

# ***Stuart W. Cramer High School***

***Student and Parent Handbook***

***2024-2025***



***Taking the Future by Storm!***

**Dr. Jessica Steiner, Principal**

**Deidre Johnson, Assistant Principal (A-G)**

**Phillip Morris, Assistant Principal (H-O)**

**Brittany Beckham, Assistant Principal (P-Z)**

<http://gaston.k12.nc.us/stuartwcramer>

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## **MESSAGE FROM THE PRINCIPAL**

Dear Students and Parents,

Welcome to the 2023-2024 school year! The entire Storm staff, including administration, teachers, and support personnel, are excited to begin this year with you. We look forward to welcoming you, supporting you, and celebrating all of your successes. We are also eager to see the Class of 2025 achieve great things as they complete their high school journey. Our school motto, "Taking the Future by Storm," reflects our belief that each of you will contribute to our collective and individual journey.

At SCHS, we strive to embody the following ideals:

- **Success**
- **Trust**
- **Optimism**
- **Respect**
- **Motivation**

Our staff is dedicated to building an optimal learning environment for all students. We encourage you to get involved in all aspects of school life, including athletics, clubs, and extracurricular activities. Your participation will enrich your high school experience, create lasting memories, and help you develop your talents and skills. As a SCHS student, you are your own best advocate. This means being present, engaged, and participating in learning daily while adhering to school procedures and rules.

To assist you this year, this handbook will guide you through the programs, policies, and activities at SCHS. Please take the time to read it carefully to understand the opportunities and resources available to you. By focusing on building, achieving, and graduating, you will develop the skills necessary for post-secondary college and career opportunities.

As the principal of Stuart W. Cramer High School, I am thrilled to start the 2024-25 school year. We look forward to seeing each of you grow as individuals and together, we will create many lasting Storm memories.

And as always, remember: Gooooo Storm!

Dr. Jessica S. Steiner, Principal

## SCHOOL PROFILE

<b>ADDRESS</b>	101 Lakewood Road, Belmont, NC 28012 Phone: 704-866-5700 Fax: 704-825-8950
<b>FOUNDED</b>	2013
<b>FEEDER SCHOOLS</b>	Belmont Middle, Cramerton Middle, Holbrook Middle, and Mount Holly Middle
<b>ACCREDITATION</b>	Advanced-ed SACS
<b>VISION</b>	Stuart W. Cramer High School seeks to inspire students to be successful in their future endeavors by creating a community of passionate leaders.
<b>MISSION</b>	Stuart W. Cramer High School will STORM on by... <ul style="list-style-type: none"><li>- Sparking success</li><li>- Teaching with technology</li><li>- Offering opportunities</li><li>- Requiring rigor</li><li>- Maintaining mindfulness</li></ul>
<b>MOTTO</b>	Taking the Future by Storm!
<b>GRADES</b>	9-12
<b>ENROLLMENT</b>	960
<b>COLORS</b>	Purple, Silver, and Black
<b>MASCOT</b>	Storm
<b>PRINCIPAL</b>	Dr. Jessica Steiner
<b>ASST. PRINCIPAL</b>	Mr. Deidre Johnson (A-G) Mr. Phillip Morris (H-O) Ms. Brittany Beckham (P-Z)
<b>BUSINESS MANAGER</b>	Ms. Kelly Setzer
<b>COUNSELOR</b>	Ms. Graylin Williams (A-G) Ms. Jennifer MacDonald (H-O) Ms. Kacie Strong (P-Z)
<b>ATHLETIC DIR.</b>	Mr. Michael Patton
<b>ATHLETIC AFF.</b>	Big South 3A
<b>PARENT PORTAL</b>	PowerSchool Parent Portal
<b>SCHOOL WEBSITE</b>	<a href="http://gaston.k12.nc.us/stuartwcramer">http://gaston.k12.nc.us/stuartwcramer</a>

## STORM VALUES

Our school mascot, the Storm, unites us to display strength, and determination in all we strive to achieve. The Storm represents the attributes of success, trust, optimism, respect, and motivation. Our students, faculty, and school leaders work to demonstrate these attributes in all aspects of school and life situations.

S	SUCCESS
T	TRUST
O	OPTIMISM
R	RESPECT
M	MOTIVATION

## BELL SCHEDULES

### REGULAR SCHEDULE

Warning Bell	8:25
1 <sup>st</sup> Period	8:30-10:00
2 <sup>nd</sup> Period	10:05-11:40 (morning announcements)
3 <sup>rd</sup> Period	11:45-1:45
1 <sup>st</sup> Lunch	11:45-12:10
2 <sup>nd</sup> Lunch	12:17-12:43
3 <sup>rd</sup> Lunch	12:50-1:15
4 <sup>th</sup> Lunch	1:20-1:45
4 <sup>th</sup> Period	1:50-3:25

### TWO-HOUR DELAY SCHEDULE

1 <sup>st</sup> Period	10:30-11:00
2 <sup>nd</sup> Period	11:05-11:40
3 <sup>rd</sup> Period	REGULAR SCHEDULE
4 <sup>TH</sup> Period	REGULAR SCHEDULE-pm announcements

### HOMEROOM/ADVISORY SCHEDULE

Warning Bell	8:25
1 <sup>st</sup> Period	8:30-9:45
Advisory	9:50-10:20
2 <sup>nd</sup> Period	10:25-11:40
3 <sup>rd</sup> Period	REGULAR SCHEDULE
4 <sup>TH</sup> Period	REGULAR SCHEDULE-pm announcements

## BEGINNING OF YEAR SCHEDULE: AUGUST 14 & 15

Advisory	8:30-9:30
1 <sup>st</sup> Period	9:35-10:35
2 <sup>nd</sup> Period	10:40-11:40
3 <sup>rd</sup> Period	REGULAR SCHEDULE
4 <sup>th</sup> Period	REGULAR SCHEDULE-pm announcements

## HOMEROOM/ADVISORY DATES

August 16 (1 hour before 1st period)	January 6 (new semester/before 1st period)
August 17 (1 hour before 1st period)	January 9 (report cards/after 1st period)
October 17 (report cards/after 1st period)	March 20 (report cards/after 1st period)

*Additional Advisory dates may be added as needed*

## COMMUNICATION PLAN

- **PARENT CONFERENCES**  
Parent Conference Day will be held from 1:30 p.m. - 7:00 p.m. with no appointment necessary on October 10th and March 13th. Throughout the semester, parents can schedule a conference with any teacher as necessary.
- **PARENT PORTAL**  
PowerSchool Parent Portal provides parents with a secure website to access grades and attendance from any computer. First time user login information must be obtained in person by visiting the Student Services office. VALID ID IS REQUIRED.
- **PARENT LINK NOTIFY**  
Automated phone calls are sent on Sunday evenings updating students and parents on weekly events at SCHS. Gaston County Schools may use automated phone calls for inclement weather and district updates.
- **SCHOOL WEBSITE**  
Our school website is frequently updated to keep students, parents, and the community in the loop on important announcements <http://gaston.k12.nc.us/stuartwcramer>. SCHS has also established a Facebook page in an effort to provide students & parents with multiple ways of distributing information.
- **Canvas Page**  
SCHS teachers will have a Canvas page for each class. Teachers will post information regarding classroom lessons, expectations, homework, etc. to help connect to the learning environment. Information can be found in a teacher's syllabus on how parents can link to their specific Canvas page.

