

To: Dr. Allan Smith
Edenton-Chowan Board of Education

From: Sheila P. Evans
Dr. Todd J. Korbusieski
Olinka Baker

Re: Changes to JAHHS Student Handbook

Date: May 15, 2013

The following changes, additions and deletions have been made to the JAHHS Student handbook for 2013-14:

Page 4 – updated number of students and graduation requirements to include all grade level requirements

Page 6 – updated Honors and AP course list

Pages 6 and 7 – statistics in green will be updated before the handbook goes to the printer

Page 7 – added paragraph on Ace Time

Page 8 – updated calendar

Page 9 – Lunch – 2nd bullet, added new lunch price, 3rd bullet - added \$5 senior reimbursement, 3rd bullet changed where students could eat their lunch, 4th bullet added no food in courtyard

Page 10 – added a note about underclassmen, parents and lunchtime expectations

Page 10 – added a note about expectations in the Media Center during Ace Time

Page 10 – added section on Rtl

Page 12 – Final Exams - added MSL; removed bullet concerning Senior Exemptions

Page 12 – Grades for Students - removed see Student Accountability section in bullet 1 and added credit recovery bullet 3

Page 13 – Promotion – added Common Core Math 1

Page 13 – Scholars – added common core math classes

Page 14 – added a note about APEX being used during summer school

Page 14 – added a note about recovering attendance during Ace Time (i.e. no more Saturday School for attendance purposes)

Page 15 – revised time of Early Dismissal notes to reflect the start time of school

Page 16 – Hall passes – changed lunch to Ace Time

Page 17 – Parking – removed front parking lot; added a note about remaining on campus once a student arrives

Page 17 – Senior participation – added bullet on No senior skip day.

Page 18 – clarified that parent and guardians are visitors and should check in at the office

Page 21 – added information about the time of Detention and the fact that lunch will be delivered to the classroom

Page 21 – added a note that parents may be required to come to school for a conference before a student can reenter school after a suspension

Page 21-23 – PBIS – new matrix which reflects technology use also, added last sentence on 2nd paragraph

Page 23 – added a note about remaining on campus once a student arrives

Page 25-30 – added a note about our Tobacco Cessation class

Appendix A – updated all daily bell schedules

John A. Holmes High School

Edenton, North Carolina

STUDENT HANDBOOK 2013-2014



EQUAL OPPORTUNITY POLICY

John A. Holmes High School is committed to the principles of equal opportunity. It is the school's policy not to discriminate on the basis of race, sex, color, national origin, religion, or handicap with regards to student and staff.

Inquiries regarding compliance with this equal opportunity policy may be directed to Sheila Evans, Principal of John A. Holmes High School or to Michelle Maddox, Human Resources Director, Edenton-Chowan Schools.

PRINCIPAL'S MESSAGE

Dear Students and Families,

It is my pleasure to welcome you to John A. Holmes High School. The faculty and staff join me in saying we're happy to have you as part of the JAH family. We are looking forward to a successful year as we strive for excellence!

Parents, in order for your child to have a successful year, we must focus on academic progress which will lead to his/her success. Please ensure that your child is focusing on his/her class work and homework. Obviously, your teenager wants more and more independence which we encourage in high school. However, it is always good for parents to continue to be involved in their education.

Students, this book is called your "Planner." In it you will find the JAH handbook and calendar pages to record your homework each day. We hope that this will improve your organization skills which you will use throughout your life. This book also serves as your pass when moving through the hallways during class. Be sure to have it readily available for your teacher to sign should you need to leave the room during class time.

Students, there are many opportunities for you to be involved in our school. In addition to your class work, I challenge you to become involved in athletics, clubs, and service learning projects. Your high school experiences will be enriched through these activities.

I encourage you to be honest, respectful, and responsible. In doing so, you WILL be successful at JAH and in your endeavors after graduation.

Dr. K, Mrs. Baker, your guidance counselors, and the rest of the JAH staff are here for you. Come see us if you have any questions or needs. We are here to make this the best school year ever!

Aces Pride,

Sheila P. Evans
Principal

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2013-2014 SCHOOL PROFILE:**Contact information:**

Principal: Sheila Evans

School Counselors: Elizabeth Huff 9th and 11th

Assistant Principals: Olinka Baker

Phil Huey 10th and 12th

Todd J. Korbusieski

Main Office Phone: 252-482-8426 (extensions: 311 for Huff, 232 for Huey)

Counseling Office Phone: 252-482-8426 extension: 230 (Daphne Hunter, Secretary)

FAX number: 252-482-7254

Email address: Huey (phuey@ecps.k12.nc.us), Huff (ehuff@ecps.k12.nc.us)

CEEB Code: 341110

Website: <http://ecps.jah.schoolfusion.us/>**COMMUNITY AND SCHOOL:**

John A. Holmes High School serves a small rural community within a rural setting.

Edenton is a historic town on the Albemarle Sound, and tourism is one of our greatest

revenues. Other sources of revenue include agriculture and boat building. John A.

Holmes High School is a public school serving approximately 650 students in grades 9-

12. Students attend school in a concentrated curriculum or "block" schedule consisting of four courses in 90-minute blocks each semester.

ACCREDITATION:

The North Carolina Department of Public Instruction accredits John A. Holmes High School. The school is also accredited through AdvancED.

GRADUATION REQUIREMENTS:**Ninth graders entering in 2012-13 and later****Future-Ready Core Curriculum**

Course	Credits
English: I, II, III, IV	4
Math: Algebra I, Geometry, Algebra II and a fourth math course that is aligned with the students post high school plans	4
Science: Earth/Environmental, Biology, a Physical Science	3
Social Studies: World History, Civics and Economics, American History I and American History II	4
Health/PE:	1
Electives: Within the 13 electives, students must complete a four course concentration in one of the following:	12
<ul style="list-style-type: none"> Any Career and Technical Education area (CTE) Arts Education JROTC Any other subject area (e.g. Foreign Language, Mathematics, Science, Social Sciences, English) 	
Second Language: Not required for graduation but required for admission to the UNC system	(2)

TOTAL **28****Ninth graders entering in 2009 to 2011-12****Future-Ready Core Curriculum**

Course	Credits
English: I, II, III, IV	4
Math: Algebra I, Geometry, Algebra II and a fourth math course that is aligned with the students post high school plans	4

Science: Earth/Environmental, Biology, a Physical Science	3
Social Studies: World History, Civics and Economics, US History	3
Health/PE:	1
Electives: Within the 13 electives, students must complete a four course concentration in one of the following:	13
<ul style="list-style-type: none"> Any Career and Technical Education area (CTE) Arts Education JROTC Any other subject area (e.g. Foreign Language, Mathematics, Science, Social Sciences, English) 	
Second Language: Not required for graduation but required for admission to the UNC system	(2)
TOTAL	28

Occupational Course Of Study

(Made available for certain students with disabilities who have an IEP)

Course	Credits
Occupational English: I, II, III, IV	4
Occupational Mathematics: I, II, III	3
Science: Life Skills Science I, II	2
Social Studies: Government/US History	2
Self Advocacy/Problem Solving	
Computer Skills: Proficiency as specified by the IEP	
Health/PE:	1
Career/Technical or Arts Education: 4 credits Vocational Ed	4
Occupational Preparation: I, II, III, IV	6
(Includes completion of 300 hours of school-based training, 240 hours of community-based training, and 360 hours of paid employment)	
Electives	6
Completion of IEP objectives/Career Portfolio	
TOTAL	28

GRADING:

Class rank is determined by a weighted grade point average calculated on a 4.0 scale. Under North Carolina law, public high schools must generate a standardized high school transcript that includes a standardized system of class rank. Advanced Placement (AP) courses can earn two additional quality points. Honors college preparatory courses earn one additional quality point.

Grading Scale:

A	93-100 (3.63-4.0)
B	85-92 (2.63-3.50)
C	77-84 (1.63-2.50)
D	70-76 (1.00-1.50)
F	0-69 (0.00)

Weighted Ranking System

AP	6.0 maximum
Honors	5.0 maximum
Regular	4.0 maximum

COURSES RECEIVING WEIGHTED RANKS:

The following courses receive weighted credit for determining class rank. A (H) indicates an Honors course while (AP) signifies an Advanced Placement course.

