

PERFORMANCE LEARNING CENTER STUDENT HANDBOOK



“An Innovative 21st Century Student-Centered Learning Community Striving for Excellence”

Performance Learning Center

(704) 260-6800

"An Innovative 21st Century Student-Centered Learning Community Striving for Excellence"

Mission Statement

We will teach and support each student in a caring environment so that every student will learn and graduate with marketable skills for college or the workforce.

Vision Statement

We are a model for blended learning and alternative education for the state and nation.

Core Beliefs

We believe...

- that all students have value and worth;
- that relationships are vital to student success;
- that all students are capable of learning and experiencing success;
- our students will graduate with marketable skills needed for college or workforce.

WELCOME

PLC Students,

We would like to welcome you to the Performance Learning Center! As a part of the PLC Family, we expect you to set high expectations in your academic activities. This can be a great year for you if you work your hardest to be successful. Please read this handbook as it contains vital information that will help you throughout the school year. We wish you all the best and hope that you make the most of every opportunity!

Sincerely,
PLC Staff

GRADING SCALE

A= 90-100 B= 80-89 C=70-79 D= 60-69 F= Below 60/Failing-No credit given
P= Pass INC= Incomplete FF = Failure due to attendance
WF = Withdraw Failing WP = Withdraw Passing

WEIGHTED COURSES

Advanced/Honors courses will receive half (.5) quality point. Advanced Placement and College courses will receive one (1) quality point.

ELIGIBILITY FOR HONORS/AP COURSES

The following criteria are recommended: (A) Grade of "B" in Honors Course (A in regular course); (B) Diagnostic test as deemed necessary. Courses offered at Community College may receive Honors Credit.

GRADE CLASSIFICATIONS AND GRADUATION REQUIREMENTS

Sophomore Must have 6 Credits
Junior Must have 13 Credits
Senior Must have 19 Credits

TRANSFER STUDENT GRADE-LEVEL CLASSIFICATIONS

The transfer student's grade classifications at his/her home school and an evaluation of the student's transcript will be used for grade placement and GPA. A student must be enrolled one term before receiving a rank.

GRADUATION REQUIREMENTS

Students must complete their maximum potential (32) for earning units less 5, for a total of 27 units. Students must also meet all state required courses for graduation and are required to pass any and all tests required by NCDPI and fulfill any other state required learning outcomes.

Courses required by NCDPI:

English 4 units
Math 4 units
Science 3 units
Social Studies 4 units
Health & PE 1 unit

Please visit www.NCPublicSchools.org for more information about NC Future Ready Core requirements.

JUNIOR MARSHALS

Junior Marshals are the top two students of the junior class. These students are determined by class rank. If any student is suspended during the school year, they are not eligible to serve as a Junior Marshal.

HONOR GRADUATES

Honor graduates will be classified as *Summa Cum Laude* (4.32+), *Magna Cum Laude* (4.0– 4.31), and *Cum Laude* (3.68-3.9).

END OF TERM FINAL EXAMINATIONS

All students will take an exam, VoCATS, or EOC in all of their graded subjects each semester. Students who miss exams for medical reasons must present a note from a doctor. Students receiving an "unexcused" absence for missing an exam will receive a zero for the exam grade. No early check-outs are allowed on exam days. Exams will count 25% of the course grade.

COURSE "DROP" - "ADD" GUIDELINES

Cabarrus County schools are on a block system. There are two semesters with five courses each semester lasting 75 minutes per class. Therefore, the following procedures will be in effect for any student who requests a schedule change: No changes will be made on or after the ninth day of enrollment in the class unless it is an administrative error or for the purposes of pupil balancing. Students failing the first course of a two-part sequence, or a pre-requisite course, will be dropped from the second course. Seniors can re-take the course, as space allows, if it is needed for graduation. Once the semester has begun, if a student drops a class, it is only with the Principal's approval and the grade of "WF" will be on the report card and the transcript. It will be averaged into the overall GPA as a failing grade. These guidelines also apply to courses taken at community colleges for dual credit.

PERSON-PERSON RELATIONS

In order to ensure proper conduct between individuals and to avoid possible embarrassment for some, it has been determined there will be "no body contact" between individuals beyond the holding of hands.

