

WELCOME

The CMHS administrative team would like to welcome you back to school for the 2025-2026 school year. We are excited to have the opportunity to work with each of you and look forward to a successful school year. We would like to challenge each of you to put forth your best effort both in the classroom and in your extracurricular activities. It will be through your hard work and overall commitment that you will achieve the ultimate high school experience. We wish you all the best and are here to support you in all your endeavors.

SCHOOL VISION

- To create a family of students, parents, staff, and community members who promote high expectations for all learners within a collaborative environment.
- To utilize 21st century strategies and technologies in order to graduate students who will be globally competitive in post secondary education and/or the workplace.
- To ensure a safe and healthy school environment focused on an engaging, rigorous curriculum, and caring, respectful relationships among all stakeholders.

SCHOOL MISSION

CMHS mission is to graduate all students as empowered problem solvers, continual learners, and productive citizens.

GENERAL OPERATING PROCEDURES

1. The administrators are available for consultation and assistance. To ensure that your concern receives the time and attention it deserves, please email your student's administrator.
2. Please avoid sending messages to students during the school day. This includes cell phone calls and text messages. We **DO NOT** deliver messages to students. Students are called out of class for emergencies only.
3. Food and or drink deliveries are not permitted from parents and/or outside vendors. Doing so creates a disruption to the front office and is a safety concern. **Lunch delivery is prohibited.**

4. Announcements are posted on YouTube (CMHS Charger News), on social media, and on the school website/Parent Square.
5. Please ensure accurate information including phone numbers and addresses are updated regularly through your student Scribbles account to receive all communication from the school and county.
6. At the end of the instructional day, all students **MUST** exit the building within 15 minutes of the dismissal bell, unless they are working with a faculty/staff member or attending a school function.
7. CCS School Board Policy prohibits students from selling items on school property unless the sale is part of a school fundraiser.
8. All State and Federal laws apply on School Board property.
9. All students must complete the CCS Acceptable Use Policy form in Scribbles to use the internet at school and/or a CCS issued Chromebook.
10. Supervision of students on school days is provided between the hours of 6:45 AM and 2:30 PM only. Students should always exit in the front of the school.

CABARRUS COUNTY SCHOOL CALENDAR 2025-2026

Copies of the school calendar are available on the school website. Please call with any questions, 704-260-6600. www.cabarrus.k12.nc.us.

CABARRUS COUNTY HIGH SCHOOL ATTENDANCE POLICY

School success goes hand in hand with attendance!

1. For a high school student to be counted present in a class, he/she must be present for at least one half of the class period or attending an authorized school activity.
2. To receive credit for a semester/course, students must not have more than eight (8) absences in a course during a ninety-day session. A student will be given one absence for each class period where they have accumulated a combined total of four (4) unexcused tardies, check-ins, and/or checkouts. (Example: 1 tardy + 2 check-ins + 1 check out in 3rd period will count as one absence in that period).

3. If a student wishes to appeal a decision to deny credit/reduce a grade, an appeal must be submitted to the principal in writing along with any appropriate or required documentation at least two weeks prior to the end of the term. Appeals to the principal should state specifically how the student has completed all of the required coursework and/or make up time to the satisfaction of the teacher in the affected courses.

ABSENCES

1. If a student is absent, Parents/Guardians should submit the CMHS Online Attendance Form (found on the CMHS webpage under Families and Attendance), two (2) days after returning to school. **Please note that all absences will be coded unexcused unless the online attendance form and proper documentation are submitted.** If the student will be out for several consecutive days please complete the form periodically to keep the school informed. Paper notes are not accepted in the attendance office. Please allow one (1) week for the attendance coordinator to adjust attendance before resubmitting. Please click the link below which states CCS Board Policy for reasons regarding absence.

<http://boardpolicyonline.com/bl/?b=cabarrus#&&hs=142024>

2. Automated calls from the County Office will be sent out if a student is marked absent or tardy in class. Students who check in late or check out early (more than halfway through a period) will be marked tardy for the period.

3. Students who wait until the bell rings to get an admit slip will be marked tardy, and they may be required to serve a lunch detention.

4. It is the student's responsibility to ask for missed assignments and to clarify due dates.

5. If a student feels they have been marked absent in error, they should reach out to that teacher.

NC COMPULSORY ATTENDANCE LAW (TRUANCY), [N.C. Gen. Stat. § 115C-378](#) (see [Policy 4400 Attendance](#)).

Children are required to attend. Every parent, guardian, or custodian in North Carolina having charge or control of a student between the ages of 7 and 16, shall cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned shall be in session. Every parent, guardian, or custodian in North Carolina having charge or control of a child under age 7 who is enrolled in a public school in grades K-2, shall also cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school. No person shall encourage, entice, or counsel any child of compulsory age to be unlawfully absent from school. The parent, guardian, or custodian of the child shall notify the school of the reason for the absence of a child per local school board policy.

The principal, superintendent, or student's teacher has the right to excuse a student temporarily from attendance because of sickness or other unavoidable causes as defined by the State Board of Education. Below are valid/lawful reasons for temporary non-attendance from school.

