

**To: Edenton Chowan Schools Board of Education**

**Fr: Todd J. Korbusieski, Assistant Principal JAHHS**

**Da: 5-5-08**

**Re: Student Handbook Changes for 11-12 Handbook**

The following changes were made in the JAHHS Student Handbook this year :

- 1) Page 3 - Updated the yearly calendar
- 2) Page 3 – Added section on Progress Reports
- 3) Page 9 – Added additional clubs to Club List
- 4) Page 10-11 - Removed sections b and c from the Student Accountability Section.  
Changed section b to read: “Whichever test score is higher will be used to calculate the student’s final grade for the course.”
- 5) Page 10-11 - Removed sections on Review Procedures, Waiver Options and Graduation Requirements
- 6) Page 10-11 - Updated the Retesting and Focused Intervention calendar
- 7) Page 11 – in Grades for Students, removed “Level III or better on EOC tests must be made in order to obtain credit for the course.”
- 8) Page 15 – Removed #4 in Final Exams which read “Students must score at least a level 3 on EOC tests in order to get credit for that course.” Added a new #4 which reads “Students are not allowed to leave an exam early for any reason. They must stay for the entire exam period.”
- 9) Page 21 – added Senior 15-day discipline statement which reads “Seniors who receive a disciplinary referral resulting in either being assigned to ISS or OSS within the last 15 days of the school year will not be allowed to march in the graduation ceremony.”
- 10) Page 22 – in Parking changed consequences to read “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.”
- 11) Page 22 – in Cell Phones changed times to read “8 AM to 3 PM including class changes. These devices may be used during lunch times in the cafeteria and the adjacent outside courtyard.”
- 12) Page 27 – added section on Alternative to Suspension

# John A. Holmes High School

Edenton, North Carolina

## STUDENT HANDBOOK 2011-2012



### 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 Jamie Gillespie, Principal of John A. Holmes High School or to Michelle Maddox, Human Resources Director, Edenton-Chowan Schools.

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## **GENERAL SCHOOL INFORMATION**

### **Edenton Chowan Schools 2011-2012 Calendar**

|                                  |   |
|----------------------------------|---|
| Wednesday August 17              | Teachers Report to School   |
| Thursday, August 18              | 9 <sup>th</sup> Grade Orientation 10:00 – 12:00   |
| Thursday, August 18              | Open House 4:00 – 6:00  |
| Thursday, August 25              | First Day of School for Students  |
| Monday, September 5              | Labor Day, No School  |
| Saturday, October 1              | Peanut Festival   |
| Thursday, October 27             | End of 1 <sup>st</sup> Nine Weeks   |
| Friday, October 28               | Protected Teacher Work Day, No School for Students  |
| Wednesday, November 2            | Early Release 12:30, Parent Conference  |
| Friday, November 11              | Veterans Day, No School   |
| Wednesday-Friday, November 23-25 | Thanksgiving, No School   |
| Thursday-Friday, Dec. 22-Dec. 30 | Christmas Vacation, No School   |
| Tuesday-Friday Jan. 10-13        | 1 <sup>st</sup> Semester Exams, Focused Intervention and Retesting, Early Release 12 and 13 |
| Friday, January 13               | End of Grading Period   |
| Monday, January 16               | Martin Luther King Birthday, No School  |
| Tuesday - Friday, January 17-20  | Focused Intervention and Retesting for Grades 9-12 (One day must be a PWD)                  |
| Thursday, January 19             | Open House 4:00 – 6:00  |
| Monday, January 23               | First Day 2 <sup>nd</sup> Semester  |
| Monday, February 20              | President Day, No school  |
| Thursday, March 22               | End of 3 <sup>rd</sup> Nine Weeks   |
| Wednesday, March 28              | Early Release 12:30, Parent Conference  |
| Monday-Friday, April 9-13        | Spring Vacation, No School  |
| Monday, May 28                   | Memorial Day, No School   |
| Thursday-Thursday, May 31-June 7 | 2 <sup>nd</sup> Semester Final Exams  |
| Wednesday, June 6                | Early Release for High School Exams @ 1:30  |
| Thursday, June 7                 | Last Day of School, Early Release Day for Exams @ 12:30                                     |
| Friday, June 8                   | Graduation Class of 2012  |
| Friday-Wednesday, June 8-13      | Focused Intervention and Retesting for Grades 9-12 (One day must be a PWD)                  |

### **PROGRESS REPORTS**

Progress reports will be given every 2 weeks to students. The dates for 1<sup>st</sup> semester are: Sep. 7, Sep. 21, Oct. 5, Oct. 19, Nov. 16, and Dec. 7. The dates for 2<sup>nd</sup> semester are: Feb. 1, Feb. 15, Feb. 29, March 7, April 18, May 2 and May 16.

### **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.***

### **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 School Messenger 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](http://www.ecps.schoolfusion.us)) or by calling the school at 482-8426 and dialing ext. 500.

### **MISSION AND BELIEF STATEMENT**

The mission of John A. Holmes High School is to facilitate and foster learning to empower graduates to be successful for college, for employment and as citizens.

#### **Beliefs**

1. Learning is the chief priority on the school;
2. Students' 21<sup>st</sup> century learning needs should guide all decisions impacting the works of the school;
3. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning;
4. Students need to demonstrate their understanding of essential knowledge and skills, as well as be actively involved in solving problems and producing quality work; and
5. Assessments of student learning should provide students with a variety of opportunities to demonstrate mastery. *Approved by JAHHS faculty 3-23-09*

### **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:

1. Students will come to class dressed appropriately.
2. Students will be in the class when the bell rings and in their seats when the teacher calls roll.
3. Students will come to class prepared (i.e., pencils, paper, books, assignments, etc.).
4. Students will take an active part in the lesson.
5. 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. Each teacher is to develop an assertive discipline plan which defines and clarifies the above expectations and disciplinary consequences for his/her classroom. We are committed to your academic excellence. This can only be achieved with high expectations.