STUDENT RESPONSIBILITIES

- Achieve a grade of 80 percent or higher in each course prior to advancing to the next level.
- Student must pass 60% of his/her courses each semester to remain a student at the PLC.
- The PLC is a school of choice and therefore students who do not display acceptable behavior will be withdrawn and returned to the high school of the district in which they live.
- Maintain a regular and punctual attendance, not to exceed 8 unexcused absences per semester.
- Follow all guidelines and rules of the PLC.
- Adhere to dress code guidelines of CCS.
- Meet the requirements for graduation in order to receive a diploma.

PAPERLESS REPORT CARDS AND PROGRESS REPORTS

Students, parents, and guardians may access student grades through the PowerSchool Portal. PowerSchool login information and paper copies of report cards may be requested online through the link on the PLC website.

Paper copies of progress reports can be requested by emailing or calling the classroom teacher.

ATTENDANCE

Students at the PLC have an opportunity to earn credits by completing academic or elective courses. Therefore, regular punctual attendance is required.

1. When a student must miss school, the parent/guardian must contact the school. The absence can be submitted via phone to (704) 260-6802, fax (704) 260-5414 or through our PLC website using the absence excuse form. A written excuse from a parent or guardian must be presented to the attendance clerk within two school days of the student's return after an absence. Written excuses submitted beyond two school days will be subject to principal approval. The reason for an absence determines if the absence is excused or unexcused.

Students may be temporarily excused from school for any of the following reasons:

EXCUSED ABSENCES

- Illness or Injury - student illness or injury prevents the student from physically being able to attend school.
- Quarantine - isolation is ordered by the local health officer or by the State Board of Health.
- Death in Immediate Family - death of an immediate family member (e.g. grandparent, parent, brother, sister).
- Medical or Dental Appointment of student.
- Court or Administrative Proceedings - attendance is required at court proceedings, or student is party to action or under subpoena as a witness.
- Religious Observances - observances required by faith of the student or the student's parents.
- Educational Opportunity - valid education opportunity with prior approval by principal prior to absence (e.g., college visitation, service as a legislative or governor's page).
- Local School Board Policy - temporary or occasional absences in accordance with local school board policies.
- Absence Related to Deployment Activities - student visits parent/legal guardian who is on active military duty and called to duty, on leave, or has immediately returned from deployment to combat zone or combat support posting at the discretion of superintendent/designee.
- Child Care and Pregnant and Parenting Students - pregnancy related illness and absences due to illness or medical appointment during school hours of a child of whom the student is the custodial parent.
- Exam exemption(s): approved in accordance with the provisions of Policy 3405.

UNEXCUSED ABSENCES

- A student's willful absence from school with or without the knowledge of a parent; or
- A student's absence from school for any reason other than those listed in "EXCUSED ABSENCE"; or
- A student not permitted to attend school because he/she lacks proper Immunizations; or
- A student not permitted to attend school because he/she lacks a proper health assessment CCS ATTENDANCE POLICIES (K-12) See Policy 4400 Attendance for more information.

2. Absences due to extended illnesses or after accumulating more than ten (10) absences require a statement from a physician. Notes/statements from a physician may require verification by school social worker.

3. Absences due to extended illnesses generally require a statement from a physician, which may be requested by the principal/social worker. Teachers and administrators/ designees shall make reasonable accommodations for students who are absent or tardy because of the 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.

4. Students who are medically fragile are frequently absent from school, and their absences are directly related to their severe or life-threatening physical condition.

5. In the case of absences and out of school suspensions, the student shall be given the opportunity to make up any tests or other work missed due to absences. The student is responsible for finding out what assignments are due and completing missed assignments within the specified time period. See Policy 4351 Short-term Suspension for more information.

6. Parents will be contacted before absences become excessive regardless of the reasons for the absences. The principal will consider whether to retain the student or deny course credit and shall notify the parent/guardian in writing of the decision. Parents of students with chronic attendance violations will be referred to truancy court when a lack of cooperation and/or significant increase in student absences is observed.

7. In order to be considered in attendance, a student must be present in school for at least one half of the school day or at a place other than the school with the approval of the appropriate school officials for the purpose of attending an authorized school activity.

8. To receive credit for a semester/course, students must not have more than eight (8) absences in during a ninety-day session. A student will be given one absence for each class when a student has accumulated a combined total of four (4) unexcused tardies, check-ins, and/or checkouts.

9. 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 will generally be denied unless the student has completed all of the required coursework to the satisfaction of the teacher in the affected courses.

