

Table of Contents

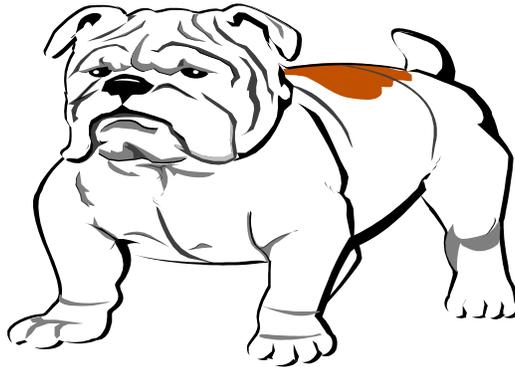
Alma Mater & Mission Statement	3
Administration and Staff	4
School Calendar	5
Daily Schedule	6
School Map	6
Section 504/Americans with Disabilities Act	7
Family Education Rights and Privacy Act	7
Discrimination Policy	7
Attendance	8
Excused Absences	9
Unexcused Absences	10
Excused Check-ins	10
Unexcused Check-ins	11
Checking Out	11
Class Changes	12
Hall Passes	12
Tardy to Class	12
TSHS Definition of Skipping	12
Make-Up Work Policy	12-13
Detention	13
ISS – In-School Suspension	13
Honor Code	13
Progress Report s & Report Card Schedule	14
Policy on Grade Determination	15
Final Exams	15
Book Bags	16
Student Dues	16
Student ID	16
School Phone	16
Transportation	17
Dress Code	18
Electronic Devices	19
Search and Seizure	19
Public Displays of Affection	20
Lockers Withdrawing from School	20

Table of Contents

Indebtedness	20
The Media Center	20
Counseling Services	21
Student Records	21
Medication	21
Theft and Care of Personal Property	22
Campus Regulations	22
Driving Eligibility	23
Driving and Parking Regulations	23
Skateboard Policy	24
Field Trips	24
Lunch	24
Posters	24
Lost and Found	24
Student Guests	24
Parent Guest	24
Vending Machines	25
Deliveries	25
Insurance	25
Fire Drills	25

Alma Mater

Alma Mater
Hail to Terry Sanford High School
Thee we'll always love,
Always hear thy praises ringing,
Ringing from above.
Raise your voices, sing her praises!
Our school is the best;
Fayetteville Sanford we will cherish,
Dear Old F.T.S.



FTS Mission Statement

FTS encourages success in the 21st century and is committed to providing learning opportunities that enable ALL students to collaborate, compete, and succeed globally.

Administration and Office Staff

Principal.....Mr. Rob Guzman
Assistant Principal/AD.....Mr. Michael Lindsay
Assistant Principal..... Mr. Robert Griffin
Assistant Principal.....Mr. Larry Tearry
Assistant Principal.....Mrs. Elizabeth McGowan
School CounselorMrs. Susanna Allison
School Counselor.....Ms. Kristan Fields
School Counselor.....Mr. Arjewus Willis
School Counselor.....Ms. Sherrie Peterson
School Social Worker.....Mrs. Pamela Stevenson
AIG Coordinator.....Ms. Susan Brady
Global Studies Director.....Mrs. Deborah Vajner
Safe Schools Coordinator.....Mrs. Demetria Davis
School Resource Officer.....Deputy Hall
Bookkeeper.....Mr. Seanpatrick Donnelly
Office Manager.....Mrs. Rory Spicer
Data Manager.....Mrs. Julie Badger
Registrar.....Ms. Brandi Plummer
Main Office Receptionist..... Mrs. Leigh Miller
Attendance Clerk..... Ms. Monica Jones
Discipline Clerk..... .Mrs. Dana Porter

