

ELKIN HIGH SCHOOL

Student/Parent Handbook 2019-2020

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This handbook belongs to:

Name _____

Address _____

City _____ Zip Code _____

Phone _____ Student # _____

**2019-2020 Elkin High School Administration
336-835-3858**

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Mrs. Ashley Davis, Data Manager/Student Registrar	Ext 2225
Mrs. Kerri Mullis, Guidance	Ext. 2235
Mrs. Ginger Isenhoward, Guidance	Ext. 2230

2019-20 STUDENT COUNCIL OFFICERS

President: Caroline Owings
Vice President: Caeson Baker
Secretary: Eryn Brown
Treasurer: Alexandra Kakouras

SCHOOL SONG

Far below the Blue Ridge Mountains
There's a place we love;
And we live there always seeking
Higher aims above.
We've a school of which we're proud;
We'll always be true.
This we sing our Alma Mater
To our Gold and Blue

WELCOME BACK LETTER

August 7, 2019

Dear Parents, Guardians and Students,

Welcome back to a new school year. We hope that this will be a very positive, productive year for each of you. Your teachers and principals are committed to working with you to provide an environment that is conducive to learning and a program which challenges each student to do his/her best.

We are here to serve all students in our community. We offer a wide variety of quality programs to meet the needs of each student. We have a highly qualified faculty to serve the academic needs of our students and a support staff who is here to help provide a safe and caring environment for each individual who is part of our school community.

Our curriculum is data driven and focuses on student achievement. We have high expectations for each student. We expect students to attend school regularly, put forth an effort in each classroom, and respect the rights of each individual in our school community. Our job this year will be to continue to make Elkin High School the best high school it can be.

Students are encouraged to participate in school activities beyond the classroom with equal dedication and hard work. At Elkin High School, we encourage parents to communicate their questions and concerns about their students early and often. We look forward to another great year here at Elkin High School. As always, if you have any questions or concerns, please call us at 336-835-3858.

<i>Mr. Joel Hoyle</i>		<i>Mrs. Amanda Burton</i>
Mr. Joel Hoyle Principal		Mrs. Amanda Burton Success Coach for Secondary Schools

STUDENT/PARENT HANDBOOK

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MISSION

The Elkin City Schools, in partnership with our community, will provide exemplary educational opportunities that encourage lifelong learning and responsible citizenship.

In Elkin City Schools, we believe:

1. Each child has value.
2. Children have the right to learn in a safe and secure environment.
3. Every student can learn and be successful.
4. Quality relationships enhance teaching and learning.
5. A safe and supportive learning environment promotes student achievement.
6. Education is a lifelong process.
7. Children learn differently.
8. Children learn best when their parents and families are involved.
9. The success of our school activity is on the commitment of all staff to high quality standards, expectations, and performance.
10. Students learn best when they are actively engaged in the teaching-learning process.

EDUCATIONAL PHILOSOPHY

The administration and staff of Elkin High School seeks to provide opportunities for students to acquire knowledge, to learn skills, and to develop positive attitudes necessary for productive citizenship and satisfying, fulfilling lives in a constantly changing technological society. We strive to provide opportunities for developing decision-making skills and for promoting learning as a lifelong process.

Elkin High School's administration and staff recognize that the lifelong process of learning is not limited to the school setting. The school strives to establish communication between the school and the home and between the school and the community in order to share the responsibility for the education of students.

Educating students involves offering cultural, academic, physical, vocational, and social experiences at school. These experiences help develop personality, self-esteem, individual talent, and creativity. Participation in extracurricular opportunities helps the students develop leadership skills, attitudes of responsibility, and cooperative attitudes needed throughout life. In all these activities, honesty, tolerance, and respect for others are encouraged.

