
Cumberland County High School

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Mrs. Janet C. Graham • Principal

Mr. Jon Hall, Mrs. Kathy Hassler, Dr. Pat Teeples
Assistant Principals

Dr. Leslie Eldridge, Mrs. Robin Hull, Mrs. Melissa Miller
Guidance Counselors

Mrs. Anna Pickard • Freshman Academy Coordinator

FRESHMAN ACADEMY STUDENT/PARENT HANDBOOK 2011 • 2012

This Handbook belongs to

Name: _____ Grade: _____

Address: _____

City, State, Zip: _____

Phone: _____

Homeroom Teacher & Room: _____

Locker Number: _____

Parent or Legal Guardian: _____

Phone (home): _____ Phone (work): _____

Other Important Medical Information: _____

Welcome

The entire Freshman Academy team and I want to welcome you to Cumberland County High School, Home of the Jets! This is the fifth year for our Freshman Academy, and we are thrilled to offer you what we believe to be a remarkable opportunity.

The CCHS Freshman Academy is simply a smaller learning community within the larger high school setting. Such an environment affords our beginning freshmen with opportunities to belong and to, therefore, develop a strong sense of family. Through this nurturing environment, we believe that our students will be encouraged to commit to personal goals for success and become a community of learners who will soar!

High school represents a time of changes and challenges where students grow from children to young adults. During the freshman year, students must learn to balance school work and their social lives. In order to be successful, they must come to school regularly, complete all of their assignments, and behave appropriately. We feel that our Freshman Academy will provide a smooth transition into the high school environment and thus be a stimulus for our students to strive for excellence.

Parents, we encourage you to participate actively in your child's education. We are all stakeholders in this process. Encourage your child to read daily. Check to see that his/her homework is complete. Ask to see his/her planner; organizational skills are vital. Invite your child to participate in the clubs and extracurricular activities offered at CCHS. Examine this handbook and the CCHS Student Handbook. Read these documents carefully and discuss them with your child. If at any time during the school year you have questions, please do not hesitate to schedule a conference with your child's guidance counselor, teacher, or teacher team. Working together as a community, we feel strongly that your child will achieve success.

After reading this handbook and discussing it with your child, both of you should complete the section on the following page. There is an additional sheet for you both to sign, and it will be given to your child along with his/her copy of this handbook. Your student will need to return the signed extra sheet **ONLY** to his/her advisory teacher immediately.

We are looking forward to a great year!

Sincerely,

Janet C. Graham

Principal

Handbook Confirmation

We have read and understand the 2011-12 CCHS Freshman Academy Student/Parent Handbook.

X _____
Parent/Guardian's Signature

X _____
Date

X _____
Student's Signature

X _____
Date

This handbook should be accessible to the student at all times.

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We are pleased to welcome the Class of 2015 to our CCHS Freshman Academy! This Freshman Academy has been designed to help ease the anxiety that often hinders ninth grade students from finding success and enjoyment in the high school experience.

Cumberland County High School Mission Statement

The mission of Cumberland County High School is to challenge, to empower, and to inspire students to become not only lifelong learners, but also successful and productive citizens.

CCHS Freshman Academy Vision

- To provide a positive transition into a safe, personalized high school learning environment
- To encourage parental involvement
- To improve student achievement and attendance
- To challenge and inspire students to develop the goals, skills, and confidence necessary to reach their potential in high school and beyond.

Freshman Academy Team Concept

The Freshman Academy design enables teachers to share information about student progress and behavior on a weekly basis. In addition, this enhanced connectivity encourages students to form lasting relationships with their classmates and teachers. Because of these relationships, we find that students become stakeholders in CCHS much earlier.

Academy Location

With the exception of lunch and elective classes, freshmen will remain primarily on A and G wings during the school day. Older students should not be on these hallways without permission.

Lockers

Each student will be assigned a locker to be used throughout the year. He or she will be provided with a lock with a private combination. The student's materials and personal belongings should be kept in this locker. Students should not share lockers, nor should they make their private combinations known to others.

Makeup Work

Whenever a student misses a class for any reason, he/she must make up the missed work. Students should consult their teachers immediately after missing class in order to secure their assignments.

Students may attend or be assigned instructional lab before or after school or during the lunch period in order to make up the work in a timely manner. Please be aware of the board policy regarding makeup work.

Responsibility

Our freshmen will be expected to realize that they are responsible for themselves and their actions. All CCHS personnel, especially our FA teachers, are committed to helping them accept these responsibilities. Levels of responsibility will increase as the year progresses.

CCHS Student Handbook

Parents and students are required to read, understand, and adhere to the guidelines set forth in the CCHS Student Handbook. One handbook is provided to each student at the beginning of the school year and must be carried with the student at all times. Lost handbooks must be replaced.

A strong emphasis will be placed on using this handbook to organize the freshman student's time. Please consult this handbook for information, dates, guidance issues, schedules, policies, procedures, rights, and disciplinary actions. This is in addition to the Freshman Academy Student Handbook.