School Calendar

First Day for Students	August 29, 2016
Pupil/Teacher Holiday	September 5, 2016
Lifetouch Underclassmen Pictures & ID's	September 7, 2016
Lifetouch Senior Formal Make- ups	September 8, 2016
Lifetouch Underclassmen Picture/Student ID Make-ups	October 12, 2016
Pupil Holiday/Teacher Workday	November 8, 2016
Jostens- Jr. Ring Presentation Sr. Graduation Presentation	November 3, 2016
Jostens – Order Night for Rings & Graduation Items	November 10, 2016
Pupil/Teacher Holiday	November 11, 2016
Pupil Holiday/Teacher Workday	November 23, 2016
Pupil/Teacher Holiday	November 24, 2016 – November 25, 2016
Pupil Early Release/Teacher Workday	December 20, 2016
Winter Holidays	December 21, 2016 – January 2, 2017
Pupil/Teacher Holiday	January 16, 2017
Pupil Holiday/Teacher Workday	January 30, 2017
Lifetouch Senior Cap & Gown Pictures	February 8, 2017
Pupil Holiday/Teacher Workday	February 20, 2017
Pupil Holiday/Teacher Workday	April 14, 2017
Pupil/Teacher Holiday	April 18, 2017 - April 21, 2017
Pupil/Teacher Holiday	May 29, 2017
Early Release/Last Day for Students	June 9, 2017

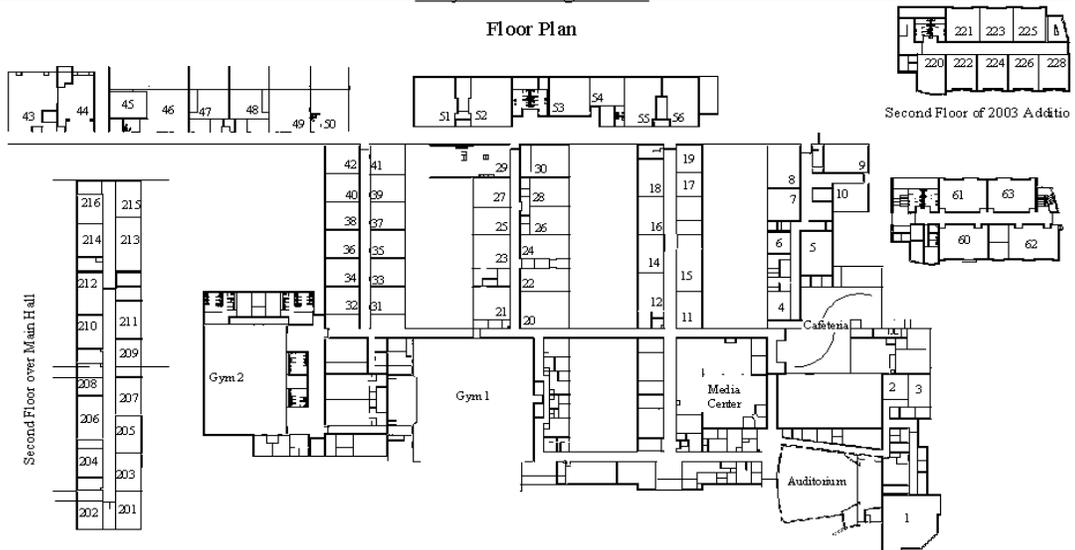
Daily Schedule

Office hours are from 8:00 a.m. to 4:00 p.m. Students should not arrive before 8:00 a.m. Parents should not leave children unattended before 8:00 a.m. Students will be allowed to enter the building at 8:10. Students entering prior to 8:10 must be supervised by a teacher or must go directly to the cafeteria and remain until the bell.

Period	Bell	Bell
Warning Bell	8:10	8:25
1 st Period	8:30	9:55
2 nd Period	10:00	11:25
3 rd Period & Lunch	11:30	1:26
4 th Period	1:31	2:56
PAWS Time	3:01	3:30

Supervision for after-school activities will be provided for 15 minutes following the scheduled end time. Failure to pick up children in a timely manner may result in dismissal from activity.

School Map



Section 504 / Americans with Disabilities Act

No otherwise qualified individual with a disability shall solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe that they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the students is limited and generally requires prior consent by the parents of the students.

Copies of this policy may be found in the office of the Superintendent and in the Principal's office of each school within the Cumberland County School System.

Complaints about failures of school personnel to comply with the Family Educational Rights and Privacy Act may be made, in writing, to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-4605.