Advanced Functions and Modeling (H)	English Language and Composition (AP)	Spanish III, IV, V (H)
Algebra II (H)	English Literature and Composition (AP)	Special Topics in Chemistry and Physics (H)
Biology (H)	English I,II,III,IV (H)	World History (H)
Biology (AP)	Environmental Science (AP)	World History (AP)
Calculus AB (AP)	Physics (H)	US History (AP)
Chemistry (H)	Pre-Calculus (H)	US History (H)
Civics and Economics (H)	Select COA courses	Studio Art (AP)
Common Core Math II, III (H)	Select VPS courses	Visual Arts III, IV (H)

HOW TO CALCULATE YOUR WEIGHTED GRADE POINT AVERAGE (GPA):

- Use the following scale to assign quality points to each grade you receive for each class.
- Add up the quality points to get the total.
- Divide the total number of quality points by the total number of attempted credits.

Standard Class	Honors Class	AP Class
96-100 = 4.000	96-100 = 5.000	96-100 = 6.000
95 = 3.875	95 = 4.875	95 = 5.875
94 = 3.750	94 = 4.750	94 = 5.750
93 = 3.625	93 = 4.625	93 = 5.625
92 = 3.500	92 = 4.500	92 = 5.500
91 = 3.375	91 = 4.375	91 = 5.375
90 = 3.250	90 = 4.250	90 = 5.250
89 = 3.125	89 = 4.125	89 = 5.125
88 = 3.000	88 = 4.000	88 = 5.000
87 = 2.875	87 = 3.875	87 = 4.875
86 = 2.750	86 = 3.750	86 = 4.750
85 = 2.625	85 = 3.625	85 = 4.625
84 = 2.500	84 = 3.500	84 = 4.500
83 = 2.375	83 = 3.375	83 = 4.375
82 = 2.250	82 = 3.250	82 = 4.250
81 = 2.125	81 = 3.125	81 = 4.125
80 = 2.000	80 = 3.000	80 = 4.000
79 = 1.875	79 = 2.875	79 = 3.875
78 = 1.750	78 = 2.750	78 = 3.750
77 = 1.625	77 = 2.625	77 = 3.625
76 = 1.500	76 = 2.500	76 = 3.500
75 = 1.375	75 = 2.375	75 = 3.375
74 = 1.250	74 = 2.250	74 = 3.250
73 = 1.125	73 = 2.125	73 = 3.125
70-72 = 1.000	70-72 = 2.000	70-72 = 3.000
69- = 0.000	69- = 0.000	69- = 0.000

FUTURE PLANS OF RECENT JOHN A HOLMES GRADUATES:

4 year college or university	42%
2 year community or technical college	37%
Work, Military or other	21%

EARLY COLLEGE PROGRAM:

67% of last year's graduating class has taken a course at College of the Albemarle for dual credit.

SPORTS AND ORGANIZED CLUBS:

Students can choose from 19 sports at both Varsity and Junior Varsity levels.
20 student clubs and organizations are available.

COLLEGES ATTENDED BY RECENT JOHN A. HOLMES GRADUATES:

Barton College	Greensboro College	St. Augustine
Campbell University	Meredith College	UNC Chapel Hill
Chowan University	Mt. Olive College	UNC Greensboro
College of the Albemarle	NC A&T University	UNC Wilmington
Davidson College	NC Central University	NC Wesleyan
Duke University	NC State University	US Naval Academy
East Carolina University	Peace College	Wake Forest
Elizabeth City State University	Pitt Community College	Western Carolina
Fayetteville State University	Mid-Atlantic Christian	Winston-Salem

JAHHS ACES "WHAT MAKES US GREAT":

John A. Holmes High School provides a learning environment dedicated to preparing graduates for the global community. Through the support of all stakeholders, students are empowered to become responsible, active citizens.

Beliefs

- Students are engaged in a comprehensive, clearly articulated curriculum that is dynamic, challenging, and responsive to their varied needs.
- The faculty, staff, and administration provide a safe environment where everyone is valued and the facilities are well maintained.
- The faculty, staff, and administration collaborate to meet goals and to be accountable to the JAHHS community.
- Students accept increased responsibility for their learning in order to develop skills that will make them life-long learners.
- All stakeholders reflect on progress and work to improve continuously.
- Everyone is committed to evidence-based decision-making, a spirit of inquiry, and critical reflection.
- The school reaches out to the parents or guardians of the student in order to collaborate with them and to foster mutual support.
- The faculty, staff, and administration seek to create and maintain effective partnerships with businesses, educational agencies, community agencies, higher education, and community members in order to take advantage of local and regional expertise.

GENERAL SCHOOL INFORMATION**ACE TIME**

Ace Time is a block of time between 3rd and 4th period that is 84 minutes long. It allows time for students to meet with teachers, attend tutorial sessions, attend credit recovery classes, complete assignments, work on projects, participate in intramurals or strength training, meet with guidance counselors, use computers, research or read in the media center, attend club meetings, eat lunch and socialize. We are excited over the opportunities that this extra time creates for both students and teachers. When a student's average drops below 77, he/she must attend a minimum of 3 tutorials with the teacher, per 9 weeks. These tutorials provide extra time for teachers and students to review materials presented in class, to work on make-up assignments and even work ahead.

ATHLETIC TEAMS AND PARTICIPATION:

- All teams and coaches will observe the regulations of the North Carolina Athletic Association, the State Department of Public Instruction, and the Edenton-Chowan Schools.
- Eligibility for participation consists of the following:
 - Reside with parents within the school district (there are special conditions covering non-residents, not living with parents, etc.)
 - In attendance 85% of previous semester (Cannot have missed 13 or more days)
 - Regularly enrolled, for at least 3 periods in the current semester
 - Pass at least three courses which receive a letter grade during previous term (internships receiving a "P" for pass does not count)
 - A student, upon entering grade 9, is eligible only during the eight succeeding semesters
 - Medical examination (free physicals are given in June by local physicians, there will be no free physicals again until next June)
 - Cannot be 19 on or before October 16 - must have a birth certificate on file in the principal's office.
- There are rules governing participation on non-school teams. It is allowed but restricted.
- There are rules for All-Star, bowl and benefit games, with strict penalties if the rules are not followed to the letter. Seek advice from your coach before participating on any non-school team.
- School Insurance is provided for all students participating in athletics at John A. Holmes High School.
- There is an Athletic Code of Behavior which all students must adhere to in order to participate in athletics.

AUTOMATED PHONE MESSAGE SYSTEM:

An automated phone message system will be used throughout the year to inform you of student absences, JAHHS events as well as cancellations and delays. Please advise the school promptly if your phone number or email address changes.

CRITICAL INCIDENT LOCK DOWN DRILLS

In order to be as well prepared as possible in the case of a critical incident (shooter on campus) occurring at John A. Holmes High School there will be 2 unannounced school wide lock down drills during the school year. These drills are designed to provide the information and procedures students and staff will need if a critical incident were to occur.

EDENTON CHOWAN SCHOOL 2013-2014 CALENDAR:

Monday August 19	Teachers Report to School
Thursday, August 22	9 th Grade Orientation 10:00–12:00
Thursday, August 22	Open House 6:00 – 8:00
Monday, August 26	First Day of School for Students
Monday, September 2	Labor Day, No School
Tuesday, September 24	Early Release 12:30, Parent Conference
Saturday, October 5	Peanut Festival
Friday, October 25	End of 1 st Nine Weeks
Friday, November 1	Teacher Work Day, No School for Students, Parent Conference
Monday, November 11	Veterans Day, No School
Wednesday-Friday, November 27-29	Thanksgiving, No School
Friday Dec 20	Early Release
Monday-Wednesday, Dec. 23-Jan.1	Christmas Vacation, No School

Tuesday-Friday Jan. 14-17	1 st Semester Exams, Early Release 16th and 17th
Friday, January 17	End of Grading Period
Monday, January 20	Martin Luther King Birthday, No School
Tuesday – Wednesday Jan. 21, 22	Teacher Work Days
Thursday, January 23	First Day 2 nd Semester
Thursday, January 23	Open House 4:30 – 6:30
Tuesday, February 18	Early Release 12:30, Parent Conference
Friday, March 19	End of 3 rd Nine Weeks
Friday, March 28	Teacher Work Day, No School for Students, Parent Conference
Friday-Friday, April 18-25	Spring Vacation, No School
Monday, May 26	Memorial Day, No School
Monday-Thursday, June 9-June 12	2 nd Semester Final Exams, Early Release June 11 and 12
Thursday, June 12	Last Day of School, Early Release
Friday, June 13	Graduation Class of 2014

GUIDANCE SERVICES:

Personal counseling and vocational-college counseling are the main functions of the Guidance Office. Extensive information is available concerning various careers, colleges, technical schools, military service and financial aid. Students, teachers, and parents are always welcome in the Guidance Office. Students should not be excused from class unless they have an appointment slip from a counselor. Vocational Rehabilitation Services, for students with a physical or mental disability/impairment, are available for any young person who needs help in reaching his/her vocational goal, or choosing a vocational goal, by way of counseling; job exploration; job skills; training on the job; work experience; job placement, etc.