## ***Counselors and Support Staff***

**SCHOOL COUNSELORS:**            **Ms. Williams (A-G)**    **Ms. MacDonald (H-O)**    **Ms. Strong (P-Z)**

The guidance office at Stuart W. Cramer High School provides academic, career/personal counseling and advising to all students. The guidance office operates under an open-door policy with the highest standards of confidentiality. The counselors and guidance receptionist will collaborate with parents, teachers, and administrators to promote student success.

Students may visit Student Services with permission from their teacher. Parents are encouraged to call ahead and make an appointment with a counselor. Our counselors will schedule parent conferences during the year with teachers as requested. Student Services will conduct various informational meetings during the school year. Please check the website for information on events as the year progresses. Transcripts may be requested from the Student Services office. Students may also request transcripts through CFNC.org. All students will be asked to complete a “permission to release transcripts” form. The ultimate goal for student services is to ensure the success of every student at Stuart W. Cramer High School.

### **SCHOOL SOCIAL WORKER**

Mr. Yantchook, our social worker, is available to assist students and parents with the resources needed to attend school daily. He also monitors attendance concerns, participates in our Student Support Team, and works daily with school personnel to ensure student academic success. The social worker’s office is located in the main office.

### **SCHOOL NURSE**

Morgan Ghannt works with students regarding health and wellness issues, responds to medical emergencies, develops student health plans, and participates in the Student Support Team as needed. All medication management should be coordinated with Nurse Ghannt. The school nurse’s office is located in the control room. She is on campus during a set schedule throughout the week.

## ***ACADEMIC INFORMATION***

### **HIGH SCHOOL GRADES**

GCS high school grades are as follows:

<b>A = 90-100</b>	<b>B = 80-89</b>	<b>C = 70-79</b>
<b>D = 60-69</b>	<b>F = Below 59</b>	<b>Lowest passing grade is 60</b>

All honors courses will carry a maximum of 4.5 points for an A, and any college-level approved course (AP, IB, community college, university) will carry a maximum of 5 points for an A.

## Grading Policy

GCS grading policy are as follows:

Test - 60%	Quizzes - 20%	Daily Grades/Homework - 20%
Each 9-weeks grades shall be made up of a minimum of 3 major test grades (may include major projects, essays, research papers, performances)	Each 9-weeks grades shall be made up of a minimum of 6 quizzes (only covers part of a unit of study or a specific step in a project or performance)	Each 9-weeks grades shall be made up of a minimum of 9 daily class and/or homework grades (may include warm-ups or bell work)

## RETEACH/RETEST POLICY

- The reteach/retest program is a strategy to be utilized in working with student mastery of coursework. This program is intended to be a complement to the regular instructional day. A reteach session is not required before a retest is administered but may be offered by the teacher.
- Any student who makes below a 75 is eligible to retest any major test/project one (1) time for a possible grade up to 75 (benchmarks, formative assessments, and final exams are not included). If the retest is lower, the highest grade will be used. Entire projects may not be considered part of the retest process. Teachers may allow students to “retest” a portion of a project, therefore positively affecting the overall grade assigned.
- Students who have an IEP through the Exceptional Children’s Program may receive higher than a 75 on the retest if it is included as a modification in the IEP. A complete grading policy is available on the Gaston County Schools website.

## STATE AND NATIONAL EXAMS

- **End of Course (EOC) Exams** – EOC exams are required by the state in specified courses. The End-Of-Course test counts one-fifth (20%) of the student’s final grade in the course. Students must take the EOC in order to receive credit for the course. EOC testing is required in Math I, Biology, English II, and Math III as part of graduation requirements.
- **Career and Technical Vocational (VOCAT) Exams** – VOCATs are required by the state in all Career & Technical Education courses. Students are required to take the VOCAT as a final exam for the course and it counts for one-fourth (25%) of the student’s final grade.
- **PSAT and PreACT** – The PSAT and PreACT, preliminary tests for the SAT/ACT, offer students valuable testing experience and specific feedback on test results. The PSAT is available to tenth and eleventh graders. Students are encouraged to take the PSAT in the tenth grade, study their results carefully, and retake the test in their junior year. PSAT will be given on October 16, 2024 at SCHS. ThePreACT test will be administered to all 10<sup>th</sup> graders during November, which is the precursor to the ACT which will be given to all students in the 11<sup>th</sup> grade.
- **SAT and ACT** – Both the SAT and the ACT are college admissions tests typically taken in the junior year following English III and Math III. Each year, the state of North Carolina will administer the ACT to all registered 11<sup>th</sup> graders on March 11, 2024. Students should check with the college or university to determine which test is required. Students may pick up test prep materials and registration information in the counseling office. Testing



and registration information can be found at [www.collegeboard.org](http://www.collegeboard.org) for the SAT and [www.act.org](http://www.act.org) for the ACT. Test Dates can be found at their respective websites.

- **Advanced Placement Test (AP)** – Students that participate in AP courses have an opportunity to earn college credit by attaining adequate AP exam scores as determined by specific colleges. Students should consult their selected college or university for specific score information. AP exams are not mandatory but are encouraged by Gaston County Schools. The College Board has determined AP exams are held in May each year.

- **Gaston County Schools Exam Exemption**

In order to encourage excellent attendance and academic performance, a student may be exempt from a teacher-made exam if the following criteria are met:

1. "A" average at the end of the semester, have four or fewer absences, for the semester in the course.
2. "B" average at the end of the semester, have three or fewer absences, for the semester in the course.

The reasons for the absences (excused or unexcused) are not considered in determining exam exemption. The total number of absences (regardless of the reason) and the academic average (for the semester) are the qualifying factors for exam exemption in each class. Assigned days in out-of-school suspension (OSS) are considered absences under Board policy and the exam exemption procedure. **If a student misses more than 15 minutes of a class period, they are coded as absent for that period.**

*For exam exemption purposes only, every three (3) tardies (coming to class late or leaving class early) will count as one (1) absence. School-related activities are not considered absences as indicated in Part C of GCS Board Policy 3480; this includes two days per school year for students to visit colleges (coded as 1G in PowerSchool), with prior approval from the principal.*

If the student meets the above qualifications and desires to take the teacher-made exam, the exam may improve but not diminish the student's final grade.

Tests required by the state, including End of Course (EOC) tests, College Now (CCP), and NCVPS exams may not be exempted. Students enrolled in a CTE course that offers a CTE End-of-Course state exam, CTE Credential, or CTE Performance-Based Measure (PBM) as the Proof of Learning (POL), are all assessments not eligible for exemption. Students taking an Advanced Placement (AP) course taught by a Gaston County Schools instructor may be exempt from the teacher-made final for the course if the above criteria are met. However, AP exams administered by College Board are required to earn college credit and are not eligible for exemption. Students that meet the above criteria to be exempt from a teacher-made exam, will be expected to “check-in” through Canvas on the day of the exam to be counted as present for that day.

PROMOTION REQUIREMENTS	
TO BE A SOPHOMORE	6 UNITS OF CREDITS
TO BE A JUNIOR	13 UNITS OF CREDITS
TO BE A SENIOR	20 UNITS OF CREDITS
TO GRADUATE	28 UNITS, COMPLETION OF COURSE OF STUDY, AND EOC TESTING REQUIREMENTS

## **GRADUATION REQUIREMENTS**

### **Testing Requirements for Graduation**

Students must take four End of Course Exams and pass the courses of Biology, English 10, Math I, and MATH III. All students in the 11<sup>th</sup> grade are required to take the ACT, which will be taken at SCHS at no charge during their junior year.

In addition to meeting the above requirements, students must earn 28 credits as required by local standards set forth by the Gaston County Board of Education.