DAILY SCHEDULE

SCHEDULE FOR STUDENTS WITH 1ST LUNCH

7:38 AM	Duty Staff Arrives
7:40 AM	Students Enter School Cafeteria or Media Center
7:45 AM	Teachers Ready for the Day
7:50 AM - 8:25 AM	SMART Breakfast/Club Meetings/Detention
8:25 AM	Students Enter Bldg/Transition to First Period
8:30 AM	Tardy Bell
8:30 AM - 10:00 AM	1 st Period
10:05 AM - 11:35 AM	2 nd Period
11:35 AM - 12:00 PM	Lunch
12:05 PM - 1:35 PM	3 rd Period
1:40 PM - 3:10 PM	4 th Period
3:10 PM	Students Dismissed

SCHEDULE FOR STUDENTS WITH 2ND LUNCH

7:38 AM	Duty Staff Arrives
7:40 AM	Students Enter School Cafeteria or Media Center
7:45 AM	Teachers Ready for the Day
7:50 AM - 8:25 AM	SMART Breakfast/Club Meetings/Detention
8:25 AM	Students Enter Bldg/Transition to First Period
8:30 AM	Tardy Bell
8:30 AM - 10:00 AM	1 st Period
10:05 AM - 11:35 AM	2 nd Period
11:40 AM - 1:10 PM	3 rd Period
1:10 PM - 1:35 PM	Lunch
1:40 PM - 3:10 PM	4 th Period
3:10 PM	Students Dismissed

Alternate Schedules – School Delays

Early Release Schedule				<p>Reminder: <i>Students are expected to be here every day, ready to learn, and willing to work hard.</i></p> <p><i>First period begins at 8:30 and the school day ends at 3:10.</i></p> <p><i>On days we have a delay, there will be no SMART Breakfast period.</i></p>			
7:50	-	8:28	SMART Breakfast				
8:30	-	9:10	1 st Period				
9:15	-	9:55	2 nd Period				
10:00	-	10:40	3 rd Period				
10:45	-	12:00	4 th Period				
10:40	-	11:05	First Lunch				
11:05	-	11:30	Second Lunch				
<i>Lunch is based on 4th Period Teacher</i>							
<i>All students dismiss at 12:00 pm</i>							
<u>2-Hour Delay Schedule for Students with 1st Lunch</u>				<u>2-Hour Delay Schedule for Students with 2nd Lunch</u>			
9:55			Warning Bell	9:55			Warning Bell
10:00			Tardy Bell	10:00			Tardy Bell
10:00	-	11:10	1 st Period	10:00	-	11:10	1 st Period
11:15	-	12:20	2 nd Period	11:15	-	12:20	2 nd Period
12:20	-	12:45	Lunch	12:25	-	2:00	3 rd Period w/lunch
12:50	-	2:00	3 rd Period	12:50	-	1:15	Lunch & return to 3 rd
2:05	-	3:10	4 th Period	2:05	-	3:10	4 th Period
<i>Lunch is determined by student's 3rd Period Location</i>				<i>Lunch is determined by student's 3rd Period Location</i>			
<u>3-Hour Delay Schedule for Students with 1st Lunch</u>				<u>3-Hour Delay Schedule for Students with 2nd Lunch</u>			
10:55			Warning Bell	10:55			Warning Bell
11:00			Tardy Bell	11:00			Tardy Bell
11:00	-	11:50	1 st Period	11:00	-	11:50	1 st Period
11:55	-	12:45	2 nd Period	11:55	-	12:45	2 nd Period
12:45	-	1:10	Lunch	12:50	-	2:10	3 rd Period w/Lunch
1:15	-	2:10	3 rd Period	1:10	-	1:35	Lunch/Return to 3 rd Period
2:15	-	3:10	4 th Period	2:15	-	3:10	4 th Period
<i>Lunch is determined by student's 3rd Period Location</i>				<i>Lunch is determined by student's 3rd Period Location</i>			

Alternate Schedules – Other

Elk Time Schedule

7:50 – 8:25	SMART Breakfast
8:30 – 9:55	1 st Period
10:00 – 10:30	ELK Time
10:35 – 12:00	2 nd Period
12:05 – 1:40	3 rd Period
<i>12:45 – 1:10 First Lunch</i>	
<i>1:15 – 1:40 Second Lunch</i>	
1:45 – 3:10	4 th Period

