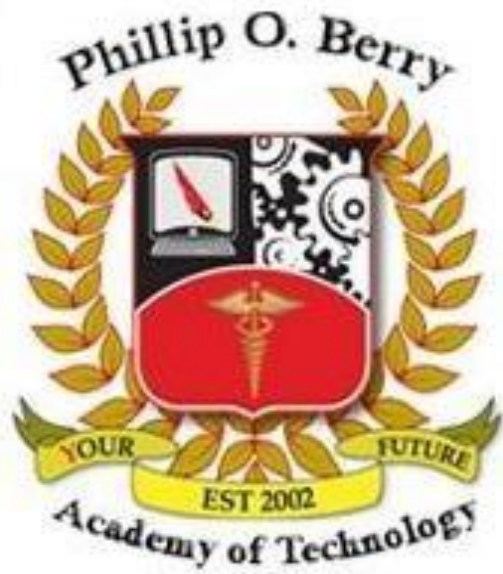


# 2018-2019



# Student Handbook

Welcome to the 2018-2019 School year! We are excited to have you as part of the Cardinal family. As we look toward the upcoming year, we want to keep our focus on engaging in activities that prepare you to be Next Step Ready! This includes ensuring that each student graduates with opportunities for meaningful employment and/or higher education; ensuring that all students have access to a rich, diverse and rigorous curriculum, and ensuring that all students receive the emotional and social support they need to be successful in school. We need your assistance to help make our school the best high school in CMS! This will be a fantastic year and we are excited to collaborate with you for the next 10 months. The materials included within this handbook, listed in alphabetical order, will help to provide you with important information.

**Mission Statement**

Education here at Phillip O. Berry Academy of Technology will be centered on a rigorous and relevant curriculum with focused human relations between students, parents, staff, and the community.

**Vision Statement**

Phillip O. Berry Academy of Technology will be a nationally recognized school where teaching and learning represent our core business.

**Phillip O. Berry Academy of Technology Alma Mater**

Your success, your future lies inside these walls,  
Instilled with will, strength, and moral fiber so stand tall.  
Flying high our spirits soar,  
You can be so much more.  
The sky is the limit.  
All of our dreams can come true through  
Phillip O. Berry Academy of Technology.  
The sky is the limit; all of our dreams can come true through you.  
*\*Written by Students in the Class of 2005*

**Administration**

Mrs. Terra Kennedy	Principal
Mrs. Tonya Grimes	Assistant Principal of Instruction
Mr. Brian M. Hitt	Assistant Principal
Mr. Michael Pillsbury	Assistant Principal
Mr. Andrew Howard	Dean of Students

## DAILY BELL SCHEDULE 2018-2019



Time	Activity
<b>6:45 am - 7:05 am</b>	Breakfast
<b>7:05 am - 7:15 am</b>	Transition to First block
<b>7:15 am - 8:44 am</b>	First Block
<b>8:49 am - 10:22 am</b>	Announcements and Second Block
<b>10:27 am - 12:38 pm</b>	Third Block
<p><b>Lunch I (Downstairs of Building)</b>  <b>10:22-11:07</b>  <b>Lunch I Class</b>  <b>11:12-12:38</b></p> <p><b>Lunch II (Upstairs of Building)</b>  <b>11:53-12:38</b>  <b>Lunch II Class</b>  <b>10:27-11:53</b></p>	
<b>12:43 pm - 2:12 pm</b> <b>2:12 pm - 2:15 pm</b>	Fourth Block Announcements in Fourth block and Dismissal

## A/B Day Schedule 2018-2019

### AUGUST 2018

Monday	Tuesday	Wednesday	Thursday	Friday
27A	28B	29A	30B	31A

### SEPTEMBER 2018

Monday	Tuesday	Wednesday	Thursday	Friday
3 <small>Holiday</small>	4B	5A	6B	7A
10B	11A	12B <small>Early Release Day</small>	13A	14B
17A	18B	19 <small>Teacher Workday</small>	20A	21B
24A	25B	26A	27B	28A

### OCTOBER 2018

Monday	Tuesday	Wednesday	Thursday	Friday
1B	2A	3B	4A	5B
8A	9B	10A	11B	12A
15B	16A	17B	18A	19B
22A	23B	24A	25B	26A
29B	30A <small>End of Quarter</small>	31 <small>Teacher Workday</small>		

