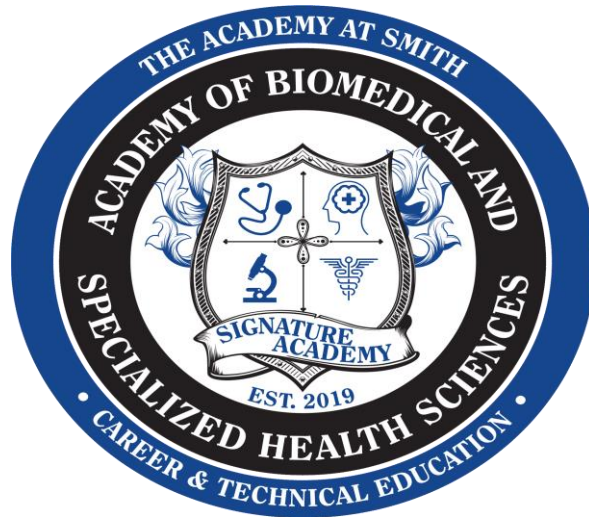


THE ACADEMY AT SMITH:

Academy of Biomedical Technology and Specialized Health Sciences Student Handbook 2022- 2023



“TRANSFORMING LEARNING AND LIFE OUTCOMES FOR ALL STUDENTS”



Ms. Rachel Lewis, Principal

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Welcome to The Academy at Smith: Academy of Biomedical Technology and Specialized Health Sciences!

Academy of Biomedical Technology and Specialized Health Sciences

Vision Statement

The vision of The Academy at Smith is to provide a quality education that will lead to a productive and successful future for all students.

Academy of Biomedical Technology & Specialized Health Sciences

Mission Statement

The mission of The Academy at Smith is to build relationships with students, parents, and community members while providing all students with a program of study that is relevant and rigorous. We strive to establish a positive environment that prepares students for future careers with an emphasis on biomedical technology & specialized health sciences careers for the 21st century.

Academy of Biomedical Technology & Specialized Health Sciences

MTSS Vision Statement

The vision for The Academy at Smith's MTSS implementation is to provide an opportunity for long-term change and development for our school, valuing innovation and problem solving on a continuous basis.

Academy of Biomedical Technology & Specialized Health Sciences

MTSS Mission Statement

The mission of The Academy at Smith's MTSS implementation is to provide a framework that addresses all students' attendance, behavioral, social, emotional, and academic needs through teaming structures that problem-solve multiple sources of data to remove barriers and address inequalities of student achievement.

GUILFORD COUNTY SCHOOLS MISSION STATEMENT

Guilford county students will graduate as responsible citizens prepared to succeed in higher education or the career of their choice.

GUILFORD COUNTY SCHOOLS VISION STATEMENT

Transforming learning and life outcomes for all students

The Academy at Smith - Faculty and Staff

Principal

Ms. Rachel Lewis

School Counselor

Mrs. Gwendolyn Atkinson

Curriculum Facilitator

Ms. Dionne Layne

Career and College Manager

Dr. Aretha Garr

Nurse

Mrs. Katrina Andrews

Social Worker

Ms. Lindsee Watson

Data Manager/Treasurer

Mrs. Jennifer Tangredi

Administrative Support

Dr. Connie Jeffries

Media Center

Mr. Anthony Triolo

Exceptional Children Department

Ms. Natausha Siler

CTE Department

General Management

Medical Careers

Mr. Quincy Tanner

Mrs. Shalinda Witcher

Mental Health & Counseling

PLTW Biotechnology

Mr. Anthony Franklin

Ms. Kayla Hooker

Ms. Marietou Salou Doudou

English Department

Ms. Angela Aguigui- Walton

Ms. Terri Fletcher

Ms. Kathy Dollyhigh

Foreign Language Department

Ms. Daniella Sanchez

Physical Education Department

Mr. Daniel Greene

Math Department

Ms. Dawn Harris

Mr. Jeremy Magee

Mr. Anthony Tangredi

Science Department

Mr. Dan Bressler

Mrs. Kasheena Burris

Ms. Diana Marshall

Social Studies Department

Mr. Alexander Castro

Ms. Sara Davis- Leonard

Mr. Timothy Ross

Schedules:

Regular Day Bell Schedule

Bus arrival.....	9:00 - 9:10 am.
Breakfast.....	9:00 – 9:20 am.
1 st block.....	9:25 – 10:55 am.
2 nd block.....	11:00 – 12:30 pm.
3 rd block.....	12:35 – 2:45 pm.

Lunch schedule (30 minutes):

1st lunch 12:35 – 1:05 pm

2nd lunch 1:25 – 1:55 pm.

3rd lunch 2:15 – 2:45 pm.

4 th block.....	2:50 – 4:20 pm.
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**Note: There will be a designated time for Homeroom during First Block when needed.*

2 Hour Delay Bell Schedule

Bus arrival.....	11:00 - 11:10 am.
Breakfast.....	11:00 - 11:25 am.
1 st block.....	11:30 – 12:30 pm.
2 nd block.....	12:35 – 2:20 pm.

Lunch schedule (25 minutes):

1st lunch 12:35 – 1:00 pm.

2nd lunch 1:10 – 1:40 pm.

3rd lunch 1:50 – 2:10 pm.

3 rd block.....	2:15– 3:15 pm.
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4 th block.....	3:20 – 4:20 pm.
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Early Release Day Bell Schedule

Bus arrival..... 9:00 - 9:10 am.
Breakfast..... 9:00 – 9:20 am.
1st block..... 9:25 – 10: 25 am.
2nd block..... 10:30 – 11:30 am.
3rd block..... 11:35 – 1:15 pm

Lunch schedule (30 minutes):

1st lunch 11:35 – 12:05 pm.

