

# Ballantyne Ridge High School



## Student and Parent Handbook

## **Student Responsibilities**

As a student at Ballantyne Ridge High School, you are expected to:

- Come to class prepared with the necessary learning materials and ready to work hard in all classes. Learning is the most important thing you do.
- Attend school and classes regularly and arrive for class on time. Failure to do so may result in loss of privileges, such as extracurricular and athletic events, parking on campus, prom and homecoming festivities, pep rallies, etc.
- Be aware of and abide by system-wide policies, regulations, and guidelines and expectations regarding student behavior during school hours and extra-curricular events/programs as outlined in the CMS Code of Conduct.
- Be responsible for your own behavior.
- Conduct yourself in a manner that is conducive to learning and does not interfere with the teacher's right to teach or a classmate's right to learn.
- Respect the personal, civil, and property rights of all members of the school community.
- Seek clarification from school personnel if you have questions about any action or behavior.
- Pay school-based fees, fines and obligations promptly to the appropriate individual. Failure to do so may result in loss of privileges related to participation including, but not limited to extracurricular, athletic events, parking on campus, prom, homecoming festivities and pep rallies.
- All sports equipment, including but not limited to lacrosse sticks, baseball bats, large sports bags, etc. should be placed in lockers or holding arrangements should be made with a teacher or coach.

## Contact Information

### **Administrative Team**

Principal:	Mr. Michael Miliote
Assistant Principal 9th Grade:	Mr. Brian Bongiovanni
Assistant Principal 10th Grade:	Ms. Rachael Smith
Assistant Principal 11th Grade:	Ms. Bridget Ritch
Dean of Students 9th Grade:	Ms. Helen Wallace
Dean of Students 10th and 11th Grade:	Mr. Javier Cely

### **School Counselors**

Last Names A - Dam:	Aliisa Mason, <a href="mailto:aliisaj.mason@cms.k12.nc.us">aliisaj.mason@cms.k12.nc.us</a>
Last Names Dan - I:	Chris Causebrook, <a href="mailto:c1.causebrook@cms.k12.nc.us">c1.causebrook@cms.k12.nc.us</a>
Last Names J-Mo	Markita Smith, <a href="mailto:markital.smith@cms.k12.nc.us">markital.smith@cms.k12.nc.us</a>
Last Names Mp-Sag:	Steve Kanoon, <a href="mailto:steven1.kanoon@cms.k12.nc.us">steven1.kanoon@cms.k12.nc.us</a>
Last Names Sah-Z:	Galissia Graves, <a href="mailto:galissiam.graves@cms.k12.nc.us">galissiam.graves@cms.k12.nc.us</a>

*Note: Ms. Graves will be on leave from late August through November. Her temporary replacement is Chad Cable, [chada.cable@cms.k12.nc.us](mailto:chada.cable@cms.k12.nc.us)*

**Magnet Coordinator:** Katie Willett, [katie.willett@cms.k12.nc.us](mailto:katie.willett@cms.k12.nc.us)

**Technology Facilitator:** Matt Weber, [matthewj.weber@cms.k12.nc.us](mailto:matthewj.weber@cms.k12.nc.us)

## General Information

### **School Hours**

- 7:15 am - 2:15 pm
- Students must be in their classrooms when the bell rings.
- Students who arrive after 7:15 AM must report directly to the office to receive a pass, as they will be marked tardy. If a student misses half of any class period (over 45 minutes), the student will be marked absent for that class period.
- School ends at 2:15 PM. Students who are not involved in an after-school activity or sport should be picked up from school no later than 2:30 PM. Students are not permitted to leave campus without permission during the school day and come back on campus before 2:30pm.
- Seniors who have abbreviated schedules (early dismissal) must leave campus immediately after their last class. Failure to leave campus immediately will result in the student being scheduled for a full schedule of classes.

## Academic and Behavioral Support

It is essential that students consult with their individual counselor regarding graduation requirements related to core and elective classes. EOC (Biology, English II, Math I, and Math III), Advanced Placement (AP) and International Baccalaureate (IB) courses have specific requirements for dropping the course after it has begun. *Schedule changes involving these classes are not permitted after the schedule change request window has concluded.* Counselors are assigned to students by their last name, see above.

## AP Policy

9th grade students may take up to two AP courses. Only students who are enrolled at Ballantyne Ridge and take an AP class may sit for an AP Exam.

