



CHARLOTTE SECONDARY SCHOOL
A PUBLIC CHARTER PAIDEIA SCHOOL

Student Handbook 2015-2016
Honor Code & Student Code of Conduct

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Charlotte Secondary School shall comply with all applicable federal laws and regulations, including but not limited to, such laws and regulations governing employment, environment, disabilities, and civil rights, children with special needs, transportation, and student records. CSS shall comply with all applicable health and safety laws and regulations, whether federal, state, or local. Neither the State Board of Education (SBE) nor the local board of education assumes the duty to oversee the operations of CSS except as may otherwise be provided by law or separate contract. Neither the SBE nor the local board is required to monitor CSS for compliance with applicable laws and regulations.

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Dear Students and Parents,

Welcome to Charlotte Secondary School. We hope you have a great year learning new things, improving your academic skills, discovering more about yourself, making new friends while nurturing old friendships, getting involved in and contributing to your school community and becoming good citizens. We and all of the staff at CSS desire to and commit to providing a safe and orderly environment in order that teaching and learning may occur while all members of our community are treated fairly and with respect.

You will notice that a Student Honor Code has been included and will be implemented this year. The Student Leadership Team met throughout the summer to study and discuss the meaning and importance of adopting an Honor Code. We are asking students and parents to sign the Honor Code Pledge and to adhere to this Honor Code for the purposes of promoting academic integrity and for creating a school environment of trust, respect and responsibility.

This handbook serves as a guide for all of us to function daily in a safe and orderly environment while also fulfilling our responsibilities for teaching and learning. Please read through both the parent and the student handbook together. We ask that you sign the Honor Code Pledge and the Student/Parent Responsibilities Page. Please turn it into to your homeroom/first period teacher within the first week of school.

As we live amongst each other for the next 180 days, six hours every day, let us all strive to be civil towards each other, work hard, study, laugh and love!

The CSS Administration

Mission Statement

At CSS we embrace the Paideia philosophy and methodology, creating a dynamic educational environment through teaching and learning in an atmosphere that encourages and supports the endeavors of young people, who aspire to enroll at institutions of even higher learning.

School Vision

Through the Paideia experience, Charlotte Secondary School (CSS) aspires to present to the Charlotte-Mecklenburg community young people who become vital citizens and ethical contributors to the future of mankind. Paideia is simply Greek for, “the whole upbringing of the child.” CSS strives to nourish that child’s spirit, mind and body so that each individual might, in the words of Mortimer Adler: “earn a decent livelihood, be a good citizen of the nation and the world, and make a good life for one’s self”.

School Belief Statements

- All students can learn.
- Each student is a valued individual with unique physical, ethical, linguistic, social, emotional and cognitive needs.
- Student learning is the chief priority for our school.
- Teachers, staff, administrators, parents, students and community members will share in the responsibility for providing a supportive learning environment within our school.
- Clear goals and high expectations for student achievement will guide the design of instructional strategies and learning activities.
- Students learn in different ways and will be provided with a variety of instructional approaches to support their learning.
- Assessment of student learning will provide students with a variety of opportunities to demonstrate their achievement and authentic contexts in which to apply their learning.

The commitment to continuous improvement is an imperative guiding the school to enable students to become confident, self-directed, lifelong learners.

Academic Honor Code

“Students at Charlotte Secondary School shall not lie, cheat, or steal. That is, students must do their own work; take no unfair advantage of their peers; represent themselves truthfully; and claim only that which is their own.”

STUDENT CODE OF CONDUCT

Expectations

Expectations for student behavior and attire are established to insure a safe and orderly environment for all. Three basic rules govern Charlotte Secondary School students; give respect, show restraint, and take responsibility. Students’ attitudes, behavior, and demeanor should conform to these three guidelines at all times.

