



2016
STUDENT HANDBOOK
2017

Hickory Ridge High School

7321 Raging Ridge Rd. • Harrisburg, NC 28075

704.454.7300 • 704.454.7330 fax

HICKORY RIDGE HIGH SCHOOL STUDENT HANDBOOK

Welcome to Hickory Ridge High. The administration, faculty, and staff are here to work with you to assure your success; your commitment to hard work, school spirit, and involvement can be the key to a successful year at Hickory Ridge. Enjoy this journey as you mature and become responsible.

-Mrs. Cline, Principal

CABARRUS COUNTY SCHOOL CALENDAR 2016-2017

For a variety of reasons ranging from inclement weather to legislative requirements, the school calendar is subject to change. In light of this fact, we encourage you to periodically review the school calendar online at www.cabarrus.k12.nc.us. At the top of the page, click on *Schools* and then choose *district calendars* from the drop-down menu. This is the surest way to get the most up-to-date school calendar information. Important school events will be announced daily. The *Independent Tribune*, the *Charlotte Observer*, *Cabarrus Neighbors*, Time-Warner cable channel 21, and the HRHS Web site are also excellent sources of school information. Our Web site address is listed on the front cover of this handbook, and there is also a link to our site from the Cabarrus County Schools homepage listed above.

STUDENT DROP-OFF/PICK-UP

Student drop-off and pick-up is in the front circle of the school. **Please Note: This is a one-way in and one-way out route.**

BELL SCHEDULE

7:10	First Morning Bell
7:13	Warning Bell to First Period
7:15	Begin First Period
8:45	End of First Period
8:48	Warning Bell to Second Period
8:50	Begin Second Period
10:32	End Second Period/ Begin A Lunch
10:35	Warning Bell to Third Period
10:37	Begin Third Period
10:59	End A Lunch
11:02	Begin B Lunch/A Lunch Warning
11:04	A Lunch Tardy
11:29	End B Lunch
11:32	B Lunch Warning
11:34	B Lunch Tardy
11:43	Begin C Lunch
12:10	End C Lunch
12:13	Begin D Lunch/C Lunch Warning
12:15	C Lunch Tardy
12:40	End Third Period /End D Lunch
12:43	Fourth Period Warning
12:45	Begin Fourth Period
2:15	End Fourth Period

BULL TIME BELL SCHEDULE

7:10	First Morning Bell
7:15	Begin First Period
8:35	End First Period
8:40	Begin Second Period
10:00	End Second Period
10:05	Begin Third Period
11:30	End Third Period
11:33	Begin Bull A
12:10	End Bull A
12:13	Begin Bull B
12:50	End Bull B
12:55	Begin Fourth Period
2:15	End Fourth Period

CABARRUS COUNTY HIGH SCHOOL ATTENDANCE POLICY

In grades 9-12, students who have more than thirteen (13) absences in a course during each ninety-day term will not receive credit for that course.

- All class work missed due to absences must be made up within three (3) days of returning to school.
- It is the responsibility of the student to gather and complete all assignments and class work missed during an absence.
- Any combined total of 4 tardies, check-ins, and/or check-outs are counted as one absence. **(Example: 1 tardy + 2 check-ins + 1 check-out in 3rd period will count as 1 absence in that period)**

A student must be present a minimum of ½ the period to be considered in attendance for that class. Any student whose academic standing is adversely affected by the attendance policy has the right to an appeal. The appeal form as well as any required documentation must be submitted to the Principal a minimum of four days before the end of the semester. If the situation arises where an absence occurs after the four-day limit, the appeal must be submitted within five (5) days of formal notification of denial of credit. Appeals to the Principal are usually denied unless the student has completed all required course work to the satisfaction of the teacher(s) involved. The Principal's decision may be appealed to the Superintendent in writing within five (5) days of the decision. The Principal's ruling will be overturned only in extreme cases. Teachers and administrators shall make reasonable accommodations for students who are absent because of any disabilities or special needs. The State of North Carolina requires that every child between the ages of 7 & 16 attend school. After 10 accumulated unexcused absences in a school year, the student and the student's parent/guardian will meet with an HRHS administrator and social worker.

MAKE-UP WORK

Students will be allowed to make up work for all absences, including unexcused absences and suspensions. With exception made for unusual circumstances, students are expected to complete make-up work within one day for each day out of school. The affected teacher(s) or an administrator must give permission for this limit to be exceeded. It is the student's responsibility to request make-up work from teachers.