Absences due to extended illnesses or after accumulating more than ten (10) absences may require a statement from a physician. This requirement may be waived by the school principal for extenuating circumstances, but a waiver is not available for more than twenty (20) absences. Notes/statements from a physician [or health care provider] may require clarification or verification by school staff in order to be accepted.

Absences due to extended illnesses generally require a statement from a physician, which may be requested by the principal/designee. Teachers and administrators/designees shall make reasonable accommodations for students who are absent or tardy because of a student's disabilities or special needs.

Students having excused absences due to documented chronic health problems may be exempted. Documented chronic health problems may require verification by school staff and will be reviewed annually.

Parents of students with chronic attendance violations will be referred to truancy court when a lack of cooperation and/or a significant increase in student absences is observed.

LEAVING SCHOOL EARLY / ARRIVING LATE

1. Whenever possible, make doctor and dental appointments after school hours. There will be no student checkouts after 1:45 P.M.
2. Please notify the office regarding pre-arranged absences. All dismissal requests must be verified by a call from a parent/guardian.
3. Students must visit the attendance office for late arrival or early check-out. Failure to Check-In (late arrival) or Improper Check Out (leaving early) will result in disciplinary consequences.
4. For safety reasons, and to prevent fraudulent check-outs, telephone checkouts are not permissible.
5. A parent must come to the front office with proper identification to check out a student. For safety reasons, and to prevent fraudulent checkouts, telephone checkouts are not permissible, with the exception being a student who drives to school.

EDUCATIONAL OPPORTUNITIES

Parents/Guardians should submit the CMHS Online Educational Opportunity Form (found on the CMHS webpage under Families and Attendance). **This form is primarily for College Visits.** This online form can only be completed by parent/guardian on file.

This form must be completed and submitted to the principal in order for the absences to be considered as valid/lawful. No student will be excused for more than the five (5) school days per school year.

Vacations, sporting events, and other extracurricular activities are not considered EDUCATIONAL OPPORTUNITIES.

EXTENDED LEAVE (TRIPS LONGER THAN 3 DAYS)

All trip absences are coded as unexcused. Please email Attendance Coordinator, Jennifer Andrikanich with details regarding extended leave.
jennifer.andrikanich@cabarrus.k12.nc.us

COURSE CREDIT

To receive credit for a course, a student shall not accumulate more than eight (8) absences during a ninety (90) day term (semester), per CCS Board Policy. Students who accrue more than 8 absences are in jeopardy of earning an **INCOMPLETE** for a course even if they earn a passing grade. **To receive course credit parent notes are appreciated but please note they are unexcused.**

APPEAL OF CREDIT

A student who wishes to appeal a decision to receive an incomplete for a course due excessive absenteeism should submit a written appeal to the principal no later than two (2) weeks prior to the end of the academic term. The appeal must include all appropriate and required supporting documentation.

MAKEUP WORK

Students shall be permitted to make up work for all absences, including unexcused absences and suspensions.

Except in unusual circumstances, students are expected to complete all make-up work within five (5) school days of returning to school. Extensions beyond the five (5) day limit may be granted only with the approval of the affected teacher(s) or an administrator.

It is the student's responsibility to ask for missed assignments and to clarify due dates with individual teachers. Parents should reach out to teachers directly via email or Parent Square with specific questions.

(Attendance section updated 2/19/2026)

METAL DETECTORS

To continue to enhance our district's safety measures, random mandatory safety checks using metal detectors and bag checks will be implemented in all traditional middle and high schools. Failure to comply with a random metal detector search will result in suspension and potential recommendation for alternative placement.

VIDEO SURVEILLANCE

For your safety, video cameras have been installed in several hallways in the school building, buses and parking lots. Be advised:

1. School administrators and law enforcement officials monitor both the cameras and the recordings.
2. Video recordings are used to investigate violations of school rules and the law.
3. Video recordings may become part of a student's educational record.

WEAPONS AND DANGEROUS OBJECTS

A student shall not possess, handle, or transmit a gun, knife, razor, ice pick, stun gun, taser, mace, explosives, loaded cane, paintball gun, pyrotechnic devices, machete, pistol, rifle, shotgun, air-rifle, air-soft gun, splatter ball gun or any other object that resembles or can reasonably be considered a weapon. These items may not be possessed on Cabarrus County School Board Property or at any school function regardless of its location. IT IS A CRIME TO POSSESS A WEAPON

ON SCHOOL GROUNDS. Items will be confiscated and will not be returned. Law enforcement will be contacted, disciplinary consequences will be assigned, and the offender may be recommended for alternative placement.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are **NOT** allowed to utilize electronic devices during instructional time. Instructional time is for the duration of the class period. Students may use electronic devices during non-instructional times which may include arrival/dismissal, breakfast/lunch, and class change. During instructional time, students are required to power off and securely store their electronic devices away from their person.

