

Providence High School

Welcome to Providence High School, a nationally ranked high school. Our administration, faculty, and staff extend a warm welcome to you as we begin another successful year. Academic achievement is our top priority; therefore, students at Providence experience a rigorous curriculum that is rich with learning opportunities to prepare them for college and work in the global market.

Beyond the core curriculum, students at Providence have the opportunity to experience and excel in athletics, fine arts, clubs, and other extracurricular programs. Experience and research show that the more involved students become in our extracurricular programs, the more productive and happier they are. We offer a wide variety of quality programs and encourage students to participate in at least two programs outside the classroom.

Providence High School Administrative Team

Dr. Tracey Harrill	Principal
Dr. Colleen Barnes	Assistant Principal
Mr. Jeff Brookshire	Assistant Principal
Mr. Mark McHugh	Assistant Principal
Ms. Jennifer Ryan	Dean of Students
Ms. Amy Boguski	Senior Administrative Assistant
Ms. Jane Caldwell	Front Office Secretary
Ms. Christy Felder	Registrar
Ms. Kelley Haywood	Student Services Secretary
Ms. Bonnie Lazo	Treasurer
Ms. Susan Reda	Attendance Secretary

For weekly updates on school activities, please sign up for *The Mews* by going to the PHS website <https://schools.cms.k12.nc.us/providenceHS>, click on Parents & Students, click on PTSO, click on Newsletters, click on grade level of student.

All CMS booklets and documents can be found on the CMS website
<http://www.cms.k12.nc.us>

At the top click on Parents & Students, then click on Handbooks & Forms.

Check the school website for up-to-date information as well as expanded links
<https://schools.cms.k12.nc.us/providenceHS>

2023-2024 School Calendar

First Day of School	August 28
Labor Day Holiday	September 4
Early Release Day	September 20
Teacher Workday	September 25
Early Release Day	October 18
End of 1 st Quarter	November 3
Teacher Workday	November 6
Teacher Workday	November 7
Veterans' Day Holiday	November 10
Thanksgiving Holiday	November 22, 23, 24
Winter Break	Dec. 20 - Jan. 2, 2024 Classes resume Jan. 3
Martin Luther King Jr. Holiday	January 15
End 2 nd Quarter/1 st Semester	January 24
Teacher Workday	January 25
Early Release Day	February 14
Presidents' Day Holiday	February 19
Early Release Day	March 13
End of 3 rd Quarter	March 28
Teacher Workday	March 29
Spring Break	April 1 - April 5, classes resume April 8
Memorial Day Holiday	May 27
Last Day & End of 4 th Quarter/2 nd Semester	June 7
Graduation Dates	June 8-16 (tentative)
Make-up Days	Nov. 6, Nov. 7, Dec. 20, Jan. 2, Jan. 25, March 29

Bell Schedule A

1st block 7:15 - 8:45
 2nd block 8:51 - 10:31
 3rd block 10:37 - 12:37
 4th block 12:43 - 2:15

Lunch is held during 3rd block:
 1st lunch: 10:31 - 11:01
 2nd lunch: 12:07 - 12:37

Bell Schedule B

1st block 7:15 - 8:40
 Homeroom 8:46 - 9:11
 2nd block 9:17 - 10:42
 3rd block 10:48 - 12:43
 4th block 12:49 - 2:15

Lunch is held during 3rd block:
 1st lunch: 10:42 - 11:12
 2nd lunch: 12:13 - 12:43

Providence High School Alma Mater

*First born in nature's mighty maelstrom,
Tempered by her fierce resolve,
To mold the world through her bright issue,
Holding high black, white, and gold,
Our hearts, as one, hail Providence,
First Touch of gold for all our lives.*

Providence High School Mission Statement

Our mission is to provide a foundation for lifelong learning for all students in a challenging, caring, and cooperative environment.

Mascot:	Panther
Colors:	Black, Vegas Gold and White
Yearbook:	<i>The Prowler</i>
Literary Magazine:	<i>Roars and Whispers</i>
Newspaper:	<i>The Prowl</i>

PROVIDENCE HIGH SCHOOL HONOR CODE

At Providence, we recognize that enduring excellence is attained only through honor and strong character traits. Honesty, respect, and responsibility are essential traits of good character and are important to the learning process. The purpose of the Providence High School Honor Code is to establish and uphold high expectations for student success both in academic work and in character development.

Providence High School requires that students adhere to standards of academic integrity and honesty. To that end, the following behaviors are unacceptable and violate the PHS Honor Code and the traits of positive character development:

- 1) **Cheating:** Cheating is defined as the act of misleading others through deception, lies, or trickery (Merriam- Webster Dictionary).

Examples include but are not limited to:

- Misrepresentation: Claiming that a work product is the original work of the student.

- Falsifying information, either written or oral.
- Copying someone else's work or allowing someone to copy your work. This includes class work, homework, tests, quizzes, projects, labs, etc. Regardless of the intent, the student is responsible for their own work and what someone may do with it.
- The unauthorized use of materials including "cliff notes," study aids, books, formulas, calculators, electronic devices, cell phones, Artificial Intelligence, or other sources without the permission of the specific teacher.

2) **Plagiarism:** Plagiarism is the "uncredited use (both intentional and unintentional) of somebody else's words or ideas" from Purdue OWL (Online Writing Lab).
<http://owl.english.purdue.edu/owl/resource/589/01/>.

