

Queen's Grant High School



Student and Parent Handbook

Table of Contents

[Message from the Principal](#)

[Overview](#)

[Vision Statement](#)

[Key Values](#)

[Important School Contact Information](#)

[Board of Directors](#)

[Staff](#)

[Administration](#)

[Faculty](#)

[The Academic Program](#)

[Advanced Placement Courses](#)

[Community Service](#)

[Final Exams](#)

[Grade Reports](#)

[Grading Scale and Grade Point Average \(GPA\)](#)

[Grade Suppression Policy](#)

[Graduation Information](#)

[Graduation Requirements](#)

[Honor Roll](#)

[NO Social Promotion Policy](#)

[North Carolina Virtual Public School](#)

[Summer School](#)

[Tutoring](#)

[Video and Supplementary Materials](#)

[Junior Marshals](#)

[Beta Club](#)

[National Honor Society](#)

[Spanish Honor Society](#)

[Student Council](#)

[College Counseling](#)

[Senior Status](#)

[Recommendations and Transcripts](#)

[College Visits](#)

[CPCC or the Career and College Promise Program \(CCP\)](#)

[Guidance Office Appointments](#)

Exceptional Children Program

[Special Services](#)

[EC Parent Concerns](#)

[Mediation](#)

[Benefits of Mediation](#)

[Considerations of Mediation](#)

[Frequently Asked Questions About Mediation](#)

[Ways You Might Prepare For Mediation](#)

Honor Code

[Academic Integrity](#)

[Plagiarism](#)

[Inappropriate Collaboration](#)

[Dishonesty in Examinations \(In-Class, Take-Home and Online\)](#)

[Dishonesty in Papers](#)

[Work Done For One Course and Submitted to Another](#)

[Interference with Other Student's Work](#)

[Misrepresentation through Forgery](#)

[Expectations](#)

[Consequences for Academic Dishonesty](#)

Athletics

[QGHS Sports](#)

[Eligibility Requirement Guidelines for Athletics at QGHS](#)

[Participation Fee](#)

[Practice Attire Requirements/Restrictions](#)

[Uniform Policy](#)

[Parent/Fan Expectations](#)

Attendance

[Excused Absences](#)

[School Related Activities](#)

[Make-up Work](#)

Dress Code

[Policies:](#)

[Dress Code](#)

[Physical Education Attire](#)

[Jeans Days](#)

[Graduation Attire](#)

[Marshal Attire](#)

[Final Exam Attire](#)

[Dress Code Discipline](#)

General Information and Policies

[Campus Visitors](#)

[Cell Phone and Electronic Device Usage](#)

[Classroom Concerns](#)

[Distributing/Posting Printed Material](#)

[Driver's Education and Eligibility Certificates](#)

[Driver Eligibility Certificates](#)

[Driver's Education Classes](#)

[Dropout Prevention/License Revocation](#)

[Emergency Drills](#)

[Field Trips](#)

[Fragrance Free School Policy](#)

[Homework/ Lunch Drop Off](#)

[Internet/Computer Usage Policy](#)

[Late Pick Up](#)

[Lost and Found](#)

[Lunch](#)

[Media Denial \(Opt-Out\)](#)

[Messages to Students](#)

[Parent Grievance Policy](#)

[Parent Drop Off / Pick Up](#)

[Parking](#)

[Schedule Change Procedure](#)

[School Communication](#)

[Signing In and Out](#)

[Student Drivers](#)

[Student Transfer Procedure](#)

[Use of Contact Information](#)

[Verbal and/or Physical Confrontations](#)

[VIP \(Very Involved Parents\)](#)

[Weather-Related Closings](#)

Medical Policy

[Medication](#)

[Administration of Medicine](#)

[Medication in the school environment](#)

[Year-End Disposal of Medication Policy](#)

[Personalized Health Care Plans](#)

Homecoming Dance Regulations

Prom Regulations

[Formal Dress Code](#)

[Student Code of Conduct](#)

[Expectations of Students by the School](#)

[General Violations with Designated Sanctions](#)

[Learning Lab](#)

[OSS – Out of School Suspension](#)

[Long Term Suspension or Expulsion](#)

[Referral to Authorities](#)

[Suspension of Exceptional Child](#)

[Due Process Procedures](#)

[Alcohol and Drug Policy](#)

[Tobacco Policy](#)

[Bullying or Harassing Behavior Policy](#)

[Procedures for Reporting Harassment, Intimidation and Bullying](#)

[Student Detention, Search and Seizure](#)

Disclaimer

The policies, procedures and codes stated in this Student Handbook may be changed, amended, edited or revised by Queen's Grant High School at any time at its discretion.

Message from the Principal

Welcome back, Stallions! I hope your summer vacations were full of joy, rest and reflection. I hope you are refreshed and excited for the upcoming school year.

As the new principal of QGHS, I am filled with hope and excitement for the upcoming school year. I am honored to work with such great families. They make up our students, teachers and our faculty and staff. At QGHS we strive to inspire and motivate the whole child and their entire learning development. We believe in a holistic approach to reach each and every child. We believe in a community experience and over four years, we believe we can help your child attain their goals in hopeful and supportive environment. The vision for QGHS has continued to grow and adapt to the changing times but we stand strong as a great option for your child. As a charter school, we are a public school but we are smaller and better equipped with the participation of our families to provide a community experience.

Queen's Grant High School has always stood for holding students firmly accountable while nurturing the desire to learn. As I take the role of principal, I will continue to embody those maxims but also with a livelier passion and modern approach to education. I am inspired by the day to day energy and enthusiasm at QGHS and I am so fortunate to be a part of it and its future. We all have a role to play in creating a better world with more diligent scholars, compassionate humans, and active and involved citizens.

Socrates once stated that "Education is the kindling of a flame not the filling of a vessel". Every QGHS student will have their own unique and original educational experience but it will always be their own efforts and personal contributions that will inspire their own progress and advancement and what they will aspire for themselves in the future.

Respectfully,

A handwritten signature in blue ink, appearing to read "Josh Swartzlander", is centered on a light gray rectangular background.

Josh Swartzlander, Ed.S

Overview

Queen's Grant High School is a state supported public charter school; therefore it is tuition free. The school is located on a 33 acre campus in Mint Hill, North Carolina. Due to its location, Queen's Grant High School serves students from a number of different counties.

Queen's Grant High School is a school that provides a collegiate curriculum for students in grades 9-12. While developing strong character, students engage in rigorous courses that require diligent work in and out of the classroom. A high caliber teaching staff delivers a demanding curriculum to students while challenging them to be personally responsible for their own academic success and strive for academic excellence in all courses.

Vision Statement

Queen's Grant High School seeks to foster a passion for learning and to equip college bound students with the tools for academic success. We will do this through an atmosphere that holds students firmly accountable for their actions in both academics and discipline. Queen's Grant High School is a place of great opportunity for high motivated students and actively involved parents.

Key Values

Wisdom, Respect, Gratitude, Self-Control, Perseverance, Courage, Encouragement, Compassion, Integrity

Important School Contact Information

School Hours: 7:50 am – 2:40 pm

Web Address: www.queensgranthigh.org

Email: info@queensgranthigh.org

Address: 10323 Idlewild Rd, Matthews, NC 28105

Main Office Phone: (704) 545-0736

Fax: (704) 545-0738

Facebook: @queensgranthighschool

Instagram: @gostallions

Twitter: @queensgranthigh

Board of Directors

The Queen's Grant school board is a group of volunteers from the community who have the primary responsibility of overseeing school compliance with applicable laws and regulations. The Board of Directors holds regularly scheduled public meetings where it reviews policy issues and hears updates from the school's principal and National Heritage Academies.

Ted Biggers, Jr. – President

Tom Naumann– Vice President

Jef Freeman, Jr. – Treasurer

Tara Goodfellow – Secretary

Bethany Welch – Director

Email: boardofdirectors@queensgranthigh.org

Staff

Administration

Name	Title	Email @queensgranthigh.org	Phone Extension
Josh Swartzlander, Ed. S	Principal	Swartzlander	Main
Christine Amaral	Chief Financial Officer	Amaral	Main
Ashley Kummer	Administrative Assistant	Kummer	606
Vikki Earnhardt	Registrar	Earnhardt	609
Travaul Godfrey	Student Services Coordinator	Godfrey	607
Sheri Braswell	Parent Ambassador	Braswell	Main
Earl Morris	Dean of Students	Earl.morris	613
Emily Bock	College Counselor	Bock	608
David Bullock	IT Director	David.bullock	Main
Kaisha Toledo	Assistant Student Services Coordinator	Kaisha.toledo	607

Faculty

Name	Title	Email @queensgranthigh.org	Phone Extension
Clinetta Allen	EC Teacher	Allen	601
Robert Burnham	EC Teacher	Burnham	501
Lisa Kelly	EC Teacher	Kelly	500
Keir Duncan	Paraprofessional	Duncan	Main
Dawne Hargett	Paraprofessional	Hargett	Main
Carla Harris	Paraprofessional	Harris	Main
Camille Martin	Paraprofessional	Martin	Main
Sharlyne Perkins	Paraprofessional	Sharlyne.perkins	Main

Jordan Frederick	English Teacher	JFrederick	102
David Garrison	English Teacher	Garrison	203
Mark Guercio	English Dean	Guercio	101
Amanda McCartney	English Teacher	McCartney	103
Patrick Meyer	English Teacher	Meyer	105
Beth Warshauer	English Teacher	Warshauer	104

Elizabeth Mills	Fine Arts Teacher	Mills	202
Shelley Tippet	Fine Arts Dean	Tippet	200
Chad Turner	Fine Arts Teacher	Turner	201