Discrimination Policy

The Cumberland County Board of Education and Terry Sanford High School do not discriminate on the basis of race, color, national origin, sex, or handicap.

No otherwise qualified individual with a handicap shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the District. The school will endeavor to locate and identify handicapped persons ages three through twenty-one; a free appropriate public education will be provided for qualified handicapped individuals. The Director of Exceptional Children's Programs will coordinate school district compliance with requirements of the Act Programs.

Attendance

North Carolina Statute 115C-378 requires that students attend school 180 days or 90 days each semester based on an A/B or 4 x 4 schedule. Compulsory Attendance Laws for the State of North Carolina apply. In order to be considered in attendance for high school courses, a student must be present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attendance or a school activity that has been officially authorized under the policies of the Board of Education. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity. A student shall be present at least one-half of the period in order to be recorded present for the period. Students must be in attendance 90% of the instructional year in order to receive credit for a course.

A student missing 19 or more classes in a year long course or 10 or more in a semester class will not meet the attendance requirements and may not receive credit for that course. Please see your counselor if attendance is or will be an issue.

The responsibility for school attendance will be that of the home. Parents and students are expected to cooperate with teachers and administrators to ensure regular attendance. To achieve an efficient and workable program regarding student attendance, the following procedures will be implemented:

- 1. Any student, who comes onto campus late during the school day or needs to leave school for any reason, must check in/out through the attendance office.**
2. A parent/guardian must send a note explaining the student's absence upon the student's return to school. The note must be turned into the office within 3 days of the absence.
3. The classroom teachers and school will keep daily records of attendance, check-ins, and check-outs.
4. Students who are absent ten consecutive days without notifying the school will be dropped from the roll. Students under 16 will be reported to the District Attorney's Office.
- 5. The principal may assign the student an incomplete grade if all requirements, including attendance, are not met.**

Excused Absences

Absences are only excused if they fit a category below and are supported by written documentation within 3 school days of absence. Documentation should be brought to the attendance office and will be keyed into Power School.

1. **Illness or Injury:** An absence is excused when the absence results from illness or injury that prevents the student from being physically able to attend school. **If the absence is two days or less a parent note may be submitted. If the absence is three or more days, students must submit medical documentation.**
2. **Quarantine:** An absence is excused when isolation of the student is ordered by the local health officer or by the State Board of Health. **Students should submit medical documentation for the excuse to be excused.**
3. **Death in the Immediate Family:** An absence is excused when it results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters. **Documentation should be submitted with the excuse.**
4. **Medical or Dental Appointments:** An absence is excused when it results from a medical or dental appointment of a student. **Students may submit a parent note or medical documentation for the excuse.**
5. **Court or Administrative Proceedings:** An absence is excused when it results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. **Students must submit appropriate documentation with the excuse.**
6. **Religious Observation:** An absence may be considered excused if the tenets of a religion to which a student or his or her parent adhere, require or suggest observance of a religious event. The approval of such absences is within the discretion of the local board of education, but approval should be granted unless the religious observance, or the cumulative effect of the religious observance, is of such duration as to interfere with the education of the student.
7. **Suspensions**
8. **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, such as travel. **An Absentee Form must be filled out at least 10 days in advance of the absence. See Mrs. Spicer in the main office.** For college/university visits, students must submit documentation from the college/university visited within two (2) days of their return to school.

Unexcused Absences

Unexcused absence is defined as:

1. A student's willful absence from school with or without the knowledge of the parent, or:
2. A student's absence from school for any reason other than those listed under "Excused Absences", or:
3. Any absence, regardless of reason, not supported by written documentation within 3 school days of the absence.
4. All Unexcused absences from school may result in a zero for that days work.

Parents who refuse to comply with the health regulations of a community, such as compulsory vaccination, thereby causing a student to be excluded from school, or parents who permit a student to stay home or to be employed in any way contrary to the Child Welfare Law, shall be responsible for the nonattendance of the student.

The Board Policy for student attendance further incorporates by reference any additional rules and regulations of the State Board of Education governing compulsory school attendance and student accounting.