Examples include but are not limited to:

- Cutting and pasting information from a website or online source into a paper, presentation, project, etc. without proper citation.
- Intentionally or unintentionally leaving out quotation marks, citations, works cited page, etc., thus misrepresenting the work as the original work of the student.

Turnitin.com

Providence High School has subscribed to Turnitin.com, an electronic service to help monitor plagiarism and use of Artificial Intelligence. This online tool compares student papers to a database both of papers submitted by other students and to sources on the internet. Student papers, essays, written responses, etc. will be examined for plagiarism using several strategies such as research, the internet, and plagiarism software/ resources. Papers that students submit will become part of the "Turnitin.com" plagiarism detection database. Students agree to this review upon submittal of their work for grading.

Consequences:

Students at Providence recognize that any kind of academic dishonesty compromises their self-respect and their honor. Providence HS students are expected to take responsibility for any action which might

violate school standards and compromise his/her own integrity. “It is the student’s responsibility to clarify with the instructor any ambiguities about violations of the Honor Code” (Chapel Hill HS). Students who cheat, plagiarize, or are involved in academic dishonesty will experience the following consequences (cumulative for the duration of enrollment at Providence HS):

1st Offense: Grade of zero on the assignment without opportunity to make up the assignment. Extra credit opportunities are no longer available to the student for the remainder of the quarter. Offense will be documented in the student’s record.

2nd Offense: Grade of zero on the assignment without opportunity to make up the assignment. Referral submitted to the Assistant Principal. Consequences imposed may include detention, In-School Suspension, and/or up to 10 days of Out of School Suspension (in accordance with the CMS Code of Student Conduct).

Violations of the Honor Code are not limited to academic dishonesty. Vandalism, stealing, lying, bullying, or otherwise unacceptable and undesirable behavior is not permitted. Providence strictly follows the CMS Code of Student Conduct in determining consequences for such violations.

Providence is a member of the National Association for College Admission Counseling (NACAC) and adheres to the “Statements of Principles and Good Practice.” The policy on reporting discipline incidents and consequences (academic or behavioral) is that if a college asks on its application, the student must answer honestly, reporting any incidents beginning with 9th grade. The counselor also provides a statement confirming the student’s answer is an honest one. In accordance with NACAC principles, Providence counselors will notify all colleges that inquired on their applications, of discipline incidents and consequences incurred by seniors after acceptance.

Works Cited

“Cheating.” Merriam-Webster Dictionary.

Chapel Hill HS Honor Code.

National Association for College Admission Counseling
<http://www.nacacnet.org/AboutNACAC/Pages/default.aspx>.

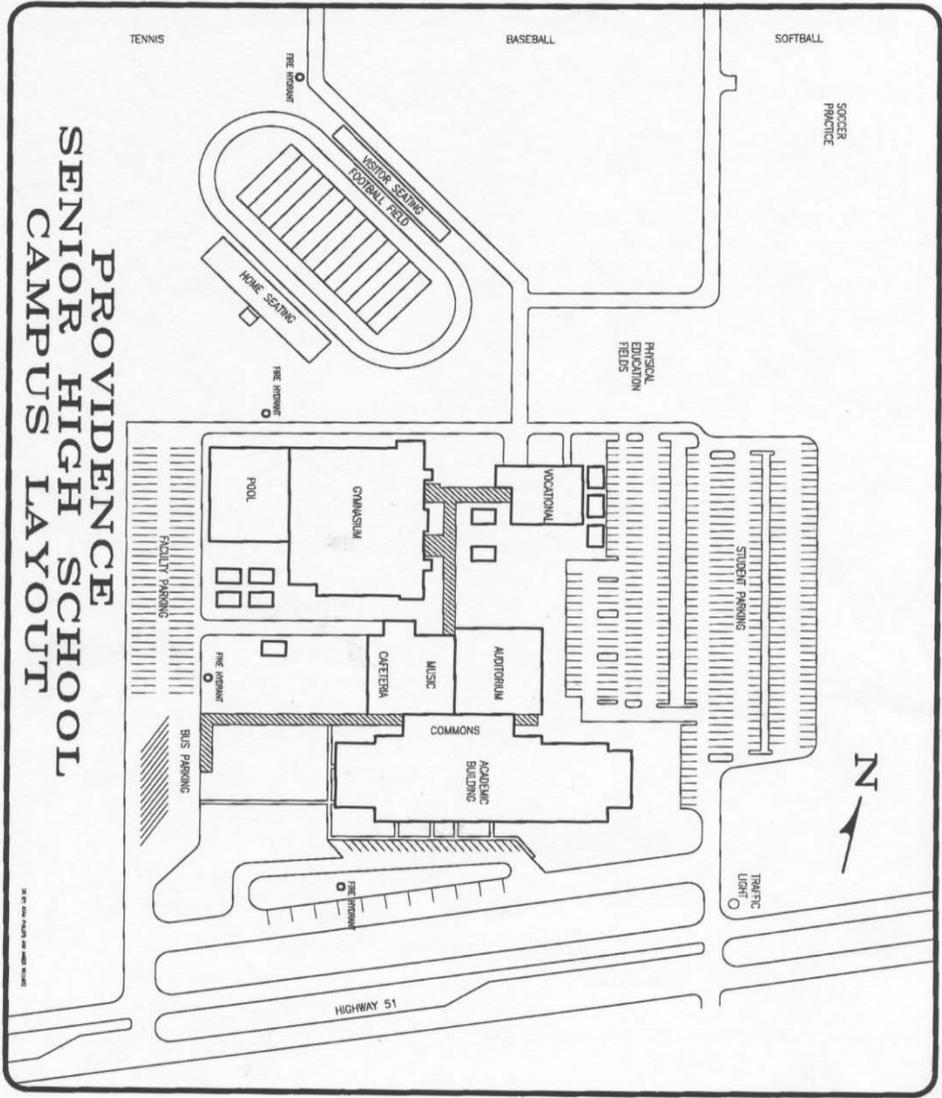
Purdue OWL (Online Writing Lab).
<http://owl.english.purdue.edu/owl/resource/589/01/>.