Students will:

- Be dedicated to lifelong learning.
- Work hard and give 100% effort to their studies.
- Strive to be self-governing and responsible for their own education.
- Adhere to the Student Code of Conduct
- Exercise academic honesty in all aspects of their work.
- Prepare sufficiently for all types of assessments.
- Seek extra help from teachers when needed.
- Avoid engaging in cheating, plagiarizing, and lying.
- Use scholarly sources in the prescribed manner.
- Report any violations of the Honor Code.

Teachers will:

- Provide challenging opportunities for learning while addressing students’ individual needs.
- Provide a safe, welcoming environment for ALL students; treating all students fairly and with respect.
- Develop, model, and sustain ethical practices within the classroom setting.
- Update grades regularly on the Parent Portal on PowerSchool and communicate with parents regularly.
- Report violations to counselors and administrators.
- Confer with those who violate the Honor Code.
- Contact student’s parent or guardian regarding a violation of the Academic Honor Code which results in a failing grade for the assignment.
- Be dedicated to lifelong learning.

Parents will:

- Discuss the Honor Code with their child to ensure understanding.
- Encourage their child to maintain high standards with regard to integrity, honesty, and personal responsibility.
- Support faculty and administration in enforcing the Honor Code and Student Code of Conduct.
- Ensure that their child attends school every day, is on time and prepared for learning.
- Contact teachers or staff when concerned or have a question about their child.

School Administrators will:

- Set high standards for ALL members of the school community.
- Ensure that all faculty, students, and parents receive the Honor Code and Student Code of Conduct.
- Help contribute to a school-wide environment that encourages adherence to the Honor Code; ensuring that the Honor Code is being applied consistently throughout the school.
- Require all teachers to enforce the Honor Code.
- Maintain accurate records of Honor Code violations.
- Welcome all families and include and encourage families to be actively involved in their child's education.
- Provide a variety of opportunities for parents and families to volunteer at the school.

Students' Rights and Responsibilities

Students are expected to understand and follow school behavior expectations and to report instances of bullying and unsafe situations to the appropriate school employees. The following disciplinary consequences should be considered guidelines for maintaining a safe and orderly school environment. These consequences are progressive in nature. Repeat rule violations will result in more severe consequences. Any staff member has the right to discipline a student, regardless of grade, who is not exhibiting proper behavior in school. Students who have a record of disobeying school rules or who exhibit behavior that does not reflect the standard of the school and community will not be allowed to participate in extra-curricular activities such as field trips, class celebrations, or assemblies. Students should behave in a manner that will be a credit to our school.

ATTENDANCE POLICY

Let's partner in having your student in every class every day! Our job will be to make classes engaging and informative while preparing students for their life after they graduate. Your job is to make sure the students are here on time each day. Because we are concerned for your child's safety and well-being, we ask that you notify the school by phone the morning the student is absent no later than 10:00 AM. Failure to do this will result in the student receiving an absence being recorded as unexcused. Call 704-295-0137.

Students are responsible for communicating with teachers about work missed and will be required to make it up. Excessive tardiness may result in a home visit from teachers or administration. As a public school, Charlotte Secondary is required to comply with North Carolina's Compulsory Attendance law (GS 115C-378.) This law states that guardians are responsible for seeing that their children attend school each day it is in session and may be prosecuted in a criminal action if a student, under the age of 16, has multiple unlawful absences. A notification letter is sent by mail stating that legal action will be taken when a student has reached this absence level.

In addition to this law, additional CSS attendance policies include: (see below)

