

MASSEY HILL CLASSICAL HIGH SCHOOL HANDBOOK



2022-2023

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ASSISTANT PRINCIPAL: Rachel Andress
COUNSELOR: Avvette Smith
SOCIAL WORKER: Lametris Bembry
DATA MANAGER: Jessica Tope
SCHOOL SECRETARY: Valerie Deane
SCHOOL BOOKKEEPER: Betsy O'Briant
MASCOT: Pirates
SCHOOL COLORS: Hunter Green and White
SCHOOL VISION: Enter to Learn; Go Forth to Serve

MESSAGE FROM THE PRINCIPAL

Greetings to all Pirates!

On behalf of the faculty and administration of Massey Hill Classical High School, I would like to welcome you to an exciting new year. Your decision to spend this time at Massey Hill is greatly appreciated by the faculty and staff. Your decision will have a lasting impact on your education and your future. Massey Hill Classical High School was founded in 1998 as a part of the Cumberland County Schools governed choice program. It has quickly established itself in this county and state as one of the premier high schools. We are housed at the historical site of the former Massey Hill High School, which served students in Cumberland County since 1925.

Massey Hill Classical High School is a unique institution. From its inception Massey Hill Classical High School has focused on academics and traditional values. Students at Massey Hill are held to a higher standard in behavior, dress, and academic expectations. Massey Hill prides itself on incorporating a smaller community of learners with a drive to succeed and excel.

Take some time to become familiar with the student handbook and the rules that govern our school. It is important that you understand our expectations for our students. In order to make the most of your experiences here at Massey Hill we encourage you to get involved in the many clubs and organizations offered. Rest assured that the faculty and staff will do everything possible to help you attain the many goals and milestones you have set for your time here.

We look forward to this year and being with you at Massey Hill Classical High School.

Ann-Marie Palmer
Principal

**PURPOSE OF THE MHCHS
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.

2022-2023 SGA Executive Officers

President: Tucker Samuelian
 Vice President: Stella Martyak
 Secretary: Reagan Batdorf
 Parliamentarian: Chidera Okoye
 Communication: Serenity Briles
 Historian: Aubrey Niewadomski

2021-2022 Class Officers

CLASS OFFICERS	President	Vice-President	Secretary	REPRESENTATIVES
SENIOR				
JUNIOR				
SOPHOMORE				

2022-2023 Regular Bell Schedule		
7:40 - 9:16	1st Period	96 mins
9:21 - 10:58	2nd Period	97 mins
10:58 - 11:28	1st Lunch	30 mins
11:33 - 1:09	3rd Period	96 mins
11:03 - 12:39	3rd Period	96 mins
12:39 - 1:09	2nd lunch	30 mins
1:14 - 2:50	4th Period	96 mins

2022-2023 GLA Bell Schedule		
7:40 - 9:04	1st Period	84 mins
9:09 - 10:33	2nd Period	84 mins
10:38 - 11:23	GLA	45 mins
11:23 - 11:53	1st Lunch	30 mins
11:58 - 1:22	3rd Period	84 mins
11:28- 12:52	3rd Period	84 mins
12:52- 1:22	2nd lunch	30 mins
1:27 - 2:50	4th Period	83 mins

MISSION STATEMENT

The mission of Massey Hill Classical High School is to model ethical behavior as we empower students with the knowledge and skills needed to succeed in an ever-changing world.

GOALS

To fulfill our mission the faculty and staff have established these three main goals for the 2022-2023 school year.

- I. Provide a caring learning environment
- II. Provide an educational program that emphasizes academics and the arts
- III. Promote the development of good character, school pride, and a sense of civic responsibility
- IV.

NON-DISCRIMINATION POLICIES

It is the policy of the Cumberland County Board of Education not to discriminate on the basis of sex or handicap in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments or Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX or the regulations pertaining to the handicapped may be directed to the Title IX Contact Person at the Cumberland County Schools, 2465 Gillespie Street Fayetteville, North Carolina 28306, Phone Number (910) 678-2300, or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.*

In accordance with the National Origin Section of Title VI of the Civil Rights Act of 1964, the Cumberland County Board of Education offers a language program for those non-English speaking students whose primary or home language is other than English.