***Reminder: Students may not miss more than nine (9) school days per semester; whether they are excused or unexcused absences.**

Excused Check-ins

1. The parent/guardian must be present to check-in their student after 8:30 a.m., unless the student has valid documentation of a professional appointment (i.e. doctor, dentist, lawyer, or court note). **Check-ins are ONLY excused with valid documentation.**
2. Students must check in before 12:00 pm to participate in sports the same school day.

Unexcused Check-ins

All other check-ins not addressed as excused are unexcused and will result in the actions listed below:

INFRACTION	ACTION
1 st unexcused check-in	Verbal teacher conference with student
2 nd unexcused check-in	Verbal teacher conference with student and parent.
3 rd unexcused check-in	Administrative conference and call home to parent
4 th unexcused check-in	1 Day of ISS
5 th and subsequent unexcused check-in	Out of School Suspension

Checking Out

1. Only individuals listed on the Emergency Contact form can check-out a student. A photo ID must be provided in order to check the student out of school.
2. Only parents and their designees may check out students, unless the student drives to school. Those students may check-out with a verifiable parent note with a photocopy of the parent's identification. The note must be brought to the office no later than 8:20 a.m. on the date of checkout.
3. **NO PHONE CALLS WILL BE TAKEN FOR CHECK OUT PURPOSES.**
4. If the student has a check out note, please submit first thing that morning. The attendance clerk will also take check out notes a day in advance.
5. Students need to come into the attendance office and sign the SIGN OUT sheet **BEFORE** leaving campus.
6. Checking out prior to 50% of class completion, which is 45 minutes, will result in an absence in that class.
7. Students must not check out before 12:00 pm to participate in sports that school day.
8. **During State Testing Sessions:** Students will not be allowed to check out prior to the end of the testing session. Testing sessions are not complete until all students at TSHS are finished testing.
9. No checkouts are permitted for any student after 3:00 p.m.

Class Changes

Six minutes of time is provided so that the students may:

*Move from one classroom to another as required by their school schedule using the most direct route.

*Visit the restroom as necessary (Not to Socialize)

*Visit their locker

Students Must Not

*Run in the halls

*Stop to socialize

*Block the hall in any manner that will hinder the orderly flow of traffic.

Hall Passes

No student is to be out of class without a hall pass. Students are to use the facilities and be prepared with all materials before arriving to class and should be seated before the tardy bell rings. It is understandable; however, that at times, students may need to exit the classroom during the class period. For this reason, students will be allowed one hall pass per grade reporting period. Passes must be used for exiting the classroom during the instructional period. A separate hall pass will be used for access to the main office, assistant principals' office, and the counseling office.

Students Tardy to Class

Students who are tardy or late will receive the following consequences:

1st tardy- Teacher to student contact

2nd tardy- Teacher to student and parent contact

3rd and subsequent tardies- Tardy referral to Administration

Terry Sanford's Definition of Skipping

Any student entering class five minutes after the tardy bell without a pass will be charged with skipping and will receive a disciplinary write up. Additionally, any instance of truancy as outlined in the student code of conduct will result in a disciplinary write up. Students with parking passes who are found in violation of the skipping/truancy policy could lose parking privileges for the remainder of the semester.

Make-up work Policy

Students are encouraged to complete their academic obligations after an absence(s). The privilege of make-up work after an absence is limited to those students with excused reasons for the absence or suspended students per board of education policy. Students are responsible for making up any missed work. They should check with their subject-matter teacher to find a convenient time to

make up missed work. **All work missed because of an unexcused absence will result in a zero.**

Students with excused absences shall be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact the teacher(s) to make up missed work.
2. Exams or tests missed shall be taken at a time and place mutually agreed upon by the teacher and student.
3. Make-up tests will be of equal value and/or on the same material as the missed test. However, the make-up test may not necessarily be the same test.
4. The time limitation for make-up work shall be **3 school days for 4x4 classes and 5 school days for yearlong classes**. Teachers may grant exceptions if they so choose but we strongly encourage students to complete make-up work as quickly as possible.
5. Exams and assignments, which were announced prior to the student's absence, may be required to be made up immediately upon the student's return.
6. Students may be required to do alternative assignments in place of missed classroom activities.
7. Directions stated on 504 or IEP plans will override this policy.