### NOVEMBER 2018

Monday	Tuesday	Wednesday	Thursday	Friday
			1B	2A
5B	6A	7B	8A	9B
12 <small>Holiday</small>	13A	14B	15A	16B
19A	20B	21 <small>Annual Leave</small>	22 <small>Holiday</small>	23 <small>Holiday</small>
26A	27B	28A	29B	30A

### DECEMBER 2018

Monday	Tuesday	Wednesday	Thursday	Friday
3B	4A	5B <small>Early Release Day</small>	6A	7B
10A	11B	12A	13B	14A
17B	18A	19 <small>Teacher Workday</small>	20 <small>Winter Break/ Annual Leave</small>	21 <small>Winter Break/ Annual Leave</small>
24 <small>Winter Break/ Holiday</small>	25 <small>Winter Break/ Holiday</small>	26 <small>Winter Break/ Annual Leave</small>	27 <small>Winter Break/ Annual Leave</small>	28 <small>Winter Break/ Annual Leave</small>
31 <small>Winter Break/ Holiday</small>				

### JANUARY 2019

Monday	Tuesday	Wednesday	Thursday	Friday
	1 <small>Winter Break/ Holiday</small>	2 <small>Teacher Workday</small>	3B	4A
7B	8A	9B <small>Early Release Day</small>	10A	11B
14A	15B	16A	17B	18A <small>End of Quarter</small>
21 <small>Holiday</small>	22 <small>Teacher Workday</small>	23B	24A	25B
28A	29B	30A	31B	

### FEBRUARY 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1A
4B	5A	6B	7A	8B
11A	12B	13A	14B	15A
18 <small>Teacher Workday</small>	19B	20A	21B	22A
25B	26A	27B	28A	

### MARCH 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1B
4A	5B	6A	7B	8A
11B	12A	13B <small>Early Release Day</small>	14A	15B
18A	19B	20A	21B	22A
25B	26A	27B	28A <small>End of Quarter</small>	29 <small>Teacher Workday</small>

### APRIL 2019

Monday	Tuesday	Wednesday	Thursday	Friday
1B	2A	3B	4A	5B
8A	9B	10A	11B	12A
15 <small>Spring Break</small>	16 <small>Spring Break</small>	17 <small>Spring Break</small>	18 <small>Spring Break</small>	19 <small>Spring Break</small>
22B	23A	24B	25A	26B
29A	30B			

### MAY 2019

Monday	Tuesday	Wednesday	Thursday	Friday
		1A	2B	3A
6B	7A	8B	9A	10B
13A	14B	15A	16B	17A
20B	21A	22B	23A	24B
27 <small>Holiday</small>	28A	29B	30A	31B

### JUNE 2019

Monday	Tuesday	Wednesday	Thursday	Friday
3A	4B	5A	6B	7A <small>End of Quarter</small>
10 <small>Teacher Workday</small>	11 <small>Teacher Workday</small>	12 <small>Teacher Workday</small>	13	14

Any school day missed due to severe weather will be added to the next make-up day on the CMS academic calendar. This ensures the entire calendar will not be affected. For example, if school is closed on February 4, a B day, the make-up day, February 18, would be a B day to replace it

# Charlotte-Mecklenburg Schools 2018-2019 Calendar

Approved by the Board of Education June 6, 2017

**July 2018**

S	M	T	W	T	F	S
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**August 2018**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**September 2018**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**October 2018**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**November 2018**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**December 2018**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**January 2019**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**February 2019**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**March 2019**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April 2019**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**May 2019**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	






**June 2019**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1st Quarter: 45 days  
 2nd Quarter: 42 days  
 3rd Quarter: 46 days  
 4th Quarter: 44 days

Total Instructional Days: 177

First Day of School:  
 August 27  
 Last Day of School:  
 June 7

Workdays 17   
 Annual Leave Days 10   
 Holidays 11   
 Last day of Quarter   
 Early Release Days 4   
 9/12, 12/5, 1/9, 3/13

 July 4 is a holiday for 12-month employees only

**Makeup Days:**  
 1. Dec. 19  
 2. Jan. 2  
 3. Jan. 22  
 4. Feb. 18  
 5. March 29  
 6. June 10  
 7. June 11  
 8. June 12

This calendar reflects the 2018-2019 academic calendar approved by the Board of Education on June 6, 2017. School makeup days will be used in the order listed. The superintendent may waive up to four makeup days.