2nd lunch 12:10 – 12:40pm.

3rd lunch 12:45 – 1:15 pm.

4th block..... 1:20 – 2:20 pm

Enrichment Day Bell Schedule

Bus arrival..... 9:00 - 9:10 am.
Breakfast..... 9:00 – 9:20 am.
1st block..... 9:25 – 10:45 am.
2nd block..... 10:50 – 12:05 pm.
3rd block..... 12:10 – 1:50 pm.

Lunch schedule (30 minutes):

1st lunch 12:35 – 1:05 pm

2nd lunch 1:25 – 1:55 pm.

3rd lunch 2:15 – 2:45 pm.

4th block..... 1:55 –3:15 pm.

Enrichment block..... 3:20 – 4:20 pm.

Attendance Policies

Attendance policies must be followed as outlined in the *Student Handbooks* of The Academy at Smith, Guilford County Schools (GCS), and Guilford Technical Community College (GTCC). Please note that the GTCC policies for college classes are more stringent than The Academy and GCS. Please be familiar with ALL policies.

GENERAL INFORMATION

- The Academy at Smith school day is from 9 am to 4:20 pm. Attendance is recorded for each period, including Enrichment blocks.
- More than three absences in a class during a quarter can result in a failing grade for that quarter unless the time is made up.
- **STUDENTS ARE NEVER TO LEAVE CAMPUS WITHOUT CHECKING OUT THROUGH THE FRONT OFFICE.**
- Consequences for college absences are at the discretion of the GTCC professor and may include being dropped from that class with a failing grade.

STUDENT ABSENCES

The Academy at Smith will follow the attendance policies of Guilford County Schools for all classes. What follows is a summary of those policies. Please refer to the [GCS Student Handbook 2021-2022](#) for a complete listing of guidelines.

- Lawful (excused) and unlawful (unexcused) absences are detailed in the GCS Student Handbook.
- Students are not automatically entitled to make-up work or time for unlawful absences. Students must request permission to be allowed to complete make-up requirements for these absences.
- Students with excessive unlawful absences will be placed on INCOMPLETE STATUS until attendance obligations have been met. If these obligations are not met by the end of the quarter, the student will receive a grade of F. Please see the MAKE-UP TIME section below for further details.
- Absences due to death in the immediate family with a parent note, religious observances with a parent note, and chronic illness with a doctor's note are not included in excessive absence counts and are excused from make-up time.
- Planned absences for family trips, college trips, or education opportunities must receive prior written approval from the principal to be considered lawful absences.
- All absences are considered unlawful without a parent's note explaining the absence. However, a note does not guarantee an excused absence. The absence must be for a valid reason, as outlined in the GCS Student Handbook.
- All notes must include the following:
 - Student's full name
 - Date of absence
 - Reason for absence
 - Signature of parent/guardian
 - Daytime phone number of parent/guardians
- **All absence/tardy notes must be turned in no later than three days after a student returns from an absence, or the absence will remain coded as unlawful.**

- Students will not be considered absent when on a school field trip or involved in approved school-related activities. However, students are still responsible for obtaining and completing any missed assignments.
- **Time Required in Class:** Attendance in class for at least one-half of the class period is required for the student to be counted “present.”
- **STUDENTS ARE NEVER TO LEAVE CAMPUS WITHOUT CHECKING OUT THROUGH THE FRONT OFFICE.**

ACADEMY AT SMITH POLICIES

In addition to the GCS attendance policies, The Academy has instituted the following policies which are specific to our school:

- Requests for excused absences for family trips, college trips, or educational opportunities must be made in writing no less than five school days before the planned absence. This will enable the principal to verify the validity of the request and allow time for your student to make arrangements with teachers to complete missed assignments.
- Any student leaving campus without proper authorization from the school office will be considered skipping and subject to disciplinary action.
- It is preferred that students make medical appointments outside of school hours whenever possible. If a student does need to miss class for a medical appointment, we request that the student bring in a note from the doctor’s office.
- Any student returning to school after an all-day absence or multiple days should turn in a note from a parent to the office before, during lunch, or after school. All notes must state the DATE(S) of absence(s), REASON for absence, PARENT SIGNATURE, and a PHONE NUMBER where the parent can be reached.
- **Educational Opportunity Days:** Students who take an approved school educational opportunity day do not have to make up time with their teacher. Other days not designated as a school educational opportunity must be made up. See administration for any issues.

LATE ARRIVAL/EARLY DISMISSAL

- When a student arrives late to school, the student must come to the office to sign in and turn in a note if they have one. Tardies will be unexcused without a parent or doctor’s note explaining a valid reason for the tardy. Work, personal errands, and transportation issues (other than the GCS school bus) are not valid reasons to be tardy.
- Students will be allowed three tardies per quarter—every 4th tardy counts as an absence.
- **STUDENTS ARE NEVER TO LEAVE CAMPUS BEFORE THE SCHOOL DAY ENDS WITHOUT SIGNING OUT IN THE OFFICE.** If the student is driving AND HAS WRITTEN PERMISSION FROM A PARENT/GUARDIAN, the student must come to the student must sign out. If the student is being picked up, an AUTHORIZED adult must come into the office and sign the student out. If a student leaves school without signing out (if driving) or being signed out by an authorized adult, this will be considered skipping, and the absence will be unexcused even if a note is provided.
- Students may only be picked up by a parent/guardian or an adult on their emergency contact list. If a parent/guardian wishes someone else to pick up their student, they must provide a written note giving the person’s name. If the person picking up a student is unknown to office personnel, they will be asked to show picture ID.