## BELL SCHEDULES

|                                   |   |                   |
|-----------------------------------|---|-------------------|
| <b>REGULAR SCHEDULE</b>           |   |                   |
| <b>7:45</b>                       | <b>Teachers at Duty Stations</b>            |                   |
| <b>7:55</b>                       | <b>Warning Bell</b>                         |                   |
| <b>8:00 - 9:25</b>                | <b>1st Period</b>                           |                   |
| <b>9:30 – 9:50</b>                | <b>Advisory Period</b>                      |                   |
| <b>9:55 - 11:20</b>               | <b>2nd Period</b>                           |                   |
| <b>11:25 - 1:25</b>               | <b>3rd Period and Lunch</b>                 |                   |
| 11:25 - 11:55                     | 1st Lunch                                   |                   |
| 12:00                             | Tardy Bell for 1st Lunch/Bell for 2nd Lunch |                   |
| 12:00- 12:30                      | 2nd Lunch                                   |                   |
| 12:35                             | Tardy Bell for 2nd Lunch                    |                   |
| 12:55                             | Bell for 3rd Lunch                          |                   |
| 1:30                              | Bell to End 3rd Period                      |                   |
| <b>1:35 - 3:00</b>                | <b>4th Period</b>                           |                   |
| <b>3:05</b>                       | <b>Tardy Bell for Detention Hall</b>        |                   |
| <b>4:00</b>                       | <b>End of Detention Hall</b>                |                   |
| <b>1st Lunch</b>                  | <b>2nd Lunch</b>                            | <b>3rd Lunch</b>  |
| 11:25-11:55 Lunch                 | 11:25-12:00 Class                           | 11:25-12:55 Class |
| 12:00 -1:30 Class                 | 12:00-12:30 Lunch                           | 12:55-1:30 Lunch  |
|                                   | 12:35-1:30 Class                            |                   |
| <b>2 HOUR DELAY BELL SCHEDULE</b> |   |                   |
| <b>9:45</b>                       | <b>Teachers at Duty Stations</b>            |                   |
| <b>9:55</b>                       | <b>Warning Bell</b>                         |                   |
| <b>10:00 – 11:05</b>              | <b>1st Period</b>                           |                   |
| <b>11:10 - 12:15</b>              | <b>2nd Period</b>                           |                   |
| <b>12:20 - 1:55</b>               | <b>3rd Period and Lunch</b>                 |                   |
| 12:20 – 12:45                     | 1st Lunch                                   |                   |
| 12:50 – 1:20                      | 2nd Lunch                                   |                   |
| 1:25 – 1:55                       | 3 <sup>rd</sup> Lunch                       |                   |
| <b>2:00 - 3:00</b>                | <b>4th Period</b>                           |                   |
| <b>3:05</b>                       | <b>Tardy Bell for Detention Hall</b>        |                   |
| <b>4:00</b>                       | <b>End of Detention Hall</b>                |                   |
| <b>1st Lunch</b>                  | <b>2nd Lunch</b>                            | <b>3rd Lunch</b>  |
| 12:20-12:45 Lunch                 | 12:20-12:50 Class                           | 12:20-1:25 Class  |
| 12:50 -1:55 Class                 | 12:50 -1:20 Lunch                           | 1:25 -1:55 Lunch  |
|                                   | 1:25 -1:55 Class                            |                   |

## 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.

## BUS DISCIPLINE AND RESPONSIBILITIES OF SCHOOL BUS PASSENGERS

1. Passengers must cooperate with the school principal, teachers, bus driver, and bus monitor.
2. 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.
3. Passengers must keep their heads, arms and feet inside the bus at all times.
4. Objects should never be thrown in the bus or out the windows. Passengers should not shout and wave to pedestrians or other vehicles.
5. Passengers should never eat or drink in the school bus.
6. Passengers must never use profane or indecent language, tobacco, alcoholic beverages, or illegal drugs while riding the bus.
7. 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.
8. Playing or scuffling on the school bus will not be tolerated. It may result in accidents and may cause injuries to passengers.
9. Passengers must never deface or mar the bus in any way. They must not cut or damage seat coverings.
10. Passengers must never tamper with the emergency door or any other part of the bus.
11. 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.
12. 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.
13. Passengers must not get off the bus at unauthorized stops to make purchases, visits, or to perform errands.
14. Passengers must have the principal's or designee's permission to depart the bus at stops other than the one they are assigned to.
15. Passengers who fail to abide by the rules and regulations that govern the safety of the bus are subject to suspension.
16. 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.
17. The first bus will leave no later than 3:05 p.m.
18. 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 Mrs. Baker in order to receive a pass.

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

1. **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.
2. **Second Report of Misbehavior** - removal from the bus for at least one week (five school days) - parental contact by phone, letter, or in person.
3. **Third Report of Misbehavior** - removal from the bus for at least four weeks (twenty school days) - parental contact by phone, letter, or in person.
4. **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.**

**LUNCH**

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

1. Cutting lunch line or "saving" a place for someone else is not permitted.
2. **Qualified seniors also have the privilege for off-campus lunch 5 days a week.** 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. **They may not bring food back to campus or give food to underclassmen. If they do, their off-campus lunch privileges will be revoked.**
3. **During lunch, students are to stay either in the cafeteria/ commons, or the adjacent courtyard. Students may not go anywhere else without a pass from a teacher. This includes going to lockers, the Media Center, field house, 2<sup>nd</sup> floor of the building, etc.**
4. Food must be eaten only in designated areas inside. No food or drink is allowed outside of the building.
5. **Only qualified seniors may leave campus for lunch.**
6. Students are not allowed to eat food from McDonald's, Burger King, Dairy Queen, etc. in the cafeteria/commons during the school day.