Ivory Coleman	Mathematics Dean	Coleman	504
Carolyn Creswell	Mathematics Teacher	Ccreswell	503
Stanley DeRatt	Mathematics Teacher	Stanley.deratt	505
James Moore	Mathematics/ CTE Teacher	James.moore	400
Brittany Ruby	Mathematics Teacher	Ruby	502

Austin Kegarise	Physical Education Teacher	Kegarise	Main
John Tezik	Athletic Director/ PE Dean	John.tezik	407

Brooke Bradt	Science Teacher	Bradt	300
Jo Crowe	Science Dean	Crowe	301
Michelle Hamilton	Science Teacher	Hamilton	303
Scott Morgan	Science Teacher	SMorgan	302

Jay Forsythe	Social Studies Teacher	Forsythe	403
David Simone	Social Studies Teacher	David.simone	401
Jamie Wadowiec	Social Studies Teacher	Wadowiec	402
MacKennon Watson	Social Studies Teacher	Mackennon.watson	404

Claudia De La Mora	World Language Dean	DeLaMora	405
Ben Henkel	World Language/ SS Teacher	Henkel	100
Irma Azar	NCVPS Lab Facilitator	Azar	406

The Academic Program

The Queen's Grant High School academic program, consisting of standard, honors, and AP level courses, strives to enable each student to reach their academic potential by providing rigorous course studies. At Queen's Grant, academic rigor encompasses curricular, contextual, institutional, and 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 for academic success after high school. 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 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 required to take the end of the year AP Examination. Contact the guidance department for detailed information regarding AP fee schedules and test dates.

Community Service

Queen's Grant High School strongly encourages students to participate in community service. Clubs offer opportunities for students to participate in projects throughout the school year.

Final Exams

Final Exams are required by all students taking high school courses. Scores on the EOC (Biology, English II, NC Math 1), Math III is a field test in 2019 and maybe a counted exam in 2020, North Carolina Final Exams (NCFE), and teacher made exams are to count 20% of the course final grade. A major paper or project may be assigned in lieu of a traditional exam if the teacher has obtained prior permission from the Principal. Seniors may be exempt from their exam (teacher made) if they have a final average of A.

****Juniors graduating early are not exempt from exams as they are not classed as seniors.***

Grade Reports

Grades are available for viewing by students and parents at any time through PowerSchool. Those interested in further information regarding current standing in a class should inquire with the instructor via e-mail and/or request a telephone or conference.

Grading Scale and Grade Point Average (GPA)

Grade Point Averages (GPAs) are calculated based on a quality point conversion known as a weighted GPA. The weighting for courses with an "Honors" designation shall be 0.5 quality point. The weighting of courses with an "Advanced Placement" (AP) designation or College Courses shall be 1.0 quality point. The grading scale below is adopted from and approved by the North Carolina Department of Public Instruction.

Effective beginning with the freshman class of 2015-16

Grade		Standard	Honors	AP/ Community College
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	<60	0.0	0.0	0.0

The following courses are not included in calculation of GPA:

- Courses transferred from home schools
- Courses transferred from private schools
- Courses transferred from out-of-state schools

North Carolina State policy indicates that middle school credits cannot be factored into GPA.

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.

Grade Suppression Policy

To encourage students to master the content and skills delivered in high school courses, students may elect to retake courses for credit and to substitute the resulting grade as follows:

- If you have received a D or F for a course, then you may elect to re-enroll in the course and retake it to improve your understanding and earn a better grade.
- Students may elect this option for one course per year up to a total of two courses over the course of their high school career.
- If the course has an associated EOC exam and the student did not pass the first time, the student must retake the exam.
- Students must obtain approval from an administrator before re-enrolling in a course for credit.

Graduation Information

Queen's Grant High School 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 22 (graded) credits and have been enrolled as full-time students for 4 semesters are eligible for consideration for graduation honors.

Any questions regarding this process should be directed to the College Counselor.

Graduation Requirements

Credits	Class of 2016 and Beyond
English	4
Mathematics	4
Science	3
Social Studies	4
Fine Arts	1
Foreign Language (Must be Same Language)	2 *Not Required for Community College
Health/PE	1
Electives	3
Total Credits	22

- In order to be promoted from 9th grade to 10th grade, a student must complete English I, Math I and a Social Studies course
- In order to be promoted from 10th grade to 11th grade, a student must complete English I, English II, Math I, Math II, 2 Social Studies courses and a Science course
- In order to be promoted from 11th grade to 12th grade, a student must complete English I, English II, English III, Math I, Math II, Math III, 3 Social Studies courses and 2 Science courses.
- The Exceptional Children's department will address specific EC students and their designations.

Note: Students may participate in grade-related activities based on their academic year of high school (ie. Prom, senior class trip, etc.)

Note: If a student has not fulfilled ALL of the graduation requirements of Queen's Grant High School, he/she will not be allowed to walk at the graduation ceremony

Honor Roll

Special Recognition is given to students after Quarter 1, Quarter 2, and Quarter 3. Honor Roll recognition is given for "A" Honor Roll (all A's in a quarter) and "A/B" Honor Roll (at least one A and nothing lower than a B in a quarter).

NO Social Promotion Policy

A student's final grade in a course is earned throughout all quarters and exams, not just in the fourth quarter. Final grades are earned by students at QGHS, not given. Please understand that your child starts earning their final grade in a course the very first day of school not during the last week of school.

$$Q1 (20\%) + Q2 (20\%) + Q3 (20\%) + Q4 (20\%) + E1 (20\%) = F1 (100\%)$$

Start monitoring your child's grades the first week of school and continue to monitor them throughout the school year. Do not wait until the last month or week of school. Contact teachers and schedule tutoring as soon as you see grades falling. – *Even failing grades are earned*

Attendance - * Not present – can't learn *

A student consistently absent from school or constantly late getting to school will, at some point, produce a failing course grade. A teacher cannot be expected to give quality instruction to a student that is consistently missing their class. Parents, have your child at school before school begins each day.

Behavior/Discipline - * Not in class – can't learn *

A student's behavior in class will determine if they are learning and will also determine if they stay in the classroom each day in order to learn. The discipline policy at QGHS does not allow a student to remain in a classroom after one warning for a disruption or inappropriate behavior. If a student is removed from a classroom for the remainder of that day, then they are not learning the material they need to pass the next test and subsequently the course if the pattern continues.

Academic Effort - * Not studying or doing homework – likely to not pass the class *

A student must complete the work given to them by a teacher and frequently study for tests in order to do well in a class. As soon as a student sees their grade falling in a class, they and their parents need to contact the teacher to set-up a tutoring day and time. If a student expects to pass a class, then they must put in the time and work. When you have homework, make sure it makes it to the teacher the very next class period that you have the class. Use a planner to write down all homework, projects, quizzes and tests. Study well in advance of quizzes and tests. Not just the night before. The longer a student waits after initially receiving new information to study, the less likely they are to remember the material at test time. Start studying the new material the very day you receive it and all days after up to test day.

Please understand that the above three aspects of a student's school year determine their final grade in a course. A student's final grade in a course starts being decided by their positive consistency in all three of the above areas on day one of the school year.

North Carolina Virtual Public School

How QGHS chooses to utilize NCVPS:

- Students are allowed to take NCVPS courses if:
 - The course desired is not offered on QGHS campus.
 - There is a scheduling conflict.
 - The student is a Senior (as determined by years in high school) and needs courses to graduate.
 - The student needs to take one class during the summer to graduate at the end of that summer.
 - The student needs one or two classes to complete early graduation that school year.
 - The student wants to progress in Math courses (not because a course was failed).
- Students are not allowed to drop a course after the NCVPS designated drop date
- Final grades earned will appear on a student's transcript and consequently will affect their GPA and class ranking
- Only for students currently enrolled at QGHS

QGHS will not be using NCVPS during the school year or during the summer for repeating a course or for a student to "get caught up".

Parents must obtain the "NCVPS Registration Form" from the school's website (www.queensgranthigh.org) under the "Resource" 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

Queen's Grant High School allows students to recover up to 2 credits for courses failed in the previous school year in the summer through NCVPS in the core subjects only (English, Mathematics, Science, and Social Studies). Students may also be allowed to recover a core credit by taking summer school at Trinity Prep. Summer school credits from Trinity Prep will only be accepted for courses that have been previously attempted and failed unless otherwise directed by the Counselor or Principal.

Schoology will be the platform used for the QGHS Summer School Recovery program in 2019- 2020.

Tutoring

Queen's Grant High School teachers are expected to offer student tutoring at least one day per week. Most teachers offer more than one day of tutoring each week. Students may be required to sign up for tutoring with the teacher. Please refer to each teacher for their schedule.

Video and Supplementary Materials

Queen's Grant High School delegates the responsibility for selecting resources to the professional educators in the school.

Teachers are expected to follow these guidelines when using videos/movies in class:

- Any movie shown should directly relate to the curriculum goals and objectives
- Students will be permitted to watch PG-13 movies or lower unless a parent sends a note specifying viewing conditions
- Permission slips will be required for movies rated above PG-13
- Teachers will preview all videos/movies prior to presenting them to students

Junior Marshals

Junior Marshals are selected each year, according to GPA at the end of their sophomore year. 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.

Beta Club

Membership to the Beta Club is by invitation and based on academics, social standing, and a completed application. Members who fail to maintain a creditable record, or who give evidence of personal conduct unbecoming members of this club, may be disqualified from membership. Community and Club Service: Service to others is indeed one of the most important characteristics of Beta Club membership. Members are required to log and document their hours completed and meet the monthly minimum of 10 community service hours. Academic: Members must maintain a 3.0 GPA in order to maintain your membership.