INCLEMENT WEATHER:

In the case of inclement or severe weather, school delay or closing information will be broadcast on the following radio stations: WGAI AM56, WERX 102.5 FM, WRVS 89.9 FM, and WRSF DIXIE 105.7 FM. The following TV stations will be notified: WITN-TV 7, WNCT-TV 9, WTKR-TV 3, WAVY-TV 10, and WVEC-TV 13. The school system also uses an automated notification service which will call the household of each student in the school district. If you are not called by this system during a delay or closing please contact your child's school to update your contact information. Closing or delay information is also available on the school system website (www.ecps.schoolfusion.us) or by calling the school at 482-8426 and dialing ext. 500.

LUNCH:

A few procedures will help get lunch served as quickly as possible without disturbing classes that are in session.

- Cutting lunch line or "saving" a place for someone else is not permitted.
- Paid lunch this year will cost **\$2.20** for students.
- Qualified seniors also have the privilege for off-campus lunch 5 days a week **except when we do not have Ace Time or when otherwise announced by the Principal.** Seniors who leave campus must have at least a 2.0 GPA, have no out of school suspensions in the previous semester and have signed parent permission. Seniors are to leave campus and eat lunch off campus. Students should not bring food back to campus unless given permission by a teacher. However a senior should never bring food to underclassmen. If they do, their off-campus lunch privileges will be revoked. **A senior who loses his privilege during 1st semester will be required to pay a \$5 reinstatement fee for 2nd semester. When a lunch pass is lost, a \$5 fee will be charged for another copy.**

- During lunch, students may eat either in the cafeteria/ commons, media center, or a teachers' classroom. Students may not go anywhere else without their lunch tray or a pass from a teacher.
- Food must be eaten only in designated areas. No food or drink can be eaten in the Ace Time courtyard.
- Students are responsible to keep the John A. Holmes High School campus clean. All trash should be disposed of properly.
- Students are not allowed to eat food from McDonald's, Burger King, Dairy Queen, etc. in the cafeteria/commons during the school day.
- Parents of underclassmen should not check students out of school for off campus lunch or deliver food to underclassmen from McDonald's, Burger King, Dairy Queen, etc.

MEDIA CENTER:

The Media Center is a valuable resource. There are numerous print and electronic materials available for student use. The Media Center is open before and after school as well as during lunch for student use with an appropriate pass, unless a class is scheduled to use it. In order to provide an atmosphere that will enable students to make productive use of this time, the following rules will be used:

- Students will work or read independently.
- Students will maintain a low noise level (low noise is one the media coordinator cannot hear).
- Students may work and socialize in the media center during Ace Time. However, students must follow the rules established by the media coordinator.

Books from the regular collection may be checked out for three weeks and renewed once if no one has requested that they be reserved. Reference books may be checked out overnight. They may be picked up during fourth period and are due back in the Media Center before first period the next day.

RESPONSIVENESS TO INSTRUCTION (Rtl)

Rtl is a multi-tiered process where quality instruction is delivered to all students. As students encounter difficulties with classwork more intensive services are delivered to insure proper learning takes place including the positive role that parent involvement has on a child's education. Our Student Intervention/Rtl Team serves to coordinate and implement these various interventions for students. It's mission includes meeting with parents and students during the year to cooperatively plan more effective interventions and appropriate consequences for students.

SCHOOL HEALTH:

Your child's health is very important to us. Please notify the school nurse of any medical problems or changes in health that your child has. We will work with you and your physician to adjust your child's school program according to his/her health needs.

- Medical Emergencies: Parents will be notified of illness, injury or accidents that need medical attention. Parents must be sure that the school secretary and teachers always have a current emergency phone number.
- Medications at School: Over the counter and prescription medications will only be administered at school by a doctor's order. The parent is responsible for submitting a properly completed and signed medication authorization form to the school nurse. Medication forms can be picked up at your child's school or sent home with your child. All medications must be received in their original container. Please call or see your School Health Nurse for Edenton-Chowan Schools medication policy and procedure.
- Meningococcal Meningitis Vaccine, Flu Vaccine, Hepatitis B Vaccine and HPV Vaccine: These vaccines are recommended by the CDC (Centers for Disease Control and Prevention) and available through health care providers. Parents are encouraged to talk with their child's physician or local health department for

more information on getting their child vaccinated. Please see your physician for a copy of this information or visit www.immunizenc.com or www.cdc.gov.

- Immunizations: North Carolina State Law requires that all children enrolling in school must have a copy of their original immunization record on file at the school and the student must be up to date on all required immunizations. Parents have 30 calendar days from the date of enrollment or the first day of school, to have immunizations completed and a copy of the record brought to the school. Students will be suspended from school if these requirements are not met within the 30 days. For more information please see your health care provider or visit www.immunizenc.com or www.cdc.gov.
- NC Diabetes Legislation, NC Asthma and Allergy Legislation: North Carolina law requires the development and implementation of individual care plans for students with diabetes, asthma and those subject to anaphylactic reactions in NC Public Schools. If your child has diabetes, asthma, food allergies, insect allergies or is subject to anaphylactic reactions please contact the school nurse. Please visit www.ncdiabetes.org and www.foodallergy.org for more information.
- School Health Screenings: For vision, height, weight and BMI (body mass index) are part of the School Health Screening Program. Screening serves as an educational, positive experience that may identify potential health risks. Any concerns or failed screenings will be sent home in a letter showing your child's results. If you do not want your child included in a screening, you should notify the School Health Nurse.

SEVERE WEATHER:

In the event of a tornado or severe weather conditions, there will be an announcement over the intercom giving instructions as to what to do. *FOLLOW THE TEACHER'S INSTRUCTIONS PRECISELY.*

ACADEMICS

ACADEMIC LETTER:

The purpose of the Academic Letter is to reward academic excellence at John A. Holmes High School. Students may receive their academic letter if they meet one of the following criteria:

Grade 11

- Make the Principal's List or the A-B Honor Roll each of the first three quarters, or
- Have an overall academic average that ranks in the top ten of the class.

Grade 12

- Same requirements as grades 9, 10, and 11, or be selected as an honor graduate or meet the requirements of a NC Scholar, Fine Arts Scholar, or Holmes Scholar.

Class of 2015 and beyond

- Certificates will be awarded based on the same criteria as above.

AWARDS AND SCHOLARSHIPS:

Scholarship and award opportunities are advertised by the Guidance Department.

EARLY COLLEGE COURSES:

Students may receive both high school and college/university credit for approved early college courses. In order to receive high school credit for an approved on-line course, students must register for the course through their counselor and take the course under the supervision of a John A. Holmes High School distance learning facilitator.

High school credits for college courses will be awarded based on the following college credit hours: 3 hours earned in a block of instruction will earn 1 High School credit. 4 to 5

hours earned in a block of instruction will earn 1.5 High School credits. 6 or more hours earned in a block of instruction will earn 2 High School credits.

FINAL EXAMINATIONS FOR EACH SEMESTER:

- Some form of final exam will be given for each course.
- No student may be exempt from an exam in a course with an End of Course test, Measure of Student Learning test or Early College course.
- The exam period will be approximately 4 hours long. The daily schedule for exams will be given to each student and posted on the JAHHS website prior to semester exams.
- Students are not allowed to leave an exam early for any reason. They must stay for the entire exam period.

GRADES FOR STUDENTS:

- Grades for the two grading periods on the report card are to be averaged with the term exam to arrive at the course grade.
- There is no "social promotion". All credits toward promotion must be earned.
- Students who fail a course do have a Credit Recovery option using the APEX program. See your guidance counselor for more information concerning this.
- Violations of the 10 Day Rule on absences will result in a grade no higher than "65". (See the section on attendance for further information.)

HONOR CODE:

Every John A. Holmes High School student will be expected to refrain from cheating (including plagiarism). Every student will be expected to report all violations observed. Every student is expected to be familiar with the Honor Code: *"I will neither give nor receive help on this work."*

PURPOSE

The purpose of the John A. Holmes High School Honor Code is to establish a learning environment where cheating is something students would not consider. The code is designed to instill higher principles in the students.

