

Queen's Grant High School

Student Handbook



MISSION STATEMENT

Queen's Grant High School will offer students in grades 9-12 a rigorous academic curriculum with a focus on academic excellence in an environment that fosters the development of prudence, justice, temperate and fortitude. Graduates of Queen's Grant High School will be prepared to excel in a collegiate environment and to provide civic leadership in their communities. Integrity, responsibility and a civic-minded attitude will be hallmarks of the Queen's Grant High School graduate.

KEY VALUES

Academic Excellence, Integrity, Responsibility, Individual Potential, Civic-Minded Students, Character

IMPORTANT CONTACT INFORMATION

School Hours: 7:50 am – 2:30 pm

Web Address: www.queensgranthigh.org

Address: 10323 Idlewild Rd, Matthews, NC 28105

Main Office Phone: (704) 545-0736

Fax: (704) 545-0738

Staff Email: lastname@queensgranthigh.org

Ex. John Doe ... doe@queensgranthigh.org

Administrative Staff

Principal:	Dr. Michael Smith
Assistant Principal:	Mark Andreotti
Athletic Director:	Lauren Mello
Student Services Coordinator:	Lindsay Benson
College Counselor:	Kevin Cuthbertson
Registrar:	Amber Harrington
Business Manager:	Christine Amaral
Office Manager:	Robyn Marlin

OVERVIEW

Queen’s Grant High School is a regional school that provides a collegiate curriculum for students in grades 9-12. While developing strong character, students engage in highly challenging courses that will require them to work diligently in and out of the classroom. A high-caliber teaching staff prepares a rigorous curriculum, as students are challenged to be personally responsible for their own academic success, and to strive for academic excellence in all courses. It is a state-supported charter school, and therefore there is no tuition. Queen’s Grant High School is located on a 33-acre campus in Mint Hill, North Carolina. Because of its location, Queen’s Grant High School serves students from a number of different counties. The charter school offers a large variety of classes for a small school. The traditional core high school courses are offered as well as Advanced Placement and honors classes. The utilization of North Carolina Virtual Public School gives students a greater variety of quality class options. It is a curriculum that challenges the advanced student and the highly motivated average student who chooses a rigorous academic setting.

DAILY SCHEDULE

The school practices an A/B block schedule with four class periods each day. The majority course offerings are year-long classes that meet every other day. Tutoring sessions are available before and after school. Each teacher will make their individual tutoring schedule available to their students.

THE ACADEMIC PROGRAM

The Queen's Grant High School academic program strives for each student to reach their full academic potential by providing rigorous course studies. In our curriculum, we offer a combination of standard, honors, and AP level classes. This means that we offer every course the state allows at the honors level. Graduation plans are listed below.

Students who fail classes should make an appointment with Mr. Cuthbertson, our college counselor, to seek advice regarding their options in earning course credits.

GRADUATION INFORMATION

Queen's Grant High School's graduates have the opportunity to be recognized for their academic achievements while in high school. In order to qualify for Valedictorian or Salutatorian status, students must have attended Queen's Grant for two full years. Additionally, the following honors will be awarded:

- Principal Honors: Students with a weighted GPA of 4.200 or higher
- Highest Honors: Students with a weighted GPA between 4.00 and 4.19
- Honors: Students with a weighted GPA between 3.75 and 3.99

All students that have taken a minimum of 26 (graded) credits and have been enrolled as full-time students for 4 semesters are eligible for consideration for graduation honors.

The appropriate denotation will be placed on the graduate's diploma. Any questions regarding this process should be directed to the College Counselor.

Community Service

Queen's Grant High School requires students to complete 15 hours of community service, per school year, beginning with the graduating class of 2016. The Community Connections Club offers opportunities for students to participate in projects throughout the school year. Community service logs are available in the main office and on the website. In order to be recorded on transcripts, community service hours must be turned in to the College Counselor, on school logs, no later than two weeks prior the end of a semester. Hours must be turned in every semester in order to be included. We are unable to back-log hours.

GRADUATION REQUIREMENTS

Class of 2012 and Beyond (26 earned credits)

- 4 English Credits
- 4 Math Credits
- 4 Science Credits
- 3 History Credits
- 1 Fine Arts Credit
- 1 Health/PE Credit
- 2 Foreign Language Credits (must be same language)
- 7 Elective Credits
- Community Service—see section above

If a student has not fulfilled ALL of the graduation requirements of Queen’s Grant High School they will not be allowed to “walk” at the graduation ceremony.

ACADEMIC RIGOR

Academic rigor is a difficult concept to explain to incoming students. Most students entering the school go through a transitional phase, during which they must relearn basic study skills, test preparation methods, and basic work ethic. At Queen’s Grant, academic rigor is defined as a multi-faceted concept that encompasses curricular, contextual, institutional, student and faculty behaviors, which reflect a core belief system. That belief system is centered on the fact that growth cannot occur without hard work, and that growth is essential to achieving the overall mission of the school: to prepare students to be successful at major regional universities. Academic rigor is teaching, learning, and assessing in order to promote student growth in knowledge of the discipline; and the ability to analyze, synthesize, and critically evaluate the content under study. Academic rigor results in assessment outcomes which clearly reflect the full range of academic achievements among students.

Students entering Queen’s Grant should expect a heavy workload that requires a minimum of twenty (20) minutes of study, reflection, and written homework for each class, each night. In addition, students are expected to complete various assignments outside of class, including but not limited to research papers, test preparation, group and individual presentations, and reading assignments with journaling.

ADVANCED PLACEMENT COURSES

Advanced Placement (AP) is a program of college-level courses and examinations that gives advanced, motivated students an opportunity to earn college credit, college placement, or both while they are still in high school. Queen's Grant is committed to supporting students in their desire to take advantage of the college credit and placement opportunities afforded by the AP program.

A number of Queen's Grant courses are designed to prepare students for the AP examination in that subject. Such courses include "(AP)" in the course title. Some other courses include concepts from the AP examination (see course descriptions for specifics). While students who master the material in these courses are generally prepared for the AP examination in that subject, extra review materials are offered in many of these subjects for students who wish to further prepare.

Students enrolling in AP Courses are not required to take the end of the year AP Examination. Students who choose to take the Exam will be expected to pay the registration fee for that exam and will be exempt from taking an instructor-prepared final exam for the course provided the grade in the student's course prior to final exams is an 85 or better. This policy is subject to review each year.

GRADE REPORTS

Grade reports are issued to students and parents at the end of each quarter via email. Progress reports are sent via email at the midpoint of each quarter. Hard copies are available in the office, upon request. Those interested in further information regarding current standing in a class should inquire with the instructor via e-mail, and request a one-on-one or telephone conference.

GRADING SCALE AND CLASS RANK

Grade Point Averages (GPA's) are calculated based on a quality point conversion. The basic, accepted 4.0-scale is used, with some exceptions. Queen's Grant courses with an "Honors" notation carry one extra quality point. Students enrolled in college courses that are eligible for transfer to a state university are eligible for one extra quality point. Courses with an "Advanced Placement" (AP) notation carry two extra quality points. The grading scale below is adopted from and approved by the North Carolina Department of Public Instruction.

96-100%=4.000 91%=3.375 86%=2.750 81%=2.125 76%=1.500

95%=3.875 90%=3.250 85%=2.625 80%=2.000 75%=1.375

94%=3.750 89%=3.125 84%=2.500 79%=1.875 74%=1.250

93%=3.625 88%=3.000 83%=2.375 78%=1.750 73%=1.125

92%=3.500 87%=2.875 82%=2.250 77%=1.625 70-72%=1.000

Our Guidance Office provides an in-depth profile of the school with every issued transcript so that colleges and scholarship committees can better understand the caliber of the school as it relates to the student's performance.