As required by law, the Cumberland County Board of Education does not discriminate on the basis of race, color, sex, national origin, or handicap.

*All Title IX grievances should be directed to Ms. Palmer.

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

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

This section is designed to help students find assistance in school-related matters.

Absences	Jessica Tope
Activities/ Scheduling Events	Ann-Marie Palmer/ Rachel Address
Announcements	Ann-Marie Palmer/ Rachel Address
Student Attendance	Jessica Tope
Clubs	Individual Sponsors
College Information	Avvette Smith
Disciplinary Procedures	Ann-Marie Palmer/ Rachel Address
Drivers Education	Henry Geddie- 678-2526
Driver's Eligibility Certificates	Jessica Tope/ Valerie Deane
Emergency Messages	Valerie Deane/ Donna Perdew
Graduation Requirements	Avvette Smith
Immunizations	Joy Tart/ Jessica Tope
Injuries/ First Aid	Main Office
Lock Combinations	Valerie Deane/Donna Perdew
Lockers	Donna Perdew
Lost and Found (including books)	Main Office
Media Center	Julianne Dunn
Medications at School	Valerie Deane/Betsy O'Briant/Donna Perdew
Parking Permits	Valerie Deane
School Pictures	Valerie Deane

School Resource Officer Program	SRO
Standardized Testing	Rachel Address
Student Government Association	Julianne Dunn & Katelyn Cashwell
Supplies/School Funds Online	Betsy O'Briant
Textbooks	Rachel Address
Transcripts and Records	Avvette Smith
Withdrawals/ Transfers	Jessica Tope
Yearbook	Courtney Power

CCS CODE OF CONDUCT

INTRODUCTION

The code of behavioral rules and disciplinary guidelines of Massey Hill Classical High School provide a uniform standard of conduct for all public school students, which emphasize the maintenance of an atmosphere where orderly learning can take place. It defines behavioral rules, disciplinary procedures, and actions to be taken in accordance with the Cumberland County Code of Conduct.

The code is based on the premise that rules must be enforced fairly, firmly, and consistently in a manner that is equitable and just, while complying with state mandates and regulations. It recognizes that as students progress in school and advance in age and maturity, they will assume greater responsibility for their actions. It recognizes that differences in age and maturity require different types of disciplinary action. The process of discipline is intended to be instructional and corrective.

The responsibility for school discipline is not the exclusive domain of the administrative staff. All those who are involved (students, teachers, parents, and community members) should work together in an atmosphere of respect, cooperation, and courtesy to ensure an effective discipline program.

RIGHTS AND RESPONSIBILITIES

The protection and safeguards of the United States Constitution and, more particularly, of the Bill of Rights apply to all students. Responsibility is inherent in all rights. The school environment is a community of individuals who live and interact based upon commonly shared expectations, rights and responsibilities, and common sense. Maintaining a safe, positive environment where orderly learning is possible and encouraged as students and school personnel work toward mutually recognized and accepted goals, requires the combined effort and partnership of students, parents, teachers, school administrators, and others involved in the educational process.

- **Be responsible**—understand one's obligation to engage in ethical, safe and legal behaviors;

- **Manage emotions**—regulate feels so that they aid rather than impede the handling of situations;
- **Solve problems creatively**—engage in a creative, disciplined process of exploring alternative possibilities that leads to responsible, goal-directed action, including overcoming obstacles to plans;
- **Respect others**—believing that others deserve to be treated with kindness and compassion as part of our shared humanity;
- **Communicate effectively**—using verbal and non-verbal skills to express oneself and promote effective exchanges with others;
- **Build relationships**—establishing and maintaining healthy and rewarding connections with individual and groups;
- **Negotiate fairly**—achieving mutually satisfactory resolutions to conflict by addressing the needs of all concerned;
- **Refuse provocations**—conveying and following through effectively with one’s decision not to engage in unwanted, unsafe, unethical behavior;
- **Seek help**—identifying the need for and accessing appropriate assistance and support in pursuit of needs and goals;
- **Act ethically**—guide decisions and actions by a set of principles or standards derived from recognized legal/professional codes or moral or faith-based systems of conduct

HONOR CODE

Plagiarism in any form, from any source (internet, written publications, other student’s work, etc.) is dishonest and will not be tolerated. Violations of the Honor Code may result in a reduction of the grade for the assignment or a disciplinary action.