### **SCHS GRADUATION INFORMATION**

- Graduation is a highly regarded event and should be treated with the utmost respect and dignity. Students must adhere to all GCS and Stuart Cramer policies to participate.
- The graduation ceremony will be held in the stadium, weather permitting. Each student will receive ten (10) tickets for admission to the stadium. In case of inclement weather, the graduation service will be in the auditorium and seniors will receive four (4) tickets for admission to the auditorium. Students will receive graduation tickets on the morning of graduation practice. A ticket is required for admission to the graduation ceremony.
- SCHS security will metal detect all guests and graduates as a safety precaution for family and friends entering the stadium. Purses, bags, umbrellas, and coolers will not be permitted at graduation.
- **Required Dress Code for Graduates:**  
Graduates should be dressed in black pants and a white collared shirt, and a tie or dark dresses with dark shoes, black low heels or black flat shoes for comfort.  
**No flip flops, jeans, or tennis shoes. No alterations to the cap or gown are allowed for graduates.**
- SCHS security will metal detect all seniors prior to them entering the school on graduation morning. Seniors will report to their designated location for lineup. All personal and valuable items should be left at home on the morning of graduation, including cell phones. **NO cell phones will be permitted for graduates on the field.** After graduation, students only will return to the entrance to pick-up their diplomas. Students will not be permitted anywhere else in the building.
- Only school and county issued stoles and cords are to be worn during graduation, no outside organizations or independently purchased items will be approved to be worn.
- Graduates who do not adhere to the rules listed above or cause a disruption/spectacle at graduation may not be given their diploma after graduation and required to meet with the principal and/or the administration team to discuss their infraction.

## HONOR GRADUATES

GCS seniors are eligible for graduation honors based on their final cumulative weighted GPA:

<b>Summa cum laude = 4.3 +</b>	<b>Magna cum laude = 4.0-4.299</b>	<b>Cum laude = 3.7-3.99</b>
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### NORTH CAROLINA ACADEMIC SCHOLARS

Students who seek a Future Ready Course of Study may also earn an NC Academic Scholars Distinction. This distinction requires additional coursework (see GCS Curriculum Guide) and a final unweighted cumulative GPA of 3.5 or higher. Students who qualify for this honor receive an honor sticker on their diplomas.

### EARLY GRADUATION

Early graduation allows for a student to complete state and local graduation standards after the first semester of the senior year. To be eligible, a student must pass all courses from ninth grade to the first semester of the senior year, complete course requirements in a designated Course of Study, and earn 28 credits. This process takes careful planning throughout the high school years with the student, parent, and counselor. For scheduling purposes, early graduation procedures will be outlined during rising senior registration in the spring.

### GCS HIGH SCHOOL CURRICULUM GUIDE

The Gaston County Schools High School Curriculum Guide is published online each year during spring registration to assist students and parents in planning the high school curriculum. The link to the guide can be found at <https://www.gaston.k12.nc.us/Page/10025>. This guide provides general high school information, graduation requirements, and course offerings.

### MINIMUM COURSE LOADS

The state of North Carolina and Gaston County Schools require that all students take four courses daily each semester. Students are expected to attend all four classes even if the student does not need the class to meet graduation requirements. Early release (a flexed schedule) will only be permitted for seniors (meeting specific criteria) and student hardships. If a student is working full time to support his or her family financially, he or she can request a Student Support Team meeting for a flexed schedule. A flexed schedule may compromise a student for disability, social security benefits, child support, athletic eligibility, and other services. Flexing a schedule without authorization will result in disciplinary action.

### CLASS RESTRICTIONS

Stuart W. Cramer has several courses that require special skills, prerequisites, or are limited in class size by law due to safety guidelines. Course availability, grade level, and graduation requirements may also be used for the selection of a specific course.

## SCHEDULE CORRECTIONS

- Students are expected to pursue courses that they selected during registration. Classroom presentations, parent nights, and individual meetings with our counselors, and school staff, are provided to ensure course selections align with graduation requirements and prepare students to meet future career goals following SCHS.
- Every effort has been made to create a schedule that accommodates the eight courses that each individual student registered for in the spring (alternates also count). If there is a scheduling conflict and the student could not be scheduled for the eight classes he/she registered for, alternate classes were used to create a full schedule (eight classes).
- Schedule corrections will only be allowed for the following reasons:
  - An incomplete schedule or duplicated requirements.
  - Scheduled for a class that the student has already passed
  - Scheduled for a class that requires a prerequisite that has not been met
  - Change needed to meet graduation requirements.

## TRANSFERS OR WITHDRAWALS

In order for a student to transfer to another school, a parent/legal guardian must complete a withdrawal form. Grades will be recorded for each subject. An official transcript along with a withdrawal form will be given to the parent and student to enroll in the new school. A student who wishes to withdraw from school must discuss this option with his/her school counselor. If a withdrawal is necessary, the counselor will direct the student as to how to complete the withdrawal process.

## ALTERNATIVE DIPLOMA PROGRAMS

Students are encouraged to take full advantage of the curriculum and remediation programs offered at SCHS. There are special cases where a student may need to consider an alternative plan to achieve a high school diploma. In special cases, students may choose to withdraw from school to enroll in a home school, the High School Diploma Program at Gaston College, or other diploma equivalency programs. Students should consult with a school counselor for additional information.

# SCHOOL PROCEDURES

## CHECK PROCEDURES

- Gaston County Schools recognizes that occasionally a parent may inadvertently overdraw a checking account, and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Gaston County School System has contracted with *Envision Payment Solutions*.
- Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a school or the School System, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account and that the Service Fee for returned checks established by law may be debited from the same account.
- If the check and fees are not collected electronically, *Envision Payment Solutions* will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to *Envision Payment Solutions*, P.O. Box 157, Suwanee, GA 30024-0157. For a convenience fee, payments of both

check and fee may be made electronically at [customerservice@envisionpayments.com](mailto:customerservice@envisionpayments.com) or over the phone (877-290-5460 or 770-709-3100) using a credit card, debit card, or electronic check.

### **ENTRY & EXIT**

- The school building doors open at 8:00 a.m. Car Riders and Student Drivers will enter through the student driver entrance (near the gym), and bus riders will enter through the entrance by the bus lot.
- Upon entering the building, all students will walk through a metal detector, be randomly searched, and go straight to their 1st period class.
- Breakfast will be served from 8:00 am to 8:25 am, and students will quickly eat breakfast and proceed directly to their period class.
- At the conclusion of the school day, students are expected to exit the building promptly in an orderly fashion.
- Buses leave promptly at 3:30 p.m.
- Students must have proper adult supervision to remain in the building after 3:30 p.m.
- Loitering in vehicles or in the parking lot will not be permitted and may be subject to disciplinary action.

### **FIRE, TORNADO, LOCKDOWN, EVACUATION DRILLS**

Fire drills are held monthly as required by state law. A tornado drill will be held in the spring on a date selected by the Emergency Management System. Lock-down and evacuation drills will be performed a minimum of two times per semester.

### **LOCKERS & VALUABLES**

- Lockers are available upon request.
- Students are encouraged to utilize hallway and athletic lockers to keep items secure at all times.
- Students are encouraged to utilize their own personal combination lock to secure items in athletic lockers.
- Students should keep valuables with them and out of sight at all times (i.e. cell phones).
- The school is not responsible for lost or stolen articles. Lockers should be utilized to minimize theft.

### **LOST AND FOUND**

Lost articles should be taken to the control room. Items that are of value are kept in student services. Items remaining at the end of each semester will be donated to a local charity.

