



Cape Fear High School

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C.O.L.T.S.

Citizenship Outreach Leadership Tradition Success

CAPE FEAR MISSION **STATEMENT**

The Cape Fear High School
Family promotes
Citizenship, community
Outreach, developing future
Leaders, celebrating
Tradition and cultivating
Success.

CUMBERLAND COUNTY SCHOOLS VISION STATEMENT

Cumberland County Schools is committed to empowering all students to collaborate, compete and succeed in an increasingly interconnected world.

CAPE FEAR HIGH SCHOOL VISION STATEMENT

Believing that ALL students can learn, the faculty and staff of Cape Fear High School will provide a positive instructional environment to assure academic growth, increase graduation rates, enhance student self-esteem, improve student attendance and prepare students to compete in the 21st Century.

CAPE FEAR HIGH SCHOOL ALMA MATER

*Unknown the years that lie ahead, but strongly
arm'd are we.*

*By precepts wise we shall be led, and take our
strength from thee.*

Alma Mater Cape Fear High, glory and our guide.

*Far from your halls remembrance calls with love
and pride.*

*With spirits free we honor thee, our Cape Fear
High!*

-Anthony Taylor

ADMINISTRATION AND STAFF

Principal Mr. V. Lee Spruill III
Assistant Principal.....Mrs. Mary Price
Assistant Principal Mr. James Dockery
Assistant Principal Mrs. Kathleen Ross
Assistant Principal/Athletic Director Mr. Matthew McLean
AIG Consultant Mrs. Amy Karcher
Attendance Clerk Mrs. Deborah Dawson
Bookkeeper Mrs. Michelle Smithheart
CTE Facilitator Mrs. Elizabeth Matthews
Counselor Ms. Maryann Ayars
Counselor Mrs. Janet Hollingsworth
Counselor Mrs.emberli Mayo
Counselor Mr. Jerry Bittle
Counseling Registrar.....Mrs. Mary Clark
Data Manager..... Mrs. Melinda Black
Discipline Clerk Mrs. Karen Karakos
EC Case Manager.....Mrs. Christy Parker
EC Case Manager.....Ms. Alice Osbourne
Main Office Receptionist..... Mrs. Sheila Bristley
Media Specialist..... Ms.Catherine O'Horo
Office Manager Mrs. Michelle Johnson
Safe Schools Coordinator.....Mr. Kenneth McKinnon
School Psychologist..... Mr. Scott Smith
Social Worker Mrs. Karrie Remmer
SRO..... Deputy Price

ACCIDENTS

All accidents must be reported and documented by a school official. Anyone injured while on school property must immediately report it to a teacher/coach or any other school personnel. An Accident Report must be completed and submitted to the main office. These reports are forwarded to the Risk Management Office.



ATTENDANCE POLICY

North Carolina Statute 115C-378 requires that students attend school 180 days; however, since we are on a 4 x 4 block schedule, students are required to attend school for 90 days each semester. Compulsory Attendance Laws for the State of North Carolina apply. In order to be considered in attendance, 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 school instructional day in order to be recorded present for the day. Students must be in attendance 90% of the instructional year in order to receive credit for a course, which is equivalent to 164 school days. (90% is not more than 9 absences in a 90-minute class in a block schedule). Students who have between 10-13 absences may be required to complete an attendance portfolio to obtain credit for the course. Students with 14 and above absences will fail the course due to attendance unless they are medically approved or have administrative approval. The responsibility for school attendance will be that of the home. Parents and students are expected to cooperate with teachers and administrators to insure regular attendance. To achieve an efficient and workable program regarding student attendance, the following procedures will be implemented:

1. Once a student arrives on the school campus, the student becomes the responsibility of the school.
2. The classroom teacher and the office will keep daily records of attendance, check-ins and check-outs. Classroom attendance will be recorded each quarter on the report card.
3. Students who are absent ten consecutive days without notifying the school will be dropped from the roll. Students under 16 will be considered truant and turned over to the District Attorney's Office.

- The parent(s)/guardian(s) of any student who has been absent 3,6 and 9 days in a class (lawful or unlawful) will be notified by mail of the absences and to be aware of the attendance policy.

LAWFUL ABSENCES

- 1) **Illness or Injury:** An absence is lawful when the absence results from illness or injury that prevents the student from being physically able to attend school.
- 2) **Quarantine:** An absence is lawful when isolation of the student is ordered by the local health officer or by the State Board of Health.
- 3) **Death in the Immediate Family:** An absence is lawful 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.
- 4) **Medical or Dental Appointments:** An absence is lawful when it results from a medical or dental appointment/procedure. Students should submit medical or dental paperwork for the excuse.
- 5) **Court of Administrative Proceedings:** An absence is lawful 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.
- 6) **Religious Observation:** An absence may be considered lawful if the tenets of a religion to which a student or his/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 observances is such duration as to interfere with the education of the student.
- 7) **Educational Opportunity:** An absence may be lawful when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity
 - a) **For college visits: Students must submit written proof from the college visited within two (2) days of their return to school. Seniors receive 2 days and Juniors receive 1.**
 - b) **For extended travel:** Students must submit an “**ABSENCE REQUEST FORM**” to the principal ten (10) days prior to the absence, along with proper documentation (*example: medical paperwork, obituary notice, travel agenda, etc.*)

“REQUEST FOR ABSENCE FORMS” are available online on the Cape Fear home page or may be picked up in the main office.

UNLAWFUL ABSENCES

Unlawful absence is defined as:

1. A student's willful absence from school with or without the knowledge of the parent.
2. A student's absence from school for any reason other than those listed under "Lawful Absences."

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.