#### MEDICATION AT SCHOOL

The primary responsibility for administration of medical care belongs to the student's parent or guardian. However, it may sometimes become necessary for school employees to administer medicines at school in order to protect the optimal health of a child. Only the principal's designee will administer the medication in compliance with the following regulations. The principal of each school is responsible for assuring that the policy is carried out. The purpose of the policy is:

- a. Safety - the assurance that the right drug in the right amount is given to the right person at the right time.
  - b. Efficiency - to keep the time spent administering medications to a minimum, without affecting accuracy.
1. Written instruction signed by parent and physician will be required and will include the child's name, name of medication, time to be administered, dosage, and termination date for administering the medication.
  2. A copy of this regulation and a form on which to record the necessary information will be provided to parents who request administration of medication in the schools.
  3. The parent must take responsibility for supplying medication to the school. Prescription medication must be in a container labeled by the pharmacist including instructions on how and when medication is to be given. Over the counter medications must be received in the original container and will be administered according to the doctor's written instructions. The first dose must be given at home to help prevent an allergic reaction in school. School personnel will not administer any medication to students unless they have received a medication form.
  4. The school retains the right to reject a request for administration of medicine.
  5. Children are to be discouraged from self-administration of medicine at school, except when directed by the physician.
  6. The parents of the child must assume responsibility for informing the principal and/or the school nurse of medication administration changes including the discontinuation of medication. The school nurse will inform the designee of any change in the child's health, or change in medication.

7. Medicine must be picked up by parent/guardian at the end of the school year. Medicine not picked up on or before the last school day for students will be properly discarded by the school nurse.
8. Oral medication received daily may be administered in the following manner:
  - a. From a weekly medication container prepared by the school nurse
  - b. From a pharmacy labeled medication bottleAll other forms of medication will be administered according to the physician's directions and may be administered from the original container.
9. Medication will be provided for field trips in a labeled medication envelope. The principal's designee will administer the medication during the trip. It is the responsibility of the teacher to notify the school nurse or medication designee(s) of the date and time of the field trip.
10. Medication ordered three times a day must have a specific time of administration ordered.
11. An asthma action plan received from a health care provider may be used as the request for administration of medication.

### **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.

### **THE MEDIA CENTER**

The Media Center is a valuable resource. There are numerous materials available, including books, tapes, videotapes, pamphlets, magazines, maps, prints, transparencies, and computer software access. The Media Center is open 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:

1. Students will sign their names at the circulation desk when they enter the Library.
2. Students will work or read independently.
3. Students will maintain a low noise level (low noise is one the media coordinator cannot hear).

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.

### **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.

#### LIST OF ACTIVITIES

|                     |                        |                          |
|---------------------|------------------------|--------------------------|
| APS Club            | Foreign Language Club  | SGMA                     |
| Art Club            | FTA                    | Skateboard Club          |
| Art Honor Society   | Gaming Club            | Spanish Club             |
| Biology Club        | Gentlemen's Club       | Spirit Club              |
| BLAST Club          | GIS Club               | Student Government       |
| Book Club           | Guitar Club            | Sudoku Club              |
| Checkers Club       | HOSA                   | Tech. Prep Honor Society |
| CLEAR Club          | Jewelry Making         | Teen Life Club           |
| Cooking Club        | JROTC                  | TRU Crew                 |
| Dance Club          | Key Club               | Tye Dye Club             |
| Debate/Quiz Bowl    | Ladies Club            | Walking Club             |
| DECA                | Live Green             | Why Try                  |
| Drama Club          | Modern Music Masters   | Wildlife Club            |
| FCCLA               | Monogram Club          | Writer's Club            |
| FFA                 | National Honor Society | VICA                     |
| FIRST Robotics Club | R/C Car Club           | Yearbook Staff           |

#### 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.

#### ACADEMICS

## **John A. Holmes High School Student Accountability Standards**

### **Introduction**

The Edenton-Chowan Board of Education adopted the following standards based on the belief that early and on-going assistance must be provided to students not meeting rigorous academic standards. Students, parents, school administrators, and teachers have a joint responsibility to work together to meet the expectations of this policy. In concert with state mandates and local policy 3450, the High School Student Accountability Standards are designed to ensure that students are performing on or above grade level before being promoted to a more advanced level of study. Our policy for setting standards in grades 9-12 for course credit and a high school diploma provides opportunities for students to receive intervention if they are performing below expected levels of achievement.

### **Student Accountability Standards (Grades 9-12)**

1. Students in grades 9-12 must receive a passing grade of 70 or higher for the course and reach proficiency level, Level III or better, on each North Carolina End-of-Course Test (EOC), to be eligible for course credit.
  - a. Results from the first administration of the EOC or the second administration, if the first was not passing, shall constitute twenty-five percent (25%) of the students' final grade for the course.
2. Students who do not meet the standards as outlined above on the EOC Tests will be subject to the following procedures:
  - a. All students who do not score a level III will be required to re-test after taking appropriate Focused Intervention tutoring within 3 weeks from receipt of assessment results.
  - b. Whichever test score is higher (first administration or retest) will be used to calculate the student's final grade for the course.