### **MEDICATION**

When a student must take medication at school, including over-the-counter medicine, these requirements apply:

- Parents or Guardians should deliver all medication to the school.
- Medication must be left with the school nurse or principal designee.
- Medication must be in the original container or pharmacy bottle and clearly labeled with the student's name.
- Medication can be given only after the parent has signed a permission form.
- Long term (more than two weeks) medications must have a physician's authorization. This includes over-the-counter medication.
- School disciplinary action may occur for any violations.
- It is the parent's responsibility to pick up any unused medication.

## **CONDITIONS FOR ADMINISTERING MEDICATION**

Authorized school employees may administer medication to students when all of the following conditions are met. These conditions apply to all medications, including those available over-the-counter without a prescription.

- a. Parental Consent: The student's parent must make a signed, written request that authorizes school personnel to administer the medication to the student.
- b. Medication Authorization/Order: A health care practitioner must prescribe the medication for use by the student and provide explicit written instructions for administering the medication.
- c. Certification of Necessity: The student's health care practitioner must certify that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in school.
- d. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with directions for how and when the medicine is to be given. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name, and with directions for how and when the medicine is to be given.
- e. Proper Administration: The employee must administer the medication pursuant to the healthcare practitioner's written instructions provided to the school by the student's parent and in accordance with professional standards.

The board of education and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

## **SECURITY**

During arrival all students will be subject to random searches and metal detecting. Random searches and metal detecting will be conducted according to the guidelines set forth by Gaston County Board of Education Policy during the school day and at school events (*See GCS Student Code Conduct.*)

- During morning arrival, students are subject to walking through metal detection and random searches.
- All students who arrive late or check-out and return to school, will be searched and metal detected upon entering the school.
- All spectators at any extra-curricular event will be subject to searches and metal detecting.
- Police canines may be used to search anywhere on campus and in vehicles. At no time will a police canine be used to search a student or employee.

## **SUPERVISION**

- Students are expected to remain in designated, adult-supervised areas at all times throughout the school day.
- Designated areas are defined as the hallways and restrooms where students' classes are located. Found in areas away from their classes (i.e. on 2nd floor when class is on 3rd floor or restricted areas) is considered out of area.
- Restricted Areas are defined as hallways and stairways that students are not allowed to use during the school day or at a particular time. These areas are properly labeled. Students who are found in a restricted area are subject to disciplinary action
- Students are not to enter school buses parked in the bus parking area during the regular school day.
- Students are not permitted to return to their vehicles throughout the school day.

## TRAFFIC

- Traffic in front of the school is heaviest between 8:10 - 8:25 a.m. on Lakewood and Highway 74.
- Cars should form a single line for drop-off in front of the school only. Student drop off is not allowed in the student parking lot.
- All vehicles should pull to the drop off sign in the circle closest to the student entrance at the side of the building.
- The front parking lot traffic is one way. To avoid traffic congestion, no vehicle should enter the exit at any time.
- Please avoid placing book bags in the trunk as this causes major delays during drop-off or pick-up times.

## VISITORS

- All visitors must immediately report to the main office.
- Visitors will be issued a visitor's badge that should be displayed below the collar of your shirt at all times during your visit.

## **GCS SCHOOL NUTRITION**

Breakfast and Lunch are offered daily in all schools.

Breakfast -A complete school breakfast consists of:

An entrée made with grain and /or protein, Fat free or 1% milk, and Fruit and/ or juice (limit of one juice per meal).

Lunch - A complete school Lunch consists of:

An entrée made with protein and/or grain, Fat free or 1% milk, Vegetable, and Fruit

### Meal Prices

- Breakfast and Lunch are free for all students at SCHS.

#### Breakfast

Paying students (all grade levels, if applicable) \$1.40

Reduced price students (all grade levels) \$0.00

Adults (staff and visitors) \$2.00

Breakfast and Lunch are offered daily in all schools.

#### Lunch

Paying students (all grade levels, if applicable) \$3.00

Reduced price students (all grade levels) \$0.00

Adults (staff and visitors) \$4.00

### Charged Meals

Students who do not have money may charge a meal if their account has not exceeded the following

Limits: High School (9-12) no charging allowed.

High school students who do not have money may also request a complimentary alternate meal if they are unable to find or borrow money. Students who have received more than five (5) complimentary alternate meals per year may receive additional complimentary meals at the mutual discretion of the Principal and School Nutrition Director.

Students who apply for free and reduced price meal benefits are responsible for all charges incurred before their Free and Reduced Meal Applications are received by the School Nutrition Department.

Students who have exceeded the charged meal limit may not purchase a la carte items with the exception

of milk, fruit juice, or water. Schools are provided negative balance letters for distribution to students at least once a week. A negative balance report can be provided by the Cafeteria Manager at any time upon request.

### **Student Accounts**

Checks, Cash, or Money Orders can be accepted in the school cafeterias. Parents/Guardians may utilize Family Portal Link <https://family.titank12.com> to pay with their credit or debit card.

Parents requesting a refund must contact the School Nutrition Free and Reduced Specialist at 704 836-9110 ext. 1.

Positive balances remaining at the end of the school year will remain on students' accounts for the following school year unless a refund is requested. Seniors who graduate and have a positive meal balance should contact Tina Franks at 704-836-9110 ext. 1 to receive a refund or transfer funds to another child. This must be done within 1 school year of graduation.

NSF checks are referred to Envision payment solution, a check guarantee and collection service.

### **Free and Reduced Meal Application**

Paper applications are available at the school office, the school cafeteria, and at School Nutrition Center in Lowell. Online applications are available on the Gaston County Schools website. Links can be found on the School Nutrition department tab. Only one application is required per household.

Paper applications should be returned to the school Cafeteria Manager or the School Nutrition Center - 500 Reid Street Lowell, NC 28098. Foster children are categorically eligible for free meal benefits, and should be included on the household application. (Not a separate application) Students designated as homeless by Gaston County Schools' homeless liaison are categorically eligible for free meals. No application is required, but documentation must be received from the homeless liaison before benefits begin. If there are other children that have not been identified as being directly certified, but who are living in the same household, please contact the Free and Reduced Meal Specialist at the School Nutrition Center in Lowell for assistance, (704) 836-9110 ext. 1.

### **Special Nutrition Needs**

All Students with unique meal time needs are required to have a Diet Order form. Diet Order forms may be obtained from the Cafeteria Manager, the School Nurse, the School Nutrition Center in Lowell, or on School Nutrition page on Gaston County School website ([www.gaston.k12.nc.us](http://www.gaston.k12.nc.us)) The Diet Order form must be signed by a recognized medical authority and returned to the school nurse to submit electronically to the School Nutrition Dietitian [mhcameron@gaston.k12.nc.us](mailto:mhcameron@gaston.k12.nc.us).

### **Water Availability During Lunch Meal Service**

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, establishes a requirement for making water available to children in all school meal programs. Drinking water must be made available to students at no charge and without restriction in place where meals are served. To ensure water availability during meal service, each school's Principal will allow students to access water fountains in the dining room or an adjacent area.



## ***MEDIA CENTER GUIDELINES***

The following guidelines should be followed for use of the Library Media Center (LMC):

### **LIBRARY MEDIA CENTER HOURS**

The Library Media Center is open Monday-Friday 8:00 A.M. - 3:30 P.M.

### **VISITING THE LIBRARY MEDIA CENTER**

- Students using the LMC must have a Stuart Cramer media pass signed by a teacher or administrator.
- Every student must sign in at the desk and give their pass to a student media assistant. Passes will remain in a basket at the circulation desk until students are ready to return to class.