Pep Rally Schedule

7:50 – 8:25	SMART Breakfast
8:30 – 9:50	1 st Period
9:55 – 11:15	2 nd Period
<i>11:15 – 11:40 First Lunch</i>	
11:45 – 1:15	3 rd Period
11:20 – 12:50	3 rd Period
<i>12:50 – 1:15 Second Lunch</i>	
1:20 – 2:40	4 th Period
2:40 – 3:10	Rep Rally

ACADEMICS

The administration and staff of Elkin High School intend to offer a rigorous academic program based on high standards for student performance. It is our goal that Elkin High School students score at or near the top on a variety of measures that assess skills, knowledge, and aptitudes. The academic program is the heart of any school and Elkin High School will continue to place intellectual development as its highest priority. The NC Standard Course of Study provided by the State of North Carolina will be the basis for our curricular offerings.

Additional opportunities for advanced level studies will be encouraged and provided as students request such courses of study.

Graduation Requirements	
AREA	UNITS
English (English I, II, III, IV)	4
Mathematics Math I, II, III, and a higher level Math course. <i>Note: 4th Math Course to be aligned with student's post high school plans.</i>	4
Science (Biology, one Physical Science, and one Earth/Environmental Science are required.)	3
Social Studies (Civics and Economics, US History 1, US History 2, and one World History are required.)	4
Health and Physical Education (Including Health Education)	1
Electives	12
Total Graduation Units Required	28*
<p><i>*Students must have CPR certification in order to graduate.</i></p> <p><i>*Students are also required by the Elkin City Schools Board of Education to successfully complete the Elkin High School Graduation Project as a requirement for graduation.</i></p>	

GRADUATION PROJECT

The graduation project is a culmination of a student's learning over the course of four years in school. The project consists of four components:

1. Research Paper on approved topic: 4-6 page paper completed in English III.
2. Product: a tangible representation of learned activities requiring a minimum of 15 hours work and must be approved by a school-based committee.
3. Portfolio: documentation of the entire process.
4. Presentation: a formal, professional presentation to be completed during the senior year.

This project is a comprehensive project that begins in the freshman year and culminates during the senior year.

All seniors will be required to complete a Graduation Project.

PROMOTION REQUIREMENTS

28 units are required for graduation. To be classified as a sophomore, a student must have earned 5 units including English I. To be classified as a junior, 12 units must be earned including English II. To become a senior, students must have earned 20 units including English III.

SCHEDULE CHANGES

A great deal of work has been done to ensure that students are assigned classes they wish to take. School officials worked during the summer to develop the schedule and make necessary adjustments for students. **All schedule changes must be made within the first 3 days of each semester. Changes in student schedules will be made only in rare situations that will help the student meet graduation requirements.**

SMART BREAKFAST

SMART Breakfast is a time for students to receive remediation/tutoring assistance, make up missed work and tests due to absences, participate in club meetings and enhancement activities, and use the media center and makerspace for independent study. Teachers will have a posted schedule when they will be available to assist and meet with students. Students who are on campus during the SMART Breakfast period should be in a teacher's classroom, cafeteria, media center, or Makerspace. **At any time during the semester, students with a 69 average or below may be required to attend SMART Breakfast remediation/tutoring sessions as directed by the teacher and/or principal.**

GRADING SYSTEM

A	Superior	90	-	100
B	Above Average	80	-	89
C	Average	70	-	79
D	Below Average	60	-	69
F	Unsatisfactory	59		and below

GRADING PERIOD

Courses in grades 9 – 12 will be made up of two nine-week grading periods per semester. All grades will be available to students and parents through PowerSchool.

HONOR ROLLS

Elkin High School will recognize students who earn all A's (no grade lower than 90) each nine weeks as being on the **PRINCIPAL'S LIST**.

Students who earn all A's and B's (no grade lower than 80) will be on the **HONOR ROLL**.

WEIGHTED GRADES

Honors courses are weighted .5 extra quality points. AP courses and community college courses are weighted 1.0 extra quality point.