## Attendance

### Absence Procedures

The CMS Board of Education policy expects every student to attend school each day. Research shows there is a direct correlation between regular attendance and school achievement. The policy also requires that students not exceed 10 absences per class for semester long classes as well as for A Day/B Day classes in order to receive credit for the course, regardless of whether or not the student passed or failed the class. Excused and unexcused absences above 10 per course must be recovered or else the student will fail the course.

There may be times that a student must be absent. In the event of an absence, a student must bring a note signed by a parent/guardian stating the reason for the absence(s), the date(s) of the absence(s), and a current phone number for the parent along with any other pertinent information or documentation. This note must be turned to the front office directly to our Attendance Secretary. When dealing with absences:

- It is the student's responsibility to contact individual teachers within five days of returning from an absence to make up any work missed. Together with the teacher, a schedule for completion of that work will be made based upon the amount of work missed and the difficulty of the work while adhering to the CMS grading policy.
- Excused absences must be made up if the student reaches over 10 per course. Excused Absences include illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings or principal approved absences.
- Unexcused Absences include but are not limited to car trouble, oversleeping, inclement

weather, lack of electricity, missing the bus, traffic, or truancy.

### **Absence Exceptions**

Some examples of absence exceptions are field trips initiated by the school, verified late or early bus, pre-approved educational/community activities, religious observance with parent note (must follow the CMS approved religious calendar), internships, junior achievement, homebound students approved by CMS, students receiving medical care while receiving CMS services, and in-school suspension.

**It is strongly noted that poor attendance and/or excessive tardies may result in the loss of extra-curricular activities including but not limited to prom, parking on campus, attending athletic events, homecoming, participation in athletics, clubs, etc. This can also impact continued enrollment in the magnet program.**

### **Attendance Rules for Sports and Extracurricular Activities**

Students must be in attendance for at least one-half of the instructional day in order to participate in any sport or activity.

### **Early Dismissal**

Students leaving campus during the day must have **written** permission from their parent/guardian. Phone calls will not be accepted. Notes must be submitted to the main office by 7:10 AM on the day of the early dismissal. Notes must include:

- The student's name and ID number,
- A legitimate reason for the early dismissal,
- A telephone number where a parent or guardian can be reached to verify the request,
- A time for dismissal,
- Who will be picking up the student or if the student is a driver,
- The signature of a parent or guardian.

A main office staff member will stamp the student's agenda and write the early dismissal time, as requested by the parent note. The main office will verify all notes. The student must show the agenda to the classroom teacher at the time of dismissal. The student must come to the office, meet their parent, and sign out before leaving campus. A student driver may proceed directly to the student parking lot. Students will not be called out of class for early dismissal. Students without notes will only be called during a class change.

### **Attendance Recovery**

1. Recovery must be completed for each absence in excess of 10 days per course in order to receive credit for the course.
2. Recovery should begin when the 11th absence is reached in the course. You may not bank recovery time.

3. Students will attend sessions by subject when they reach eleven absences. These sessions will take place after school hours in order to make-up an absence. Students will complete canvas assignments provide by the teacher in the subject area they are making up absences for.
4. It is the students responsibility to initiate attending Attendance Recovery.
5. In the event that an appeal for an attendance waiver is denied or a student fails to complete recovery, the student will receive a failing grade for the course regardless of the actual grade in the class. The recovery appeal waiver process is explained below.

### **Attendance Recovery Appeal Waiver Process**

1. Reasons for possible waiver application/acceptance include but are not limited to emergent extenuating circumstances such as: death in the family, hospitalization, surgery, MCV, medical 504s, pregnancy.
2. Students and parents will complete the [recovery waiver form](#) and turn that in prior to the end of the semester. The forms will be reviewed by the recovery waiver committee.
3. In deciding whether or not waive the appeal for attendance recovery, the committee may consider the total number of absences, the amount of recovery completed, and the student's grades on the final exam for the course as well as any other pertinent information.
  - a. **A student must attempt to make up as much time as possible while waiting on the approval of a waiver.**
4. Because attendance at tutoring can be used as part of the waiver process, it is the student's responsibility to keep track of any tutoring attended. The student must bring the recovery waiver form to the teacher to sign off on the documented tutoring for it to be considered in the appeal.