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 3.6. A member who is in flagrant violation of school rules, or who is convicted of breaking a criminal law may be placed on probation or dismissed without prior warning. (Example, out-of-school suspension)

Spanish Honor Society

Students are selected for the Spanish Honor Society during the last quarter of Spanish III Honors. The students are selected based on the following criteria:

- Students must have a minimum of two years of High School Spanish with an average of straight A's or only one B during their Spanish III Honors year. However, if the student has already earned a B in previous quarters, the student is required to carry an A average during the fourth quarter.

With these requirements met, the student is a candidate for induction into the Spanish Honor Society. The Spanish Honor Society induction ceremony will take place in the beginning of May. The Spanish III Honors, IV Honors, or AP teachers will complete the consideration of prospective members.

Note: If the student is not eligible for induction during their Spanish III Honors year, they will be able to be inducted during the time they take Spanish IV Honors or AP Spanish if they meet the requirements.

Student Council

Student Council serves as the elected student government to serve the student body. Student Council at QGHS is a student organization designed to facilitate social events, fundraisers and community service.

Students can apply to represent their grade level amongst the current serving council. Officer positions are elected in the fall and serve for the remainder of the school year. Elections are overseen by staff sponsors. Students must be in good academic standing to serve in an officer position. Nominations for elections are announced at the beginning of the school year.

Expectations of a Student Council Member at Queen's Grant High School:

1. Active participation in Student Council meetings and events. Student will not have more than three excused absences per semester from meetings and events and one unexcused absence.
2. Maintain good academic standing throughout the school year by maintaining no failing grades throughout the school year.
3. No major discipline referrals and no more than two minor discipline referrals throughout the school year.
4. Maintain appropriate conduct within the classroom and positive school spirit at all Queen's Grant High School events.

College Counseling

Senior Status

- Students, in their 4th year of high school and who are on track to graduate at the end of the current academic school year (including Summer) 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 one or 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 completed through the school's website, and submitted at least 3 business days in advance. You can email your request to transcripts@queensgranthigh.org.

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

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. 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.

Proof of attendance must to be turned in on the first school day after the visit has taken place in order for the absence to be considered excused. This should be a letter from the college they visit written on the college's letterhead acknowledging their visit.

CPCC or the Career and College Promise Program (CCP)

Students who would like to take courses at Central Piedmont Community College, must meet and review their transcripts and test scores with the counselor before registering or signing up for the CCP program or CPCC classes. Students who participate have the opportunity to earn high school and college credits.

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 (bock@queensgranthigh.org) or by phone (704-545-0736).

Exceptional Children Program

The Exceptional Children Program is designed to ensure students with different educational needs have an opportunity for an appropriate, individualized education. Many children in the EC's (Exceptional Children) program have intellectual, mental, physical, and social disabilities. Qualifying students will be placed on an IEP, Individual Educational Program.

An Individualized Education Program (IEP) is a written legal document that explains what special education services will be rendered and why. The IEP is a plan tailored specifically to each child's special needs. This plan includes eligibility, placement, accommodations, modifications, personnel, and services such as a teacher aide, therapy, academic and behavioral goals, percentage of time in regular education, and a behavior plan if needed. IEP's are revised annually.

Parents of Exceptional Children are required to provide all student records, and the most recent IEP with supporting documentation prior to attending. Parents should contact the EC Coordinator with questions concerning the program.

The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to more than 6.5 million eligible infants, toddlers, children and youth with disabilities. <http://idea.ed.gov/>

Special Services

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

SECTION 504

Rehabilitation Act of 1973 - Section 504 (General Education) Section 504 of the Rehabilitation Act of 1973, 29 USC 794, (sometimes referred to as "Section 504") prohibits discrimination against individuals with disabilities solely on the basis of their disability. . The Section 504 Coordinator is responsible for investigating and resolving complaints. In addition, any individual who desires information related to the Rehabilitation Act of 1973, or the Americans with Disabilities Act <https://www2.ed.gov/policy/speced/leg/rehab/rehabilitation-act-of-1973-amended-by-wioa.pdf>

If you have Section 504 questions please contact the school's college counselor who has been designated as the Section 504 Coordinator. The school does not discriminate against individuals seeking to access a program or service of the school based on disability. In addition, if you suspect that your child has a disability which may qualify him/her for support under Section 504, you should contact the 504 Coordinator to begin the referral process. Upon initiation of the Section 504 referral process, parents will be provided with a copy of the Section 504 Procedural Safeguards and Parent/Student Rights which contains complaint and due process procedures.

FACILITATED IEP MEETINGS

A facilitated IEP meeting can be requested if conflicts arise. This should be the first step prior to mediation. Facilitation can build and improve relationships among the IEP team and the school staff. The information is as follows:

<https://ec.ncpublicschools.gov/parent-resources/dispute-resolution/facilitation>

EC Parent Concerns

Any parent of an EC student should be aware that their concerns will be handled according to the steps below. The Parent Concern form can be found in the Forms Appendix of this handbook.

Steps:

1. Parent Concern Form is submitted to the EC Coordinator
2. Parent Concern Form is then submitted by EC Coordinator to the student's EC Case Manager
3. EC Case Manager contacts parent either by email or by phone
4. EC Case Manager and parent work out the concern via phone, email or schedule a meeting
5. If concern is not addressed to the satisfaction of the parent—the parent schedules a meeting with the EC Coordinator.
6. If EC Coordinator doesn't address the concern to the satisfaction of the parent, the parent would then be referred to the Principal.

Mediation

Mediation is a voluntary process that brings people together to resolve their disagreements. A mediator helps participants communicate with each other, so that everyone has an opportunity to express concerns and offer solutions.

- Parents and educators must both agree to participate in order for mediation to happen.
- Participants may leave mediation at any time.
- Mediation discussions are confidential. What is said in mediation cannot be used as evidence in a due process hearing or civil lawsuit.
- The mediator does not make decisions. The parent and school district must both agree to any decisions made.
- The focus is on resolving disagreements and working toward a solution that satisfies all participants.
- Parents and educators can use mediation at any time to resolve disagreements.
- The goal is finding a solution that meets the educational needs of the child.

Benefits of Mediation

- Mediation can help everyone better understand differing points of view.
- Participants work on solutions together and are in control of the outcome, rather than someone who doesn't know the child making a decision.
- People tend to be more satisfied and follow through with the terms of mediated agreements because they are developed together.
- Disagreements may be resolved more quickly than with other dispute resolution options.
- Mediation focuses on creating a plan for the future.

Considerations of Mediation

- Mediation can sometimes be an emotional, tiring, and frustrating process.
- Parents and educators may feel at a disadvantage if they don't take time to prepare before the mediation session.
- Some complex situations may require more than one mediation session to create a detailed agreement.
- There are no guarantees that mediation will lead to a written agreement.

Frequently Asked Questions About Mediation

- *Who can request mediation?*

Parents or school district staff may request mediation when communications are difficult or there is a dispute that can't be resolved.
- *When can I request mediation?*

Mediation can be requested anytime, even if you have already asked for a due process hearing or filed a written state complaint.
- *Who will choose the mediator?*

Your state educational agency (SEA) must select a mediator on a random, rotational, or other neutral basis. Some SEAs allow parents and schools to choose a mediator together. Schools or parents cannot choose the mediator on their own.
- *Does the mediator make decisions?*

No. The mediator facilitates communication and does not favor the parent or the school district. Mediation is a problem-solving process guided by the mediator.
- *When and where does the mediation take place?*

The mediation should take place at a time and in a location that is convenient to both the parent and school district.
- *How long does the mediation process take?*

Mediation is intended to help quickly resolve disputes. The amount of time spent depends on the availability of participants, the complexity of their dispute, and their interest in reaching an agreement.
- *Who pays for the mediation process?*

The IDEA requires SEAs to pay for the mediation process. School districts and parents do not pay for mediation.
- *Who attends the mediation?*

The parent, staff from the school district, and the mediator must be present for a mediation to take place. The parent and school decide together who else may attend the mediation, such as support people. The mediator often helps with this before the mediation session.
- *Should the student attend the mediation?*

A parent may choose to have his or her child present for all or part of the mediation session, depending upon the child's age and maturity. For some youth with disabilities, participating in the mediation may be a positive experience where they learn about advocating for themselves. This is especially true when transition issues will be discussed.
- *Do attorneys participate in the mediation?*

Whether attorneys are included in the mediation process is not specified in the IDEA. Attorney participation in special education mediation varies from state to state.
- *What if the mediation does not work?*

National data show that about 70% of mediations result in signed agreements. Using mediation does not affect the other parental rights provided under the IDEA. A parent may still file a written state complaint or request a due process hearing to resolve the problem.
- *Do mediation agreements have to be in writing?*

Yes. If a dispute is resolved through the mediation process, the agreement must be in writing. It must be signed by the parent and an authorized representative of the school district. The mediation agreement must state that all of the discussions that took place during the mediation process will remain confidential. Parents may wish to consult with an attorney before signing a mediation agreement.

- *What happens if the agreement isn't followed?*
Signed, written mediation agreements are legally binding and enforceable in state or federal court. If you believe that your agreement isn't being followed, your SEA can provide you with information about your options.
- *What if I need an interpreter?*
It is important that you understand and are able to participate fully in the mediation process. Let everyone involved know that you need an interpreter. Contact your SEA for more information.

Ways You Might Prepare For Mediation

- Organize your documents and write dates and notes on them. Consider making three copies – one for yourself, one for the other party, and one for the mediator.
- Make a list of the issues and questions you want to discuss during the mediation process. This can help you remember all of your concerns, so you can present them in an organized manner.
- Think of questions other participants might ask and write down some possible responses.
- Try to think of many different solutions to the problem and write them down.
- Think about how you plan to deal with emotions (yours and others) during the meeting.
- Try to arrive a little before the scheduled meeting time, so you have time to get ready to participate.
- The mediation is more likely to result in an agreement if everyone listens carefully to one another and is respectful.
- A parent advocate may be able to help you with the mediation process. Call your local parent center to talk with an advocate.