A special thanks to the Chapel Hill HS administration for allowing us to reference their Honor Code.

STUDENT RESPONSIBILITIES

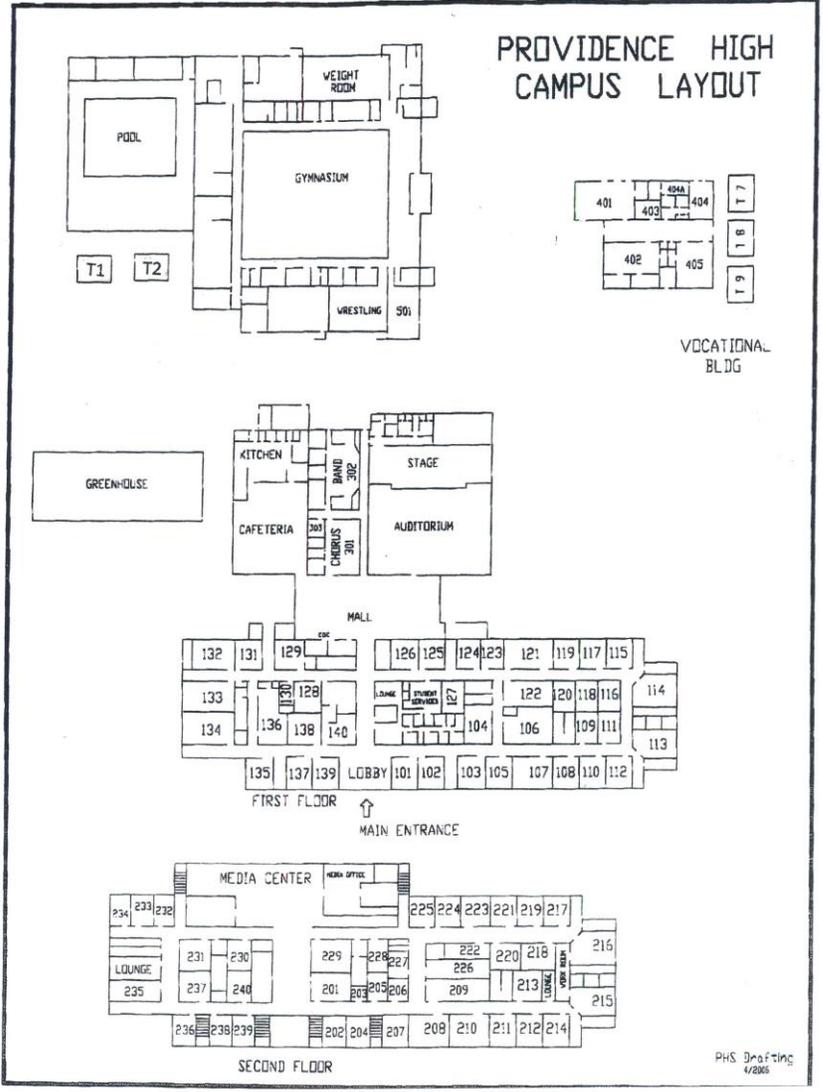
Students at Providence High School are expected to:

- Be aware of and abide by district wide policies, regulations, and school guidelines regarding student behavior and dress during school hours and extracurricular events/programs.
- Be responsible for their behavior.
- Conduct themselves 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.
- Refrain from the use of physical force and verbal harassment.
- Refrain from blackmail, stealing, cheating, bullying, and making threats, or any other illegal activity or violation of the rules contained in the *CMS Code of Student Conduct*.
- Seek clarification from school personnel concerning the appropriateness of any action, behavior, or dress.
- Attend school and classes regularly and on time.
- Come to class prepared to learn with all necessary materials.
- Immediately comply with any staff member's request to carry out school rules.
- Keep cell phone off and out of sight (as well as other electronic devices) during the school day from 7:00am - 2:15pm (unless being used as part of instruction as directed by a teacher). If needed, the school phone in the front office may be used to make an important call.
- Early release students are expected to keep their cell phone turned off & put away until they are off campus.



2010-11-01 10:00 AM

PROVIDENCE HIGH CAMPUS LAYOUT



PHS Drafting
4/2005

A Guide to Providence High School

AFTER SCHOOL

Students may not linger on campus after school hours. The only students allowed in the building after 2:45 p.m. each day will be those students participating in school activities (clubs, tutoring, athletic practice, etc.). Students not participating in school activities are required to wait outside at the front of the building for their transportation. Failure to comply will result in disciplinary consequences as determined by administration.

ALL CALL POLICY

In order to avoid classroom disruptions, students who have items to be picked up in the office will be called daily at 10:30am and 2:15pm only.