### **Re-testing and Focused Intervention Calendar**

|  |                                    |
|--|------------------------------------|
| First Semester (January 2012)<br>Jan 17 - 20   | Focused Intervention and Retesting |
| Second Semester (June 2012)<br>June 8, 11 - 13 | Focused Intervention and Retesting |

### **PROMOTION REQUIREMENTS**

|                       |   |
|-----------------------|---|
| Promotion to Grade 9  | Promoted from Grade 8                       |
| Promotion to Grade 10 | 6 Credits including Algebra I and English I |
| Promotion to Grade 11 | 13 Credits                                  |
| Promotion to Grade 12 | 20 Credits                                  |
| JAHHS Diploma         | 28 Credits                                  |

### **SUMMER SCHOOL**

Summer School is available for English IV for non-graduating seniors and select non-EOC courses using the A++ system. A++ is a computerized educational system that allows individualized instruction in a variety of courses. It is monitored by a certified teacher 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.

### **GRADES FOR STUDENTS**

1. Grades for the two grading periods on the report card are to be averaged with the term exam to arrive at the course grade. **Please see the section on Student Accountability at the beginning of this section.**
2. There is no "social promotion". All credits toward promotion must be earned.
3. Violations of the 10 Day Rule on absences will result in a grade no higher than "55". (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.

### **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**

1. All students and teachers will be expected to sign the Honor Code, stating that they have read the Honor Code and understand its policy.
2. All entering freshmen and new students will be expected to attend an assembly explaining the school's Honor Code.
3. Students will be expected to fully discipline themselves to refrain from taking or transferring any information from a source other than themselves.
4. If any student should witness a form of cheating, that student is expected to inform a faculty member or other proper authority.
5. Faculty members and/or other proper authorities are expected to enforce the Honor Code expectations.
6. 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**

1. The first time someone is caught violating the Honor Code, the parents and principal will be notified. A grade of zero will 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.
2. A student found guilty of a second offense will be suspended from school for one to three days, unexcused. In addition, he/she will not be eligible for academic honors (Holmes Scholar, Holmes Community Scholarship, Academic Letter, Presidential Academic Fitness Award, Marshal, Valedictorian, Salutatorian, Honor Graduate) for the current year and the following school year.
3. If caught cheating a third time, he/she will lose credit for the class in which he/she was cheating.

## DEFINITIONS

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

## 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 grading period.

**HONOR ROLL LIST** - Students must earn at least an 85 average in **each and every class** for the grading period.

## 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 their senior year are honor graduates. These students will be presented honor cords to wear during the graduation ceremonies.

## VALEDICTORIAN AND SALUTATORIAN

The senior(s) with the highest overall weighted GPA is the valedictorian. The senior(s) with the second highest overall weighted GPA 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.

## MARSHALS

Near the conclusion 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.

## 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:

### Grades 9, 10, and 11

1. Make the Principal's List or the A-B Honor Roll each of the first three quarters, or
2. 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 Tech Prep Scholar, NC Scholar, Fine Arts Scholar, or Holmes Scholar.

Academic letter recipients who make the Principal's List each of the first three quarters or seniors who have an un-weighted four year 3.63 GPA will receive a cloth patch with a

torch encircled by a wreath. All other academic letter recipients will receive a cloth patch with a torch. Cloth stars with numerals are awarded for each subsequent year's award.

### WEIGHTED CREDIT COURSES AND CLASS RANK

The following procedures are used to determine class ranks for awards, recognitions, and transcripts at John A. Holmes High School:

\* Students taking courses designated as Honors (H) listed below will have one (1) point added to their GPA for purposes of determining weighted class rank.

\* Students taking Advanced Placement college credit courses (AP) will have two (2) points added to their GPA for purposes of determining weighted class rank.

\* Weighted class ranks needed for recognitions and awards at the end of the year (i.e. Valedictorian, Salutatorian, Marshals, academic letters, etc.) are computed at the end of the first semester.

\* The weighted class rank that appears on the transcript will be computed in the summer after all final grades have been entered in the computer.

The following Honors and Advanced Placement courses receive weighted points.

|                          |                         |                         |
|--------------------------|-------------------------|-------------------------|
| Algebra II (H)           | English I,II,III,IV (H) | Physics (H)             |
| Band III, IV (H)         | English III,IV (AP)     | Spanish III, IV (H)     |
| Biology (H)              | Forensics (H)           | Spanish V (H)           |
| Biology (AP)             | Geometry (H)            | Spanish V (AP)          |
| Calculus (AP)            | Gov. and Politics (AP)  | Studio Art (AP)         |
| Chemistry (H)            | Music Theory (H)        | Teacher Cadet (H)       |
| Civics and Economics (H) | Music Theory (AP)       | US History (H)          |
| Comp. Accounting II (H)  | Pre-calculus(H)         | US History (AP)         |
| Discrete Math (H)        | Select COA courses      | Visual Arts III, IV (H) |
| Earth Science (H)        | Select Internet courses | Vocal Music III, IV (H) |
|                          | Select NCSSM courses    | World History (H)       |

#### PERCENTAGE GRADES

|   |    |       |
|---|----|-------|
| A | 93 | - 100 |
| B | 85 | - 92  |
| C | 77 | - 84  |
| D | 70 | - 76  |
| F | 0  | - 69  |

#### UNWEIGHTED GRADE POINT AVG.

|      |        |
|------|--------|
| 3.63 | - 4.00 |
| 2.63 | - 3.50 |
| 1.63 | - 2.50 |
| 1.00 | - 1.50 |
| 0.00 |        |

### SCHOLARS

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

The **Tech Prep Scholar** Program encourages students to excel in academic and technical/vocational education. Our Career Counselor should be primarily responsible for certifying which students qualify as Tech Prep Scholars.