A regularly updated list of school closure and makeup days is available by clicking on the Calendars Quicklink at [www.cms.k12.nc.us](http://www.cms.k12.nc.us).

Progress Report Dates	Report Card Dates
September 27 <sup>th</sup> and 28 <sup>th</sup>	November 9 <sup>th</sup>
December 5 <sup>th</sup> and 6 <sup>th</sup>	February 1 <sup>st</sup>
February 25 <sup>th</sup> and 26 <sup>th</sup>	April 12 <sup>th</sup>
May 7 <sup>th</sup> and 8 <sup>th</sup>	June 14 <sup>th</sup>

### **STUDENT SERVICES DEPARTMENT**

Counseling services are available for every student in the school. These services include, but are not limited to, the following:

- assistance with educational planning
- interpretation of test scores
- work-based information
- academic assistance
- general counseling and advisement
- college and career planning
- scholarship information
- SAT and ACT advisement

Students who wish to meet with a counselor should email the assigned counselor directly. An appointment must be set in advance to meet with your counselor, except in the event of an emergency. The student body is divided alphabetically, with the exception of 9<sup>th</sup> grade.

Counselor assignments are broken down as follows:

- **New Counselor:** 9<sup>th</sup> Grade
- Ms. Clark: A-G, 10<sup>th</sup>-12<sup>th</sup> Grade
- Ms. Dixon: H-O, 10<sup>th</sup>-12<sup>th</sup> Grade
- Ms. Horton: P-Z, 10<sup>th</sup>-12<sup>th</sup> Grade

Scheduling for 2019-2020 will be completed during the second semester. Parents are encouraged to contact a counselor when questions arise about their child's curriculum, course credits and future plans. Specific dates for scheduling will be announced later this year.

A student's schedule will only be changed for the following reasons:

- to correct an incomplete schedule
- to meet graduation requirements
- to accommodate approved educational programs

## **AFTER SCHOOL ACTIVITIES**

The school day ends at 2:15 pm. All students are required to leave the Phillip O. Berry campus immediately after the school day is completed. Campus Security Associates and the Administrative team will clear the campus at 2:30 pm. Students waiting on rides will have to do so outside the front of the building. Students may be on campus after the school day ends under the following conditions:

- students working with a teacher for tutorials, extended day or other instructional activity,
- supervised activities such as clubs and other staff-led activities
- staff-supervised athletics' practices and games
- Students involved in the activities listed above should report directly to the staff member, teacher(s), or coach facilitating the activity. Failure to do so will result in the privilege being taken away and possible disciplinary action.
- Upon completion of the activity, students are to be picked up within fifteen (15) minutes of the conclusion of the activity. It is the student's responsibility to contact parents/guardians and ensure timely pickup.
- Students attending athletic contests as spectators should also be picked up within fifteen (15) Minutes of the conclusion of the athletic event. It is the student's responsibility to contact parents/guardians and ensure timely pickup.

Students who do not comply with the above provisions may be prohibited from staying for after school activities or attending athletic events, at the discretion of the administration.

## **ALTERNATIVE BELL SCHEDULES**

Phillip O. Berry will follow different schedules throughout the year to accommodate Spirit Days, Early Release, Cardinal Block, and Late Start due to inclement weather. Administration will share with students when an alternative bell schedule is being used. These schedules are located at the end of this document and can be accessed using the links below:

[Spirit Days](#)

[Early Release](#)

[Late Start](#)

[Cardinal Block](#)

## **ATTENDANCE**

Per CMS Board Policy, students who have been absent eleven (11) or more times for a 4x4 semester-long course, or a year-long A/B Day course shall receive a grade of F for that course, regardless of the final numerical grade. Students may complete attendance recovery for absences over 10 according to the Phillip O. Berry Attendance Recovery procedures.