- Students will be called via the school-wide intercom to the office to pick up personal items dropped off by parents at these times only. We will **not** call students out of class to pick up items.
- Please make sure the student's name is on the item to be picked up.
- Deliveries left for students on the front counter of the main office are **not** the responsibility of the school. Please do not leave valuables.
- Deliveries of flowers, balloons, etc. will **not** be accepted at any time.
- Deliveries for students from outside vendors (i.e., food, flowers etc.) will not be accepted even if they have been purchased.

ATHLETICS

Providence has a complete varsity and junior varsity athletic program. Our school has received the Wells Fargo Cup four times for the best 4-A Athletic Program in the state. The following sports are offered and open to students who meet eligibility for tryout:

	Fall	Winter	Spring
Men	Cross Country Football Soccer	Basketball Indoor Track Swimming Wrestling	Baseball Golf Tennis Track
Women	Cheerleading Cross Country Golf, Tennis Volleyball	Basketball Cheerleading Indoor Track Swimming	Soccer Softball Track

There are also several club sports, including men's and women's Lacrosse, Field Hockey and Rugby. Please check the Athletic Dept. website (www.providenceathleticzone.com) for more information about tryouts and eligibility requirements for all sports.

ATTENDANCE/ABSENCES

There is a direct correlation between regular school attendance and student achievement; therefore, it is critical that students are in class every day. The North Carolina Attendance Law (GS 115C-378) requires every student to be in attendance at school each day. CMS policy states that any high school student missing more than 10 days (excused or unexcused) of class in a course for any reason other than a school-initiated (principal approved) absence, will receive a grade of "F" for the course. *CMS Regulation JHBB-R Part 2, #8.*

In the event of an absence, a student must:

- Bring a note signed by a parent or legal guardian stating the reason for the absence(s), the date(s) of the absence(s), and any other pertinent information.
- Present this note to the attendance secretary prior to first period on the day the student returns to school. Absences are considered to be unexcused until a note is presented. Notes presented more than five days after the student returns to school WILL NOT be accepted.
- An absence can be reported online at the school website <https://www.cmsk12.org/ProvidenceHS>. On the homepage, click on Report an Absence.

It is the student's responsibility to contact individual teachers immediately to make up any work missed during the absence. Arrangements to make up missed assignments (those assigned while a student was absent) are to be made no later than five days after the student returns to school. Assignments made prior to the absence with a due date during the student absence are due immediately upon return to school. Reference each teacher's Course Prospectus for specific details about missed work.

Definition of absence

A student who is absent more than half a day (arriving after 11:00am or leaving before 11:00am) is considered to be officially absent for the entire school day. A student who misses more than 45 minutes of a class period is considered absent for that class.

A student WILL NOT be considered absent for the following reasons:

- Field trip initiated by the school

- On a late bus
- Approved/verified college interviews/tours/visitations (juniors – limit 1 per semester, seniors – limit 2 per semester)
- Hospital/homebound (student is not physically present in school but is receiving school instruction from a CMS employee)
- Medically Fragile (student is physically not present, is receiving services from a CMS employee, and has a life-threatening health problem or is on some type of life support)

Excused absences

- Illness of student
- Death in immediate family
- Quarantine
- Doctor or dental appointments
- Family emergencies
- Religious observance (holidays must be approved by the school district prior to the absence)
- Approved educational opportunity (form 5123.21)
- Court or administrative proceedings
- Emergency service such as Civil Air Patrol

Examples of unexcused absences (missed work, including exams, may be made up at the discretion of the teacher)

- Traffic/car trouble
- Inclement weather
- Lack of heat, electricity
- Missing the bus
- Oversleeping
- Truancy
- No written excuse within five days of absence

Attendance Recovery

Students may not have more than 10 class absences (excused and/or unexcused) per course. All absences (excused and unexcused) may be recovered by attending morning or afternoon sessions at school. The schedule is determined at the beginning of the school year. Regardless of the student's numerical grade, failure to complete the required Attendance Recovery for absences more than 10 per course will result in a grade of "F" for that course. Students may not do Recovery until after an absence has occurred. Recovery may not be done on a day in which the student was absent from school during the school day. Recovery may be done by seniors with early release during their early release time.

Cutting Class

Cutting class/skipping school is defined as any absence from school or class not authorized by school administration. Students who skip or cut class will receive a discipline consequence which may include In-School or Out-of-School Suspension, revocation of parking privileges, etc. Once students arrive on campus for the day, they may not leave campus prior to 2:15pm without following the early dismissal procedures. This rule also applies to leaving campus before the official start of the school day. Assignments, tests, quizzes, etc. missed as a result of skipping are not subject to the make-up policy.

Students who cut class by leaving campus may not return to campus during that day without parent/guardian contact. Returning to campus after leaving without permission will be considered trespassing. Students who leave campus without permission and return will be subject to a search.

Early Dismissal

Students who need to leave school prior to 2:15pm are to follow the Early Dismissal process outlined below:

- Bring a note written and signed by your parent to the main office prior to 1st block.
- Include parent phone number. We will call the parent and confirm the note.
- Once confirmed, we will write an Early Dismissal Pass. Students can come back to the office after 1st block to pick up their Early Dismissal slip. Students will show that slip to the teacher and that is their pass to leave campus. For an emergency Early Dismissal or one that was not planned in advance, students can use the phone in the main office to call their parent. Parents will need to come into the office to sign their child out.

CELL PHONES and other ELECTRONIC DEVICES

(Headphones, Air pods, E-Readers, Apple Watches, etc.)

