

**MASSEY HILL CLASSICAL
HIGH SCHOOL**



**STUDENT & PARENT
HANDBOOK
2023-2024**

VISION STATEMENT

Massey Hill Classical High School will be the premier option for families seeking a safe, inclusive, rigorous, and traditionally-structured environment that emphasizes collaboration, creativity, leadership, and service for all.

MISSION STATEMENT

Massey Hill Classical High School inspires all stake-holders to be motivated, inquisitive, and self-sufficient to become contributing members of society through the use of didactic instruction, individual intellectual coaching, & paideia seminar in a nurturing, learner-centered, and challenging environment.

ANNUAL PUBLICATION NOTICE

SECTION 504 OF THE 1983 REHABILITATION ACT

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. The schools will endeavor to locate and identify disabled persons ages three through twenty. A free appropriate public education will be provided to qualified handicapped individuals.

Compliance with the requirements of Section 504/ADA is coordinated by:

Mrs. Natasha Scott
Cumberland County Schools,
2465 Gillespie Street
Fayetteville, North Carolina 28306
phone (910) 678-2300; e-mail:
natasha.scott@ccs.k12.nc.us

NON-DISCRIMINATION STATEMENT

It is the policy of the Cumberland County Board of Education not to discriminate on the basis of race, ethnic origin, sex or disability in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973 and the Title of the 1990 Americans Disabilities Act (ADA).

NOTICE TO PARENTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the students is limited and generally requires prior consent by the parents of the student.

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

Complaints about failures of school personnel to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Federal Building No. 10,600 Independence Avenue, SW, Washington, D.C. 2000202.

SCHOOL INFORMATION

Student Absences	Jessica Tope
Activities/ Scheduling Events	Admin Team
Announcements	Admin Team
Student Attendance	Jessica Tope
Clubs	Individual Sponsors
College Information	Avvette Smith
Disciplinary Procedures	Admin Team
Drivers Education	CCS DRED, 678-2526
Driver's Eligibility Certificates	Jessica Tope/Patricia Ward
Emergency Messages	Admin/John Gibson
Graduation Requirements	Avvette Smith
Immunizations	Jessica Tope
Injuries/ First Aid	Main Office
Lock Combinations	Patricia Ward/John Gibson
Lockers	Main Office
Lost and Found (including books)	Main Office
Media Center	Julianne Dunn
Medications at School	Patricia Ward/Betsy O'Briant/John Gibson
Parking Permits	Main Office
School Pictures	Main Office
School Resource Officer Program	SRO
Standardized Testing	LaTonya Adams
Student Council	Julianne Dunn
Supplies	Betsy O'Briant
Discipline	Admin Team

MASSEY HILL CLASSICAL HIGH SCHOOL EXPECTATIONS

AIDING AND ABETTING:

No student will **aid or abet** in the violation of the rules established by Massey Hill Classical High School and the Cumberland County Board of Education or the laws of the State of N.C. This includes serving as a lookout for others who are breaking school rules and **failing to report violations of school policy to school personnel. Reports may be made anonymously.**

ATHLETICS:

It is the responsibility of the student to notify Ms. Smith at the beginning of each semester that he/she is participating in sports with Cumberland County Schools. Student athletes must adhere to the expectations outlined in the Cumberland County High Schools Student-Parent Athletic Handbook.

ATTENDANCE POLICY:

Students under the age of 16 must adhere to the North Carolina compulsory attendance law (G.S. 115c-378). Students are required to attend school 180 days or 90 days each semester based on an A/B or 4 x 4 schedule. A student shall be present at least one half of the period in order to be recorded present for the period. Students must be in attendance 90% of the instructional year in order to receive credit for a course. **Please see your administrator if attendance is or will be an issue.** Parents will be notified in writing when a student accumulates three (3), six (6), and ten (10) unlawful absences.

- The responsibility for school attendance will be that of the home. Parents and students are expected to cooperate with teachers and administrators to ensure regular attendance. To achieve an efficient and workable program regarding student attendance, the following procedures will be implemented:
- Any student, who comes onto campus late during the school day or needs to leave school for any reason, must check in/out through the office.
- A parent/guardian must send a note explaining the student's absence upon the student's return to school.
- The classroom teachers and school will keep daily records of attendance, check-ins, and check-outs. Students who are absent ten consecutive days without notifying the school will be dropped from the roll. Students under 16 will be reported to the District Attorney's Office.
- The principal may assign the student an incomplete grade if all requirements, including attendance, are not met.
- **NO ATTENDANCE RECOVERY WILL BE OFFERED.** The expectation is that students will attend school each and every day, prepared to learn

A conference with the principal and school social worker will be required for ten (10) unlawful absences and court action will be considered. **An unlawful absence is any absence that does not meet the criteria for lawful absence or for which written documentation is not provided by the parent or guardian within three (3) days.** Parents may provide written notes excusing their child's illness, however, if a student accumulates (10) lawful absences due to illness, a note from a medical provider will be required unless there is a documentation of a medical diagnosis on file at the school.

CHECK-IN PROCEDURES:

Students reporting late to school must sign in at the Front Office. This includes students who are not in class by the tardy bell for the first period.

CHECK-OUT PROCEDURES:

If a student wishes to leave school early, he/she must bring a note from home to the front office on the morning of check-out. School personnel will verify the note before the student is allowed to check-out. If a student needs to leave campus at any time during the school day due to illness, school personnel will contact the parent/guardian for permission. **Students may not check out for lunch.**

Any student who fails to follow the proper check-in/out procedures shall be considered as truant.

CHECKING OUT:

- Only individuals listed on the Emergency Contact form can check-out a student. A photo ID must be provided in order to check the student out of school.
- Only parents and their designees may check out students, unless the student drives to school. Those students may check-out with a verifiable parent note. The note must be brought to the office no later than 9:00 a.m. on the date of checkout.
- Checking out prior to 50% of class completion, which is 48 minutes, will result in an absence in that class.
- No checkouts are permitted for any student after 2:20 p.m

EXCUSED ABSENCES:

The following shall constitute valid/lawful excuses for the temporary non-attendance of a student at school provided satisfactory evidence of the excuse is provided to the appropriate school official. Written documentation must be provided by the parent/guardian for all absences within three (3) days of a student's return to school.