- Late arrival and early dismissal notes must include the student's name, the reason for tardy/early dismissal, date, time student is expected to arrive or needs to be dismissed, parent/guardian signature, and daytime phone number.

MAKE-UP WORK

- When a student is absent, it is the responsibility of the student to request missed work from teachers. All make-up work must be completed within three days of the student's return to school unless communicated otherwise by the teacher.
- If a student is absent for an extended period, parents/guardians may want to request to pick up missed work for the student. Requests should be made through the counseling or front office and parents will be notified when assignments are ready for pickup.
- **Suspension:** By state statute, suspensions are counted as excused absences. For suspensions of three (3) days or fewer, suspended students must submit their make-up work within two (2) days of their return to school. For suspensions of more than three (3) days, make-up work must be submitted immediately upon the student's return to school. Failure to submit the work as outlined above will result in a grade of "zero" being recorded. It is the student's responsibility to communicate with each teacher regarding make-up work and timely completion.

MAKE-UP TIME

- Three or fewer lawful absences per course per quarter will be handled between student and teacher.
- On the fourth absence (lawful and/or unlawful), a student will be placed on NO CREDIT STATUS until the time is made up.
- A student must complete 45 minutes of make-up time for each 90-minute class missed.
- Students will be allowed to make up time missed for unexcused absences only at the discretion of the teacher.
- Make-up time must be completed within ten days of the absence(s). Failure to complete the required make-up time will result in a grade of 59(F) or the grade the student earned – whichever is lower.
- A parent/guardian may appeal for a waiver of NO CREDIT STATUS or an extension of make-up time in writing within (10) days of notification of NO CREDIT STATUS.

TARDY POLICY

- Four (4) unexcused tardies in a class during the same quarter will be counted as an absence when calculating make-up time.
- The teacher will notify the parent and principal if the student is tardy again during that quarter. The teacher, parent, student, and principal may meet and seek an immediate solution to the tardy issue.
- Conducting business with school administrative/office staff, buying snacks, using the restroom, telephone, etc., is NEVER an excuse to be late to class. If any of these activities MUST be done other than before and after school or during class changes, students should report to class FIRST and receive written permission to leave from their teacher.
- Repetitive tardiness will be handled as follows:
 - 1st Tardy and 2nd Tardy – Warning
 - 3rd Tardy – Parent Contact by Phone
 - 4th Tardy – Administrative Referral – Social worker- this will count as an absence for the student

STUDENT SERVICES DEPARTMENT

School Counselor: Gwendolyn Atkinson

Email: atkinsg@gcsnc.com

The school counselor supports each student's academic, career, and personal/social development. As part of the comprehensive school counseling program, the school counselor will provide numerous services to students, including (but not limited to): providing individual and small group counseling related to academic, career, and personal/social development; providing periodic large group lessons; appointments with parents/guardians regarding their student; academic scheduling; future planning; college planning; and the college admissions process. The counseling department also provides information about summer opportunities, scholarships, community involvement, and leadership programs.

School Social Worker: Lindsee Watson

Email: watsonl3@gcsnc.com

The school social worker recognizes that educating students is a shared responsibility involving the students, families, schools, and communities. As part of the school social worker's role, she will plan programs that increase the academic and behavioral success of our students, provide information about and facilitate the use of resources for meeting clothing, nutritional, housing, and health needs, advocate to assure student educational social, emotional, and material needs are met, and serve as a liaison between the home, community, and school.

GCS GRADUATION REQUIREMENTS

Any questions regarding graduation requirements for students at the Academy should be directed to the school counselor.

Guilford County Schools Course Requirements for High School Graduation

Course	
English	4
Math	4
Social Studies	4
Science	3
World Language	*2 in same language
PE/Health	1
CPR Required	Yes
Electives	6
Total	22

THE UNIVERSITY OF NORTH CAROLINA ADMISSIONS REQUIREMENTS

The minimum undergraduate admissions requirements for all 16 constituent institutions of the University of North Carolina are:

Course requirements

English - 4 Units	English I, English II, English III, English IV
Math - 4 Units	Math I, Math II, Math III, and one additional unit beyond Math III (<i>*It is recommended a mathematics course unit should be taken in 12th grade</i>)
Science - 3 Units	A physical science course (A life or biological course AND at least one laboratory course)

Social Studies - 2 Units	US History and One additional course
World Languages - 2 Units	Recommended at least two-course units in one world language
Electives	Additional electives must be included to meet local graduation requirements

Each university may require other courses in addition to these requirements; therefore, prospective students should refer to the catalogs and contact the admissions offices of any institutions to which they plan to apply. In determining the admissibility of each applicant, institutions also consider factors other than courses completed, such as high school grades, rank in class, score on college entrance examinations, and recommendations.

APPOINTMENTS

Students are invited to visit the office before school, after school, or during lunch to obtain answers to questions, make an appointment (social worker, counselor, etc.), and use available resources. Students may also ask questions or make appointments by email or phone. Parents/Guardians may make appointments by email or by telephone.