Students are permitted to carry their phones and other electronic devices as long as they are turned completely off and not visible during school hours (7:00am – 2:15pm) unless being used as part of their instruction as directed by the teacher. Violation of this rule will result in confiscation of the student's complete cell phone or other electronic device. (Students may not remove memory cards or attachments before submitting the device). Cell phones and other electronic devices will be returned after the assigned length of confiscation has been completed: 1st offense = 3 school days (including nights & weekends), 2nd offense = 5 school days (including nights & weekends), 3rd offense = 7 school

days (including nights & weekends) and after a parent comes to school to sign for the item. There are no exceptions. Chronic violations will result in graduated discipline action including Out-of-School Suspension (OSS). Refusal to comply with a cell phone or other electronic device confiscation directive will result in OSS. Apple Watches, Fitbits, etc. may be turned on but may not be connected to a phone, computer or other device that can send or receive messages.

IPads, E-Readers, personal computers, cell phones or other educationally approved electronic devices may be used during classroom instruction as permitted by the teacher.

CLASS RANK

Sophomores: Calculated on the 15th day of the school year.

Juniors: Calculated on the 15th day of the school year and at the end of first semester. Juniors who transferred in after day 10 of the preceding school year (grade 10) will not receive a rank on day 15 of the junior year, but will receive a rank at the end of first semester.

Seniors: Calculated on the 15th day of the school year, at the end of first semester, and at the end of second semester. Seniors who transferred in after day 10 of the preceding school year (grade 11) will not receive a rank on day 15 of the senior year, but will receive the rank at the end of first semester. Seniors in this situation should consult with their guidance counselors about ranking alternatives for their college applications.

CLUBS AND ORGANIZATIONS

Providence has over 30 clubs and organizations that support services, interests, academics, and vocations. An Inter Club Council (ICC) coordinates the activities among the various groups. Most service clubs are open for all to join. We will have Club Week early in the fall, and every student is encouraged to join at least one club or organization during that time.

COLLEGE VISITS

Two visits per semester for seniors and one visit per semester for juniors are permitted for college visits/tours/interviews. These do not count towards the maximum absences permitted per course. An official letter from the university/college must be submitted to the attendance secretary. College visit days cannot be taken on exam days or required state testing days (PSAT, ACT, etc.).

COPIER

The PTO has provided a copier for student use for a fee. It is located in

the Media Center.

DRESS CODE

In accordance with the Charlotte Mecklenburg Schools' *Student Code of Conduct*, the following dress code has been established for Providence High School students:

1. Students are required to wear appropriate shoes at all times for health and safety reasons. Students are not allowed to wear shoes with wheels.
2. Students may not wear hats, caps, head wraps, hoodie, or sunglasses. No bandanas can be worn anywhere on your body. Exceptions will require administrative approval.
3. No item may be carried or worn as jewelry that could be used as a weapon (chains, spiked bracelets, etc.). These items will be confiscated.
4. The following items **will NOT** be worn at school:
 - Bedroom shoes/slippers (except as permitted on some school spirit days)
 - Pajamas or sleepwear (except as permitted on some school spirit days)
 - Clothing or jewelry that displays abusive, sexually suggestive and/or profane language or pictures, symbols of illegal drugs, alcohol, weapons or gang activities, or any words or symbols that disrupt the learning environment.
 - Shorts, skirts, dresses (or their slit/tears in clothing) above fist length when standing erect with arms extended by sides and shoulders relaxed. Shorts/skirts must be longer than the shirt being worn.
 - Leggings/tights/hose/yoga pants or any pant that resembles yoga pants/tight pants, biker shorts without fist length clothing on top.
 - Excessively tight skirts or dresses even if they are of the appropriate length.
 - Tank tops, halter tops, open back or tops exposing any part of the midsection or bust area.
 - Tops exposing stomach, being too tight, see-through, strapless, or low-cut in the front or back. No cleavage can be exposed.
5. Clothing must cover the entire shoulder from the neck to the top of the arm. A three inch strap is sufficient so long as underwear is not exposed.
6. Clothing must not expose any underwear. Pants may not be worn below a level that exposes underwear. Bras and bra straps must not be exposed.

7. Removing a sweater or jacket “cover-up” (or otherwise complying with expectations and then reversing corrections later in the day) will be considered a repeat offense. Repeated dress code violations will be disciplined in an incremental fashion similar to other repeat offenses. Students are expected to be responsive and appropriate in discussion of dress code issues.
8. Students will be required to leave school (or call home) to obtain appropriate clothing or to wear school-provided attire if available. Students waiting on appropriate attire or who are unable to obtain appropriate attire will not attend class (counts as an unexcused absence) and will wait in SMC (Student Management Center). Continued violations will result in additional disciplinary action.

All dress code violations are at the discretion of the administration.

Consequences for students who do not follow the dress code include:

- 1st offense – Warning
- 2nd offense – After School Detention
- 3rd offense – Administrative consequence

EARLY DISMISSAL

Requests must be in writing with signature of parent/guardian.

No phone calls, emails, or faxes.

Once students arrive on campus, they are not permitted to leave campus unless they have submitted a written note with a signature from a parent/guardian or unless a parent/guardian comes to school to sign the student out.

- This note must be submitted to the Attendance Secretary before classes begin.
- This note must include the date, student’s full name, identification number, requested dismissal time, a legitimate reason for early dismissal, and a telephone number where the parent/guardian can be reached for verification.