Procedures, dates and times for attendance recovery will be shared later. When a student is absent from school, he/she should bring a note from his/her parent, guardian, or health care professional within two (2) school days to the Attendance Secretary (Ms. Silva) in the front office so that the absence is coded appropriately.

## **BULLETIN BOARDS/SPIRIT BOARDS/POSTERS/SIGNS**

Signs or pictures of any type must receive the approval of school administration prior to being posted.

## **BUS TRANSPORTATION**

The school is responsible for the safety of all students using bus transportation. No student will be permitted to conduct himself/herself in such a manner that could endanger his/her own safety or that of others. The school bus driver is the adult staff member in charge while students are on the bus. Students who wish to ride home on a bus, other than their own regularly assigned bus, must have written permission from their parent/guardian. The permission note must be presented to the Front Office on the morning the student wishes to ride a different bus. At that time, a bus pass valid only for that day only will be issued upon confirmation that the note is authentic. Students should be at their assigned bus stop in the morning at least ten (10) minutes prior to the scheduled pickup time. Students must get on and get off the bus at their assigned stop. When a student is reported to the office for misconduct on the bus, appropriate disciplinary action will be taken, according to the CMS Code of Student Conduct. Disciplinary actions may include, but are not limited to, notification to parents, oral warnings, after school detention or Saturday School, suspension from the bus or from school. Remember that riding the bus is a privilege, not a right. That privilege can be taken away.

## **CMS CODE OF STUDENT CONDUCT 2018-2019**

Please take time to review the CMS Code of Student Conduct, Rights and Responsibilities Handbook which can be found at the following link:  
[English and Spanish versions CMS Code of Conduct](#)

## **DRESS CODE**

Students shall maintain personal attire while at school that is tasteful and promotes safety, health and acceptable standards of social engagement. Extreme styles in clothing and grooming may be detrimental to the maintenance of discipline, student safety and preservation of the instructional environment. Student dress or grooming that is substantially and materially disruptive to the learning environment, student health, or safety is prohibited. Students who violate this provision are subject to appropriate disciplinary consequences as outlined in Rule 4 of the CMS Code of Student Conduct.

### **Acceptable Attire**

- skirts and shorts that are fingertip length or longer
- shirts and blouses that cover the student's midriff
- shoulder straps that are the width of three (3) fingers
- shirts that cover a student's shoulders
- pants and shorts worn at the waist
- shoes or sandals
- leggings and yoga pants with a top, skirt or dress that cover the buttocks

### **Unacceptable Attire**

- mesh or see-through shirts and blouses
- shirts and tops that expose the torso, cleavage or back
- clothing that advocates or depicts images of drugs, alcohol, tobacco or sex
- clothing that discriminates against any group
- clothing with inappropriate or suggestive language



- bedroom slippers or pajamas
- hats
- hoodies covering a student's face preventing a staff member's ability to identify that student using the school's camera system
- any clothing or symbols that can be reasonably construed to depict gang affiliation
- wallet chains, metal-spiked jewelry, bandanas and do-rags
- any attire not included in this list but deemed to be disruptive to the educational environment by administration

### **EARLY DISMISSAL PROCEDURES**

To be dismissed early from school, a student should bring a signed note from a parent/guardian stating the reason for and time of dismissal. The note must be signed and dated by the parent/guardian with an accurate phone number. This note is to be presented to the front office staff the morning of the early dismissal, prior to the beginning of the instructional day (7:15am). Upon verification by the front office staff, the student will be presented with a pass for early dismissal. The student may then show this pass to his/her teacher at the designated time and be allowed to leave class for the early dismissal. Early dismissal requests that do not follow this procedure will only be granted by an administrator if exigent circumstances exist. This procedure is in place to minimize disruptions to the educational environment.

### **EARLY RELEASE DAYS**

During the school year, CMS will continue its practice of releasing students three (3) hours early on four Wednesdays so that staff members may engage in professional development sessions. On these four days, the student hours will be 7:15am-11:15am. Lunch will be served. The four Wednesdays will be:

- September 12<sup>th</sup>, 2018
- December 5<sup>th</sup>, 2018
- January 9<sup>th</sup>, 2019
- March 13<sup>th</sup>, 2019

### **FIRE/EMERGENCY DRILLS**

Regular evacuation drills are conducted at the direction of school staff and are required by law. When a fire alarm sounds, students must evacuate the school quickly in an orderly fashion. At the direction of staff, students must follow evacuation routes noted on diagrams posted throughout the school and in their classrooms. Students must follow all staff directions regarding movement to other locations and return to classrooms only when instructed by a staff member. It is essential to be quiet during drills and evacuations. Students are required to stay with their class, and return with their class, when directed by staff.