Must include:

Alg. II or Technical Math II

Must have 4 electives in any 1 career pathway

Level II Tech/Voc course  
Overall 4 year 2.63 un-weighted GPA

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, Geometry, Algebra II, one additional higher level math course with Alg. II 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  
Overall 4 year 3.5 un-weighted GPA

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  
Overall 4 year 2.63 un-weighted GPA  
Beginning with the class of 2012, overall 4 year 3.5 un-weighted GPA

### **AWARDS AND SCHOLARSHIPS**

Generous community support enhances our efforts to recognize students who excel in academics, citizenship, and leadership. Suggested guidelines for selecting students for awards and scholarships include:

1. Priority consideration is given to students who rank at least in the top half of the class. Additional priority may be given to students who have earned "Scholar" status, students who gain membership in "honor" societies, and students who earn special recognition such as honor graduates, marshals, Royal Flush, etc.
2. All students are considered without regard to race, gender, religious affiliations, or membership in specific or 'closed' organizations. Community awards and scholarships designed specifically for club members are encouraged, but should be awarded at club activities rather than at our Awards Program at school.
3. School awards should be centered around departments or clubs rather than individual courses. A full list of awards is available from your child's guidance counselor.

### **SCHOLARSHIPS AND FINANCIAL AID**

A complete list of scholarships is available from your child's guidance counselor. Juniors and 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 two Financial Aid Workshop nights to provide students and parents with information on ways to pay for college.

### FINAL EXAMINATIONS FOR EACH SEMESTER

1. Some form of final exam will be given for each course.
2. No student may be exempt from an exam in a course with an EOC test or Early College course.
3. The exam period will be approximately 4 hours long.
4. **Students are not allowed to leave an exam early for any reason. They must stay for the entire exam period.**

### COURSE OF STUDY

All students must choose a Course of Study in order to select appropriate courses during their high school careers. Many changes in graduation requirements have been legislated. Please read this section of your handbook carefully. Student are eligible to apply for colleges in the UNC 4-year college system if they have completed two units of a foreign language and four units of math with one of them being a math beyond Algebra II. Some students may take honors level classes in some courses and regular level in others, based on a students' strengths, preferences, and abilities. Regular courses are accepted by colleges in the UNC 4-year college system as adequate for admission as long as the math and foreign language requirement is met. If you have questions, ask your guidance counselor or a school administrator.

#### **Class of 2012 (Students entering 9<sup>th</sup> grade during the 08-09 school year or before)**

##### **CAREER PREP**

English – 4 credits and successful completion of the Graduation Project  
Math – 3 credits, must include Algebra I  
Science – 3 credits (a physical science, Biology, Earth/Environmental Science)  
Social Studies – 3 credits (C & E, US History, World History)  
Computer Skills – No specific course required, students must demonstrate proficiency through testing  
H/PE – 1 credit  
Career/Technical or Arts Education (Dance, Music, Theatre Arts, Visual Arts) - 4 credits in one career pathway including a second level or advanced course. Recommend at least 1 credit in an Art discipline.  
Electives- 10 credits

**Total = 28 credits**

##### **COLLEGE TECH PREP**

English – 4 credits and successful completion of the Graduation Project  
Math- 3 credits, either Alg. I, Geo., Alg. II; or Alg. I, Tech. Math I and II  
Science – 3 credits (a physical science related to career path, Biology, Earth/Environmental Science)  
Social Studies – 3 credits (C & E, US History, World History)  
Computer Skills – No specific course required, students must demonstrate proficiency through testing  
H/PE – 1 credit  
Career/Technical – 4 credits appropriate in one career and

technical pathway including a second level  
or advanced course.  
Electives – 10 credits. Recommend at least 1 credit in an Art  
discipline.

**Total = 28 credits**

**COLLEGE/UNIVERSITY PREP (UNC 4-year college requirements)**

English- 4 credits and successful completion of the Graduation Project  
Math- 4 credits (4<sup>th</sup> credit effective for first time 9<sup>th</sup> graders in  
2002-2003) either includes Alg. I, Alg. II, Geo., and a higher  
level math that has Alg. II as prerequisite  
Science – 3 credits (a physical science, Biology,  
Earth/Environmental Science)  
Social Studies – 3 credits (C & E, US History, World History)  
UNC minimum admissions requirements are US History  
and 1 social studies elective.  
Second/Foreign Language- 2 credits in the same language  
Computer Skills - no specific course required, students must  
demonstrate proficiency through testing  
H/PE – 1 credit  
Electives- 11 credits - Recommend at least 1 credit in an Art  
discipline.

**Total = 28 credits**

**OCCUPATIONAL (Developed for certain students with disabilities  
that have an IEP)**

English- 4 credits (Occupational English I, II, III, and IV)  
Math- 3 credits (Occupational Math I, II, III, and IV)  
Science- 2 credits (Life Skills Science I and II)  
Social Studies – 2 credits (Government/ US History,  
Self-Advocacy/Problem Solving)  
Computer Skills – proficiency as specified in IEP  
H/PE – 1 credit  
Career/Technical or Arts Education- 4 credits in one career pathway including  
a second level or advanced course. At least 1 credit in an Arts  
discipline is recommended.  
Occupational Preparation- 8 credits (Occupational Preparation  
I, II, III, and IV including completion of 300 hours of  
school-based training, 240 hours of community  
based training and 360 hours of paid employment)  
  
Electives- 4 credits, recommend at least 1 credit in an Art  
discipline.  
Completion of IEP objectives and Career Portfolio