The dismissal time should coincide with the end of a class period to minimize disruption. At the requested dismissal time, the student will pick up their official dismissal pass from the office and sign out. Failure to sign out will result in disciplinary action. Leaving school without permission can result in an Out-of-School suspension and loss of parking privileges.

EXAMS

- Midterm and final exams will be required in all courses. The End-of-Course test or State required exam will be the final exam in specific courses. By CMS Board Policy, final exams count 20% of the student's grade in a course.
- All students are required to take the state tests, course exams, and other mandated performance measures.
- Cheating on any exam will result in an automatic "O" and the student will not be given an opportunity to retest (See Honor Code).

FIRE DRILLS

Fire Drills will be conducted at least once per month. Students are expected to exit the building quietly and go to their designated area. Teachers will take attendance. Any student who deliberately causes a fire alarm is subject to exclusion from school and legal prosecution.

GRADE POINT AVERAGE (GPA)

This is calculated at the end of the first semester and at the end of the school year. Yearly GPA is based on year-end grades and is reported on the official transcript.

Grading Structure: The grading structure is as follows:

- A: 100-90
- B: 89-80
- C: 79-70
- D: 69 -60
- F: Below 60, Failing

HALL PASS

The Hall Pass page located in this Student Agenda is to be used whenever a student is permitted to leave a classroom during instructional time. The pass must include the time, destination, and teacher's signature.

HEALTH ROOM AND HEALTH SERVICES

The health room is located in the main office. It is for emergency and minor first aid procedures (not for catching up on sleep, etc.). A parent/guardian will be called to transport the student home or give permission for the student to leave. If the student is not leaving school, the student **MUST** return to class.

School Health Services

- Medication **WILL NOT** be given to students without a completed *Medication Authorization for CMS Students (5120.6)* with a

physician's signature. One form per medication is required. The form is on our school website. Copies are also available in the Health Room.

- Students who carry asthma medications or allergic reaction kits must also submit this form.

HONOR SOCIETIES

There are several honor societies at Providence, including Math, Art, Science, Thespian, Technical, Foreign Languages, and the National Honor Society. Please check with the faculty advisors for each Honor Society regarding eligibility (see PHS website).

National Honor Society

Selection to the National Honor Society is a privilege reserved for those students who demonstrate ALL of the following components of the selection process:

- Students must have attended PHS a minimum of one semester.
- Only juniors and seniors are eligible (minimum of 5 semesters completed.)
- Students must have a minimum of 3.5 unweighted cumulative GPA for those 5 semesters.
- Students must demonstrate good character, indicating a record of respect, responsibility, trustworthiness, fairness, caring, and citizenship. There can be no conduct grades of "3" or "4", no suspensions, detentions, or cheating.
- Students must have demonstrated leadership in both the school and the community from 9th through the 11th or 12th grade.
- Students must have demonstrated service to the school and the community from the 9th through the 11th or 12th grade. Service can consist of a group or individual project done on behalf of others for which no compensation has been given; this does not include service provided for family members.

INSTAGRAM

Please follow the PHS IG account at Providence.Panthers. This is a great way to see all the fun things going on at our school.

LOCKERS

All lockers are the property of the school. No student will be issued a locker unless the parent signs the *Locker Assignment Form located on the CMS Webpage (www.cms.k12.nc.us)*. Click on *Parents, select Handbook & Forms and then select Student Forms*. Lockers are assigned to the student only upon the student's agreement to the following terms and conditions:

- Students are responsible for all property placed in the locker. It should be used only for storage of such property as is necessary for the student's school activities such as school books, school projects, gym clothes, etc.
- No gun, explosive, or any other weapon is permitted to be stored in the locker or brought onto the school grounds.
- No alcoholic beverage or any other drug is permitted to be stored in the locker and is not permitted on the school grounds.
- Lockers must be kept clean.
- Students are NOT permitted to share or change lockers without authorization from an administrator.
- All lockers must have a PHS lock. Locks may be rented through the school for a fee. Personal locks may not be placed on lockers. They will be removed.

School officials are authorized to open and search any locker, and to remove unauthorized articles or any other items which may endanger the health, welfare, or safety of students or school personnel. In addition, school officials may open lockers and remove overdue library books or old food.

LUNCH REGULATIONS

Students are not permitted to leave campus during lunch and are allowed only in those areas designated for food. Students found in the parking lot, unauthorized areas, or off campus will be subject to the consequences outlined in the *Student Handbook*.

- Students are expected to keep the cafeteria, mall area, and patio areas clean.
- Food must be eaten in designated areas: patio, mall, and cafeteria. Food cannot be consumed in the classroom unless authorized by the teacher.
- During their lunch time, students may be in the cafeteria, mall, outside patio areas, tutoring (with teacher permission), or media center (with a pass).
- **Deliveries for students from outside vendors (i.e. food, flowers, balloons) will not be accepted and are not allowed even if they have been purchased.**

MEDIA CENTER

The Media Center Staff will assist you in locating and using the resources and equipment at PHS during these hours:

Monday – Friday 6:45am – 2:30pm

Before school and after school: No pass is necessary.

From class: Bring a dated, media center pass signed by a teacher giving you permission to use the media center. You must remain in the Media Center until the end of the period or the teacher must request in writing a specific time for student to return.

At lunch: Pick up a lunch pass from the Media Center staff before school or during class breaks before 10:30am. You must remain in the Media Center until the end of your lunch period. No food or drinks are to be consumed in the Media Center at any time.

Students may not visit the Media Center to use the printer during class time. Printing can only be done before or after school.