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.

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, Take-Home and Online)

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 Student's 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.

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 any ambiguities about violations of the Honor Code.

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 for Academic Dishonesty

*"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; 75% maximum grade
2 nd or Higher Offense	A zero on assessment

All incidents of violation of the Academic Integrity Policy will be reported to the Principal.

Athletics

QGHS Sports

The following sports are scheduled to be offered (offerings based upon student interest and eligibility):

Fall

Varsity Boys Cross Country
Varsity Boys Soccer
Varsity Girls Cross Country
Varsity Girls Tennis
Varsity Girls Volleyball

Winter

Varsity Boys Basketball
Junior Varsity Boys Basketball
Varsity Girls Basketball
Varsity Wrestling
Varsity Cheerleading

Spring

Varsity Boys Baseball
Varsity Boys Tennis
Varsity Girls Soccer
Varsity Girls Softball
Varsity Track and Field
Lacrosse Club

Eligibility Requirement Guidelines for Athletics at QGHS

1. All students must be enrolled at Queen's Grant High School to participate.
2. All students must have had a physical within one year prior to the first day of tryouts and provide written proof of the physical.
3. All students must have a passing grade for 5 out of 6 classes the previous semester and have a minimum of a 2.0 weighted grade point average for the **semester (average of the quarters)** prior to competition.
 - Credit Recovery does not affect a student's GPA and thus will not affect athletic eligibility.
 - Grades received in Summer School that are repeated for failed courses may be substituted for 2nd semester grades when computing eligibility. Please see the grade suppression policy for more information.
4. All students must be in good discipline status through the entire time of their respective sport season. This means that if a student is suspended for any period of time, their status as a team member may be determined by the Coach and Athletic Director to be revoked. The student is not allowed to participate or attend any sports events during the time of suspension. If a student is suspended when on Behavior Probation, the student will automatically be removed from the team.
5. Students must be in attendance 85% of the previous semester (i.e. cannot miss more than 16.5 days in a 90 day semester). This includes all absences (excused and unexcused).
6. Students may not participate if he/she becomes 19 years of age on or before August 31, 2019.
7. 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 of participation on a high school team, whichever occurs first.
8. Each coach will set an attendance policy that must be followed in order to remain on the team. This shall include the number of excused missed practices that a player may have prior to being asked to leave the team.
9. 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 things such as medical appointments and family emergencies.

Participation Fee

Stallion Booster Club Membership

Each athlete will pay a one-time fee of **\$150**. This \$150 is considered your family's membership to the Stallion Booster Club. Membership will include up to 4 admissions cards for the family that give each person free admission to all home games for the 2019-2020 school year. Each sibling in addition to the initial fee will be charged just \$50 for their yearly membership. Although there may be 2 or 3 athletes in a family, only 4 admissions cards will be given to each family.

Specific Sport Fees

In addition, each respective sport will have a fee associated with it based on financial costs to the athletic department for that sport.

<u>\$50</u>	<u>\$25</u>	<u>\$0</u>
Men's and Women's Soccer	Track and Field	Cross Country
Volleyball	Men's and Women's Tennis	Cheerleading
Wrestling		
Men's and Women's Basketball		
Baseball		
Softball		
Lacrosse		

**ALL CHECKS MUST BE MADE OUT TO "QUEENS GRANT HIGH SCHOOL"
MEMO PORTION SHOULD INCLUDE SPORT AND ATHLETE'S NAME**

Examples: If the Smith family has 2 athletes, one plays tennis, the other basketball, their sports fee for the school year will be \$300 total.
(\$150 and \$50 for membership, plus \$50 and \$25 per each sport)

If the Jordan family has one boy who plays three sports; cross country, basketball, and Baseball, the Jordans will have a total of \$250 for the entire year.
(\$150 membership fee, plus \$50 for basketball and \$50 for baseball)

The Millers have 3 kids who all run cross country. Their sports fee for the year will be \$250. If the athletes decided to play another sport later in the year, they would just pay the sport specific fee for that sport.

Membership Fees Help Support:

- Paying Officials
- Facility Rentals, improvements, and maintenance
- Uniforms
- Equipment

An Athlete **MUST** pay the full amount of their membership and sport fee in order to participate in any contest. The athlete may try out and/or practice with the team, but will **NOT** be given a uniform until this is paid in **FULL**.

Practice Attire Requirements/Restrictions

LADIES: All attire should be modest.

GENTLEMAN: Shirts must be worn at all times.

The Athletic Director and/or Principal reserve the right to deem any attire inappropriate.

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: Business casual – dress pants or skirt and button down blouse or dress. Dress must abide by school dress code.

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

Parent/Fan Expectations

- Please practice good sportsmanship by demonstrating positive support for all players, coaches, opposing parents, officials and event staff at every event, practice, or tournament.
- Refrain from making derogatory remarks to or about officials, opposing players, parents, coaches or event staff.
- Remember that event is for the students, not the adults.
- Make sure you and your student treats other players, coaches, fans, event coordinators, and officials with respect.
- Assist the coaching staff or club leaders by refraining from "coaching" your student from the sidelines/stands.
- Refrain from the use of abusive, obscene or profane language or gestures.
- Display good sportsmanship by applauding a good effort both in victory and defeat; cheer FOR our team, but not AGAINST opposing teams.
- Be responsible to ensure any spectators (i.e. grandparents, friends, relatives) who accompany you to QGHS events abide by the above rules.
- Understand that if you are ejected from a contest for improper actions, you will be asked to leave the event grounds.

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. Students failing to comply may be referred for truancy.

"Every parent, guardian or other person in this state having charge or control of a child between the ages of seven and sixteen (who is enrolled in a public school in grades K-12) shall cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session..." **N.C. Gen.Stat. § 115C-378.**

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 unexcused for class will face disciplinary action. Students must be present for more than 30 minutes of a class period to be counted as present.

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 (More than 3 consecutive days will require medical documentation)
- 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.

*Excused tardies - Students will not be admitted to class after 30 minutes regardless of excuse

School Related Activities

The following school-related activities will not be counted as absences from either class or school:

- School-initiated and scheduled activities
- Field trips sponsored by the school
- Competitions sponsored by the school
- School athletic events requiring early dismissal from school

The student is responsible for finding out which assignments were missed and completing them within the specified time period.

Make-up Work

Teachers may place a deadline on missed work for absences not to be less than the number of days absent. Make-up work for unexcused absences can earn a maximum grade of 75%.

Dress Code

The Queen's Grant High School Dress Code 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 trendy clothes
- Reduce the student's overall clothing costs
- Assure that students are safely and appropriately dressed for school

The dress code is an important aspect of our school and is a daily requirement for students. The dress code has been established to help students demonstrate respect for themselves and others. The spirit of the dress code is Business Casual.

Students must be in dress code in order 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.

Policies:

- Students must be in appropriate dress from the time they arrive to school until they leave campus.
- 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 3-inches above the knee or greater), spaghetti straps, or pants sitting below the waistline.
- Students' hair must be kept neat and clean and should not obstruct their vision during class.
- Undergarments, excluding T-shirts and camis, shall not be exposed.
- No sunglasses or headwear (including hats and headscarves), unless for religious purposes, can be worn in the school buildings.
- No heavy metal chains, spiked or studded accessories, dog collars, or other hardware apparel including shoes, boots and belts.
- Clothing shall not have slits, cuts, tears, holes, or frays.
- No extreme makeup.
- No facial/body piercings other than earrings for females. Male students may not wear earrings of any kind. Earrings for females must have no more than a two-inch drop. No gauges or other apparatus will be allowed.
- Students with identified medical and/or special needs requiring accommodations to dress code policy must seek administrative approval.

Dress Code

Pants/Capris/Shorts:

- ❖ Solid Colors: khaki/brown/rust, blue, gray/olive green, black, white
- ❖ Material: cotton, cotton blend, wool, corduroy, twill
- ❖ No jeans/denim (except on jeans days)
- ❖ No cargo-style
- ❖ Leggings/jeggings may not be worn as pants. They may be worn under dresses or skirts only.
- ❖ No spandex
- ❖ No runners/joggers (or any pants with an elastic ankle)
- ❖ No sweatpants
- ❖ No windbreaker pants
- ❖ No cut-offs
- ❖ No writing across "seat" of pants
- ❖ Pants may not be rolled up or pegged
- ❖ No oversized pants for male students
- ❖ Male students must wear a belt at all times (all pants must have belt loops)
- ❖ Shorts must be 3" above knee or longer

Dresses/Skirts:

- ❖ Conservative style
- ❖ Any color or design is acceptable
- ❖ No visible spaghetti straps (may wear cardigan over straps)
- ❖ No jeans/denim (except on jeans days)
- ❖ No sheer material
- ❖ Must be 2" above knee or longer in front and back
- ❖ T-shirt dresses are not acceptable

***ALL pants, shorts, capris, and skirts should fit properly at the natural waistline. Nothing should be worn below natural waistline.**

Shirts:

- ❖ Must have collars
- ❖ Must have functional buttons (that are fastened to the top except at the neck)
- ❖ Must have sleeves
- ❖ Can be any color or design
- ❖ Can be sheer with appropriate shirts worn underneath
- ❖ No inappropriate logos, graphics, designs
- ❖ Female students must have shirts that come to hipbone
- ❖ Male students must tuck in shirts at all times
- ❖ Solid colored short and long sleeve t-shirts, turtlenecks, and camisoles may be worn under an appropriate collared shirt

Hooded Sweatshirt:

- ❖ Any color or design
- ❖ No inappropriate logos, graphics, designs
- ❖ An appropriate collared shirt must be worn under a hoodie at all times

Blazers/Sweaters/Vests

- ❖ Any color or design
- ❖ No inappropriate logos, graphics, designs
- ❖ Appropriate collared shirt must be worn under a blazer, sweater, and vest at all times

***Students may not wear t-shirts over their collared shirt, hooded sweatshirt, blazer, sweater, vests, or other shirts.**

Tights/Leggings/Hosiery/Knee Highs/Socks:

- ❖ Colors: Solid black, navy, gray, white, and nature skin color
- ❖ No hosiery or leggings with designs
- ❖ Tights/Leggings/Hosiery may be worn with skirts or dresses only.

