beyond must master English I, Biology, Algebra I, and English II Writing Test 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.

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.

5. Schedule Changes

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

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

Changes in address, telephone, guardianship, and/or name changes must be reported immediately to the NCWISE data manager. Appropriate documentation may be required.

7. 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 using a form of discipline 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. Clothing should be worn in a manner that prevents undergarments or bare skin from showing.
- b. No holes in the pants above the knee.

- c. No headgear of any kind on campus (sunglasses, hats, caps, knit caps, toboggans, bandannas, rags, metal or plastic picks). **Items brought on campus must be put away upon arrival** or they will be confiscated. Items confiscated will require parents to pick up after school hours (3:00).
- d. Shorts, dresses, and skirts must extend beyond middle fingertip length with arms by sides.
- e. Leggings must be worn with appropriate attire that meets dress code. Shirts, shorts, dresses, and skirts worn over leggings must extend beyond middle fingertip length.
- f. No words or symbols of any kind across the seat of pants.
- g. No cut t-shirts (muscle shirts), tank tops, spaghetti straps, off the-shoulder tops, tube tops (unless covered), or halter tops are allowed.
- h. No see-through clothing or visible undergarments are permitted.
- i. No midriffs should show.
- j. No deep-plunging tops; all tops should adequately cover the chest area.
- k. Neckbands and bracelets with metal spikes may not be worn.
- l. Wallet chains should not be visible.
- m. Clothing displaying offensive language, drugs or alcohol, weapons, or actions should not be worn to school. This includes: belt buckles, book bags, shirts, earrings, key chains, etc.
- n. 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 in poor taste, a possible disruption, or potential safety risk to the educational process.

Dress Code Violation Consequences:

- 1st Offense: Student will remain in ISS until he/she can arrange for a change of attire.
- 2nd Offense: Student will remain in ISS until he/she can arrange for a change of attire. Student will be assigned after school detention.
- 3rd Offense: Student will remain in ISS until he/she can arrange for a change of attire. Student will be assigned Saturday Work Detail.
- 4th Offense: Student will be assigned 1 day of OSS.

2. Cheating or Plagiarism

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. Discipline referral generated by teacher. Discipline will be at the discretion of the administration.
- 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. Discipline 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 extra curricular 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 discretion of the administration.

4. Cell Phone Procedures (Refer to UCPS Student Handbook)

Consequences:

UCPS Policy #14 (parent/guardian may pick up after 3:00PM).

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 fund raising - 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

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 SVH 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 fund raising - 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.

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 arrival to school may result in loss of parking privileges.

Consequences:

- 1st Violation: Results in a \$5 fine and/or 5 days loss of parking privileges; may lead to SWD or OSS.
- 2nd Violation: Results in \$5 fine and/or 5 days loss of parking privileges; may lead to SWD or OSS.
- 3rd Violation: Results in \$10 fine and/or 10 days loss of parking privileges; may lead to SWD or OSS and vehicle may be towed.
- 4th Violation: Loss of parking privileges for the remainder of the school year; may lead to OSS and vehicle towed.

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 referral to attendance clerk and school counselor.
- 2nd Offense: Student will be assigned ASD for each period skipped. (Administrator contacts parents.) Failure to serve ASD results in Saturday Work Detail.
- 3rd Offense: Saturday Work Detail (3 hours). 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: 1 - 2 days of OSS
- 2nd offense: 2 - 3 days of OSS
- 3rd offense: principal's discretion

C. Student Tardies

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 are "locked out" until they find a teacher on duty to write a tardy pass. Each period, a teacher is assigned a hall with tardy slips. The teacher remains on duty for 15 minutes. If a student has been locked out of class, the student must find a teacher on duty, tell teacher their name, class period, and the teacher to whom they are going. The teacher on tardy duty fills out the tardy slip completely and gives the top copy of the tardy slip to the student as a "pass" to enter the classroom.

During lunch, if the students are tardy returning from lunch, they must report to the main office for a tardy pass like mentioned beforehand.

Consequences:

- 1st Tardy Written Warning
- 2nd Tardy Warning (Tardy Coordinator contacts parent)
- 3rd Tardy Warning (Tardy Coordinator contacts parent)
- 4th Tardy 30 minute - Afternoon detention, contact parent
- 5th Tardy 1 hour - Afternoon detention, contact parent
- 6th Tardy 1 Full Day ISS, (Tardy Coordinator contacts parent)
- 7th Tardy Saturday Academy (3 hours), contact parent
- 8th Tardy One day OSS

Each tardy after the 8th offense will result in one day OSS.