EXPECTATIONS

- All students and teachers will be expected to sign the Honor Code, stating that they have read the Honor Code and understand its policy.
- Students will be expected to fully discipline themselves to refrain from taking or transferring any information from a source other than themselves.
- If any student should witness a form of cheating, that student is expected to inform a faculty member or other proper authority.
- Faculty members and/or other proper authorities are expected to enforce the Honor Code expectations.
- Faculty members will instruct students in the directions of a project/test as to the level of collaboration permissible, and whether or not an Honor Code written pledge will be required.

CONSEQUENCES FOR HONOR CODE VIOLATIONS

- The first time someone is caught violating the Honor Code, the parents and principal will be notified. A grade of zero may be given on the work, with no opportunity to make up work. A person who pleads guilty or is found guilty of a violation will be placed on academic probation and assigned to In-School-Suspension for two days. A school staffing with the student, his/her parents, his/her four subject teachers, the principal, and guidance counselor may be held at the request of the teacher, the principal, the student, or the parent(s). Any student who violates the honor code will be disqualified from membership in the National Honor Society and the Tech Prep Honor Society while a student at John A. Holmes High School.
- A student found guilty of a second offense will be suspended out of school for one to three days, unexcused.

- If caught cheating a third time, he/she will lose credit for the class in which they were cheating.

DEFINITIONS

- Cheating - taking or transferring any information from a source other than yourself and presenting it as your own.
- Plagiarism - to use writings of another and present them as your own.
- Academic Probation - subjection of an individual to observation and evaluation by faculty after a first offense.
- Written Pledge - *"I will neither give nor receive help on this work."*

HONOR GRADUATE:

Students who have an overall un-weighted grade point average of at least 3.25 and a minimum of 14 advanced credits by the end of the 3rd nine weeks of their senior year are honor graduates. These students will be presented honor cords to wear during the graduation ceremonies.

HONOR ROLL:

Students will be placed on the Honor Roll each grading period as follows:

- **PRINCIPAL'S LIST** - Students must earn at least a 93 average in each and every class for the 9 weeks grading period.
- **HONOR ROLL LIST** - Students must earn at least an 85 average in each and every class for the 9 weeks grading period.

MARSHALS:

At the end of the 3rd nine weeks of the junior year, ten juniors are named marshals to assist the senior class with graduation activities. The marshals are the top ten students on the weighted class rank. Should two or more students tie for the tenth position, they all are named as marshals. Students on academic probation are ineligible to serve as marshals. Spots vacated will be filled according to class rank.

PROMOTION REQUIREMENTS:

Promotion to Grade 9	Promoted from Grade 8
Promotion to Grade 10	6 Credits including Algebra I (Common Core Math 1) and English I
Promotion to Grade 11	13 Credits
Promotion to Grade 12	20 Credits
JAHHS Diploma	28 Credits

SCHOLARS:

Numbers = credits required	Eng	Math	Sci	Soc Std	H/PE	Tech Voc	For Lang	Acad Elec	Fine Arts	Elec	Total
NC	4	4	3	3	1	1	2	2	1	7	28
Fine Arts	4	4	3	3	1	0	2	2	3	7	28
Holmes	4	4	4	3	1	0	2	0	0	10	28

The North Carolina Scholar Program encourages students to excel in academics. Our senior counselor should be primarily responsible for certifying which students qualify as North Carolina Scholars.

Must include:

Algebra I(Common Core Math1), Geometry(Common Core Math2), Algebra II(Common Core Math 3), one additional higher level math course with Alg. II(Common Core Math3) as a prerequisite
 World History, Civics and Economics, US History
 Chemistry or Physics, Biology, Earth Environmental Science
 One elective in Career Technical Education, One elective in

Arts Education
Two Advanced electives
Overall 4 year un-weighted 3.5 GPA

The Fine Arts Scholar Program encourages students to excel in academic and fine arts education. Our Chairperson of our Fine Arts Department should be primarily responsible for certifying which students qualify as Fine Arts Scholars.

Must include: Same as North Carolina Scholar
Level II Fine Arts during senior year, "A" average in the arts

The Holmes Scholar Program encourages students to excel in our most rigorous academic course load. Our Senior Counselor should primarily be responsible for certifying which students qualify as Holmes Scholars.

Must include: All (H) level core academic courses
Holmes Scholars must take at least 4 AP courses

SCHOLARSHIPS AND FINANCIAL AID:

A complete list of scholarships is available from your child's guidance counselor. Seniors are eligible to attend the annual College Fair, which has recruiters from many of the universities and colleges in North Carolina. The guidance department also sponsors a Financial Aid Workshop night to provide students and parents with information on ways to pay for college.

SUMMER SCHOOL:

Summer School is available for English IV for non-graduating seniors and select non-EOC courses using the Apex system. Apex is a computerized educational system that allows individualized instruction in a variety of courses. A certified teacher monitors Apex and students must pass proficiency tests in order to get credit for a course. Your counselor has an updated list of courses available for summer school this year.

VALEDICTORIAN AND SALUTATORIAN:

The senior(s) with the highest overall weighted GPA at the end of the final grading period of their senior year is the valedictorian. The senior(s) with the second highest overall weighted GPA at the end of the final grading period of their senior year is the salutatorian. In order to be eligible for this honor the student must be enrolled at John A. Holmes High School for the entire senior year.

STUDENT AND SCHOOL POLICIES

ATTENDANCE:

Regular attendance is important to school success. Students are not allowed to miss more than 10 days in any class in a semester. If they do they will not receive credit for that class.

10-Day Attendance Rule Procedures:

- All absences from class are counted in the "Ten Day Rule" except for absences due to a school-sponsored activity under the direction of a teacher, such as a club activity, large group instruction, a field trip, etc.
- A student who is absent for more than 10 days in a term will receive a grade no higher than 65 for the term unless granted an attendance waiver.
- Students may recover absences by attending Ace Time above and beyond the required tutorials. Forms are available in Guidance.
- Attendance waivers may be granted under some rare circumstances, e.g. long-term hospitalization, extenuating circumstances, etc. A student who has an extended absence due to health problems should give a doctor's note to his/her first period teacher when he/she returns to school. All health related waivers requested at term's end must have written verification from a health professional on file with the School Nurse.

Procedure for Being Admitted to Class After an Absence:

- Upon returning to school, the student is to bring a note from his/her parent/guardian stating the reason for the absence. If a student arrives after 1st

period they must give a note to the main office. The note should be presented to his/her first period teacher who will turn the note in to the main office.

- Field Trips - Students attending school conventions, school meetings, athletic events, extracurricular or instructional field trips will not be marked absent from school although they are marked absent from class. It is the responsibility of the student to make arrangements to have his/her work made up within 3 school days.

Procedure for Being Admitted when Late to School (Tardy to School):

- Students reporting to school after 8:15 a.m. must report to the office. A tardy slip will be issued at the office. Students arriving between 8:00 and 8:15 should report directly to their 1st period teacher who will mark them tardy and assign an appropriate consequence.
- Excused tardies include medical appointments and court appearances.
- Students late due to bus problems should report directly to their classes. Teachers will be informed of any late buses.

Procedures and Consequences for Being Late to Class:

- All students are to be in class before the tardy bell rings. Any student more than 45 minutes late to class will be marked absent. If the teacher detains a student, he/she must have a note from the detaining teacher to be excused.
- Tardies to class or school will result in assignments to the Detention Hall as follows:
 - 2nd tardy - Assigned detention for one (1) day, phone call home from teacher
 - 3rd tardy - Assigned detention for two (2) days, phone call home from teacher
 - 4th & subsequent tardies - notice to office, discipline referral
- Tardies and Attendance
 - Every 3 tardies in a class will be counted as an absence and will apply to the 10-day attendance rule.

Procedures for Early Dismissal:

- Students needing to leave school early must have parental permission regardless of the reason for the early dismissal. Students desiring an early dismissal must bring a note from home, and receive permission from the office on the morning of the early dismissal. It is the student's responsibility to see office personnel prior to 7:45 a.m. and to report to first period on time. After the student has obtained permission for early dismissal, the student is to come to the office and "sign out" when he/she is ready to leave the campus. When the student returns to school he/she is to check in with the office. Students with early dismissal for medical appointments must, upon returning to school, present a note from the doctor's office or Health Department in order to have their absence excused. Students may be excused for Health Department visits if the School Nurse has a permission form signed by a parent on file; and the student returns to school with an appropriate note from the Health Department.
- Early Dismissals Due to Illness - should a student become ill during school and desire to go home, parental permission must be obtained prior to release. Students may use the telephone to obtain permission for leaving due to illness, but parents must talk to a member of the office staff in granting this permission.