## **Athletics**

### **CMS Interscholastic Athletic Programs**

- Fall Sports: Football, Men's Soccer, Cross Country, Volleyball, Women's Tennis, and Cheerleading.
- Winter Sports: Men's and Women's Basketball, Men's and Women's Swimming & Diving, Wrestling, Men's and Women's Indoor Track, and Cheerleading.
- Spring Sports: Baseball, Women's Soccer, Golf, Men's and Women's Outdoor Track, Softball
- Club Sports: Women's Lacrosse, Men's Rugby, Women's Flag Football, Men's Volleyball, Women's Field Hockey

## **Athletic Eligibility**

At Ballantyne Ridge High School, we adhere strictly to CMS and NCHSAA rules regarding eligibility for athletic participation. When a student expresses interest in a sport, he or she will be given detailed information about the rules and are required to provide documentation to support their eligibility. In short, these factors will determine whether a student may participate in such programs:

- Must have earned a 2.0 GPA from previous semester (this is determined by the official calculation of GPA, calculated and reported on the play/no play date determined by the district)
- Must have passed a minimum load of work during the previous semester (75% of their semester courses, typically  $\geq 3$  of 4)
- Must be currently enrolled in at least one-half of the minimum academic course load
- Must meet local promotion standards (must be from one grade to the next)
- Must attend school for at least one-half of the instructional day in order to play or practice
- Shall not participate if the student becomes 19 years of age on or before August 31 of current school year
- In order to participate on an athletic team, the parent/guardian must present two (2) residency documentations. Students must permanently reside with the legal parent or guardian (no “in loco parentis” status)
- No student is eligible to participate at the high school level for a period lasting longer than eight (8) consecutive semesters, beginning with the student’s entry into the ninth grade or participation on a high school team, whichever occurs first.
- Student-athletes establish a “sports school” at which they are eligible to participate in interscholastic athletics. The sports school for new students and 9th graders is the school in which the student is enrolled on the first day of school.
- A student-athlete is prohibited from playing the same sport at two schools during the same sport season, even if the second school is the student’s home school.
- Falsification of any documentation will result in suspension from all athletic participation for 365 days from the date that the infraction was reported.
- Taking summer school courses (credit recovery) does not count towards athletic eligibility.

## **Bell Schedule**

[View Schedule >>>](#)

## **Before School Hours**

Students will be allowed on school campus starting at 6:40 am but will not be allowed inside the

building. All doors will be locked. Starting at 6:45am all students will be expected to enter through one of the Evolv Body Scanners. Scanners are located at the front entrance and in the rear of the school by the Band Room. After being scanned, all students must report to their classroom.

## After School Hours

Students must leave campus by 2:30 PM unless involved in a staff supervised after school activity. Students waiting for their ride to arrive must be in one of the following locations: in the carpool area in the front of the school or with a teacher. *Students who remain on campus and are unsupervised after 2:30PM will need to contact a parent to plan to be picked up.*

## Cell Phone and Personal Technology Policy

The use of cell phones, iPads, personal laptops, Apple watches, headphones, earbuds/pods and other personal technology devices are ***not permitted during the school day with the exception of at lunch.*** The use of such devices during class time will result in the confiscation of the item unless used for educational purposes designated by the teacher. Cell phones, earbuds, and other technology will be put away (inside book bags, purses or pockets) **at all times with the exception of lunch**, per CMS and Ballantyne Ridge.

Note: Cell phones are not permitted in bathrooms. If a student is found with a cell phone in their possession in a bathroom it will result in an ISS.

- The first time an electronic device (including cell phones and/or earbuds) is confiscated, it will be locked up in the main office for the remainder of the day. It is the student's responsibility to go to the office at the end of the day to get it back. Parents will receive an email notification that this occurred.
- The second time an electronic device (including cell phones and/or earbuds) is confiscated, it will be locked up in the main office for the remainder of the day. It is the student's responsibility to go to the office at the end of the day to get it back. Parents will receive an email notification that this occurred.
- The third time an electronic device (including cell phones and/or earbuds) is confiscated, it will be locked up in the main office for the remainder of the day. It is the student's responsibility to go to the office at the end of the day to get it back. Parents will receive an email notification that this occurred.
- The fourth time an electronic device (including cell phones and/or earbuds) is confiscated, it will be locked up in the main office for the remainder of the day AND the student will receive After School Detention. It is the student's responsibility to go to the office at the end of the day to get it back. Parents will receive an email notification that this occurred.
- The fifth time an electronic device (including cell phones and/or earbuds) is confiscated, it will be locked up in the main office for the remainder of the day AND a cell phone



check-in policy will be implemented for the student (a student will have to turn their phone into the office when they arrive at school and he/she can get it back at dismissal). Parents will receive a phone call that this occurred.