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.

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 will be permitted to use the MHCHS laptop bag or an approved laptop bag during the day to transport Chromebooks/laptops. These bags are not to be used as bookbags.

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.

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

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.

UNIFORM GUIDELINES:

- **Bottoms** can be Black, Navy, or Khaki. Jean material is approved, however blue jeans are not permitted.
- **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. Students may also wear a school purchased MHCHS polo shirt.
- **Leggings** are permitted under skirts as long as the skirt passes the fingertip test. Leggings must be neutral solid color tights.
- **Shoes** may be any color, however they must have a closed toe and closed heel. Slides and slippers are not permitted.
- **School hoodies** are permitted for all students, however Senior hoodies may only be worn by Seniors.
- Blue jeans, Skittle shirts (purchased through MHCHS), Club shirts and Sports shirts/jerseys will be permitted on Friday's. 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 (must meet fingertip test) 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.

FOOD AND DRINK IN HALLS AND CLASSROOMS: No 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 item or purchased item 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 approved by administration. Water bottles are permitted in any container.

CAFETERIA: For the 2022-2023 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.

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](#).

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.

POSSESSION OF TOBACCO/ VAPE PRODUCTS: Use of or possession of tobacco or vape products on campus will not be tolerated. Violation will result in disciplinary action according to CCS policy.

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.

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.

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.

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, **fin**es, 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 Uselate

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.

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.

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

3rd unexcused late check-in	Administrative Referral
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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.

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

Personal Electronic Devices 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 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.

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. Personal electronic devices confiscated as a result of a first violation may be returned to a parent, either on Tuesdays or Thursdays, 8:00-10:00 AM and 2:00-4:00 PM.

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 a parent on Tuesday or Thursday, 8:00-10:00 AM and 2:00-4:00 PM.
- **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 on Tuesday or Thursday, 8:00-10:00 AM and 2:00-4:00 PM. The student will serve 2 days of ISS.
- **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 on Tuesday or Thursday, 8:00-10:00 AM and 2:00-4:00 PM. The student will serve 3 days of ISS.
- **Level 4a:** If the student still refuses to surrender the device after 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.

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

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 code 2 absence.

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.

Other Rules: Specific guidelines mentioned elsewhere in this handbook are considered Massey Hill Classical High School rules.

These behavior rule definitions apply to all students in attendance in school and support programs, as well as, school-sponsored activities and events, either on or off campus.

The violation of any county and/or school rule(s) may result in suspension. The administration has discretion in making judgements relating to the MHCHS rules.

It is our hope that everyone will accept these regulations and follow them completely. Common courtesy and attempts to honor the rights of others will make these rules effective. Punishment is not the only course of action for an infraction, but it may be necessary in some cases. However, the best course of action that a student, faculty member, or administrative official can follow is to respect and observe the rights of others.

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. **A student missing 18 or more classes in a year-long course or 9 or more in a semester class will not meet the attendance requirements and may not receive credit for that 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.

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.

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.

MASSEY HILL CLASSICAL HIGH SCHOOL ATTENDANCE POLICY

In order to receive a passing grade for a course, a student must be in attendance for ninety

percent (90%) of the class time or its equivalent as determined by the principal (CCS Board Policy File IHE). At Massey Hill Classical High School, the 90% attendance rate is equivalent to no more than 9 absences for the particular course.

- To be counted present for the individual class, the student must be in attendance one half of the class period.
- If a student has missed class due to a field trip, he/she will be required to make up missed assignments. Alternate assignments cannot be excessive or punitive. If a student misses class due to standardized testing (ACT, PLAN, AP, PSAT) students will be exempt from the class assignment.
- Suspended students shall be provided an opportunity to take any semester or end of grading period examinations missed during the suspension period for credit. Students will be provided opportunities for make-up work for credit for absences due to suspensions.
- Students who are hospitalized will be dealt with on an individual basis.