Procedures for Making Up Missed Work:

- When a student is absent from class it is his/her responsibility to make up any work missed as a result of the absence. The student must take the initiative in making arrangements with his/her teachers.
- A "zero" is recorded when the student does not make up missed work.
- When a student is absent for three or fewer days, students and parents are to contact the teacher for missed work. For absences of more than three days, please contact the guidance office secretary to receive missed work.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES:

Cellular phones and other electronic devices are permissible at JAH. Students are expected to follow proper electronic etiquette which includes phones/devices being placed in the off or silent mode during class time, only wearing one earbud in one ear, use of proper language, used only for positive means, and any other direction given by an adult in the school so that the learning environment is preserved. At all times, students should follow the directions of their teachers as to whether or not the electronic device can be used during class. Devices may be confiscated by staff if they are a distraction to the learning environment. Parents may pick these items up from the main office at the end of the school day. A student who refuses to surrender such a device or has repeated offenses of using the device at inappropriate times may receive an office referral.

DRESS CODE:

Students will be expected to dress for school in a manner that does not disrupt the instructional process and is conducive to a scholastic atmosphere. Students should take pride in the way they dress. At least nine standards will be maintained:

- Footwear must be worn at all times. Bedroom slippers are not acceptable.
- No undergarments should be exposed at any time.
- The torso must be adequately covered at all times (e.g. no halters, low cut blouses, unbuttoned or cut off shirts, backless shirts, etc.).
- No pajamas will be worn by students.
- Pants shall be worn at waist level.
- Shorts and skirts must be no shorter than the bottom of the fingertips with the arms hanging down. Tight-fitting leg coverings, such as leggings and jeggings, can be worn provided a fingertip-length top is also worn.
- During school hours, students will not be allowed to wear head coverings while inside. Examples include hats, bandanas, scarves, doo rags, hoods, snoods, etc. Sunglasses should not cover the eyes inside the building.
- No article of clothing or other items promoting death or violence or displaying vulgarity, profanity in any form or language, sexual innuendo, or gang related activity will be worn by students. No items dealing with drugs or alcohol, or other displays that may cause a disruption to the school program, will be allowed.
- Non-essential clothing that might be used as a weapon is not permitted in school. Examples include spiked belts, wrist bands, or gloves. Chains attached to the waist are not permitted. This includes chains attached to the wallet, pockets or belt loops.

Students will be sent home to alter their dress if necessary. Any such absences are unexcused and are counted in the 10-Day Rule. Repeated violations may result in detention, parent conference, restorative justice activities (such as school community service), or further actions, such as assignment to either ISS or OSS.

HALL PASSES/STUDENT PLANNER:

During class time or Ace Time students are not to be in the halls without a pass. Students must use their Student Handbook/Planner or a teacher created pass with the student's name, the time, and where that student is going. The student should only go directly to that destination. Any other stops along the way may result in an office referral. Any school employee may ask to see a student's pass at any time.

ITEMS OWED BY STUDENTS:

All students must clear any items owed with the main office by the end of each semester of school. This would include any fees; money owed to clubs, book fines, uniforms etc.

LOCKERS:

Lockers will be made available to all students. If a student wishes to use a locker, he/she should inform his/her homeroom teacher. The homeroom teacher will then notify the

office and a locker will be made available to them. Lockers are the property of the school and the administration reserves the right to search lockers at any time.

Lockers should not be shared with other students or tampered with to remain unlocked. Students violating either of these rules will face disciplinary consequences for failure to follow a reasonable request and/or vandalism.

PARKING

All students who drive to school must register their vehicle and pay \$15.00 to receive a parking permit. The parking permit must be firmly attached to the windshield and not on a CD cover or piece of Plexiglas. If the original permit is lost a new permit can be obtained for \$10.00. A permit must be purchased for each vehicle driven to school. A temporary permit can be issued if a different car is driven to school.

All student parking will be in the back student parking lot adjacent to the Athletic Complex. Parking anywhere else (field house, gym, etc.) will not be allowed during school hours. A student's vehicle should never enter the brown gates during school hours. White lines indicate student parking spaces. Yellow lines indicate faculty and staff parking spaces. Students parking in any other area or driving a car without a permit will be fined \$5.00 for each infraction and \$10.00 if caught in a teacher's parking space. Any student who accumulates 5 or more tickets will not be allowed to park on campus until those fines are paid. **Once students arrive on campus, they are to remain on campus.**

Students are expected to drive safely while on campus and may lose parking privileges from 5 days to the remainder of the school year, at school administration's discretion, depending on the severity of their driving infractions. If parking privileges have been suspended, students may not park anywhere on campus including the parking lots surrounding the football field.

An announcement will be made regarding the registration of vehicles, the purchase of parking permits, and the payment of fines.

SCHEDULE CHANGE POLICY:

Careful course selection and the creation of a master schedule, which allows the greatest number of students the best possible selection, is a priority at John A. Holmes High School. Student schedules were mailed during the summer and advertised Drop/Add Dates were provided prior to the start of school. If you did not attend your scheduled Drop/Add date this summer, an administrator must approve a Drop/Add request during the first ten days of school and only for the following reasons:

- A student wished to properly sequence courses (ex. Civics before US History)
- A student passes a course during the summer
- A student fails a course they need for graduation
- Note: Schedules will not be changed to accommodate requests for a specific teacher.

SENIOR PARTICIPATION IN ACTIVITIES RELATED TO GRADUATION:

Seniors are classified as those students who, according to their earned credits, were assigned to a senior homeroom at the beginning of the school year. If, after the completion of the first term of his/her senior year, a senior has not accumulated enough credits to meet graduation requirements at the end of the second term, the following will apply:

- He/She will not be allowed to participate in the Award's Night program as a candidate for graduation.
- He/She will not be allowed to participate in the Graduation Ceremony.
- Seniors who graduate early may attend the Prom, Awards Night and Graduation exercises.
- **There is NO senior skip day at any point during the school year. Students are expected to be in school every day.**

All seniors and their parents are required to attend a mandatory pre-graduation meeting held by the school's administration. The purpose of this meeting is to fully explain graduation exercise procedures, logistics and student expectations leading up to and including graduation ceremonies. If a senior or his/her parents do not attend one of these meetings, that senior will not be allowed to march in the graduation ceremony.

Seniors who receive a disciplinary referral resulting in either being assigned to ISS or to OSS after the mandatory parent graduation meetings will not be allowed to march in the graduation ceremony.

STUDENT ACTIVITIES:

There are many extracurricular activities at school and students are encouraged to participate in those of their choice. Participation will allow students the opportunity to work with fellow students on projects and to develop leadership skills. It should be pointed out that selection committees for many awards, scholarships, honors (i.e., National Honor Society, etc.) consider student participation in school activities to be a necessary requirement. The administration of JAHHS strongly suggests that all students involved in any club or activity purchase School Insurance.

VISITORS:

Visitors (including parents/guardians) who are involved in an instructional activity at the request of a teacher are welcome on campus. Students are not permitted to bring day visitors unless pre-approved by the office. All visitors must sign in at the office and have the appropriate visitor's pass for that day.

WITHDRAWING FROM SCHOOL:

Withdrawing students (including transfers) must see a guidance counselor and obtain teacher signatures on the appropriate forms. All school accounts must be cleared (all books returned, uniform costs, parking fees etc.). This withdrawal form should be left with the attendance secretary.

STUDENT BEHAVIOR AND DISCIPLINE

G.S. 115-146 - "It shall be the duty of all teachers..., when given authority over some part of the school program by the Principal, to maintain order and discipline in their respective schools..."

By law, discipline is the duty of all teachers. A uniform and consistent system of discipline must be used to ensure good discipline and control, fairness, and reasonableness for all persons coming in contact with the school system. A system of discipline should consider the following principles:

- The development of an individual's integrity, self worth and socially acceptable behavior through a PBIS system.
- The action should be in the best interest of the student and the best interest of the school.
- The action should foster preparedness and participation in the learning process.
- The action must be fair and reasonable.

CLASSROOM EXPECTATIONS OF STUDENTS:

In order for students to learn and teachers to teach, there are certain expectations that must be made of students. There are five expectations for classroom success at John A. Holmes High School:

- Students will come to class dressed appropriately.
- Students will be in the class when the bell rings and in their seats when the teacher calls roll.
- Students will come to class prepared (i.e., pencils, paper, books, assignments, etc.).
- Students will take an active part in the lesson.

- Students will refrain from disrupting the class. Talking and movement within the classroom will be teacher directed.