1. All students are required to furnish the attendance clerk with a parent's note giving the reason for each absence from school. The note should include:
 - a. Students Full Name and Homeroom Teacher
 - b. NCWISE Number
 - c. Parent Name and phone number to contact parent for verification of note
 - d. Reason
2. Students have **two (2) days** to submit a written excuse once they return to school; after which the absence is considered unexcused. If all the above information is also not provided or the contact number is incorrect then the absence will be unexcused.
3. It is the student's responsibility to make up work and tests within the **three (3) school days allowed for such make-up**. If the absence is unlawful, the student may not receive credit for work missed.

EXCUSED ABSENCES

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

1. It is the responsibility of the student to coordinate arrangements with the teacher(s) to complete make-up work within three (3) school days upon the student's return to school.
2. Exams or test 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. Exams and assignments, announced prior to the student's absences, may be required to be made up immediately upon the student's return.
5. Students may be required to do alternative assignments in place of missed classroom activities.

CHECK-IN POLICY

1. Students checking in after 8:40 am will be coded as unexcused unless documentation of a lawful excuse is submitted.
2. A student may present valid documentation of a professional appointment (*example: Doctor, dentist, lawyer, or court note*).
3. Disciplinary action will result after three (3) unexcused absences/check-ins.

UNLAWFUL CHECK-INS

All other check-ins not addressed as lawful are unlawful and may result in disciplinary action.

***Students who accumulate 3 or more unexcused check-ins will report directly to ISS for the remainder of the class period for which they check into school.**

***Students who drive to school will lose their parking permit for 45 days after three (3) unexcused check-ins. Students must purchase a new parking permit upon completion of their 45 days.**

CHECK-OUT POLICY

1. Parents or an emergency contact person must provide a photo ID in order to check the student out of school.
2. Students who drive must submit a note with the following:
 - a. Students Full Name and Homeroom Teacher
 - b. Student ID Number
 - c. Parent Name and phone number to contact parent for verification of note with a copy of parent's Driver's License. (Parent must call and confirm note)
 - d. Reason for checking out
3. Check-outs will not be permitted after 3:00 P.M. unless documentation of a professional appointment can be provided.
4. **Except for verifiable professional appointments or parents who come to school in person, there will be no check outs during 3rd period.**
5. **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 CFHS are done testing.
6. NO PHONE CALLS WILL BE ACCEPTED TO CHECK OUT A STUDENT.

SKIPPING POLICY

Students are expected to follow their assigned schedule each day. Students who fail to do so will have the following consequences:

- 1st Offense** – 2 days of ISS
- 2nd Offense** – 2 days of ISS
- 3rd Offense** – 2 days of OSS

BETA CLUB

- The student must meet the basic guidelines for scholarship, leadership, character, and service of the National Beta Club.
- The student must have a cumulative grade point average of at least 3.5 (unweighted) or above. All students who can rise in scholarship to or above this minimum standard may be admitted to *candidacy* for selection to membership.
- Eligible students will be considered for membership if approved by the current membership and faculty advisor.
- If selected, new Beta Club members will be inducted into the organization at a ceremony held each spring.

BOOKS AND SUPPLIES

Charges will be assessed for lost and damaged books, materials, supplies, equipment and property in accordance with established replacement or repair costs.



Most materials necessary for your public school education are provided for you by the State of North Carolina. Textbooks are school and state property. Whether lost, damaged or stolen, they must be paid for by the student.

The following rules for payment apply if a book is lost/damaged:

New Book	Full Price
One Year Old.....	TBA
Two or More Years Old.....	TBA

- o A minimum lost book charge will be \$5.00.
- o Rebinding Charge: \$7.00
- o The student assigned a textbook will be responsible for it until it is returned to the teacher at the end of the course.
- o Students should ask the teacher for a “Book Return Form” when a textbook is handed in individually and not with the class as a whole.
- o The student is responsible for writing their name in ink in each book.

BOOK BAGS and PURSES

In an effort to do all that we can to assure the safety of students, we restrict the use of book bags, large purses or other similar items used for transporting books, gym clothes, athletic equipment, etc.

Book bags, athletic bags, large purses or similar items may be used only for the purpose of transporting books, other school related materials, and personal effects to and from school, but they may not be carried to class, between classes, or to lunch.

Purses holding books, notebooks or any other item in similarity will be considered a book bag. Purses should not be larger than a standard 8.5" x 11" sheet of notebook paper. Mesh drawstring bags will be allowed if no larger than 8.5" x 11" sheet of notebook paper. Oversize bags are subject to search.

Immediately upon the student's arrival at school, any book bag, athletic bag, or similar item must be deposited in the pupil's locker or their 4th period teacher's classroom with teacher approval.

Students are required to secure valuables in their locker. Any large purses or book bags will be confiscated if they are seen in between classes and students will receive the following consequences:

Consequences

- *For a **first time offense** students will receive automatic lunch detention. The bag/purse will be held in the front office until the end of the school day.*
- *The **second time** an item is taken, the student will receive 1 day of ISS. Parents may pick up the bag/purse the next school day between the hours of 3:30 pm and 4:00 pm.*
- *On the **third incident** the student will receive 2 days of ISS.*
- *The **fourth incident** the student will receive 2 days of OSS.*
- *Any student refusing to give up their unauthorized bag, purse or other prohibited item to school personnel will automatically be suspended.*
- *Refusal to turn over unauthorized bags, purses or other prohibited items to school personnel will result in 3 days out of school suspension. Refusal to turn over unauthorized bags, purses or other prohibited item to an administrator will result in 5 days out of school suspension.*

Students may purchase a mesh Cape Fear High School knapsack if they wish to carry any items such as books, notebooks or gym clothes from class to class. These bags may be purchased for \$10.00. These are the only bags that will be allowed during school.

CAFETERIA

There are designated lunch periods. Students must eat during the lunch period assigned to them. Please observe the following rules in the cafeteria. Failure to do so may result in disciplinary action.