The following shall constitute valid/lawful excuses for an absence.

- **Illness or injury**
- **Quarantine**
- **Death in the Immediate Family**-the immediate family of a student includes grandparents, parents, brothers, sisters, aunts, and uncles.
- **Medical or dental appointments**
- **Court or Administrative proceedings**
- **Religious Observation**
- **Educational Opportunity**-the purpose of the absence is to take advantage of a valid educational opportunity. Approved absences under this policy are limited to five (5) days. Approval for such an absence must be granted by the principal at least one week prior to the absence and board policy guidelines must be fulfilled. See Cumberland County Board Policy JBD-R at www.ccs.k12.nc.us/. Without such approval, absences are unlawful. Forms are available in the Main Office and on the school website.

EARLY RELEASE:

Seniors who have earned the required number of credits to graduate on time may apply to administration for early release for 3rd and 4th period. Students who are approved for early release may not stay for the lunch period without the approval of administration. Students who are approved for early release must leave campus unless authorized to be on campus by administration for special events.

UNEXCUSED ABSENCES:

Unexcused absence is defined as:

- A student's willful absence from school with or without the knowledge of the parent, or:

- A student's absence from school for any reason other than those listed under "Excused Absences", or,
- Any absence, regardless of reason, not supported by written documentation within 3 school days of the absence.

TARDY POLICIES:

I. Late Check-In's to School

Each student may check in **TWICE EACH NINE-WEEK PERIOD WITHOUT PENALTY**. Subsequent late check-ins will result in administrative referral as outlined below.

Late check-ins will not carry over to subsequent semesters. The **ONLY** exception will be for students checking in with a legitimate doctor's note, court document, or death in family documentation (not a parent note). Driving students with excessive tardies as determined by the principal may lose the privilege of parking on school grounds. Excessive late check-ins may result in attendance probation and a recommendation from the principal to the student assignment office that the student be exited from the choice program.

INFRACTION	ACTION
1st unexcused late check-in	Warning
2nd unexcused late check-in	Parent Notification/Student Notification
3rd unexcused late check-in	Administrative Referral

II. Tardies to Class

Students are tardy if they are not in their seats when the instruction begins.

All students who are tardy to class without a pass will be subject to disciplinary action. Teachers will assign appropriate discipline for the first three tardies per semester and document in A.B.E. After the fourth tardy, the teacher will refer the student to the appropriate principal for administrative action. The teacher will notify parents after the third tardy.

Truancy: All students must adhere to the given schedule. The following actions constitute truancy:

- Leaving the campus without permission. Students **must** check out through the main office.
- Being absent from school without a parent's prior knowledge
- Not attending class
- Being in the hall without permission
- Leaving class without permission
- Using forged notes to leave class or leaving class under false pretenses
- Unexcused tardiness to class
- Absence from one teacher's class to help another teacher without approval from **both** teachers and the administration
- Students leaving campus after arrival without a parent's permission given to office personnel for check-out, constitutes skipping (including restaurant next door and Drugstore).

Parents or guardians will be notified if a student is caught not attending class. Truancy is a Class I violation of the Code of Student Conduct.

BELL SCHEDULES:

REGULAR SCHEDULE			GLA SCHEDULE		
7:40 - 9:16	1st Period	96 mins	7:40 - 9:04	1st Period	84 mins
9:21 - 10:58	2nd Period	97 mins	9:09 - 10:33	2nd Period	84 mins
10:58 - 11:28	1st Lunch	30 mins	10:38 - 11:23	GLA	45 mins
11:33 - 1:09	3rd Period	96 mins	11:23 - 11:53	1st Lunch	30 mins
11:03 - 12:39	3rd Period	96 mins	11:58 - 1:22	3rd Period	84 mins
12:39 - 1:09	2nd lunch	30 mins	11:28- 12:52	3rd Period	84 mins
1:14 - 2:50	4th Period	96 mins	12:52- 1:22	2nd lunch	30 mins
			1:27-2:50	4th Period	83 mins

BOOKBAGS, ATHLETIC BAGS AND SIMILAR ITEMS:

Bookbags, athletic bags, or similar items may be used only for the purpose of transporting books, other school-related materials, and personal effects to and from school. Immediately upon the student's arrival at school, any book-bag, athletic bag, or similar item must be deposited in the student's locker. Students may use a laptop bag to transport their chromebook only.

Any item needed by the student during the school day, such as physical education clothes or equipment, may be secured from the locker prior to the class. Students may use a drawstring mesh bag for their PE clothing, but these bags must be stored in their locker following their PE class.

Musical instruments must be placed in appropriate music classes upon arrival to school. Musical instruments are not allowed outside of music classes.

BUS TRANSPORTATION:

Students who ride the buses are expected to conduct themselves in an orderly manner. The school principal, assistant principal, or principal designee have the authority to suspend students from riding the school bus for infractions as outlined in the Cumberland County Schools handbook.

CAFETERIA:

For the 2023-2024 school year, breakfast will be served at no cost to students, however, there will be a charge for lunch. Free and reduced priced lunch is available to students who qualify. Parents may put money on the student's account. The following are rules and regulations to be observed while in the cafeteria:

- Seniors may move to the front of the line.
- All food, whether brought from home or purchased at school, will be consumed in the cafeteria.
- Vending machines in the cafeteria will be available for student use during lunchtime only.

CCS Student Meal Prices for 2022-23 School Year

	Breakfast	Lunch
Grades 6-12 (paying)	\$0.00	\$2.75
All Grades (reduced)	\$0.00	\$0.00
Adults	a la carte	a la carte

CHROMEBOOK/LAPTOP USE

I. Technology Use Agreement

Students and parents must sign and return the technology use agreement. Students are expected to read and adhere to the policies for use and responsibilities outlined in that agreement. Failure to do so could result in loss of computer access, fines, and/or disciplinary action.