VISITORS

Visitors are not permitted during the school day unless they are on school related business. All visitors must check in at the main office. Persons present on school property without permission are subject to prosecution for trespassing.

OUT OF TOWN TRIPS

Absences for family vacations are not considered lawful absences by the state of North Carolina.

DRIVER RESPONSIBILITIES/STUDENT PARKING

Driving to school and parking on campus is a privilege. Failure to follow school rules, reckless driving, parking on campus without a permit, or parking in an unassigned area will result in fines, towing at the owner's expense and revocation of parking permit without a refund of fees. All students driving to school must purchase a student parking permit (\$25.00) and display it prominently. Parking violations include: improper parking, reckless driving, leaving school without permission, unauthorized transporting of students off campus.

SEXUAL HARASSMENT

The board strictly prohibits all forms of sexual harassment and harassment based on gender, whether perpetrated by an employee or a student. Generally, sexual harassment shall be understood to include (but not limited to) unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. Generally, harassment based on gender shall be understood to include conduct carried on because a person is of a particular gender. Examples would include (but not limited to): referring to persons by gender-based derogatory terms, limiting or denying persons of one gender access to certain educational or employment opportunities, or impeding the educational or employment progress of persons of one gender. *For Further information, including reporting procedures, see Board Policy "Sexual Harassment and Harassment Based on Gender."*

DMV

Lose Control, Lose Your License Legislation North Carolina Senate Bill 57, which became effective July 1, 2000, requires that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
- The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391 (d1) or that could have resulted in

- that disciplinary action if the conduct had occurred in a public school.
- The physical assault on a teacher or other school personnel on school property.

Dropout Prevention/Driver's License Legislation
<http://www.ncga.state.nc.us/sessions/1997/bills/house/pdf/h769v8.pdf>

This legislation requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is defined as passing 60% of all courses determined by first semester grades and second semester grades for schools on block scheduling.

VIDEO SURVEILLANCE

Video cameras are used on our campus to ensure the health, welfare and safety of all staff, students, and visitors and to safeguard our facility and equipment. Video cameras will be used in locations as deemed appropriate by the principal. Anyone in violation of board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action and/or referral to law-enforcement agencies. Video recordings may be used for this purpose and may become part of a student's educational record or a staff member's personnel record.

CHECK POLICY

All returned check will require that account holder to pay an additional delinquent fee of \$25.00 per check. We also ask that if you have a check returned, in the future, please send cash for any payment to the school. All school fees must be paid before students will be allowed to purchase a ticket to the prom or participate in graduation.

EQUAL OPPORTUNITY/ NONDISCRIMINATION NOTICE

It is the policy of Performance Learning Center not to discriminate in its admissions requirements, educational programs (academic/vocational), activities, or employment policies in regard to sex, race, color, national origin, creed, disadvantaged, or handicapped conditions. Cabarrus County Schools has asked that all hearing-impaired individuals that 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.

LOST AND DAMAGED BOOKS/LAPTOPS

Students are responsible for any textbooks, library books or laptops issued to them. Students will be expected to pay for loss and for any damage. All fees must be paid prior to purchasing a prom ticket or graduation.

STUDENT USE OF CELLPHONE

Students are allowed to bring cell phones to school; however, they must be turned off and put away during the school day. Cell phones will be confiscated if students refuse to put cell phones away, either off and in bookbags or in the classroom cell phone caddy. If students refuse to follow directions, they will be sent home. Cell phones can only be on and used before 7:15 a.m. and after 2:15 p.m. Students may use the office phone to call home during lunch or in case of illness or emergency. Cell phones may be used during breakfast and lunch unless the privilege has been suspended. The principal reserves the right to change this policy if need arises.

TECHNOLOGY USE

The Performance Learning Center utilizes Canvas as its curriculum source. It is supplemented by other resources such as Edgenuity, NCVPS, and offline projects and activities. Students are not permitted to use unauthorized sites, programs, etc. without the permission of the teacher facilitator. Students are not to access a computer without permission and supervision of PLC personnel. Do not use the computer to: 1) Communicate, deliver, transmit or view System programs or files, 2) Obtain, transmit, alter, or destroy information contained in System or students' files and programs, 3) Introduce unauthorized programs into a system computer without permission, 4) Send or receive profane, pornographic, and abusive material, 5) Use files and programs that are non-educational, 6) Violate copyright laws and licensing agreements, 7) Use chatting, gaming, or streaming software, 8) Use another person's network ID, 9) Share your network ID with others, and 10) Attach a personal computer to the System network. Any user violating computer and internet policies and guidelines may relinquish their rights to the resources available for the remainder of the school year. In addition, disciplinary action may be taken.