Semester and Final Exams

Mid-term and final exams are to be given to all students taking high school courses on designated days. Scores on mid-term exams for EOC courses (English I, Algebra I, Biology) are to count 20% of the first semester grade, and the EOC test score is to count 25% of the final yearlong grade. For non-EOC courses mid-terms will count 20% of the first and second semester grades. All students are required to take all applicable exams. A major paper or project may be assigned in lieu of a traditional exam if the teacher has obtained prior permission from the Department Chair and Principal. All freshmen, sophomores, and juniors are required to take all final exams. Seniors may be exempt from their exam if they have a final average of A.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is by invitation. Eleventh and twelfth grade students, who have completed at least one full semester at Queen's Grant High School, may be considered for eligibility.

Membership into Queen's Grant High School's National Honor Society includes: a minimum weighted cumulative GPA of 3.6 during the junior or senior year; an acceptable evaluation each student's personal qualities, including character, leadership, service, and citizenship worthy of a National Honor Society member. Evaluation will be completed by the school's faculty council and administration.

Probationary status will be given to any member who does not maintain a weighted GPA of 4.0. A member who is in flagrant violation of school rules, or who is convicted of breaking a civil or criminal law may be placed on probation or dismissed without prior warning. (Example, out-of-school suspension)

SPANISH NATIONAL HONOR SOCIETY

Selection for the Spanish National Honor Society is made by a committee of faculty members who consider the student's Spanish proficiency, based on the following criteria: completing a minimum of the first semester of Spanish III; maintaining a cumulative average of a 93 for all Spanish courses.

Junior Marshals

Junior Marshals are selected each year, according to GPA. The top 20 students in the Junior Class earn the title of Junior Marshal. Junior Marshals' duties include: Graduation, Open House, and other selected school functions. Marshals are expected to uphold the Queen's Grant High School Code of Conduct. Failure to uphold the Code of Conduct could result in the forfeiture of their role as Junior Marshal.

COLLEGE COUNSELOR

Senior Status

- > Students who are on track to graduate at the end of the current academic school year may be classed as a senior, and may participate in senior activities during that school year.
- > Students that would like to graduate early must declare senior status to the college counselor prior to the end of the first week of the academic year.
- > Any student who has not met senior status and is classed as a junior may use the summer after their junior year to take up to two classes needed to graduate at the end of the summer.
- > Queen's Grant High School will hold a summer graduation ceremony in August for students that graduate at the end of the summer.
- > Queen's Grant High School administration reserves the right to review senior status and summer graduation on a case-by-case basis.

Recommendations and Transcripts

- > When requesting an official transcript from the Registrar or Guidance Office, please allow 3 business days for preparation. A "Transcript Request Form" must be obtained from the main school office or the school's website, and turned into the College Counselor's office, either in person, by fax (704-545-0738), or by email (cuthbertson@queensgranthigh.org) at least 3 business days in advance.
- > Allow a minimum of 2 weeks when requesting a recommendation from a teacher or the College Counselor. A pre-addressed envelope with appropriate postage must be provided when requesting a recommendation. Request a time to meet with the teacher or College Counselor at least 2 weeks before the recommendation is needed.

College Visits

- > A "Prearranged College Visitation Form" must be obtained from the main school office or the school's website prior a visit to a college/university campus is approved and considered an excused absence. This form must be completed, signed and returned to the main school office in order for the visit to be considered an excused absence. Juniors and seniors may have two college visits, per school year. College visit days may not be "banked" to be used the same school year. A maximum of two visits during the junior and two visits during the senior year will be considered.

> If more than the two allotted visits per year are needed, approval must be obtained from the main school office regarding student attendance records, and from the principal regarding student grades.

> The “Prearranged College Visitation Form” must be returned to Mrs. Marlin in the main office by the Monday before your planned college visit.

Guidance Office Appointments

> Parents, students and families that would like to meet with the College Counselor must set an appointment. Appointments may be arranged by email (cuthbertson@queensgranthigh.org) or by phone (704-545-0736). Appointments may be set during the school day; or no earlier than 7:00 a.m., and no later than 3:30 p.m.

North Carolina Virtual Public School

How QGHS chooses to utilize NCVPS:

- ▶ QGHS will allow students to take NCVPS courses during the summer and during the school year through the Summit Program only.
- ▶ Students may take one or two courses during the summer. Only one of these courses may be an EOC course.
- ▶ Students are limited to one course through the Summit Program during the school year.
- ▶ If a student is on track to graduate, they may use NCVPS to graduate early during the summer.
- ▶ A student who has failed a class previously will need to retake the full course not the credit recovery version in order to receive a letter grade on their transcript. Credit recovery courses will result in a pass/fail grade, and will not affect a student’s cumulative GPA.
- ▶ A student may **NOT** take two math courses together or two English courses together through NCVPS.
- ▶ Final grades from courses taken through NCVPS will be included on the student’s transcript and will be included in their grade point average (GPA) calculation.

Parents must obtain the “NCVPS Registration Form” from the school’s website (www.queensgranthigh.org) under the “Guidance” tab; and complete, sign and return the form to the Guidance Office before the NCVPS classes begin. Please visit the North Carolina Virtual Public School website (www.ncvps.org) to obtain details about courses offered and to see academic calendars.

Summer School

Starting with the summer of 2012, QGHS will hold summer school classes on campus. Classes offered will be determined by demand. There will be a fee, per summer class taken.

HONOR CODE

“The most tragic thing in the world is a man of genius who is not a man of honor”

George Bernard Shaw

An honor code is a principle; a standard of behavior that every person should have for oneself. When we function in groups, such as a school community, a group standard must be established by placing not the acceptable, but the ideal in high regard. We, the Queen’s Grant Community, have established these standards and expect members of the community to uphold these ideals.

ACADEMIC INTEGRITY

The principle of academic integrity is the cornerstone of a school community and at the heart of learning. In all our actions, we encourage students toward a life governed by values of academic honesty and respect for the work of others. Cheating, plagiarizing, or giving or receiving unacknowledged assistance in academic work and lying and stealing are unacceptable behavior in this community. As an affirmation of this principle, students are required to write out the following honor pledge on all tests and major papers, as well as other assignments as required by the instructor:

“I will not lie, cheat or receive outside help on this assignment.”

Students found to have violated the Academic Integrity Policy will be subject to disciplinary action which may result in Out of School Suspension.

PLAGIARISM

To plagiarize is to use the work, ideas, or words of someone else without giving that person credit. Plagiarism may involve using someone else’s wording without using quotation marks, a distinctive name, a phrase, a sentence, or an entire passage or essay. The issue of plagiarism applies to any type of work, including exams, papers, or other writing, computer programs, art, photography, or video. Examples of plagiarism include copying and pasting information from a webpage into a paper or PowerPoint presentation without proper citation, using images from electronic or print sources without proper citation, and the unauthorized use of translation services or devices.

INAPPROPRIATE COLLABORATION

Close collaboration on academic work requires acknowledgment. Inappropriate collaboration involves working with someone else in developing, organizing, or revising a project (such as a paper, an oral presentation, a research project, or a take-home examination) without acknowledging that person’s help. Specific policies regarding collaborative work, peer review, use of tutors, and editing may vary by instructor.

DISHONESTY IN EXAMINATIONS (In-Class or Take-Home)

An examination is to be solely a student’s own work, unless otherwise directed by the instructor. No communication is allowed between or among students, nor are students allowed to consult books, papers, study aids or notes, without explicit permission. Cheating includes, but is not limited to, copying

from another's paper, giving unauthorized assistance, obtaining unauthorized advance knowledge of questions to an examination, or use of mechanical or marking devices or procedures for achieving false scores on machine-graded examinations.

DISHONESTY IN PAPERS

Students are prohibited from submitting any material prepared by or purchased from another person or company. All papers and materials submitted for a course must be the student's original work, unless the sources are otherwise cited.