II. Chromebooks will be assigned

Students will be assigned a chromebook during the first week of school. Students are responsible to keep their devices charged and ready to use for class daily. Do not keep devices in your lockers overnight. Take them home to ensure they get charged.

III. Care

Computers are to be transported between classes using the laptop bag. Students should not carry the devices by the screen and will not put other items in the laptop bag that could damage the cover or screen.

IV. Educational Use

The one to one program allows students access to technology throughout the school day. However, computers are to be an educational resource and should only be accessed during class when the teacher has permitted use. When and how long students use the devices in each class will differ and based on teacher discretion.

CLUBS AND ORGANIZATIONS:

Elections: Club elections are held at the beginning or end of the school year. The only exception is the Key Club, which must elect officers in February. Election procedures are outlined in each club's constitution. If a club member has a question concerning specific elections, he/she should contact an officer of the organization involved.

Anime Club:

Purpose – To explore stylized Japanese animation & literature.

Criteria – Membership is open to all MHCHS students interested in anime.

Art Club:

Purpose – To provide extra creative time in the arts

Criteria – Membership is open to all art students in grades 9-12.

Battle of the Books:

Purpose - To help students read out of their comfort zone and develop an appreciation for other types of literature as well as a love of reading

Criteria - Membership is open to all students who are willing to read the books, discuss them with their peers and compete in a quiz bowl style competition. Meeting times TBD.

Key Club:

Purpose – To serve the school and community and to develop student leaders and their leadership skills

Criteria – Membership is open to all MHCHS students. To maintain membership, students must attend 50% of the meetings per month and complete two service projects per semester. Students who fail to meet these requirements are removed from membership for the following semester and may not join again until the next school year. Membership dues are established each year.

Military Appreciation Club (MAC):

Purpose– To promote positive relations, service, support of our military community.

Criteria– Membership is open to all MHCHS students.

National Honor Society:

Purpose – To promote the ideals of academic excellence, service, leadership and character in the students of Massey Hill Classical High School.

Criteria – Students must have a minimum weighted GPA of 4.0 AND a minimum unweighted GPA of 3.4 or numerical average of 90 on the previous semester's rank list, and a minimum number of character, leadership, and service points. These points are documented from attendance, discipline, activity, community service records, and teacher recommendations. Membership dues are \$20.00 per school year.

Quiz Bowl Team:

Purpose– The MHCHS Quiz Bowl team is a competitive, academic, interscholastic activity for which players attend periodic practices and then represent their school at varsity tournaments. The NCASA is the governing body that promotes academic excellence and success of North Carolina Students through competition.

Criteria–To attend the practices on a regular basis and to realize that practice is important. To understand that Quiz Bowl requires teamwork and that all members must give 100% in order for the team to be effective and progress in competitions. Fees and expenses are possible as the team progresses.

Science Olympiad

Purpose – To create a passion for learning science with an emphasis on teamwork and a commitment to excellence by preparing for academic competitions, which are held at the regional, state, and national levels.

Criteria – To attend the practices on a regular basis and to realize that practice is important. To understand that Science Olympiad requires teamwork and that all members must give 100% in order for the team to be effective and progress in the competitions. A membership fee is required and possibly other expenses as the team progresses.

Speech and Debate:

Purpose – To develop public speaking skills in both debate competition and dramatic competitions.

Criteria – Open to all MHCHS students. Students must be willing to attend weekly afternoon meetings and tournaments on weekends. To qualify for the National Speech and Debate Association students must attend at least 5 tournaments throughout the school year. A membership fee is required for team activities.

Student Government Association:

Purpose – To represent and encourage cooperation among the student body and to provide a means for student opinions and ideas to be expressed to the faculty and administration of MHCHS. The Student Government is the representative of and advisor to the student body of MHCHS.

Criteria – To run for an SGA office, students must have a minimum 2.75 GPA and must have teacher and student recommendations.

Thespian Club

Purpose – Serves all students with an interest in all things theatre. Students explore theatre games, plays, musicals, technical theatre, and more while building positive relationships with fellow artists.

Criteria – Membership open to all students of MHCHS who want to learn more about on and off stage elements of theater arts.

ESports

Purpose – Play video games and socialize with other students. Esports can boost children's strategic thinking, teamwork, communication, leadership, performance skills and confidence building.

Criteria– Membership open to all students of MHCHS. Students are encouraged to participate in tournaments in which they will have to pay a fee. Students that participate in tournaments must be passing all of their classes.

SPONSORS OF MHCHS CLUBS/ORGANIZATIONS

All students are encouraged to join one or more clubs or organizations. Sponsors will provide students with specific information regarding their club or organization to include meeting dates and times.

Anime Club- Gregory Nazario

Art Club – Elizabeth DeGraff

Battle of the Books- Julianne Dunn

Key Club – Jessica Osnoe

Military Appreciation Club- Mark Czechowski

National Honor Society – Melissa Hunter and Robert O’Neal

Quiz Bowl- Dr. Douglas Massengill

Science Olympiad- Joseph Miller and Dali Emami

Speech and Debate – Santevia Reaves

Student Government Association – Julianne Dunn

Thespian Club- Molly Malone

ESports – Mark Czechowski

CODE OF CONDUCT:

The purpose of the Student Code of Conduct is to state clearly the standards for acceptable conduct of students. The goal of student discipline is not punitive, but rather to maintain safe and caring schools, to teach students to behave in ways that contribute to academic achievement and school success, and to support an exceptional school environment where students and staff are responsible and respectful. Each student/family will be provided with a current CCS Code of Conduct copy to review together and refer to as needed. You may access an electronic copy of the handbook on the CCS website: <https://www.ccs.k12.nc.us/>.

SEARCHES - STUDENT’S PERSON (Board Policy No: 4342):

The Board of Education authorizes administrative personnel who have reasonable belief that a student or students are in possession of weapons, illegal drugs or other items harmful to the

student or students or to the welfare of the student body to search the person of said student(s) under the following conditions:

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

The above shall be with the knowledge, and under the supervision, of the principal. Any search of a student's person shall be done privately by a teacher or administrator of the same sex as the student to be searched. At least one witness who is an administrator or teacher, also of the same sex as said student, shall be present throughout the search. Reasonable belief on the part of an administrator may be based upon information from such sources as faculty members, reliable students, a law enforcement officer, visual evidence or any of these factors. Indiscriminate search of desks or lockers or any searches without the existence of the necessary reasonable belief described above shall not be practiced in any school of the School District.