1. All food and drink **MUST BE** consumed at a lunch table and not in the lobby.
2. Each student will buy his/her own lunch and may buy only one lunch at a time.
3. Students who use free/reduced lunch numbers under false pretenses will be subject to paying for that lunch and may be subject to disciplinary action as well.
4. Everyone must dispose of his/her paper, dishes, eating utensils, trash and trays when he/she has finished eating.
5. Student behavior in the cafeteria should be based on courtesy and cleanliness.
6. Parents/Guardians wishing to eat lunch with their student may do so during their child's assigned lunch period on any school day. Parents may purchase a school lunch or bring a lunch from an outside source. Parents/Guardians must sign in with the main office before going to the lunchroom.
7. **Parents/Guardians wishing to drop off lunch for their child may do so in the front office. Your child will be allowed to come by and pick up their lunch when they report to the cafeteria. To protect instructional time, they will not be called to come pick it up. It is the parents responsibility to let the students know as cell phones are allowed at lunch time.**

*** At no time shall students be permitted to approach or pick up items from vehicles in the parking lot or driveway. All items being dropped off for students must be dropped off in the front office. Students who violate this rule will face disciplinary action for being out of area.**

CARE OF SCHOOL PROPERTY

Responsible students and good citizens need not be reminded that Cape Fear High School has an excellent school facility that should be respected in every way and kept in top condition. Defacing or damaging walls, desks, doors, lockers, walkways, books, and other school property is a sign of idleness and poor citizenship. Each year much money must be spent to refinish, repair, and replace equipment that has been needlessly damaged by irresponsible persons. It should be used appropriately and not abused. At Cape Fear we respect our school and try our best to see that it is protected from needless abuse. Needless to say, anyone who damages or destroys school property will be expected to pay for that property. According to the seriousness of the offense, additional disciplinary action may be taken.

CONFISCATED ITEMS/ ELECTRONIC DEVICES

Items that interfere with the learning environment of Cape Fear High School will be confiscated. No Musical Instruments should be out of the case during the school day unless it is being used as a curricular device. No disposable or fast food cups will be allowed in the school.

A parent must pick up any item taken from a student. The school will **not** be responsible for confiscated items. Cell Phones, iPods, tablets, headphones, playing cards, etc., are examples of items that students may not display or utilize while on the school campus.

- *Cell phones/electronic devices are not allowed to be used in the classroom between 8:15am – 3:30pm unless they are being used by the teacher as a curricular device.*
- *Students will be allowed to use their cell phone or electronic device during their lunch time and during class change.*
- *Headphones & wireless speakers are not permitted to be used during school hours. Headphones & wireless speakers being used during the school day will be confiscated.*
- *Cell phones/electronic devices and other confiscated items may be picked up Monday through Friday only between the hours of 3:30 and 4:00 by a parent or guardian.*

Consequences:

- *For a first time offense the item will be confiscated and students will receive lunch detention. Parents may pick up the item the next school day between 3:30 pm and 4:00 pm.*
- *The second time an item is taken, the student will receive 1 day of ISS.*
- *The third incident the student will receive 2 days of ISS.*
- *The fourth incident the student will receive 2 days of OSS.*
- *Any student refusing to give up their cell phone, electronic device or other prohibited item to school personnel will be automatically suspended.*
- *Refusal to turn over a phone/electronic device to a teacher will result in 3 days out of school suspension. Refusal to turn over a phone/electronic device to an administrator will result in 5 days out of school suspension.*

DRESS CODE

Noncompliance with the rules listed below may result in disciplinary action.

- 1) No hats, toboggans, bandannas, do-rags or any other head coverings are permitted inside the building. This includes knit bonnets or scarves. CCS policy forbids bandannas on school property.
- 2) No tank tops, basketball jerseys without a sleeved t-shirt, belly shirts, racer-back shirts, spaghetti straps, or muscle shirts (compression) are permitted (*Shirts must cover shoulder.*)
- 3) No bedroom attire or bedroom shoes.
- 4) No dresses, skirts or shorts above finger-tip length.
- 5) Athletic shorts MUST meet dress code requirements.
- 6) No clothing that shows cleavage.
- 7) No see-through tops or bottoms.
- 8) No inappropriate signs, emblems, or language on clothing.
- 9) No holes in clothes showing skin above finger-tip length.
- 10) No Sagging Pants Allowed.
- 11) Boxers or gym shorts should not be seen above waistbands.
- 12) No wallet chains or chains on clothes.
- 13) No sunglasses on face indoors.

*** Leggings, Jeggings, Yoga Pants and Spandex are considered undergarments and must be worn with appropriate FINGER TIP length attire over them.**

* Administration reserves the right to determine the appropriateness of any students dress at any time during the school day or at any school event.

Students who violate the dress code will face the following disciplinary actions:

First offense - Students will receive lunch detention and be required to change clothes. A Parent or Guardian will be notified. The student will remain in ISS until appropriate clothing is provided.

Second offense - Student's parent or guardian will be notified and student will serve 2 days of ISS.

Third offense - Short-term suspension (1 - 5 days)

Fourth offense - Short-term suspension (5 - 10 days)

DROP OFF/PICK UP

- Students are to be dropped off in front of the school using the front driveway. Students may be dropped off anywhere from the flagpole to the far corner of the front of the cafeteria.
- **At no time** will parents be allowed to drop students off or pick them up in the faculty parking lot located between Cape Fear and Mac Williams. Parents found in violation of this procedure will be reported to law enforcement.
- Students will not be supervised until 7:55am. Cape Fear High School is not responsible for students dropped off before 7:55am.
- The only place students may be picked up after school is the flag pole. All students are expected to wait for their ride at the flag pole unless we have inclement weather. In case of inclement weather, students may wait under the breezeway.
- The signs at both school entrances are not benches and students should not loiter on or around them.
- Any student found waiting on a ride in any place other than the flag pole or returning to campus from the Cumberland County Library after 3:45 pm will be charged with trespassing and disorderly conduct.
- Students should be off campus by 3:45 pm unless being supervised.