Detention

Detention will be given after school by teachers for disciplinary infractions. Detention will be held after school from 3:40– 4:30. Students are to bring notebooks, books, pencils, and any work assigned by their teachers. Failing to report to detention will result in In-School Suspension.

ISS – In School Suspension

Students who are assigned to ISS are to bring all books, notebooks, and pencils, etc. to the ISS room. Students will receive a morning and afternoon break, and will eat lunch in the cafeteria. Students who check-in or out of school will make up ISS time that they have missed during the school day.

Honor Code

Plagiarism in any form, from whatever source (i.e. internet, written publications, other students' work, etc.) is dishonest and unacceptable. Teachers have the authority to penalize a grade if the student is involved in any type of scholastic dishonesty or cheating.

Progress Report & Report Schedule

4x4 & YEARLONG COURSES	
First Day for Students	August 29, 2016
Progress Reports Go Home	September 13, 2016
End of 1 st Grading Period	September 28, 2016
Report Cards (4X4) Go Home & Yearlong Progress Reports	October 5, 2016
Progress Reports Go Home	October 13, 2016
End of 2 nd Grading Period	October 31, 2016
Report Cards (4x4) & (Yearlong) Go Home	November 10, 2016
Progress Reports Go Home	November 18, 2016
End of 3 rd Grading Period	December 9, 2016
Report Cards (4x4) Go Home & Yearlong Progress Reports	December 16, 2016
Progress Reports Go Home	January 10, 2017
End of 4 th Grading Period	January 27, 2017
Report Cards (4x4) & (Yearlong) Go Home	February 3, 2017
Progress Reports Go Home	February 13, 2017
End of 1 st Grading Period	March 1, 2017
Report Cards Go Home & Yearlong Progress Reports	March 8, 2017
Progress Reports Go Home	March 16, 2017
End of 2 nd Grading Period	March 31, 2017
Report Cards (4x4) & (Yearlong) Go Home	April 7, 2017
Progress Reports Go Home	April 25, 2017
End of 3 rd Grading Period	May 10, 2017
Report Cards Go Home & Yearlong Progress Reports	May 17, 2017
Progress Reports Go Home	May 24, 2017
End of 4 th Grading Period/Last Day for Students	June 9, 2017
Final Report Cards (4x4) & (Yearlong) Mailed Home	June 16, 2017

Policy on Grade Determination

The numerical values for the grades are as follows:
A=90-100; B=80-89; C=70-79; D=60-69; F=Below 60

All courses, grades nine through twelve, can satisfy university, college and tech prep requirements for admission. Courses are offered at varying levels of difficulty to ensure that the needs of all students will be accommodated. Standard level courses are calculated on a 4.0 grading scale for grade point average. Honors level courses are calculated on a 5.0 grading scale for grade point average. Advanced Placement courses are calculated on a 6.0 grading scale for grade point average. *Effective with the freshman class of 2015-2016: standard level courses are calculated on a 4.0 grading scale for grade point average, honors level courses are calculated on a 4.5 grading scale for grade point average, and Advanced Placement courses are calculated on a 5.0 grading scale for grade point average. Students should understand this grading scale is a part of the state's requirement in evaluating students.

Final Exams

Exams will count 20% of the final grade. Exams will be administered in all classes (EOC, NC Final exams, CTE Post Assessment) and therefore all students are expected to take their exams. Those without state test will have a teacher generated final exam.

Book Bags

Students are only allowed to carry book bags to and from school. Book bags will not be permitted for use during the school day and can be stored in the student's locker during the school day. Gym bags should not be carried to classes other than gym class. Any bag including purses, gym bags, and bags with books in them are not permitted in class.

Student Dues

All students must pay dues. The dues are as follows:

Seniors	\$75.00
Juniors	\$60.00
Sophomores	\$15.00
Freshmen	\$15.00

Student ID

All students will be issued a student ID. Student ID's may be used for identification for school functions and activities. Replacement fee for an ID is \$10.00.