### **CIRCULATION POLICY**

- Students may check out up to three books at a time. Exceptions to this rule will be made upon request, but students are expected to be reasonable and responsible in checking out materials. Books are checked out for three weeks at a time and may be renewed for an additional two weeks.
- Students are responsible for bringing books back on or before the due date. Overdue notices will be emailed each Friday. If a student has an overdue book, check-out privileges will be suspended until the book is returned.
- Students are responsible for paying for lost or damaged items. If a student pays for a lost item and the item is found before the end of the school year, he or she will be reimbursed for that item.
- Students may place holds on items in the library media center at the circulation desk. When the book is available, the student will receive an email notification, and the item will be held for three school days.

### **PRINTING AND COPIES**

All printing must fall within the guidelines of the GCS computer use policy. Please let a library media center staff member know when you have printing needs. We must charge \$ .15 for printing in black and white, \$ .25 for color to cover the cost of the ink.

### **EXPECTED BEHAVIOR**

The Stuart W. Cramer Library Media Center is designed for classes, research, and quiet study time. So that all students have an enjoyable experience in their LMC, the following guidelines must be observed:

1. Sign in and bring your pass to the circulation desk.
2. Upon exit, retrieve your pass and sign out.
3. Food, drinks, candy, and gum are not permitted in the library media center.
4. Students must be actively working on class work, homework, research, or reading while in the LMC.
5. Be considerate of others working by maintaining a quiet voice level.
6. Place unwanted books on the cart at the front of the library so they can be reshelved properly. Leave your workspace in good condition for the next user.
7. All school rules apply in the library media center.

## **EXPECTATIONS OF STUDENT BEHAVIOR AND DISCIPLINE**

Gaston County Schools, our community, and parents have worked to provide you the opportunity to attend an impressive new school with many new and exciting educational opportunities. Our school is second to none in the western region of North Carolina. Our faculty and staff are committed to giving you the best well-rounded education. Your behavior at school and in the community will be representative of our first class facility and image. Throughout this year, we will expect you to display the behaviors and responsibilities listed below.

- **Attend class regularly.**
- **Be in your assigned classroom with all necessary materials when the tardy bell rings.**
- **Treat others the way you want to be treated.**
- **Follow the specific rules/procedures for each class, abide by the GCS Student Code of Conduct, and conduct all drills in a safe and orderly manner.**
- **Help maintain the building and all school equipment and materials.**

Students are expected to show good citizenship at all times and follow the instructions given by any teacher or staff member. Students who misbehave will be dealt with fairly but firmly to protect the rights and safety of all students and staff members. Classroom teachers will handle minor misconduct. If a student's behavior does not improve with the teacher's efforts, he/she will be referred to an assistant principal who will follow Stuart Cramer's Discipline Steps and/or the disciplinary measures outlined in the GCS Student Code of Conduct.

Although we expect all students to comply with these responsibilities, it is necessary to include a list of behaviors that are unacceptable at Stuart Cramer High School during the school day, at school functions, or while on a school-sponsored trip. **The list is not intended to be all-inclusive.**

The administration has the right to add to this list of unacceptable behaviors to ensure the safety of all students and faculty. Please refer to the exact rule in the GCS Code of Conduct. Consequences may be more severe depending on the situation and/or number of office referrals the student has received. Other behaviors which violate the GCS Student Code of Conduct, but are not listed here will be punished according to the consequences outlined in the GCS Student Code of Conduct.

- **ACADEMIC INTEGRITY:** Cheating or Plagiarism will not be tolerated. The teacher will inform the parent and determine the appropriate consequence. The student could be required to redo the assignment, receive a grade of a zero or will receive administrative consequences (see GCS Student Code of Conduct).
- **BULLYING & HARASSMENT:** Bullying or harassing other students through gestures, written, verbal, or electronic communication will not be permitted (see GCS Student Code of Conduct).
- **BUSES:** Students should not go on unoccupied school buses. Students must ride the bus assigned to them only. Buses leave campus at 3:30 p.m.

- **COMPUTER & INTERNET USE:** Students may not engage in unauthorized network access, restricted website access, or other illegal activities online while using the school system computer equipment or the Internet. (see GCS Student Code of Conduct; GCS Responsible Use Policy (RUP).
- **DELIVERIES:** No deliveries of food, flowers, balloons, etc. will be accepted during the school day.
  - Food deliveries include DoorDash, GrubHub, UberEats, Restaurants, etc.
  - No exceptions will be granted, including but not limited to holiday deliveries.
  - Only individuals listed on a student’s contact list can drop off items (i.e., gym bag, money for a sporting event, etc.) or a lunch box for a student.
- **DRESS CODE:** Each student in Gaston County Schools is expected to maintain an appearance that is neither distracting to other students nor disruptive to the educational environment or the safe and healthy climate of the school. No style of clothing or manner in which it is worn may expose undergarments or create a distraction in the educational setting. If any student is in violation of the dress code, a change of clothes will be required, and if garments are unavailable, a parent will be contacted to bring appropriate attire. Students will be placed in redirect until a change of clothes occurs.

***Students Shall Not Wear:***

- Headgear – Hats, knit caps, bandannas, hair picks, combs, hoodies, or other types of headgear or sunglasses in the school building.
- Clothing that displays sexually explicit words or drawings, profanity, alcohol, or drug gang symbols.
- Clothing that exposes undergarments.
- Blankets and towels as coats are not permitted. We recognize that it can be cold in the building; however, it is not acceptable to use blankets/towels in the hallways or classrooms. Students should bring sweatshirts, sweaters, or jackets.
- Shirts which are too revealing or too low-cut or see through. Shirts must cover your entire rib cage, and they cannot be strapless (tube tops).
- Excessively short skirts, dresses, or shorts that expose undergarments.
- For safety reasons, shoes must be worn at all times. Bedroom shoes are not allowed.
- Stuffed animals are not allowed at school and should be left at home.

***\*Changes in styles/fashions will be dealt with on a case by case basis, and the administration has the discretion to modify the above guidelines at any time throughout the school year.***

- **DRUGS/ALCOHOL/TOBACCO/VAPES:** Drugs, alcohol, tobacco, and vapes/dab pens are strictly prohibited on the grounds, in the building, and on school buses (see GCS Student Code of Conduct).
- **EXTRA-CURRICULAR ACTIVITIES:** Students are expected to exhibit good conduct at ballgames and other extracurricular activities. Anything other than this will result in your removal from such activity and/or other disciplinary actions outlined in the GCS Code of Conduct. Students must be picked up after a school event (ball games, concerts, etc.) within 30 minutes after the event ends, or the student will forfeit the privilege of attending other events. Students must be in attendance for one-half day in order to participate in school-sponsored events.