1. All electronic devices are to be out of sight, **AND** shut down during class time, except for those authorized by the teacher. Teachers determine if technology may be used in the classroom. **Teachers do reserve the right to have phones “checked” in a phone sleeve.**
2. Electronic devices that are either heard **OR** seen during class time except for those authorized by the teacher will be addressed by the teacher and/ or the administrator as warranted. Failure to comply will result in consequences and may include a referral for insubordination and/or disrupting the learning environment.
3. Music is allowed before school, during class change, during lunch, and after school, but **ONLY with one ear bud**. Music is always prohibited during instructional time.
4. Bluetooth stereos and/or speakers are always prohibited.
5. Repeated violation of the earbud policy may result in confiscation and/or disciplinary consequences for insubordination and/or disrupting the learning environment.
6. If an administrator has a reasonable suspicion to believe a cell phone and/or other electronic device contains content that is inappropriate or in any

way violates school rules, the device will be subject to search by a school administrator.

7. During an emergency (lockdown, bomb threat, etc.) students are not permitted to use cell phones unless specifically instructed by administration. **Cabarrus County School Board policy allows student suspension from school for cell phone use during emergencies.** Staff members are authorized to seize any cell phones used on campus or at any school event.

8. Students may not carry or have in their possession: gaming devices, video cameras, laser pointers, televisions, DVD players or any other non-specified electronic device while on campus. These items will be confiscated, and return is subject to administrator discretion.

9. **Anyone who uses an electronic device to create and/ or send an unauthorized recording or image, either in audio or video, of any student or staff member, will be subject to OSS. At no time may any recording of another student take place for any non-instructional reason, without consent, regardless of who is the originator of the recording/image.**

10. Anyone who originates, adds to, or forwards any correspondence, pictures, video etc. through social networking sites, instant messengers of any kind, texting or any other electronic, or social media that is in any way considered to be threatening or in any way violates school rules or policy will be subject to disciplinary action.

Technology Responsible Use. Students must refrain from the following:

1. Creating, accessing, and/or transmitting content that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful.
2. Installing or using any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
3. Sending electronic communications fraudulently.
4. Intentionally or negligently damaging computers, computer systems, electronic devices, etc. (this includes transmitting computer viruses).

5. Creating or downloading software onto any CCS-owned electronic device/network;
6. Engaging in unauthorized activities such as “hacking”.
7. Using another individual's computer account.
8. Reading, altering, changing, blocking, or deleting files or communications belonging to another user without the owner's express prior permission.
9. Using their personal devices as private Wi-Fi hotspots during instructional hours.

SKIPPING CLASS

A class cut is defined as:

1. a willful absence from school without the prior knowledge of your parents,
2. an absence from a class without permission,
3. leaving class without permission, and
4. not returning to class promptly as instructed by school personnel. The first class cut will result in Saturday School. Any further class cuts may result in ISS (in-school suspension). Students in an unauthorized area (i.e. undesignated bathroom) are subject to a safety search. Parents, please monitor your child's attendance in the Parent Portal.

TARDY POLICY

In an effort to protect instructional time, Cox Mill High School will use the ‘sweep and keep’ system. Teachers on planning will ‘sweep’ students to a staff member on duty who will issue them a pass to class. Staff members will submit student names who are tardy to the Attendance Facilitator who will record them and notify students of their After-School Detention options. Consequences begin on the third tardy assigned. Failure to report to the assigned detention results in Saturday School. Repeated tardiness will result in more severe consequences as assigned by their assigned administrator.

- All unexcused check-ins count as a tardy. If a student checks in with a note that cites a reason that is recognized as a lawful absence, that check-in will be marked excused.
- Four (4) tardies in a class will count as one absence.
- Students checking in late (unexcused) for the first block will receive two (2) warnings per semester. After two occurrences students will receive school consequences.

DRESS CODE

Students are expected to use good judgment in their manner of dress and personal appearance. Extremes in hairstyle, body piercing, make-up, and modes of dress deemed by the administration as inappropriate, a disruption, a danger to health and safety, or a distraction to the educational process will not be permitted on the CMHS campus or at any school event regardless of the location.

Cabarrus County Board of Education specifies that each student must come to school appropriately dressed in clothing that is not disruptive to the educational process and does not endanger the health and safety of others. (See Policy 4316 Student Dress Code). The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. The principal has the authority to determine when a student has violated the school dress code and assign consequences consistent with the Student Code of Conduct.

THE BOARD PROHIBITS APPEARANCE OR CLOTHING THAT DOES THE FOLLOWING:

- violates a reasonable dress code adopted and publicized by the school;
- is substantially disruptive;
- is provocative or obscene;
- depicts or promotes gang affiliation; or
- endangers the health or safety of the student or others

Each school will adopt a dress code in compliance with Policy 4316 that includes but is not limited to the following expectations:

- Skirts and shorts: Mid-thigh length or longer
- Shirts and blouses that cover the student's midriff- no plunging necklines, exposed cleavage, or bodysuits
- Straps at least the width of the student's ID card (two inches or greater)
- Pants that are fitted at the waist
- Shoes, tennis shoes, sneakers or sandals

PROHIBITED:

- Tank tops (with straps less than 2"), muscle or mesh shirts
- See-through or excessively baggy, short, tight, or revealing clothes (i.e. plunging necklines, exposed cleavage, or bodysuits)
- Exposed undergarments
- Clothing advocating drug, alcohol, vaping, or tobacco use
- Clothing advocating products or services illegal to minors (i.e. weapons, drugs, alcohol, etc.)
- Clothing with inappropriate or suggestive language, symbols, and/or graphics (i.e. profanity, pornography, or graphics (ex: Playboy bunny logo))
- Clothing that discriminates against particular groups
- Clothing with holes or slashes above mid-thigh
- Bedroom slippers and pajamas
- Excessively long or oversized shirts, coats, or jackets
- Athletic shorts (i.e. Nike running shorts)
- Sunglasses, hats, hoods, do-rags, stocking caps, toboggans, bandanas, skull caps or any other headgear in school
- Any apparel and accessories including jewelry, emblems, tattoos, or body markings, that depict gang affiliation
- Face painting
- Chains, spikes, or other accessories that could be perceived as or used as a weapon

Students who fail to comply with the dress code will remain in the Independent Learning Center (ILC) until a proper change of clothing is provided, or a corrective measure is applied.

See also Board Administrative Regulations regarding student dress.

Consequences for repeated violations of the dress code policy may result in disciplinary actions for insubordination and/or disrupting the learning environment. Principals may use their discretion in implementing the dress code including making reasonable accommodations on the basis of students' religious beliefs and/or medical conditions.

PERSONAL PROPERTY

The faculty and staff of CMHS are not responsible for lost or stolen items (air pods, cell phones etc.). To secure personal property: 1) Identify all personal articles in a manner that cannot be erased, 2) Do **not** bring large sums of money or other valuables to school, 3) Do **not** leave clothing, purses, etc. lying around on desks, cafeteria tables, the floor etc. 4) Students are encouraged to leave electronic devices at home. It is **the students'** responsibility to adequately secure personal property at all times and may rent a lock to use in the hallway and/or while taking a physical education class.

SEARCH AND SEIZURE

The administration has the right to search a student, a student's locker, his/her belongings, cell phone/electronic device, or vehicle if it is deemed there is reasonable suspicion that a school rule has been violated. Trained, law enforcement K-9 units periodically conduct random searches for controlled substances. Additionally, throughout the year, students will participate in random metal detector checks. Illegal substances and/or stolen property will be confiscated, and law enforcement will be contacted. Students in unauthorized areas of campus will automatically be subject to search. **Students who fail to comply with the reasonable request by an administrator for a search will receive OSS as well as possible recommendation for alternative placement.**

DISCIPLINE POLICIES/STUDENT BEHAVIOR

The administration, faculty, and staff are committed to ensure that each individual student experiences academic success and learns responsibility for their behavior. We firmly believe that parents and students also share this responsibility with us. If a student chooses not to follow the guidelines for conduct

at Cox Mill High, that student may be subject to the following consequences: ILC, lunch detention, Saturday School detention, ISS, OSS, and recommendation for alternative placement.

HARASSMENT

Students are expected to demonstrate respect for teachers, other students, and themselves. The Cabarrus County Board of Education expressly prohibits unlawful discrimination, harassment or bullying, including on the basis of race, color, national origin, sex, pregnancy, religion, age, physical appearance or disability. Refer to Board policy code: 1710/4021/7230 for a more detailed explanation of this policy. Bullying and/or harassing are strictly prohibited. The repeated pattern of intimidation may be real or threatened. There are 3 types of bullying: physical, emotional, and relational. Bullying may include, but is not limited to, verbal taunts, name calling, implied or stated threats, and exclusion from peer groups. Bullying can occur in person or through social networking sites, texting, blogging, and the internet. **Students who feel bullied, harassed or intimidated at school by an adult or another student should report the concern to a teacher, administrator or other staff member at school. Bullying and Harassment Reporting Forms are available on the CCS website, and in the CMHS front office. Students who violate this policy shall be subject to disciplinary action up to and including a recommendation for alternative placement.**

INDEPENDENT LEARNING CENTER (ILC)

Disruptive students are sent out of class to the choices room where they will complete their assignments and engage in behavioral and academic interventions. Students must turn in their phone when they are sent to the ILC. Students who continue to be disruptive may be suspended from school for at least one day for insubordination and/or disrupting the learning environment.

LUNCH/AFTER-SCHOOL DETENTION

Students who fail to report to detention will be assigned to Saturday School detention. The following are examples of but not limited to rules violations that can result in detention.

1. Parking violations
2. Failure to report for a teacher-assigned detention

3. Being tardy to class
4. Horseplay
5. Being in an unauthorized area of campus. Students and their belongings will also be searched.