Choice School students are not allowed flexibility from attendance expectations. Students must be in compliance with the school attendance policy. Principals will inform the Student Assignment office when the Choice School student has six (6) unexcused tardies. After 10 cumulative instances of tardiness, late pick ups or early checkouts, a Choice School student may be returned to their home school at the principal's discretion.

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.

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.**

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.

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 without 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.

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.

GENERAL INFORMATION

Activities Calendar

Any school activities that are planned must be cleared with the principal and assistant principal who will place approved events on the school activities calendar.

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 lot before or after school. See Mrs. Deane 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.

COMPUTER USAGE POLICY

Computers are available for use throughout the school by students and staff. The goal of the school is to provide this service for instructional and administrative purposes, sharing information, and innovation. Staff and students are awarded the privilege of using this equipment with certain guidelines. Access to the computers is available only during the hours that the school is open. The smooth operation of the system depends greatly upon proper usage by all involved. In general, this requires

efficient, ethical, and legal utilization, as well as, adherence to school and county codes of conduct. If a user violates any of these provisions, his or her privilege to use the system will be terminated and future access could be denied. In a case where laws or codes of conduct are broken, further consequences may follow. Students will be given a document to sign indicating that they are aware of specific guidelines and rules of conduct. This document is binding. Administration must have rights to all MHCHS affiliated sites and accounts.

STAFF AND STUDENT GUIDELINES

Acceptable Use

- Computers may be used to support the educational objectives in the classroom.
- Computers may be used to perform administrative tasks by staff members.
- Computers may be used as a tool for self-instruction and enhancing personal skills.
- Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyright, threatening, or obscene material.

Network Etiquette

- Students must not reveal their ID number or password to another student.
- Staff members should not reveal their ID number or password to a student.
- The network must not be used in any way that would disrupt the work of others. This includes the sending of messages without the express consent of a teacher or administrator.
- Any work or programs that can be accessed through the network is the private property of the person's identification number to which it is attached. Any use of material other than that attached to your personal identification number violates privacy laws.

Security

- Security is the responsibility of all users.
- If you can identify a security problem, you must notify a staff member or administrator immediately.
- DO NOT use another person's identification number for any reason.
- Attempts to log on to the system as a system administrator will result in cancellation of privileges.
- Any student who attempts to log on as a teacher or other staff member will face possible dismissal from class resulting in a failing grade for the year and denied access to the system.
- Any person identified as a security risk or having a history of misconduct on the system may be denied access in the future.

Vandalism

- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to alter, harm, or destroy computer equipment, data of another user on the system or the programs that are available for usage on the system.
- Vandalism may also include, but is not limited to, the uploading or creation of computer viruses.
- All food items (candy, gum, drinks, etc.) must be kept clear of the computer workstation. Damage to a computer by these items is considered vandalism

CARE:

- Students need to transport their computer between classes carefully with the computers closed. It should never be carried by the screen. The Chromebook should be shut down every night to allow for updates to occur. If you would like to cover your camera please do so by placing a piece of paper over the camera lens not tape or anything with a sticky residue as it can damage the camera.

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.

Cumulative Records

A cumulative record is kept on each child in the Cumberland County Schools. This record includes health records, achievement test data, courses and grades for each year in school, school attendance, personal information and a log of all persons outside the school who have inspected the record. Any student who is 18 years of age or older may review his/her own record. The student or parent must make an appointment in accordance with Cumberland County School Board Policy. With proper identification, parents, custodial parents, or legal guardians may view the cumulative record of their child. They may not remove any items but copies can be made. The records may not leave the counseling center at any time.

Driver 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.

Driver's Eligibility Certificate

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

Emergency Drills

Emergency drills (fire, tornado, earthquake, lockdowns, etc.) will be conducted throughout the school year. Students are required to follow procedures and directions given by their classroom teachers in order to know what is expected during an actual emergency. Students should leave in an orderly manner and there should be no talking. Students should not stop to get water or go to the restroom when leaving and returning to the building and should remain with the class during the entire drill. If the alarm goes off during lunch, the student is to report to his/her third period teacher outside the

building. If the alarm goes off during a change of class, the student is to leave through the nearest exit and to the area where his/her previous teacher normally goes during a fire alarm. Routes for the nearest fire exits are posted in each room. Teachers and students should be familiar with these exits.