SEARCH AND SEIZURE - SCHOOL PROPERTY:

The Board of Education fully recognizes the application of constitutional law to the area of student privacy. The Board is equally aware that such tangible personal property items as student desks, student lockers and related properties are and remain the property of the Board, who represent the citizenry subject to statutory requirements of the State of North Carolina. The Board of Education, thus, is charged with maintenance of such property items and authorized inspection for any maintenance-related reasons. With respect to opening said student lockers or desks for other reasons, the following shall be considered applicable throughout the Cumberland County School District. Desks, lockers and other equipment at any school belong to the School District and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other material is contained therein which is illegal, harmful to the safety of the student, or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

COMMUNITY SERVICE:

We believe that service to the community is an important component in our efforts to accomplish the development of character, leadership, school pride, and civic responsibility. Community Service consists of non-paid donations of time to help a worthy cause. Please contact the school in advance if you have any questions about whether a potential Community Service activity qualifies. All students at Massey Hill Classical High School must complete a minimum number of service hours each year.

9 th grade	4 hours
10 th grade	8 hours
11 th grade	12 hours
12 th grade	16 hours

COUNSELING AND STUDENT SERVICES:

A variety of services designed to meet the educational, emotional, and personal needs of all students are available throughout the school year. These services are provided on an individual basis, in small groups, or in a classroom setting. The counselor also coordinates meetings between parents and teachers, explains the details of the different platform courses available

for students to parents and students, and provides information on careers and institutions of higher learning.

Additional services provided through the student services office are:

- Transcripts (Must request online through <https://ccsnc.scribborder.com/>)
- Financial aid (Scholarships, grants, loans, etc.)
- FTCC High School Connections
- North Carolina Virtual Public School (NCVPS)
- Edgenuity (Credit Recovery and Initial Credit)
- SAT/ACT Fee Waiver Eligibility
- Community Service documentation (Social Worker)
- 504 plans (Social Worker)
- College Visits
- College Application Support

DELIVERIES:

Flowers, balloons, gifts, and other deliveries, including food, will not be accepted at school. Students are not allowed to bring gifts to deliver to other students on campus.

DRESS CODE:

MHCHS has been approved as a uniform code of dress school since its founding in 1998.

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

- Bottoms can be Black, Navy, or Khaki. Blue jeans/denim material are not permitted. Pants must be dress/chino/slacks or comparable style.
- Tops must be White, Black, Navy or Green. The green must be hunter or forest green. Students are permitted to wear either polo shirts or button downs (long sleeve or short sleeve). Students may also wear a school purchased MHCHS polo shirt.
- Non-bulky outerwear (Jackets similar to those available for purchase through the school, fleece vests, cardigans, sweaters, and school/vendor purchased or issued letterman jackets) can be worn throughout the day. Such outerwear must be solid-color in black, navy, green, or white. Bulky outerwear (i.e. bubble jackets, etc.) may be worn to and from school, but should remain in the student's locker during the school day.
- Leggings are permitted under skirts. Leggings must be neutral solid color tights. **Skirts and shorts for all students must fall below mid-thigh.**
- Shoes may be any color, however they must have a closed toe and closed heel. Slides and slippers are not permitted. Due to the hazards presented on the stairs and entrances to our historic building, crocs, slippers, and slides are not permitted. Additionally, not shoes with a greater than a two inch heel may be worn.
- School hoodies (those purchased through the school) are permitted for all students, however Senior hoodies may only be worn by Seniors. Hoodie hoods may not be worn in the school building at any time.

- Blue jeans without holes **above the knee**, Skittle shirts (purchased through MHCHS), Club shirts and Sports shirts/jerseys will be permitted on Fridays. The sports shirt/jersey must be from the students home school and the student must be a current member of the athletic team.
- Physical Education (PE) Uniforms: Green or Black shorts (length below mid-thigh) or sweatpants and a plain Gray t-shirt (no graphics).
- All backpacks will need to stay in lockers. They will not be permitted in the classroom.
- School ordering information for MHCHS uniform items will be sent out as soon as possible and posted on the school website.

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

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

The following specific items are also not permitted:

1. Clothing worn in such a manner so as to reveal underwear
2. Bare feet, bedroom slippers
3. See-through, mesh garments
4. Clothing that is excessively baggy or tight
5. pajamas
6. Sunglasses worn inside school building
7. Sagging pants
8. Jeans with holes above the knees are not permitted unless tights are worn under
9. Bare midriff shirts
10. Strapless or backless shirts
11. Shorts, skirts or dresses above mid-tight.
12. Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
13. Any adornment such as chains or spikes are not allowed
14. Bandanas
15. Any other article of appearance that is physically revealing or provocative.
16. Hats, hoodies on your head, bonnets, scarves, ski masks, or any other non-religious headwear (*Massey Hill Classical will make the necessary accommodations for religious types of headgear or head coverings that would be otherwise restricted.*)

DRIVERS EDUCATION:

A Driver Eligibility Certificate (DEC) is a certificate certifying that the student has passed at least 70% of his/her courses and has not dropped out of school. *The DEC is valid for 30 days ONLY.* Do not request a DEC from your school if you are not going to apply for your Limited Learner Permit within 30 days.

In order to receive a DEC, a student must provide the front office with the following:

1. Identification that accurately provides the legal name and date of birth (Original or certified copy of Birth Certificate or Military ID)
2. A Driver Education Completion Certificate from the state of North Carolina

3. A parent or guardian to sign the DEC
4. Student must have passed 3 out of 4 courses the previous semester

EXAMS:

Grading Period Exams

At the end of the first, third, fifth, and seventh grading periods, grading period exams may be scheduled at the teacher’s discretion. Mid term exams or projects may be scheduled at the teachers discretion classes at the end of the second and sixth grading periods.