MONEY AND VALUABLES AT SCHOOL

In order to protect students from theft, students are advised to take the following precautions:

- Do not carry more money than is necessary to complete school obligations for the day.
- Fundraising money must be turned over to the club advisor immediately.
- Items left in the front office or front lobby (lunch, for example) are not the school's responsibility. Athletic equipment may not be left in the main office. Coaches will communicate the appropriate place for athletic equipment.
- Valuables should not be left in PE lockers or any unsecured lockers. Students are encouraged to use their own lock for the PE lockers. They must be removed after class for the next class of students to use. Be especially careful to secure all personal items in the gym.
- Do not leave purses, yearbooks, or other valuables unattended (**even for a brief moment**) at anytime, anywhere, including the classroom, mall area, cafeteria, PE locker room, etc.
- Students who drive to school should always lock their cars and store valuables in the trunk.
- Students who witness suspicious people or activities on campus should advise a staff member immediately.
- Long boards or skateboards are not allowed to be carried around school.

The school is NOT responsible for lost or missing money or valuables. This includes money lost in vending machines.

NC DRIVING ELIGIBILITY CERTIFICATE

A student must have passing grades in 6 out of 8 courses taken in the previous semester. See the front office secretary to obtain a NC Driving Eligibility Certificate.

OFF LIMITS AREAS

There are certain areas on the campus that are off limits to students without written permission from an administrator:

- Parking lots during the school day (**students may not go to their cars** without administrative permission.)
- Driveways around the school that are used as parking areas.
- Halls or bathrooms during instructional time without a pass.
- Teacher workrooms and teacher copiers (a copier for students is located in the Media Center).
- Locker rooms when you are not changing.
- Athletic Fields unless with a teacher.
- During lunch, students must be in the cafeteria, mall area, patio, tutoring (with teacher permission), or the Media Center (with a pass). All other areas are off limits during lunch.
- Students are prohibited from being in a bathroom stall with another person.

PARKING

The opportunity to park on campus is a privilege which can be revoked or suspended by an administrator.

- Only students who are juniors or seniors and maintain a 2.5 GPA (2.0 GPA if space permits) are eligible to apply for a parking permit to park on the campus of PHS. Students without parking permits are not permitted to bring cars to campus at any time during the school day. Violations will result in towing, booting (\$25 fine), and discipline action.
- Freshmen and sophomores operating a motor vehicle on the PHS grounds during school hours will be subject to disciplinary action as well as towing or booting (\$25.00 fine) at the owner's expense.
- Parking permit applications can be downloaded from the school website. There is a \$25.00 application fee.
- Space assignments are first come, first served by grade, but with early registration for those with higher GPA's.

School authorities may open, enter, and search any vehicle and its contents, and remove any unauthorized articles that may endanger the health, welfare, or safety of students or school personnel. These articles may be retained and used as evidence in disciplinary proceedings by school authorities or delivered to appropriate law enforcement officials

at the sole discretion of school officials.

Students must agree to and comply with the following:

- Students must obey all state and local laws governing the operation of a motor vehicle and all rules and regulations concerning the operation and parking of a motor vehicle on school property, including the posted speed limit for PHS campus.
- Students must obey all policies in the *CMS Code of Student Conduct*, including policies on prohibited items.
- No student is allowed to purchase a permit for another student, or to let another student use his or her permit. Consequences include disciplinary action and loss of driving privileges for all students involved.
- Students are not allowed to park in front of the school, in handicapped spaces, in the staff lot, in the bus lot, behind the gym, in spaces designated for staff members, or any space to which they have not been specifically assigned.
- Students who have reserved spaces in the marching band or NJROTC practice area (designated by yellow outline) must remove their vehicle each day by 2:45pm.
- Those students who habitually do not arrive to school on time will forfeit their driving privileges for a period of time to be determined by the administration.
- Any car without a valid Providence High School parking permit will be “booted” and student must pay a \$25.00 fine per infraction. Repeated violations will result in vehicle being towed at owner’s expense.
- Students with a parking permit may purchase a temporary parking permit for an alternative car while their car is being repaired. The cost is \$3.00 per day.
- Students who receive a ticket will have 24 hours to pay the fine without further penalty.
- Speeding, littering, unsafe driving, inappropriate behavior in the parking lot or loud music is not allowed at any time and will result in a \$25.00 fine or parking revocation.
- Students will obey all directions given by parking lot attendants and school staff.
- Students may not use their cell phone when their vehicle is turned on or while driving.

PROHIBITED ITEMS

It is a violation of the Charlotte-Mecklenburg Schools *Code of Student Conduct* to possess any gun, rifle, knife, leaded can, metallic knuckles, razor, cutter, mace, pepper gas, explosives, martial arts weapons, or any

blunt or sharp-pointed instrument that may be capable of inflicting bodily injury at school (this includes using or threatening to use to inflict injury). No alcoholic beverage or any other drug is permitted on school grounds. Students in violation will face suspension/exclusion and legal prosecution.

CMS requires students and visitors to pass through Body/Weapon Scanners each day they enter school. Students who enter school without passing through the scanner or who intentionally avoid the scanners are subject to disciplinary action as determined by administration.

SCHOOL CLOSINGS

Please **DO NOT** call the school. School cancellations for emergencies or inclement weather will be announced on local radio and television stations. You can also check the main CMS website at www.cms.k12.nc.us.