First Aid

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

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.

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.

Junior-Senior Prom

Only juniors, seniors, and invited guests may attend. All juniors and seniors must have an approved ID. Juniors and seniors may invite one guest and they must have an approved application and proper identification. Juniors and seniors must pay a fee for their guests to attend. All guests must be current juniors, seniors, or first-year graduates. Formal attire is required. — ----> Insert Dress Code?

Locks and Lockers

At the beginning of the school year a locker is assigned to each student. 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.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled for **October 21st and March 3rd.** 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.

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.

Tornado Drills

We will have tornado drills throughout the year. An announcement will be made of a tornado warning and the ringing of one long bell then one short bell. A tornado plan is posted in each classroom. Please follow the instructions of your teacher at all times and do not leave your group for any reason.

STATE, COUNTY, AND SCHOOL POLICIES

Distribution of Materials in School Organizations, Company Representatives and Individuals Other Than School Employees

It is the policy of the Board of Education to require any organizations, company representatives, or individuals who wish to place materials of any kind in the Cumberland County Schools to

- Contact the principal of the school for permission to bring materials to the school.
- Make no effort to distribute or cause to have distributed any materials at the school prior to complying with the statement above.
- Leave the materials in the office or place designated by the principal where they may be picked up by students and teachers on a volunteer basis.

North Carolina Immunization Law G.S. 130-87. Immunization required.

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.

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 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.

HONORS

Academic Letters, Pins, Bars

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 performance on the PSAT, end-of-course tests, grade point average, 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”

At the end of each school year, a senior is selected for the “Body, Mind, and Spirit” Award. The criteria for this 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

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 on 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 students graduation requirement service hours.
4. Seniors who are not on 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 ISS for dress code violations more than twice.

* Hours will not be earned for planning & participation in Homecoming week, Powder Puff, Teacher Appreciation week, the Miss Massey Hill pageant, or attendance at Student Government meetings or NCASC events. These are part of the Elected SGA member responsibilities.

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

ACADEMICS

GRADUATION REQUIREMENTS

Massey Hill Classical High School students are required to earn credits in courses as follows for successfully completing their college preparatory education.

Future Ready Core			
English	4	World Language	2
Math	4	Health/P.E.	1
Science	3	Electives	6
Social Studies	4		

MARKING SYSTEM AND CLASS RANK

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. Rank in class is cumulative and begins at 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. Rank is determined again during the 175th day for Seniors to determine the Valedictorian and Salutatorian. **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.

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

Additional hours of service will be required for any student who fails to complete the first semester requirement.

CLUBS AND ACTIVITIES

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.

Meetings

All club or class meetings will be attended by the sponsor or sponsors who will be responsible for the conduct of the group.

MHCHS EXISTING CLUBS AND ORGANIZATIONS

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–

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 theatre 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 specific information.

Anime Club- Greg Nazario

Art Club – Elizabeth DeGraff

Battle of the Books- Julianne Dunn

Key Club – **Jennifer Czechowski**

Military Appreciation Club- Mark Czechowski

National Honor Society – Melissa Hunter and Robert O’Neal

Quiz Bowl- Gregory Nazario

Science Olympiad- Joseph Miller and Dali Emami

Speech and Debate – Brittanie McNeil

Student Government Association – Julianne Dunn and Katelyn Cashwell

Thespian Club- Molly Malone

ESports - Mark Czechowski

Assistance with Online Applications:

Online College Applications (Common App)

Scholarship applications

ACT registration information

SAT registration information

NCAA Initial Eligibility Clearing House registration

Transcript Audits: Students will meet with the Counselor once each semester to review and sign their transcript audit.