- Additional administrative consequences will be given for anything beyond 5 infractions.

## Code of Conduct

### Ballantyne Ridge High School Code of Conduct

All students deserve a caring and supportive environment to help them grow socially, emotionally, and academically. At Ballantyne Ridge, we strive to create an environment that is student-centered, celebrates diversity, and prepares students for future endeavors.

### CMS Code of Student Conduct

During the first week of school, the [CMS Code of Student Conduct](#) and the **Ballantyne Ridge Student and Parent Handbook** will be reviewed with you by your homeroom teacher. Upon completion of this review, students will sign an acknowledgement indicating they understand both the CMS and Ballantyne Ridge rules and procedures.

- Both handbooks are available online at [cmsk12.org/domain/7013](https://cmsk12.org/domain/7013)
- Teachers will explain the contents of the handbook and answer student questions.
- Grade level student assemblies will be held the first week of school to better explain and clarify the handbooks.

It should be strongly noted that a student who is a continuous disruption and has excessive office referrals may result in the loss of the opportunity to participate in extra-curricular activities including but not limited to prom, parking on campus, attending athletic events, homecoming, participation in athletics, clubs, graduation ceremonies etc.

### **Bullying/Cyberbullying, Profanity, Obscenity and /or Derogatory Language:**

**This includes, but is not limited to: *Bullying, Harassment-Racial, Harassment-Disability, Inappropriate Language/Disrespect, Cyber-bullying, Harassment- Sexual Orientation, Harassment- Religious Affiliation***

Ballantyne Ridge has zero tolerance and strictly prohibits bullying and/or harassing behavior. In accordance with the Charlotte-Mecklenburg Schools [Code of Student Conduct](#), the following policy for students at Ballantyne Ridge has been established:

Bullying and/or harassing behavior are strictly prohibited in CMS. It is the policy of the Board of Education to maintain learning environments that are free from harassment or

bullying (Policy JICK). Students are expected to use appropriate language and conduct at school and school functions and possess only appropriate materials. This rule applies to cursing, possessing, sending, or receiving written materials or electronic text and/or images that convey an offensive, racial, derogatory, bullying or obscene message to another person. This includes but is not limited to references to race, color, ancestry, national origin, gender, gender identity or expression, sexual orientation, religion, physical or sensory disability, physical appearance, or making offensive statements or gestures. Bullying is defined in CMS Regulation JICK-R and can be located on page 25 of the [CMS Code of Student Conduct: Student Rights, Responsibilities, and Character Development Handbook](#). In addition, as with other disciplinary violations, any manner of bullying that occurs off campus may violate the *Code of Student Conduct* if it has a direct and immediate impact on the orderly and efficient operation of the school or the safety of individuals in the school environment.

Students who feel bullied, harassed or intimidated at school by an adult or another student or who witness such conduct may report it to an adult. The adult should report this to a school administrator immediately.

Within 1 school day after an incident or conduct is reported, administration will:

1. Begin an investigation of the reported incident
2. If conduct that violates the policy is substantiated, appropriate consequences or discipline as outlined in the policy will be given.

Any student who does not follow the policy will be disciplined. Examples of discipline may include but are not limited to the following:

Discipline referral, Suspension (In-school or Out-of-school), Behavior contract, Temporary or permanent removal from participation in extracurricular/co-curricular activities, Alternative classroom assignment, attending restorative sessions

Students who attend after school events are expected to cheer for their school, not against another school. Students are not permitted to specifically target, harass, bully, or make inappropriate comments toward any one individual, or their family members, loved ones, and/or close friends before, during, or after an event. Students may be asked to leave the event if this behavior is observed. Additional consequences may be issued.

## **Chromebooks**

All students will be issued a chromebook by the school. It is the student's responsibility to keep this device in good working condition and to bring it to school (charged and ready to use every day). Personal technology (personal laptops, iPads, tablets, etc.) may not be used in class.