EXAMS

- An exam will be administered for each course your child takes.
- All exams are 20% of the student's overall grade.
- Students are expected to be in school all day during exam week for review periods.
- Each student enrolled in an EOC, NC Final Exam or CTE course will be given the exam in that course. **NO**

EXCEPTIONS

- **Seniors who have 3 or fewer absences (excused or unexcused) and a cumulative average of 90% by the 4th Reporting Period Progress Report will be exempt from their teacher-made exams.**

EXIT DOCUMENTS

Graduation from a Cumberland County high school shall follow satisfactory completion of all state and local course requirements and achievement of a passing score on the North Carolina Competency Test. The Board has adopted the following as applicable to graduation or high school completion:

1. **Diploma:** Awarded at graduation: this indicates satisfactory completion of all state and local course requirements and achievements. Only those students who graduate according to this stated definition are eligible to receive a diploma. Students meeting all requirements for the North Carolina Scholar's Program, Agriculture Academy, Science Academy and Beta Club will receive from the State Board of Education an appropriate seal of recognition to be affixed to their diploma.
2. **Certificate:** Special needs students who do not meet the requirements for a high school diploma will receive a graduation certificate and shall be allowed to participate in graduation exercises if they successfully complete 24 course units in general subject area and complete all IEP requirements.
3. **Transcript:** This document provides evidence of data outlined below:
 - All courses completed and grades earned.
 - A record of school attendance during grades 9-12.
 - Participation in special programs or any other information as determined by the Cumberland County Board of Education.

A transcript must be issued to all students receiving either the diploma or the certificate.

The transcript may be issued to the student(s) by any procedure as determined by the local school within a reasonable period of time.

FACULTY LOUNGE/FACULTY WORKROOM

Students **are not allowed** in the teachers' workroom or lounge for any reason before, during or after school or during after-school activities. Teachers will be responsible for keeping students out of these areas and should not send a student to the lounge for any reason. The lounge or workroom is a place for school personnel only.

FALSE ALARMS

A student will be subject to immediate suspension and/or criminal charges for turning in a false fire alarm, tampering with a fire extinguisher, communicating written or verbal threats of fire, bombs, or other catastrophic events.

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 or students (who are least 18 years of age) 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 student is limited and generally requires prior consent by the parents of the student. If Parents/Guardians do not want records or directory information released, please submit the request in writing to our data manager within the first 10 days of the student's enrollment.

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 FERPA Office, Federal Building No. 10, 600 Independence Avenue, Washington, D.C. 20202.

FIGHTING

In order to preserve a school environment most conducive to learning, fighting will not be tolerated. All fights involving students shall be reported to law enforcement. This includes fighting on campus, at bus stops and during any school related activity.

Fighting, even a first offense, could result in disciplinary assignment to an alternative school.

- **1st offense**-5-10 days OSS (minimum)
- **2nd offense**-10 days OSS (minimum)

FIRE DRILLS

Fire Drills at regular intervals are required by law and are an important safety precaution. The fire alarm system will alert all personnel. Routes for the nearest fire exit are posted in each room. Students should vacate the building in an orderly manner. There shall be no talking when leaving and returning to the building. Students should remain with the class so the teacher may take roll.



GRADUATION SCHEDULE FOR 2016-2017

The date and time of Cape Fear's Graduation will be announced at a later date.

GRIEVANCE PROCEDURE

If at any time, a student or parent has a discrepancy in the student's grade in a particular class, the student and parent should meet with the teacher of that course. If at the conclusion of the meeting, an acceptable resolution is not reached, students and parents should schedule a meeting with a school administrator and be prepared to submit the grievance in writing.

HONOR CORDS

Students meeting the qualifications will be allowed to wear graduation cords/stole for the following areas:

- Academically Gifted Graduates
- Academy of Agriculture and Natural Sciences
- Academy of Scholars
- Career and Technical Education Honors
- Thespian Society
- Certified Nursing Assistant
- Fayetteville Technical Community College
- Forensics
- French Honor Society
- Live United Volunteer
- Mentors
- Natural Science Academy
- Quill and Scroll
- Salutatorian – stole and medal
- Senior Honor Students
- Spanish Honor Society
- State Key Club Officer Positions –stole
- Student Government Association
- Student Government President – stole
- Senior Class President - stole
- The National Beta Club – gold tassel
- The National Beta Club President – stole
- Tri-M Music Honors Society
- Valedictorian – stole and medal

Stoles and Cords cannot be worn if bought or received from an outside source.

HONOR STUDENTS/GRADUATES

- Students with an unweighted GPA above 3.5 will receive an Academic Letter.
 - Honor graduates are based on weighted GPA.
 - Summa Cum Laude (4.20 and up) Blue and Gold Double Cord
 - Magna Cum Laude (3.91 - 4.19) Double Gold Cord
 - Cum Laude (3.75 - 3.90) – Gold Cord
- Honor underclassmen are based on the top 10% (weighted GPA) of their class.
- Honor Roll students will be determined at the middle and end of each semester.

“A” Honor Roll Student- Gold Card- Grade of 90-100. Less than 3 absences.

- *4 Homework Passes
- * Out on Senior Bells
- * Spirit Item

“A/B” Honor Roll Student- Blue Card- Grade of 80-89. Less than 3 absences.

- *2 Homework Passes
- *Out on Senior Bells
- * Spirit Item

ID CARDS

Cape Fear High School ID Cards are required to attend prom.