School Phone

The phones in the offices are not for student use except in the case of an emergency. Personal phone calls to students will not be accepted. In case of an emergency, the caller must identify himself and relate to the office the nature of the call. Every attempt will be made to cooperate in the event of a family emergency.

Transportation

School buses are state property and are the means of transportation provided by the state. Students who ride the buses are expected to conduct themselves in an orderly manner. The school principal, assistant principals, or principal designee, have the authority to suspend students from riding the bus for the following infractions as well as any others announced during the year.

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity, or refusing to obey the instructions of school authorities or bus driver while riding the bus.
3. Tampering with a school bus.
4. Refusing to meet the bus at the designated stops.
5. Unauthorized leaving of the bus when traveling from home to school or vice versa.
6. Playing, throwing trash, paper, or other objects while the bus is in operation.
7. Violation of Cumberland County School Board Rules.
8. Failure to observe established safety rules and regulations.

Once the bus has been parked and students have disembarked, the vehicle is off limits for all students until the dismissal bell sounds at the end of the school day. The school bus is not a student lounge or lunchroom. Riding the bus is a privilege and not an inherent right. Students may lose this privilege by violating bus conduct rules. Buses are provided for students living beyond walking distance of the school. The bus driver has full charge over all pupils riding his/her bus. **Suspension from the bus may last from one day through the remainder of the school year, depending on the nature of the offenses. All Terry Sanford rules for student behavior apply while riding the bus.**



Dress Code

The FTS staff has discretion in making judgments relating to the appropriateness of dress. Appropriate dress is necessary in order to maintain an atmosphere that is conducive to learning and safety. Terry Sanford High School is focused on learning and the staff and administration are committed to providing a safe, orderly learning environment for all students. In order to support this, the following dress code will be enforced:

Students are prohibited from wearing clothing, jewelry, or other articles of personal appearance which:

- Depict profanity, vulgarity, obscenity, or violence;
- Promote use of abuse of tobacco, drugs, or alcohol;
- May create a threat to the health or safety of the student or others;
- Are associated with intimidation, violence or violent groups and about which students have been notified, or
- May create a significant risk of disruption to the educational process or to the operation of the school

The following specific items are also not permitted:

1. Clothing worn in such a manner so as to reveal underwear
2. Bare feet, bedroom slippers
3. See-through, mesh garments
4. Boys are not allowed to wear sleeveless shirts
5. Clothing that is excessively baggy or tight; pajamas
6. Sunglasses worn inside school building
7. Sagging pants
8. Jeans with holes above the knees are not permitted
9. Bare midriff shirts
10. Strapless or backless shirts, tank tops, halters
11. Shorts, skirts or dresses more than 4 inches above the knee. All leggings, Yoga pants and tights must be worn with a skirt or shorts that meet the 4 inch rule.
12. Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
13. Any adornment such as chains or spikes are not allowed
14. Hats, caps, hoods, sweat bands and bandannas or other head wear worn inside school building; and
15. Any other article of appearance that is physically revealing or provocative

*Students who violate the dress code will be required to change their clothing or will be placed in ISS for the day until the parent brings the change of clothes. Parents will be notified in writing of dress code violations and a copy will be retained in the student's discipline file.

Electronic Devices

The Cumberland County School Board Policy states that any device disruptive to the school environment to include electronic devices, including but not limited to cell phones, tablets, digital cameras, and laser devices, will not be displayed or utilized while on the school bus or on school premises during the school day unless utilized for educational purposes as approved by school administration, **with the exception of the following times at FTS.**

Students may use their electronic devices on school premises between 8:00 – 8:30 a.m. during class change, during the student’s individual lunch and at 3:30 p.m. Students who use their device for music or any sounds must wear headphones.

Students will not be allowed to have electronic devices out during the school day in any class during instruction unless approved by the teacher. Students may not use their electronic devices in the hallway during scheduled instructional time. Any student who violates this rule or uses his/her device inappropriately as stated by CCS Student Code of Conduct will have the incident documented and will not be allowed to have any electronic devices on campus for the remainder of the semester. If a student violates this rule, a hearing and disciplinary action will occur (ISS, Out of School Suspension) and a letter will be sent home to inform the parent.