Freshman Academy **Expectations**

In addition to the rules listed in the CCHS Student Handbook, freshmen must meet the following expectations:

1. Bring all of your necessary materials (including completed homework) to class daily.
2. Be prepared to begin working when the tardy bell rings.
3. Participate in no activity that would prohibit you or anyone else from learning.
4. Follow directions completely the first time they are given.
5. Actively practice manners and common courtesies at all times.

Behavioral Action Steps within the Academy

Rules are instituted to ensure a safe environment that is conducive to learning by all learning styles. When a student chooses to break a rule that has been established by the academy, school, or a teacher, the following intervention process will be followed. **(Certain violations, i.e. dress code, personal communication devices, etc., and severe violations will be referred immediately to an administrator. The discipline plan will then follow what is outlined in the CCHS Student Handbook.)**

Step One: The teacher in charge will issue a verbal warning.

Step Two: If the undesirable behavior does not improve, the teacher will make a personal contact with the parent or legal guardian.

Step Three: If Steps One and Two do not result in desirable behavior, the student may be assigned to AM (Morning) Intervention or detention with a Freshman Academy teacher.

Step Four: If behavior does not improve or a pattern of poor behavior is evident, the Freshman Academy Coordinator or teacher will phone the parent or legal guardian and set up a **Parent-Teacher Conference** to be held during the school day. If this process does not bring about the desired behavioral change, the student will be referred to an administrator for future discipline. A discipline referral form will go in the student's permanent file in the assistant principal's office.

Incentives

Periodically, the Academy teachers like to reward students who consistently meet our expectations. Rewards may include free time with your friends, eating lunch in the garden, playing games in the wrestling complex, or an extra trip to the snack machine.

The FA classroom teacher may elect to offer an incentive day such as Incentive Friday. The teacher has the right to select the criteria for this type of incentive.

In addition, on a larger scale, we may have Freshman Academy incentives. These incentives are announced in advisory and in your core classes. You must meet a special set of criteria in order to be eligible for these bigger incentives.

Although the exact criteria have not yet been approved, the following is a list of requirements that have been used for incentives in years past. If you want to be allowed to participate in these special activities, be sure to meet the expectations required of you. This means regularly wearing clothing which follows dress code, getting to class on time, keeping your cell phone turned off and put away, and simply following the rules. If you do the right thing, you just might find yourself enjoying some free time with your friends during the school day.

The following is a list of various criteria that have resulted in incentives in the past few years:

- 1.) passing core classes
- 2.) no Freshman Academy Interventions
- 3.) no disciplinary office referrals or detentions
- 4.) a C or better on core mid-terms
- 5.) no unexcused tardies

Other Important Information and Guidelines

While each teacher may implement personal classroom procedures, there are several classroom management procedures that will remain constant throughout the Academy. These procedures are listed below and may be amended periodically at the discretion of the Academy teachers.

1. Students are expected to be in the designated classroom, seated, and prepared to work when the tardy bell rings. Students who fail to meet these expectations will be counted tardy. Tardies have unpleasant consequences.
2. Students are expected to write legibly at all times using an appropriate writing utensil.
3. Students are expected to turn in neat papers that are properly headed. Proper headings must include name, date, and assignment label.
4. Students should observe the margins on their papers.
5. Students should keep their notebooks clean and organized.
6. Notebooks and textbooks should not contain vulgar language, pictures, or drawings; profanity; references to drugs or alcohol; or references to or symbols of death, suicide, etc.
7. Students should have their Student Handbook and Freshman Academy Student/Parent Handbook with them at all times.
8. Students must adhere to the dress code at all times.
9. Students must adhere to the school board policy involving public displays of affection (PDA).
10. Students must adhere to the school board policy regarding cell phones, iPods, MP3 players, and other such devices.
11. Students should remain in their seats until the teacher gives them permission to be up or be dismissed. Do not line up at the door.
12. Students must remain quiet and in their seats whenever an announcement is being made over the television or the intercom.
13. Students are expected to remain quiet and in their seats whenever a visitor is at the door or in the classroom.
14. Students are expected to make up all work missed in a timely manner. Please refer to school board policy. Keep in mind that instructional lab may be assigned.
15. Upon returning after missing a class, the student is expected to immediately get his/her assignment from the teacher.
16. Students are expected to treat the classrooms, hallways, restrooms, offices, library, gym, cafeteria, and grounds at CCHS with respect.
17. Students should take care of their textbooks and treat all school-related property with respect.
18. Students should speak respectfully to their peers and all school personnel. Vulgar, profane, or disrespectful language will not be tolerated.
19. Students should adjust their voice level to suit the activity.
20. Students must have their parent or legal guardian sign all discipline referral or behavior reports, official progress reports, and report cards. The student must then return these documents to the appropriate teacher on or before the date specified.