Students who wish to purchase a \$20.00 ID card will be allowed in all regular season athletic events free of charge. These cards will be made at the beginning of the year when we take yearbook pictures.

All students (including athletes) must have an ID to enter athletic events at no charge.

REPLACEMENT ID: The replacement cost for a lost ID is \$5.00. Replacement IDs may be purchased in the media center during the student’s lunch period.

INDEBTEDNESS

NOTICE OF FEES: All student fees and charges, both optional and required, shall be listed and described annually in each school’s handbook or in some other written form. The notice shall advise pupils that fees are to be paid within 30 days after enrollment. The principal shall contact the parents or guardians of the pupil, in writing, by U.S. mail, and notify them of the debt and penalty for non-payment. The notice shall further advise students that required fees might be waived for indigent students (as defined in JS-A) by the principal upon written request of the student’s parent/guardian or legal custodian.

FEES TO BE CARRIED FORWARD: Any fee or charge due to be paid to any school in the system, and not paid at the end of the school year shall be carried forward until the next succeeding school year. Such debts are considered to be debts of the student to the school system and not to a particular school. Students will not receive schedules or receive a parking pass until such fees are paid!

Fees will be charged for the following:

- o ID Cards/Class Dues
- o Child Nutrition
- o Lost or damaged textbooks
- o Lost or damaged materials, supplies or equipment
- o Media Fines
- o Special events (AP Testing, Driver's Ed, etc.)

IN-SCHOOL SUSPENSION

In-School Suspension, in some instances, may be offered in lieu of suspension from school. Students assigned to ISS will be expected to adhere to the guidelines established by the administration and supervising teacher.

The rules governing ISS are listed below.

1. Students must be in assigned seats before the tardy bell rings.
2. Gum, candy, drinks and other food items are not allowed.
3. Lunch will be served to the students in ISS.
4. The student must take all textbooks, paper, pencil, pens, etc. when reporting to ISS.
5. There will be no communication of any kind (verbal, written, electronic, or sign language) between students assigned to ISS.
6. Regular classroom teachers will send the student's assignments to ISS.
7. The student may check out of ISS for personal illness or a doctor's appointment only. If a student misses time from assigned ISS time, he or she must make it up the following school day.
8. If a student breaks the above rules they will receive OSS.

LOCKERS AND LOCKS

Students will be assigned a locker and provided with a lock from their 1st period teacher. Students are required to keep their lock on their assigned locker at all times. Students must use the locker and lock that has been assigned to him/her. At no time shall students share lockers. Any lock being used that is not provided by the school will be removed. Students are responsible for the upkeep of their locker and lock. No posters, writing, stickers, or insignias are permitted on or in the lockers. There will be a \$10 fee for all school issued locks that are lost.

The school will not be responsible for articles or books lost from a student's locker. Students are also reminded that there will be no sharing or exchanging of lockers. Any items found in a locker are deemed to be the property of the student assigned to that locker. Therefore if any unacceptable items are found in a student's locker that student may be subject to disciplinary action. Any violation of locker rules may result in an in-school or out-of-school suspension.

LOST AND FOUND

Students who find lost items are asked to bring them to the attendance office where the owner can claim them.

MARRIED/INDEPENDENT STUDENTS

Any student, who gets married, is emancipated, or registered as an independent student must immediately report this information to the Counseling Center Receptionist and the Social Worker.

MARSHALS

Marshals are chosen from the junior class. Based on weighted GPA, the top 25 students in the junior class will be eligible. Adverse conditions such as poor attendance or behavior issues will be considered. In the case of a tie in GPA, numerical averages will be used as a tie breaker. Juniors chosen as marshals shall be responsible for paying the cost of renting graduation attire and for attending all meetings and practices pertaining to their duties.

MEDIA CENTER

Students present in the Media Center will be expected to conduct themselves in a quiet and orderly manner. Failure to do so may result in suspension of library privileges. In order to be admitted to the Media Center during school hours, students must either present a completed media pass from their teacher or be accompanied by a teacher.

OFF LIMITS AREAS

There are certain areas on campus that are off-limits to students during the school day. They are as follows:

1. Bus Parking Lot
2. Student and Faculty Parking Lots
3. Athletic Facilities (unless under the direct supervision of a teacher)
4. Shrubbbery and trees around the school campus
5. All lobbies, courtyards and hallways during lunch
6. All stairwells and snack machines during lunch
7. Teacher workrooms and/or lounges
8. Nature Trail

OUTSTANDING SENIORS

Nominations for Outstanding Seniors Class of 2016

- 5% of the senior class may be named as "Outstanding Seniors".
- Teachers will select the nominees for "Outstanding Seniors."
- The following criteria will be used to determine nominees:
 - *leadership qualities
 - *character
 - *academics
 - *service/contribution
 - *extra-curricular activities

Adverse considerations:

- *Poor attendance (not health related)
- *frequent tardiness
- *cheating or other improper behavior
- *suspension/in-school suspension

Every student who receives at least three (3) nominations will be placed on the final ballot.

PARENT/TEACHER CONFERENCES

A principal or a teacher may request a conference at any time with the parent/guardian to discuss the progress and problems of the student. Such conferences are highly desirable for they are beneficial to the student, parent/guardian, and teacher.

Parents may call the school to schedule a conference with a teacher at any time during the school year. The teacher will schedule a time that is convenient to both the teacher and the parent/guardian.

Parent/Teacher Conferences with a given student's teachers may be scheduled by calling the discipline clerk at 483-0191, ext 368 or guidance at ext. 324. These conferences may be scheduled before or after school on certain days of the week. Conferences will not be scheduled the week prior to or after scheduled County Parent/Teacher Conference Date.