We insist that every student abide by these expectations. Failure to adhere to one or more of the expectations can lead to a disciplinary referral. We are committed to your academic excellence. This can only be achieved with high expectations.

CODE OF STUDENT CONDUCT SUMMARY:

The following summary is from Board Policy 4210 Student Code of Conduct. A complete copy of this policy may be obtained from the Principal's office, the Superintendent's office or the school system website at www.edenton-chowan.net.

Level I Code of Student Conduct violations may result in in-school disciplinary action or short-term suspension for the Edenton-Chowan Public Schools.

Level I violations include:

- Gambling
- Verbal abuse or disrespect
- Inappropriate peer relations (engaging in behavior which is immoral, indecent, overly affectionate, or of a sexual nature while in the school setting)
- Integrity (cheating, plagiarism, falsification, violation of software copyright laws, etc.)
- Disruption
- Threats/False threats
- Hazing
- Intimidation (extorting money, personal property or personal services)
- Protests resulting in the disruption of school
- Boycotts (boycotts or walk-out of any lawful school function at which attendance is required)
- Disruptive or Obscene Literature and Illustrations (possessing or distributing literature or illustrations that are obscene or that significantly disrupt the educational process)
- Aggressive Behavior
- Theft
- Damage to Property
- Tobacco Products (use or possession of any tobacco products)
- Trespassing
- Conduct on the School Bus (failure to follow the directives of the school bus driver and the rules and regulations of school bus may result in temporary or permanent suspension from the privilege of school transportation services)
- Skipping school
- Failure to Comply with a Lawful Directive

Level II Code of Student Conduct violations are more serious in nature and result in a presumed short-term suspension. Principals may recommend a long-term suspension based on the presence of aggravating factors.

Level II violations include:

- Fireworks or Ammunition (possession or use)
- Fighting/Assault on Another Student
- Fire Alarm (falsely setting off a fire alarm)
- Threats of Serious Bodily Harm
- Damage to Property and Vandalism
- Sexual Acts
- Sexual Harassment or Harassment (non-physical)
- Harassment or Bullying

Level III Code of Student Conduct violations are more severe in nature and support long-term suspension. The principal may impose a short-term suspension based on mitigating factors.

Level III violations include:

- Arson
- Assault on a School Employee
- Possession or Use of Weapons other than Firearms
- Sexual Harassment or Harassment (physical) or Sexual Assault
- Drug or Alcohol (possessing, using, distributing, possessing with the intent to distribute or sell, or being under the influence of drugs, controlled substance, or any alcoholic beverage, drug paraphernalia, counterfeit drugs, or possessing or using any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior)

Level IV Code of Student Conduct: In accordance with North Carolina state law, possession of firearms or destructive devices shall result in a recommendation for the suspension for 365 calendar days.

Due Process

The following information is from School Board Policy 4220 Due Process.

The principal shall investigate all instances of alleged student misconduct and shall attempt to hear all sides of the controversy. The student will receive notice of the alleged misconduct and be given the opportunity to respond to the charges.

Short-Term Suspension: A short-term suspension is removal from school for a period up to and including 10 school days. After an investigation, the principal may decide a short-term suspension is warranted. Students may be summarily suspended before an investigation is completed if the presence of the student creates a direct and immediate threat to the safety of other students and staff, or substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school.

The principal shall provide notice to the student's parent of the suspension, including the reason for the suspension and a description of the conduct on which it was based. Every effort will be made to hold a conference with the parents before or at the time the student returns to school. Principals are authorized to develop in-school review processes for disciplinary consequences short of long term suspension. A short term suspension may not be appealed beyond the school level.

Long-Term Suspension: If the principal determines that a long-term suspension is appropriate, the student shall be suspended for 10 school days and a recommendation for long-term suspension will be made to the superintendent. A copy of the written recommendation shall be provided to the student's parent or guardian. If the student/parent does not request an appeal hearing, the superintendent shall notify the parent in writing of his decision by the tenth day of the suspension. The notice shall include whether the student will be offered alternative education services, the information that will be included in the student's official record, and the procedure for seeking expungement of that information.

Formal Hearing: If a formal hearing is desired, the student or parent must notify the superintendent in writing within three school days following the notice of impending long-term suspension. A hearing panel consisting of three members of the Central Office professional staff shall be convened. The hearing shall be conducted and a final decision made on or before the tenth day of suspension.

Appeal to the Board of Education: Any student or parent who disputes the final decision of the hearing panel may appeal to the Board of Education. The appeal must be made, in writing, within five (5) school days of the mailing of the notice from the hearing officer.

DETENTION:

Assignments to detention are made for the following infractions:

- 2nd tardy – 1 day of detention
- 3rd tardy – 2 days of detention
- 2nd unprepared to class – 1 day of detention
- 3rd unprepared to class – 2 days of detention
- Office referrals with detention as a consequence – 2 days of detention (limit of 2 assignments for the school year)

Detention is held during Ace Time. Students will be expected to report to detention on time and bring reading or study material. Students will sit in assigned seats and will not be allowed to sleep. Detention will begin on time with no one being admitted late. **Lunch will be delivered to Detention Hall.** If a student misbehaves in detention, a referral to the office will be made.

Students may see the assistant principal before the assigned date to change the assigned date. Only one reassignment will be permitted. When a student fails to report to detention on the day assigned, a further consequence will be assigned.

IN-SCHOOL SUSPENSION:

- Students assigned to In-School Suspension will report to the In-School Suspension coordinator immediately upon arrival at school and remain there until school is dismissed at 3:00 p.m.
- Students in In-School Suspension will eat lunch together and use the rest rooms at assigned times during the school day.
- In-School suspension students will be required to study, read, or be in counseling the full time they are in In-School Suspension. If there is not enough work available from the regular classroom teacher to keep the students busy, the In-School Suspension coordinator will assign study tasks.
- The regular classroom teacher will be responsible to provide the In-School Suspension coordinator materials and/or assignments that the student would be covering in the regular classroom.
- The In-School Suspension coordinator will be responsible for getting all work and materials back to the regular classroom teacher.
- Students may be assigned to In-School Suspension for portions of a day when special problems occur.
- Students assigned to In-School Suspensions are allowed to be on campus or participate in extracurricular activities the day following their last day of suspension.
- Students who are sent home from In-School Suspension must complete their ISS time upon returning to school. Out-of-School Suspension will not replace In-School Suspension time owed.

OUT OF SCHOOL SUSPENSION:

Students who have been suspended are not to be on campus for any reason. If students are on campus at any time, they can be charged with trespassing. NOTE: When students are absent from school, regardless of the reason, they are not permitted to participate in any school activity on the day of their absence. **A parent conference may be required before a student can return to school.**

ALTERNATIVE TO SUSPENSION:

Students have the option of attending the Alternative Day Program rather than being suspended out of school. This option can only be used one time in any school year and only with the approval of the Principal. Students must complete the entire program including any assignments while in the program or they will serve the original suspension from day one.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS):

PBIS is a whole school approach that uses data to reinforce positive behaviors both in the classroom and the entire school as well. Students are taught specific social behaviors

and expectations then rewarded when they meet those expectations. It is a proactive approach that recognizes students for being good and gives them positive reinforcement for appropriate behavior.

The following table is the John A. High School PBIS matrix of expectations. These are the behaviors that will be explicitly taught and expected of our students around the JAHHS campus. This year we have also included the appropriate use of technology in our behavior matrix and will teach this throughout the school year.

	Classroom	Hallway	Restrooms	Cafeteria/Commons	Parking Lot/Outside
BE RESPECTFUL	Respect the opinions of others. Be positive. Use appropriate language. Use electronic devices appropriately and when directed. Be respectful of online posts.	Respect others' space. Use appropriate language. Use electronic devices appropriately. Be respectful of online posts. Use one earbud.	Respect others' privacy and personal space. Use electronic devices appropriately. Be respectful of online posts.	Respect cafeteria staff. Use appropriate language. Wait your turn in the lunch line. Use electronic devices appropriately. Be respectful with online posts.	Respect others' space and property. Keep music at an appropriate level. Use appropriate language. Use electronic devices appropriately. Be respectful with online posts.
BE RESPONSIBLE	Be on time. Be prepared to learn. Actively participate. Treat all electronic devices with care. Keep personal devices with you. Use appropriate online resources.	Have a pass. Move quickly and efficiently. Keep belongings with you. Treat all electronic devices with care. Keep personal devices with you.	Have a pass. Clean up after yourself. Treat all electronic devices with care. Keep personal devices with you.	Clean up after yourself. Get everything you need in one trip. Keep belongings with you. Treat all electronic devices with care. Keep personal devices with you.	Drive and park in designated areas only. Collect all necessary from vehicle before school begins. Keep any personal items secure inside your vehicle. Treat all electronic devices with care. Keep personal devices with you.
BE SAFE	Keep feet, hands and all objects to yourself. Keep personal information private. Keep track of personal login information and passwords.	Walk. Be accountable for your actions. Keep personal information private.	Wash your hands. Report problems. Keep personal information private.	Wash and/or sanitize hands before eating. Keep hands, feet and cafeteria items to yourself. Keep personal information private.	Be aware of your surroundings. Drive responsibly. Report problems. Keep personal information private. Finish texting before driving.

