



HIGHLAND SCHOOL OF TECHNOLOGY

1600 N. Morris Street Gastonia, NC 28052 phone-704.810.8816 fax-704.866.6105 www.highlandtech.us

2022-2023 Student/Parent Handbook

Highland School of Technology (HST) is a GREAT school! Our success is a direct result of a commitment to excellence from our entire school community. Your contribution to our success is key as we prepare for another amazing year! The information in this handbook is designed to acquaint you with our school, and is your guide to a successful year at HST. Show **YOUR** “Ram Pride” as we make 2022-2023 the greatest of your school years!

Our Mission

The mission of Highland School of Technology is to prepare all students to be successful in post-secondary education, the community and the workplace by providing each student with a rigorous and relevant academic, character and technological education.

RAM Pride

HST is where you will spend much of your day. Each student is a valuable member of our team, and carries responsibility to contribute to our team’s success. Just as you should take pride in your academic, athletic, musical, artistic, and other successes, you should take pride in your school as well! Let’s take care of our *home away from home!* We expect that trash makes it to trash containers, that walls remain free of damage or graffiti, that restrooms are clean and well supplied, and that our school grounds are kept neat and litter-free. You, as an individual, can make a difference by doing your part in respecting our school facilities. As we are frequently judged by our surroundings, a good question to ask yourself is, “How did I help HST today?” Let’s keep our school looking great all year long!

Administrative & Support Services

James Montgomery – Principal	
Jenny Carper– Assistant Principal	
Mathieu Chapman & Ashleigh Range – School Counselors	Rachel Martin, Coordinator – Business, Legal & Information Sciences
Waheebah al-Uqdah McCray, Coordinator – Health Sciences	Darryl Thompson, Coordinator – Manufacturing/Engineering Technology & Graphics
Forshee Blair – Athletic Director	Officer Mike Elliott – School Resource Officer
Laura Long – Library Media Coordinator	Pedro Truesdale– Student Success Facilitator
Forsheé Blair – Student Success Coordinator, Testing Coordinator	Shree Wise – School Nurse
Steve Barnes – Technology Support Specialist	Alexandra Rowe– Social Worker
Christy Kiser – PowerSchool/Data Manager	Julie Carpenter – Cafeteria Manager
Lori Hamm – Financial Secretary	Kelly Pilkington, Billy Mauney, & Troy McBeth- Environmental Specialists
Lisa Owens – Receptionist	

School Operations

BELL SCHEDULE

Regular Day	With Advisory Homeroom
1 st period.....8:30 - 10:05	1 st period.....8:30 - 9:55
2 nd period.....10:10 - 11:40	Advisory.....10:00 - 10:10
3 rd period.....11:45 - 1:42	2 nd period.....10:15 - 11:40
1 st lunch.....11:40 - 12:05	3 rd period.....11:45 - 1:42
2 nd lunch.....12:10 - 12:35	1 st lunch.....11:40 - 12:05
3 rd lunch.....12:40 - 1:05	2 nd lunch.....12:10 - 12:35
Break.....1:42 - 1:50	3 rd lunch.....12:40 - 1:05
4 th period.....1:50 - 3:20	Break.....1:42 - 1:50
	4 th period.....1:50 - 3:20

ARRIVING AT SCHOOL

HST is available to accept students beginning at 7:30am; please refrain from arriving before this time. Please report to the designated areas upon arriving on campus. Between 7:30-8:20 students may report to Medford Commons or the cafeteria. If you would like breakfast, report to the cafeteria upon arrival. Students are not allowed outside of these designated areas without prior approval.

SCHOOL CLOSINGS

When school must be canceled due to severe weather or emergency situations, announcements will be made on the local radio and TV stations (including Channel 21). Please do not call the school.