POSTERS

All posters, pictures, announcements, etc., which are displayed anywhere on the school premises, must have an approved administrative signature before they are exhibited. They must also be below the blue and gold stripes in the hallway.

PROM (Junior/Senior)

The Junior-Senior Prom, a Junior class sponsored project, is the result of several months of planning and is held during the early spring. Only juniors, seniors, and approved guests under 21 can attend. Prom dress code is formal attire for males and females. In order to attend, all juniors and seniors must have a Cape Fear High School I.D. and must be in good standing. Guests must have an approved application, proper identification, and pay a guest fee. No one may attend who has not earned Junior status. **Prom is a privilege! Inappropriate behavior throughout the year, excessive fees or excessive absences may result in the loss of the prom privilege.**

Prom Attendants will be based on the weighted GPA of the top 15 Sophomores.

PUBLIC DISPLAYS OF AFFECTION

Noncompliance with the rules listed below may result in disciplinary action.

1. There will be no kissing.
2. There will be no hugging.
3. There will be no inappropriate touching of any kind.

1st offense-1 day after school detention

2nd offense-2 days of ISS and parent conference

3rd offense-2 days of OSS and parent conference

SCHEDULES

Students are expected to follow the schedule they are assigned.

Students who sign up for AP or Honors level courses are expected to stay in those courses as our schedules are built on the requests of those courses. **Seniors are required to take at least four (4) courses per semester unless approved by the Principal.**

SEARCH AND SEIZURE

SCHOOL PROPERTY:

Desks, lockers and other equipment which belongs to the school or school district, and even though assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable suspicion that some item, substance or other material is contained therein which is illegal, harmful to the safety of the student or 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 to 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 substantiated if necessary.
2. Any such action shall not deliberately be intended to embarrass, harass or intimidate the student(s).
3. Students out of area are subject to search.

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 from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district

ADA/Section 504 Coordinator:

Natasha Scott

Cumberland County Schools, P.O. Box 2357, Fayetteville, NC 28302

Phone: 678-2430

SELLING OR SOLICITING ON SCHOOL CAMPUS

No student is allowed to sell any items or to solicit business for individual or any group for any reason without the express written consent of the principal.

SKATEBOARD POLICY

Skateboards brought on campus will be confiscated. Skateboarding is not allowed anywhere on the school campus; this includes non-school hours and days, weekends, vacations and holidays.

STUDENT DRIVING AND PARKING LOT

The parking lot for student use is located behind the school. Cars must be parked within the white lines on the parking lots.

Students are to avoid parking in any area that is marked with yellow paint.



- Violation of the rules or illegal use of a vehicle on school grounds may result in permanent suspension of school parking privileges. The first offense or violation of parking will result in an automatic loss of driving privileges for up to 45 days. Student vehicles illegally parked on school campus (*example, no decal, under suspension, unauthorized area*) will be towed at the owner's expense.
- The parking lot is not a place for loitering. If you are not on campus for extra-curricular activities you need to vacate the premises; failure to do so may result in disciplinary proceedings including loss of driving privileges.
- All students who park a car at Cape Fear High School are required to obtain an application from the main office and display an authorized parking decal.
- Any student owing fees will not be permitted to purchase a parking detail until all fees have been paid in full.
- Once an application has been approved, the parking decal can be obtained in the front office. The cost of the decal will be \$60.00. Students will be given a complete listing of auto regulations at the time of vehicle registration.
- Loss of parking privileges may result in having to reapply and pay for a parking decal.
- Students and parents are not permitted to park in the teacher parking lot. Nor are students to be dropped off or picked up in the teacher parking lot located on the side of the school.
- Students are not permitted to loiter in their cars or in the parking lot. During school hours, students must have administrative approval to go to their vehicle or to the parking lot.
- A student's car may be searched if reasonable belief exists that a student is in possession of items such as, but not limited to drugs, weapons, or other items that may be harmful to the welfare of the student or the student body.

- Any student who leaves campus during the school day without permission will have his or her parking permit revoked for up to 45 days.
- Parking permits may be revoked for: a) out of school suspension for any reason or any length of time; b) three tardies to school; c) parking in unauthorized areas; d) exceeding 10 miles per hour or making unsafe movements on campus; e) unauthorized visits to vehicle.
- Restoring parking permits: upon administrative approval, a student may replace a revoked permit by purchasing a new one at a cost of \$60.00.

Any student aiding and abetting another student in leaving campus without being properly checked out will forfeit his/her parking permit.

STUDENTS MUST PRESENT A VALID DRIVER'S LICENSE, VEHICLE REGISTRATION AND A CURRENT INSURANCE CARD TO PURCHASE A DECAL OR TEMPORARY PARKING PASS.

ALL STUDENTS MUST LEAVE CAMPUS AFTER SCHOOL – NO LOITERING IN THE SCHOOL PARKING LOT.

TARDY POLICY

Students should always be on time to class. Students who fail to do so will have the following consequences:

1-2 Tardies: This will result in teacher consequences and a call home when the student goes beyond their first tardy. Teachers will document tardy consequence/parent contact in Educator Handbook.

3rd Tardy – Teacher Detention (48 Hour Notice). Teachers will document tardy consequence/parent contact in Educator Handbook.

4th Tardy – Administrative Detention (48 Hour Notice)

5th Tardy – 2 days of ISS

6th Tardy – 1 day suspension

*Students who accumulate 3 or more unexcused check-ins in a particular class period will report directly to ISS for the remainder of the class period for which they check into school.

*Students who drive to school will lose their parking permit for 45 days after three (3) unexcused check-ins/tardies. Students must purchase a new parking permit upon completion of their 45 days.

TARDY SWEEPS

On occasion teachers and administrators from Cape Fear High School will conduct Tardy Sweeps. Students caught in the hall after the late bell in a “Tardy Sweep” will receive after school detention for each offense. The student will not face extra consequences from the classroom teacher; however this will go against their number of tardies for the period in which they are late.