Final Examinations

All end-of-course exams will count as 20% of the final grade. No student will be exempt from any state-mandated exams. Seniors will be exempt from all final exams if they maintain an 85% or higher in any class except EOC courses.

FIELD TRIPS:

Field trips are recognized as a valuable experience in the learning process. **Before a student leaves for a field trip, there must be a parent or guardian signed field trip form filled out.**

FIRST AID:

First aid at the school level is minimal. Anything requiring more than a band-aid a parent will be called.

FOOD AND DRINK IN HALLS AND CLASSROOMS:

No outside food or beverages are allowed in hallways or classrooms unless so authorized by administration. Students bringing lunch from home must place it in their locker upon arrival to school and must retrieve it prior to third period or first lunch. Students are NOT allowed to share any homemade items or purchased items with other students due to food allergies. If a parent brings food to a student, the parent must bring it to the main office. Parents are not allowed to bring food for students other than their child. Students will not be in the hallways or at their lockers during lunch without proper authorization. The sale of any food item by students must be related to school sanctioned sales and must be directly approved by administration. Water bottles are permitted in any container.

GRADUATION REQUIREMENTS:

Future Ready Core: Based on a 4 year academic plan.			
English	4	World Language	2
Math	4	Health/P.E.	1
Science	3	Electives	6
Social Studies	4		

MARKING SYSTEM

A	90-100	4 quality points
B	89-80	3 quality points
C	79-70	2 quality points
D	69-60	1 quality points

F 59 and below 0 quality points

Honors and Advanced Placement courses are weighted as follows:

Honors courses - .5 quality point above standard

AP courses - 1 quality points above standard. (For the 2023-2024 SY, AP African American studies will be weighted as an honors course since it is a pilot College Board course.)

CLASS RANK:

Rank in class is cumulative and begins in grade 9. Rank is determined by the weighted grade point average. Rankings are used in the Junior year at the end of the sixth grading period to determine marshals. The final Valedictorian and Salutatorian Rank will not be determined until the 175th day of senior year. **RANK WILL NOT BE CALCULATED AT ANY OTHER TIME FOR PARENTS OR STUDENTS. ALL RANK REPORTED ON TRANSCRIPTS (unofficial and official is NOT FINAL).**

PROMOTION:

- To be promoted from grade nine (9) to grade (10) each student must pass a minimum of six (6) units of course credit. One (1) of these units must be in English.
- To be promoted from grade ten (10) to grade eleven (11) each student must pass a minimum of thirteen (13) units of course credit in grades nine (9) and ten (10). Two (2) of these units must be in English.
- To be promoted from grade eleven (11) to grade twelve (12) each student must pass a minimum of twenty (20) units of credit in grades nine (9), ten (10), and eleven (11) and be in a position to graduate at the end of the regular school year. Three (3) of these units must be in English.

IMMUNIZATION LAW (G.S. 130-87):

Every child present in this State shall be immunized against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella (MMR), and in addition, shall be immunized against smallpox upon a determination by the Commission for interest of the public health. Every parent, guardian or person in loco parentis and person or agency, whether governmental or private, with legal custody of a child shall have the responsibility to insure that their child has received the required immunization at the age required by the commission of Health Services, and, if a child has not received immunizations by the specified age, such persons shall have the responsibility to obtain the required immunization for their child as soon as possible after the required immunization is determined.

Any child who has received immunization for measles prior to his obtaining 12 months of age shall be required to obtain a second measles immunization after the child has obtained 12 months of age.

State policy requires that a copy of the official immunization record be on file in the student's cumulative record.

INCLEMENT WEATHER:

If school is to be closed, delayed, or released early due to inclement weather, the local radio/TV stations, ParentLink, and school social media will make the announcements. We will also use our messaging system.

LOCKERS/LOCKS:

At the beginning of the school year a locker is assigned to each student. Students are required to supply a traditional combination lock. Students may not share lockers or use unassigned lockers. Combination locks are required on all lockers assigned to students for safety and security reasons. All unauthorized locks on lockers will be cut off. Locks will not be sold by the school. Students may use combination school locks from last year or combination locks purchased commercially. The lock combination must be given to the Grade Level Advisor prior to receiving a locker assignment. Lockers unsecured by locks will be tied off.

LOST AND FOUND/THEFT and CARE OF PERSONAL PROPERTY:

Any articles found on school premises should be turned in to the main office. The safest place to keep personal items and valuables is in the student's locked locker or at home. Understanding that theft is a universal problem, we emphasize to students not to bring excess money other than what is needed for lunch or after school activities. The school is not responsible for the loss of personal property to include cell phones.

MAKE-UP WORK POLICY:

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

In coherence with Cumberland County Schools: Makeup of missed assignments by a high school student on a 4 x 4 schedule must be completed within three school days of the student's return to school. If the teacher is unable to give a student the original assignment as makeup work, then the teacher shall provide an alternative but comparable assignment to be completed by the student. A teacher may allow for an extension of makeup assignment deadlines in the case of valid, extenuating circumstances.

MEDIA CENTER (Donna S. Perdeu Student Activities Center):

The Massey Hill Classical High School Student Activities Center is dedicated to the enrichment of the educational opportunities at our school. The primary purpose of the media center is to provide materials that support the curriculum and to assist students in finding and using them. The following regulations will help to ensure that the media center can provide effective services:

- Students may come to the media center between the hours of 7:40 a.m. and 2:50 p.m. with a pass from a teacher. Students may visit the media center before or after school without a pass from a teacher. Teachers may schedule to bring a class to the media center at any period of the day. Students are welcome during their lunch period with a pass acquired before school from Mrs. Dunn. Students should not bring backpacks into the media center during school hours.
- The media center's normal hours of operation are:
 - Mondays: 7:15 am to 3:00pm
 - Tuesday - Thursdays: 7:15 am to 3:30 pm
 - Fridays: 7:15 am to 3:15 pmIf there is a change in hours they will be listed in the announcements. If more time is needed after school, please see Mrs. Dunn.
- Each student may have three items checked out at any given time. The loan period for books is 14 school days. All materials borrowed from the media center must be checked

out using the appropriate procedures. The loan period for reserve and reference materials is one night. Reference and reserve items may be checked out immediately after school and must be returned before 7:30 a.m. the next school day. Students may not check out magazines.