SCHOOL FEES/MEAL PRICES/INSURANCE

SCHOOL FEES:		MEAL PRICES:	
Lockers	\$5.00	Breakfast	\$1.40
Parking Permits	\$25.00	(a la carte items are each separate)	
Add. Parking Permits	\$5.00	Lunch	\$3.00

MEDICATIONS

The Gaston County Board of Education has an established policy regarding the administration of medication to students while at school. HST will follow the procedures outlined in school board policy. An *Authorization of Medication for Students in School* form must be filled out by the parent/doctor. All forms and medication should be delivered to the secretary at the front desk upon the immediate arrival to school. Administration of medication will be the responsibility of the school nurse and/or front office staff.

POSTERS/BANNERS

No posters or decorations will be displayed on the walls or in the windows of the hallways without prior permission from an administrator.

DRIVER'S LICENSE LEGISLATION

Before enrolling in driver's education, students must have a 93% attendance rate in their prior semester. A student must also pass 3 out of 4 courses each semester in order to receive and maintain a Driving Eligibility Certificate. Students who do not meet the criteria will be reported to the DMV and will have their permit or license revoked. **If pursuing driver's education, students will need to obtain a copy of their transcript from our data manager. Transcripts must then be taken to our local North Carolina Driving School.** Student transcripts are available from our data manager on school days from 8:00 am – 3:30 pm. You may register for any class by contacting the North Carolina Driving School at 704-922-1960. Our local North Carolina Driving School is located at 1012 B Philadelphia Church Rd., Dallas, NC.

STUDENT PARKING

Student parking is a privilege, and all students' motor vehicles on campus may be subject to search by school officials as outlined in the Gaston County Board of Education Policy Manual. HST students with a valid NC driver's license must purchase a parking permit for \$20.00 from the front office. Replacement or extra parking decals can be purchased for \$5.00. The following are the HST student parking regulations:

1. Students are not permitted to go to their cars during the school day unless prior approval has been received from Mr. Montgomery, Mrs. Carper or the School Resource Officer.
2. Senior designated spaces are located in the lower parking lot, near the auditorium. The top 10 students in the senior class (junior Marshalls) will be allowed to park in the front of the school.
3. Junior/Sophomore designated spaces are located in the upper student parking lot beside the softball field.
4. Parking decals should be displayed on the front interior driver's side windshield at all times.
5. Students may not sit in cars or "hang around" in the parking lot at any time. Students must come directly into the building in the morning and leave immediately at dismissal.
6. Leaving campus once you arrive, via bus or car, is prohibited.
7. Students are to refrain from reckless driving and/or speeding in excess of *5 M.P.H.* while on school grounds.
8. Students must follow the directions of any school personnel directing traffic.
9. Always lock your vehicle and place valuables out of sight.
10. Students who do not adhere to these guidelines are subject to losing their driving/parking privileges.

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Academics

COUNSELING DEPARTMENT

HST has three academy coordinators and two school counselors. They are available to all students, teachers, and parents. They help with career and academic planning, student mentoring, student internships, and other school-related activities. The school counselors also provide personal counseling services related to individual student needs, materials on career pathways, specific occupations, college, and university selection, scholarship and financial aid are available in the counseling offices. Please visit the counseling webpage located on the school's website.

CURRICULUM OFFERINGS

HST offers all students rigorous and relevant core academic curricula in mathematics, English, sciences, social studies, foreign language, fine arts and related elective classes. Advanced Placement courses are offered to qualifying students commencing with the student's junior year. In addition, HST features specialized technical curricula in the following pathways: Allied Health Science, Business & Legal Studies, Computer Engineering, Dental Science, Graphics, Manufacturing & Engineering and Medical Science. Work-related topics such as ethics and character education are infused into the curriculum. The HST curriculum also offers students opportunities for experiential learning in student internships, career mentoring, youth apprenticeships and service learning.

CAREER & TECHNOLOGY PATHWAY CHANGES

Pathway changes are only possible if an opening in another pathway becomes available. Pathway choices from the student's program application will be reviewed, and the student will be contacted if a change is possible. Contact a counselor if there are any further questions.