ABSENCES

Steps to follow when absent from school:

- The school will send a ConnectEd message to your parent/guardian.
- Upon return to school, bring the **original** note from a parent/guardian, doctor, court of law, etc. The note should list your name, dates of absences, specific reason for absences and his/her

signature. **Copies of notes will not be accepted.** Drop note in the attendance box located outside of the control room **before 7:10 a.m.** All notes must be submitted within five (5) days of an absence.

- Ask all teachers for make-up assignments.

Leaving School Early:

- Whenever possible, make doctor and dental appointments after school hours.
- Please notify the office regarding prearranged absences.
- Students who leave without properly checking out through the control room will receive a Saturday School.

All dismissal requests must be verified by a call from a parent/guardian.

TARDY POLICY

Students who are tardy to class will be locked out of their classroom. Teachers, on planning that period, will "sweep" the students to the Commons Area where they will be assigned an after-school detention to be served either that same day, or the day after. Students are then sent back to their classroom with a pass to be admitted. Students who fail to report to their assigned after-school detention will be assigned a Saturday-school detention. Chronic violators of the HRHS tardy policy will receive more consequences from the appropriate administrator. Students will be allowed 3 tardies to school, with a note from a parent, with no assigned consequence.

- 1st - 7th tardy will result in sweep program ASD.
- 8th tardy will result in a Saturday School Detention
- 9th and 10th tardy will result in a In School Suspension (ISS)
- 11th tardy will result in a Out of School Suspension (OSS) for 1 day, return with a parent conference. **Loss of driving privileges for two weeks.**
- 12th tardy will result in a In School Suspension (ISS)
- 13th tardy will result in a Out of School Suspension for 2 days, return with a parent conference. **Loss of driving privileges for four weeks.**
- 14th tardy consequences will be determined by the Administration.

- Parents will be notified regarding excessive tardiness.
- Four (4) tardies in a class will count as one absence.
- If you are late to school, report to the office.
- Bad traffic is not a reason to be late. Please plan accordingly.

GROUND RULES

- The administrators are available for consultation and assistance. To ensure that your concern receives the time and attention it deserves, an appointment is recommended.
- Please avoid sending messages to students during the school day. We **DO NOT** deliver messages from employers and friends, or other nonessential info/items. Students are called out of class for emergencies only.
- Students will be given 5 minutes between classes. This time is to be used to move to their next class, use the restrooms, and stop by their locker if necessary. Students will not be allowed to leave class to use the restroom the first or last 10 minutes of class.**
- Announcements concerning school activities are made twice daily, and they are posted on the school Web site.
- An administrator must approve all announcements. Non-school related announcements are subject to administrative approval and restricted to the bulletin board near the office.
- At the end of the instructional day, all students will exit the building by 2:25 unless they are supervised by a faculty/staff member or attending a school function.
- Students may not sell candy or other food/drink items during the school day.
- All State and Federal laws apply on School Board property.
- All students must sign an Acceptable Use Policy letter to use the internet at school.
- Supervision of students, on school days, is provided between the hours of 7:00 AM and 2:25 PM only. Unauthorized students in the building or on school grounds after 2:25 are subject to discipline.**
- Students must have visible Hall Passes while in the hallways during class time.**

STUDENT BEHAVIOR

At Hickory Ridge High we believe that (1) good discipline is essential to good learning; (2) each student has a right to be free from distractions caused by the inappropriate behavior of others; and (3) the school must teach responsible behavior. We expect students to conduct themselves in a manner that allows them the opportunity to acquire the fullest education possible. Students should avoid any behavior that is disruptive to the good order of the school.

- Students will show respect toward all school personnel.**
- Students will follow all directions the first time, when given by a school employee.**
- Students who participate in, encourage, instigate, or record a fight on campus or at any school function regardless of its location, will be out-of-school suspended from school and may be subject to arrest.
- Students will use appropriate language and volume while on school grounds.
- Students will be respectful of school property, resources, and technology.
- Students who threaten, coerce or intimidate, singly or in groups, any fellow students or school employees will be subject to disciplinary action.
- A student shall not possess, handle, or transmit an object that reasonably can be considered a weapon on school grounds or on school transportation at any time. (This includes students' personal vehicles.)
- Students are expected to comply with all classroom rules and procedures.
- Students will, at all times, be in assigned places on time and with necessary materials.
- Students will act safely and responsibly while on campus.
- Students who possess, use, sell or are under the influence of any drugs or alcohol at school, at any school function, or on any school transportation will be subject to disciplinary action.
- Students who possess or use tobacco products/paraphernalia, including vapor and E-cigarettes, on Cabarrus County School Board property or at any school-sponsored activity regardless of location will be subject to disciplinary action.
- The inappropriate display of affection, including kissing and prolonged hugging, is prohibited.
- Outside food is prohibited on school grounds including during Bull Time.**
- Portable media devices including headphones, cell phones, iPads, & iPods may only be used before 7:15 and after 2:15. BYOT is acceptable during Bull Time when not in a BYOT Free Zone. All of these devices should be shut down and out of sight. The Silent Setting is not an acceptable alternative. Violating this rule will result in confiscation and disciplinary action. Students are not to text or receive text messages during the school day. Use of electronic devices during class changes is prohibited. All confiscated items are subject to search and will be returned to a parent or guardian only.**
- During an emergency (lockdown, bomb threat, etc.) students are not to use cell phones. **Staff members are authorized to seize any cell phones used on campus or at any school event.**