## **GRADING POLICY**

### **Percentage Breakdown**

*Classwork/Informal Assessments/Homework 30% of quarter grade*

Classwork may include, but not be limited to, a variety of assignments such as warm-ups, notebook checks, quizzes, checkpoints, individual work, and in-class tasks.

*Assessment/ Formal Assessments 70% of quarter grade*

Formal assessments may include, but not be limited to, a variety of assignments such as tests, comprehensive writing assignments, projects, etc.

### **Expectation for Assignments**

Students are expected to complete assignments in a timely fashion and to the best of their ability. If an assignment is not complete by the due date, a zero will be entered in as a grade until a student completes the assignment and submits for a grade.

There will be no grades assigned to students as a group grade. Students will earn individual grades based on their performance on the assignment.

### **Grading Scale**

Phillip O. Berry Academy of Technology follows the CMS grading scale:

□ 90 – 100	A
□ 80 – 89	B
□ 70 – 79	C
□ 60 – 69	D
□ 0- 59	F

## **HARASSMENT/BULLYING/CYBERBULLYING**

No student shall harass or bully (through any medium, social media platform or venue) any other student, staff member, community member or school visitor on the basis of ethnicity, sexual orientation, color, race, natural origin, religion, age, or disability. Prohibited conduct in this provision includes, but is not limited to, intimidating, insulting, and persistently annoying or otherwise physically or verbally (through any medium) abusing another individual. To report an instance of bullying and/or harassment, students may use the BRIM Bullying Prevention forms found on the Phillip O. Berry homepage. Students may also report bullying on the CMS homepage using the “Report Bullying Anonymously” link. Students who violate this provision are subject to appropriate disciplinary consequences as outlined in Rule 8 of the CMS Code of Student Conduct.

## **SEXUAL HARRASSMENT**

Students are strictly prohibited from sexually harassing any other student, staff member, and community member or school visitor. Sexual Harassment is any behavior of a sexual nature, including but not limited to, that is unwanted or uninvited, to include touching, pinching, slapping, grabbing or patting. Harassment also includes sexual comments, communicated verbally or in writing via any social media platform, such as sexual name-calling, pressure to

engage in sexual activity, and propositioning. Any student who believes that he/she has experienced any form of sexual harassment should report this conduct immediately to an administrator or staff member. Students who violate this provision are subject to appropriate disciplinary consequences as outlined in Rule 27 of the CMS Code of Student Conduct.

### **PHYSICAL AND VERBAL VIOLENCE**

Students should engage with peers and staff members in a respectful manner. When and if conflicts arise with another student or staff member, these situations should be immediately reported to an administrator. Under no circumstances shall a student engage in conduct of a physical or verbal nature that threatens or creates violence. This can include, but not be limited to, fighting, pushing, shoving, hitting, slapping, yelling, screaming and intimidating. Students who violate this provision are subject to appropriate disciplinary consequences as outlined in Rule 26 of the CMS Code of Student Conduct.

### **ILLEGAL AND DANGEROUS ITEMS**

Phillip O. Berry is focused on preparing students to be Next Step Ready. Our overreaching goal is to prepare students to be college and career ready. We are committed to ensuring that you achieve at your highest academic level. With this goal in mind, drugs, alcohol, tobacco and weapons are strictly prohibited here on the Phillip O. Berry campus. Students who violate this provision are subject to appropriate disciplinary consequences as outlined in Rules 28 & 29 of the CMS Code of Student Conduct. Any type of firearm is also strictly prohibited and is governed by Rule 31 of the CMS Code of Student Conduct.