1. **SCHOOL TARDIES** - Students will report directly to class until 8:00. [If needed: Because the high school day begins at 7:45 a.m., these students arriving after that time will be recorded as an unexcused tardy by teacher.] After 8:00, students will sign in at the front office. Unexcused tardy reasons include but are not limited to: car trouble, illness, oversleeping, missing the bus, alarm malfunction, traffic, weather, DMV, etc. Students providing a note from the medical office confirming an appointment or official documentation confirming a court appearance will sign in through the office will be excused.
2. **CLASS TARDIES**: If a student arrives to class after the final bell, the teacher will allow the student into class and record the student as tardy. When the pattern of tardiness becomes excessive, CSS administration will assign a consequence.
3. **EARLY RELEASE POLICY**
 - i. **Drivers only**: The student must present an early release note to the front office before 7:45 a.m. Include the student's full name, time and reason for early release, parent name and phone number where a parent can be reached between 7:45 and 9 a.m. Once the early release note is confirmed with a parent/guardian, the student will receive an early release pass, which will allow them to leave class at the designated time. When the note cannot be confirmed, the student will not be permitted to leave. **IF AN EARLY RELEASE BECOMES NECESSARY AFTER THE STUDENT ARRIVES AT SCHOOL OR THE POLICY WAS NOT OR COULD NOT BE FOLLOWED FOR ANY REASON, THE PARENT IS REQUIRED TO SIGN THE STUDENT OUT IN THE FRONT OFFICE.**
 - ii. **Non-drivers**: Parents must check these students out in the front office. Last check out for the day is 1:50 p.m.
4. **EDUCATIONAL ABSENCE** - If you are planning a trip, an educational absence form needs to be completed and returned to the school office 5 days prior to the requested absence. CSS guidelines will be used by the Head of School to determine if the trip is excused or unexcused.
5. **COLLEGE VISITS**: Juniors and seniors only are eligible to receive verified college interview days. Number of days allowed per semester is determined by the Head of School. Students must follow the procedure noted above concerning the educational absence form. A letter from the college verifying the visit is required upon return for the day to be coded as a college visit.

In order to reduce truancy, CSS does not accept early release requests by phone. If early release is necessary, the following policy is in effect:
6. **RECOVERY**-Students accumulating more than 10 absences, excused or unexcused, per class will receive a grade of "F" for the course according to state mandate. CSS will offer some recovery opportunities for students with more than 10 absences. Teachers are responsible for all aspects of the recovery process and will notify the student if and when recovery becomes necessary.

Unacceptable Behaviors

All students at Charlotte Secondary School must abide by the regulations set by the CSS Board of Directors. The following behaviors are not permitted and will result in immediate suspension and may result in school administration contacting legal authorities as required by law:

- Assault, fighting, making threats, theft, or any other illegal activity
- Issuing a fire alarm or bomb threat
- Possession and/or use of narcotics, alcoholic beverages, stimulant drugs, and drug paraphernalia
- Theft or damage to personal or school property
- Possession or use of a weapon or other object that could reasonable be considered a weapon
- Students may not bring knives or other weapons or weapon-facsimiles to school or any school events
- Leaving the school or failing to attend class without permission

The following behaviors are not accepted at Charlotte Secondary School and will be addressed by faculty and staff:

- Noncompliance with teacher or staff member expectations and rules
- Insubordination to staff members
- Engaging in harassing behavior
- Disruption of learning
- Tardiness to class or activity
- Use of inappropriate language
- Use of profanity
- Smoking on school grounds
- Eating and drinking during class without the express consent of the teacher
- Ordering food from outside vendors
- Using an electronic device during class without permission
- Gambling
- Violations of the Acceptable Computer Use Policy
- Any violation of the Honor Code
- Fighting and other aggressive behaviors
- Inappropriate sexual conduct

Consequences for failing to meet behavioral expectations may include after school detention, in-school suspension, and/or out of school suspension. Our expectations for our students during the school day apply to all extracurricular events both on campus and off campus.

Violations/Infractions of Student Code of Conduct with Designated Tiered Sanctions

Student disciplinary infractions and associated responses are divided into four progressively severe tiers.