SATURDAY SCHOOL DETENTION

Students who fail to report or are tardy will be assigned one day of ISS for their first offense and may receive OSS for subsequent offenses. The decision to assign SSD is at the sole discretion of the CMHS administration. The following are examples of but not limited to rules violations that may result in being assigned SSD:

1. Being in an unauthorized area of campus--Students in an unauthorized area are subject to a safety search
2. Failure to report to lunch detention or after school detention.
3. Misconduct at extracurricular events (violations may result in a ban)
4. Disrupting the learning environment
5. Excessive tardy violations
6. Failure to report to the ILC
7. Disrespect to a school employee
8. Skipping/Improper Check-in

IN-SCHOOL SUSPENSION (ISS)

ISS is held in the ILC from 7:15-2:15. Students who are disruptive in ISS will be suspended from school for at least one day. The following are examples of, but not limited to, rule violations that may result in being assigned ISS:

1. Leaving school campus
2. Repeated violations of the school tardy policy
3. Failure to report to Saturday School
4. Repeated violations of the dress code

5. Other defined offenses per administrative discretion

Teachers will send work to a designated location for students assigned to the ISS program to complete. The students will be unable to attend their normal classes. When assigned to ISS, students report to the ISS classroom at 7:15 and remain for the remainder of the day (7:15 – 2:15).

OUT-OF-SCHOOL SUSPENSION (OSS)

The decision to assign OSS is determined by, but is not limited to, the following factors: school or district policy, severity of the offense, a student's discipline record, level of danger to fellow students, etc. Law enforcement officials may also be contacted. Any student suspended may not hold or retain any elected office that school year. Students may be required to arrange for a parent conference with the Principal or an Assistant Principal before returning to school. Students are prohibited from being on school property during the suspension period, they may not participate in or be a spectator at any school related activity during the suspension. Examples of school related events include, but are not limited to, the following: athletic contests, band, choral concerts, dramatic productions, school dances (including Prom), drivers' education etc. **If a student is suspended (Either ISS or OSS) during their 11th grade (Junior) year, he/she is not eligible to be a Graduation Marshal.** Suspensions may exclude membership in honor societies (ex. NHS, Beta Club, Mu Alpha Theta etc.) and school organizations and will be reviewed by the school administrative team. Students who received suspensions resulting from a Level 2 thru Level 5 rule(s) infraction(s) in the CCS Student Code of Conduct are not eligible for membership. Suspension of any kind (ISS/OSS) during the current school year automatically excludes membership consideration for that year. Students who are suspended may make up their academic work. The decision to suspend a student from school is at the sole discretion of the CMHS administration. Reasons a student may be assigned OSS will include but are not limited to the following:

1. Any act that shocks the social conscious and/or creates a disruption in the school day
2. Being a persistent discipline problem
3. Failure to follow the reasonable directions of a school employee

4. Disrespect to a school employee
5. Refusal of a student to identify themselves
6. Lying to a school employee
7. Removal from class by administrator
8. Sexual harassment of a student or school employee
9. Possession and/or use of tobacco
10. Profanity directed at a school employee and/or student
11. Threats made to a school employee, or a student
12. Stealing (restitution may be required)
13. Vandalism (restitution may be required)
14. Misuse of technology
15. Trespassing on other school campuses
16. Students who sell and/or distribute prescription/non-prescription pills
17. Students who take and/or consume prescription /non-prescription pills that are not prescribed to them or do not belong to them
18. Refusal to hand over a cell phone or other electronic device to a staff member when requested to do so
19. Bringing a weapon to school
20. Fighting or disorderly conduct
21. Students that engage in an aggressive, verbal altercation/confrontation
22. Making and/or sharing/posting an unauthorized video/picture
23. Drugs or alcohol. Students who sell, distribute without charge, possess paraphernalia (including that used for vaping), use, or are under the influence of alcohol, controlled substances, or counterfeit controlled substances on school board property or at any school function shall be suspended for ten days with Principal recommendation for alternative placement. The principal may recommend that the student be suspended for the remainder of the year.

Students that are repeat offenders may be recommended for alternative placement. Severity of the offense may be grounds for expulsion. Written reports of alleged violation of this policy shall be presented to the Board of Education on a monthly basis.

24. Assaulting a school employee

25. Failure to comply to a reasonable request for a search

26. Complicit in a rules violation (i.e. multiple parties in a bathroom stall when vaping is confirmed)

*****The safety of our students is of utmost importance. Students who have demonstrated either at school or in the community that they could pose a threat to our students' well-being will not be allowed to continue their association with Cox Mill High School.**

BASIC PROTOCOL REGARDING NON-PRESCRIPTION AND PRESCRIPTION MEDICATION AT SCHOOL

1. Non-prescription (over the counter) medications can be carried at school if there is a detailed note from the parent/guardian. **Medication must be in the original container.** The note should include student's name, date of birth, name of medication (Tylenol, Advil, Motrin, Benadryl, cough drops, etc.) reason for medication, amount allowed to take, time frame allowed (today only, 4 days, end of school year, etc.), parent/guardian's signature and date. Students may not show, share, or sell their medication at school.

2. Prescription (ordered by physician) medications may be self-administered by the student if there is a physician's authorization form from the physician. The student must bring the form and medication to the school nurse to review and approve. Parents must sign the authorization form for the student to self-administer the medication. These forms are at many doctors' offices, the school nurse office and the district website (click on School Health under Useful Links). **Medication must be in the original container.** Students may not show, share, or sell their medication at school.