SCHOLARSHIPS

Seniors at Elkin High School are eligible to apply for and may be nominated for a variety of scholarships. The Scholarship committee makes the selection of recipients for many of the locally sponsored scholarships. The Scholarship Committee nominates candidates for those scholarships that are awarded by committees, families, colleges and universities, and foundations. The Scholarship Committee considers all facets of applicants for the various scholarships available and applies the individual scholarship criteria to each award.

GOVERNOR'S SCHOOL

Elkin High School is allotted two academic nominations for Governor's School and four performing/visual arts nominations. Nominees in the performing/visual arts area must audition or present portfolios to be judged for acceptance.

Academically gifted students are eligible as rising seniors for the academic slots and rising juniors and seniors may be nominated for the performing and visual arts areas. All AG students are polled to determine interest in Governor's School and the Scholarship Committee makes the nominations.

CLASS RANK/MARSHALS

Students will be ranked according to a weighted grading system. The top 10% of the junior class (computed at the end of the first semester of the junior year) will determine junior marshals. The top 10% of seniors and junior marshals will be listed in alphabetical order, not by class rank.

CRITERIA FOR PARTICIPATING IN GRADUATION CEREMONY

To be eligible to participate in the graduation ceremony, seniors must meet the following criteria before the first graduation practice:

- Have completed all graduation requirements as set by the State of NC and Elkin City Schools Board of Education, including successful completion of the graduation project
- Have ordered a graduation package including cap, gown, diploma, and diploma cover
- Must follow the graduation dress code as set forth by the principal
- Must have satisfied all senior obligations including debts
- The Principal has the final authority in determining graduation participation

GRADUATION SPEAKERS

Students in the top ten percent of the senior class, as calculated by GPA at the end of the first semester senior year, will be offered a part on the graduation program. There will be a maximum of four speeches presented at graduation with first choice given to students according to their rank.

HONOR GRADUATES

Students who compile a cumulative, weighted grade point average of 3.5 or higher will be designated Honor Graduates. Computation of the GPA will be made at the end of the first semester of the senior year and will be verified just before graduation.

CREDIT FOR COURSES THROUGH DISTANCE LEARNING

In order for students to earn units of credit at Elkin High School for courses offered outside the regular school program (Career and College Promise through the North Carolina Community College System, North Carolina Virtual Public School, NCSSM), the following criteria apply and must be met:

1. The course must be approved for credit by the high school principal.
2. The course must be taught by a bona fide, certified instructor.
3. The grade will appear on the student's transcript and will be calculated in the student's GPA/Class Rank.
4. The course may not replace earned grades in courses already completed in high school.
5. Students will not be allowed to register for online courses that are offered in the regular school curriculum without approval by the principal.
6. Courses taken electronically must be completed on the EHS campus.
7. Students who drop a course after the first three days will receive an F (59) on their high school transcript.
8. 9th Graders are not eligible for distance learning courses.

CAREER AND COLLEGE PROMISE

A North Carolina high school student, with the permission of his/her principal, may take college-level courses through the North Carolina Community College System, and receive credit toward graduation both at the school and college.

A record of the completed courses will be kept on an official college transcript and released to the student's transfer college/university for credit. The grade will appear on the student's high school transcript and be calculated in the GPA/Class Rank. Students may be responsible for paying all fees encumbered with the course including but not limited to textbooks and tuition. The student must consult with his/her counselor when including dual enrollment courses in next year's class schedule. The student should consult the college catalog for course descriptions. Courses should be taken in sequence. Courses taken electronically must be completed on the EHS campus.

POLICY ON INCOMPLETES

Students who receive an "INC" (Incomplete) grade during one grading period must make up the work necessary to get the grade for the class within **ten** days. Failure to do so will result in the assignment of an "F" for a grade. The principal may waive this requirement in extreme cases.