### **LEAVING SCHOOL GROUNDS**

Upon coming to campus in the morning, either by car, bus or foot, students must remain on school grounds until dismissal. Students are not permitted to leave campus for lunch or any other reason that is not approved by an administrator and verified with the student's parent/guardian. Students who violate this provision are subject to appropriate disciplinary actions as outlined in Rule 1 of the CMS Code of Student Conduct.

### **LOCKERS**

School lockers may be utilized by students throughout the school year to store books, materials and any items that are instructional in nature, as well as personal items such as jackets and coats. Lockers may be rented for a fee of \$2.00 by using the Online School Payments (OSP) link on the Phillip O. Berry homepage. Lockers will not be utilized for illegal or dangerous purposes, or for the storage of contraband. Students cannot place personal locks on assigned lockers. Students who rent lockers will be assigned a locker combination. Students are allowed to use personal locks on lockers in the gymnasium only, but they must be removed immediately after the assigned class. Students are strongly encouraged to have personal locks in order to properly secure their personal items during a physical education class. Phillip O. Berry and the Charlotte Mecklenburg School System are not responsible for any personal items lost, damaged, or otherwise altered because of being in any school or gym locker. Student lockers are subject to administrative search as outlined in Rule 33B of the CMS Code of Student Conduct.

## **LOST AND FOUND**

If students have misplaced or lost an item, “lost and found” is located in the main office. Items left in lost and found will be collected at the end of each semester and donated to an appropriate charitable organization. Phillip O. Berry and the Charlotte Mecklenburg School System are not responsible for lost or misplaced items.

## **LUNCH PROCEDURES**

- 1<sup>st</sup> lunch students:
  - Downstairs of Building
  - Report directly to the cafeteria at 10:22.
  - 3<sup>rd</sup> block from 11:12-12:38
- 2<sup>nd</sup> lunch students:
  - Upstairs of Building
  - Report directly to 3<sup>rd</sup> block class at 10:22
  - Lunch at 11:53
- During lunchtime, students must remain in the cafeteria, bus courtyard and the open area between the main staircase and the cafeteria.
- Students may not be on hallways or in teacher classrooms without the express written permission of a teacher or staff member.
- Students may not have any commercial food delivered or dropped off at school.
- Visitors may not accompany students during lunch without the expressed permission of an administrator or administrator’s designee. In this case, the visitor must sign in appropriately at the front office and display the printed visitor’s ID Badge.
- Commercial food may not be brought on campus for lunch
- Students must throw all garbage away in the trash receptacles
- Students are not permitted in the parking lots during lunch

## **PERSONAL TECHNOLOGY DEVICES (PTDs)**

Students may be in possession of a PTD during the school day, and may use them in the morning prior to 7:15, during class change and during lunch. If students are using PTDs during these approved times to listen to music, they may only do so by using earbuds. The volume must be such that the music cannot be heard by anyone other than the user of the device. Students are required to put away their PTDs during instructional time in the classroom, keeping them on silent. PTDs are not to be used during instructional classroom time without the express consent of the teacher for instructional purposes. Students who violate this provision are subject to appropriate disciplinary consequences as outlined in Rule 5A of the CMS Code of Student Conduct.

## **PHONE CALLS, MESSAGES AND DELIVERIES**

It is important that students arrange with parents/guardians regarding important information before coming to school. In the event of an emergency or if parents/guardians need to get a message to their child, the student will be called to the office either at the end of the block or at dismissal. Only in the case of an extreme emergency will class be interrupted to give a message to a student. Administrative approval is necessary in this instance. The same procedure is used

for items dropped off for students by a parent/guardian. It is the student's responsibility to listen for announcements to receive any messages or deliveries. We will call students over the PA only at designated times. Once an announcement is made, the office staff takes no responsibility for messages or deliveries not claimed by the student. Commercial deliveries of any type should not be sent to the school and they will not be accepted. Parents, family members, and friends should not bring flowers, balloons, and food as these items will not be accepted nor delivered to the student.

## **RESPECT FOR EQUIPMENT, FACILITIES, AND INSTRUCTIONAL ENVIRONMENT**

To ensure a quality instructional environment focused on teaching and learning, students are expected to assume responsibility for the care of all school property as well as their conduct and behavior in the classroom. Property damage of a malicious or careless nature is prohibited. During classroom time, students are expected to conduct themselves appropriately so as to preserve and encourage a quality-teaching environment whereby all students have the opportunity to excel. Students who violate this provision are subject to appropriate disciplinary consequences as outlined in Rules 9 and 14 of the CMS Code of Student Conduct.