3. Prescription (ordered by physician) medications may be administered by the school nurse if there is a physician's authorization form from the physician. The parent must bring the form and the medication to the school nurse to review

and approve. The parent must pick up the medication at the end of the school year.

GRADUATION REQUIREMENTS

1. Cabarrus County Schools require a total of 27 credits/units for graduation.
2. **Students attempting to earn credits outside of Cabarrus County Schools must have prior approval from the principal and the Assistant Superintendent of High Schools.**
3. Students must successfully complete the courses required for graduation by the State of North Carolina based on the year the student entered 9th grade. All students will meet the **Future Ready Core** graduation requirements.
4. A student must complete the following minimum course requirements: **ENGLISH:** 4 units; one each in English I – IV, **MATHEMATICS:** 4 units; **SCIENCE:** 3 units; one each in a physical science, Biology and Earth & Environmental Science, **SOCIAL STUDIES:** 4 units; one each in World History, Civics , American History, and Economics & Personal Finance. **HEALTH & PE:** 1 unit, **WORLD LANGUAGE:** 2 units (recommended for all college-bound students).
5. As per North Carolina law, students may choose to graduate early. Students wishing to exercise this option should plan ahead and meet with their school counselor to develop an early graduation plan.
6. Be advised that high school graduation requirements may be different from college admission requirements. Check college websites for college admission requirements.

PROGRESS REPORT & REPORT CARD

The end of each grading period will be communicated on our school website/Parent Square. Parents are encouraged to check Parent Portal for updates to their student's grade. Due to the high cost of printing, hard copies are only available upon request.

ACADEMIC INTEGRITY

It is a CMHS expectation that students submit their own original work to be graded. Students who violate this expectation will receive no credit for the work

submitted. The teacher will inform the parent and CMHS administration of the incident. In Cabarrus County, honesty and integrity matter. Cheating (whether on daily classwork, homework, quizzes, projects, or tests) is taken seriously. All incidents of cheating will be documented as a Major Referral and addressed by administration.

Academic Integrity / Cheating Consequences

Formal Assessments - (Tests, major projects, exams, significant graded assignments)

- **1st Offense (across all classes):** ISS, a zero ("0") on the assignment, and opportunity to "retest" up to 80% (per retest policy).
- **2nd Offense:** 1 day OSS and a zero ("0") with no retest.
- **3rd and Additional Offenses:** Increased OSS days and a zero ("0") with no retest.

Informal Assignments - (Classwork, homework, minor assignments)

- **1st & 2nd Offenses:** After-school detention
- **3rd Offense:** ISS
- **Additional Offenses:** Escalating consequences

All consequences are subject to administrative discretion based on the circumstances of the incident.

GRADING SCALE

Grades are recorded as numerical grades and calculated on a 4.0 scale. The grading scale is as follows:

Letter Grade	Range	Quality Points
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	<= 59	0.00

HONOR ROLL

Honor Roll will be calculated at the end of each Semester and will be based upon a student's **non-weighted** numerical average of classes taken at CMHS.

- **A Honor Roll** – 4.0 (student must have all A's)
- **B Honor Roll** (student must have A's, B's, or C's) No D's or F's

JUNIOR MARSHALS

For more information, please visit the CMHS Website. Look for the National Honors Society page under the Clubs tab. Junior Marshal information is located on that page.

PROMOTION STANDARDS AND GRADE-LEVEL CLASSIFICATION

Students are promoted from middle school to high school upon completion of all middle school requirements. Grade level classification is based on the student's ability to earn his/her maximum potential.

Classification Index: **Sophomore:** 6 credits **Junior:** 13 credits **Senior:** 19 credits and be eligible to graduate in the spring. **Transfer Student Grade-Level Classification:** The transfer student's grade classifications at his/her former school and an evaluation of the student's transcript will be used for grade placement and GPA. The GPA of a transfer student will be based on the weighting system used by CMHS.

CABARRUS COUNTY SCHOOLS DROP-ADD GUIDELINES

High Schools in Cabarrus County Schools are on a block system. There are two terms with four courses each term. The North Carolina Department of Public Instruction requires a minimum number of seat-time hours to earn a credit. As a result, if a student misses more than 8 days in a course, credit may be withheld. Therefore, the following procedures are in effect for any student who requests a schedule change:

1. **No changes will be made on or after the first day of classes unless it is an administrative error or schedule balancing.**
2. Any student that requests a change once the schedule has been created in the Spring can make an appointment to see his/her counselor and decisions will be made on a case-by-case basis with principal approval.