Shoes:

- ❖ Must be closed heel and closed toed
- ❖ Shoes with closures must be worn as intended (ties must be tied, buckles must be buckled, velcro must be secured)
- ❖ Boots must fall below knee
- ❖ No flip-flops, house shoes/slippers, or sandals
- ❖ No heels that are taller than 2"

****The principal reserves the right to make final interpretations of the dress code policy and final decisions on dress code violation consequences.**

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 inappropriate writing. Must fit properly at waist and not sag. Shorts must be no shorter than three (3) inches above the knee.
- Shirts: Any color – No portion of the midriff shall be exposed. Necklines are to be modest. No sleeveless shirts are permitted.

Jeans Days

Every Wednesday and Friday will be Jeans Day. The cost to participate in Jeans Day is \$1. Funds go to support school clubs and local charities. Participating students may wear the following attire:

- Jeans: free from **holes, tears, or patches**.
- Shirts: Any Queen's Grant shirt including shirts from school sponsored events or any college shirt. Shirt must be visible.

Graduation Attire

Boys are expected to wear a dress shirt 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 with heels not to exceed 3 inches. Boots are inappropriate graduation attire. Dress or skirt hem should be shorter than graduation gown.

Marshal 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.

Final Exam Attire

During exam days at the end of the school year, students may wear jeans day attire.

Other Information

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

1. Members of school curricular and extracurricular organizations may wear their apparel on designated days.
2. Students shall be permitted to wear 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.
3. 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 dress code policy.

Dress Code Discipline

Students who are not wearing proper dress code attire will not be permitted to class.

Students can then:

1. Call their parents to bring in proper clothing
2. Remain in the learning lab for the rest of the day

Consequences:

- For violations that are easily corrected (i.e. untucked shirts for males, earring issues, etc.), students will spend the period in the learning lab.
- For all other dress code violations:
 - First offense: Student will remain in the learning lab for the rest of the day. If the student is able to get in dress code, they may go to their next class.
 - Second offense: Student will remain in the learning lab for the rest of the day.
 - Third offense: Student will remain in the learning lab for the rest of the day and will spend the following day in the learning lab.
 - Fourth and subsequent offenses: Student will remain in the learning lab for the rest of the day and the following day will be a day of out of school suspension.

***Students who violate the dress code yet carry appropriate clothing in their bag will receive disciplinary consequences under direct insubordination.**

General Information and Policies

Campus Visitors

For the protection of students and staff, **all visitors** are required to report to the main office immediately upon arriving on campus. Visitors should sign in and put on a visitor's badge before proceeding to any other building. Staff has been instructed to stop anyone not wearing a badge, have them immediately report to the office and immediately contact the office to report the incident.

Cell Phone and Electronic Device Usage

Use of cell phones or electronic devices in the classroom will be determined at the teacher's discretion. Students who do not follow the rules will be considered insubordinate and receive consequences accordingly. Possession and/or use of selfie sticks on campus is prohibited. They will be confiscated from any student using them on campus.

Classroom Concerns

If a parent has classroom or student concerns, we encourage them to contact:

- First, the teacher
- Second, the Department Dean
- Third, the Principal or Assistant Principal or the Dean of Students

Please see our Parent Grievance Policy to file a formal complaint

Distributing/Posting Printed Material

Any printed material that is hung on the walls of Queen's Grant High School must have the approval of the club, class, society, team, or other organization sponsor. Items posted on the walls must be appropriate otherwise they will be discarded immediately. Any material that is distributed to students or staff during the school day must be approved by the Principal and posted within the modular bulletin boards.

Driver's Education and Eligibility Certificates

Driver Eligibility Certificates

Students wishing to drop off driver education certificates and receive a driver eligibility certificate must turn in Driver's Education Completion Certificates to the main office. **Students should allow 2 business days to obtain a Driver Eligibility Certificate.**

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 pass 5 out of 6 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. 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.

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 five of his/her six 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.

Emergency Drills

Drills are held on a monthly basis at Queen's Grant High School. Students should respond immediately to all drills. Instructors will explain the proper procedure for responding to all drills 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.

Field Trips

Field trips are an important part of enhancing a student's learning experience. Queen's Grant High School provides field trip opportunities that provide academic and/or character educational value for our students.

One important note for parents: No QGHS student will be permitted to leave a field trip early except in the case of an emergency or unless requested by a member of the QGHS staff for disciplinary reasons. All students must remain with the group for the duration of the field trip.

The principal must approve all field trips before any dates can be reserved, money collected and/or communications to parents are made. Approval will be granted only if the appropriate field trip approval paperwork is submitted according to the school's policy. Students and families should be aware that any student who chooses to participate in a school-sponsored field trip is subject to search of their room or belongings if there is a reasonable suspicion that the student may be in violation of school policy or law. Local law enforcement may also be called to investigate if there is a belief that the student's behavior violated the law. Students who have been involved in serious disciplinary action may lose the opportunity to participate in future field trips scheduled in the same school year. Students not in good academic standing may not be allowed to participate in field trips which involve missing instruction time.

Fragrance Free School Policy

In order to create a safer learning environment for students as well as a safer work environment for staff, Queen's Grant High School intends to protect the indoor air quality of its campus. Strong scents and fragrances can contribute to poor indoor air quality that can be unhealthy to all students and school staff. There are many people who experience unpleasant physical effects from scented products and a growing number of people who suffer more severe reactions to these types of products and chemicals.

Under this policy, Queen's Grant High School requires that all students and staff refrain from spraying perfume, cologne and other fragrances, and use unscented personal care products in order to promote a fragrance-free environment. Fragrance products can include: hand sanitizers, cologne, perfume, scented lotions, hair products, just to name a few.

Homework/ Lunch Drop Off

Homework dropped off in the main office will be put in the teacher's mailbox. 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.

Internet/Computer Usage Policy

The use of computers 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. QGHS 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 QGHS'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 QGHS student) off campus is highly discouraged. Students who engage in cyberbullying are subject to school disciplinary action if the cyberbullying 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.

Late Pick Up

Students shall 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.

Lost and Found

Items found that are unclaimed should be turned in to the main office. If a student is looking for a misplaced item, he/she should check in the lunchroom. 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 into the main office for safekeeping. Queen's Grant High School is not responsible for lost, stolen, or damaged property.

Lunch

Queen's Grant High School does not participate in the Federal Free and Reduced Lunch Program. Our lunch program is offered as a convenience and is run by a private vendor.

Students can eat lunch in their 4th period classroom or in the courtyard. The smaller picnic area is designated for senior use only.

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.

On days where it has been determined by the administration to be indoor lunch, students are expected to report directly to their 4th Period classes unless they are going to be purchasing lunch. If students will be purchasing lunch, then they should report directly to the lunch line and purchase food. Immediately after purchasing food, students are then to report back to their 4th period class. A student does not have permission to be anywhere else on campus. ALL students must eat lunch in their 4th period class ONLY. Attendance will be taken by the teachers.

Timeline: Students have 5 minutes to report to the lunch line. Students then have 10 minutes to return to class. All students should return prior to 15 minutes after lunch begins.

If students are returning to class late (after 15 minutes), they should have a pass. If the student does not have a pass, more than likely, the student will have been wasting time and not respecting the policy. The student should then be written up and the teacher should call for a pickup.

Media Denial (Opt-Out)

The Family Educational Rights and Privacy Act (FERPA) authorizes the school to disclose student information that would not generally be considered harmful or an invasion of privacy. This information is referred to as "directory information" and includes your child's name, address, telephone number, email address, date and place of birth, grade, participation in officially-recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, diploma or certificate and awards received, and the most recent previous school attended. Queen's Grant considers the voice and image of a student in photographs, digital images, videotapes, or other medium, as well as student work intended for publication or display, to be directory information.

Throughout the school year, your child will participate in many events and activities, which may be featured in school publications or covered by the local news media. Directory information including information about your child from school events, activities, performances, and special recognitions may appear in school-sponsored promotional pieces including, but not limited to school annuals, brochures, flyers, newsletters, annual reports, programs for sports or cultural events, television shows, video pieces, slideshows, school Web pages, or in various media such as newspaper, magazine, television, radio, video, Internet, or displays.

If you do not complete and return the *Media Denial Form*, you understand that Queen's Grant will be free to release or use your child's directory information, including his or her voice and image in photographs, digital image, videotape, or other medium, as well as student work intended for publication or display, for recognition of educational achievement or other newsworthy events as appropriate, including to the United States military for recruiting or scholarship purposes. *Parents may revoke their authorization to release information at any time except when action has already been taken. Revocation must be in writing and must specify the day of revocation.*

A copy of the *Media Denial (Directory Information Opt-Out)* form can be found in the Forms Appendix in the back of this handbook.