Consequences for Cell Phone Violations

1st offense - SSD

2nd offense - ISS

3rd offense - one day of OSS

4th offense - two days of OSS

Special note on Fighting: Law enforcement will be informed of and will investigate every fight that occurs on the HRHS campus, or at any school function regardless of location, including Bus Stops. Criminal charges may be filed.

HARASSMENT / BULLYING

Students are expected to demonstrate respect for teachers, other students, and themselves. The Cabarrus County Board of Education expressly prohibits unlawful discrimination, harassment or bullying, including on the basis of race, color, national origin, sex, pregnancy, religion, age, physical appearance or disability. Refer to Board policy code: 1710/4021/7230 for a more detailed explanation of this policy.

Bullying and/or harassing are strictly prohibited. The repeated pattern of intimidation may be real or threatened. There are three types of bullying: physical, emotional, and relational. Bullying may include, but is not limited to verbal taunts, name-calling, implied or stated threats, and exclusion from peer groups. Bullying can occur in person, or through social networking sites, texting, blogging, and the internet. To report a bullying incident, please complete the HRHS Bullying Report on the HRHS home page under the Resources tab.

STUDENT USE OF SOCIAL NETWORKING SITES, BLOGGING, AND THE INTERNET - POLICY CODE: 4313

INTRODUCTION

The Board respects the right of students to use social networking sites (e.g., SnapChat, Facebook), personal Web sites, Blogs, Wikis and other web tools (collectively "Internet Postings") as a medium of self-expression. However, inappropriate Internet Postings by students can cause substantial disruption to the school environment. Accordingly, the Board requires that students observe the following guidelines for Internet Postings, regardless of the location of the internet access.

PROHIBITED BEHAVIORS

- Students shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics in Internet Postings that could cause a substantial disruption to the school environment. Such postings will result in out-of-school suspension for the student(s) responsible.
- Students shall not use language, pictures or graphics promoting violence or gang activity in Internet Postings.
- Students shall not use Internet Postings to libel or defame the Board, School System, school employees, or other students.
- Students shall not use Internet Postings to harass, bully, or intimidate employees or other students. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, age or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, physically injure or damage the property of another student or employees.
- Students shall not take and/or post pictures of school system employees without obtaining written permission. Students shall not falsely represent themselves as an employee of the school system.

CONSEQUENCES

A student will be disciplined for creating and/or distributing written or electronic material, including Internet Postings and texts that cause substantial disruption to school operations and/or interfere with the rights of other students or staff members. Violation of this policy will result in disciplinary action, up to and including long-term suspension, 365 days suspension or expulsion.

LEGAL REFERENCE: 14-227.1, 14-190.1

CROSS REFERENCES: School Plan for Managing Student Behavior (policy 4302), Integrity and Civility (policy 4310), Anti-Gang Policy (policy 4317), Long-Term Suspension, 365 Days Suspension, Expulsion (policy 4353). Adopted: July 14, 2008

DISCRIMINATION, HARASSMENT AND BULLYING COMPLIANT PROCEDURE- POLICY CODE: 1720/4015/7225

WEAPONS AND DANGEROUS OBJECTS

A student shall not possess, handle, or transmit a gun, knife, razor, ice pick, pepper spray, stun gun, explosive, machete, pistol, rifle, shotgun, air gun, or any other object that can reasonably be considered a weapon. These items may not be possessed on Cabarrus County School Board Property or at any school function regardless of its location. IT IS A CRIME TO POSSESS A WEAPON ON SCHOOL GROUNDS. Law enforcement will be contacted.

DRIVER'S LICENSE LEGISLATION GUIDELINES/DROPOUT PREVENTION

Beginning August 1, 1998, state law mandates that in order for a student to maintain a driver's permit/license he/she must make adequate progress in school. Specifically, a student, under the age of 18, must pass at least 70% of the maximum possible courses each semester and meet promotion standards in order to keep a driver's permit/license. Also, students who drop out of school will lose their permit/license for one semester. School administrators will notify the Department of Motor Vehicles of students who have not met these requirements.