WORK DONE FOR ONE COURSE AND SUBMITTED TO ANOTHER

Students may not present the same work in more than one course. Under exceptional circumstances, instructors may permit a significant piece of research to satisfy requirements in two classes. However, both instructors must agree in advance to this arrangement. Students are reminded that when incorporating their own past research into current projects, they need to reference such previous work.

INTERFERENCE WITH OTHER STUDENTS' WORK

Students may not intentionally interfere with the work of others, such as by sabotaging laboratory experiments or research, giving misleading information, or disrupting class work.

PURPOSEFUL ABSENCE TO AVOID ACADEMIC DEADLINES

Students may not purposefully be absent on the day an assignment is due.

MISREPRESENTATION THROUGH FORGERY

Students may not sign another's name as a representative of the other person.

** It is the responsibility of the student to clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.

EXPECTATIONS

Students are expected to ...

Support and maintain the academic integrity of the school community by completing all assigned work, activities, and tests according to the stated policies without engaging in any activity that would violate the spirit of the assignment.

Instructors are expected to ...

Clearly present how the Academic Integrity Policy affects each assignment, maintain the integrity of the assessment process, and highlight issues of academic integrity through ongoing classroom discussions.

Parents are expected to ...

Support the academic integrity of the school community, advise the student of potential violations of the policy, and support the imposition of penalties if the Academic Integrity Policy is violated.

CONSEQUENCES

*“Nothing is as sad as a man who once had honor and principle
and has given them up in order to fulfill his ambitions.”*

- James Moore

Students found to have violated the Academic Integrity Policy will face the following sanctions:

1 st Offense	An alternate assessment
2 nd Offense	A zero on assessment and ASD
3 rd Offense	A zero on assessment and 3 days OSS

All incidents of violation of the Academic Integrity Policy will be reported to the Principal. Parents will be notified via letter regarding the infraction and the consequences within three business days of notification to school administration. Repeat offenders should expect a disciplinary sanction in addition to the academic sanction.

PERSONAL INTEGRITY

*“It's not what we eat but what we digest that makes us strong; not what we gain but
what we save that makes us rich; not what we read but what we remember that makes us
learned; and not what we profess but what we practice that gives us integrity.”*

– Sir Francis Bacon

Respect and integrity are the basic values of the Queen’s Grant High School. One of life's lessons is learning how to live with and get along with people who may be different from oneself. Lying, stealing and behavior that intimidates, harasses, insults, humiliates or demeans another human being are unacceptable within this school community as it is in society. Infliction of physical or verbal abuse, damaging or destroying the property of others, threats, intimidation, or sexual misconduct (coercion, exploitation or abuse) will be subject to appropriate action, including possible dismissal from school. Specifically Queen’s Grant High School prohibits in all its programs discrimination against or harassment of any individual or group based upon personal animosity or on such factors as age, gender, race, color, national origin, religion, sexual orientation or handicap. Such behavior should be brought to the attention of the Principal or any faculty member with whom the student feels comfortable divulging such information. All charges of harassment will be fully investigated. Any charge determined to be true will result in up to (10) days OSS.

INTERNET/ COMPUTER USAGE POLICY

The use of the computer and access to the Internet is a privilege, not a right. Queen's Grant High School encourages the use of the Internet and e-mail by its employees and students in the performance of their duties and educational development, and will strive to make these available to them. Inappropriate usage, including any violation of the conditions and rules set forth by the school, may result in cancellation of this privilege. Queen's Grant High School will determine the appropriate use and may restrict access and/or deny, revoke or suspend an employee's or student's use of the Internet at any time based upon a determination that acceptable usage has been violated. Employees and students are expected to use these resources responsibly and will make no intentional use of these resources in an illegal, malicious or obscene manner, in any way which serves to promote a negative image of the school, or is inconsistent with Queen's Grant High School's objectives. Privacy is not guaranteed with the use of a password and may be overridden by the school with or without prior notification and with or without cause. Violations may result in removal of access to the Internet and to other shared computing systems or resources. Cyber bullying (use of the internet or social websites to harass, demean, intimidate, and disparage another Queen's Grant High School student) off campus is highly discouraged. Students who engage in cyber bullying are subject to school disciplinary action if the cyber bullying causes an incident, i.e. fight, harassment on campus or at a school sponsored event. In addition, violations may result in disciplinary action up to and including (10) days suspension. Violations, which constitute a criminal offense, will lead to a referral to a board hearing and legal action.

ALCOHOL, DRUG, AND TOBACCO POLICY

Queen's Grant High School students will be free from illegal drugs, alcohol, or the abuse of prescribed or "over-the-counter" medication while attending or participating in any school-sponsored event. Queen's Grant High School students will not use, consume, deliver, purchase, sell, have in their possession or be under the influence of illegal drugs (including alcohol and tobacco), while on school property, the campus of Queen's Grant High School, or while attending or participating in a school-sponsored activity whether on campus or off. This policy is intended to include any and all paraphernalia associated with such contraband including but not limited to cigarette lighters. This policy is in effect at all times regardless of the school calendar. Any Queen's Grant High School student at a school-sponsored activity, on campus or off, who chooses to remain in the company of another person who is clearly using, consuming, delivering, selling, or possessing illegal drugs or alcohol, or abusing prescribed medication, may also be considered in violation of this policy, unless he/she is clearly intervening to prevent a problem, to assist the person in difficulty, or to get adult assistance.

If a Queen's Grant High School is concerned about his / her own involvement in drugs or alcohol or that of another student or friend, he/she is encouraged at any time to speak with the Principal, or any faculty member with whom the student feels comfortable. Confidentiality will be kept in as much as the law permits. Those found to have violated this policy will be subject to a range of possible disciplinary measures up to and including (10) days OSS and recommendation for expulsion to the School Board.

HARASSMENT POLICY

Queen's Grant High School strives to be a community in which each individual is treated with sensitivity and respect. To this end, the school will not tolerate the intimidation, humiliation, or degradation of another by any member of its community based on religion or immutable characteristics such as sex, race, or national origin. Such harassment will constitute gross misconduct and will result in disciplinary action that may include (10) days OSS.

Sexual Harassment

Sexual harassment is unwanted sexual advances and other verbal, visual, or physical conduct of a sexual nature that is intimidating, hostile, degrading, or offensive. The school recognizes that healthy social and personal relationships among students may include some acceptable dating or flirting behavior, the purpose of which is to compliment and convey respect. However, sexual comments, gestures or other forms of expression that are intimidating or degrading will not be excused as "harmless adolescent exploration." Such harassment will not be tolerated and may result in (10) days OSS.

Racial Harassment

Racial harassment is intimidation, humiliation or degradation of an individual or group on the basis of race. Racial harassment includes both easily identifiable acts of oral, written, or physical harassment, and more subtle forms of harassment such as graffiti, epithets, and racially offensive remarks, jokes, or other forms of "humor." Such harassment will not be tolerated and may result in (10) days OSS.

Religious or Ethnic Harassment

Religious or ethnic harassment includes intimidating, humiliating, or degrading remarks, jokes, or gestures, or other forms of behavior or expression that demean or trivialize the religion or national origin of an individual or a group. Such harassment will not be tolerated and may result (10) days OSS.

Reporting Harassing Behavior

Any student who has been the subject of a prohibited harassment by any member of the Queen's Grant High School community should immediately report the facts of such harassment to the Principal or any faculty member with whom the student feels comfortable divulging such information. All charges of harassment will be fully investigated. Any charge determined to be true will result in disciplinary action.

STUDENT DETENTION, SEARCH AND SEIZURE

In an effort to maintain order and ensure the safety of all Queen's Grant High School students and employees, the Board of Directors has adopted the following policy: The administrative staff of Queen's Grant High School may temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of law or of school policy. No student shall be temporarily detained longer than is reasonably necessary. If at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed a weapon, stolen or illegal property, a controlled substance or associated paraphernalia on his/her person or within his/her book bag, automobile, or other storage space, a member of the administrative staff will call the Mint Hill Police Department to perform a search the student, his/her book bag, automobile, or other storage space for the purpose of disclosing the presence of suspected property. If such a search reveals contraband that constitutes a violation of local, state, or federal law, it will be seized and turned over to law enforcement authorities.