Search and Seizure

School Property:

Desks, lockers, and other equipment at any school belong to the school district and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable suspicion that some substance or other material is contained therein which is illegal, or harmful to the safety of the student, or to the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

Student’s Person:

The Board of Education authorizes teachers and administrative personnel who have reasonable suspicion that a student or students are in possession of weapons, illegal drugs, or other items harmful to the student or students or the welfare of the student body, to search the person of said student(s) under the following condition:

1. Any such action shall not be taken unless there is a reasonable suspicion, which can be sustained if necessary.
2. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s).

Public Displays of Affection

Kissing, hugging, handholding, or inappropriate touching of any kind will not be tolerated and will result in consequences or disciplinary action.

Lockers

All students will be issued a locker. Locker assignments are final unless a principal or principal designee approves a change request.

1. Avoid unnecessary trips to your locker. **Plan ahead.**
2. Lockers are to be assigned by third period teachers each semester.
3. Each locker should have a lock. If an administrator needs to examine a locker and the student cannot be found to open it, the lock may be cut off. The student can provide administration with the combination or a key to avoid cutting of the lock.
4. There is to be no writing, marking or stickers of any sort on lockers.
5. Lockers are not to be shared.
6. Students cannot use empty lockers.

Any violation of the above rules may result in the lock being removed and locker privileges being revoked.

Indebtedness

Any fee or charge due to be paid to any school in the CCS system and not paid at the end of the school year shall be carried forward into the next school year, as such debts are considered to be debts of the student to the school system and not to a particular school. This includes class fees, textbook fines, media center fees, etc. Seniors will not be able to participate in the prom or graduation ceremony if all fees or charges have not been paid.

The Media Center

For the privilege of using the library the user assumes the responsibility of cooperating with the staff in maintaining an atmosphere conducive to study and conserving the library's resources by careful handling of all materials. The library does not function as a study hall. Use of media center requires a Student ID and a valid pass from their teacher.

Counseling Services

The school counseling services are designed to meet the needs of the individual student. Parents and Students are welcome to meet with a counselor when concerns arise. Parents are encouraged to make appointments with the counselors to be sure that counselors are available.

The procedure for students to make appointments with their counselor is as follows:

1. Emergencies will be dealt with immediately. All others will be asked to schedule an appointment.
2. See the registrar in the counseling center during your free time to obtain an appointment pass. This should be done before or after school or during lunch.
3. Students should schedule appointments during elective classes or lunch. Please remember your teacher will not dismiss you for an appointment without an appointment slip.
4. Students will not be allowed to loiter in the counseling center.
5. The counselor will not write passes for students who drop in without an appointment unless there is a true emergency.

Student Records

Parents may have access to their child's records by calling the counseling center and obtaining an appointment. Unless it is an emergency, please give the school at least 48 hours notice.

Medication

Administration of Medication

1. A Physician's School Medication Form/Release of Liability Form signed by the physician and the parent/guardian is required for all Prescription Medications.
2. An Over-the-Counter Medication Form/Release of Liability Form signed by the parent/guardian is required for all Over-the-Counter Medications.
3. All prescribed medications must be in an original pharmacy labeled container.
4. All Over-the Counter medications must be in a new unopened package.
5. The parent/guardian must bring the medication to the attendance office for check in.
6. Students are not allowed to carry-over-the counter medication or any prescription medicine without proper documentation.

Theft and Care of Personal Property

The safest place to keep personal items and valuables is in the student's locked locker. Understanding that theft is a universal problem, we emphasize to students not to bring excess money other than what is needed for lunch or after school activities. Personal items, like valuable jewelry or electronics, which might be lost or stolen, should not be brought to school. Band instruments should not be left unattended. The school is not responsible for the loss of personal property to include cell phones. **[There is no way to secure personal property in the PE locker rooms. Although locker rooms are locked, students are strongly advised not to take anything of value to PE class.]**

Campus Regulations

Parking lots and non-instructional areas are off limits during class time. **No students are to be in the parking lots during their instructional day.** If a student needs to go to his/her vehicle he/she must obtain a pass from the office to avoid a penalty if caught out there. Students are not permitted in areas designated for faculty use only, including lounges, restrooms, and the faculty workroom. Students are not permitted in the halls or restrooms while classes are in session without a hall pass.