SCHEDULING CHANGES/COURSE WITHDRAWALS

Courses with an End-of-Course test may only be dropped within the first twenty (20) days. (NC State Dept. of Public Instruction Policy) **FEW SCHEDULE CHANGES ARE MADE.** Requests for such changes **MUST** follow procedures as outlined. **ALL STUDENTS WILL BE EXPECTED TO TAKE COURSES FOR WHICH THEY REGISTER, EXCEPT UNDER THE FOLLOWING CIRCUMSTANCES:**

1. Failure of a course that is required for graduation or which is a prerequisite for another course.
2. Development, after student schedules are received, of extenuating circumstances which can be documented.
3. Inappropriate placement as determined by student records.

GCS requires the following clock hours for attendance:

Block Schedule Schools: 135 Clock Hours

Traditional Schedule Schools: 150 Clock Hours

Course withdrawal requests **MUST** follow these guidelines. A request for change/course withdrawal will not be granted unless procedures are followed. The request must be submitted **IN WRITING** on the form obtained in the Counseling Office. **STUDENTS MUST REMAIN IN THE ASSIGNED CLASS** until the schedule is granted unless procedures are followed. The request must be submitted **IN WRITING** on the form obtained in the Counseling Office. **STUDENTS MUST REMAIN IN THE ASSIGNED CLASS** until the schedule change has been approved. Any days missed while waiting for a schedule change that is not excused will be considered **UNLAWFUL** and will be dealt with accordingly. (Attendance rule).

COLLEGE CLASSES

The Academy at Smith has established procedures for enrolling, continuing, and withdrawing students from GTCC courses. These procedures will be provided to each student as they begin the college experience. For additional information or questions, please contact the school counselor.

TRANSCRIPT REQUESTS

Transcripts must be requested online. The link to do so is located at <https://guilfordnc.scriborder.com/>. If you have questions, please contact the counselor.

PROMOTION POLICY

Students are eligible to be classified under the following policy after one full year of attendance at The Academy at Smith:

Classification	Units Earned
10th grade	6 units
11th grade	13 units
12th grade	20 units

WITHDRAWAL POLICY

All students who withdraw from The Academy must complete the following steps:

- All books must be returned, all fees must be paid in full, and all signatures must be obtained before students can be officially withdrawn. Students must obtain withdrawal forms from the counseling office and initiate withdrawal procedures with parent/guardian present.
- The counseling office will contact teachers to obtain student grades and obligations.
- The counselor will collect all textbooks and obligations before the completion of the withdrawal process.
- A parent/guardian may request paperwork to be completed two days before the withdrawal is to take place. However, a parent/guardian must be present to sign the withdrawal form.

GRADING SCALE FOR GUILFORD COUNTY SCHOOLS

Quality Points for GPA Calculation				
		College	Honors	Other
A	90-100	5.0	4.5	4.0
B	80-89	4.0	3.5	3.0
C	70-79	3.0	2.5	2.0
D	60-69	2.0	1.5	1.0
F	0-59	0.0	0.0	0.0

PSAT/SAT/ACT

Pre-ACT (all sophomores)	TBA October/November
PSAT (all 10 th)/ SAT (all 11 th)	TBA October
ACT (all juniors)	TBA February
ACT WorkKeys (all seniors)	TBD April

ADVANCED PLACEMENT AND HONORS COURSES

Briefly stated, Advanced Placement (AP) is a program that allows students to take college-level courses in high school. Many colleges accept such courses for credit, provided that a sufficiently high score is made on the exam at the end of the course.

The Academy at Smith offers AP courses in English: Literature and Language, US History, Psychology, Calculus, Human Geography, Computer Science, and Statistics. Some courses are year-long and designed to offer an in-depth study of the subject area. The materials used are on the college level. Students are required to take the AP exam for each AP course they take. If registration requests for an AP class are few, the class may not be offered.

Honors classes are offered in most required courses in various levels of English, Math, Science, Social Studies, Spanish, and some elective subjects. Honors courses have a higher level of difficulty and carry honors credit. They do not attempt to prepare students for taking AP exams, nor do they carry any college credit. All students enrolled in an honors course are required to complete projects assigned by a teacher.

Advanced Placement (AP) Exams will be given in May 2022.

SERVICE-LEARNING DIPLOMA

The Service-Learning Diploma is a locally developed, official recognition program designed to recognize high school students who are committed to serving their community. Students who complete 250 hours of service-learning experience over the course of their high school years will receive this certification upon graduation.

- The program is designed to recognize students who dedicate a significant amount of time to service-learning to address challenges and solve problems in the community.
- All students who complete this program will be awarded a GCS Service-Learning Diploma. Additionally, these students will be distinguished by wearing a Service-Learning cord at graduation.

Graduates are required to complete 250 hours of service to receive the diploma.

It is recommended that students distribute these hours over the course of their four years of high school. This pacing will make their service more consequential and manageable with their other academic responsibilities.

SUGGESTED schedule for acquiring 250 hours of Service-Learning Diploma	
Freshman Year	50 hours
Sophomore Year	75 hours
Junior Year	75 hours
Senior Year	50 hours
TOTAL	250 HOURS

FOR THE SERVICE-LEARNING DIPLOMA AND THE SERVICE-LEARNING EXEMPLARY AWARD: Students may begin documenting hours beginning the first day of school in the 9th grade and continue their work during the following summers.

SERVICE-LEARNING EXEMPLARY AWARD

The Service-Learning Exemplary Award is an honor GCS high school students may receive upon graduation. This award recognizes students who have devoted a minimum of 100 hours of service-learning experience in their community throughout their high school years.

Graduates of 2013 and beyond are required to complete 100 hours of service:

Starting in the 2012-2013 school year, students entering GCS any earlier than the senior year will be required to complete 100 service hours to be eligible for the award. Students who enter GCS during their senior year must complete a minimum of 50 service hours to earn the Service-Learning Exemplary Award.