## **STUDENT HEALTH SERVICES**

### **Medicine Policy**

Due to certain circumstances, it may be necessary for some of our students to take prescription medication while at school. When prescription medication must be given during school hours, the following procedures must be followed:

- Any medication to be administered during school hours must be sent by the parent/guardian directly to the school nurse, or in her absence, to the Senior Administrative Secretary. The medication, accompanied by a physician's medication permission form, must be sent to school in the original pharmaceutically dispensed and labeled container.
- A medication log will be maintained by the school nurse, or her designee, for any child receiving prescription medicine during school hours.
- In the absence of the school nurse, the Senior Administrative Secretary will aid a student in the self-administration of the medication. Prior to any such assistance, the school nurse shall provide orientation to the Senior Administrative Secretary and front office staff regarding the proper administration of medications.
- Prescription medication will be kept in a locked cabinet in the nurse's office.
- Students will be responsible for reporting to the nurse's office at the time the medication is to be given.

### **Asthma Inhalers/Epipens**

Students will be permitted to possess asthma inhalers and Epipens to self-administer the prescribed medication used to treat asthma and allergies provided the following conditions have been met:

- A written statement on file with the front office from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the school district, its employees and Phillip O. Berry staff members of any and all liability from the student's use of said medication.

- A written statement from the student’s physician, certified registered nurse practitioner or physician assistant that states:
  - Name of the drug
  - Prescribed dosage
  - Times medication is to be taken
  - Length of time medication is prescribed
  - Potential serious reaction or side effects of medication

The student shall be made aware that the asthma inhaler and epipen is intended for his/her use only and may not be shared with other students under any circumstances.

### **Student Illness**

If a student becomes ill at school, he/she will be permitted to stay in the health room and be examined by the school nurse. All students must present a pass from the teacher whose class they came from to the front office and school nurse. Students are permitted to stay in the health room for a period of thirty (30) minutes. After thirty (30) minutes, a determination will be made by the nurse if the student is able to return to class or go home. Under no circumstances will the school nurse or any staff member administer medication to a student except as outlined above.

### **STUDENT IDs**

Students must have their student ID cards with them at all times. IDs are required to obtain a tardy pass. They also required for entry into special events (pep rallies, talent shows, etc). IDs for the 2018-2019 school year will be distributed during the first 10 days of school. Replacement student IDs are available outside of the main office at the receptionist desk. **A replacement ID costs \$1.**

### **STUDENT PARKING PERMITS**

Only seniors and juniors may be issued a Vehicle Parking Permit. Sophomores and freshman are not allowed to park a vehicle on campus. Driving and parking on campus is a privilege; therefore, the privilege can be restricted or taken away for violations of the CMS Code of Student Conduct or other behaviors jeopardizing the safety and integrity of the Phillip O. Berry campus. Student vehicles are subject to administrative search as outlined in Rule 33C of the CMS Code of Student Conduct. Permits will be issued to those students who meet the following criteria:

- Valid North Carolina Driver’s License
- Current vehicle registration and proof of automobile insurance
- No outstanding financial obligations
- Payment of the annual parking fee of \$25.00
- Be in good academic standing with a cumulative GPA of 2.5 or higher
- Have no more than one (1) minor disciplinary referral and no major disciplinary referral per school year

### **TARDIES**

Students are to report directly to a tardy station if late to class to receive a pass. The student will receive an admittance slip to provide to his/her teacher. A Student ID is

necessary to receive a tardy pass. Student IDs are available outside of the main office at the receptionist desk. **A replacement ID costs \$1.** Consequences for tardies are outlined below:

### **Tardy Consequences (Cumulative)**

- Tardy 1-5 Warnings from teachers, documentation in Powerschool and Identakid
- Tardy 6 Referral from Mr. Howard, phone call to parent
- Tardy 8 Referral from Mr. Howard, assignment of ASD (after school detention)
- Tardy 9 Referral from Mr. Howard, restriction from all extracurricular activities
- Tardy 11 Referral from Mr. Howard, assignment of Saturday School
- Tardy 12 Referral from Mr. Howard, assignment of ISS

The accumulation of Tardies will start over at the end of the first semester. According to district policy governing magnet schools, excessive tardies may result in removal from the Magnet program and forfeiting your seat at Phillip O. Berry. It is important to be on time to every class!