Performance Learning Center SCHEDULE

1 st Period	7:15 - 8:15
Homeroom/Breakfast	8:15 - 8:30
2 nd Period	8:30 - 9:45
3 rd Period	9:45 - 11:00
4 th Period	11:00 - 12:15
Lunch	12:15 - 1:00
5 th Period	1:00 - 2:15

STUDENT MEALS

All students will eat in the Commons Area and may eat the meal provided by school lunch services or bring their own lunch. Each student is expected to clean up after himself/herself after meals. All disposable items must be placed in the garbage area and the eating area left clean. No food or drink is to be brought outside of the Commons Area. Breakfast will also be served daily in the Common Area. *(Prices are as follows and are subject to change.)*

School Year Meal Prices

Breakfast: Paid - \$1.55/Reduced - No Charge
Lunch: Paid - \$2.95/Reduced - No Charge

MEAL PAYMENT OPTIONS

The School Nutrition Program will accept payment for meals by the following means:

1. Processed Meal Application www.lunchapplication.com (*must be filed each year*).
2. Advanced payment or payment at time of service (*cash or check*).
3. On-line Pre-payments: <http://www.lunchprepay.com>.

The School Nutrition Program will allow a student to charge up to \$8.00. A student carrying a negative balance of \$8.00 in a meal account will not be permitted to accrue additional charges until the negative balance drops below \$8.00. Instead, the student will be served a designated alternate meal provided at no cost to the student. Appropriate modifications to the alternative meal will be made when required by the student's documented special dietary needs. Contact our Registered Dietitian at 704.260.5555 or your school nurse.

STUDENT CONDUCT / DISCIPLINE PROCEDURES DISTRICT BEHAVIOR GUIDELINES

On the first day of school, each student will have computer access to view the CCS Parent and Student Handbook. Teachers explain the contents of this handbook and answer student questions at the beginning of the school year. The purpose of the handbook is to establish a code of conduct for all students. Rules and expectations are clearly outlined along with the consequences for violations of those rules. In particular, students and parents should note that the Superintendent has Zero Tolerance for weapons, assaults, alcohol, and illegal substances.

CODE OF PROFESSIONALISM AND HONOR CODE

The environment of the PLC is professional and businesslike. The PLC's primary goal is to educate, not to punish. Students at the PLC are given great responsibility. However, when the behavior of an individual student comes into conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the PLC as a whole. The degree of discipline to be imposed by the PLC staff will be in proportion to the severity of the behavior of the student and will take into account the student's discipline history, the age of the student, and other relevant factors. Accordingly, students shall be governed by policies, regulations and rules set forth in the CCS Parent Information and Student Code of Conduct On-line Handbook on our district website.

DISCIPLINE POLICIES

In order for the PLC to be as safe and secure as possible, the administration has designated discipline policies that best meet the needs of our student body. Administrators may assign In School Suspension or Out of School Suspension as needed to address student behavior. Please be aware of the administrative discipline options by reading the following descriptions. The administration reserves the right to assign different consequences when deemed necessary.

IN SCHOOL AND OUT OF SCHOOL SUSPENSIONS

Considering the offense, in-school and out-of-school suspension will be assigned from 1-10 days. A recommendation for alternative placement or exclusion is possible for certain offenses. Students may not be on any CCS school grounds during the out-of-school suspension period, nor may they participate in any school related activity during this period such as athletic contests as either participant or spectator, band or choral concerts, dramatic productions, school dances, etc. Students who are suspended may make up their academic work as stated in our make-up policy. The school will attempt to contact a parent/guardian for out-of-school suspension assignments.