- **FIGHTING:** Fighting will not be tolerated (see GCS Student Code of Conduct). Any altercation on school grounds is considered serious by the SCHS Administration. Any fighting on the school campus or on the school bus may be determined to be an assault by the Gaston County Police Department. Charges may be filed, and students 16 years of age and older may be subject to arrest.
- **FIREWORKS:** Possession of fireworks, laser lights, cigarette lighters, and/or matches on school grounds is not allowed. Items will be confiscated, and students may face administrative consequences.
- **FOOD:** All food must be eaten in designated lunch locations only (i.e., cafeteria, internet cafe, or outside seating areas). Students are not permitted to walk around the campus eating. Eating in classrooms is not permitted without teachers' permission. Cups and food items cannot be taken back to the classroom. **Cups purchased at lunch must be thrown away at the conclusion of lunch. No outside deliveries will be allowed and will be confiscated!**
- **LEAVING CAMPUS DURING LUNCH:** No student should leave school for any reason without obtaining authorization from school personnel. Students may not leave campus with another student without proper authorization. **No student will be excused to go home or off-campus for lunch.** Students may bring lunch from home but must go to the school cafeteria to eat.
- **LUNCH PROCEDURES:** **Students will remain seated the entire time in the cafeteria during their designated lunch time.** Students are not permitted in any other areas during lunch except for the cafeteria. Students will utilize the bathrooms in the cafeteria during their assigned lunch. All trash should be placed in the trash containers located in the lunchroom area, or disciplinary measures will be enforced.
- **MATERIALS/POSTERS:** Materials/Posters cannot be distributed or posted without authorization from the administration.
- **NON-COMPLIANCE with Directions of Principals, Teachers, and other School Personnel and with School Rules:** Consequences range from in-school disciplinary action up to 10 days OSS.
- **PARENT CONTACT/PHONE:** Students will not be called from class to meet with anyone other than a parent/guardian. Only in the event of an emergency will a student be called to the phone. Telephones in the offices are for school business only. If a student must contact a parent/guardian to sign out, the student should ask the teacher to go to Student Services.
- **PARKING/LOITERING:** Students can not enter the building until 8:00 a.m. each morning. No loitering in vehicles or the parking lot is permitted. Students are not to be in the student parking lot area during the school day except upon arrival at school in the morning and departure from school at the end of the school day. Cars should not be used as lockers. Students may not park in the front parking lot. The front parking lot is for visitor parking only and student drop-off/pick-up.

- **PROFANITY:** Use of obscene or profane language or gestures to a staff member or student will not be tolerated (see GCS Student Code of Conduct).
- **PUBLIC DISPLAY OF AFFECTION (PDA):** There is a no bodily contact policy (such as holding hands, embracing, kissing, etc.) at Stuart W. Cramer High School.
- **SKATEBOARDS, ETC.:** Skateboards, rollerblades, and scooters are not allowed on campus.
- **SKIPPING:** Students who are not in class on time and ready to learn are skipping class. Skipping class is also leaving class (with or without permission) for prolonged periods of time without being able to locate the student. Skipping includes leaving the class and not returning. Students who leave campus without permission are skipping. Students found out-of-area are also skipping, which means being in areas not authorized for students or not in the vicinity of your class. Students who skip class will receive consequences according to the GCS Code of Conduct.
- **RESTROOM STALLS:** Only one student is allowed in a restroom stall at a time. Multiple students in a restroom stall will result in an administrative consequence.
- **SOLICITING:** Students are not permitted to sell vendor items unless the items are being sold through an approved school sponsored sale.
- **TARDY POLICY:** Students are expected to be in the classroom by the time the tardy bell rings. Consequences are as follows:
  - 1-2 Tardies: Warning by the teacher and contact home
  - 3rd Tardy: Administrative referral/conference and call home
  - 4-5 Tardies: Administrative referral/conference and Lunch Detention or ISS for the class period
  - 6th Tardy: Administrative referral/conference and increased Lunch Detention or ISS
  - **Further tardiness may result in multiple days of Lunch Detentions/ISS or up to OSS**
- **THEFT:** Theft will not be tolerated (see GCS Student Code of Conduct). Students should keep valuables with them at all times. Stuart W. Cramer High School **IS NOT** responsible for lost or stolen articles. Lockers may be utilized to secure personal property.
- **WEAPONS:** Possession of any kind of weapon, such as a pistol, knife, razor, or any object that can be considered a weapon, is not permitted (see GCS Student Code of Conduct).
- **WIRELESS COMMUNICATION DEVICES** (see Policy 4318 for complete policy). As per the Gaston County Schools Code of Conduct: The board recognized that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless

communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios, and similar devices.

- A student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule.
  - School employees will immediately confiscate the cell phone or wireless device for any of the above violations. The device will be turned into student services, and a student can pick up the phone after school. After the second offense, the cell phone is taken, and a parent/guardian must pick up the item. Devices will not be returned to students. Additional repeated violations could result in up to 10 days OSS. (see GCS Student Code of Conduct)
  - Unfortunately, electronic devices are sometimes stolen. Students are advised that SCHS assumes NO responsibility for lost or stolen electronic equipment. It is advised that cell phones and all other electronic equipment be left at home.
- **WIRELESS COMMUNICATION DEVICES IN CLASS:** To utilize and maximize instructional time in classes, cell phones, tablets, smart watches, headphones, or any other electronic device not authorized by the teacher are not allowed to be used during class by students unless directed by the teacher for instruction. Devices need to be out of sight throughout the entire class period as directed by teachers. Students are allowed to use their cell phones during class changes and their assigned lunch period. Failure to comply with the teachers' and school policy will result in consequences.
    - **WIRELESS COMMUNICATION DEVICES VIOLATION**
      - **1<sup>st</sup> offense:** Cell phone/device is confiscated and the owner/student can pick up the phone after school in Student Services.
      - **2<sup>nd</sup> offense:** Cell phone/device is confiscated and a parent must pick up the phone after school in the office.
      - **3<sup>rd</sup> offense:** Cell phone/device is confiscated and a parent must pick up the phone after school and the student receives a day of ISS.
      - **4<sup>th</sup> offense and beyond:** Cell phone/device is confiscated and further disciplinary action up to OSS may occur.
      - **Failure or refusal to comply with the above guidelines will result in OSS**
- **ISS/REDIRECT RULES**
    - Everyone must put their phone(s) in the cell phone holder for the entire time
    - No talking or sleeping
    - 1 student may use the restroom at a time, and you must use the restrooms designated
    - Students can get their lunch during the transition between 3rd and 4th lunch.

\*noncompliance with the rules could result in further consequences.

## ***BUS PROCEDURES AND RULES***

- Students will only be allowed to ride their assigned bus and must get off at their assigned bus stop.
- No student will be allowed to ride another student's assigned bus.
- At dismissal, buses begin departing at 3:30 p.m.
- Student safety is a primary concern in all bus procedures. Riding the bus is a PRIVILEGE, not a RIGHT. Students will lose bus privileges if their conduct endangers others or distracts the driver.
- Obey the bus driver promptly and with respect.
- Be at the designated stop, ready to board the bus before your scheduled time.
- Leave no trash on the bus.
- Stay in your seat while the bus is moving.
- Respect other students and their property.
- Horseplay, fighting, and other misbehavior are not allowed.
- Keep all body parts inside of the bus.
- Don't throw anything out of the bus windows.

### **Consequences**

- Consequences for violation of bus rules will range from parent contact, temporary bus suspension, and/or permanent removal from riding the bus. School consequences may also be required for severe violations.

## ***HIGH SCHOOL ATTENDANCE POLICIES***

### **COMPULSORY ATTENDANCE - STUDENTS 7-16 YEARS OF AGE**

(Please see policy code #3480 for complete policy)

- The public school laws of North Carolina require compulsory attendance for all children between the ages of seven and sixteen years (N.C.G.S. §115C-378). Every parent, guardian, or other person having charge or control of such a child enrolled in the Gaston County Schools is charged by law to cause the child to attend the school continuously for a period equal to the time when the public school is in session unless the child has withdrawn from school.
- Failure to comply with the Attendance Law by having excessive absences may result in referral to truancy mediation, district court (parent), or juvenile court (child). If a parent, guardian, or custodian is found guilty of violating the Compulsory Attendance Law, they may be ordered by the Court to do community service, fined, or be incarcerated.
- If a student has accumulated three (3) unexcused absences in a school year, the law requires the principal or designee to notify the parent/guardian of the student's excessive absences from school.
- The following reasons can be accepted by school principals as valid excuses for school absences:
  - **Illness or Injury**- An absence is excused when the absence results from an illness or injury which prevents the child from being physically able to attend school.