UNAUTHORIZED ELECTRONIC DEVICES ON CAMPUS

It is extremely important for students who attend Queen's Grant High School to be focused on academic performance. As such, the administration has deemed certain electronic devices as a detriment to the educational process. Cell phones may be kept by students, but should be set to silent and may not be out during class. Laptop computers may be brought to school, but are the sole responsibility of the student. Personal laptop users must follow the same guidelines as those using school computers and are always subject to policies set by the classroom instructor. Refer to the section on Internet / Computer Usage Policy and Computer Laptop Use section of this handbook for more information. Music devices such as MP3 players, iPods, or CD players should not be visible during the school day unless express permission has been granted by the instructor for use during a specific activity. Any student found in violation of this policy should expect the device to be confiscated and turned over to administration. Appropriate discipline action will be taken as outlined for all electronic devices.

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|-------------------------|---|
| 1 st Offense | Student will serve 1 day of ASD either the day of the incident or the following day if arrangements for a ride need to be made. |
| 2 nd Offense | Student will serve 2 days of ASD. |
| 3 rd Offense | Student will serve Saturday School Detention. |
| 4 th Offense | Student will be subject to Out of School suspension. |

Uniform Policy

The Queen's Grant High School Uniform Policy strives to:

- Promote character qualities such as respect, self-discipline, responsibility, and modesty, as well as good grooming habits
- Eliminate obstacles to the learning process by minimizing competition between students and peer pressure to wear expensive, trendy clothes
- Reduce the students' overall clothing costs
- Assure that students are safely and appropriately dressed for school

The uniform is an important aspect of our school and is a daily requirement for students. The uniform has been established to help students demonstrate respect for themselves and others. *Students must be in uniform to attend classes.* Keep in mind that extremes in dress or grooming will not be tolerated, regardless of whether they are specifically mentioned or not.

All Students:

1. Students must be in uniform dress from the time they arrive at school until 3:30 in the afternoon.
2. When attending school functions on or off-campus students are expected to dress in a modest and presentable fashion to include no short-shorts (defined as 4-inches above the knee or greater), spaghetti straps, or pants sitting below the waistline.
3. Students with identified medical and/or special needs requiring accommodations to uniform policy must seek administrative approval.
4. Clothing shall not include logos or writing that exceeds 1 inch by 1 inch except for the Queen's Grant Logo.
5. Solid colors only.
6. No visible tags are permitted on clothing.
7. Undergarments, excluding T-shirts and camis, shall not be exposed
8. No clothing items may be excessively tight or loose. No skinny, low-rise, or cargo style pants will be allowed.
9. No sunglasses or headgear/headwear (including hats), unless for religious purposes, can be worn during school hours.
10. No heavy metal chains, spiked or studded accessories, dog collars, or other hardware apparel.
11. Clothing shall not have slits, cuts, tears, holes, or frays.

PANTS/CAPRIS:*

Colors: Khaki, Navy, Black

Fabric: Cotton, cotton blend, wool or twill. No jeans, denim, corduroy, sweat, or wind pants. No side zippers. No leg pockets – standard front and back pockets only. No cargo pants.

Styles: Must be uniform style with pockets only on the front and back, no side pockets.

SHORTS:*

- Colors: Khaki, Navy, Black
- Fabric: Cotton, cotton blend, wool or twill. No jeans, denim, corduroy, sweat, or wind pants. No side zippers. No leg pockets – standard front and back pockets only. No cargo shorts.
- Length: Must be three (3) inches above the knee or longer.
- Styles: Approved styles from Educational Outfitters or similar uniform line of clothing.

SKIRTS:*

- Colors: Khaki, Navy, Black, (QG Plaid and Stripes sold only at Educational Outfitters)
- Fabric: Cotton, cotton blend, wool or twill.
- Length: Must be three (3) inches above the knee or longer in front and back regardless of leggings or tights.
- Styles: Must be traditional styles with pockets only on the front and back, no side pockets.

*** ALL pants, shorts, and skirts should be properly fitted at waist and may not be altered in any way except to fit properly. No pants or shorts should be worn below the hips.**

SHIRTS: **

- Polo, oxford style, or turtle neck shirts are allowed. All shirts must have collars and functional buttons. No more than two (2) buttons unbuttoned.
- Colors: Any solid color shirt
- Styles: Shirts must have sleeves, three (3) button polo's, or oxfords.

T-SHIRTS/CAMIS: **

Solid short-sleeved T-Shirts, long-sleeved T-Shirts or Camis are permitted to be worn under approved polos or oxford shirts only.

**** Boy's shirts must be tucked in at all times.**

SWEATERS/VESTS/BLAZERS: **

- Colors: Any solid color
- Styles: V-Neck, crew – neck, cardigan

SWEATSHIRTS/HOODIES: **

- Colors: Navy, Gray, White
- Styles: Approved styles available at Educational Outfitters or QGHS spirit wear only.

***** Appropriate uniform shirts must be worn under all sweaters, vests, blazers, sweatshirts, and hoodies.**

SHOES: Closed heel and closed toed shoes. No flip-flops, slippers or sandals. Shoes with closures must be worn as intended. No Boots are allowed. Ties must be tied. No heels higher than two (2) inches.

TIES: Optional. Neckties or bowties, if worn, must be appropriate for school.

BELTS: Boys must wear a belt at all times. No studded belts or ornamentation of any kind is allowed. Belts must be worn when belt loops are visible for girls.

Colors: Solid colors only: black, navy, khaki, brown – any shade

TIGHTS/LEGGINGS/KNEE-HIGHS/SOCKS:

Colors: Black, navy, gray, white, and natural skin tone hosiery – solid colors only

PHYSICAL EDUCATION ATTIRE:

Gym clothes must be different from set of clothes worn to school except for shoes/socks.

- Tennis shoes and socks
- Short/Sweatpants: Any color – solid with no writing. Logo under 1”x1” is acceptable. Must fit properly at waist and not drag. Shorts must be no shorter than three (3) inches above the knee.
- Shirts: Any color – solid with no writing. Logo under 1”x1” is acceptable. Shall touch the lower clothing when a student’s arms are raised. No portion of the midriff shall be exposed. Necklines are to be modest showing no cleavage. No sleeveless shirts are permitted.

GROOMING:

- Extreme hairstyles or colors are not permitted. Hair color must be of a shade and tone that occur naturally. Boys hair must be cut above the collar, covering no more than half the ears, and cut above the eyebrows
- No extreme make-up
- No facial/body piercings other than earrings for females. Earrings must have no more than a 1 inch drop. No gauges or other apparatus will be allowed.
- Boys may not wear earrings of any kind.

SPECIAL EVENTS:

Students should wear business professional/college interview attire. Boys must wear dress pants, a button-down collar shirt, a neck tie, and dress shoes. Girls may wear dress pants, knee length skirts, or dresses with dress shoes. Shoulders must be covered and no midriff or cleavage should be visible.

PROM ATTIRE:

Students are expected to wear formal attire for the prom. Boys are expected to wear a tuxedo or dark suit with appropriate dress shoes. Girls are expected to wear formal or cocktail dresses with appropriate dress shoes.

GRADUATION ATTIRE:

Boys are expected to wear a dress shirt with a tie and dark or khaki dress slacks with dark dress shoes. Girls are expected to wear a dress or a dress skirt and blouse with dress shoes. Dress or skirt hem should be shorter than graduation gown.