**Total = 28 credits**

**Class of 2013 and beyond (Students entering 9<sup>th</sup> grade during the 09-10 school year  
and beyond)**

## **FUTURE-READY CORE CURRICULUM**

English- 4 credits and successful completion of the Graduation Project  
Math- 4 credits, Alg. I, Alg. II, Geo and a 4<sup>th</sup> math course aligned with the student's post high school plans (At the request of a parent and with principal approval, a student will be able to take an alternative math sequence. The student would be required to pass Alg. I, Geo, and 2 other application based math courses.)  
Science – 3 credits (a physical science, Biology, Earth/Environmental Science)  
Social Studies – 3 credits (C & E, US History, World History)  
Second/Foreign Language- Not required for graduation but required for admission to the UNC system.  
Computer Skills - no specific course required, students must earn a proficient score on the Computer Skills test  
H/PE – 1 credit  
Electives- 13 credits – Four elective credits from one of the following: Career and Technical Education, JROTC, Arts Education, or any other subject area (e.g. Math, Science, Social Sciences, English, Foreign Language)

**Total = 28 credits**

## **MINIMUM ADMISSION REQUIREMENTS FOR THE UNC SYSTEM**

The UNC Board of Governors voted to increase the minimum course requirements needed for admission to any UNC institution

### **Minimum Course Requirements for Class of 2012**

All applicants for first time admission as freshmen must meet a minimum weighted GPA of 2.3 and a minimum SAT (critical reading and mathematics) score of 750 or composite ACT of 16.

Six course units in language:

4 units in English and 2 units of a language other than English

Four course units in math:

Alg. I, Alg. II, Geo. and 1 unit beyond Alg. II or

Alg. I, Alg. II, and 2 units beyond Alg. II or

Integrated Math I, II, and III, and 1 unit beyond Int. Math III

(The fourth unit of math affects applicants of all institutions except the NC School of the Arts.) It is recommended that prospective students take a math course in the 12<sup>th</sup> grade.

Three course units in science:

At least 1 unit in a life or biological science

At least 1 unit in physical science (Physical Science, Chemistry, Physics)

At least one laboratory science

Two course units in social studies, including one unit in US History, but an applicant who does not have the unit in US History may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

## **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.

## **STUDENT AND SCHOOL POLICIES**

### **ATTENDANCE**

Regular attendance is important to school success.

#### **I. When a student is absent from school, the absence is either lawful, unlawful or due to a suspension.**

1. **Lawful Absences** - only documented with a note from home. Include personal illness; illness in the home when student's services are needed; death in the family; attendance at funerals at the request of the parents; doctor, dental, or health department appointments (only with note from the doctor, dentist or health department when returning to school); religious observances (when prior approval has been obtained from the Principal) ; court summons ; family trips (5 days maximum when prior approval form has been obtained from, completed and approved by the Principal); home emergencies. Parents will be contacted to verify their permission.

2. **Unlawful Absences** - absences, regardless of reason, with no note from home, including running errands for home, paying bills, baby-sitting, getting driver's license, etc. or other absences not deemed appropriate by teacher or Principal.

3. **Suspensions** - Out-of-School - students are allowed to make up major tests only. **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.*

#### **II. Procedure for Being Admitted to Class After an Absence**

1. Upon returning to school, the student is to bring a note from his/her parent/guardian stating the reason for the absence. The note should be presented to his/her first period teacher who will turn the note in to the main office.

2. **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.

#### **III. Tardies**

##### **1. Late to School**

a) 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 1<sup>st</sup> period teacher who will mark them tardy and assign detention halls.

b) Students late due to bus problems should report directly to their classes. Teachers will be informed of any late buses.

##### **2. Late to Class**

- a) 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 a student is detained by the teacher, he/she must have a note from the detaining teacher to be excused.
  - b) 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
  - c) Skipping detention will result in a ½ day ISS assignment.
3. **Tardies and Attendance**
- a) **Every 3 tardies in a class will be counted as an absence and will apply to the 10 day attendance rule.**

#### IV. Early Dismissal

1. Students needing to leave school early must have parental permission regardless of the reason for the early dismissal. Students may leave campus early for dental or doctor appointments and for reasons listed under "Lawful Absences." Running an errand for the family is not a lawful absence. 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 8:00 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, either later in the day or the next morning, 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:
  - a. The School Nurse has a permission form signed by a parent on file; and
  - b. The student returns to school with an appropriate note from the Health Dept.
2. **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.

#### V. 10 Day Attendance Rule Procedures

1. Ten-Day Rule - The following information is provided to clarify the guidelines we are using to enforce the school system policy on attendance.
  - a) All absences from class are counted in the "Ten Day Rule" except the following:
    - \* 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 request from another teacher to excuse a student from class with prior approval.
- b) A student who is absent for more than 10 days in a term will receive a grade no higher than 55 for the term.
- c) Attendance waivers may be granted under some rare circumstances, e.g. long term hospitalization. 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.

## **VI. 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. Students who are absent because of **out of school suspensions** are allowed to make up **major tests and projects only**. A "zero" is recorded for work missed when the student does not make up his/her work **within three consecutive days** of returning to school. 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 office to receive missed work.

## **VII. Pregnancy Policy**

In compliance with Title IX of the Education Act of 1972, the Edenton-Chowan Board of Education prohibits discrimination against pregnant students or students with children. Educational opportunities may not be denied to pregnant students. Pregnant students may not be excluded from regular classrooms or from any extra-curricular activity unless they request such leave and their doctors verify that exclusion is necessary for their health and well being. The Edenton-Chowan Board of Education accepts pregnancy and childbirth as valid reasons for a leave of absence for a reasonable time, after which the students are to be reinstated to their original status. "Reasonable" will be interpreted as meaning: (1) in the case of exclusion, a written statement from the students and their doctors requesting a leave of absence; (2) in the case of re-entry, a written statement from the students and their doctors that give the date of return; and a fair and impartial judgment by school officials that the academic requirements of the school may be achieved.