Before receiving a Chromebook, parents and students must complete the [Technology](#)

[Agreement Form](#) and all outstanding technology fees must be paid.

#### Device Fee Structure

- \$50 lost and stolen
- \$15 damaged device
- \$10 for chargers (Lost)
- \$5 Miscellaneous (lost part of device)

Pay for Chromebook fees at [brwolves.com/techfees](http://brwolves.com/techfees). For Technology problems and issues, please submit a help ticket at [brwolves.com/help](http://brwolves.com/help). Students may also come to the technology office for assistance during Help Desk hours (6:45-7:15 and during the student's lunch time).

### Clubs and Honor Societies

Clubs at Ballantyne Ridge are a privilege and not a right for students to participate in. All clubs must follow these [guidelines](#). Students participating in school clubs and/or honor societies must follow all CMS and BRHS behavior expectations. If a student violates the CMS code of conduct they may be removed or put on probationary status by an administrator.

In addition, at graduation, only Honor Society organizations will have cords to designate their involvement. The coordination, purchase, and distribution of such cords is the responsibility of the students who lead the club.

### Dress Code

School is preparation for future endeavors such as college and/or careers. With that mindset, the expectation is that students dress modestly, neatly, and appropriately for school. We reserve the right to address students whose attire represents a safety hazard, is distracting, or inappropriate for the learning environment. Clothing or jewelry that displays abusive, sexually suggestive, and/or profane language is/are not allowed. Additionally, clothing or jewelry that displays pictures and/or symbols of illegal drugs, alcohol, weapons, gang activity, or any other words or symbols that disrupt the learning environment is/are not allowed. Items worn as jewelry that could pose a potential danger to others (including, but not limited to, spiked bracelets, excessively large belt buckles, etc.) are not allowed. Clothing or lack of clothing that provides a disruption to the learning environment will be addressed by staff. Students may be asked to change their clothing as a first intervention. Further disruption or failure to follow guidelines can result in consequences.

#### **Student Dress Code Enforcement by Staff**

The dress and grooming of students shall contribute to the health and safety of the individual and promote an orderly educational environment. These standards apply to all students, unless a specific exception is made by the school administrator.

- Any article of clothing that exposes a private body part(s) and/or is excessively revealing is not to be worn.
- Undergarments should not be visible.
- Pajamas, bedroom shoes/slippers, and other bedroom gear will not be worn.
- No hoods, hats, and other types of headgear are permitted to be worn. (religious head coverings are welcomed).
- Anything not listed, but deemed disruptive to the learning environment will be addressed individually.

## Class Dues

Listed below are the student fees for various activities and events that extend the student experience beyond the CMS minimum that will be offered at Ballantyne Ridge High School. Please follow the instructions below.

Description	Fee	Payment Option
9th Grade Homeroom dues	\$35.00	<b>Online only – OSP</b> Aug 22-May 30
10th Grade Homeroom dues	\$35.00	<b>Online only – OSP</b> Aug 22-May 30
11th Grade Homeroom dues	\$35.00	<b>Online only – OSP</b> Aug 22-May 30
12th Grade Homeroom dues	\$35.00	<b>Online only – OSP</b> Aug 22-May 30

Homeroom dues are collected each year and remain with the class who paid them throughout their high school career. They are used to support the needs of students and enhance the student experience at school. In preparation for graduation, any remaining funds will be used for their class to provide a class gift to the school. Students are expected to pay fees each year.

[PAY MY CLASS DUES >>>](#)

## Grading Policy

CMS and BRHS utilize a 10-point grading scale.

The Grading Policy will be located on the BRHS Website, [cmsk12.org/ballantynridgehs](https://cmsk12.org/ballantynridgehs)

Alphabetic Grade	Numerical Range
A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

## Health Room and Student Use of Medication

The Health Room is located next to the main office near the front entrance of the school. It is for emergency use and minor first aid procedures only. A student may only report to the Health Room after obtaining a pass from a staff member. If necessary, a parent/guardian will be called to transport the student home or to give permission for the student to leave. If a student is not leaving school, he/she must return to class with a pass from the nurse or staff member who attended to the student. Students will not be allowed to remain in the Health Room for longer than 10 minutes unless it is determined by the school nurse that he/she is too ill to go back to class. At that time, a parent will be called to pick up their child. Students may not go home sick without signing out at the front office. The nurse has a limited supply of feminine hygiene products. Ladies should come to school with their own supply and have extras in case of an unexpected situation.