GRADUATION REQUIREMENTS

Graduation criteria for HST require students to earn the same number of credit units as for other North Carolina high schools: i.e., 28 credit units. In addition to this all Highland **students** must take 4 Math classes.

GRADUATION INFORMATION

The graduation ceremony for the class of 2023 takes place Friday, May 26, 2023. Graduates are expected to attend the graduation practice schedule for Thursday, May 25, 2023.

EXPECTATIONS FOR CONTINUED ENROLLMENT

The approved criteria for continued enrollment at Highland are:

- Maintain a 2.0 GPA.
- Maintain 94% attendance (medical exceptions, see high school policy).
- Maintain satisfactory progress in academic areas.
- Maintain good standing with behavior.
- Receive semi-annual review from staff to determine eligibility for the following semester.

TRANSFERRING OR WITHDRAWING

A student who needs to transfer to another school at the end of a semester should obtain and complete a withdrawal form from data manager's office, as well as receive approval from HST administration and Gaston County Schools. Once a student transfers or withdrawals from HST, they cannot obtain re-admittance to the school.

LIBRARY/MEDIA CENTER SERVICES

A collection of books, magazines, newspapers, DVDs and other media are available for students in the Library. In addition, supplies, equipment, and space are provided for students to prepare projects and presentations. There is a minimal charge for photocopies, computer printouts, index cards, term paper covers, poster paper, construction paper and transparency film. Students are welcome to use the Library when their class is scheduled and also before and after school. The library will open at 8:00 am each school day and will close at 4:00 pm.

HIGH SCHOOL TESTING REQUIREMENTS 2022-2023

As required by federal, state and local policy and practices, students are required to participate in all assessment/testing systems. This includes at least the PSAT, PreACT, ACT, NC WorkKeys, End-of-Course tests, NC finals, teacher-made final exams and district assessments.

Student Activities

STUDENT ACTIVITIES AND PRIVILEGES

HST offers a range of student activities during and beyond the school day. From athletics and fine arts, academic and career academies, to the typical high school experiences such as prom, HST students enjoy a broad range of activities. All students are encouraged to fully participate in these activities. To enjoy the opportunity students must remain in good standing regarding school attendance, student behavior and academic performance. Failure to remain in **good standing*** will jeopardize your ability to participate in school activities. Good standing includes at least the following:

1. Maintain a 2.0 grade point average
2. Maintain 94% attendance
3. Maintain good behavior (no OSS nor repeated code of conduct violations)

ATHLETIC DEPARTMENT

Participation in sports builds character, a sense of teamwork and pride in team accomplishments. The HST Rams Athletic Department supports all of our sports. All North Carolina High School Athletic Association and Gaston County Schools eligibility rules will apply for participation.

HIGHLAND RAM CLUB

Students may participate in the Highland Ram Club at the Gold, Silver and Bronze card level. Each level has specific incentives/rewards. For more information, please contact Mr. Chapman.

ORGANIZATIONS AND CLUBS AT HST

Technology Student Association (TSA) D. Thompson & Academy Teachers	Future Business Leaders of America (FBLA) R. Martin & Academy Teachers	Future Health Professionals (HOSA) W. A. McCray & Academy Teachers	National Technical Honor Society W. A. McCray R. Martin D. Thompson
Student Council	Beta Club	Students Against Violence Everywhere (SAVE)	Quiz Bowl
Bible Club	Computer Engineering Club	dRAMa Club	Earth Club
Gay Straight Alliance	International Cultures Club	Investment Club	Math Club
Moot Court	Photography Club	A full list of organizations and clubs offered here at Highland can be located in the handout " Highland Happening ". Please see an academy coordinator or counselor.	

Student Attendance

Class attendance is an essential part of academic achievement and the learning process. With this in mind, students are expected to be in attendance each school day. In the event an absence occurs, students are required to present written documentation from a parent or guardian stating the reason for the absence. Absence notes must be presented within three (3) school days after you return to school and be turned into the front office.