Forms: Student Activity Record
Request for Letter of Recommendation
College Visitation Form

APPOINTMENTS

- When you wish to make an appointment for routine conferences such as academic concerns, career and college information, and non-emergency personal issues., come by the Student Services Center and sign up with your student ID number before or after school, between classes or during lunch. Emergency concerns will be seen as soon as possible.
- Students are required to have a pass from their teacher to visit the Student Services Center. The Student Services Center does not write late passes if you cannot make it to your next class on time.
- Parents who need an appointment with the counselor are asked to call ahead to ensure that they can be seen at the desired time.

PARENT NOTIFICATION OF STUDENTS SUPPORT EMERGENCY SERVICES

In the event of a school crisis (ex. Suicide, national dilemma) professional counselors, psychologists, social workers, and safe schools coordinators will respond to students through classroom, small group, individual and/or outreach services. Detailed information will follow any potential event, and parent involvement will be sought as appropriate.

TRANSCRIPT REQUESTS

Transcripts may be requested in the Student Services Center. Students must specify where they would like their transcript sent, the purpose of the transcript, official or unofficial requests, and whether it is to be sent electronically or by mail.

APPLICATION GUIDELINES

COLLEGE APPLICATIONS

Applying to colleges, technical schools, or other institutions can be a stressful experience. An incomplete application will delay admissions decisions and may even jeopardize your acceptance. To make the process as easy and efficient as possible, the Student Services Center has developed the following guidelines.

Ways to Apply:

1. Early Decision – Admissions are BINDING. If you are accepted, you must attend.
 2. Early Action – Admissions are non-binding. Deadlines are usually in mid-October for both Early Decision and Early Action applications.
 3. Regular decision deadlines are dependent upon school. Visit your desired school's website for specific instructions.
- It is important to research several colleges before you begin filling out applications. An excellent resource for finding admissions requirements, majors offered, application fees and deadlines, campus life, etc. is the College Board website. www.collegeboard.org
 - Fill out and sign a transcript release form (available from the Data Manager). Completed request forms are kept on file and should be pulled to request additional copies. Please allow 24 hours for the request to be filled.
 - If the institution you are applying to requires an application fee, they can be paid online or mailed a check addressed to their admissions office.
 - Ask appropriate references for letters of recommendation when required. Request forms can be found in the Student Services Center or at the end of this guide. Please allow up to two weeks for the letter of recommendation to be completed by a teacher.
 - The activity form is available from your counselor, on the Edmodo page, and in the back of this guide.
 - Pay attention to deadlines, especially if you need individual help with an application and/or a transcript. Your counselor may not be available to help on short notice. We cannot guarantee last minute service.

SCHOLARSHIP APPLICATIONS

- Scholarship information is provided on the shelves outside of the Student Services Center and on the Edmodo page. Information is updated as it is received. Be sure to read the requirements to determine your eligibility for the scholarships that interest you.
- If you meet the criteria and need more information, please schedule an appointment with your counselor.
- Most scholarships are open to all eligible seniors, but if the school is required to nominate one or more candidates, the Scholarship Selection Committee will select the most qualified students.
- Allow plenty of time to complete scholarship applications. You will be judged not only on your qualifications, but also on how you present them. Follow the instructions exactly and have someone else proofread your work, especially essays.
- Meeting deadline dates is essential to remain a viable candidate for scholarship competitions. The deadline date the application has to be postmarked or received by the sponsoring organizations will be listed on the bulletin and the cover sheet. It is your responsibility to complete the application packet and ensure that it is received by the deadline.
- Most scholarship applications must include an official transcript. Please follow the guidelines explained on the previous page.
- The Student Services Center makes every effort to ensure that only legitimate scholarships are publicized. Scholarship opportunities are researched before they are published or distributed.

SOURCES FOR SCHOLARSHIP INFORMATION

- College catalogs and websites and financial aid offices
- The Cumberland County Public Library
- Parent Employers
- Churches, professional organizations, clubs
- The Internet:
 - www.fastweb.com
 - www.CFNC.org
 - www.scholarship.org
 - Scholly (app)

NOTE: Be careful with commercial scholarship services. They may charge you for information that can be obtained for free elsewhere.

SERVICES PROVIDED BY THE DATA MANAGER

In addition to working closely with staff in the Student Services Center, the Data Manager provides services and/or information related to the areas listed below. Office hours are from 7:30 a.m. until 3:30 p.m.