- Lost or damaged materials must be paid for before checking out other materials. Students who have not returned overnight materials may not check out additional books until the materials have been returned. Students who owe books from previous school years may not check out other materials until the student returns or pays for the owed materials.
- There will be a charge of five cents per page if using the media center printer.
- The media center is a place for reading and research; therefore, a quiet atmosphere will be observed at all times.

MEDICATION & HEALTH INFORMATION:

Student health and safety while on campus is one of our top priorities. According to Cumberland County Schools adopted policies, students may not possess any prescription or non-prescription medication during the school day. All students requiring medications to be administered during the school day must contact the school's medication clerk. Any medications needing to be administered during the school day must have the accompanying [Physician's School Medication Form](#) completely filled out by parent/legal guardian and physician prior to the parent/guardian signing in the medication with the medication clerk. All labels on medication must match the directions and other identifying information on the Physician's School Medication Form. For more information please refer to the [CCS Medication Administration Protocol](#). Other forms are available: [Student Health Care Forms & Information](#).

PARENT-TEACHER CONFERENCES:

Parent-Teacher conferences are scheduled for October 17th and March 13th. Parents who would like a conference with a teacher at other times during the school year should make an appointment with the individual teacher through email or by calling the school at 485-8761. These appointments should be made after school beginning at 2:50 p.m. or during a teacher's planning period during the school day.

PARKING AREAS:

Designated parking areas are only for drivers and students carpooling with them. All other students will assemble and remain in the designated pick-up area after school. Parking areas are off limits during the school day unless permission is obtained from the main office. Students must leave the parking lot by 2:55 p.m. unless staying for extracurricular activities. Students will not loiter in cars or in parking lots before or after school. See Ms. Arnold for a parking pass. The fee for the pass is \$50. Due to limited parking, juniors and seniors will have first priority for parking permits.

Parking Regulations:

- A valid parking permit must be displayed on the rear-view mirror.
- Park only in designated area.
- Speed Limit is 5 MPH. Pedestrians have the right of way.
- No spinning wheels, careless or reckless driving.
- No loitering in or around cars at any time.
- No smoking in vehicles upon arrival on campus.
- No littering.
- No loud music.
- No returning to the vehicle during school day without office approval.

- All vehicles are to be locked.
- Neither the school nor the school system is responsible for loss due to fire, theft, or accident relative to personal vehicles on school grounds.
- Only drivers and students who carpool with them are allowed in the parking lots.
- Driving students with 6 or more tardies per semester as determined by the principal may lose the privilege of parking on school grounds.
- Students who drive an unregistered vehicle and desire to park on campus should check with the office prior to the day they plan to drive. They may be issued a temporary permit. Violation will be treated as a disciplinary matter, and violators will be required to purchase parking decal. Daily parking passes will be \$2.00 per day.
- Violators of the preceding regulations will lose parking privileges for a period of time designated by the administration.
- Students using their automobiles to skip school or leave without authorization will lose privileges as determined by administration.

PERSONAL ELECTRONIC DEVICE POLICY:

Students may possess or use personal electronic devices on school property, on school buses, or at school-sponsored events according to the following guidelines:

- Before school until the beginning of the school day (7:40 AM tardy bell).
- During class change.
- During the student's lunch period.
- After school as signaled by the 2:50 pm bell ending fourth period class.
- Bluetooth, wired, and external speakers & headphones of any kind are not allowed at any time.
- Personal electronic devices should be on silent or vibrate, or preferably turned off at all other times.
- Personal electronic devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes. Prohibited uses include, but are not limited to, cheating on assignments and/or tests, harassing or bullying others, and taking or distributing unauthorized photographs or recordings of other people.
- Personal electronic devices may not be used to access any obscene, threatening or otherwise inappropriate material via any form of electronic communication.
- Personal electronic devices may not be used for any activity prohibited by the CCS Code of Conduct, to circumvent CCS network security, or for any unauthorized access to or inappropriate use of the CCS computer network.
- MHCHS will not be responsible, or liable for, the theft, loss, data loss, damage, destruction, misuse or vandalism of any student's personal electronic device brought onto CCS/MHCHS property.
- School personnel will have the authority to make exceptions to allow students to use personal electronic devices for instructional purposes within the confines of a classroom.

Personal electronic devices, to include cell phones, may not be used and should not be seen during class. If a student is found to be in violation of the MHCHS Personal Electronic Devices Policy, the personal electronic device (cell phone, etc.) will be confiscated by school personnel. Refusal by a student to surrender the device is not an option.

STUDENT REFUSAL TO SURRENDER PERSONAL ELECTRONIC DEVICES PROCEDURE

- **Level 1:** If a student is found to be in violation of the MHCHS Personal Electronic Devices Policy, he/she will be asked by school personnel (teacher) to surrender the device. If he/she does so, and it is the first offense, the device will be returned to the student after school.
- **Level 2:** If the student refuses to surrender the device immediately, a campus supervisor or an administrator will be called to assist, and the student will be taken to the office of an administrator. The administrator will attempt to convince the student to surrender the device. If the student does so, the device will be returned to a parent after school. The student will serve 2 days in the Restorative Justice Center.
- **Level 3:** If the student refuses to surrender the device to the administrator, an attempt will be made to contact a parent to obtain assistance in convincing the student to surrender the device. If the student does so, the device will be returned to a parent after school. The student will serve consequences in accordance with the Code of Student Conduct.
- **Level 4a:** If the student still refuses to surrender the device after parent Intervention or attempted parent intervention, he/she will be temporarily suspended pending an administrative hearing.
- **Level 4b:** If the administrator is unable to contact a parent, the student will be temporarily suspended pending an administrative hearing.

POSTERS:

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

PROM:

All Juniors and Seniors, who are in good standing and have bought an individual ticket to Prom, will be permitted to attend the annual Prom. A dress code will be published well in advance of this event and must be adhered to.