While there is no set number of hours to be earned in any school year, as a time management tool, we recommend the following schedule as a guide.

SUGGESTED schedule to acquire 100 hours of Service-Learning Exemplary Award	
Freshman Year	25 hours
Sophomore Year	25 hours
Junior Year	25 hours
Senior Year	25 hours
TOTAL	100 HOURS

STUDENT CONDUCT

BELIEF STATEMENT

At the Academy at Smith, we believe that every student is entitled to have a positive teaching and learning environment, free from distractions caused by the inappropriate behavior of others, and to have nurturing interaction with our faculty and administration.

Each student will receive a copy of the GCS Student Handbook, which defines the system's expectations for proper behavior. The following policies are designed to clarify and ensure consistent enforcement of the GCS code.

Our preferred method of discipline involves counseling from teachers, counselors, and the principal to get students to be self-correcting. Any non-counseling discipline will be done only with the intent of helping you grow in areas of developing good relationships with others, respect for student rights, to ensure safety of all individuals within our school community and to respect the established school laws, procedures, and processes.

Students are expected to be strong self-advocates positively and respectfully. Self-advocacy requires the strength to overcome obstacles to succeed. You must not become your OWN OBSTACLE.

STUDENT MISCONDUCT AND DISCIPLINARY ACTION STEPS

The procedures described below are established with the goals of:

- Developing self-discipline on the part of the student
- Establishing the classroom teacher as both the authority figure and student advocate within the classroom setting
- Maintaining a respectful classroom environment conducive to learning

- Continued involvement of the parent/guardian in the discipline process

In the event of classroom student misconduct, teachers can use but are not limited to the following disciplinary action steps. Understanding that each incident and student is and should be addressed differently is a sample progression of action steps. Teachers will exercise their autonomy and discretion when managing student discipline. When the below action steps have been exhausted, the teacher, principal, parent/guardian, and student support staff will meet to discuss a more intense plan to support the student and teacher.

DISCIPLINARY ACTION STEPS

1. Verbal/Non-Verbal Redirections
2. Teacher-Student Conference (before school)
3. Parent Contact
4. In-Teaming with another class
5. Working Lunch / Lunch Detention
6. After School Detention
7. Behavioral Contract
8. Student Support Contact (School Counselor; School Social Worker; Curriculum Facilitator; School Principal)
9. Teacher-Parent Conference (with or without student)
10. Teacher, Student Support, & Parent Conference
11. Student(s) of Concern Meeting w/ Principal and Student Support

In the event of student behaviors that are substantially disruptive, harmful, and/or illegal, the principal and parents will be notified immediately; GCS Board policy will be enforced when necessary, and parents will be notified of outcomes.

ACADEMIC EXPECTATIONS

- Appropriate behavior that does not detract from the learning environment set by individual Academy at Smith teachers and/or GTCC professors.
- Active engagement in Academy at Smith and GTCC classroom activities.
- Report to all Academy at Smith and GTCC classes daily, on time, and with all required materials.
- Completion of all Academy at Smith and GTCC classwork and homework on time and as designated by the teacher/professor.
- Achieve at the 70% or higher level in all Academy at Smith and GTCC classes on progress reports and report cards. If a student falls below this level, s/he can expect the teacher, counselor, and principal to offer several academic interventions, **and** parents will be contacted.
- Any student who engages in or attempts to engage in plagiarism, falsification, violation of software copyright laws, or violations of computer access may be subject to disciplinary action and will receive zero on the assignment. Cheating includes giving or receiving any unauthorized assistance for academic work. Plagiarism includes copying the language, structure, or idea of another and representing it as one's work.

TUTORING

Tutoring is available in all content areas before (if arranged with the teacher) and after school. Each teacher provides a tutoring schedule for at least one (1) day per week. Check the course syllabus, teacher, and/or office days and times.

- Students who arrive for tutoring in the morning must check in at the Front Office.
- **Students who stay for after-school tutoring must be in the classroom or exit the building.**
- Students must also leave the building immediately after tutoring has finished. All students will be held accountable for school rules.

ATTENDANCE AND CONDUCT AT SCHOOL FUNCTIONS

All students represent The Academy at Smith High School wherever they go, especially at school functions. These events are an essential part of school life. ALL SCHOOL FUNCTIONS NEED STUDENT SUPPORT. Students' conduct, school spirit, and attire all contribute to the impression our school makes upon others. The same Code of Conduct/Consequences, which is in effect during the school day, is also in effect for all school-related activities/functions/trips. We want everyone to know how exceptional our school is, and we need your wholehearted cooperation. Remember: WE WIN WITH CLASS AND LOSE WITH DIGNITY - WE ARE THE ACADEMY AT SMITH!

VISITORS AND DELIVERIES

All visitors must report to Dr. Jeffries' office to check in and receive a visitor's badge. It is imperative to know who is always on our campus.

Guidelines for Campus Visitors

A. Procedures for "Visitors"

1. All visitors are to sign-in at the Main Office.
2. Visitors are required to wear a "visitor pass."
3. Volunteers are required to wear a "volunteer pass."
4. All school volunteers working independently with students must have an approved Criminal Records Check.
5. All visitors are required to sign out once they have completed their business.

Older brothers, sisters, relatives, friends, etc., will not be allowed to visit classrooms. If they need to see an Academy student, they should be directed to the front office for guidance. The principal must approve lunch visitors.