The tardy policy is cumulative and starts over at the beginning of each semester.

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 will 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

- 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

Use of Cellular Phones, CD players, IPODS, MP3 players, and DVD players are prohibited on campus during the instructional day (Instructional day is defined as the first bell of the day until final dismissal bell at the end of the day). Cell phones must be off and out of sight (in book bag, pocket, or purse) at all times. These items may be kept on campus in a locked vehicle without violating school policy.

The school is not responsible for loss or damage of any of the above named items.

- a. First Offense: Confiscate items and return only to parents. If use of cell phone results in violation of other policies further discipline may be applied. The principal will refer to school counselor and contact parent.
- b. Second Offense: Parent conference required and may include 1 day of in-school suspension, after school detention, or Saturday School. The principal will refer to school counselor and contact parent.

- c. Third Offense: 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.** The principal will also refer to school counselor.

High School Attendance

The Public School Laws of North Carolina require compulsory attendance for all children between the ages of seven and sixteen years (General Statute 115C-378). Every parent /guardian/custodian or person having control of a child between these ages enrolled in the Union County Public Schools is responsible by law to make sure the child attends school on a regular basis during the time that school is in session.

Class attendance is essential to high student achievement. With this in mind, all students are expected to be in attendance each day school is in session. Following any absence(s), a student is required to present a written document from the parent or guardian stating the reason for the absence. **ALL ABSENCES WILL BE CODED UNLAWFUL IN THE COMPUTER UNTIL A WRITTEN NOTE IS RECEIVED FROM THE PARENT OR GUARDIAN.** Written documentation must be presented within three school days after the student returns to school; otherwise, the absence(s) will be recorded as unlawful. Lawful absences are excused, but not automatically waived. (See Criteria To Waive Absences). Unlawful absences are unexcused. The absence will be coded and recorded accordingly:

CODE 1-LAWFUL

The following are lawful reasons for school absences:

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
6. Educational Opportunity – prior approval by principal
7. Quarantine

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

CODE 3- SUSPENSION (OSS)

Students will not be counted absent from school when participating in school-sponsored functions. This includes 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 following the interview to avoid being counted as absent. Any classes missed for a scholarship will not count as an absence toward failure or exam exemption. Military induction interviews will be treated the same as scholarship interviews.

When students develop complications from an injury, illness, pregnancy or delivery of a child, a doctor's documentation is necessary prior to the school providing homebound services. Students are counted as present in school while receiving homebound services. Homebound service will be provided only as long as a doctor certifies in writing to the principal that the student must remain at home. All conditions for receiving homebound services must be met according to the regulations set forth in Union County Public Schools Guidelines for Hospital/Homebound Services. When principals detect abuse of homebound services, the services will be discontinued.

Upon returning from a lawful absence, the student is responsible for obtaining missed assignments. Students have two days to make up the work missed for each day absent. When arrangements are not made to complete the work the student will receive no credit.

Students who have an out-of-school suspension and students with unlawful absences are encouraged to make up all missed work but are only allowed to make up major tests or projects (i.e. term papers) for credit and take semester exams.

Credit will not be granted for classes when absences for a student reach eight days for a semester long course and fifteen days for a yearlong course. Absences include those that are lawful, unlawful, and due to suspension. When students accumulate eight or fifteen (or more) absences and documentation is on file at the school which indicates circumstances beyond the control of the student and parents contributed to the accumulation of 8 or 15 (or more) absences, an appeal may be made to the principal to waive absences and allow the student to pass. An appeal of the principal's decision may be made to the Superintendent.

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.

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. With the exception of mandated end-of-course tests, a student may be exempt from semester exams in a class if the student meets the following criteria:

- Maintains an “A” average in the class and is not absent more than three days during the semester. In addition, seniors who maintain the below stated criteria may be exempt from either first and/or second semester exams, with the exception of mandated end-of-course tests:
 1. Maintains a “B” average in the class and is not absent more than two days during the semester.
 2. Maintains a “C” average in the class and is not absent more than one day during the semester.

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

LEGAL REF.: G.S. 115C-47, -84, -288(a), -378 to -383

*Guardians and custodians are also considered parents for purposes of this policy.

I have read and understand the rules and procedures outlined in the Sun Valley High School Handbook. I have also been given a copy of the UCPS Student Handbook for 2011-2012. I understand my responsibility as a student at Sun Valley High School.

Student's Name (Printed): _____

Homeroom Teacher _____

Student's Signature: _____

Date: _____

Grade Level: _____

Tear this page out of your Agenda and turn in to your homeroom teacher on August 25th.