## **VISITORS**

Visitors 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, library fines paid, etc.) before any records will be sent to another school or to a prospective employer. This withdrawal form should be left with the attendance secretary.

## **LOCKERS**

Lockers will be issued to all students. If a student does not intend to use a locker, he/she should inform his/her homeroom teacher. The homeroom teacher will then notify the office and the locker will be made available to another student. 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.**

#### **SENIOR PARTICIPATION IN ACTIVITIES RELATED TO GRADUATION**

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.
- He/She will be allowed to participate in the "senior trip".

Seniors who graduate early may attend the Prom, Awards Night and Graduation exercises, but NOT the senior trip.

**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 within the last 15 days of the school year will not be allowed to march in the graduation ceremony.**

- 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.

#### **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. Students will not receive their next semester schedule until all items are cleared.**

#### **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 purchased for a fee of .25 cents if a different car is driven to school.

All student parking will be in the student parking lot adjacent to the Athletic Complex or in the front parking lot with the correct parking sticker. **Parking anywhere else (field house, gym, etc.) will not be allowed at any time. A student's vehicle should never enter the brown gates. Athletes may park after school in the front lot but not inside the brown gates.** Student parking spaces are indicated by white lines. 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.

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.

### **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 business-like, scholastic atmosphere. Students should take pride in the way they dress. At least six standards will be maintained:

1. Shoes must be worn at all times. Bedroom slippers and Heelies are not acceptable.
2. The torso must be completely covered at all times (e.g. no halters, low cut blouses, unbuttoned or cut off shirts, males may not wear sleeveless shirts, etc.). Males must have shirts tucked in at all times.
3. No gym, athletic shorts, or pajamas will be worn by students. Pants shall be worn with belts at waist level. Shorts and skirts must be no shorter than the bottom of the fingertips with the arms hanging down. No undergarments should be exposed at any time. Spandex or other extremely tight clothing is also not appropriate for school.
4. No head coverings are to be worn while in the buildings before, during, or after school. Examples include hats, sunglasses, bandanas, scarves, doo rags, hoods, etc.
5. No article of clothing or other items promoting death or violence or displaying vulgarity, profanity, sexual innuendo, gang related or dealing with drugs or alcohol or other displays that may cause a disruption to the school program will be worn by students.
6. 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, or further actions such as assignment to either ISS or OSS as necessary.**

### **CELLULAR PHONES AND OTHER ELECTRONIC DEVICES**

**Cellular phones and other electronic devices (tape, CD, MP3 players etc.) will not be used or visible anywhere on the JAHHS or COA campus during the school day from 8 AM to 3PM including lunch class changes. These devices may be used during lunch times in the cafeteria and the adjacent outside courtyard. These times apply to all early release students also.** Phones should be kept turned off and all electronic devices should be kept in a pocket, purse, or book bag during the school day. These devices detract from the learning environment at the school and will be confiscated by staff if they are seen or heard. 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 will**

receive an office referral with either ISS or OSS as a consequence for refusing a reasonable request.

#### **SCHEDULE CHANGE POLICY**

All schedule changes will be handled with the assistance of your guidance counselor.

#### **HALL PASSES/STUDENT PLANNER**

During class time or lunches 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.**

### **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:

1. The development of an individual's integrity and self worth.
2. The development of socially acceptable behavior.
3. The action should be in the best interest of the student and the best interest of the school.
4. The action must be fair and reasonable.

#### **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](http://www.edenton-chowan.net).**

**Level I Code of Student Conduct violations** may result in short or long-term suspension from school, depending on the seriousness of the offense and whether the violation is a first-time or recurring incident. Repeated Level I violations may result in consequences for Level II or Level III violations.

#### **Level I violations include:**

- Gambling
- Verbal abuse or disrespect
- Inappropriate peer relations (immoral, indecent, overly affectionate or sexual behavior in a school setting)
- Integrity violations (cheating, plagiarism, lying, etc)
- Disruption
- Making threats or false threats to cause harm or physical violence
- Hazing
- Intimidation (extorting money, personal property or personal services)
- Protests resulting in the disruption of school

- Boycotts that violate compulsory attendance laws
- Possessing disruptive or obscene literature on school grounds
- Fighting
- Theft
- Damaging property
- Possession and/or use of tobacco products
- Trespassing
- Improper school bus conduct
- Skipping school

**Level II Code of Student Conduct violations** shall result in short or long-term suspension from school, depending on whether the violation is a first-time or recurring incident. Students 14 years old or older who commit Level II violations may be expelled from school if they are determined to be a clear threat to others in the school setting.

**Level II violations include:**

- Use or possession of fireworks or ammunition on school grounds
- Assault on another student
- Attempted assault on a school employee
- Possession of a weapon other than a firearm
- Falsely setting off a fire alarm
- Failure to comply with a lawful directive
- Making threats to cause death or serious bodily injury
- Damaging property, with costs of repair or replacement exceeding \$1,000
- Engaging in sexual acts on school property or at a school event
- Sexual or other harassment (non-physical)

**Level III Code of Student Conduct violations** shall result in long-term suspension from school. Students 14 years old or older who commit Level III violations may be expelled from school if they are determined to be a clear threat to others in the school setting.

**Level III violations include:**

- Arson of school property
- Use of a weapon
- Sexual or other harassment (physical)
- Drug and/or alcohol violations (possessing, using, distributing, possessing with the intent to distribute or sell, or being under the influence of drugs or alcohol). First-time offenders who possess, but have not sold, distributed or intended distribution of drugs or alcohol shall be offered a 10-day suspension from school and required participation in a counseling program in lieu of long-term suspension.