We will not deliver balloons, flowers, packages, etc., to students during the instructional day.

Balloons, stuffed animals, and flowers cannot be taken on the bus or in the classroom.

They must be left in the front office during the school day. If students expect parents to leave items for them, they should check the front office during their assigned lunch or after school. Items cannot be taken to class at any time and may be picked up after school. Parent messages may be picked up from the front office between classes or at lunch. *Parents may leave lunch for their students in the designated area in the front office; however, this is at your own risk. Students will not be called out of class to pick up lunch. LOST ITEMS WILL NOT BE REPLACED BY THE SCHOOL.*

ELECTRONIC DEVICES

Any electronic devices other than those required for instruction (including but not limited to cell phones, headphones, tablets, and laptops) should be turned off and put away during instructional classroom time unless otherwise instructed by the teacher. If the item is out in clear sight or makes a discernible noise during instructional time, it may be immediately CONFISCATED by the teacher. Refusal to give the devices to the teacher will be considered insubordination.

- **First offense:** The teacher will confiscate the device and notify the parent of the problem. The student may pick up the device at the end of the school day from the teacher who confiscated the item.
- **Second and any subsequent offense:** The teacher will confiscate the device and turn it into the principal or principal designee. The parent/guardian will be required to come to the school to retrieve the confiscated property from the administrative offices. Multiple offenses could result in more severe consequences.
- **At no time may students record other students or events at The Academy at Smith High without administrative permission. Consequences may include confiscation of the phone/electronic device for ten (10) days and out-of-school suspension.**

LUNCH

Students are expected to **place trays and trash from breakfast and lunch in the trash, or appropriate recycle container.** This applies to the cafeteria and all areas used for lunch. Consequences will be at the discretion of the administration.

Students may only eat lunch in the cafeteria or picnic area near the front of the school next to the student parking lot. Students may not enter instructional areas during lunch without a signed pass. Students must not block the school entrance during lunchtime. No external food should be brought into the building. Failure to comply may result in loss of privileges.

With parental permission, 12th graders only can leave campus for lunch. 9th, 10th, and 11th graders are **NOT ALLOWED** to leave campus for lunch (Rule 11, Code of Conduct). Parents must sign a form allowing seniors to leave campus for lunch. Students who do not have parental permission to leave campus will be considered skipping and face the appropriate consequences (See Rule 11). Seniors transporting underclassmen off campus poses a safety concern, and loss of lunch privileges will ensue.

The consequences for violating this rule are as follows:

- 1st Offense – Five (5) days loss of open lunch privilege; parent contacted
- 2nd Offense – Ten (10) days loss of open lunch and parking privilege; parent contacted
- 3rd Offense – Permanent loss of open lunch and parking privilege; parent contacted

All underclassmen that drive off campus at lunch will lose their parking privileges. (See Rule 11 --consequences of up to three (3) days OSS.) School Officials cannot be responsible for the safety or welfare of students who leave campus for lunch. It is the responsibility of the students to return to campus on time for the next class. All tardies during/after the lunch period are unexcused and subjected to the tardy policy. Moreover, three or more tardies during the lunch period will also result in loss of lunch privileges.

STUDENT TRANSPORTATION

All students whose parents/guardians complete requests through the GCS transportation office will receive bus transportation to and from school. Students may be suspended from riding the bus or dropped from the bus route for the following reasons:

- Failure to ride the bus for five consecutive days
- Delaying the bus schedule
- Fighting, smoking, using profanity, or refusing to obey instructions from school authorities or bus drivers
- Tampering with or damaging the bus in any way
- Refusing to meet the bus on time at the designated stop
- Exiting the bus without permission en route from home to school or vice-versa.
- Horseplay, throwing objects, littering, or otherwise distracting the driver's attention while the bus is in operation
- Failure to observe the established safety rules and regulations required by law or adopted by the Guilford County Board of Education

For information regarding bus transportation or issues regarding your student's bus, please contact the transportation office at 885-3780 or 370-8920.

BUS SCHEDULES AND ROUTES

Bus schedules are listed on the GCS website and printed in the local newspaper before the opening of school. Minor adjustments to bus routes may be made during the school year. Students arriving on a late bus should report directly to the front office and sign in. The Academy plans all bus routes, schedules and bus stops at Smith's Zone Bus Supervisor with safety in mind. Bus transportation questions **can be answered by calling The Academy at Smith's Zone bus office number at 336-294-7324.**

SCHOOL DRESS CODE

Students have a wide range of appropriate clothing from which to choose. If students come to school dressed in clothing that disrupts the educational process, the school administration may decide to send students home to change or remove the student from attending class until more acceptable attire is available. **If removed from class, students will be placed in a separate area until properly dressed.**

Dress Guidelines:

1. **Tube/pencil skirts are not allowed. Skirts, shorts, and dresses must reach the center fingertip** when the arms are fully extended by their side.
2. **No short shorts or shorts that allow for your bottom to show. Shirts may not be longer than shorts.**
3. Students **are not allowed to show cleavage or midriffs (stomach).**
4. **Backless, strapless, or half strapless tops and dresses are not allowed.**
5. Only one pair of pants may be visible—**no sagging.**
6. **Males' shirts must have sleeves. For example, no tank tops or sports jerseys without sleeves.**
7. Attire that is **offensive or obscene** may not be worn.

8. **Leggings, tights, jeggings**, etc., must be covered by a top **that covers the behind**.
9. No undergarments may be shown by males or females at any time; footwear must be worn to school; no pajamas, loungewear, nightwear, or slippers may be worn.