MARSHALS ATTIRE:

Students serving as marshals for special events such as Graduation are required to dress in a specific manner. Boys are expected to wear a white dress shirt with tie and dark dress slacks with dark dress shoes. Girls are expected to wear a white blouse with dark skirt and dark dress shoes. Alternate dress code may be approved for less formal events.

****The principal reserves the right to make final interpretations of the uniform policy****

OTHER INFORMATION:

Exceptions to the foregoing uniform policy requirements shall be permitted as follows:

(1) Members of school curricular and extra-curricular organizations may wear their designated apparel on designated or performance days; (2) School spirit wear, as approved by the principal; (3) Students shall be permitted to wear religiously significant clothing which is part of the student's religious practice. Students must notify the school principal in writing at the beginning of the school year of the religious requirement pertaining to dress. Approval must be made by the principal. (4) Exceptions, other than those on religious grounds, may be approved only upon the prior approval of the principal. Staff members will be given notice of any exceptions to the uniform policy.

DISCIPLINARY PROCEDURES:

1st offense:

1. The student will be asked to change clothing and/or parents will be notified via telephone to bring in proper clothing, the student will be removed from class and the student will not return to the same class.
2. The student will be removed from class until student is wearing proper uniform attire.
3. An email notification will be sent home reinforcing uniform policy, the student will be removed from class and the student will not return to the same class.

2nd offense:

1. The student will be asked to change clothing and/or parents will be notified via telephone to bring in proper clothing the student will be removed from class and the student will not return to the same class.
2. The student will be removed from class until student is wearing proper uniform attire.
3. A conference will be scheduled with the principal.

3rd offense:

1. The student will be asked to change clothing and/or parents will be notified via telephone to bring in proper clothing , the student will be removed from class and the student will not return to the same class.
2. The student will be removed from class until student is wearing proper uniform attire.
3. The student will be assigned an after-school detention.

4th offense & additional offenses:

1. The student will be asked to change clothing and/or parents will be notified via telephone to bring in proper clothing, the student will be removed from class and the student will not return to the same class.
 2. The student will be removed from class until student is wearing proper uniform attire.
 3. The student will be assigned Saturday school. The student will be expected to attend at the next available Saturday school. Saturday school will be held from the hours of 8am to 11am at the school.
- Skirts previously purchased at Educational Outfitters that do not meet the 3 inch above the knee requirement, should wear leggings underneath.

ATTENDANCE

Queen's Grant High School students are expected to be at school on time and to keep all of their commitments at school every day as long as health and family circumstances permit. Attendance is mandatory. The State of North Carolina has a compulsory attendance law requiring school age students to be in attendance when school is in session barring any unforeseen circumstances. Students failing to comply may be referred for truancy.

Students are expected to be in class by the time posted for that class. Students not in class at the designated time must have a signed pass in order to be admitted to class. Students who are tardy for class may face disciplinary action from the instructor according to each instructor's established classroom policies. Students who are continually tardy (four or more) may be referred to the administration for disciplinary action. Students must be present for more than 45 minutes to be counted as present. In order to receive credit for a class at Queen's Grant High School, the student must not be marked absent for more than ten (10) days per year in that class. One semester classes will be limited to five (5) days per semester for that class. For double-blocked classes, a student must not be marked absent for more than sixteen (16) days per year.

EXCUSED ABSENCES

When a student is absent, the school expects documentation regarding the reason for the absence within two school days. Documentation should come from a parent, medical professional or other party who can justify the absence. Excused absences are only issued for the following reasons, with verification:

- Student illness
- Medical appointments
- Death in the immediate family
- Court proceedings
- Religious observances
- Educational opportunity (at the Principal's discretion, prior approval required)

All absences are coded as unexcused until a note (as described above) has been received. A school-sponsored trip in which a student misses a class is not considered an absence; however, the student is responsible for making up any missed work.

TARDIES

Instructors have the discretion through approved and established classroom policies to handle tardies in a manner that encourages students to be on time. Failure to arrive at class on time not only results in lost instructional for the student but also disrupts the educational environment for every other student in the class – something which will not be tolerated. In an effort to assist instructors, any referrals to the administration for excessive tardies will be handled in the following manner:

1st Offense – Four or more tardies: 2 Days of ASD

2nd Offense – Four or more tardies Saturday School

Subsequent referrals will receive an increasing number of suspension days.

MAKE-UP WORK

Instructors have the discretion through established classroom policies to not accept work for students who have absences deemed unexcused. Likewise, instructors may place a deadline on missed work for all excused absences not to be less than the number of days absent. Parents and students should familiarize themselves with each instructor's policy regarding makeup work and absences. Late homework policies is at the discretion of each classroom teacher.

ATTENDANCE WAIVER

In the event of an extended illness or other unforeseen circumstances in a class in which the student passes but does not meet the attendance requirement, a student may appeal for an Attendance waiver. Appeal forms are available at the main office.

Conduct/Discipline

“Nobody can acquire honor by doing what is wrong.”

– Thomas Jefferson

Tier I Conference, Lunch Detentions, Saturday School

Tier II Saturday School, 1-3 Days Separation from School

Tier III 3-10 Days Separation from School

Tier IV Recommended dismissal from school

VIOLATION SANCTION

Violation of basic standards established for the school community I

Repeated violations of basic standards established for the school community II

Inappropriate language I

Abusive language II, repeated incidents III or IV

Unauthorized absence from class II, repeated unauthorized absences III

Being in an unauthorized location on the Queen’s Grant campus II

Disregard of directions of a school employee I

Behavior disrupting the educational process II

Rude and/or disrespectful behavior towards a school employee III , repeated incidents IV

Destruction of property II

Theft II, repeated thefts III or IV

Tampering with school safety equipment III, repeated incidents IV

Use of Tobacco in Violation of Alcohol, Drug, and Tobacco Policy II

Violation of Alcohol, Drug, Policy IV

Communicating a threat IV

Assault of another student III, repeated assaults IV

Cyber bullying that causes an incident on campus or school event III, repeated incident IV

Assault of a school employee IV

Bullying III, repeated incident IV

Possession of an item considered to be a weapon IV

Assault with a weapon IV

The administration has the right to discipline students who engage in behavior on campus or official school events that is harmful, disruptive, and detrimental to property or persons and at a level that is appropriate to the behavior.

SATURDAY SCHOOL

Saturday School is held at Queen's Grant High School twice per month. Students assigned Saturday School will be expected to arrive at school by 8am on the assigned Saturday and stay until 11am. The student will expect three hours of isolation where the student will be expected to read or work on academic work. Assigned students will be given a minimum of three days notice before the expected day of service. Students who are late for Saturday School can make up a maximum of 15 minutes by staying an extra 15 minutes after the release time. Students more than 15 minutes late for Saturday School will not be admitted. A failure to attend Saturday School will result in an automatic suspension from school on the Monday following the Saturday School date. A failure to follow directions during the Saturday School will result in the student being asked to leave and the Monday suspension being invoked.

OSS – OUT OF SCHOOL SUSPENSION

Suspension from school is a disciplinary measure that entails a student being isolated from the school community. During this period, the student is not allowed to participate or to be a spectator in the academic or extracurricular life of the school. **SUSPENDED STUDENTS ARE RESPONSIBLE FOR ALL MATERIAL COVERED DURING THEIR ABSENCE.** The faculty is not required to give extra help or attention to those students who are or have been suspended.

REFERRAL TO AUTHORITIES

In some cases, violations on school campus also violate local, state, or federal laws. In these cases, the school administration will refer the incident to law enforcement for investigation and full prosecution.

DUE PROCESS

In the event that a student feels that he/she has been unduly punished, the student/parent may request a meeting with the Principal. If the student/parent still feels as though the individual has been treated unfairly, an appeal may be made to the Queen's Grant High School Board of Directors.