BE SUCCESSFUL	Honor deadlines. Stay focused. Use technology to enhance learning.	Arrive at your destination on time. Use technology to enhance learning.	Plan restroom trips between classes. Use technology to enhance learning.	Fuel your mind and your body. Make healthy decisions. Use technology to enhance learning.	Follow all rules for designated areas. Use technology to enhance learning.
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ROYAL FLUSH AWARD

Purpose: The Royal Flush Award is awarded to those John A. Holmes High School students who have demonstrated a keen sense of purpose, dedication, and interest during a nine-week grading period.

Background: Most awards granted in high school are oriented toward academic or athletic achievement. The achievement criteria are valid and this faculty supports these awards and recipients. It is also felt by this faculty that another area of human endeavor must also be categorized by the terms “effort”, “hustle”, and “trying.” This award is given to students not because they won the game, but because they played the best game they could, they put in maximum effort, they hustled, and they tried.

Criteria: A student, to be considered for the Royal Flush Award, must consistently meet the “Five Expectations” for students. Above and beyond, the student must exhibit an aura of genuine interest and effort in his/her work. Being successful, high marks, scholastic achievement, etc. is not a bar from this award; however, success in those areas is not a criterion for this award.

Selection: At the end of each nine-week grading period, each teacher will nominate those students in his/her classes who meet the criteria. Those students receiving Royal Flush recommendations in half or more of their classes will receive a Royal Flush Award. A student will not lose his/her eligibility for nomination in subsequent grading periods because he/she received an earlier Royal Flush Award.

Notification: The names of Royal Flush Award winners will be posted in an appropriate place on the main hall bulletin board.

Entitlements: Each nine weeks Royal Flush Award recipient will receive a Royal Flush pass good for free admission to all school sponsored athletic and cultural events during a designated time.

SCHOOL BUS TRANSPORTATION:

Riding a school bus is a privilege and a service provided by the school system. In order for students to be transported safely to and from school, it is critical that students demonstrate appropriate behavior. Bus discipline problems are serious, not only because of the misbehavior, but also because the attention of the driver is taken away from driving.

Once students arrive on campus, they are to remain on campus.

BUS DISCIPLINE AND RESPONSIBILITIES OF SCHOOL BUS PASSENGERS

- Passengers must cooperate with the school principal, teachers, bus driver, and bus monitor.
- Passengers must be on time and at their stop. Bus drivers for high school students will not stop and sound the horn. The student must be visible for the bus to stop. The driver has a schedule to follow and cannot wait for tardy passengers.
- Passengers must keep their heads, arms and feet inside the bus at all times.
- Objects should never be thrown in the bus or out the windows. Passengers should not shout and wave to pedestrians or other vehicles.
- Passengers should never eat or drink in the school bus.
- Passengers must never use profane or indecent language, tobacco, alcoholic beverages, or illegal drugs while riding the bus.

- Passengers must not be loud, boisterous, or distract the driver's attention in any way. They must not talk to the driver, except in an emergency, while the bus is in operation. A confused driver cannot be a safe driver.
- Playing or scuffling on the school bus will not be tolerated. It may result in accidents and may cause injuries to passengers.
- Passengers must never deface or mar the bus in any way. They must not cut or damage seat coverings.
- Passengers must never tamper with the emergency door or any other part of the bus.
- Passengers must obey and follow instructions of the principal and teachers in a planned system of going to and from the bus parking area and entering the bus.
- Passengers should never attempt to ride on a bus unless assigned to it by the principal. It is not lawful for a person to ride on a bus without proper assignment.
- Passengers must not get off the bus at unauthorized stops to make purchases, visits, or to perform errands.
- Passengers must have the principal's or designee's permission to depart the bus at stops other than the one they are assigned to.
- Passengers who fail to abide by the rules and regulations that govern the safety of the bus are subject to suspension.
- Students are to board the buses immediately after the 3:00 p.m. bell rings. Students must not get off the bus once they are aboard.
- The first bus will leave no later than 3:05 p.m.
- If students need to ride a different bus or get off at a different stop, a bus pass is required. Students must bring a note signed by their parent/guardian to the main office in order to receive a pass.

We intend to deal assertively with bus related problems as follows:

- First Report of Misbehavior - warning to student/parental contact by phone, letter or in person - removal from the bus if it is an extreme incident, i.e. fighting.
- Second Report of Misbehavior - removal from the bus for at least one week (five school days) - parental contact by phone, letter, or in person.
- Third Report of Misbehavior - removal from the bus for at least four weeks (twenty school days) - parental contact by phone, letter, or in person.
- Fourth Report of Misbehavior - removal from the bus for the remainder of the year, with a review of the case at the end of the year to determine if the student will be permitted to ride the following year.

Any misbehavior that distracts the driver will be considered serious enough to be reported to the office.

SEARCH REGULATIONS:

PERSONAL SEARCHES

A student's person and/or personal effects (e.g., purse, book, bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant. Students should not share lockers with other students or alter lockers so they remain unlocked.

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school has the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and

inspections may be conducted without notice, without student consent, and without a search warrant.

TOBACCO USE POLICY:

- Students are prohibited from using and/or possessing tobacco products at any time on any property owned by the Edenton-Chowan Schools Board of Education.
- This policy extends to all persons on any property owned by the Edenton-Chowan Schools Board of Education including all school activities as well as outside groups who may rent school facilities.
- Consequences for student use or possession of tobacco are outlined in the Student Code of Conduct.
- Students in violation of this policy may be required to participate in a Tobacco Cessation course.

OTHER LAWS AND SCHOOL BOARD POLICIES:

ACCEPTABLE INTERNET USE:

The Edenton-Chowan Board of Education is aware that technology is impacting the ways that information may be accessed, communicated, manipulated, and transferred worldwide through the Internet. These changes are also altering teaching and learning by extending the classroom beyond the traditional four walls. It is the intent of the school system's media program to provide both students and staff with the ability to access information and to communicate worldwide as needed for educational purposes. Educational purposes are defined as purposes directly related to assignments, projects or functions for which the user is responsible.

Access to the Internet is given to students who have parental permission and who agree to act in a considerate and responsible manner, realizing that access is a privilege, not a right. Responsible use must be in support of education and research and must be consistent with academic expectations of the Edenton-Chowan School System. Transmission of any material in violation of U.S. or State regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

Because access to the Internet provides connections to other computer systems located all over the world, students and their parents or guardians must understand that neither the Board of Education nor any staff member controls the content of the information available on these other systems. Some of the information available is controversial and may be inappropriate for educational purposes. The Board of Education does not condone the use of such materials and authorizes the Superintendent to develop administrative procedures governing Internet access and use. In accordance with federal law, appropriate measures, including Internet filters, will be taken in an effort to block language and visual depictions that are obscene, offensive, lewd or pornographic and lacking serious literary, artistic, political or scientific values with respect to minors. Improper use of school computers, the school's network resources, or the school's Internet access will result in the following consequences:

- | | |
|-----------------|--|
| First Offense: | ISS and loss of all computer privileges for 10 days |
| Second Offense: | ISS and loss of all computer privileges for 30 days |
| Third Offense: | OSS and loss of all computer privileges for the remainder of the school year |

Please feel free to call us if you have any questions regarding the Acceptable Use Policy or the Electronic Information Services Policy. LEGAL REF: 47 U.S.C. § 254

CARE OF SCHOOL CHILDREN WITH DIABETES (SB 911):

NC Senate Bill 911 requires guidelines for the development and implementation of individual care plans for students with diabetes in North Carolina schools. Additional information about this bill is available at your child's school or at the following web sites: www.ncdiabetes.org and www.nchealthyschools.org.

DRIVING ELIGIBILITY CERTIFICATE:

In order to apply for a driving permit or license, students need to pass three out of four classes the previous semester. The criteria for the Driving Eligibility Certificate are 1) Driver's Education Certificate and 2) original birth certificate.