All students are expected to clear the building by 3:45 unless they are under the direct supervision of a staff member. Those who are in the building will restrict themselves to the area assigned by their sponsor for the particular activity. Students who are in the building after 3:45 and are not under adult supervision will be asked to leave and can be charged appropriately under the Cumberland County Code of Conduct.

Driving Eligibility Certification

Upon completion of an approved driver education course that meets NC requirements, a Driving Eligibility Certificate will be issued if the student is currently enrolled in school and has passed 75% or more of his or her classes. Academic progress is evaluated with the first semester grades and at the end of the school year.

Students who dropout of school, who do not make adequate academic progress or have been expelled, suspended or placed in an alternative educational setting for more than 10 consecutive days are ineligible to receive a DEC and may have their Driver's Permit/License revoked.

Driving and Parking Regulations

- The Parking Agreement must be signed by the parent and student.
- Each student authorized to drive must display a parking permit on the vehicle.
- Neither the school nor the school system is responsible for loss due to fire, theft, or accident relative to personal vehicles on school grounds.
- Students are to exit cars immediately upon arrival at school.
- Students are not to be in the parking lot or in parked cars at unauthorized times during the school day, unless they have an authorized hall pass to go to the parking lot.
- A student shall not exceed a maximum speed of ten miles per hour when driving a vehicle on school grounds.
- Students will be assigned a specific numbered parking space in the lot purchased.
- School shall not impose consequences that result in financial hardship or safety hazards to the student driver.
- The decision to tow a vehicle parked on school property shall be approved by the superintendent or designee.

Parking permits are as follows:

	East Lot	West Lot	Tennis Lot
August – November	50.00	60.00	75.00
December – February	40.00	50.00	65.00
March – May	30.00	40.00	55.00

****NO PARKING PASSES SOLD AFTER MAY 31st ****

Skateboard Policy

1. Skateboards brought on campus must be placed in locker.
2. Skateboarding is not allowed anywhere on the school campus. This includes non-school hours and days, weekends, vacations, and holidays.
3. Students who skateboard on campus will be charged with trespassing as per the CCS Student Code of Conduct.

Field Trips

Field trips are recognized as a valuable experience in the learning process. **Before a student leaves for a field trip, there must be a parent signed field-trip form filled out on each child leaving campus.**

Lunch

Students are not allowed to take food or drinks out of the cafeteria or patio. **Visitors, parents, and students are not allowed to bring lunches on campus directly from restaurants during lunchtime. Students are allowed to bring restaurant “left-overs” from home to eat during lunchtime.**

Posters

All posters, pictures, announcements, etc., which are displayed anywhere on the school premises, must have an approved administrative signature before they are exhibited. Posters should be removed from walls in a timely manner.

Lost and Found

Students who find lost items such as clothing or backpacks are asked to bring them to the media center where the owner can claim them. Students who find items such as purses, glasses, keys, or electronic devices, are asked to bring them to the main office.

Student Guests

No student guests are allowed.

Parent Guests

Parents and/or guardian must have a visitor's pass from the main office. Parents/guardians who visit classrooms must remain in the classroom for the entire class period. There will be no mid-class entry or leaving.

Vending Machines

TSHS is not liable for any currency lost in a vending machine located on the school campus. Students may not use vending machines on school days until 2:00 p.m.

Deliveries

School personnel will not accept delivery of flowers, balloons, or other gifts for a student. Students are not allowed to carry flowers, balloons, or other gifts around during the school day.

Insurance

The school encourages all students to purchase school insurance. The homeroom teacher will provide information.

Fire Drills

The State requires that we participate in monthly Fire Drills in order to ensure the safety of all students. The signal will be one long continuous ring of the fire alarm. Fire exit routes are posted in each classroom. Students will vacate the building in an orderly manner and remain with their assigned class at all times.