POLICIES

DISTRIBUTING / POSTING PRINTED MATERIAL

Any printed material that is hung on the walls of Queen's Grant High School must have the signature of the Principal. This applies to any clubs, classes, societies, teams, or other organizations. Items found posted on the walls without the appropriate signature will be discarded immediately. Any material that is distributed to students or staff during the school day must be approved by the Principal or his/her designee.

SCHOOL COMMUNICATIONS

Queen's Grant High School is a green school and all Queen's Grant High School communications are sent via e-mail. It is vitally important that you have an e-mail address on file. Queen's Grant High School publishes a weekly newsletter that keeps students and parents updated on school activities and other important information. All report cards and progress reports are sent home electronically. There are computers set up in the main lobby for parents and students who do not have computer access at home.

STUDENT AMBASSADOR

Student Ambassadors are nominated by their teachers. They are expected to host visiting students that are considering attending Queen's Grant High School. Student Ambassadors are expected to be hospitable, model students. They represent the face of Queen's Grant to the visiting student.

RENWEB

Renweb is a school software program that allows parents and students to access grades, schedules and a host of valuable information. The software is free of charge and can be accessed via the internet. Parents and students will need to create a log-in and password. Instructions are posted on the school website on the home page under "Quick Links." You can visit RenWeb at www.renweb.com.

COMMUNICATION WITH TEACHERS

We encourage communication between teachers, parents and students. The most convenient form of communication for teachers is via email.

CONFERENCES

Queen's Grant High School does not have scheduled days for conferences. If at any point in the school year you would like to meet with your child's teacher please feel free to contact the teacher and schedule a conference. You can always contact your child's teacher via e-mail. If it becomes necessary to meet with several of your student's teachers at the same time, please consult Mrs. Marlin in the main office.

STUDENT TRANSFER PROCEDURE

The Registrar's Office at Queen's Grant should receive a two week written notice when a child is being withdrawn during the school year. A Withdrawal Form is to be signed by the parent or guardian. Students are required to have each of their teachers sign their withdrawal form with current grade information and that all textbooks, classroom supplies, and any other Queen's Grant property have been returned in good condition. All outstanding fees must be paid in the School Office prior to withdrawal and release of records. The Athletic Director must sign the form for each athlete (uniforms returned, etc.). Records will be sent directly to the receiving school once the withdrawal process is complete. Families should understand that requesting a transfer means relinquishing the student's spot at Queen's Grant High School. That spot may be filled with someone from the waiting list, and the transferring student must complete a new application in order to return.

SCHEDULE CHANGE PROCEDURE

Schedule changes will only be allowed within the first ten (10) days of school and at the beginning of the semester if the student's schedule permits. Students requesting a schedule change should submit the request to the school registrar for consideration. Only those requests which are supported by a valid academic reason will be considered. Students and parents should keep in mind that with the limited number of sections being offered, it is difficult to change all schedules as requested.

TRANSPORTATION CONTACTS

Any individual other than a parent or guardian picking up during the school day must be listed in Renweb as a transportation contact. Transportation contacts can be managed directly through the Renweb program, or by calling the school office. The person picking up your child should bring their driver's license for identification purposes. If the person is not listed as a transportation contact, the student will not be released until a parent can be contacted.

HOMEWORK/LUNCH DROP-OFF

Homework dropped off in the main office will be put in the teacher's boxes. Lunches dropped off in the main office will be held for the student to come by and pick up. Please communicate to your student to check in the main office if he or she forgot their lunch to see if you have brought it. Lunches brought after lunch time, will be held until after school. Students will be called at the end of the day.

MESSAGES TO STUDENTS

Please do not call the school office to send a message to your student. If there is a true medical emergency, we will work with you to notify your student in an appropriate and non-disruptive manner.

PARENT DROP-OFF / PICK-UP

Queen's Grant High School requests that parents and carpools pick-up and drop-off their students on the side walk in front of the modular units. Anyone found to be dropping off or picking up in an undesignated area may be subject to campus safety violations and any fines associated with the citation.

EARLY ARRIVAL

Students arriving early for school are expected to stand outside on the walkway until 7:30. Students should not arrive before 7:15.

LATE PICK-UP

Students typically gather on the sidewalk outside of the modular units in the afternoons awaiting rides. If a student knows that his/her ride will be more than 15 minutes late, students should wait in the designated classroom. All students not involved in a school-sponsored activity should be off campus within 30 minutes of classes being dismissed. Please make plans for your child to be picked up by this time. Students will not be permitted to wait on campus after the designated time unless under the direct supervision of an instructor for an approved extra-curricular activity or a pre-arranged tutoring session. Students that are still on campus and not participating in an extra-curricular will be directed to a class room where an instructor will conduct a study hall. All school rules apply during study hall. Parents are required to sign their student out upon arrival, and will be expected to pay a \$5.00 fee, per occurrence. Parents will be billed.

SIGNING IN AND OUT

Students signing in late for school should bring a dated note explaining the reason for the tardiness. The note should be signed by a parent or guardian. In the event that a note is unavailable when the student signs in, the note should be brought in the following day. Students should sign the appropriate sheet in the main office and obtain a pass to class. Students may not sign out of school without a parent, or without proper documentation from a parent or guardian. When a parent arrives to pick up a student, the student is expected to remain in class until the parent has signed him/her out, and the main office has called the student from class. Under no circumstances will students be permitted to sign themselves out of school without a parent signature or valid parent contact. Students who drive themselves to school must either provide written documentation from a parent. If written documentation is unavailable, a representative from the main office must speak to a parent by telephone before the student will be permitted to leave campus.

LUNCH

Lunch orders can be placed and paid for on-line.

LEAVING FOR LUNCH

Queen's Grant High School is a closed campus, and does not allow students to leave for lunch. Students leaving campus for lunch will be considered skipping. Queen's Grant does not allow outside visitors on campus to eat lunch with students.

SENIOR PRIVILEGES

As has become tradition at Queen's Grant High School, seniors are afforded special privileges. These privileges change from year-to-year, based on school climate and feasibility. In order to take advantage of these privileges, seniors must have a signed permission form on file in the main office. Forms will be made available once senior privileges have been decided upon.

ON CAMPUS PARKING

Parking on campus is a privilege, not a right. Parking is available on campus for those who drive. Queen's Grant High School uses parking immediately in the main parking lot. Parking outside of this area may result in the car being towed, which will be the responsibility of the driver. By parking on campus, vehicles are subject to search and seizure policies outlined in this handbook. Students must fill out a Queen's Grant Parking Form to register their car. Cars parked that have not been registered may be subject towing.

MEDICATION

If a student must take medication during school hours, the medicine and the appropriate form must be turned in to the main office. Failure to do so could result in the student being in violation of the Alcohol, Drug, and Tobacco Policy, as outlined in this handbook. Medication will only be distributed as required. Medication should come in the original prescription bottle so that clear directions are visible on the label. It is the responsibility of the family to make sure that prescriptions are kept filled. Medication cannot be distributed without the proper consent form on file and documentation from the doctor.

Personalized Health Care Plans

Any student who has an on-going medical illness will require a *Personalized Health Care Plan* which will be designed by the parent, student, physician, and Medical Coordinator of Queen's Grant High School. Such illnesses include, but are not limited to: diabetes, asthma, severe allergies, seizure disorder/epilepsy, muscular dystrophy, cerebral palsy, rheumatoid arthritis, immune disorders, pregnancy, mental health issues, sickle cell anemia and other blood disorders, as well as substance abuse.

The purpose of the individualized *Personalized Health Care Plan* is to accommodate students and allow them the same opportunities as all students while not discriminating against their illness. The team will put into place both educational and medical accommodations as needed, and will work alongside Queen's Grant High School's Exceptional Children's department when IEP's and 504 plans are needed.