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 Grievance Policy

1. Parents are encouraged to voice concerns, complaints and objections to teachers, deans, and administrators. Parents are also advised that if they are not satisfied with an informal resolution to a concern, they may use the formal complaint procedure described below. A copy of this procedure is available at the school and/or the school website.
2. Complaints regarding gender discrimination, bullying, disability discrimination or discrimination based on religion, race, ethnicity or national origin should be directed to the Principal of the school who is identified in the handbook as the Title IX and Section 504 Coordinator.
3. Complaints received by the Board of Directors will be directed to the school Principal for initial investigation and resolution. In the event the Principal is the subject of the complaint, the complainant will be directed to the school's Board of Directors for review and investigation. All complaints must be in writing and include, at minimum, specific details regarding the event(s) that are the subject of the complaint, the dates of the event(s), and the parties involved and a proposed resolution.

By filing a formal complaint with the school or the Board, the complainant agrees to fully cooperate with the investigation. Should the complainant fail or refuse to cooperate with the investigation and the investigator is unable to obtain the information necessary to investigate the complaint, it may close the complaint.

4. The Principal should be provided a copy of any written complaint received by the school within 24 hours of receipt. Within three (3) school days of receiving the complaint, the Principal (or the Board of Directors under the circumstances described in 3, above) will acknowledge receipt of the complaint in writing and provide a proposed timeline for review. In the absence of intervening holidays, absences of people who are familiar with the facts, exam schedules, or similar circumstances, a ten (10) school day schedule for investigation and response should be established.
5. To investigate a complaint, the Principal, or his/her designee, will interview all persons named in the complaint, all persons with direct knowledge of the facts, and the parent making the complaint. If the complainant's child is the subject of the complaint, the Principal will seek parental permission to interview the child. Under appropriate circumstances, the Principal may also seek parental permission to interview other students who have direct knowledge of the facts underlying the complaint.
6. When the investigation is complete, the Principal will provide written findings and a proposed resolution to the complainant, including, if necessary, reasons as to why the complainant's proposed resolution has not been adopted. The findings must also provide notice of the complainant's right to seek review of the Principal's finding by the school's Board. Should the complainant appeal the Principal's findings to the Board, the request for review must be in writing, stating the basis for

objections to the findings and proposed resolution. The appeal must be received by the Board within five (5) school days following complainant's receipt of the Principal's findings.

7. If the complainant appeals the findings to the Board, the Board will consider the appeal in Executive Session at the next meeting of the Board. The Board will invite the complainant to present a brief statement to the Board regarding objections to the findings and recommendations of the school administration. The Board will provide written notice of its findings and the recommended resolution to the parent within a reasonable time following review.

Parent Drop Off / Pick Up

Queen's Grant High School requests that parents and carpools pick-up and drop-off their students on the sidewalk in front of the modular units to the right of the main administrative building. 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. See Traffic Flow diagram for drop-off/pick up designated locations.

Parking

Parking on campus is a privilege, not a right. Parking is available for students 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. No Parking Pass is required.

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.

School Communication

Queen's Grant High School is a green school and all communications are sent via email. It is vitally important that you have an email 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. There are computers set up in the main lobby for parents and students who do not have computer access at home.

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 their 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.

Once a student arrives on campus, a student may not leave campus or sign out of school without their parent notifying the office in person or by phone or without proper documentation from their parent/guardian to the office. 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.

If a student leaves campus without signing out and without prior parent permission given to the office, that student will be assigned an automatic 3 days to the learning lab for the first offense. Any subsequent offenses will receive an automatic 3 day suspension. Under no circumstances will students be permitted to sign themselves out of school without a parent signature or valid parent contact with the office.

Student Drivers

- All drivers MUST be at least 16 years of age and possess a valid state driver's license and be fully insured.
- Student drivers are expected to be in school on time and not leave before their dismissal.
- Students must abide by all parking and state driving guidelines.
- Students may not park in areas reserved for faculty, handicapped persons, or visitors. Unauthorized parking will result in suspension or termination of driving privileges.
- QGHS reserves the right to revoke parking privileges at any time for any safety issues that arise.
- QGHS reserves the right to inspect any automobile vehicle on our property with reasonable suspicion.
- QGHS is not responsible for any damages incurred to a vehicle on its property.

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. 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.

Use of Contact Information

Any person who obtains contact information (i.e. email addresses, phone numbers, etc) through volunteering at the school should not disclose and/or utilize the information for non-school related purposes.

Verbal and/or Physical Confrontations

Queen's Grant High School will not tolerate verbal and/or physical confrontations initiated by adults that threaten or are perceived as threatening to its staff members, students or any other guests of the school.

QGHS staff members may not be approached on school grounds, at school sponsored events or in public in a negative fashion to discuss school related issues.

Recommended action may include probation for the person(s) involved or exclusion of the person(s) from QGHS property and all QGHS sponsored events

VIP (Very Involved Parents)

VIP is our non-profit parent organization for Queen's Grant High School. Their mission is to create a vibrant school community by supporting our teachers, staff, students and families to make QGHS a place of excellence in preparation for our students' next level of education. Schools with strong parent involvement programs experience profound benefits for students, parents, teachers, and administrators. Research shows that when parents are involved in students' education, those students generally have higher grades and test scores, better attendance and more consistently completed homework.

The number one reason to join the VIP is to benefit your child. In doing so, you also help your school. But there are many more VIP advantages:

- **Get Connected.** There's no better way to know what's happening in your school.
- **Discover Great Resources.** The VIP offers a variety of programs designed for parents as well as students.
- **Tap into a Network.** VIP functions are opportunities to meet other parents and teachers, building rapport and discussing issues that are on your mind. You can share ideas, concerns, and experiences.
- **Watch Yourself Grow.** By volunteering with your VIP, you put your skills and hobbies to use for a noble cause—your child and all children in the community.
- **Speak Up.** VIP can be a way for you to more effectively suggest change at your child's school.
- **Witness Improvement.** By getting involved at your child's school you'll be part of the solution, helping make positive changes. Your VIP plays an important role in fundraising to provide building improvements, curriculum-based programs, and social events.
- **Be a Role Model.** By becoming a VIP member, you'll be demonstrating to your child the importance you place on education.

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, we 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**

We will also contact families via school communication tools which may include email, text, and phone calls. Information provided to the school must be accurate for parents to receive messages.

Medical Policy

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. Medication in expired bottles or turned in without proper consent forms will be disposed of in accordance with state law.

Administration of Medicine

A designated school official for Queen's Grant High School will administer medication to children for whom a formal plan has been established and approved. 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 visiting 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 the proper documentation as mentioned below, and be kept in a locked cabinet in the designated school official's office.

Medication in the school environment

1. Requires parent/guardian to complete and sign the Request for *Medication To Be Given During School Hours and a QGHS Medication Registration 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. When no longer needed by the student, or when the student 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.
5. It is the child's responsibility to come to the designated school official's office to receive medication. School officials will not attempt to locate students to administer medications.
6. Authorization to release medical information must be on file in the event the designated school official must speak to the physician who prescribed the medication.

All Medication:

- Medication is administered in accordance with the pharmacy or product label directions as prescribed by the child's health care provider or product manufacturer.
- 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.
- Separate forms are required for each medication.
- 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.

Year-End Disposal of Medication Policy

All medications must be picked up by a parent or legal guardian within two weeks after the end of the school year, after a student transfers, or after the medication order has changed, expired or has been discontinued will be disposed of by the designated school official. All medication will be disposed of according to NC disposal of medication procedures after the appropriate time frame.

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 designated school official 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 IEPs and 504 plans are needed.

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

Homecoming Dance Regulations

1. Once you enter the homecoming dance, you must remain in the building until you are ready to leave for the evening. Please make sure that you have everything you need before you enter. You will not be allowed to go to your car and retrieve items once you have entered the homecoming.
2. When leaving, you must leave the premises and may not return. No loitering is allowed in the parking lot.
3. Students who do not drive themselves to the prom must be picked up no later than 15 minutes after the end of homecoming. Students may be denied to attend future dances if their ride is late.
4. Any student who has been suspended for reportable offenses will not be allowed to attend the homecoming dance. No refunds will be granted.
5. Dress requirements may be found listed below. The dress requirements will be enforced at the door. When in doubt, ask.
6. Please do not leave valuables unattended. Queen's Grant High School is not responsible for lost or stolen items.
7. Students are to remember that Queen's Grant High School Student Code of Conduct applies to all participants of homecoming.
8. Only one guest may attend with a Queen's Grant High School student. Middle school students may not attend high school dances. Guests may not be more than 20 years of age. Guests will need to fill out the guest approval form. Forms are available in the main office.

Note: Guest's attendance will be subject to administrative approval. Please plan accordingly.

Semi-Formal Dress Code

Dress standards for young men:

- Dress Shirt (Tie or Bow Tie strongly encouraged). No T-shirts.
- Dress Pants. No Jeans.
- Dress Shoes. No athletic shoes or flip-flops.

Dress standards for young women:

- Dresses must be no shorter than 3 inches above the knee.
- Midriff must be covered.
- No plunging necklines.
- Backs may not be lower than the natural waistline.
- Slits may not be higher than 3 inches above the knee.

Prom Regulations

1. Once you enter the prom, you must remain in the building until you are ready to leave for the evening. Please make sure that you have everything you need before you enter. You will not be allowed to go to your car and retrieve items once you have entered the prom.
2. When leaving, you must leave the premises and may not return. No loitering is allowed in the parking lot.
3. Students who do not drive themselves to the prom must be picked up no later than 15 minutes after the end of prom. Students may be denied to attend future dances if their ride is late.
4. Any student who has been suspended for reportable offenses will not be allowed to attend the prom. No refunds will be granted.
5. Dress requirements may be found listed below. The dress requirements will be enforced at the door. When in doubt, ask.
6. Please do not leave valuables unattended. Queen's Grant High School is not responsible for lost or stolen items.
7. Students are to remember that Queen's Grant High School Student Code of Conduct applies to all participants of prom.
8. Only one guest may attend with a Queen's Grant High School student. Middle school students may not attend high school dances. Guests may not be more than 20 years of age. Guests will need to fill out the guest approval form. Forms are available in the main office.