LEAVING SCHOOL EARLY

If a student must leave school early, he/she must bring a written note from a parent/guardian to the main office **upon arrival at school**. The note should state why he/she needs to leave early, give the approx. time he/she will be leaving, and have a telephone number to call for verification. Upon parent/guardian arrival, he/she must sign the student out in the front office. If a student drives to school, he/she signs out in the front office after the office has validated the notice with a family member. **In an effort to not interrupt a class session, please make every attempt to schedule early dismissals at the end of the class period.**

CLASS ATTENDANCE AND TARDIES

In order to maximize learning, you need to attend all your classes. Get in the habit of arriving to each class on time and remaining in class for the entire class period. In the event a student is late to class without prior approval, the student will be subject to consequences ranging from verbal warnings to out of school suspension. The more tardies you accumulate, the more severe the consequence.

ARRIVING TO SCHOOL LATE

When students arrive at school late, they should go directly to the main office with their excuse for being late. Students are required to bring a written note from a parent or guardian. Students should get an admittance slip from the front office staff and report to the class they are scheduled for at that time. Give the admittance slip to the teacher.

ABSENCES AND MAKE-UP WORK

Maximizing student academic performance is our priority. As such it is essential that you make up missing assignments following an absence from class. You are required to make up missed work from excused and unexcused absences. Make-up work is YOUR responsibility! Upon your return from an absence, you should communicate with your teacher regarding missing assignments. You have three (3) school days to arrange for make-up work with each of your teachers. Work missed must be completed as directed by each teacher within the agreed-upon time frame.

Student Safety

Safety for all is the top priority at HST. School personnel follow a variety of procedures to enhance the safety of our school. These procedures include regular fire, tornado, and lock-down drills, metal detecting, and being actively aware of the environment. All visitors must report to the Main Office to receive a visitor's badge upon entering campus. Additionally, weapons and illegal or dangerous substances or objects are NOT allowed on school grounds at any time. If you have to question whether something is appropriate to have on campus or not, it's probably best to exercise caution and good judgment... don't bring it to school. All persons and property are subject to random search and seizure allowable by law and Board of Education policy.

VISITORS AND METAL DETECTION

All visitors must sign in and out of the school office to acquire a visitor's identification badge. All persons entering the campus are subject to being screened by a screening device and/or searched.

GENERAL STUDENT EXPECTATIONS

HST is a great school with high expectations for all aspects of our school. Students are expected to align their behavior to these expectations. While the Gaston County Code of Conduct outlines many behavioral expectations and consequences, the following are specific to expectations at Highland. In addition to the expectations and consequences outlined in those documents, students in violation of school rules may forfeit their opportunity to attend Highland School of Technology.

LUNCH EXPECTATIONS

Appropriate behavior in the cafeteria is expected at all times. **All food and drink must be consumed in the cafeteria.** Please push your chairs under the table, dispose of all trash in the proper containers and clean around your area. **Students are not to leave campus during the lunch period.** Students should go to their lockers between 2nd and 3rd periods to exchange books and get lunch items. They will not be allowed to go to their lockers during the lunch period as it is disruptive to the surrounding classes. HST maintains a closed lunch policy. No outside food is allowed.

FIRE AND TORNADO DRILL REGULATIONS

State law requires regular drills regarding fire and tornado safety. HST expects full student cooperation in all related drills. Use of the intercom and bell systems are the primary means of signaling the need for the drills. In addition to this, all HST staff are trained in our safety systems. **Above all, follow the instructions of the staff member in charge.**

LOCKER PROCEDURES

All students will be assigned individual lockers at the beginning of the school year. There will be a \$5.00 *leasing fee* associated with locker assignments. **You** are responsible for the locker assigned to **you**. Use the locker for the storage of books and equipment. Students will not use any other lock other than the one assigned to them. It is **your** responsibility to see that your lock is kept secure at all times. **REFRAIN FROM SHARING LOCKERS OR GIVING YOUR LOCKER COMBINATION TO OTHERS.** The school is not responsible for loss or theft of items from lockers. The school reserves the right to search lockers on suspicion of a threat to the health and safety of students, drug or weapon possession, or other violation of criminal law or Gaston County School policy.