3. Students failing the first course of a two-part sequence of a prerequisite course will be dropped from the second course.
4. Second term changes are particularly discouraged once the school year begins; however, the principal with counselor recommendation may consider exceptional circumstances.
5. If a student drops a class once the term has begun, it is only with the principal's approval and the grade of WF will be recorded on the student's report card and transcript. The WF will be averaged into the overall GPA as a failing grade.
6. These guidelines also apply to courses taken at a community college for dual credit or through NCVPS (North Carolina Virtual Public School). CMHS is not responsible for communicating grades and/or class concerns to students/parents when the student is taking a course offered through a third-party (i.e., NCVPS, CCP (Career & College Promise), RCCC (Rowan Cabarrus Community College), etc.)

SCHEDULE CHANGES

Cox Mill High School adheres to the schedule change policy of Cabarrus County Schools. This policy can be found in the Curriculum Guide on the Cabarrus County Schools website. Additionally, students may, under exceptional circumstances, request a schedule change for second semester by submitting the online schedule change form to the counselors mid-October of each year. The specific dates will be announced and posted on the CMHS website. No schedule changes will be considered outside of these times except in cases of failed prerequisites, administrative error or for pupil balancing. Students wishing to drop a class once the term has begun may do so only with the principal's approval; the grade of "WF" will be reported on the student's transcript & will be averaged into the overall GPA as a failing grade. Seniors wishing to flex a course for the fall and spring semesters must submit a schedule change request via the normal schedule change process. Any student that flexes classes will not be allowed to remain on campus during their flex time.

RETAKING A COURSE

See the Resources tab on the Cox Mill High School website for more information.

EXAM PROCEDURES & EXEMPTION POLICY

The Cabarrus County Board of Education requires that final examinations be given in all classes in grades 9 - 12. State end-of-course tests shall serve as the final examination in designated courses. Failure to take a final examination may result in loss of credit for the course. All examinations must be taken at the scheduled time unless the student has permission from the principal to alter the time scheduled due to extraordinary circumstances. Each high school principal shall follow the exam schedule as established by the Superintendent or designee.

1. All 9th, 10th, and 11th grade students will take exams for all courses.
2. Seniors will be able to exempt exams where a state-assessment is not used if they meet the following criteria in a course(s):

A. Students must have an 80 or above average on the 10-point scale.

B. Students have accrued no more than three absences (**excused or unexcused**) prior to the exam day. College visits count toward the three absences.

C. No suspensions during that semester (ISS and OSS).

D. State End-of-Course / CTE Post-Assessments/NC Final Exams cannot be exempted.

E. Exemption is optional. A qualifying student may take an exam from which he/she is exempted. The final exam grade will only be used if it improves the student's grade in the course. AP exams are optional, but students cannot earn college credit unless they are taken and passed with the appropriate score. If students choose not to take the AP exam, they will take the teacher-made exam instead.

3. Electronic devices will be collected at the beginning of exams and returned at the end of exams.

4. No blankets or pillows should be brought to school on exam days.

ATHLETIC ELIGIBILITY

To be eligible for a team a student must: 1) Pass a minimum of three (3) courses during the previous semester at an approved high school. 2) Meet local promotion requirements (See Promotion Standards and Grade Level Classification listed above) 3) **Must be in attendance at least 85% of the previous semester at an approved high school. CMHS operates on a regular 90-day semester; therefore, a student must not be absent from school more than 13 days during the previous semester to retain athletic eligibility.** A student-athlete must be present at least 1/2 the day to be able to participate in practice or a game that day. There are other criteria for attaining athletic eligibility in a North Carolina High School Athletic Association member school. For a complete listing and explanation of each of the criteria, consult www.nchsaa.org.

VISITORS

All non-essential visitors are prohibited. Any approved visitors must report to the front office. To ensure a safe school environment, Cabarrus County Schools has instituted security initiatives in all schools in the county. All schools have installed a visitor camera and entry protection system that requires all visitors to be visually identified before entering the building. All visitors must check in electronically, with a valid picture ID, before being allowed access to the school beyond the reception desk. Upon completion of the visit, all visitors will also be asked to check out in the same system. Any unauthorized visitor found on campus will be considered trespassing. **Students may not eat lunch with visitors or receive food and/or gifts from visitors (this includes birthday treats, Valentine's gifts, food delivery vendors etc.) Parents arriving to check out students will remain outside the building after speaking with the receptionist via the intercom.**

LUNCHES

Effective for the 2022-2023 school year, universal free lunch was no longer provided. Application for free and reduced lunch is available on the Cabarrus County Schools home webpage. Per CCS BOE policy, **lunch delivery is**

prohibited from outside vendors. Additionally, parents should not deliver lunch to their students due to distraction from learning in classes.

FEES

Students owing fees (textbook, class, etc.) cannot attend school dances, purchase parking passes, participate in graduation, and/or attend prom.

TEXTBOOKS

Any student who does not have their assigned textbook or returns a textbook that is not assigned to them at the end of the semester will be charged the full price for the missing book. Students will be charged a fee for any damage to textbooks that may occur.

BUS TRANSPORTATION/REGULATIONS

Safety is the priority when riding the bus. Riding the bus is a privilege. Students riding a bus must adhere to the following:

- Students must obey bus rules and regulations at all times.
- At dismissal, students must report directly to the bus lot.
- Students must be at their bus stops before their bus arrives and not delay the schedule.
- Students cannot cause damages, distract the bus driver, or get off at an unauthorized stop, including that of another student.
- Students not riding for ten (10) consecutive days may lose their bus assignment.