Reasons for in-school and out-of-school suspension will include, but are not limited to, the following:

1. Being a persistent discipline problem.
2. Failure to follow the reasonable directions of a staff member/Insubordination.
3. Refusal of student to identify themselves to a staff member.
4. Lying/providing false information to staff.
5. Profanity directed at a teacher or staff member (may result in expulsion).
6. Use of profanity toward a student.
7. Stealing - personal or school property. The police will investigate.
8. Vandalism - willful damage to school property. Student will be required to pay for damages and may be subject to expulsion or court action.
9. Misuse of computers, Internet access, etc.
10. Trespassing on other school campuses during the school day.
11. Arson.
12. Bomb threats/false alarms/tampering with fire equipment.
13. Possession/use of weapons/dangerous objects - bringing a weapon to school will result in suspension and may result in expulsion. Knives, mace, pepper spray, clubs, iron pipes, etc. are considered weapons and charges may be filed. Bringing a weapon to school can result in permanent suspension or court action.
14. Drugs and alcohol abuse -
 - (a) Students who sell, use, or distribute without charge alcohol, controlled substances, or counterfeit controlled substances on school grounds or at any school function will be disciplined.
 - (b) Students who possess, use, or are under the influence of an alcoholic beverage, controlled substance, or counterfeit controlled substance at school, immediately before or after school, or at any school function will be disciplined.
15. Assault/battery (directed toward either teacher or student). Any assault on a school employee will result in a recommendation for expulsion and court action.
16. Verbal altercations, threats, or fighting.
17. Leaving school without permission.
18. Possession or use of tobacco products/paraphernalia/vaping devices (cigarettes, lighters, rolling papers, matches, etc.).
19. Hazing and intimidation of other students.

Not all incidents can be covered by the rules contained within this handbook. The administration reserves the right to handle situations not specifically mentioned in the handbook in a manner they deem is fair and appropriate.

Any student who is long term suspended may not be allowed to return to the Performance Learning Center and must enroll in the student's home school once the suspension has ended.

The school and the law: Any unlawful act that takes place on school grounds, at school events, or on school buses makes the student subject to penalties that the court may prescribe and may result in suspension and criminal charges.

Discipline procedures (Definition of terms and basic information relating to discipline policies):

Suspension: Suspension is the removal from school.

Searches: Students and/or student property (which include vehicles) are subject to searches if there is a reasonable suspicion to believe that drugs, alcohol, stolen property or other contraband might be present with the student or his/her belongings.

Video Surveillance: The campus utilizes video surveillance for safety of all people on the campus.

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. See the district's safety website for additional details: <https://www.cabarrus.k12.nc.us/safety>.

Circumstances and degrees of involvement could lessen a serious offense or make a minor offense more serious. PLC administration reserves the right to use discretion when dealing with students in a fair and equitable manner. Students and parents should thoroughly read the CCS Parent Information and Student Code of Conduct On-line Handbook and become familiar with the discipline guidelines and procedures. Failure to read and know school policies and discipline guidelines does not excuse students in following those policies and guidelines.

This code of conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function, or event and while traveling to and from such events; On vehicles provided for student transportation by the school system;
- In private vehicles should special permission be given by the school to utilize such vehicles to travel to and from school activities.

NO STUDENT WILL BE ALLOWED TO LEAVE CAMPUS UNLESS GIVEN PARENTAL PERMISSION.

DRESS CODE 101

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. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. 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;
- endangers the health or safety of the student or others.

What TO Wear

- Skirts and shorts: no more than three inches above the knee.
- Shirts and blouses: must cover the student's midriff - no plunging necklines or exposed cleavage.
- Straps must be the width of the student's ID card (two inches or greater).
- Pants: fitted at the waist.
- Shoes: shoes or sandals (no bedroom slippers).

What NOT TO Wear

- Tank tops, muscle, mesh, or see-through shirts or blouses.
- Clothing advocating drug, alcohol, or tobacco use.
- Clothing with inappropriate or suggestive language.
- Clothing that discriminates against particular groups.
- Excessively tight or baggy clothing; clothing with holes or slashes.
- Bedroom slippers or pajamas.
- Excessively long or oversized shirts, coats or jackets.
- Sunglasses, hats, caps, stocking caps, toboggans, bandannas, headbands, skull caps or any other headgear in school.
- Any apparel and accessories including jewelry, emblems, tattoos or body markings, that depict gang affiliation.
- Excessive face painting.
- See-through clothing; underwear showing.
- Deep-plunging shirts/blouses; cleavage showing.
- Chains and jewelry containing spikes.

Upon reading the handbook in its entirety and by filling out the Scribbles form, you acknowledge that you have read the entire handbook, including all rules, policies and compacts and understand the (insert school name) expectations for the 2022-2023 school year.