SCHOOL BOOK BAG PROCEDURES

Students are permitted to bring book bags to school, but they must be stored in the students' lockers during the school day. Book bags must be of a clear material to comply with school security procedures. Book bags are subject to random inspection by school officials. **Please note that string bags may be used to carry gym clothing but no other items. String bags are allowed only if the student is enrolled in a physical education course for the semester, and can only be carried to and from the gym class. Otherwise, string bags must be stored in the students' lockers.**

BRINGING VALUABLES TO SCHOOL

Students are asked to bring only necessary money and valuables to school. Valuables (jewelry, electronic, and sports equipment, etc.) **must** be secured in lockers or designated areas at all times. The school is not responsible for students' personal items.

CELL PHONES AND OTHER ELECTRONICS

Consistent with Gaston County School's policy, HST allows students to possess cell phones and other electronics (including MP3 players, headphones, radios, tape and CD players, beepers, electronic games, etc.) on campus. **However, these items are to remain out of sight during the school day.**

If a cell phone or other electronic device disrupts the learning process or you are using the phone anytime during the regular school day, the cell phone will be taken, placed in the main office, and **returned to a parent.** Repeat violations of this policy will result in disciplinary action, including suspension from school.

DRESS CODE

Students must wear appropriate clothing for school. Undershirts, tank tops, "spaghetti" straps and sleeveless T-shirts are not acceptable school clothing. Clothing must not create a distraction/disturbance in the educational setting (i.e. clothing with offensive and/or inappropriate language/images, clothing that exposes undergarments, or sheer clothing). Pants should be worn around the waist and have no holes/rips above mid-thigh. Plunging necklines are not permissible. Other items that are not acceptable school wear include: sunglasses, hats/head-coverings, hanging chains, spiked jewelry, pajamas, bedroom slippers, etc. Leggings and similar skin-tight clothing made of stretchy material may be worn only under shorts, skirts, dresses, and/or shirts that meet length requirements. This is not an "all-inclusive" list, and students will be dealt with on a case by case basis in accordance with GCS Student Dress Code Guidelines. Please note that certain apparel is acceptable in PE class for student comfort, but not acceptable anywhere else outside of the gym. *Clothing will be provided for students needing appropriate attire. All items must be returned to the front office on the next day in the condition they were loaned or a \$5.00 charge will be owed by the student. Repeated dress code violations will result in appropriate disciplinary action.

INTEGRITY AND CIVILITY

Everyone is expected to demonstrate integrity, civility, responsibility and self-control. These character traits are critical for establishing and maintaining a safe, orderly and inviting environment in which learning can take place.

This expectation is directly related to the school's objectives:

- for students to learn
- for students to be responsible for their behaviors
- for students to accept the *consequences* of their behavior
- for students to respect cultural diversity and ideological differences

The following behaviors are **strictly** prohibited: cheating, plagiarizing, violating copyright laws, cursing or using vulgar, abusive or demeaning language toward another person, and playing abusive or dangerous tricks or otherwise subjecting a student or an employee to personal indignity. You will be subject to disciplinary action/criminal charges for these behaviors.

HIGHLAND ALMA MATER

There shines upon this nation A school mighty fair Its loyal sons and daughters Carry its banner everywhere. Highland, Highland, the pride of them all, Oh Highland, Highland, We will ever heed thy call.	When sun and stars shine brighter, On this fair earth so true, Their rays will point with glee To Highland's lovely gold and blue. Highland, Highland, The pride of them all, Oh Highland, Highland, We will ever heed thy call.
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HIGHLAND RAMS

Ramsey Lee: Larger Ram located in the back of the school, in the senior picnic area

Aries Morris: Smaller Ram located in the front of the school, near the front entrance