Students may bring a guest who is a junior or senior student from any high school to prom. If the student guest does not attend MHCHS, then a guest application will be required and administration will be required to approve the guest after verifying that they are a student in good standing with their school's administration.

Students will also be permitted to bring a former MHCHS student to prom as a guest as long as they have graduated within the past year.

All prom guests must have a ticket.

PTA:

Your active participation in our Parent Teacher Association will strengthen our efforts to provide students with the best opportunities that are available to them. Membership dues are \$10.00 per individual. Massey Hill Classical would like to extend to you an invitation on behalf of your PTA to attend our meetings and become a member.

PUBLIC DISPLAY OF AFFECTION:

Kissing, hugging, hand-holding, or any inappropriate touching of any kind will not be tolerated and will result in consequences or disciplinary action in accordance with the CCS Code of Student Conduct.

RECOGNITIONS:

ACADEMIC PINS, BARS, LETTERS: Recipients are selected on the basis of their academic performance through the end of the sixth reporting period. They must earn a minimum cumulative weighted GPA of 4.0 or unweighted GPA of 3.5 in order to receive an academic letter, pin, or bar.

ACADEMY OF SCHOLARS: Participating students are selected based upon class rank of weighted GPA and evidence of leadership skills. Student screening occurs during the first semester of the junior year. School counselors coordinate the selection process.

“Body, Mind, and Spirit Award”: The criteria for this senior award is academic achievement (cumulative unweighted GPA of 3.5 or higher at the end of the sixth grading period), leadership potential, contributions to school and community, integrity in and out of the classroom, physical vigor, adherence to the dress code, citizenship, and good attendance (adheres to MHCHS attendance policy). The purpose of the award is to recognize the senior who best exemplifies the classical ideal of a sound body, mind, and spirit – the ideal Massey Hill Classical High School student.

HONOR GRADUATES: Honor graduates will be those students who meet the following criteria at the end of the seventh grading period: weighted GPA of: 4.5 or higher – summa cum laude; 4.2 or higher – magna cum laude; 3.8 or higher – cum laude. Honor graduates will wear honor cords at graduation and be recognized at the Awards program.

MARSHALS: Juniors will be ranked academically based on their weighted GPA during the second week of April. The top 10 academic juniors will be considered for Marshals in the spring of their junior year. The principal will make the final selection.

NORTH CAROLINA ACADEMIC SCHOLARS: North Carolina Academic Scholars must have an overall four-year unweighted GPA of 3.5 and meet all the requirements of the program adopted by the State Board of Education as revised on August 8, 2002. Courses required to qualify as a North Carolina Scholar are: four units of English, four units of math (Math I, II, III and a higher level math course with Math III as a prerequisite OR Integrated Mathematics I, II, III,, and a higher level mathematics course with Integrated Mathematics III as a prerequisite), three units of science (a Physics or Chemistry course, Biology, and an Earth Environmental Science course), three social studies (World History, Civics/Economics, and U.S. History), two languages other than English (two credits of the same language), one course in Healthful Living, one course in Career and Technical Education, one Arts Education course (Dance, Music, Theater Arts or Visual Arts), and five elective credits to include at least two second-level or advanced courses. This plan is applicable to students who entered the ninth grade for the first time in or after 2003-2004.

OTHER HONORS: Any honors, awards, or scholarships coming from outside Massey Hill should be submitted to administration for approval prior to being presented during any award celebration conducted at Massey Hill.

OUTSTANDING SENIORS: Outstanding seniors are selected by faculty vote at the end of the first semester. Candidates with a minimum weighted 3.5 GPA are selected by the faculty on the basis of character, leadership, contributions to school and community, and positive impact on their peers. Adverse considerations; poor attendance, frequent tardiness, any improper behavior or suspensions from school. Students who receive the majority vote (not to exceed 20% of the senior class) will be deemed Outstanding Seniors. They will be featured in their annual Senior Awards Night.

PRESIDENT'S AWARDS FOR EDUCATIONAL EXCELLENCE: Recipients of this national award must have earned a minimum cumulative weighted GPA of 3.5 at the end of the first semester, have taken at least two honors or AP courses, scored nationally 85% on either the verbal or math portion of the SAT or ACT and meet minimum admission requirements for the UNC system universities. Candidates who are failing a course for the year at the time the selection is made will not receive this recognition. The award will be made at the Awards Program, and recipients will be identified on the graduation program.

VALEDICTORIAN and SALUTATORIAN: The senior with the highest GPA will be the Valedictorian and the senior with the second highest GPA will be the Salutatorian.

ACADEMIC CORDS:

Fine Arts Cords

- Students must have a cumulative A average in their fine arts class
- Students must complete at least one honors level course
- Students must complete the below requirements for the particular fine arts class
- Students must demonstrate leadership attributes via their work, critiques, and attitude toward learning
- Students must apply for a fine arts cord

Band, Chorus, Orchestra students

- Students must receive at least 6 credit hours of your respective fine arts class.
- Students must participate in 2 county, district, regional, or state auditioned events
- Students must prepare for and attend all performances

Theatre Arts Students

- Students must carry out a leadership positions in a production (ie. director, major role as an actor, technical designer)
- Students must contribute to at least two theatrical productions
- Complete and maintain an "A" average in all four (4) theatre course levels to include: Beginning, Intermediate, Proficient

Visual Arts students

- Students must participate in a minimum of 4 Art Exhibitions, Competitions and/or Contests
- Students must maintain an "A" average in a minimum of four Visual Arts levels, including: Beginning, Intermediate, Proficient, Advanced, and AP Studio Art

Military Appreciation Cord

- Graduates must have been a club member for all but one year while enrolled at Massey Hill.

- Graduates must attend a minimum of 7 of the 9 monthly meetings each school year while enrolled at Massey Hill.
- Graduates must participate in the Veteran's Day Parade all but one year while enrolled at Massey Hill.
- Graduates must perform a minimum of 4 hours of military related community service above the grade level required community service while a member of the Military Appreciation Club. Participation in the Veteran's Day Parade does not count for these 4 hours.
- Graduates must have a minimum 3.0 GPA.
- Graduates must exhibit conduct becoming to our military and may not have been suspended from school while enrolled at Massey Hill.