Violations

Tier I

- Violation of basic standards established for the school community
- Inappropriate language
- Excessive tardiness, absences
- Violation of cell phone policy

Tier II

- Repeated violations of basic standards established for the school community
- Being in an unauthorized location on the CSS campus
- Disregard of directions of a school employee
- Behavior disrupting the educational process
- Unauthorized absence from class
- Abusive and/or profane language
- Destruction or vandalism of school property
- Leaving the campus without approval/permission
- Theft

Tier III

- Repeated unauthorized absences
- Rude, defiant and/or disrespectful behavior towards a school employee
- Repeated abusive and/or profane language (could also be labeled a IV)
- Repeated destruction or vandalism of school property (could also be labeled a IV)
- Repeated acts of theft (could also be labeled a IV)
- Tampering with school safety equipment
- Use of Tobacco in Violation of Alcohol, Drug, and Tobacco Policy
- Fighting and Aggressive Behavior

Tier IV

- Inappropriate sexual conduct
- Repeated rude, defiant and/or disrespectful behavior towards a school employee
- Repeated abusive and/or profane language
- Repeated destruction or vandalism of school property
- Repeated acts of theft
- Repeated acts of tampering with school safety equipment
- Possession, use, sale or being under influence of alcohol, illegal drugs, or drug paraphernalia on or near school grounds or at school sponsored event
- Gang related activity

- Bomb threats or other false alarms
- Communicating a threat
- Smoking (III), repeat offenses (IV)
- Assault of another student III, repeated assaults
- Cyber bullying that causes an incident on campus or school event (III), repeated incidents
- Sexual, racial, religious or general harassment (III), repeated incidents
- Assault of a school employee
- Bullying (III), repeated incidents
- Assault with a weapon
- Possession of a weapon on campus or at a school-sponsored event

A student who participates or conspires with another to violate a rule may be found in violation of the rule. If so, the student will be subject to the full disciplinary consequence for the rule violation.

CONDUCT AWAY FROM THE SCHOOL PROPERTY

Students may be disciplined for conduct away from CSS property that violates the Code of Student Conduct and that has or may have a direct and immediate impact on the orderly and efficient operation of the school or the safety of individuals in the school. CSS strictly **“prohibits bullying and harassing behavior, including cyber-bullying, to staff, students, and parents”** as defined in Article 29C. § 115C-407.15.

POTENTIAL RESPONSES

Consequences for violating the Code of Student Conduct should be progressive in nature. Principals and teachers are encouraged to use a full range of discipline responses to student's misconduct, such as:

Parent contact	Academic intervention
Conference (any combination of parent/student/school officials/counselors and teacher)	Office Referral
Behavior Improvement Agreement	In-School Suspension (ISS)
Instruction in conflict resolution and anger management	School-based community service/work detail
Confiscation of unauthorized items	Restorative Justice
Peer mediation	Restorative practice
Social restriction (Silent lunch, individual transitions, exclusion from field trips, etc)	Service learning
Return of property or restitution for damages	Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities
Individual or small group sessions with school counselor	Exclusion from graduation ceremonies
	Exclusion from extracurricular activities
	Out of school suspension (OSS)

**** Within each tier, the administrator has the discretion to impose consequences deemed most appropriate to address the infraction. In the instances where an infraction falls within multiple tiers, it is the discretion of the administrator to determine tier assignment for the infraction.***

ISS – In-School Suspension

The temporary removal of a student from his/her assigned class as an alternative to OSS.

OSS – Out-of-School Suspension

Suspension from school is a disciplinary measure that entails a student being isolated from the school community. During this period, the student is not allowed to participate or to be a spectator in the academic or extracurricular life of the school. **SUSPENDED STUDENTS ARE RESPONSIBLE FOR ALL MATERIAL COVERED DURING THEIR ABSENCE.** The faculty is not required to give extra help or attention to those students who are or have been suspended. Absences are unexcused.