### **TELEPHONE USE**

The office phones are for business use only. Students must ask permission of a front office staff member to use the phone in the office. All phone calls will be limited and no student will be allowed out of class to use the phone unless it is an extreme emergency.

### **TEXTBOOKS**

Textbooks may be loaned to students for use during the school year. Students are responsible for these books if lost or damaged and will be issued a financial obligation for the replacement cost of the book(s).

### **WITHDRAWALS AND TRANSFERS**

A parent/guardian of a student withdrawing or transferring must accompany the student to the school to obtain and complete the proper forms from the Registrar. All books must be returned and lockers must be emptied. All financial obligations must be paid before credits are transferred to another school or future transcripts are issued.

## PEP RALLY/SPIRIT DAY BELL SCHEDULE 18-19

First Bell:	6:45
Bell Releasing Students to 1 <sup>st</sup> Block:	7:05
1 <sup>st</sup> block:	7:15-8:31
Announcements 2 <sup>nd</sup> block:	8:36-8:40
2 <sup>nd</sup> block:	8:40-9:58
3 <sup>rd</sup> block:	10:03-12:05
Lunch I (Downstairs of Building):	9:58-10:43
Lunch I class:	10:48-12:05
Lunch II (Upstairs of Building):	11:20-12:05
Lunch II class:	10:03-11:20
4 <sup>th</sup> block:	12:10-1:25
Dismissal to Gym by Announcement:	1:25-1:45
Spirit Event in Gym:	1:45-2:15
Dismissal:	2:15



## **EARLY RELEASE BELL SCHEDULE 18-19 (9/12, 12/5, 1/9 and 3/13)**

First Bell:	6:45
Bell Releasing Students to 1 <sup>st</sup> Block:	7:05
1 <sup>st</sup> block:	7:15-8:05
Announcements 2 <sup>nd</sup> block:	8:10-8:14
2 <sup>nd</sup> block:	8:14-9:04
3 <sup>rd</sup> block:	9:09-9:59
4 <sup>th</sup> block:	10:04-10:54
Announcements/Bus Changes:	10:54-10:56
Dismiss via PA Lunch I* (Downstairs):	10:56
Dismiss via PA Lunch II* (Upstairs):	11:01
Dismissal:	11:15

\*Grab and go Lunch

## **INCLEMENT WEATHER/LATE START BELL SCHEDULE 18-19**

First Bell:	8:45
Bell Releasing Students to 1 <sup>st</sup> Block:	9:05
1 <sup>st</sup> block:	9:15-10:12
Announcements 2 <sup>nd</sup> block:	10:17-10:21
2 <sup>nd</sup> block:	10:21-11:18
3 <sup>rd</sup> block:	11:23-1:10
Lunch I (Downstairs of Building):	11:18-12:03
Lunch I class:	12:08-1:10
Lunch II (Upstairs of Building):	12:25-1:10
Lunch II class:	11:23-12:25
4 <sup>th</sup> block:	1:15-2:12
Announcements/Bus Changes:	2:12-2:15
Dismissal:	2:15

**CARDINAL BLOCK BELL SCHEDULE 18-19 (Thurs. and Fri.) Begins  
week of September 17th**

First Bell:	6:45
Bell Releasing Students to 1 <sup>st</sup> Block:	7:05
1 <sup>st</sup> block:	7:15-8:32
Cardinal Block:	8:37-9:17
Announcements 2 <sup>nd</sup> block:	9:22-9:26
2 <sup>nd</sup> block:	9:26-10:43
3 <sup>rd</sup> block:	10:48-12:50
Lunch I (Upstairs of building):	10:43-11:28
Lunch I class:	11:33-12:50
Lunch II (Downstairs of building):	12:05-12:50
Lunch II class:	10:48-12:05
4 <sup>th</sup> block:	12:55-2:12
Announcements/Bus Changes:	2:12-2:15
Dismissal:	2:15