TEXTBOOKS

ALL textbooks issued to students become that student's responsibility, whether the books are taken home or not. If a book is lost, stolen, or damaged during the year, the student or their parents/guardians **MUST** reimburse the school by the end of the school year and **BEFORE** another book will be issued. If a student is allowed to use a book in the classroom that is not formally issued to the student, that book is not to leave the classroom at any time.

TELEPHONE CALLS

Students are not allowed to receive phone calls during the instructional day. If parents/guardians need to get information to a student, they may call and leave a message with the school office. Classes will only be interrupted for phone calls or messages in case of an actual emergency.

If a student needs to call home during class due to illness or any other reason, the student, after getting permission from the teacher, must come to the school office to make the phone call.

Parents coming to pick up students are asked to go directly to the school office (see early dismissal procedures on page 5) and have the office staff call the student out of class. **Please do not call or text students during instructional time.**

USE OF TOBACCO PRODUCTS

The Academy at Smith is a tobacco and Vape free campus. While on campus, students may not use tobacco or Vape in any fashion or any area – indoors or outdoors. Using tobacco or Vape products will result in disciplinary consequences and dismissal from the Academy.

USE OF COMPUTERS

Students and parents should familiarize themselves with the GCS Policy of Acceptable Use of Electronic Transmission Capabilities (EFE/EFE-P) as posted on the GCS website and in the GCS student handbook. In addition to this policy, the Academy requires that students may only use computers available to them at school for educational purposes as directed by the staff. Students are prohibited from accessing social networking sites (Facebook, Snapchat, Instagram, etc.) and gaming sites. Students violating this policy will be subject to disciplinary action. Students are responsible for laptops assigned to them during the school year.

STUDENT PARKING

All cars parked on campus must have a The Academy at Smith High School parking tag. Parking spaces will be assigned, and cars must be parked in the designated area with the tag displayed. Parking tags may be purchased for \$50.00 in the treasurer's office. The parent permission form must be completed before purchasing a parking tag. Parking spaces will be issued on a first-come basis. **CARS ILLEGALLY PARKED WILL BE TOWED AT THE OWNER'S EXPENSE. (This serves as a warning; no other warnings may be given.)**

All cars should be kept locked. The Academy at Smith High School and Guilford County Schools will not be responsible for lost or stolen items.

- **Students may not sit in or remain around cars during lunch and before or after school or use their cars as “lockers.”** Students should exit their vehicle upon parking in their assigned lot.
- **NO STUDENTS ARE ALLOWED TO GO TO THEIR CARS DURING INSTRUCTIONAL TIME OR LUNCHTIME. ONLY QUALIFIED SENIORS MAY USE THEIR VEHICLES DURING THEIR SCHEDULED LUNCH TIME FOR OFF-CAMPUS LUNCH.**

Parking is a privilege – not a right!!

Parking rules and regulations are as follows:

I understand the following conditions for parking at The Academy at Smith High School.

SHOULD ANY OF THE CONDITIONS BE VIOLATED, THIS FORM SERVES AS THE OFFICIAL NOTICE THE CAR WILL BE TOWED AND/OR PARKING PRIVILEGES REVOKED. CARS ARE TOWED AT THE OWNER’S EXPENSE. NO ADDITIONAL WARNINGS MAY BE GIVEN!!!:

- 1) All fees owed to The Academy at Smith must be paid prior to receiving a parking tag. The parking tag cost is \$50.00. Cash or money orders only – **NO CHECKS WILL BE ACCEPTED FOR THESE FEES.** Students must show a valid driver’s license when purchasing a parking pass.
- 2) **Parking privileges will be revoked if the following are violated:**
 - Student sitting in their car either before school or during lunch.
 - Student going to their car during class time without written permission from an administrator. Your vehicle IS NOT your locker.
 - Student allowing another student to use their parking tag or space and/or student selling or swapping parking tags. **TAGS ARE NOT TRANSFERABLE.** If violated, **BOTH STUDENTS** will lose privileges.
 - Unauthorized student, person not a senior, leaving campus for lunch or a senior taking an unauthorized student off campus for lunch. Driver’s responsibility to know if his/her passenger(s) can leave campus for lunch.
 - Student late five times per quarter (excused or unexcused).
 - Student parking in a lot other than their assigned parking lot or space.
- 3) The parking tag issued will correspond to a specific lot and parking space number. Students must park in their assigned parking space with the registered vehicle. Only one tag will be issued to a student; however, if the tag is lost, a new tag must be purchased. If an additional car is added to your parking permit privileges, a copy of the vehicle registration must be submitted to the front office that includes the student’s name, parking tag number, make, model, and color of the additional vehicle. Temporary tag registration must be replaced with State-issued vehicle registration within 30 days; otherwise, parking privileges may be suspended until State-issued registration is provided.
- 4) If a student withdraws from The Academy at Smith, the parking tag must be turned in to the treasurer. No refunds will be issued.

- 5) During the year, drug-sniffing dogs will be used periodically to check cars in the parking lot(s).
- 6) Students are not allowed to ride in the back of a pickup truck, trunk or hatchback; passengers must be inside the vehicle wearing a seat belt. Reckless driving or other school violations will not be tolerated. Your parking privileges will be revoked at an administrator's discretion.
- 7) If a student chooses to ride/drive to school rather than use the bus transportation and the student is late or absent because of car trouble or traffic conditions, the student's absence or tardy will be unexcused. If a student is late to school five times per quarter (excused or unexcused), parking privileges will be revoked. NOTE – Parent's initials are required on the original application for this rule.