Long-Term Suspension/Expulsion

1. Board of Directors may, upon recommendation by the Head of School, long term suspend/expel students whose behavior indicates that their continued presence in school constitutes a clear threat to the safety of other students or school employees. The following procedures will be followed:
2. Parents or guardians of students will be given written notice of the Head of School's intent to long-term suspend/expel, in addition to notice of any interim discipline action or suspension
3. The Head of School will hold a formal hearing during which charges will be explained. Students will have the opportunity to explain their actions. Other students and/or staff who witnessed or were involved in the incident will be interviewed also
4. The Board of Directors will determine whether to accept or decline the recommendation for long-term suspension/expulsion and will communicate their decision to the parent or guardian of the student involved.
5. If the committee chooses to accept the recommendation to long-term suspend/expel a student, the parent or guardian will be notified concerning students' rights to appeal the suspension/expulsion to the Board of Directors.
6. Decisions by the Board of Directors as to appeals made by parents or guardians on behalf of students will be final and irreversible.

Referral to Authorities

In some cases, violations on school campus also violate local, state, or federal laws. In these cases, the school administration will refer the incident to law enforcement for investigation and full prosecution.

Due Process

In the event that a student feels that he/she has been unduly punished, the student/parent may request a meeting with the Principal. If the student/parent still feels as though the individual has been treated unfairly, an appeal may be made to the Charlotte Secondary School Discipline Committee.

Each month, the Head of School shall notify the CSS Board Chair or designee regarding the respective month's suspensions.

Dress Code

The following dress code applies to ALL school sponsored activities. The guidelines are as follows:

- Shorts and skirts must be fingertip length or longer.
- Leggings may be worn as an undergarment as long as the outer garment meets the above requirement.
- Clothing, jewelry, button, patches, or any other items with words, phrases, symbols, pictures, or signs which use indecent, profane, suggestive, or inflammatory words, or promote drugs or alcohol or illegal activity of any kind are prohibited. Any dress or attire that local law enforcement officials deem gang-related shall not be worn.
- Muscle shirts, undershirts, tank tops, tube tops, halter tops, tops with spaghetti straps, see-through blouses, fishnet tops, low-cut blouses and bare midriffs are prohibited. Female students may wear sleeveless blouses as long as the armhole is not loose and the strap is two inches wide or wider.
- Sleepwear and bike shorts are not permitted.
- Sunglasses may be worn indoors only with written recommendation of a physician.
- Undergarment straps that are visible outside of clothing are prohibited.
- Physically revealing, exposing, or provocative clothing is prohibited.
- Picks, combs, pencils and rollers shall not be worn in the hair.
- Loose and/or sagging pants, slacks, and shorts falling below the waist are prohibited. Pants may not sag, even if shorts are worn underneath.
- Jeans/pants may not have holes above the knees.
- Hats, caps, bandanas, and other head coverings are not to be worn in the school building. The only exception is if the cap is part of a CSS athletic uniform worn at the actual event. The penalty for wearing a hat or cap in school is confiscation. The hat or cap will be returned to the student at the end of the day.

Dress Code Discipline

1. The student will be asked to change clothing and/or parents will be notified via telephone to bring in proper clothing.
2. The student will be removed from class until student is wearing proper attire.
3. Three dress code violations will result in a discipline referral
4. Four dress code violations will result in In-School suspension
5. Blatant repeated violations will result in Out of School Suspension

PERSONAL TECHNOLOGY DEVICES

A personal technology device (PTD) is a portable Internet-accessing device that is not the property of Charlotte Secondary that can be used to transmit communications by voice, written characters, words or images, share information, record sounds, process words, and/or capture images. Examples include a laptop computer, tablet, smartphone, cellphone, personal digital assistant or E-Reader. Possession of a PTD by a student is a privilege, which may be revoked for violations of the *Student Code of Conduct*. Violations may result in the confiscation of the PTD (to be returned only to a parent) and/or other progressive disciplinary actions. CSS is not responsible for the theft, loss, or damage to PTDs or other electronic devices brought onto school property. Students permitted to use PTDs during the school day must follow all rules set forth in the Student Handbook and sign the Acceptable Use Policy Agreement.

MIDDLE SCHOOL CELL PHONE USAGE

Students may not use cell phones during the school day. This includes before school or after school, during class or class changes, or at lunch.