SOCIAL MEDIA

Social network sites such as Facebook, Twitter, Instagram, Snapchat, and other platforms used to facilitate students communicating with one another have both positive and potentially negative outcomes. It is important for students to be aware of these outcomes and exercise appropriate caution if they choose to utilize these sites. Bullying and/or harassing behavior are strictly prohibited in CMS and at Providence High School. It is the policy of the Board of Education to maintain learning environments that are free from harassment or bullying (Policy JICK). Students are responsible for their own behavior when communicating on social media and will be held accountable for the content of the communications that they state/post on social media sites.

- Similar to comments made in person, Providence High School will not tolerate disrespectful comments and behavior online, such as:
 - Derogatory language or remarks that may be hurtful to another student or staff member.
 - Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; or any other inappropriate behaviors.
 - Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

As with other disciplinary violations, any type of bullying/harassment that

occurs off campus may violate the *Code of Student Conduct* if it has a direct and immediate impact to the orderly and efficient operation of the school or the safety of individuals in the school environment.

SOURCES OF STRENGTH

Providence employs strategies from the Sources of Strength, a national program to help students develop skills of resilience and perseverance. “Sources of Strength is a strength-based comprehensive wellness program that focuses on suicide prevention but impacts other issues such as substance abuse and violence. The program is based on a relational connections model that uses teams of **peer leaders** mentored by adult advisors to change peer social norms about help seeking and encourages students to individually assess and develop strengths in their life” (Sources of Strength Training materials).

This is not a top-down approach but is a program to educate students who then educate their peers on the eight sources of strength as shown on the wheel below. We will reference this wheel and the strengths throughout the year.



STUDENT CODE OF CONDUCT

On the first days of school, teachers will explain and answer questions on the contents of the Charlotte-Mecklenburg Schools *Student Code of Conduct*. There is a page in this book that must be downloaded from the CMS webpage and signed by students and their parent/guardian (www.cms.k12.nc.us). Select Parents, Forms, Code of Student Conduct.

The purpose of this handbook is to outline the code of conduct expected of CMS students at Providence and the consequences for violating any of these rules. In particular, students and parents should note that the CMS School Board has ZERO TOLERANCE FOR WEAPONS, ASSAULTS, ALCOHOL, ILLEGAL SUBSTANCES, and ANY OTHER CONTRABAND.

EVERYONE attending Providence High School must commit to following all the rules in the *Student Handbook* and those outlined in this student agenda in order for our school to remain a safe and orderly one. Disciplinary action may include, but is not limited to, warnings, reprimands, after school detention, replacement costs or payment for damages, In-School Suspension, Out-of-School Suspension, or exclusion.

STUDENT SERVICES

The Student Services department provides counseling and guidance to students in an attempt to help them make informed decisions. Services such as individual counseling, college and career counseling, crisis intervention, parent/teacher conferences, etc. can be obtained from the Student Services department. Students will be assigned a guidance counselor at the beginning of the school year.

TARDY POLICY

To provide for a teaching and learning environment that is respectful of the right to learn and be free of disruption, a strict tardy policy has been established. All students are expected to be in their classroom and ready to learn before the tardy bell rings for each class. Following the tardy bell, students who are not in class for an unexcused reason must report immediately to the Student Management Center (SMC), Room 139. Only students with a note from faculty, administration, or SMC will be admitted to class after the tardy bell rings. This policy applies to blocks 1–4 each day and is cumulative for all class periods.

All students reporting to school after 7:15am are considered tardy, regardless of reason. **This includes students who arrive at school during a class change.** These students must still report to SMC. However, a student's tardiness can be excused for valid reasons such as medical appointments with proper documentation. An excused tardy is not counted against a student for the purposes of the tardy policy.

Students arriving after 7:15am must report to the Student Management Center (SMC) immediately upon entering the school. Teachers are instructed not to admit any student into any class after the tardy bell rings without a pass from SMC.

- If a student arrives tardy to school and does not report to the SMC, he/she will be assigned an appropriate disciplinary action.

- Students will have 6 minutes after leaving SMC to report to class. If a student does not report to class within the allotted 6 minutes, the student will receive a referral from SMC for cutting class.

Consequences:

- 1st tardy = Warning
- 2nd tardy = Warning
- 3rd tardy = 1 day Lunch Detention
- 4th tardy = 1 After School Detention (45-minutes)
- 5th tardy = 2 days After School Detention (90-minutes)
- 6th tardy = 3 days After School Detention and/or loss of parking privilege (if applicable) for 1 week
- 7th tardy = 1 day In-School Suspension and/or loss of parking privilege for 2 weeks
- 8th tardy = 2 days In-School Suspension and/or loss of parking privilege for 2 weeks
- 9th tardy = Progressive, as determined by administration

ALL tardies will start over at the beginning of 2nd semester.

Missing a detention will result in the penalty being elevated to the next level or Out-of-School Suspension.

TELEPHONE

A student telephone is available at the front office counter and in the Health Room. Students may not use cell phones at any time during school hours (7:00am – 2:15pm) unless being used as part of their instruction as directed by the teacher.

TUTORIAL PROGRAM

Providence has an extensive tutorial program that is available to all students free of charge.

- Students may receive additional help in all subjects.
- A comprehensive list of tutorial services with specific times and dates for subject areas is available in the Guidance office. The schedule is also posted on the school website.
- Peer Tutoring is also available.

VISITORS

All visitors must sign in and secure a pass from the main office immediately upon arrival on the school campus. Friends/former students are not permitted to visit students or staff during the school day.