CLASS TRIPS DURING THE SCHOOL DAY

Students may occasionally be off campus in connection with their classes. Some examples might be students going to the public library; art students going to the park for drawing instruction; annual staff selling ads for the yearbook and other class related activities. Field trips within the school

district such as those described will be permitted by the school administration. Parents who wish to withhold permission for such activities must do so in writing.

FIELD TRIPS

Students with excessive absences or students not making adequate academic progress may be denied permission to participate in field trips. Students must complete required paperwork including parent permission and teacher approval prior to the field trip date.

MASS TESTING

Elkin High School's testing program evaluates student performance and educational progress. All courses at Elkin High School require an end of course exam. The North Carolina Testing Program mandates test schedules and types. These tests include secure tests such as End-of-Course tests (EOC), NC Final Exams (NCFE), and Career and Technical Exams (CTE). State tests will continue to be required as a part of the State's accountability program during the 2017-2018 school year. Specific grade requirements and schedules will be announced when finalized.

Students will participate in the testing program as follows:

9th – 12th Grades:

- End-of-Course Exams (EOCs) in English II, Math I, Biology, Math 3
- North Carolina Final Exams (NCFEs) in Core Content Areas
- Career & Technical Exams (CTEs)
- WorkKeys (as required for CTE completers)
- Teacher made exams in all other courses
- All 10th graders will take the pre-ACT
- All 11th graders will take the ACT
- English Language Learners take the ACCESS

EXAM WEIGHTS

Elkin High School requires that all teachers administer comprehensive exams at the end of the semester in every course taught at the school. Exams count at least 20% of the semester grade.

AP EXAMS

All students who take AP courses are required to take the AP Exams administered in May of each school year. *Note: Any student not scoring a level 3 or higher may be denied approval to take other AP courses.* 9th Grade students are not eligible to enroll in AP Courses.

EXAM EXEMPTIONS

Student may be exempted from certain exams based on grades and attendance. Students with three or fewer **excused** absences per semester (no unexcused) and a C average or higher may elect to be exempt from the final exam. Students who have OSS or ISS during the semester are not eligible for exam exemptions. Only teacher-made exams are eligible for this exemption. Courses requiring a state exam (CTE, NCFE, and EOC) are not eligible for exam exemption.

ELKIN HIGH SCHOOL HONOR CODE POLICY

Elkin High School students are to adhere to the Elkin High School Honor Code of Conduct.

Purpose: To ensure that Elkin High School embodies high expectations for academic integrity and maintains an academic environment for all students that is free from any form of academic dishonesty. This regulation is intended to promote noble character and admirable academic integrity.

In order to promote academic integrity:

STUDENTS:

- Will tell the truth when dealing with faculty, administrators, staff and student hearing boards where they exist.
- Will not represent as theirs any work which they have not done alone. This is plagiarism and includes any misuse of computers and other technology.
- Will not cheat.

TYPES OF CHEATING:

TESTS:

- Divulging responses to others or allowing others to view responses during any type of examination.
- Looking at others' responses in an attempt to gain an unfair advantage.
- Bringing, or attempting to bring, unauthorized materials to a test which include, but are not limited to:
 - Written answers on any medium.
 - Unauthorized programs on calculators.
 - Other unauthorized resources or devices.
 - Receiving, stealing, or looking at a test beforehand.

RESEARCH PAPERS/LONG TERM ASSIGNMENTS:

- Using others' words, works or ideas without proper attribution.

HOMEWORK/CLASSWORK ASSIGNMENTS:

- Working in collaboration on work that was to be completed individually.
- Portraying work as his/her own that was completed by another.

HONOR CODE: *On my honor, I have neither given nor received unauthorized assistance on this assignment.*

TEACHERS:

- Will include in each course syllabus a clear statement that students will be held to the honor code.
- Will clarify the work parameters for each assignment, including whether collaboration is expected or allowed.
- Will monitor test administrations and other class work in ways that discourage cheating.
- Will review the honor code and provide a structured opportunity for students to ask questions concerning the intent, content, and potential interpretation of the code.
- Will enforce the academic integrity regulation in their classrooms.