If you have a student who falls in to a category of chronic illness or medical fragility, *you are required to set up an appointment with the Medical Coordinator as soon as possible after diagnosis or within one (1) week of the beginning of school.*

Administering of Medicines

A medical representative for Queen's Grant High School will administer medication to children for whom a formal plan has been established and approved by the Medical Coordinator. Because medication poses an extra burden on staff and having medication in the facility is a safety hazard, parents/guardians should check with the child's health care provider to see if a dose schedule can be arranged that does not involve the hours the child is in care by this facility/center. Parents/guardians may administer medication to their own child during the day, but must do so from the main office. ***(no parent or representative thereof may proceed to a classroom without first registering with the main office)***

If a liquid oral medication is to be administered at the school, the parent/guardian must provide the administration device with clearly marked measurements (medicine sip-vial, medicine cup, dropper, or syringe).

Medications, either prescribed or over-the-counter, will not be allowed to be kept with the student. (exceptions include asthma inhalers, epi-pens, and insulin) All medications, prescribed and over-the-counter, must be accompanied by a *Medication Administration Form* and be kept in a locked cabinet in the Medical Coordinators office.

Medication in the school environment:

1. Requires parent/guardian to complete and sign the *Medication Administration Form*; this form shall be kept in the child's record with all supportive documentation.
2. Medication must be in **original, child-proof container and labeled with child's name**.
3. All medication containers and dispensers will be stored out of the reach of children and in a locked cabinet, or refrigerator if necessary, and will be returned to parent/guardian when completed or at school year-end.
4. Requires a written plan to record the administration of all medications and to inform the child's parent/guardian weekly when such medications have been given.
5. When no longer needed by the child, or when the child withdraws from the program, all medications should be returned to the child's parent/guardian or disposed of after an attempt to reach parent/guardian.
6. It is the child's responsibility to come to the Medical Coordinator or medical personnel to receive medication. Medical personnel will not attempt to locate students to administer medications.
7. Authorization to release medical information must be on file in the event the Medical Coordinator must speak to the physician who prescribed the medication.

Prescription Medications:

- Medication is administered in accordance with the pharmacy label directions as prescribed by the child's health care provider.
- The school will ignore instructions from the child's parent/guardian that conflict with the label directions as prescribed by the child's health care provider.
- No medications will be given to your child at school until this authorization has been received.
- A separate form is required for each medicine.
- New authorization forms are required every year at the beginning of school, whenever the dose or directions change, or when a new medicine is prescribed.
- It is your responsibility to provide all medicines to be given at school.

Non-Prescription (Over-the-Counter) Medications:

- May be administered without approval or instructions from the child's health care provider, however, must have a *Over-The-Counter Medication Administration Form* signed by a parent or legal guardian. (Must also be accompanied by a *Release of Medical Information* form.)
- Shall be administered in accordance with the product label directions on the container.
- The school will ignore instructions from the child's parent/guardian that conflict with the product label directions on the container.

Year-End Disposal of Medication Policy

- All medications must be picked up by a parent or legal guardian at the end of the year
- Dates for pick up will be assigned and posted in advance
- All medication will be disposed of according to NC disposal of medication procedures after the appropriate time frame.

FIRE DRILLS

Fire drills are held on a monthly basis at Queen's Grant High School. Students should respond immediately to all fire drills. Instructors will explain the proper procedure for responding to a fire drill during the first two weeks of school, and will periodically review this procedure. Any student failing to adhere to the evacuation policy may face disciplinary action.

TEXTBOOKS

Students are financially responsible for any books that have been assigned to them. An accurate record is kept, and should damage occur that is in excess of what is considered normal wear and tear, restitution is required before grades will be posted. Textbooks range in cost from \$50 to over \$130 each. Textbook replacement places undue expense on the school. Students should keep this in mind as they care for the books with which they have been entrusted.

DRIVER'S EDUCATION AND ELIGIBILITY CERTIFICATES-SEE RCHS

Driver Eligibility Forms

Students wishing to drop off driver education certificates and receive a driver eligibility certificate may do so during summer office hours. **Certificates must be dropped off 24 hours in advance and will be available for pick up on Tuesdays and Thursdays.**

Students seeking to obtain a driver eligibility form must meet the following criteria:

- 1) You must have completed a driver's education course and must present a driver's education certificate to receive an eligibility form.
- 2) Students must be passing 70% of their classes on the most current semester report card. This means that a student must not have failed more than 2 classes at the end of first semester or for the final course grade second semester.

Driver's Education Classes

If you are interested in taking driver's education, you must be 14 ½ years old before the start of driver's education class. Driver's education classes are offered through Jordan Driving School; free of charge. To register for classes please contact Jordan Driving School at 704-566-9900 or at <http://www.jordandriving.com/>. Older students are generally given priority. Queen's Grant High School does not offer driver's education classes. Students will be notified in the weekly announcements when sign-up sheets for classes will become available. Families should be aware that if a student signs up for a class and does not attend, the student will need to pay \$300 to register for another class. You may only enroll for one Jordan Driving North School class free of charge.

Dropout Prevention/License Revocation

North Carolina has established legislation that reflects a coordinated statewide effort to motivate and to encourage students to complete high school. This legislation, effective August 1, 1998, requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is determined by first semester grades, end-of-the-year grades, and is defined as passing 70% of courses. At Queen's Grant High School, this means a student must be passing six of his/her eight courses. A student is exempt from this law when he or she reaches the age of 18 or has obtained a high school diploma, GED, or an adult high-school diploma. QGHS is required to notify the Division of Motor Vehicles after each semester if a student fails to meet this requirement. Students who are at least 14 years of age, or who were rising 8th graders on or after July 1, 2000, are subject to additional legislation requiring that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days, or an assignment to an alternative educational setting for more than 10 consecutive days for: 1) possession or sale of alcoholic beverage or an illegal controlled substance on school property, 2) possession or use on school property of a weapon or firearm, or 3) the physical assault on a teacher or other school personnel on school property. School property includes the physical premises of the school, including the parking lot, any vehicles under the school's control that are used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school. A Driver's Eligibility Certificate (DEC) will be issued to a student when the student completes the driver's education class, and meets the above requirement. The student should present the form stating he or she has completed the class to the office staff at QGHS. After grades have been verified, the DEC will be issued. The DEC is only good for thirty days from the date issued.

LOST AND FOUND

Items found that are unclaimed are turned in to the main office. If a student is looking for a misplaced item, he/she should check with the secretary in the main office. Additionally, Queen's Grant High Schools students are expected to be helpful citizens. As such, students should pick up items that are left in the classrooms and/or around the school campus, and turn them in to the main office for safekeeping. Queen's Grant High School is not responsible for lost, stolen, or damaged property.

WEATHER-RELATED CLOSINGS

In the event of a weather-related closing of Queen's Grant High School, an update to the website and parent alert phone message will be activated. However, in the event of power failure, these updates will not be possible. If at all possible, Queen's Grant High School will attempt to hold classes, but please use your best judgment for the safety of your family. Information on closings or delays can be found at: *School website: www.queensgranthigh.org, School phone: (704) 545-0736, Television: News 14, WSOC TV and WBTV*

ATHLETIC DEPARTMENT

MISSION STATEMENT

What are the characteristics of a Queen's Grant Stallion? Discipline, Integrity, Leadership, Pride, and Good Sportsmanship.

Our coaches and staff are committed to instill these qualities into our athletes in order to help them prepare for their futures. We expect our athletes to show the same quality in the games as we do in the classroom. The Queen's Grant Athletic Department has a strict code of discipline and a grading standard for our athletes. We want the characteristics that our sports programs instill to carry over into all areas of an athlete's life—starting with academics. Our athletes are leaders and take pride in the school that they represent.

Go blue! Go white! GO STALLIONS!