- Attendance
- Driver Eligibility Certificates
- Student Records
- Transcripts
- Withdrawal of students

COLLEGE VISITS

Ideally, college visits should be scheduled during the summer prior to your senior year or on weekends. Many schools offer Open Houses, which are structured visits where students can be given directed tours and meet admissions and financial aid staff members.

If, however, you must miss school for a college visit, you must fill out the College Visitation Form. The form may be found in the Student Services Center, on the school's website, or in the appendix of this manual. No more than two occurrences per school year will be allowed.

Students must also provide proof that they were in attendance, such as brochures, receipts or photos. It is understood that students must arrange with each teacher to make up any assignment and/or tests missed.

HINTS FOR A CAMPUS VISIT

- Meet with an admissions officer
- Verify admission requirements (test and high school preparation).
- Obtain a school calendar and a catalog, if you don't already have one.
- Determine college costs.
- Ask about financial aid opportunities, as well as deadlines, forms required, etc.
- Meet with faculty in the academic area of interest to you.
- Ask questions about academic offerings/requirements.
- Attend a class to get an idea of typical size, teaching style, academic atmosphere.
- Ask about the placement record for graduates in the field you might study.
- Identify career-planning services for undergraduates.
- Tour the campus. (Be sure to check out the dorms, dining hall, library, etc.)
- Talk to students about the general academic environment and the study commitment necessary for success.
 - Find out what student activities (clubs, organizations, intramurals, etc.) are available.
- Inquire about campus life and social activities.
- Investigate transportation options.
- Ask questions about campus security and crime statistics.

COLLEGE ADMISSIONS TESTING

The information below describes the tests you need to take to prepare for your education after high school and when to take them. Students must register for them and pay the appropriate fee if one is required. A limited number of fee waivers are available for qualified students. The Student Services Center has all necessary information and registration materials. If you or your parents have any questions, please contact your counselor.

PRE-ACT The PRE-ACT is the practice test for the ACT, a college admissions test. Most juniors have taken the PRE-ACT and can use the scores to predict how they may do on the ACT.

- PSAT The PSAT is the practice test for the SAT, the other college admissions test. Students may take the PSAT in their Sophomore and Junior years to help prepare for the SAT. Students who score high enough on the PSAT may be considered for the National Merit Scholarship Competition.
- ACT This is a curriculum-based test, which means that it tests you on information you have studied in English, Math, and Science classes since the 9th grade. How well you do on the test is directly related to the number of challenging academic courses you take. The ACT is offered free of charge to juniors in the spring. You may retake the test by applying at ACT.org and paying the required fee.
- SAT The SAT measures developed verbal and mathematical reasoning abilities related to successful performance in college. An optional writing component is also available. *The College Board recommends that you complete Math 3 prior to taking the SAT.* Registration can be completed online at www.collegeboard.org. There is a fee required.

Other Tests

Placement Tests: Community Colleges use their own placement tests to determine applicants' qualifications for specific programs. FTCC, for example, uses a version of the PRE-ACT called NCDAP. Acceptable scores on the Pre-ACT, PSAT, ACT or SAT may exempt you from testing.

ASVAB: The Armed Forces Vocational Aptitude Battery of Tests is not only the "admissions" test for the military, it is an excellent tool for assessing your aptitude for different career areas. Please see your counselor for scheduling information. There is no cost and participation is voluntary.

FEES:

- ACT The ACT test requires a fee of \$46 without the writing portion and \$62.50 with writing. Late registration will incur an additional fee of \$26.
- SAT The SAT test requires a fee of \$26. Subject tests are an additional \$21 per test.
Other fees such as changes to the test site, test type (SAT or SAT Subject), and late fees range from \$15 to \$49 and can be found on the website.

ACCOMMODATIONS:

If you currently receive testing accommodations through an IEP or a 504 plan, you may qualify to receive them on the SAT tests. Forms must be completed through Dr. Jordan in the front office.

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.scriborder.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 (Ms. Bembry, Social Worker)
- 504 plans (Ms. Bembry, Social Worker)

MEDIA CENTER

The Massey Hill Classical High School media 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.