If a student must take medication during the school day, the student must report to the Health Room for the appropriate form. This form must be filled out by the student's medical doctor and returned to the nurse. She will coordinate with the student to provide them with a pass indicating the time of day the student is to report to the Health Room for medication. All medication must be kept in the Health Room. If the nurse is off campus, a back-up school employee will be trained to dispense and/or administer medicine/medical needs.

## Honor Code

The **objective** of the honor code system is to instill in students' values that will reinforce conducting themselves with integrity. It is Ballantyne Ridge High School's desire that the spirit of the Honor Code become a guiding force in the life of every student. For such a system to be effective, every member of the school community—students, parents, faculty, and staff—must believe in and support its principles.

Ballantyne Ridge High School supports student adherence to the **CMS Student Honor Code** regarding the merits of ethical behavior and fair play. Cheating on assessments or other academic work (including homework and other assignments completed inside or outside of the classroom) will not be tolerated and will lead to serious repercussions for students. Each student is honor-bound to refrain from cheating, lying or misrepresenting the truth, and stealing. **Any honor code violation may result in disqualification from the National Honor Society and/or other honor societies.**

### **CMS Student Honor Code**

***“I will not cheat nor help others cheat. I will take pride in my school and how I represent it. I will be responsible for my actions. I understand that violating this honor code compromises my self-respect. I will follow this honor code and help others do the same.”***

It is the student’s responsibility to understand our academic policies. We make every effort to clarify the guidelines for students and families. Students cannot defend themselves by claiming they did not mean to violate these policies. Students who do not take the time to understand our policies are, in effect, demonstrating they intended to violate them. A student cannot claim ignorance as a way to justify an honor code allegation. **Artificial intelligence (AI) used for submission of coursework must be done within the approval and guidance of the course teacher. Academic work must only use AI to inform and not write the entire submission and all AI references must be cited in an approved citation style (MLA, APA, Chicago etc.) The use of AI as a full uncredited submission, or partial submission without proper citation is strictly prohibited and will be handled in accordance with the Honor Code Consequences.**

### **The Ballantyne Ridge High School Honor Statement**

***“This work is solely the result of my own effort. I have neither given nor received any unacknowledged assistance. I have also neither seen nor am aware of any honor violations on this assignment.”***

### **Honor Code Violation Consequences**

**1<sup>st</sup> Offense:** 0 for the assignment, with an opportunity to re-submit for up to 79%. Parent is contacted and the incident is recorded as Minor in EH.

**2<sup>nd</sup> Offense:** 0 for the assignment, with an opportunity to re-submit for up to 79%. Parent is contacted and the incident is recorded as Major in EH, which will result in ISS (In-School Suspension).

**3<sup>rd</sup> Offense:** 0 for the assignment – Parent is contacted and the incident is recorded as Major in EH. Potential OSS (Out-of-School Suspension).

**4<sup>th</sup> (+) Offense:** 0 for the assignment – Parent is contacted and the incident is recorded as Major in EH. Potential OSS (Out-of-School Suspension), and/or additional discipline, as assigned by the administrator.

### **Breakfast Process**

All students who wish to have school provided breakfast should report immediately to the school cafeteria upon arrival on campus. They should quickly eat their breakfast, clean up after themselves, and report directly to class.

### **Lunch Information**

Students will report to lunch based upon the location of their 3<sup>rd</sup> block class and are not permitted to leave campus or be in the parking lots during their lunch time. Students are permitted to eat their lunches in the school cafeteria only, unless authorized otherwise by a school employee and have a pass. Students are not permitted in the courtyard unless otherwise approved by school administration. Trays, utensils, and all other trash should be disposed of in the proper receptacles.

### **Food From Outside Sources**

Take-out food and food delivery orders are not permitted at Ballantyne Ridge. Take-out food orders will be confiscated by the administration with no refund. The ordered lunch will be held for the student until the end of the school day where the student may pick it up from the front office. Repeat offenders will receive an additional consequence per the CMS Student Code of Conduct.

### **Lunch in the Media Center**

Students may use our Media Center during lunch to complete work, access materials, or utilize workstations. The Media Center is not a designated lunch only location.