Note: Guest's attendance will be subject to administrative approval. Please plan accordingly.

Formal Dress Code

Dress standards for young men:

- Tuxedo/Suit
- Dress shoes. No athletic shoes or flip-flops.

Dress standards for young women:

- Dresses must be below the knee
- Midriff must be covered
- No plunging necklines
- Backs may not be lower than the natural waistline
- Slits may not be higher than 3 inches above the knee
- Formal pant suits may be worn

Student Code of Conduct

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

Expectations of Students by the School

At Queen’s Grant High School, we have set high standards for our students. In order to be successful we depend on the responsible participation of our students, parents, faculty, and staff.

We have developed general guidelines to clarify our expectations for our students:

- Students will focus on their academic work during school hours.
- Students will be civil and kind to each other, to the staff, and to the campus community.
- Students will dress according to written dress code. Dress will not be disruptive, obscene, or offensive.
- Students will attend class regularly. They will be on time and prepared every day.
- Students will accept responsibility for helping to maintain our facilities.

General Violations with Designated Sanctions

All students must abide by the regulations set by the Queen’s Grant High School Board of Directors. The following behaviors are not permitted and will result in the assigned consequences as listed below and may result in the contacting of legal authorities as required by law. Additionally, Queen’s Grant operates on a progressive discipline system and multiple offenses may result in consequences beyond those listed below.

Offense	Consequence
Academic dishonesty, including cheating and plagiarism	1 st Offense: An alternate assessment; 75% maximum grade Subsequent Offenses: A zero on assessment
Disruption of learning	Student will be removed from class and remain in the learning lab for the period in which the offense occurred.
Dress Code Violations	1st - Learning Lab for rest of day. (If student can get in dress code, they can attend next class) 2nd - Learning Lab for rest of day. 3rd - Learning Lab for rest of day and following day. 4th or more - Learning Lab for rest of day. OSS for following day.
Eating and drinking during class without the consent of the teacher	Student will be removed from class and remain in the learning lab for the period in which the offense occurred.

Offense	Consequence
Tardy to 1st Period	1st - Warning 2nd - Warning & Parent Notification 3rd or more - Learning Lab for Period
Tardy (Less than 5 minutes tardy) *Tracked per class **Periods 2-6	1st - Warning 2nd - Warning & Parent Notification 3rd - Learning Lab for Period 4th - Learning Lab (6 periods) 5th or more - 1 day OSS
Tardy (5 minutes or more) *Tracked per class **Periods 2-6	1st - Learning Lab (6 periods) & Parent Notification 2nd - Learning Lab (3 days) 3rd - 1 day OSS
Inappropriate Language or Profanity	Student will be removed from class and remain in the learning lab for the period in which the offense occurred.
Inappropriate use of electronic devices on campus	Student will be removed from class and remain in the learning lab for the period in which the offense occurred.
Being in an unauthorized location on the Queen's Grant campus	1st Offense: Student will be removed from class and remain in the learning lab for the period in which the offense occurred. 2nd Offense: Student will be removed from class and remain in the learning lab for 3 class periods in which the offense occurred. Subsequent Offenses: Time in learning lab will increase with possibility of Out of School Suspension.
Insubordination to staff members	1st Offense: Student will be removed from class and remain in the learning lab for the period in which the offense occurred. 2nd Offense: Student will be removed from class and remain in the learning lab for 3 class periods in which the offense occurred. Subsequent Offenses: Time in learning lab will increase with possibility of Out of School Suspension.

Offense	Consequence
Insubordination to the Principal/Assistant Principal	<p>1st Offense: Student will remain in the learning lab for the rest of the day.</p> <p>2nd Offense: Student will remain in the learning lab for the rest of the day and the entire following day.</p> <p>Subsequent Offenses: Student will receive Out of School Suspension</p>
Unauthorized absence from class, leaving campus, or a school sponsored event without approval from the office.	<p>1st Offense: Student will remain in the learning lab for 3 days.</p> <p>Subsequent Offenses: Student will receive 3 days of Out of School Suspension.</p>
Assault, fighting, making threats, theft, or any other illegal activity	Minimum 3 day Out of School Suspension
Destruction or vandalism of school property	Minimum 3 day Out of School Suspension
Engaging in harassing behavior/bullying	Minimum 3 day Out of School Suspension
Gambling	Minimum 3 day Out of School Suspension
Tampering with school safety equipment	Minimum 3 day Out of School Suspension
Violations of the Acceptable Computer Use Policy	Minimum 3 day Out of School Suspension
Smoke/Stink Bombs	10 day Out of School Suspension
Bomb threats or other false alarms	Minimum 10 day Out of School Suspension
Gang related activity	Minimum 10 day Out of School Suspension
Possession, use, sale or being under influence of alcohol, drugs, tobacco or drug paraphernalia on school grounds or at a school sponsored event	Minimum 10 day Out of School Suspension
Possession or use of explosives or smoke/stink bombs on school grounds or at a school sponsored event	Minimum 10 day Out of School Suspension
Possession or use of a weapon or other object that could reasonably be considered a weapon on school grounds or at a school sponsored event	Minimum 10 day Out of School Suspension
Explosives	Minimum 10 day Out of School Suspension

Our expectations for our students during the school day apply to all extracurricular events both on campus and off campus.

The preceding list is not to be seen as all inclusive. The administration reserves the right to amend this list as unique situations arise. The administration also reserves the right to deviate from the stated disciplinary action(s) based on unique or aggravating factors.

Learning Lab

The temporary removal of a student from his/her assigned class as an alternative to ISS. Students will be provided with their lessons to complete and a facilitator will guide them. Students will also be counseled on their behavior.

OSS – Out of School Suspension

Suspension from school 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.

Long Term Suspension or Expulsion

When the act of misconduct is considered a crime under state law, constitutes extreme non-compliance with school rules resulting in aggravating circumstances, or is so extreme that it threatens the safety of others, the student may serve a long term suspension or, if age fourteen (14) or older, be expelled from the school. The student will be granted a right to a due process hearing. A 365 day suspension is a denial to a student of the right to attend school and to take part in any school function for a full 365 days. The Board must suspend a student for 365 days for possession of a firearm or destructive device on school property or a school sponsored event. If a teacher is assaulted or injured by a student and as a result the student is long term suspended or reassigned to alternative education services, the student shall not be returned to that teacher's classroom unless the teacher consents. No student shall be long-term suspended or expelled from school solely for truancy or tardiness offenses.

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.

Suspension of Exceptional Child

In the event that a child with special needs exhibits behavior which, if the child were not a child with special needs, could result in the suspension or expulsion of the child from school for a period of more than ten school days or for consecutive periods that total more than ten school days, the school shall require a multidisciplinary team promptly to review the evaluation already completed for the child and conduct a Manifestation Hearing to determine if the behavior is caused by the child's special needs including:

1. Whether the child is presently receiving appropriate education, and
2. Whether medication is needed or present medication is appropriate.
3. Whether the behavior in question is a manifestation of the child's disability

If the review establishes no such relationship, the school may initiate its normal disciplinary procedures, but must continue to provide those services that the school based committee finds are necessary to prevent the student from regressing educationally during the suspension. If the review does establish such a relationship, the school may not initiate its normal disciplinary procedures. The findings should be used in determining an appropriate program.

Due Process Procedures

The following due process procedures only govern the suspension or the expulsion of a student from the school's regular educational program. If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision, then such action of reinstatement shall not limit or prejudice the school's right to suspend or expel the student following that decision.

A. Suspension of Ten (10) School Days or Less

As a general rule, prior to any suspension of the student, the principal and/or dean shall provide the student with the following due process:

1. The student will be informed of the charges against him/her, and, if the student denies the charges, the principal and/or dean shall provide the student with an explanation of the evidence.
2. The student shall be provided an opportunity to explain his/her version of the facts.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the principal and/or dean may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth in this section.

If, after providing the student with his/her due process rights, the principal and/or dean determine that the student has engaged in a prohibited act under this Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days. The principal and/or dean, or his/her designee, shall inform (in person or by phone) the student's parent (in English and in the parent's primary language when readily available) of the suspension and of the reasons and conditions of the suspension. The student shall be provided the right to take home textbooks, complete homework assignments and an opportunity to make-up exams. A decision to suspend a student for ten (10) or fewer school days is final and not subject to further review or appeal.

B. Suspension for Eleven (11) or More School Days and Expulsion

The Board of Directors will hear all long-term suspensions and expulsions.

1. The principal and/or dean may recommend to the Board of Directors the long term suspension of any student who willfully engages in conduct that violates a provision of the Student Code of Conduct that authorizes long-term suspension or expulsion.

2. The Board of Directors shall provide the student an opportunity for a hearing before imposing a long-term suspension. If the student declines a hearing or if no hearing is timely requested, the Board of Directors shall review the circumstances of the recommendation for long-term suspension or expulsion and may:
 - a. Impose and/or decline to impose the recommended suspension or expulsion; or
 - b. Modify and impose the recommended suspension or expulsion.
3. A parent shall be notified by the principal in writing (in English and in the parent's primary language when readily available) of the principal's recommendation to suspend or expel. The written notice shall:
 - a. State the nature of the violation with reference to the provision of the Code of Conduct the student is alleged to have violated and the proposed consequence.
 - b. If a hearing is desired, the student or parent must notify the principal in writing within four (4) days of receiving the notice. If a hearing is timely requested, it will be held and a decision issued before a long-term suspension is imposed. If the student or parent requests a postponement of the hearing or if the hearing is requested beyond the time set for such request, the hearing shall be scheduled, but the student shall not have the right to return to school pending the hearing. If neither the student nor the parent appears for the hearing, the parent and student are deemed to have waived the right to a hearing and the Board of Directors shall conduct the review set out in Section B2 above.