DRESS CODE

Students are expected to use good judgment in their manner of dress and personal appearance. The following dress code is in effect:

1. Hats, sunglasses, metal/plastic picks, and head coverings of any kind may not be worn or visible in the building. These items will be confiscated on every offense and returned to students at the end of the semester.
2. Dresses, shorts (male and female) and skirts must be no shorter than three inches above the knee. Sheer pieces and slits in skirts must also be no shorter than three inches above the knee.
3. Leggings must be worn with shirts/skirts which ~~are the length of your extended fingertips.~~
4. No t-shirts that have been cut, spaghetti straps, off-the-shoulder tops, mesh tops, tube tops, or halter tops are allowed.
5. No see-through clothing. No undergarments are to be visible including bra straps.
6. No midriffs should show; shirts must be longer than the waistline of skirts, shorts, or pants.
7. No deep-plunging shirts; all shirts should adequately cover the upper body including the shoulders, back, midriff, and sides. **Necklines that expose any cleavage are not permitted.**
8. Pants and shorts are to be worn at the waist with no holes above the knee.
9. Bedroom shoes, slippers or pajamas are not permitted.
10. No neckbands or bracelets may be worn if they have metal spikes protruding from them.
11. Wallet chains or any chains on clothing are not to be worn as they present a safety hazard.
12. Clothing and other items may not display, advertise, or promote any product or activity that is illegal or inappropriate, such as drugs, alcohol, sex, vulgarity, or violence. Any slogan or symbol which is likely to disrupt or detract from the educational process is prohibited.
13. Gang attire (including but not limited to clothing with bandanas, etc) and gang symbols are prohibited on campus at all times.

The faculty and administration reserve the right to question and discourage any attire considered in poor taste or disruptive to the educational process.

Consequences:

1. **Warning, change of attire and parent contact.**
2. **Saturday School, change of attire and parent contact.**
3. **1 day of ISS**
4. **1 day of OSS**
5. **2 days of OSS**
6. **Administrative discretion**

PERSONAL PROPERTY

Protect yourself by being cautious with your property. Here are some suggestions:

1. Identify all your personal articles in a manner that cannot be erased.
2. Do **not** carry large sums of money or jewelry to school.
3. Keep your lockers **locked** at all times
4. Do **not** leave clothing, purses, etc. lying around on desks, cafeteria tables, the floor, etc.
5. **Lock** your valuables in a locker. The faculty **cannot** supervise every student at all times; therefore, it is **your** responsibility to adequately secure **your** personal property at all times.
6. Lost or stolen electronic devices are not the responsibility of HRHS.

SEARCH AND SEIZURE

The administration has the right to search a student, a student's locker, his/her belongings, or vehicle if it is deemed there is reasonable suspicion that a school rule has been violated. Trained, law enforcement K-9 units periodically conduct random searches for controlled substances. Illegal substances and/or stolen

property will be confiscated and law enforcement will be contacted. Students in unauthorized areas of campus will automatically be subject to search.

DISCIPLINE POLICIES

The administration, faculty and staff are concerned that each individual student experience academic success and learn responsibility for his/her behavior. We firmly believe that parents and students also share this concern with us.

If a student chooses not to follow the guidelines for conduct at Hickory Ridge, that student may be subject to the following consequences: control room, after-school detention (this punishment may involve mandatory participation in an after school work detail), Saturday school detention, in-school suspension, out-of-school suspension, alternative placement, and expulsion. Repeated and/or flagrant violations may result in the student being suspended for the remainder of the school year or alternative placement.

CONTROL ROOM

Disruptive students are sent out of class to the Control Room where they must remain silent and complete their assignments. Students who are sent to the control room will receive a consequence each time they are sent: **1)** Control room for the remainder of the period, **2)** After-School Detention, **3)** After-School Detention, **4)** Saturday School Detention, **5)** 1 Day Out of School Suspension (OSS), **6)** 2 days OSS, **7)** 3 days OSS. A student may receive long-term suspension after exceeding 7 control room referrals.

AFTER SCHOOL DETENTION (ASD)

Students who fail to report to ASD will be assigned to Saturday School detention. The decision to assign after-school detention is at the sole discretion of the HRHS administration. **ASD is held in the Control Room during Bull Time.** The following are **examples** of rule violations that can result in ASD:

1. Being in an unauthorized area of campus.
2. Breaking in the lunch line.
3. Failure to report for a teacher-assigned detention.
4. Participation in gambling or any unauthorized games.
5. Horseplay.
6. Parking violations.
7. Consuming food or drink outside of the cafeteria, other than during Bull Time.