### **Designated Student Areas Before School (@ 6:45 AM)**

All students are expected to go through the Evolv scanners and report straight to their first class.

### **Hall Passes**

Students leaving class must have a proper hall pass. Passes are only to be used for movement to and from the approved location and should always be visible. Failure to produce/display a hall pass is skipping and will be reported to administration for disciplinary consequences. *Students may not be out of class the first and last 10 minutes of the block.*

At no time should students leave a classroom without a pass. Teachers should only write passes to the main office, the nurse, or for an emergency during class time. There is no need for a student to leave the majority of our buildings to utilize a restroom. **STUDENTS SHOULD KEEP IT ON THEIR PERSON AT ALL TIMES!!**

## Student ID Badges

ID badges will be made for all freshmen and students new to Ballantyne Ridge. ***Students must always have their ID badges with them while on campus.*** Staff may check students to be sure they have their badges. Lost IDs can be requested in the front office. The replacement fee is \$5.00 and must be paid via OSP prior to pick up of the replacement badge.

## Student Parking

### Eligibility Requirements for Parking Permit Application

- Applicants must be a sophomore or junior in the fall of the school year. Students must have a minimum of a 2.5 weighted GPA to be eligible for student parking. Students must not have excessive absences and/or tardies. Students with disciplinary issues at school, tier 2 and above, may be denied parking permits. These requirements must be maintained for the second semester or parking privileges may be revoked.
- Additionally, ALL financial obligations to Ballantyne Ridge must have been paid prior to submitting the application. In addition, students may not have any outstanding parking tickets on the vehicles that you are registering from prior years.
- Applications will not be accepted from students that do not have a valid driver's license. Students who obtain a license later in the year will submit an application for consideration during the initial parking registration window.

### Loss of Parking Privileges

The use of a motor vehicle on campus is a privilege that may be limited or revoked at any time. Any school administrator may revoke or suspend a student's driving/parking privilege as a result of but not limited to the following:

- Tardiness to class or school
- Repeated parking violations
- Moving violations
- Reckless driving
- Leaving school without permission
- Any other disciplinary issues, ISS or OSS (Admin. discretion)



### **Application Procedure:**

- The Google [form](#) must be completed online and a copy of your license, registration, and insurance (signed by both parent and student) must be uploaded as a PDF. We will not accept faxes or scans as they might not be completely readable. Do not email a picture.
- Applications will be accepted beginning July 18<sup>th</sup> through August 4<sup>th</sup>. Those applications will be processed first and given priority for spaces available.
- 11th graders will be given first priority. 10th graders who apply and are eligible will then follow. If there are not enough spaces to accommodate all applicants, they will be selected randomly for spaces available.
- **CPCC and Early Release will NOT guarantee you a parking permit.**
- Once you have been approved for a parking permit, you will receive an email that you are approved, and you will then go to the Ballantyne Ridge website and pay the fee using Online School Payments. If you pay prior to getting approval, you will not be issued a refund.
- Permits will be available for pick-up in August. The time and dates will be posted on the Ballantyne Ridge Parking website. You will be required to show your driver's license to pick it up. If you are unable to pick-up your permit, a parent may do so with their driver's license. It must be the parent listed on the application.

### **Parking Regulations**

Parents and students must certify that they are aware of and have viewed the Ballantyne Ridge Parking regulations before applying and periodically during the year as they may be amended at any time as needed.

### **Parking Tickets**

Tickets will be issued for violations of parking and driving regulations. A fine of \$25.00 will be charged for each citation issued. Fines must be paid online only through OSP. Parking after revocation of privileges will be treated in the same way as parking an unregistered car on campus during school hours and may result in a boot being placed on your car, towing, and disciplinary action. Outstanding fines are reported to the school treasurer as financial obligations and may impact retention of the parking permit as well as participation in extracurricular activities, including prom and graduation.

### **Tardies and Lockout**

For student safety, all students need to be on time for class and out of the hallways. Ballantyne Ridge has separate procedures for Late to School (1st block) and Late to Class (HR, 2nd, 3rd, 4th). Chronically late students will be subject to disciplinary action as well as parents being contacted.