First offense: The cell phone will be taken and held at the front office for the remainder of the school day.

Second offense: The cell phone will be taken and held at the front office for three days

Three or more offenses: The cell phone will be taken and held at the front office for five school days.

HIGH SCHOOL CELL PHONE USAGE

Infractions for high school cell phone violations are done by classroom. Please note that **once your phone is turned in to the front office, an office referral will be given.**

First offense: The student will be given a verbal warning

Second offense: Parent contact

Three or more offenses: Front office for parent pick up. Office referral issued.

Student Use of Technology

Charlotte Secondary School recognizes the incredible importance of incorporating technology into our curriculum. With the rapidly expanding world of technology, however, it is Charlotte Secondary School's policy to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] ("CIPA") enacted December 21, 2000 and subsequently amended revised or amended, the Neighborhood Children's Internet Protection Act ("NCIPA"), and the Protecting Children in the 21st Century Act, enacted October 10, 2008 and subsequently revised and amended.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Charlotte Secondary School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Charlotte Secondary School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Head of School or designated representatives.

The Head of School or designated representatives will provide age appropriate training for students who use the Charlotte Secondary School Internet facilities. The training provided will be designed to promote Charlotte Secondary School’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in Charlotte Secondary School’s Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyber bullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District’s acceptable use policies.

CIPA definitions of terms:

MINOR. The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Students who violate the use policy or damage computer equipment may be denied further access to technology. The faculty and staff will make every effort to supervise students and to insure that students access only academically valuable information; however, the responsibility of obeying instructions and caring for equipment rests ultimately with the student.

Student Contract for Use of School Computers.

Students verify by their signature they understand use of computers at school and access to the internet is a privilege, not a right. If they do not follow school rules for using computers, they might not be allowed to use them anymore.

Specifically, the student will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using school-owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.

Search and Seizure

Charlotte Secondary School reserves the right to search the possessions and/or person of any student, provided that reasonable suspicion exists and guidelines under Board Policy are followed. Any illegal materials or materials not permitted according to Charlotte Secondary School regulations or Board Policy will be seized and disciplinary action taken when appropriate. Where noted by Board or school policy, proper authorities will be notified. Random searches of backpacks may be conducted when deemed appropriate by the principal or a designee.

HARASSMENT POLICY

Charlotte Secondary School strives to be a community in which each individual is treated with sensitivity and respect. To this end, the school will not tolerate the intimidation, humiliation, or degradation of another by any member of its community based on religion or immutable characteristics such as sex, race, or national origin. Such harassment will constitute gross misconduct and will result in disciplinary action that may include suspension or expulsion.

Sexual Harassment

Sexual harassment is unwanted sexual advances and other verbal, visual, or physical conduct of a sexual nature that is intimidating, hostile, degrading, or offensive. The school recognizes that healthy social and personal relationships among students may include some acceptable dating or flirting behavior, the purpose of which is to compliment and convey respect. However, sexual comments, gestures or other forms of expression that are intimidating or degrading will not be excused as "harmless adolescent exploration."

Racial Harassment

Racial harassment is intimidation, humiliation or degradation of an individual or group on the basis of race. Racial harassment includes both easily identifiable acts of oral, written, or physical harassment, and more subtle forms of harassment such as graffiti, epithets, and racially offensive remarks, jokes, or other forms of "humor." Such harassment will not be tolerated and will result in appropriate disciplinary action.

Religious or Ethnic Harassment

Religious or ethnic harassment includes intimidating, humiliating, or degrading remarks, jokes, or gestures, or other forms of behavior or expression that demean or trivialize the religion or national origin of an individual or a group. Such harassment will not be tolerated and will result in appropriate disciplinary action.

Reporting Harassing Behavior

Any student who has been the subject of a prohibited harassment by any member of the Charlotte Secondary School community should immediately report the facts of such harassment to the Chief Administrator or any faculty member with whom the student feels comfortable divulging such information. All charges of harassment will be fully investigated. Any charge determined to be true will result in disciplinary action.