THEFT PREVENTION

The best method of theft prevention is to be conscious of the possibility of theft occurring and strive to eliminate these opportunities. Each student and employee of the school has a responsibility in the area of theft prevention; however, the school cannot be responsible for items that are lost or stolen. Listed below are some suggestions to help prevent theft:

1. The best practice is not to bring valuable items to school.
2. Never leave anything in a locker that does not have a lock. Never leave cameras, jewelry, money or valuables in a locker even if it has a lock.
3. Never leave anything other than clothing in the physical education dressing rooms. Valuables should not be taken to the gym. Any item placed in a gym locker during class should be secured with a lock.
4. If you are staying after school for practice or a club meeting, practice the same theft-prevention habits you would follow during school.
5. Remember: No one steals your lock unless you leave it
UNLOCKED!

TOBACCO

Tobacco products (including e-cigarettes) are not allowed on school grounds or during any school activity. Student violators are subject to the following consequences.

1st offense-2 days of OSS

2nd offense- 3 days of OSS

3rd and Subsequent offences- A day of OSS will be added each time up to 10 days with possible referral to alternative placement if the behavior becomes disruptive.

TORNADO DRILLS

Tornado Drills will be signaled by a continuous series of three short rings of the bell. All personnel will congregate in the designated areas on the ground floor. Classes are to remain together and under the supervision of the teacher. Students are to sit in a crouched position with their head covered. Students must sit close together and remain quiet.



TRANSPORTATION

School transportation service is a privilege, not a right. While riding a school bus, students at all times will observe the directives of the school bus driver and all other rules outlined in this code of conduct. The school principal, assistant principal and/or principal designee has the authority to suspend pupils 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 a lunchroom. Riding the bus to school is a **PRIVILEGE AND NOT AN INHERENT RIGHT**. Students may lose this privilege by violating bus conduct rules. Students **MUST** ride their assigned bus. 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 Cape Fear rules for student behavior apply while riding the bus.

Cumberland County buses have scheduled times of arrival for stops on their routes. On a normal school day students should allow a ten (10) minute leeway before and after their scheduled time of pick-up. Please allow more time throughout the school year on inclement weather days or when problems may arise due to mechanical problems. Please feel free to call the administrator in charge of buses if you have any questions.

UNAUTHORIZED ITEMS

No alcoholic beverages, narcotics, or harmful drugs are allowed on school grounds at any time. Students exhibiting the symptoms of being under the influence of the above controlled substances will be subject to disciplinary action. Any paraphernalia used in the consumption of controlled substances are also forbidden. These include, but are not limited to roach clips, rolling papers, bong, pipes, and accessories for cocaine, (ex. spoons, syringes, hypodermic needles), and pills not prescribed by a physician. (Students who have been prescribed medication by a physician should follow all procedures and submit these items to the proper personnel in the main office. At no time should students have any medication on their person or in their belongings.) Students may not bring items that are hazardous to the health and safety of others or that will interfere in some way with school procedures. **According to the Public School Laws of North Carolina and Cumberland County School Board policy, if it is believed that a student has items that are harmful to his/herself or to others, with reasonable suspicion, school administrators are allowed to search the student and his/her belongings.** Any sharp or blunt instrument, including knives, guns, explosives, stink bombs, or incendiary device will be confiscated and the responsible person(s) charged under G.S. 14-284.1. In cooperation with local law enforcement, the CFHS staff may allow the K-9 units from the Cumberland County Sheriff's Office to conduct searches of the building, grounds, and all personal property located on the grounds.

Students are responsible for any item on their person, in their vehicle, in their locker, or in their personal belongings.

VALEDICTORIAN AND SALUTATORIAN

Each high school principal shall annually name the graduating student(s) ranking highest in scholarship shall be named valedictorian(s) with the following stipulations:

- To be considered for the Valedictorian, a student must be in membership 150 consecutive days at the school from which he/she will be graduating; however, a student graduating in less than four years or who has been in membership less than 150 days may be considered for co-valedictorian if his/her grades are equal to or greater than the student who has attended high school for four years; and

- the graduating student(s) ranking second in scholarship shall be named salutatorian(s), with the following stipulations:
- To be considered for the Salutatorian, a student must be in membership 150 consecutive days at the school from which he/she will be graduating; however, a student graduating in less than four years or who has been in membership less than 150 days may be considered for co-salutatorian if his/her grades are equal to or greater than the student who has attended high school for four years
- These designations shall be made as cited below in partial fulfillment of the system-wide goal for the Cumberland County Schools to give appropriate recognitions to students for academic achievement.

VENDING MACHINES

- Cape Fear High School will not be held liable for any currency lost in a vending machine located on the school campus. Student use of vending machines is at their own risk.
- Vandalism of any of the vending machines may result in disciplinary action.
- On a normal school day the vending machines may not be used from 12:00 A.M.. until 2:00 P.M.

VISITORS

Students may not bring guests or non-students on campus at anytime during the school day. This specifically includes, but is not limited to, pre-school children, out-of-town friends, relatives, former students or acquaintances. This includes any non-student relatives or any non-student regardless of age.

DISCLAIMER STATEMENT

No student or employee in the Cumberland County Schools shall on the basis of age, gender, race, religion, national origin, marital status or handicapping condition, be denied the benefits of, or be subjected to discrimination under any education program or activity. All Cumberland County schools maintain high academic standards.

It is the policy of the Cumberland County Public School System not to discriminate on the basis of race, ethnic origin, sex or disability in its educational programs, activities or employment policies.