**Level IV Code of Student Conduct violations** shall result in long-term suspension from school, or a suspension for 365 calendar-days from school, or assignment to an appropriate alternative educational program, depending on the offense. The Board of Education may, on the superintendent's recommendation, modify suspension requirements on a case-by-case basis for students with disabilities. Students 14 years old or older who commit Level IV violations may be expelled from school if they are determined to be a clear threat to others in the school setting.

**Level IV violations include:**

- Possession or use of a firearm on school property or at a school-sponsored event
- Making a bomb threat
- Possession or use of explosives on school property or at a school-sponsored event
- Making a terrorist threat
- Assault on a school employee
- Assault on another student causing serious injury

If a student is expelled or is suspended from school for more than 10 school days, the superintendent or superintendent's designee will notify the student's parent or guardian of the student's right to Due Process and the Grievance Procedure.

### **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.

**Short-Term Suspension:** After investigation, the principal may decide a short-term suspension is warranted. (Students may be summarily suspended for no more than three school days before an investigation is complete, if the principal decides that immediate removal of the student is necessary to restore the order or to protect the school property or persons on school grounds.)

The principal shall send written notice of the suspension and the facts surrounding it to the student's parent or guardian, and make every effort to hold a conference with the parent or guardian before the student's return to school. **Short-term suspensions may be appealed to the school's Grievance Committee. Grievance forms can be obtained from any guidance counselor, and then turned in to the main office and a hearing will be scheduled.** Short-term suspensions may not be appealed to the Board of Education.

**Long-Term Suspension:** If the principal decides 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 recommendation shall be sent to the student's parent or guardian via registered mail. The superintendent shall approve or disapprove the long-term suspension within five school days, unless the student or parent/guardian requests a formal hearing.

**Formal Hearing:** A student or parent/guardian must request a formal hearing within five school days following notice of the long-term suspension. A hearing panel consisting of three members of the Central Office professional staff will convene and conduct the formal hearing, led by a hearing officer, within five school days of receiving the request for a formal hearing. The hearing will be conducted privately and may be attended by the principal, the student, and the student's parent/guardian, the student's legal representative and other appropriate persons. The panel will hear from the student and the principal regarding the alleged violation, as well as witnesses. Both school officials and the student/parent/guardian may question witnesses from the other side. The hearing officer may limit questioning that is deemed to be repetitive, immaterial or irrelevant. The hearing shall be recorded. After the hearing, the hearing panel shall make a decision on the matter, and notify the parent/guardian and principal of the decision within five school days.

**Appeal to the Board of Education:** A parent/guardian or student may appeal the hearing panel's decision to the Board of Education within five school days of receiving the panel's decision. The hearing will be conducted in closed session. The Board of Education will notify the student's parent/guardian of its decision within five school days of the board hearing.

#### **REWARD POLICY**

John A. Holmes High School has implemented a student reward system. Any student who has substantiated information that another student has in his/her possession drugs or weapons on campus and notifies the office or School Resource Officer will receive a monetary reward of \$50.00.

**All informants will remain anonymous and all information will be held in the strictest confidence.**

#### **AFTER SCHOOL DETENTION**

Detention can be held on Tuesday, Wednesday, and Thursday from 3:05 p.m. to 4:00 p.m. Assignments to detention are made for the following infractions:

- a) Second tardy to class - 1 day;
- b) Third tardy to class - 2 days;
- c) Second time unprepared for class - 1 day;
- d) Third time unprepared for class - 2 days; and
- e) Office referrals with detention hall as a consequence – 2 days. Students are only assigned detention two times a school year for office referrals.

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. If a student misbehaves in detention, a referral to the office will be made.

**Students may see Mrs. Baker 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, he/she will receive a ½ day of ISS the day after the assigned detention hall date.

#### **IN-SCHOOL SUSPENSION**

1. 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.
2. Students in In-School Suspension will not eat lunch or use the rest rooms at any time when other students are out of class.
3. 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.
4. 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.
5. The In-School Suspension coordinator will be responsible for getting all work and materials back to the regular classroom teacher.
6. Students may be assigned to In-School Suspension for portions of a day when special problems occur.

7. Students assigned to In-School Suspensions are not allowed to be on campus after 3:00 p.m. or to participate in any extracurricular activities during the time of their Suspension without prior approval of the principal.
8. **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.**

#### **ALTERNATIVE TO SUSPENSION**

Students have the option of attending the Alternative Day Program and ISS from 8:00 to 5:45 Monday through Thursday rather than being suspended out of school. This option can only be used 1 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.

#### **TOBACCO USE POLICY**

1. 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.
2. 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.
3. Consequences for student use or possession of tobacco are outlined in the Student Code of Conduct.

#### **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. Periodic general inspections of lockers may be conducted by school authorities for any reason, 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.

## **THE ROYAL FLUSH AWARD**

1. 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.

2. 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.

3. 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.

4. 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.

5. Notification: The names of Royal Flush Award winners will be posted in an appropriate place on the main hall bulletin board and announced by the homeroom teacher in homeroom.

6. 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.

## **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 world-wide 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 world-wide 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](http://www.ncdiabetes.org) and [www.nchealthyschools.org](http://www.nchealthyschools.org).

#### **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:

1. There is written approval for credit before the course is taken.
2. The Superintendent or designee will determine the amount of credit a student will receive in accordance with law and regulations.
3. 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.
4. 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
5. 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.

### **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.

### **THE 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.

### **STUDENT RESPONSIBILITY AND RIGHT TO SEE RECORDS**

It is your responsibility to keep track of units earned and plan 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.

### **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.

### **NORTH CAROLINA 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.