A student who fails to follow the rules will have his/her riding privileges revoked progressively at a minimum of three (3) days. Depending on the severity of the offense, the administration has the right to invoke a more serious consequence as deemed necessary, up to and including suspension or revocation of bus riding privileges. Bus assignments are made based on NC State Statute. Students will be assigned a morning and afternoon run. Students will not be permitted to ride home with other students due to the regulations of North Carolina Torts Claim Act and overcrowding on our buses. Any student providing false information to the bus driver will result in an automatic bus suspension. The

school is not responsible for items left on the bus. Students new to CMHS, or those who did not request transportation the current school year must request a bus and expect to wait up to ten days for CCS approval. Transportation must be requested yearly.

STUDENT PARKING REGULATIONS

Driving to school and parking on school property are privileges. All student vehicles parked on school property must be registered with the school office. All parking passes must be purchased within the first 10 days of school or when a student first begins to park at school. Students owing any school fees will not be allowed to purchase a parking pass without first having paid all school fees. All vehicles parked on school property are subject to search by the school administration. Speeding and reckless operation of a motor vehicle are prohibited and will result in a Saturday School and/or the loss of driving privileges for an amount of time deemed appropriate by the school administration. A \$30.00 fee is required to register a car for parking on school property. A \$10.00 fee is required for additional passes purchased to register a 2nd vehicle or to replace a lost/stolen pass. A valid school parking pass must be displayed in the lower left driver's side windshield in any student vehicle parked on school property. Students must report to the building immediately upon arriving at school and leave immediately upon dismissal. **Consequences for violating student parking privileges are given at CMHS Administrative discretion. Students who receive a warning for parking on campus without a sticker are assigned ASD and cannot park on campus until they purchase their parking pass. Students can also receive ISS and lose their parking privileges indefinitely for failure to follow parking regulations and driving safely while on campus.**

DRIVER'S LICENSE LEGISLATION GUIDELINES/DROPOUT PREVENTION

Beginning August 1, 1998, state law mandates that in order for a student to maintain a driver's permit/license, he/she must make adequate progress in school. Specifically, a student, under the age of 18 must pass three of four classes (or 70%) per semester in order to keep a driver's permit/license. Also, students who drop out of school will lose their permit/license for one semester. School administrators will notify the Department of Motor Vehicles of students who have not met these requirements.

STUDENT SERVICES

The Student Services Department is available for every student in the school. The services this department provides includes the following: assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school **and/or** social concerns, or any issues a student would like to discuss with the counselor. Students are assigned a counselor based on the first letter of their last name. Assignments are posted on the Student Services webpage. Parents are encouraged to contact the counselors throughout the year. Information regarding careers, college admissions, financial aid, curriculum offerings, testing, records, and personal assistance is available.

NATIONAL HONOR SOCIETY AND BETA CLUB

CMHS students will be eligible to have membership in the National Honor Society and Beta Club. See the Organizations tab on the Cox Mill High School website for qualifications.

PARENT-SCHOOL ORGANIZATIONS

The ACADEMIC BOOSTERS work with areas of the CMHS academic program. The CMHS ATHLETIC BOOSTER CLUB organization works with all areas of the CMHS athletic program. The BAND BOOSTER CLUB organization works with all areas of the CMHS band program. The PERFORMING ARTS BOOSTER CLUB organization supports dance, theater, and choral programs. CMHS welcomes parents who are interested in working as volunteers. Proctors are needed by Student Support Services at the end of each semester to help with testing. Please contact the school office if you would like to be a CMHS volunteer. Your assistance to these organizations is both requested and appreciated.

GRAFFITI ROCK

The Graffiti Rock in front of the school may be used to display messages that are in good taste (birthday announcements, congratulations, etc.). Messages or signs that are vulgar, offensive, potentially disruptive, or are displayed on any surface other than the rock itself are prohibited.

NOTICE OF TITLE IX NONDISCRIMINATION

Cox Mill High School and Cabarrus County Schools do not discriminate on the basis of gender. Questions regarding Title IX may be referred to Christopher Myers at christopher.myers@cabarrus.k12.nc.us and/or (704) 260-6629, or the Office of Civil Rights (OCR).

NONDISCRIMINATION POLICY

CABARRUS COUNTY SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, HANDICAP, OR VETERAN STATUS IN THE PROVISION OF EDUCATIONAL OPPORTUNITIES AND BENEFITS.

Cabarrus County Schools has asked that all hearing-impaired individuals who need interpreters at a school related event give two weeks prior notice to the schools. This will ensure an interpreter is on-site and available at the event. Shorter notice may mean an interpreter may not be able to attend to assist the individual.

DISCLAIMER

Not all situations covered in the CCS Student/Parent Handbook or CCS Board Policy can be included in this handbook. The CMHS administration reserves the right to address situations not specifically addressed in this handbook in a manner they deem fair and appropriate.