- **Death In The Immediate Family-** An absence is excused when it results from the death of a member of the immediate family of the child. For purposes of this regulation, the immediate family of a child includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
  - **Medical or Dental Appointments-** An absence is excused when it results from a medical or dental appointment of a child, and approval of the appropriate school official is gained prior to the absence, except in the case of an emergency.
  - **Court or Administrative Proceedings-** An absence is excused when it results from the attendance of a child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
  - **Religious Observances-** A student may be absent for a maximum 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).
  - **Educational Opportunity-** An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. Approval for such an absence must be gained prior to the absence. The form entitled "Request for Excused Absence for Educational Opportunity" may be obtained from individual schools.
  - **Quarantine-** An absence is excused when isolation of the child is ordered by the local health officer or by the State Board of Health.
  - **Special Emergencies-** as determined by the principal.
  - **Short-term Suspension.**
  - Absence due to **pregnancy** and related conditions or parenting, when medically necessary as required by G.S. 115C-375.5.
  - **Job Shadows and other work-based learning opportunities**, as described in G.S. 115C-47(34a).
  - A student whose parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4176, **Children of Military Families**, 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 will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian as required by G.S. 115C-407.5.
- **Prior to six unexcused absences**, the principal shall notify the parent, guardian, or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policy of the state and local board of education. A copy of the notice of absence will be sent to the school social worker, who will contact the student and family in an effort to assist them in solving the attendance problem.
  - **After a student has accumulated ten (10) unexcused absences in a school year**, the principal/principal's designee shall review any report or investigation concerning the unexcused absence and shall confer with the student and his/her parent/guardian/custodian to determine whether the parent/guardian/custodian has received the required notification and made a good faith effort to comply with the Compulsory Attendance Law. If the principal/principal's designee determines the parent/guardian/custodian has not made a good faith effort to comply with the law, the principal/principal's designee shall notify the school social worker, who shall notify the district attorney unless the case has already been initiated in the courts. Services of the social worker are available to assist in the initiation of court proceedings. If the principal/principal's designee determines the parent/guardian/custodian has made a good faith effort, the principal/principal's designee or the school social



worker may file a complaint with the juvenile intake counselor that the student is habitually absent from school without a valid excuse.

- All teachers are required to report attendance each day and maintain accurate attendance records.
- Report cards will accurately reflect the student's attendance record.

### **GASTON COUNTY SCHOOLS REQUIRED ATTENDANCE FOR ALL HIGH SCHOOL STUDENTS**

(regardless of student age)

- Required Daily School Attendance
- After each full day absence, whether excused or unexcused, the school will attempt to contact the parent or guardian using personal staff contact or automated telephone/email contact.
- Students in grades nine through twelve (9-12) are expected to be in each class each day of the semester.
- Upon the student's third (3rd), sixth (6th), and tenth (10th) full day absences, the school will notify the parent or guardian of the violations of the high school attendance policy (as is consistent with State Policy for students under 16 years of age).
- Class attendance is essential to high student achievement. Attendance in school and participation in class are integral parts of academic achievement and the teaching and learning process. With this in mind, all students are expected to be in attendance each day school is in session.
- In order to be recorded present for daily attendance, a student must be present at least one-half of the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending an authorized school activity.
- For the purpose of class attendance, a student must be present for at least 75 minutes of a ninety-minute period.

### **Required Class Period Attendance, Interventions and Course Credit**

- At the eleventh (11th) absence (excused or unexcused) per semester from a class, students who are passing the class must file for an appeal in order to be eligible to earn credit for the class. The appeal will be requested to the designated official at each high school (appointed by the principal). The appeal may be requested by the student or parent, classroom teacher, advisory teacher, counselor, or other staff members. The deadline for an appeal request is the 75th school day of each semester (unless the 11th absence falls after this day). Each high school principal will appoint an attendance appeal committee(s) as deemed appropriate (possibly per grade level or per academy). Guidelines from the school system will be provided to the principals and these committees. The committee(s) will meet to conduct student attendance appeals during the period between the 76th school day of each semester and the last teacher workday of each semester.
- In the event the student appeal is granted, the student will receive the final grade earned in the course. Should the appeal be rejected, the student will receive a failing final grade and receive no credit for the course.

### **Requirements for class period attendance:**

- Each day school is in session for students, classroom teachers will report student attendance for each class period and maintain accurate student attendance records for report cards.
- By the third (3rd) absence in a course where no contact has been received from the parent/guardian, the classroom teacher will contact the parent/guardian using telephone, email, letter, or automated telephone

message. The classroom teacher will remind the parent/guardian of the number of absences and The Gaston County Board of Education Policy on high school student attendance.

- Prior to six (6) absences in a course, the classroom teacher will contact the parent/guardian using telephone, email, letter, or automated telephone message. The classroom teacher will remind the parent/guardian of the number of absences, the Policy on high school student attendance, and specifics regarding the appeal process.
- Prior to six (6) absences in a course, the classroom teacher will notify the school's Student Support Team.
- Upon notification from the classroom teacher, the team will evaluate the overall academic and attendance information of the student and, if deemed appropriate, consult with the school social worker and/or other support personnel for possible additional interventions, recommendations, or consequences for the student/parent/guardian.
- On the tenth (10th) absence in a course, the classroom teacher will contact the parent/guardian using telephone, email, letter, or automated telephone message. The classroom teacher will remind the parent/guardian of the number of absences, the Policy on high school student attendance, and that an appeal must be initiated upon the eleventh (11th) absence from a course if the student is passing the course.
- On the eleventh (11th) absence, the classroom teacher or other school personnel, student, or parent can give/request the Gaston County Schools' student attendance appeal request form.

### **Checking In & Out**

- Non-student drivers will check out in the main office.
- Students who drive should check-in and out in the Control Room.
- All students will check-in in the Control Room when arriving late to school.
- Parents who wish to sign out their students early should report to the front office. Only parents and authorized individuals on the student's record will be allowed to pick up students. Court documents must be on file for a restricted biological parent.
- If a student drives, a parent may send a written note to the control room to authorize the student to leave. The control room will verify with the parent/guardian that the student has permission to leave school.

### **Documentation of Absences**

Following any absence(s), a student is required to present a written document or email from the parent or guardian stating the reason for the absence. All absences will be coded unexcused in the computer until a written note is received from the parent or guardian. Written documentation must be presented within three (3) school days after the student returns to school; otherwise, the absence(s) will be recorded as unexcused. After the tenth absence, a student may be required to furnish doctor notes to excuse future absences. Absences will be coded according to North Carolina State Regulations as printed in the Compulsory Attendance section above.

### **Make-up Work**

Students with excused and unexcused absences are required to make up missed work. Make-up work is the responsibility of the student to initiate and complete outside of the regular class period. Work missed must be completed as directed by each teacher within seven (7) school days from the student's return to school. Upon the student's return to school, the student has three (3) school days to arrange for make-up work with each of his/her teachers for which a class was missed.

### **Notes for Absences**

After an absence, the student will have three (3) days to submit a written note or email from a parent, doctor, etc. to the control room in the front office at the beginning of school. The day the student returns counts as one day for the three (3) day rule. The office will code the note as excused or unexcused according to state and local guidelines. The student will have up to seven (7) days to make up missed work.

### **Reporting Attendance**

All teachers and attendance personnel are required to report attendance each class period and each day to maintain accurate attendance records. Daily attendance data is managed by teachers and school support personnel and is reported at the top of each report card. Class attendance for course credit is reported and maintained by each classroom teacher during each period of the school day and is reported by class within the body of each report card. Therefore, it is important for parents and students to note both daily and class period attendance. Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

### **School-related Functions**

Students attending a school-related function will not be counted absent. School related functions are school field trips, school-initiated and scheduled activities, and athletic events requiring early dismissal from school. These students will be held responsible for making up missed 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.