Charlotte Secondary School Student/Parent Acceptable Use Policy

Students and parents/guardians participating in the use of a personal technology device (PTD) must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Student Use of Technology. Furthermore, the student must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology
- Devices that can be brought in are: Smartphone, tablets, laptops, Kindles, Nooks, eReaders, iPads, and iPod Touch devices
- The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
- The school is not responsible for troubleshooting/fixing problems with the device.
- The student can only access the Charlotte Secondary School Wireless network. This network will be filtered by CSS at the student access level. 3G and 4G access is neither filtered or secure.
- 3G/4G access will not be allowed. This will be a violation of the Student Use of Technology agreement. This includes texting and phone calls
- These devices must be kept out of sight and turned off or in silent mode during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.
- The staff/teacher is not responsible for charging the device or providing technical assistance. Devices should be brought to school fully charged.
- Any inappropriate video/picture content found will violate the Student Use of Technology agreement.
- The student will not be allowed to purchase any apps/software during the school day.
- The technology may not be used on assessments or tests, unless directed by the teacher.
- The student must not use the device to record, transmit or post photos or video of a person or persons on campus. No images or video recorded at school may be transmitted or posted at any time without the express permission of a teacher.
- The student will comply with teachers' request to shutdown the device at any time.
- Students may use these devices in the classroom when the teacher deems them appropriate for educational purposes.
- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the Student Use of Technology Policy and will result in disciplinary actions.
- The school is not responsible if a virus is contracted from the school network onto the device.
- The students will continue to be educated about responsible and ethical use of technology.
- Students found in violation of the stated policies can lose the right to bring PTDs to school.

This agreement must be signed by both the student and a parent/guardian before devices can be brought on school campus.

Continue to next page

Handbook can be viewed at
charlottesecondary.org/student.cfm?subpage=1727179

(Sorry for the complicated URL)

--OR--

www.charlottesecondary.org/resources/students

(on our new site coming 9/1/2015)

Charlotte Secondary School

Student/Parent Personal Technology User Agreement

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and can result in the loss of use of my personal technology device as well as other disciplinary action as deemed appropriate.

Student Name (Print): _____

Student Signature: _____

Date: _____

Parent Name (Print): _____

Parent Signature: _____

Date: _____

Please complete and return this page before bringing your technology device to school.

I pledge to uphold the Honor code to the best of my ability.

Academic Honor Code

"Students at Charlotte Secondary School shall not lie, cheat, or steal. That is, students must do their own work; take no unfair advantage of their peers; represent themselves truthfully; and claim only that which is their own."

To keep my school safe, I pledge to show good character, work to the best of my ability, and adhere to the guidelines established within this handbook.

Student Signature _____

Date _____

Charlotte Secondary School
Student and Parent Acknowledgement and Pledge

The Student/Parent Handbook containing the Code of Student Conduct has been developed to help your child receive quality instruction in an orderly educational environment. The school needs your cooperation in this effort.

Please review and discuss this Student Handbook which includes the Honor Code and the Code of Student Conduct. Please sign and return these acknowledgements and pledge to your homeroom/first period teacher by September 2, 2014.

If you have any questions while reviewing the Student/Parent Handbook, the Honor Code and Code of Student Conduct, please contact:

The Administration at Charlotte Secondary School
8601 McAlpine Park Drive
Charlotte, NC 28211
(704) 295-0137

NOTE: Failure to return this acknowledgement and pledge *WILL NOT* relieve a student or the parent/guardian from being responsible for knowing or complying with the rules contained within the Student/Parent Handbook and the Code of Student Conduct.

I have received and reviewed the Student/Parent Handbook and the Code of Student Conduct and understand the rights and responsibilities covered in this handbook.

Parent or Guardian Signature_____

Printed Name_____

Date: _____