GOALS

Each team will work to establish policies and practices that encompass the spirit of the mission of the Department of Interscholastic Athletics. These goals provide the basis for all department activities and lay the groundwork for regular staff and program evaluations. Each team may establish specific performance goals; however, the following shall be the common goals of the department:

- Enhance technical skills needed to compete in the sport
- Develop a tactical understanding of the game
- Practice positive interpersonal skills that promote unity and accountability
- Insist on a demonstration of integrity, sportsmanship, class, and commitment
- Complete a minimum of one service project during the season (if possible)
- Uphold academic standards that demand a balance between athletics and academics
- Promote growth opportunities that develop leadership skills

PARTICIPATION FEE

The fee to participate in any athletic program at Queen's Grant High School is **\$200.00**. This fee is per athlete, per sport played. This is not a one-time only fee. The fee schedule is subject to change, at the administration's discretion. The athletic fee assists the school in covering expenses such as officials, facilities, game day preparations, equipment etc. Please make your check payable to Queen's Grant High School. Cash payments will not be accepted. **No uniforms will be issued to an athlete until the fee is paid in full.**

A \$25.00 fee will be assessed for all returned checks. If a check is returned, payment in the form of a money order will be required.

GRADE POLICY

In the case that a student athlete's GPA falls below 2.5 at any progress report and/or report card, the student athlete will be placed on **academic probation**. The student athlete will remain on academic probation for a period of two weeks, regardless of positive changes in grades. After two weeks, athletes' grades will be reevaluated. Those on academic probation will be allowed to return to full participation, if a 2.5 GPA has been achieved. If GPA requirements are not met, the student athlete will be placed on **academic suspension** for a period of two weeks (regardless of positive changes in grades). Any student athlete not previously placed on probation may be placed on probation if he/she does not meet GPA requirements at the two-week check. If an athlete is cleared from a probation/suspension period, he/she will start with probation again if the GPA requirements are not met for a subsequent time.

ACADEMIC PROBATION

The student athlete must attend at least one hour of tutoring, per week. Tutoring will be monitored by the athlete and the teacher completing an academic form, and will be handed in to the coach at the end of each week.

ACADEMIC SUSPENSION

Academic suspension is defined as removal from participation in games, matches and athletic events. The student athlete may not serve in any capacity at games, and will not be dismissed at early dismissal to travel with the team. When academic suspension sanctions are removed, he/she will be placed on academic probation if GPA requirements are not met again.

ELIGIBILITY GUIDELINES FOR ATHLETICS

at

QUEEN'S GRANT HIGH SCHOOL

1. All students must be enrolled in Queen's Grant High School to participate.
2. All athletes must turn in a current physical (within one year of actual physical date) to the athletic director before ANY participation in sports, including tryouts.
3. A student may not participate if he/she turns 19 years of age on or before October 16 of the current academic year.
4. No student may be eligible to participate at the high school level for a period lasting longer than 8 consecutive semesters, beginning with the student's first entry into the 9th grade.
5. If a student athlete is suspended from school (OSS), he/she will be suspended from all participation in athletics until the last day of suspension is served. (This includes games and practices.) ASD (After school detention) takes priority over any after school activities; including practices, games, clubs etc.
6. If at ANY time a student athlete is found using, holding, purchasing, or selling tobacco, alcohol, illegal substances, or weapons on school campus, he/she will immediately be removed from the team. Coaches may also mandate a conduct policy for teams; in addition to the school policy.
7. A student athlete must be in attendance an entire school day to participate in practices or games/events that same day. Students may check out for excused absences, including medical appointments, family emergencies, etc.
8. Students who are currently a member of a team, and who transfer from a school within or from outside the conference during a sport season must sit out the remainder of that season. (Mid-year transfers, lose the right to participate in whatever season is already in play. This includes conference and non conference games).

UNIFORM POLICY

Queen's Grant High School will provide the necessary attire for athletes to compete. All issued uniform pieces are required to be returned to the coach or Athletic Director at the end of the season. Uniforms are expected to be in a reasonable condition when returned. Normal wear and tear, grass stains, etc. is expected. Athletic Director and Principal's discretion will be used on determining acceptable conditions of returned uniforms. If pieces or the full uniform are not returned, a fee will be issued and will be required to be paid before a student is allowed further participation in sports.

GAME DAY UNIFORM DRESS

Game day dress attire is required to be worn to school on the day of any game/match (home or away).

LADIES: School uniform pants (any color pants—plaid skirt is not permitted), and a plain white button up dress shirt. (High heeled shoes are not permitted for game day dress)

GENTLEMEN: School uniform pants (any color pants), a plain white button up dress shirt, and a tie.

PRACTICE ATTIRE REQUIREMENTS/RESTRICTIONS

LADIES: If shorts are more than 3” above the knee, biker shorts must be worn underneath.

GENTLEMAN: Shirts must be worn at all times.

By signing this contract, I understand that I must follow the standards set by Queen’s Grant High School’s athletes, coaches, teachers, and parents. In addition, I also understand that any violation of these policies will jeopardize my ability to be a part of any athletic team at Queen’s Grant High School. I understand that the Athletic Director and/or Administration reserve the right to alter any policies in this handbook due to specific/special circumstances.

Lauren Mello

Athletic Director

Parent/Legal guardian

Student Athlete

*Student handbook approved by Board of Directors August 18, 2011.

TRANSPORTATION FORM

Queen’s Grant High School does not provide any form of transportation through the school to and from sporting events.

Coaches are NOT permitted to provide transportation to and from sporting events, and or practices.

The most ideal situation would be to have transportation provided by the athlete’s parent(s) or legal guardian.

.....

If I am unable to provide transportation, I give permission for my child to be transported to and from a sporting event by someone other than myself. Knowing that the adult driver/chaperone will take the utmost care of my child’s safety, I understand that accidents do occur and that in such situations immediate steps must be taken to secure my child’s health. I hereby authorize the Staff of Queen’s Grant High School to seek medical attention for my child should an emergency arise, provided that I will be contacted as soon as possible.

Failure to reach me shall not prevent an application of immediate, necessary medical or dental treatment, not excluding injection, anesthesia or surgery, at my expense.

In case of an accident, I will not hold the driver of the vehicle or anyone associated with Queens Grant High School liable.

Athlete’s Name (Please print)

Parent/Legal Guardian Name(s) (Please print)

Parent/Legal Guardian Signature & Date

Schedules

Students should always move to class in the morning five minutes before the beginning of first period of the day.

Regular Bell Schedule

1 st block	7:50-9:20	
2 nd block	9:25 -10:50	
3 rd block	10:55 -12:55	
	1 st Lunch	10:55 11:30
	2 nd Lunch	12:20 to 12:55
4 th block	1:00-2:30	

Exam Schedule

Exam Block	8:00-9:30
Break	9:30-9:45
Exam Block	9:45-11:15

EOC Schedule

Due to state regulations, all students must be held until the majority of students have completed the examination. Therefore, the end time listed below is the earliest possible release time and students may be held longer. Please plan accordingly.

Class Block	7:50-8:15
Exam Block	8:15-12:15

Queen's Grant High School

Acknowledgment of Receipt/Access to Student Handbook 2011-2012

By signing this document, you are acknowledging that you have access to or have received the Queen's Grant High School Student Handbook which includes the Queen's Grant High School Cell Phone Policy, Uniform Policy, Compulsory School Attendance Policy, Drug-Free Schools Policy, and all other information printed in the Student Handbook approved August 18, 2011. In addition to the above listed information you agree that you also have access to or have received the Honor Code Policy Student Code of Conduct.

Acknowledgment

As the parent/guardian of the student listed below and as the student listed below, we hereby confirm that we have access to or have been given a copy of the Queen's Grant High School Student Handbook, Student Code of Conduct approved 8/18/11, and all other information listed above and that:

- We understand the responsibilities expected of parents and students attending Queen's Grant High School.
- We understand the policies, procedures, rules, regulations, and practices as stated in this document.
- We understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code of Conduct.

Print name of student: _____ Grade: _____

Signature of student: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

Printed name of parent/guardian: _____ Date _____