8. Out of class without a hall pass.

SATURDAY SCHOOL DETENTION (SSD)

Students who fail to report, or are tardy to their assigned SSD will receive one day of in-school suspension. Repeat violations will result in OSS. The decision to assign Saturday School Detention is at the sole discretion of the HRHS administration. **SSD is held in the cafeteria from 7:30 - 10:30 AM.** No student will be admitted after 7:30 AM. Students may be assigned SSD up to three times each semester. Any further offense will result in OSS. The following are **examples** of rules violations that can result in being assigned SSD:

1. Cutting class.
2. Excessive tardy violations.
3. Failure to report to After-School Detention.
4. Failure to check in/out properly.
5. Hazing or intimidation of other students.
6. Leaving Class without permission.
7. Littering/leaving trash in the cafeteria.
8. Loitering in or returning to the parking lot.
9. Forging a parent signature. (First offense only. Repeated offense will result in OSS.)
10. Misconduct at athletic events. Students may also lose the right to attend future events.
11. Improper conduct of an amorous nature.
12. Disrespect to a school employee.
13. Use of profanity and/or inappropriate gestures, language with fellow students.
14. Creating or using a forged hall pass.
15. **Visible, activated,** electronic equipment once students enter the building until 2:15 PM (First offense). Improper use of school or personal technology.
16. Repeated violations of the school dress code.
17. Possession or use of tobacco products/paraphernalia, including vapor and E-cigarettes (First offense only).
18. Leaving campus without permission.
19. Cheating on schoolwork, including resubmission of previously graded work. Grade will be a "0".

OUT-OF-SCHOOL SUSPENSION

Considering the offense, out-of-school suspension will be assigned from 1-10 days. Expulsion may be used if necessary. Law enforcement officials may also be contacted. Any student suspended may not hold any elective office that year and must arrange for a parent conference with the Principal or an Assistant Principal before returning to school. Students may neither be on school property during the suspension period, nor may they participate in or be a spectator at any school related activity during this period such as athletic contests, band, or choral concerts, dramatic productions, school dances, etc. **If a student is suspended he/she is not eligible.** Students who are suspended may make up their academic work. The decision to suspend a student from school for 1-10 days is at the sole discretion of the HRHS administration. Reasons a student may be assigned out-of-school suspension will include but are not limited to the following:

1. Being a persistent discipline problem.
2. Failure to report to the Control Room.
3. Failure to follow the reasonable directions of a school employee, including failure to surrender electronic devices.
4. Disrespect to an Administrator.
5. Refusal of a student to identify his/herself.
6. Lying to a school employee.
7. Sexual harassment of a student or school employee.
8. Possession or use of tobacco products/paraphernalia, including vapor and E-cigarettes (More than one offense).
9. Profanity directed at a school employee.
10. Threats made to a school employee, or a student.
11. Stealing.
12. Vandalism, destruction of school property. Student must also pay damages.
13. Misuse of the technology, including postings that cause a disruption to the educational environment
14. Trespassing on other school campuses.
15. Bringing a weapon to school.
16. Fighting or disorderly conduct. Any offense of fighting will result in a minimum of a 5 day suspension.
17. Drugs or alcohol. Students who sell or distribute without charge alcohol, controlled substances, or counterfeit controlled substances on school board property or at any school function shall be recommended for Alternative Placement. Students who possess, use, or are under the influence of alcoholic beverage, controlled substance or counterfeit controlled substance at school, immediately before or after school, or at any school function will be disciplined in the following manner: (1) for the first offense, students shall be suspended. The students may be suspended from school for the remainder of the school year. (2) For the second offense, the student shall be suspended for ten days, and recommendation shall be made that the student be suspended for the remainder of the school year, and the offense may be grounds for expulsion. Written reports of alleged violation of this policy shall be presented to the Board of Education on a monthly basis.
18. Inappropriate and/or threatening posts/pictures/comments on social media which lead to the disruption of the educational environment. 10 days suspension and participate in PASS.

19. When an Administrator removes a student from class.

If a student is long-term suspended for drugs/alcohol/losing control, the student's drivers license can be revoked by the NCDMV for a period of one year. Any assault on a school employee will result in permanent expulsion. Law enforcement will investigate and charges will be filed.

***The safety of our students is of utmost importance. Students, who have demonstrated either at school or in the community that they could pose a threat to our students' well being, will not be allowed to continue their association with Hickory Ridge.