Cheating and Plagiarism

1. All teachers will develop and post a cheating policy for their individual classes. It will clearly define what constitutes cheating in their classes. Teacher's classroom policies will not include disciplinary action – that will be handled by the Assistant Principal. A copy of each teacher policy will be given to the Assistant Principal.
2. Each instance of cheating will be documented with the standard "Disciplinary Referral" form. The cheating episode will be described on the form or on a note attached to the form. The form will be given to the Assistant Principal who will then assign the punishment.
3. The standard punishment will be a zero on the assignment and one day of ISS the first offense of cheating. Repeated zeros and ISS assignments will be given for repeat offenders. The punishments will be cumulative by student – if they cheat once in class A and later in class B, the student will be disciplined for a second cheating incident.
4. Parents will be notified each time there is an instance of cheating discipline.
5. When a student has a grade point average that makes him/her eligible for an Academic Letter, the school discipline records will be reviewed. If the student is in the file for cheating and/or violations of the school discipline code, they may not be awarded a letter for that year.
6. When it is time to consider nominees for the Beta Club, the sponsor of the Beta Club and the Assistant Principal will consult the discipline records using the initial list of possible candidates (based only on grade point averages). If a student's name is in the discipline file 1 time for cheating or other major violations of the school discipline code, they may not be nominated.
7. Beta Club nomination in following years will also depend upon whether or not a student name appears in the discipline file. All discipline records are purged at the end of each school year, so each potential nominee will start their senior year with a clean slate. If they keep up their grades and neither cheat nor break other parts of the discipline code, students can be nominated after the first semester of their senior year. It is hoped that a student who has once been denied nomination will change his/her behavior and become eligible.

Plagiarism

Plagiarism includes:

- taking someone else's assignment or portion of an assignment and submitting it as one's own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as one's own
- submitting purchased papers as one's own
- submitting papers from the Internet written by someone else as one's own
- supporting plagiarism by providing work to others, whether it is believed it will be copied or not

Cheating

Cheating includes:

- copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- using summaries/commentaries (*Cliffs Notes*, *Spark Notes*, etc.) in lieu of reading the assigned materials as a replacement for reading original text.
- Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.

ATHLETICS

ATHLETIC STAFF

Principal: V. Lee Spruill

Athletic Director: Mr. Matt McLean

ATHLETIC GOAL

The faculty and staff of Cape Fear High School believe participation in athletic competition enhances a student's opportunities for academic success. Our goal at Cape Fear High School is to provide a comprehensive program of inter-scholastic competition that promotes and compliments academic excellence, personal accountability and individual/team goal setting.

FALL SPORTS

- o Cheerleading: Junior Varsity & Varsity
- o Cross Country: Men's and Women's Varsity
- o Football: Junior Varsity & Varsity
- o Golf: Women's Varsity
- o Soccer: Men's Junior Varsity & Varsity
- o Volleyball: Junior Varsity & Varsity

WINTER SPORTS

- o Basketball: Men's Junior Varsity & Varsity
- o Basketball: Women's Junior Varsity & Varsity
- o Bowling: Men's and Women's Varsity
- o Cheerleading: Junior Varsity & Varsity
- o Indoor Track: Men's and Women's Varsity
- o Swimming – Men's and Women's Varsity
- o Wrestling: Junior Varsity & Varsity

SPRING SPORTS

- o Baseball: Junior Varsity & Varsity
- o Softball: Junior Varsity & Varsity
- o Track: Men's and Women's Varsity
- o Golf: Men's Varsity
- o Soccer: Women Junior Varsity & Varsity
- o Tennis: Women's Varsity

ATHLETIC CONDUCT

CFHS Athletes are representatives of the school and must conduct themselves appropriately. Athletes must abide by the rules and regulations set forth by the coaching staff, as well as Cumberland County Schools and Cape Fear High School. All CFHS athletes are expected to represent themselves, their coaches, and the school in a positive manner, exhibiting good sportsmanship and respect for all. **Athletes who fail to comply will face disciplinary action, which may include suspension from school and/or dismissal from the team.**

ATHLETIC INSURANCE

Athletes must have the proper insurance form on file in the athletic director's office prior to participation. School insurance is available for purchase. Proof of insurance is required.

REQUIREMENTS FOR PARTICIPATION

No student is eligible to participate in any sport until the following items have been completed:

- o Physical examination completed on the "*CCS Authorization for Extra-Curricular & Co-Curricular Participation Form*"
- o Completed Gfeller-Waller Concussion Awareness Paperwork
- o Attendance at Pre-Season meeting with Coach and Athletic Director
- o Proof of all eligibility requirements relative to residence, age, attendance and academics.

ELIGIBILITY RULES – NCHSAA

Residence: Any student is eligible at the school to which the local board of education assigns him/her within the administrative unit of residence. For athletic eligibility purposes, the term "residence" is to be construed in the same legal sense as the term "domicile." Under no circumstances can a family have two residences for eligibility purposes.

Attendance: A player must have been in attendance for at least 85% of the previous semester at an approved high/middle school. Attendance will be based on the number of periods the student attends during the semester. **At Cape Fear High School a student must have not been absent more than 56 class periods in the previous semester.**

Scholastic Requirements: A student attending a school on a 4 x 4 schedule must have passed 3 out of 4 courses during the preceding semester to be eligible at any time during the present semester. The student must be enrolled in at least three (3) classes during the semester in which they participate in order to be eligible. The student must have a 2.0 GPA or a 70 average in the previous semester to be eligible.

Physical Examination: In order to be eligible for practice or participation, a player must receive a medical examination once every school year by a physician licensed to practice medicine.

Age: NO student may be approved for any athletic contest if his or her 19th birthday comes on or before August 31st of the current school year.

Eight Semester Rule: A student, upon first entering grade 9, is eligible for competition on high school athletic teams only during the succeeding eight consecutive semesters.