## **Late to School (1ST BLOCK)**

- Students arriving after the 7:15 am bell will be processed in the main office area.
- Student chromebooks will be scanned to gather the necessary student information into a running spreadsheet.
- Student agendas will then be stamped and/or a pass will be given with a time, and they will be sent to class.
- Tardies will be entered into PowerSchool by the Attendance Secretary, and interventions and consequences will be handled by Student Services and Administration.
- When a student reaches their 4<sup>th</sup> tardy in an individual teacher's class, a referral will be written.

## **Late to Class (OTHER BLOCKS)**

- Students late to HR, 2nd, 3rd, or 4th block will have the tardy marked in PowerSchool by the classroom teacher.
- Parents should frequently check PowerSchool for attendance updates.
- When a student reaches their 4<sup>th</sup> tardy in an individual teacher's class, a referral will be written.
- The grade level administrator will meet with the student and will assign appropriate consequences.

## **Teacher Communication**

High school is the time for students to learn responsibility for teacher communication. Students are encouraged to communicate directly with teachers for questions related to homework, tutoring, make-up work, etc. Students are also encouraged to communicate with their counselors. This encourages students to take ownership of their academics. This does not preclude parental involvement in communication with teachers in support of their student's success. Parents should be given contact information for all teachers, including email information and preferred hours of contact. It is important that all teachers, and the school, have up-to-date and accurate phone numbers and email contact information.

## **StudentSquare/Email expectations**

Students are expected to check their StudentSquare and school email accounts daily, as this is how they will receive the majority of school communications

## **Course Enrollment**

Students have the ability to select courses in the Spring for the upcoming school year. There will be 2 opportunities to make changes to those selections. The first is in May through a process called Amnesty Day. The second is the first week of August when schedules are released. Once courses begin on the first day of school, changes to schedules will not be permitted. If a parent/child reaches out about a concern with a class, and there is medical documentation supporting the issue, the recommendation from the medical professional will be taken into consideration, but will not dictate the schedule change decision. The school will work with the family to develop a resolution.

## **CPCC/Dual Enrollment**

Juniors and seniors are eligible to participate in the Career and College Promise program which allows high school students to take classes at CPCC. Here are the Ballantyne Ridge expectations for students when it comes to dual enrollment:

- Students are not permitted to take any CPCC class that the high school equivalent is offered at BRHS.
- Prior approval is required from the principal before a student can enroll in any classes.
- Classes that received this prior approval are the only ones that will go on the transcript.
- Students will be granted early release only to enroll in classes.

More information can be found on the website or by contacting the CDC.

## **Virtual Classes**

Virtual classes exist through Edgenuity and NCVPS. Per the BRHS policy, no NEW courses will be taken virtually at any grade level.

## **School-based Social Media**

Social media is a great way to get information out to our students and community. To preserve the integrity of the platform, students will NOT be able to manage any Ballantyne Ridge social media accounts unless prior approval is given - this includes, but is not limited to, athletics, clubs, fine arts, ROTC, etc.

## International Baccalaureate

### Magnet Requirements

- Read and sign the CMS Magnet Expectations Agreement. This will be communicated at the beginning of each academic year and must be returned to the IB coordinator.
- Complete at least 3 Service & Action activities during 9<sup>th</sup> grade; at least 3 Service & Action Activities during 10<sup>th</sup> grade
- Pass your classes to stay on track for entrance into the Diploma Programme/Career-related Programme in the 11<sup>th</sup> grade and 12<sup>th</sup> grade. You must maintain a 2.0 GPA and cannot fail more than 2 courses.
- Complete the Personal Project (the culminating experience of the MYP) during 10<sup>th</sup> grade.

### Magnet Status Revocation & Exit Information

Revocation: The revocation process is governed by student assignment policy JCA Section VII and allows students to be reassigned to their home school in the event a Learning Community deems a situation an emergency or a safety issue. This is applicable to any CMS student in any school (magnet or non-magnet).

### Exiting from Magnet

The magnet exit process is used for magnet students if they do not fulfill all continuation requirements. Recommendations for exit are approved by the Magnet office. If students are approved for exit, they will be reassigned to their home school. Reasons for exiting may include but are not limited to, failure to meet IB course requirements and/or excessive absences & tardies.

## Visitors at Ballantyne Ridge

Time is valuable and classes are purposeful. Students are too busy to entertain visitors during the school day. Students may not bring friends or relatives to school at any time. Tours for prospective students and their parents may be arranged through the main office. Staff members are discouraged from bringing children to school or receiving visitors during the workday.