Speech and Debate Cord

- Qualify for the national Speech and Debate Honor Society (25 points minimum).
- Complete senior year earning either their first 25 points or an additional 15 points.

AIG Cord

- Enrolled in AIG Program

NC Governor's School Cord

- Students must be selected and attend Governor's School.

Foreign Language Cord

- Students must have 4 Years of English w/ 2.5+ Unweighted GPA
- Students must have 4 Years (must include level 4 or higher) of the same World Language w/ 2.5+ Unweighted GPA .

Community Service Cord

- Students must complete a minimum of 50 community service hours between May of their Junior year and May of their Senior year.

Academy of Scholars Cord

- Members must attend monthly seminars and apply for all major scholarships.

Student Voices

- The senior students who represent their schools with the Superintendent's Student Voices group are selected at the beginning of their Junior year and will have given two years of committed service helping the district leadership make decisions with student voice at the table. CCS Central Services designates students receiving this cord based on meeting attendance and active participation.

Student Government Association Cord

In order to be eligible to receive a Student Council honor cord a member must meet all requirements.

1. To receive a Student Government honor cord, a student must be in good standing with the Student Government of Massey Hill Classical High School.

2. To receive a Student Government honor cord a student must have at least two (2) years of service as a Class or Student Body Officer of the Student Government of Massey Hill Classical High School.

a. Seniors with only one (1) year of service in Student Government may receive an honor cord, if they have demonstrated outstanding service.

b. The Advisor(s) of Student Government will do an evaluation for the senior with one (1) year of service.

3. A Student Government member must have a minimum of twenty-five (25) Community Service hours served through Student Government projects in those two (2) years. These service hours are in addition to a student's graduation requirement service hours.

4. Seniors who are not in Student Government their senior year, but who have served at least two (2) years during their high school career, who were in good standing and have their 25 hours of community service will also receive an honor cord.

5. A member must not have excessive unexcused absences from Student Government meetings or school unexcused absences to be eligible to receive an honor cord.

Excessive attendance issues will require a meeting with the Principal and the Student Government Advisor.

a. School unexcused absences are defined in the Student/Parent Handbook.

b. Student Government unexcused absences are defined as 5 unexcused absences from Student Government meetings per year.

6. A Student Government member must maintain a 3.0 unweighted cumulative GPA to receive a Student Government Honor Cord.

a. If the student is no longer in Student Government at the time of graduation, they must still maintain the 3.0 GPA in order to receive an Honor Cord.

7. A Student Government member must not have excessive dress code violations. In order to receive an Honor Cord, a member must not have received assignment to the Restorative Justice Center for dress code violations more than twice.

* Hours will not be earned for planning & participation in Homecoming week, Powder Puff, Teacher Appreciation week, or attendance at Student Government meetings and NCASC events. These are elected SGA member responsibilities.

* Excused absences from SGA meetings are as follows: Excused school absences along with all county excused absence and tutoring. SGA meetings are held every Wednesday after school from 2:50-3:30 unless otherwise announced.

RESTROOMS:

There is to be no loitering in restrooms. Phones/Electronic devices should not be used in restrooms. Limits to occupancy are posted outside each restroom.

All students are expected to adhere to these expectations. Not doing so may result in a disciplinary action.

STUDENT GOVERNMENT ASSOCIATION:

The Massey Hill Classical High School Student Government Association (SGA) is designed to represent and encourage cooperation among the student body. It is also designed to provide a means for student opinions and ideas to be expressed to the faculty and administration of MHCHS. The Student Government is the representative of and advisor to the student body of MHCHS.

023-2024 SGA Executive Officers

President: Stella Martyak
 Vice President: Eva Samuelian
 Secretary: Reagan Batdorf
 Parliamentarian: Kennedi Harper
 Communication: Madison Meixsell
 Historian: Elizabeth Graham

2023-2024 Class Officers

CLASS OFFICERS	President	Vice-President	Secretary	REPRESENTATIVES
SENIOR	Elizabeth Gross	Michael Asante	Anna Caswell	Joseph Cole
JUNIOR	Lauren Nazario	Andrew Gronski	n/a	Helen Kamara Abby McCullen
SOPHOMORE	Julia Martyak	Alyana Krynicki	n/a	Xavier Collins, Emily LaClair, Daiyanna Lawrence

TELEPHONES:

Classroom and office telephones are not for student use except in case of an emergency.

TEXTBOOKS/CLASSROOM MATERIALS:

Most materials necessary for your public education are provided for you by the State of N.C. Textbooks are school and state property and should be treated accordingly. **The State does not provide guidelines for assessing costs for lost or damaged textbooks. Therefore, the policy for assessing damage fees has been established by the Cumberland County School System.**

- Lost Book: 100% of the current price will be charged until the last year of use at that time the price charged would be the rebound price.
- Damaged Book, Unusable: Full price will be charged.
- Damaged Book, Usable: The amount collected will be assessed by the teacher based on the condition at the time the textbook was issued and returned. Assessments will vary depending on the level of destruction incurred.

VISITORS:

Any guest, visitor, or volunteer wishing to visit Massey Hill Classical High School must receive approval from CCS or administration prior to visiting the school. All visitors must report to the 1st floor office and receive a visitor's pass before being allowed into the school building.

WITHDRAWAL FROM SCHOOL:

The following procedures should be followed when withdrawing from Massey Hill Classical High School:

- Students cannot be withdrawn to attend another public school in Cumberland County by completing the Choice Exit Form and receiving approval from the Student Assignment Office.
- The parent or legal guardian must notify the school either by phone or in person two days prior to withdrawal.
- Students must return all library books to the media center and pay any outstanding fines.
- Students must report to Jessica Tope in the front office on their last day at MHCHS to turn in all textbooks and/or workbooks and laptop, if one was checked out by the student. This should be done before the first period. Locker must be cleaned out at this time.
- Parents are asked to see Mrs. Tope, at a scheduled time, to sign necessary papers and pay any fees owed.
- Be sure that all financial obligations toward the school are met; otherwise the school cannot send a transcript or records to the receiving school.