### **Tardy Policy**

- If a student arrives at school between 8:30 – 8:45 a.m., they will be marked tardy per the policy. The student will need to sign in, receive a tardy pass and report directly to class.
- All students reporting after 8:45 will be counted absent. The student must still sign in to receive a pass to class.
- A tardy will not be recorded for a student who checks into school late with proper documentation of medical or dental appointments, court appointments, or reasons approved by the principal. However, an absence (excused vs. unexcused) will be counted during the missed time according to the GCS attendance policy. Students who arrive on a late bus will be issued an excused pass by their driver or Assistant Principal over buses.
- Missing more than 15 minutes in any period is considered an absence.
- Tardies are recorded per period by each classroom teacher. As such, disciplinary action will be administered based upon total tardies per period.

## ***ATHLETICS ELIGIBILITY***

### **Age of Player**

No student may be approved for any athletic contest if they turn 19 years old on or before August 31, 2024. The eight semester rule states an athlete may not participate in a sport longer than eight consecutive semesters beginning with the student's entry into the 9th grade. In addition, a high school athlete may not participate in more than 4 consecutive seasons in a given sport.

### **Attendance**

- A player must have been in attendance for at least 85 percent of the previous semester at an approved high school. Any student must be in membership to be able to make up days missed while in membership (days missed while not in membership may not be made up for athletic eligibility). For a regular 90-day semester, a student may not miss more than 13 days and be in compliance with the 85 percent rule.
- A student must, at the time of any game in which he or she participates, be a regularly enrolled member of the school's student body, according to local policy.
- The student must be enrolled within the first 15 days and in regular attendance for the present semester to be eligible for athletics. A student whose family has moved into a school district shall immediately assume the same status in the new district as that from which he moved. Summer school attendance shall not be counted in determining the percentage of attendance for athletic eligibility but approved homebound programs do fulfill the attendance requirement.
- At the end of each semester, any participant who has failed to attend school 85 percent of that semester is immediately ineligible.

### **Insurance**

Additional insurance coverage is provided for all athletes in a sports policy under the "All Sports" Insurance Plan purchased by Gaston County Schools. This sports policy is not meant to pay 100% of the bill but is designed to assist the parent with expenses incurred.

### **Medical Examination**

To be eligible for practice and participation in interscholastic athletic contests, a player must have a valid physical on file at the school in order to participate in athletics.

### **Scholastic Requirements**

A student must be enrolled in a minimum of three (3) courses during the current semester and be in good academic standing to participate in athletics. The student must pass a minimum academic course load (3 out of 4 courses for SCHS students) during the preceding semester to be eligible at any time during the current semester. Students must meet local promotion standards as set forth by the local school system. A student entering the 9th grade is eligible for first semester competition.

## ***PARKING POLICY***

Students must purchase a \$25.00 parking permit to park a vehicle on campus. Registration forms can be picked up in Student Services. Parking is a privilege and not a right. Violation of parking guidelines will result in fines, suspension, and revoked privileges. All vehicles on campus must display a parking permit. If a parking pass is revoked, no refund will be given.

**RULES:**

- Students must park in designated student parking areas with parking permits displayed. ***Parking Permits should be hung from the mirror.***
- Students should not exceed speeds of 5 mph on campus.
- Students cannot park in spaces marked RESERVED, FACULTY, BUS LOT, or HANDICAP.
- Once a parking permit is sold, it cannot be traded, exchanged, resold, or transferred.
- Loitering **will not** be tolerated in parking areas.
- Students are not permitted to return to their vehicles during the school day.

Pass not displayed while parked on campus	1 <sup>st</sup> offense = Warning 2 <sup>nd</sup> offense = One week parking suspension 3 <sup>rd</sup> offense = Two week parking suspension
Parking in a FACULTY or RESERVED space	1 <sup>st</sup> offense = Warning 2 <sup>nd</sup> offense = One week parking suspension 3 <sup>rd</sup> offense = Two week parking suspension
Parking in a HANDICAP space	<b>CAR TOWED!</b>
Speeding, reckless driving, or refusal to comply with personnel directing traffic	1 <sup>st</sup> offense = One week parking suspension 2 <sup>nd</sup> offense = Two week parking suspension 3 <sup>rd</sup> offense = Parking revoked for semester
Leaving campus in a vehicle without permission	1 <sup>st</sup> offense = One week parking suspension 2 <sup>nd</sup> offense = Two week parking suspension 3 <sup>rd</sup> offense = Parking revoked for semester
Returning to vehicle during school without permission	1 <sup>st</sup> offense = One week parking suspension 2 <sup>nd</sup> offense = Two week parking suspension 3 <sup>rd</sup> offense = Parking revoked for semester
Loitering in parking areas	Each offense = One day parking suspension

## ***DRIVER'S EDUCATION***

- Students will be allowed to enroll in driver education only if they meet a minimum of 94% attendance in the year (if in middle school) or 94% attendance the semester (if in high school) before enrolling in driver education.
- Students must have been in attendance 168 days of the 180 day school year (for middle school) or 84 days of the 90 day semester (for high school) in the year or semester before enrollment in driver education with Gaston County Schools (medical exceptions considered).
- Driver Education is held after school, and participation is based on age and voluntary sign-up. Information on driver education is found in student services.

### **Dropout Prevention/Driver's License Legislation**

- North Carolina has legislation reflecting a coordinated statewide effort to motivate and encourage students to complete their high school education. The law provides for the revocation of the student's driving permit or license if the student does not maintain adequate academic progress or drops out of school.
- Adequate academic progress is defined as passing five (5) subjects under a traditional schedule (6 or 7 period day) or 3 out of 4 classes in a block schedule school. At SCHS, passing 3 out of 4 classes would be defined as adequate academic progress each semester.
- This law applies to all North Carolina students under the age of 18 who are eligible for a driving permit or license. Previously a student had to present a birth certificate, social security card, and Driver Education Completion Certificate to the Department of Motor Vehicles in order to obtain a permit or license. A student is required to present a Driving Eligibility Certificate, issued by the school and good for 30 days, to the Department of Motor Vehicles to obtain a permit or license.
- The Driving Eligibility Certificate will only be issued to students making adequate academic progress.
- Students who do not meet the academic progress requirements (passing 3 out of 4 classes per semester at SCHS) will be reported to the Department of Motor Vehicles, and their permit or license will be revoked. There is a provision for a request for a review of the student's situation based on hardship considerations. Students may regain academic eligibility at the end of each semester by contacting the North Carolina Driving School @ 704-922-1960.

### **Lose Control, Lose Your License Legislation**

- Students given an expulsion/suspension for more than 10 (ten) consecutive days for one of the three reasons listed below are subject to having their permit/license suspended for up to one calendar year.
  - The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
  - The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. §115C-391(d1) or that could have resulted in disciplinary action if the conduct had occurred in a public school.
  - The physical assault on a teacher or other personnel on school property.

- Students who are at least 14 years old or who are rising 8th graders are subject to this law. The law applies to all students, even to those exempted under Dropout Prevention/Driver’s License Legislation. Unlike the Dropout Prevention/Driver’s License Legislation law that ends when a student turns 18 years old, the “Lose Control” law does not stop at age 18, nor does it stop when the student graduates.
- Students who may lose their permit/license under this legislation may be eligible to regain the permit/license after a six-month period by displaying exemplary behavior in an alternative education setting or having successfully completed a school district approved drug or alcohol treatment counseling program.

## ***Taking the future by Storm!***