Should a hearing be timely requested, the hearing will be conducted by the Board of Directors. For the hearing, the student will be provided procedural due process pursuant to state law including, but not limited to, the following:

- a. The right to be represented at the hearing by counsel or, in the discretion of the local board, a non-attorney advocate.
- b. The right to be present at the hearing, accompanied by his or her parents.
- c. The right of the student, parent, and the student's representative to review before the hearing any audio or video recordings of the incident and, consistent with federal and State student records laws and regulations, the information supporting the suspension that may be presented as evidence at the hearing, including statements made by witnesses related to the charges.
- d. The right of the student, parent, or the student's representative to question witnesses appearing at the hearing.
- e. The right to present evidence on his or her own behalf, which may include written statements or oral testimony, relating to the incident leading to the suspension.
- f. The right to have a record made of the hearing.
- g. The right to make his or her own audio recording of the hearing.

- h. The right to a written decision, based on substantial evidence presented at the hearing, either upholding, modifying, or rejecting the principal's recommendation of suspension and containing at least the following information:
 - i. The basis for the decision, including a reference to any policy or rule that the student is determined to have violated.
 - ii. Notice of what information will be included in the student's official record.
 - iii. The student's right to appeal the decision and notice of the procedures for such appeal.
- c. Advise of the right to retain an attorney or an advocate of their choice and at their expense to represent the student in the hearing, right to review and obtain copies of the student's educational records prior to the hearing.
- d. Include what information will be included in the student's official record and the procedure for expungement of this information.

Students who receive a long-term suspension may be offered alternative education services during the long-term suspension period. All discipline decisions made by the Board of Directors are final.

MISCELLANEOUS PROVISIONS

A. Request for Readmission

All students suspended for 365 days or expelled may, after 180 calendar days from the date of the beginning of the student's suspension or expulsion, request in writing readmission to the school.

B. Voluntary Agreements

At any time, the principal or his/her designee may enter into a written contract with the student and his/her parent(s) setting forth the parties' agreement in settlement of disciplinary charges or restitution related to damage to or loss of school property. In such cases, the written agreement shall be final and binding and may not be later challenged by the principal or his/her designee or the student or his/her parent(s).

C. Suspended/Expelled Students on School Property or Attending School Activities

A suspended or expelled student who enters onto school property or appears at a school activity, event or function without the permission of a building administrator shall be deemed to be trespassing.

D. Maintaining Class Progress

When practical in the judgment of the principal, a student may be permitted to maintain progress during the disciplinary period.

Alcohol and Drug Policy

It is the policy of the Queen's Grant School Board to provide a safe and healthy environment for students and to accept a shared role with the community to provide education about, and to prevent, the abuse of drugs and alcohol by the student population. The Board seeks to provide a strong and consistent administrative, faculty, and staff effort to educate students effectively with the goal of eliminating potential and current misuse by students. Further, the Board will uphold disciplinary procedures and will work with public law enforcement agencies in the control of drugs and drug traffic in the schools and at school activities.

The Board prohibits any person from using, possessing, purchasing, selling, distributing, or being under the influence of, all alcoholic beverages and liquors, including wine, beer, non-alcoholic beer, and energy drinks containing alcohol, narcotic drugs, prescription medications, imitation or counterfeit controlled substances, and other illegal substances, including counterfeit or synthetic drugs, huffing (or misuse of inhalants), and/or drug paraphernalia (including but not limited to rolling papers and scales) and misuse of chemical/material (organic or otherwise) that causes or is purported to cause a hallucinogenic/mind altering effect or might bring about a state of exhilaration, euphoria, or otherwise altering mood or behavior, while on School Board property, and while attending a school-sponsored event at a location either on or off school property, unless prescribed by a licensed medical professional as allowed by law. This prohibition also extends to attempts to perform any of the illicit activities listed above.

Any person who remains in the presence of one who is in clear and obvious violation of this policy and who is not otherwise intervening or seeking assistance with intervention may also be found to be in violation of this policy.

The Queen's Grant School Board shall allow, as a limited exception, alcohol-, and drug-related paraphernalia to be included in instructional or research activities and programs held on school property for educational purposes, but the activity must be conducted or supervised by a faculty member overseeing the instruction, research, or program, and the activity shall not involve the consumption or ingestion of the product.

This policy applies throughout the school year, regardless of whether school is in operation. Principals are responsible for enforcing and ensuring that school personnel comply with this policy.

For purposes of this policy, the following definitions apply:

1. *"Use"* includes, but is not limited to, the consumption, injection, inhalation, or absorption of a prohibited substance, including alcohol and illegal drugs, into the body by any means at any time while on school property or at a school sponsored activity, and can include a controlled substance without authorization by a physician or in a manner that is not authorized by the prescribing physician.
2. *"Possession"* shall mean having the power or intent to control a prohibited substance and shall apply to a student's automobile, locker, book bag, or desk, or a student's person on school property or at any school sponsored activity.
3. *"Purchase"* and *"sell"* shall mean the exchange of alcohol and drugs, and alcohol- and drug-related products, and any other prohibited substance for money or other consideration.
4. *"School property"* shall mean the physical premises of all Queens Grant School Board-owned or leased campuses and properties, bus stops, and vehicles, and all school sponsored curricular or extracurricular activities, whether occurring on or away from a school campus.

Tobacco Policy

Queen's Grant High School students will not possess or use tobacco products either on school property, or while attending a school-sponsored event at a location off school property. All tobacco products, including electronic cigarettes and all lighted and smokeless tobacco and/or nicotine products are prohibited and will be confiscated.

Any person who remains in the presence of one who is in clear and obvious violation of this policy and who is not otherwise intervening or seeking assistance with intervention may also be found to be in violation of this policy.

The Queen's Grant School Board shall allow, as a limited exception, tobacco products and tobacco-related paraphernalia to be included in instructional or research activities and programs held on school property for educational purposes, but the activity must be conducted or supervised by a faculty member overseeing the instruction, research, or program, and the activity shall not involve the consumption or ingestion of the product.

This policy applies throughout the school year, regardless of whether school is in operation. Principals are responsible for enforcing and ensuring that school personnel comply with this policy.

For purposes of this policy, the following definitions apply:

1. *"Tobacco"* shall incorporate the definitions in North Carolina statutes, and shall include:
 - a) Tobacco-derived product—any noncombustible product derived from tobacco that contains nicotine and is intended for human consumption, whether chewed, absorbed, dissolved, ingested, or consumed by other means.
 - b) Tobacco product—any product that contains tobacco and is intended for human consumption. This can include a tobacco-derived product, vapor product, or components of a vapor product.
 - c) Vapor product—any noncombustible product that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution contained in a vapor cartridge. The term includes an electronic cigarette, electronic cigar, electronic cigarillo, and electronic pipe.
2. *"Use"* includes, but is not limited to, the consumption, injection, inhalation, or absorption of a prohibited substance, including tobacco products, into the body by any means at any time while on school property or at a school sponsored activity.
3. *"Possession"* shall mean having the power or intent to control a prohibited substance and shall apply to a student's automobile, locker, book bag, or desk, or a student's person on school property or at any school sponsored activity.
4. *"Purchase"* and *"sell"* shall mean the exchange of tobacco products, and any other prohibited substance for money or other consideration.
5. *"School property"* shall mean the physical premises of all Queens Grant School Board owned or leased campuses and properties, bus stops, and vehicles, and all school sponsored curricular or extracurricular activities, whether occurring on or away from a school campus.

Bullying or Harassing Behavior Policy

The school prohibits any type of bullying or harassing behavior by students. Bullying or harassing behavior is defined as any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school sponsored function on a school bus, or that causes a substantial disruption to school operations and/or interferes with the rights of other students and that:

- Places a student in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. "Hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Procedures for Reporting Harassment, Intimidation and Bullying

1. Any school employee who has witnessed or has reliable information that a student has been subject to any act of bullying or harassing behavior shall report the incident to the principal. A student, volunteer, or visitor who has witnessed or has reliable information that a student has been subject to any act of bullying or harassing behavior should, and are strongly encouraged to, report the incident to a teacher, other staff member or the principal.
2. A report of bullying or harassing behavior should be done in written form, providing as much information as possible. The report may be done anonymously.
3. Any staff member who receives a report of bullying or harassing behavior shall immediately forward the report to the principal who will ensure that a prompt investigation is completed. The investigation is to be complete within three (3) school days after a report or complaint is made.
4. Within two (2) school days of receiving a report of a prohibited act of bullying, the principal or his/her designee shall notify the parent of the alleged victim of bullying and the parent of the alleged perpetrator of bullying. Upon completion of the investigation report, the principal or his/her designee shall notify the parent of both the victim and perpetrator of the result of the investigation.
5. There will be no reprisal or retaliation against any person who reports an act of bullying or harassment. Such reprisal or retaliation by a student is a violation of the Student Code of Conduct and will result in disciplinary action pursuant to the Student Code of Conduct.
6. Any student who is found to have falsely accused another of bullying or harassment is subject to remedial action in accordance with the Student Code of Conduct. Bullying or harassing behavior is a violation of the Student Code of Conduct and will result in disciplinary action pursuant to the Student Code of Conduct.

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.