If your parking privileges are revoked, a new parking pass may be purchased, if available, after the end of the quarter or after a month, whichever is longer; however, infractions of school or student safety may warrant a more extended period.

OTHER IMPORTANT INFORMATION

DRIVER EDUCATION

Driving Eligibility Certificates may be obtained in the school office. A parent/guardian must be present in the school office to sign the form before it can be completed and issued. This certificate, when signed by a school representative and stamped with the school seal, verifies the student is currently enrolled and is passing at least 75% of their course load for the semester.

SCHOOL CLOSINGS OR EARLY DISMISSAL

The decision regarding the emergency closing or early dismissal of school is made by the Superintendent. This information is immediately relayed to the public through the Guilford County Schools – Office of Public Information. The information is distributed to the various media sources, including the GCS website www.gcsnc.com

MEDICATION POLICY

The Guilford County Board of Education has established rules and procedures for the proper administration of medication to students during school hours as follows:

- Over-the-counter drugs (i.e., aspirin, Tylenol, cough medicine, etc.) and prescription drugs will be administered by a school staff member ONLY upon the receipt of the completed GCS Authorization of Medication For A Student At School form signed by a parent/guardian AND the student's physician.
- Students may not have prescribed medication or over-the-counter drugs in their possession during school or at school events.
- In some rare instances, the school district reserves the right to reject requests for the administration of any medication after reviewing individual situations.
- Medication must be delivered to the school office in the original container.
- The medication form must be updated annually or when any changes are to be made in medication or dosage.
- Any unused medication must be picked up within one week of the termination of treatment or the last day of school, whichever comes first.

YEARBOOK

All students are encouraged to have an individual photo taken at the time designated for their class. Although images are not mandatory, pictures are necessary if a student wishes to have his/her photo in the yearbook. Students will have an opportunity to buy pictures if they so desire. Seniors are the only students who will pay a sitting fee to have their photos taken. Yearbooks are sold in the fall of the school year and are distributed in May. The cost of the yearbook will be announced at the time of sale.

NATIONAL HONOR SOCIETY

The Torchbearers Chapter of the National Honor Society, sponsored by the National Association of Secondary School Principals, honors juniors and seniors for outstanding character, leadership, service, and scholarship. Juniors and seniors with a cumulative unweighted grade point average of 3.5 or higher and no record of any form of suspension from school will be invited to submit a completed application for membership. These invitations are given in the second semester of junior year and the first semester of senior year. The completed applications assign points for each candidate's service, leadership, scholarship, and character. Detailed selection procedure information is available from the advisors and is a part of the invitation to apply for membership. The Faculty Council reviews all candidates, and inductions are held in May. Members are expected to uphold the National Honor Society's standards and maintain the honor roll. NHS students transferring from another high school are automatically members of the Torchbearers Chapter. A member of the NHS may be removed from membership as outlined by the chapter's by-laws. NHS members are recognized at graduation.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) of The Academy at Smith High School is the active voice of students. The SGA consists of an equal number of representatives from each class and the SGA officers. Any interested student may run for a position on the Council by signing up at the announced times and completing the application process. Student government is an excellent way to get involved at The Academy at Smith High School.

NOTE: Students seeking an elective office SHALL NOT make use of any suggestive words, phrases and/or signs as part of their campaign (posters, speeches, etc.). Failure to comply is a violation of the Code of Conduct, Rule 8.

Career Pathways for the Academy at Smith can be found at:

[GCS CTE SCA Clusters and Pathways.pdf \(gcsnc.com\)](https://www.gcsnc.com/GCS_CTE_SCA_Clusters_and_Pathways.pdf)



Calculating Your Grade Point Average (GPA)

How to calculate your weighted GPA

1. Use the scale to assign quality points to each grade.
2. Add up all of the quality points to get the total.
3. Divide total quality points by the total number of credits attempted.
4. Compare this number to the corresponding letter grade.

Quality Point Scale

Standard Class

A = 4.0
B = 3.0
C = 2.0
D = 1.0
F = 0.0

Honors Class

A = 5.0
B = 4.0
C = 3.0
D = 2.0
F = 0.0

AP Class

A = 6.0
B = 5.0
C = 4.0
D = 3.0
F = 0.0

GPA

A = 4.0
B = 3.0
C = 2.0
D = 1.0

EXAMPLE (Standard Class)

Grades: English – B, Math - A, Science – C, Social Studies – C, Foreign Language – B, Elective – A

1. B = 3.0, A = 4.0, C = 2.0, C = 2.0, B = 3.0, A = 4.0
2. $3+4+2+2+3+4 = 18$
3. $18/6 = 3.0$

Guilford County determines the official grade point average based on final grades. Your grade point average is calculated and reported on your weighted and unweighted transcript. To calculate your unweighted GPA, use the standard class scale only. Students are ranked from highest to lowest GPA using cumulative weighted grades.



Translating your Transcript

Student Information: Your name, address, birth date, and other demographic information are at the top.

School information: This is the contact information for the high school from which you will graduate.

Credit History: Beginning with the 9th grade, courses you have taken at your current high school, and other high schools are listed. Also listed are your grades and quality points earned. This information is needed to help calculate your grade point average. Remember, honors courses and AP/IB courses will earn more quality points on the weighted scale.

*Important definitions: A **weighted grade point average** is calculated using quality points for your letter grade, including additional points for honors and AP/IB courses.*

*An **unweighted grade point average** calculates the letter grade using a standard quality point system for all courses, regardless of the level.*