SUSPENSION FROM PARTICIPATION IN EXTRACURRICULAR ACTIVITIES POLICY

General Statement of Policy.

- i. Students who participate in the extracurricular activities offered at their schools enjoy a privilege, and many of them are called upon to represent their schools in local, state, and national arenas. Accordingly, students may be held to a higher standard of eligibility for participation in extracurricular activities than what is required for participation in the regular instructional program. It is the policy of the Cabarrus County Board of Education that students who commit acts, as defined in Section II, below, may have suspended their privilege of participation in extracurricular activities offered by their schools. This Policy shall govern each student at all times that he or she is enrolled in the Cabarrus County Schools. It shall also apply equally to conduct taking place outside of school-related activities, and not on property owned or leased by the Board as to conduct taking place during school-related activities and on property owned or leased by the Board.
- ii. Prohibited Acts
A student may be suspended pursuant to this Policy for the following:
A. Conduct that constitutes a felony under state or federal law or any crime involving moral turpitude, including the illegal possession, sale, or use of drugs or alcohol.
B. Conduct that constitutes a violation of Board policy and/or school rules.
C. Students who fail to pay owed fees and/or cafeteria charges will not be eligible for extra-curricular activities, including athletics, band, clubs, prom, etc.
- iii. Prom
Students desiring to attend the annual Junior/Senior Prom must be under 21 years of age.

VIDEO SURVEILLANCE

For your safety, video cameras have been installed in several hallways in school buildings and in some parking lots on campus. Be advised:

- School administrators and law enforcement officials monitor both the cameras and the recordings.
- Video recordings are used to investigate violations of school rules and the law.
- Video recordings may become part of a student's educational record.

STUDENT PARKING REGULATIONS

Driving to school and parking on school property are privileges. All student vehicles parked on school property must be registered with the school office. Parking Lot A and B are on a first come, first served basis. There are no individually assigned parking spaces in any of the two student parking lots. During school hours, no students are permitted to park in any of the following areas without the permission of the school administration: the faculty and cafeteria parking area; the faculty parking lot at the front of the main building; the side of any road on campus. Parking violations can result in detention, and/or the loss of driving privileges for an amount of time deemed appropriate by the school administration. All vehicles parked on school property are subject to search by the school administration. Speeding, and reckless operation of a motor vehicle are prohibited and will result in a detention and/or the loss of driving privileges for an amount of time deemed appropriate by the school administration. The speed limit in the Student Parking Lot is 10 mph. The speed limit on Raging Ridge Road is 25 mph. Students are not permitted to either loiter in, or go to their cars without permission from a school official. A fee is required to register a car for parking on school property. A valid school parking sticker must be displayed on the lower driver's side portion of the front windshield in any student's vehicle parked on school property. Students must report to the building immediately upon arriving at school and leave campus immediately after dismissal. If a student drives a vehicle other than the one that is registered, the student should notify the Front Office.

Any student who leaves campus and/or transports another student off campus without permission will lose driving privileges.

BUS REGULATIONS

Your bus driver is performing a service by providing you with transportation to and from school. You depend on the driver for your safety, so you should follow his/her directions and refrain from any annoying behavior. Your life may depend on it.

1. Stand off the roadway while awaiting the bus.
2. Students are advised to be at assigned bus stop 10 minutes prior to pick-up time.
3. Stay in your seat at all times.
4. Keep all body parts inside the window.
5. Foods and drinks are prohibited.
6. Smoking, using profane language, gambling, threatening other students and horseplay of any kind are not permitted.
7. Buses will load immediately after school.
8. Failure to follow bus rules can result in suspension from the bus and/or school.
9. Students not boarding the bus in a timely manner may be subject to disciplinary action.
10. Students are permitted to only ride the bus to which they are assigned.

PARENT CONFERENCES

As a courtesy to school officials as well as parents, the administration asks that parents call the school to schedule conferences with teachers and/or administration. Calls for parent-teacher conferences are scheduled through the Guidance Department.

GRADUATION REQUIREMENTS

1. The number of units required for graduation will be 27 units.
2. Transfer students must complete their maximum potential for earning units less 5. **Students attempting to earn credits outside of Cabarrus County Schools must have prior approval from the Principal and the High School Director.**
3. A student must successfully complete the below listed, state required courses. **English:** 4 units; one each in English I-IV. **Mathematics:** 4 units. Note Algebra I and/or Geometry successfully completed in middle school will fulfill the Algebra I/Geometry course & graduation requirements. **Social Studies:** 4 units; one Civics, two U.S. History, and one World Studies. **Science:** 3 units; one each in a physical science, Biology, and Earth & Environmental Science. **Health/PE:** 1 unit.
4. Students are required to pass any and all tests required by the North Carolina Department of Public Instruction and fulfill any other state-required learning outcomes.