DRIVER'S LICENSE REVOCATION POLICY:

House Bill 769 (Drop-out Prevention/Driver's License) requires high schools to notify the Division of Motor Vehicles whenever a student drops out of school and/or is not making adequate academic progress. Students must pass at least three out of four subjects in the block setting to retain their North Carolina Driver's License. DMV will also be notified if a student is given a suspension or placement in an alternative educational setting of more than 10 days for possession/sale of alcohol or controlled substances on school property, bringing/possessing/using a weapon on school property, or assault on school personnel on school property.

DUAL ENROLLMENT IN POST-SECONDARY INSTITUTIONS: "The student, who is sixteen years or older, may seek admission to a post-secondary institution during the summer session only with the approval of his/her high school principal." Board of Education policy 4080 D and E. The student may use courses taken at a post-secondary institution for credit for graduation as follows:

- There is written approval for credit before the course is taken.
- The Superintendent or designee will determine the amount of credit a student will receive in accordance with law and regulations.
- The course must be an academic or vocational course, not an avocational or adult enrichment course. An avocational course is something taken for pleasure which could include hobbies such as a cooking or gardening class.
- Only in unusual circumstances, such as scheduling conflicts, will students be allowed to take courses at post-secondary institutions that are offered in the regular high school program
- The course must be teacher directed instruction, not independent study or programmed study, unless prior written approval is obtained from the Superintendent or designee.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

The Family Educational Rights and Privacy Act (FERPA) requires that Edenton-Chowan Schools, with certain exceptions, obtain parent/guardian written consent prior to the disclosure of personally identifiable information from the child's educational records. However, Edenton-Chowan Schools may disclose appropriately designated "directory information," such as Honor Roll or other recognition lists; sports information such as weight and height information; or other similar information not considered harmful or an invasion of privacy, without written consent. The school system also is required by the No Child Left Behind Act to provide student names, addresses and phone numbers to military and college recruiters who request them unless the parent/guardian has advised the school to the contrary. If you do not want your child's directory information disclosed, you must inform the school system of your wishes in writing by September 15, 2010.

INTEGRATED PEST MANGEMENT (POLICY 6105):

Integrated Pest management (IPM) is a comprehensive approach that combines effective, economic, environmentally sound, and socially acceptable methods to prevent and solve pest problems. The school system's IPM program will strive to minimize any potential health, environmental and economic risks from the use of pest control methods. Understanding that pesticides will not be used based solely on a schedule, school personnel in charge of pest management will consider how and when pesticides need to

be used. At the beginning of each school year parents may request in writing notification of nonscheduled pesticide use. Notice of nonscheduled pesticide use should be made at least 72 hours in advance, to the extent possible.

NEWS/MEDIA ACCESS:

Throughout the school year, there may be occasions when media and or school/school system personnel will be photographing and or videotaping classroom and school-related activities to be used in school/school system publications and/or sent to the local media for publishing. If you do not wish for your child to be interviewed or identified in photographs or other types of media, please contact your child's assistant principal for a News/Media Access Denial form and return it signed to the school

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND BULLYING:

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities. Further information on this Board Policy and the complaint procedure associated with it can be found in sections 4400 and 4410 in the Edenton Chowan School Board Policy Manual.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):

The Protection of Pupil Rights Amendment (PPRA) gives parents, legal guardians, and emancipated minors certain rights pertaining to the use of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- Consent before students are required to submit to U.S. Department of Education funded surveys;
- Receive notice of, and an opportunity to opt out of, a protected information survey (regardless of funding);
- Receive notice of, and opt out of invasive non-emergency physical exams or screenings;
- Receive notice of, and opt out of, activities involving the collection, disclosure, or use of students' personal information for marketing or to sell or otherwise distribute to others;
- Inspect, upon request and before administration or use, protected information surveys of students;
- Inspect instruments used to collect personal information from students for any of the above purposes;
- Inspect instructional materials used as part of the educational curriculum.

RESTRAINT POLICY:

It is the policy of the State of North Carolina to:

- Promote safety and prevent harm to all students, staff and visitors in the public schools.
- Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force permissible in North Carolina public schools.
- Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.
- Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
- Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

Aversive Procedure: A systematic physical or sensory intervention program for modifying the behavior of a student which causes or reasonably may be expected to cause physical

harm, physical illness, psychological impairment, obvious repulsion on the part of observers.

Isolation: A behavior management technique with a student placed alone in an enclosed space from which he is not prevented from leaving.

Mechanical Restraint: The use of any device attached or adjacent to a student that restricts freedom of movement.

Physical Restraint: The use of physical force to restrict the free movement of all or a portion of a student's body.

Seclusion: Confinement of a student alone in an enclosed space from which the student is physically prevented from leaving.

NC General Statute 115C-391.1, GS 115C-47(45)

Notice, Reporting and Documentation: School personnel shall notify the principal or principal's designee, by the end of the workday, when:

- Any use of aversive procedures
- Any use of Prohibited use of mechanical restraint
- Any use of physical restraint resulting in observable physical injury to a student
- Any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan

The principal or designee shall notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident. This notification shall occur by the end of the workday during which the incident occurred. The parent or guardian shall be provided a written incident report no later than 30 days after the incident. This report shall include:

- The date, time of day, location, duration, and description of the incident and interventions
- The events or event that led up to the incident
- The nature and extent of any injury to the student
- The name of a school employee the parent or guardian can contact regarding the incident

No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, condition, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.

STUDENT RESPONSIBILITY AND RIGHT TO SEE RECORDS:

It is your responsibility to keep track of units earned and plans courses to meet graduation requirements. When in doubt, please ask your guidance counselor to examine with you your records of units earned and courses taken. You and your parents have the right to examine your cumulative folder.

APPENDIX A

BELL SCHEDULES

REGULAR SCHEDULE

7:30	Teachers at Duty Stations
7:40	Warning Bell
7:45 – 9:12	1st Period
9:17 – 10:44	2nd Period
10:49 - 12:16	3rd Period
12:16 – 1:28	Ace Time
12:16 – 12:52	Lunch A
12:20	Tardy Bell
12:52	Switch Bell
12:52 – 1:28	Lunch B
12:56	Tardy Bell
1:32	Warning Bell for 4 th period
1:33 - 3:00	4th Period
3:00	Dismissal (Students are reminded that unless they are engaged in a school activity such as sports, clubs, extra help, etc. they are to leave campus at 3 PM)

ONE-HOUR DELAY BELL SCHEDULE

8:30	Teachers at Duty Stations
8:40	Warning Bell
8:45 – 9:54	First Period
9:59 - 11:08	Second Period
11:13 - 12:24	Third Period
12:24 – 1:46	Ace Time
12:24 - 1:05	Lunch A
1:05	Switch Bell
1:05 - 1:46	Lunch B
1:50	Warning Bell for 4 th period
1:51 - 3:00	Fourth Period
3:00	Dismissal (Students are reminded that unless they are engaged in a school activity such as sports, clubs, extra help, etc. they are to leave campus at 3 PM)

2-HOUR DELAY BELL SCHEDULE

9:30	Teachers at Duty Stations
9:40	Warning Bell
9:45 – 10:40	1st Period
10:45 – 11:40	2nd Period
11:40 – 12:52	Ace Time
11:40 – 12:21	Lunch A
12:21	Switch Bell
12:21 – 1:02	Lunch B
1:06	Warning Bell for 3 rd period
1:07 – 2:02	3 rd Period
2:07 – 3:00	4 th Period
3:00	Dismissal (Students are reminded that unless they are engaged in a school activity such as sports, clubs, extra help, etc. they are to leave campus at 3 PM)

12:30 EARLY RELEASE SCHEDULE

7:30 Teachers at Duty Stations
7:40 Warning Bell
7:45 – 8:45 1st Period
8:50 – 9:50 2nd Period
9:55 – 10:55 3rd Period
11:00 – 12:00 4th Period
12:05 – 12:25 Lunch
12:30 Dismissal (Students are reminded that unless they are engaged in a school activity such as sports, clubs, extra help, etc. they are to leave campus at 3 PM)

APPENDIX B

The following forms can be found on the JAHHS webpage at
<http://ecps.jah.schoolfusion.us/>

Athletic Physical Form	Field Trip Form
Attendance Waiver Form	Graduate Survey Form
COA Forms	Grievance Form
Credit Recovery Form	Lunch Application
Demographic Form	Medication Form
Drivers' Ed Form	Summer School Form
Drop/Add Form	