REPORT CARDS

Report cards will be available every 9 weeks. Mandatory progress reports are available once each semester. Progress Reports and Report Cards are available through the Parent Portal of PowerSchool. Paper copies are available upon request. The course exam counts 25% toward the final course average.

GRADING SCALE

A = 90-100	B = 80-89	C = 70-79	D = 60-69	F = 0-59
90-100% = 4.0	80-89% = 3.000	70-79% = 2.000	60-69% = 1.000	<59 = 0
WF = 0	FF = 0.00	WP = 0.00	INC = 0.00	AUD = 0.00 P = 0.00

HONOR ROLL

Honor Roll will be calculated at the end of each grading period and will be based upon a student's non-weighted numerical average. The A Honor Roll will be 90 Average. The B Honor Roll will be 80 Average. Students making a D or F will not be on either Honor Roll.

PROMOTION STANDARDS AND GRADE-LEVEL CLASSIFICATION

Students are promoted from middle school to high school upon completion of all middle school requirements.

Grade level classification is based on the student's ability to earn his/her maximum potential.

Classification Index

To be classified as a:	You must earn:
Sophomore	a total of 6 units
Junior	a total of 13 units
Senior	19 units and be eligible to graduate in the spring

CABARRUS COUNTY SCHOOLS DROP-ADD GUIDELINES

High Schools in the Cabarrus County school district are on a block system. There are two terms with four courses each term lasting 90 minutes per class. The North Carolina Department of Public Instruction requires a minimum number of seat-time hours to earn a credit. As a result, if you miss more than 13 days in a course, credit will be withheld. Therefore, the following procedures are in effect for any student who requests a schedule change:

1. No changes will be made on or after the first day of classes unless it is an administrative error or for pupil balancing.
2. Any student who requests a change once the schedule has been created in the Spring can make an appointment to see his/her counselor and decisions will be made on a case-by-case basis. (Dependent on space availability and grades 12, 11, 10, 9.)
3. Students failing the first course of a two-part sequence or a pre-requisite course will be dropped from the subsequent course.
4. Any student who needs a change before the school year begins will have several designated weeks in the summer to do so.
5. Second term changes are particularly discouraged once the school year begins; however, exceptional circumstances may be considered by the Principal with counselor recommendation.
6. If a student drops a class once the term has begun, it is only with the Principal's approval and the grade of WF will be recorded on the student's report card and transcript. The WF will be averaged into the overall GPA as a failing grade.
7. These guidelines also apply to courses taken at a community college for dual credit.

HIGH SCHOOL FINAL EXAM POLICY

The Cabarrus County Board of Education requires that final examinations be given in all classes in grades nine through twelve. State end-of-course tests and NCFE shall serve as the final examination in designated courses. Failure to take a final examination shall result in loss of credit for the course.

All State final exams must be taken at the scheduled time. There are no exceptions to this rule. Each high school principal shall follow the final exam schedule as established by the superintendent or designee.

Exam Exemptions

The board wishes to reward high academic achievement by exempting qualifying students from taking final examinations according to the following criteria:

1. A first or second semester senior may be exempted from taking the final examinations in each class for which the following conditions are met: the student (a) earns at least a "B" average (80) in a particular course, (b) maintains three or less absences for the semester, and (c) receives no suspensions during the semester.
2. No students may be exempt from the examination if a state end-of-course test/Common Exam/VOCAT is used as the final exam.
3. Exemption is optional. If a qualifying student wishes to take an examination from which he/she is exempt, the student may do so. The final examination grade for a student qualifying for the exemption will be used only if it improves the student's grade in the course.
4. The final grade of a student opting not to take the final examination will be computed based on the tests and course work completed during that term.
5. At least two days before the examination period, teachers must notify students who qualify for an exam exemption. A qualifying student must notify the teacher of whether they intend to take the examination at least one day prior to the examination.
6. Any high school student who is enrolled in an Advanced Placement (AP) course and takes the AP exam is exempt from the regular class exam. Any high school student participating in an AP class first term and who commits to taking the AP exam in the spring shall be exempted. (Note: In order to receive credit for an AP examination, the AP exam must be documented by a grade report to the student's high school.) Failure to take the AP Exam shall result in a zero for the course exam, subsequently affecting rank and academic honors. Should a first term AP student elect to take the class exam, he/she may also have the opportunity to choose to take the AP Exam in the spring. The class exam will count 25% of the final grade. Students choosing not to take the AP exam will not have the opportunity to receive college credit.
7. Students who qualify for exam exemptions are expected to continue to attend classes and complete all assignments.

BETA CLUB

Students desiring membership in the Beta Club must: have a GPA of 4.0 or better and have never received any type of suspension (OSS or ISS).

NATIONAL HONOR SOCIETY

Students desiring membership in the National Honor Society must: have a GPA of 4.4 or better and have never received any type of suspension (OSS or ISS).

ATHLETICS

Hickory Ridge offers students the opportunity to participate in the following competitive sports: football, volleyball, cross-country, soccer, tennis, basketball, wrestling, swimming, baseball, softball, track & field, golf and cheerleading.

ATHLETIC ELIGIBILITY

To be eligible for a team a student must:

1. Pass a minimum of three (3) courses during the previous semester at an approved high school. Student mentors and office assistants do not count as course offerings and will not count toward athletic eligibility purposes.
2. Meet local promotion requirements (See Graduation Requirements listed above)

VISITORS

The school policy is to accept only those visitors who have legitimate business at the school. ALL VISITORS MUST REPORT TO THE OFFICE to be welcomed, given a Visitor's Pass and directed to appropriate places. Appointments are encouraged.

Any unauthorized visitor found on campus will be considered trespassing. Do not bring other high school visitors during times when other schools are dismissed for holidays, etc. Students may neither eat lunch with visitors on campus, nor may they receive outside food from visitors.

LOCKERS

For a \$5 rental fee, students may rent a locker for the storage of books and equipment. It is the student's responsibility to see that his locker is kept locked and in order at all times. Personal locks are not permitted. Students may not share lockers. Students are expected to keep their lockers in good condition. Students who do not have their assigned lock at the end of the semester/year will be required to pay a replacement fee. The administrators can conduct searches of lockers as they deem it appropriate. No one should leave classes or the cafeteria to go to his/her locker without permission.

TEXTBOOKS / FEES / CAFETERIA

Any student who does not return their assigned textbook at the end of the semester will be charged the full price for the missing book. Students will be assessed a fee for any damages to textbooks that may occur. Students are strongly encouraged to place covers on their textbooks. Students with overdue fees owed to HRHS will not be allowed to participate in extracurricular activities including attending athletic events. Students with a negative cafeteria balance of \$10+ will be given a substitute lunch to eat in a location separate from the other students.

STUDENT SERVICES

Student Services is available for every student in the school. Services provided include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any issues the student may feel he would like to discuss with the counselor.

Students wishing to visit a counselor should contact the secretary in Student Services to arrange for an appointment. Students are assigned a counselor based on the first letter of their last name. Assignments are as follows:

A-D = Mrs. Osborne E-K = Mrs. Lord L-Ri = Mrs. Habjanic Ro-Z = Mrs. Navel

Parents are encouraged to make contact with the counselors throughout the year. Information regarding careers, college admissions, financial aid, curriculum offerings, testing, records and personal assistance is available. The Student Services phone number is 704-454-6552.

PARENT-SCHOOL ORGANIZATIONS

The **PTSO** organization works with all areas of the HRHS academic program. A school newsletter will be sent out quarterly by the PTSO to keep you informed of events at school. The **HICKORY RIDGE BOOSTER CLUB** organization works with all areas of the HRHS athletic program. The **BAND BOOSTER CLUB** organization works with all areas of the HRHS band program. HRHS welcomes parents who are interested in working as **volunteers**. Proctors are needed by Student Services at the end of each semester to help with testing. Please contact the school office if you would like to be an HRHS volunteer. Your volunteer assistance to these organizations is both requested and appreciated.

NON-DISCRIMINATION NOTICE

Cabarrus County Schools provides equal access and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in its programs or activities. The following persons have been designated to handle inquiries regarding non-discrimination policies:

504 Coordinator – Barbara Slingerland 704-262-6189 • barbara.slingerland@cabarrus.k12.nc.us

Title IX Coordinator – Lynn Rhymer 704-262-6124 • lynn.rhymer@cabarrus.k12.nc.us

NOTIFICACION DE NO DISCRIMINACION

Cabarrus County Schools provee acceso equitativo y no discrimina en sus programas o actividades sobre la base de raza, color, origen nacional, sexo, orientación sexual, discapacidad o edad. Las siguientes personas han sido designadas para manejar consultas relacionadas con las políticas de no discriminación:

Coordinador 504 – Mrs. Nancy Jones 704-262-6106 • Nancy.Jones@cabarrus.k12.nc.us

Coordinador Titulo IX – Mr. Benjamin Allred 704-262-6231 • Benjamin.Allred@cabarrus.k12.nc.us