SCHOOLS:

- Will provide professional development for teachers on the significance of academic integrity and how to structure assignments and teach about plagiarism in ways that support academic integrity.
- Will support academic integrity through their mission, vision and procedures and will enforce the Academic Integrity Policy.

CONSEQUENCES

Students who violate the Academic Integrity Policy will receive academic and disciplinary consequences that may **include, but are not limited to:**

- Zero on assignment
- Parent notification
- Detention
- Suspension
- Reduced points on an assignment
- Removal from co-curricular or extracurricular activities, honor societies, or student offices

ATTENDANCE

Public Law 115-C-378 requires every parent, guardian or other person in the State having charge or control of a child between the ages of 7 and 16 to make certain that the child attends school

continuously as long as school is in session. It is illegal for any person to encourage, entice or counsel any child to be absent from school unlawfully. Parents and guardians are required to notify the school of the reason for the absence of the children under their control. The principal or superintendent has the right to excuse a child from temporary absence at school for sickness or other unavoidable causes that do not conflict with State law.

NOTIFICATION OF ATTENDANCE

The principal or his designee shall notify the parent, guardian, or custodian of his child's excessive absences after the child has accumulated 3 unexcused absences in a school year. After not more than 6 unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. Once the parents are notified, the school attendance counselor shall work with the child and his/her family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem. The attendance counselor may request that a law-enforcement officer accompany him/her if he/she believes that a home visit is necessary.

After 10 unexcused absences in a school year, the principal shall review any report or investigation prepared under GS 115C-381 and shall confer with the student and his parent, guardian, or custodian if possible to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that parent, guardian, or custodian has, he may file a complaint with the juvenile intake counselor under GS 7A-561 that the child is habitually absent from school without a valid excuse. Evidence that shows that the parent, guardian, or custodian were notified and that the child has accumulated 10 absences which cannot be justified under the established attendance policies of the local board shall establish a prima facie case that the child's parent, guardian or custodian is responsible for the absences.

ATTENDANCE TO BE COUNTED PRESENT/LENGTH OF SCHOOL DAY

Students must be in attendance for at least half of the instructional day to be considered 'present' for that day.

The Data Manager uses the sign-in and sign-out records to determine whether a student is counted present or absent that day. It is required that students sign in and/or out correctly in the front office.

Individual classroom teachers keep attendance for the students assigned to them. The Elkin City Schools Board of Education policy governs how class attendance affects passing and failing courses.

ATTENDANCE REQUIREMENTS FOR COURSE CREDIT Elkin City Schools Board Policy 4400

"The Elkin City Schools Board of Education believes classroom attendance is vital to student academic success. Absences beyond three per nine-week grading period in any class may result in a failing grade for the quarter. If a student is absent from school for six or more days in a

semester, the principal or a committee established by the principal shall consider whether the student has completed all assignments to receive credit for the course(s). Students may appeal the “non-credit decision” by the principal or his designee based upon appropriate reasons for absences, consistent participation in Smart breakfast and/or after-school tutorial sessions, and completion of all make-up assignments.”

“Students are expected to make up all missed assignments as a result of absences and will be responsible for arranging a make-up schedule with his or her teachers. Students may be asked to attend Smart breakfast and/or after-school tutorial sessions.”

A student is not considered absent from class for the purposes of this policy if he/she is away from school participating in an approved school activity.

WAIVER REQUESTS FOR ATTENDANCE POLICY & COURSE GRADE

A student, who has exceeded three absences in a nine-week period and has extenuating circumstances may apply for a waiver of the assigned failing grade (59) for the quarter. All documentation including doctor’s notes must be turned in no later than 3 days following the absence. Excessive absences, regardless of reasons, may result in a failing grade (59) unless all requirements of the teacher are met.

LAWFUL ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the school on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician or at the Principal's discretion. An absence may be excused for any of the following reasons:

1. Illness or Injury
2. Quarantine
3. Death in the Immediate Family
4. Medical or Dental Appointments
5. Court or Administrative Proceedings
6. Religious Observance
7. Educational Opportunity – *Only with prior principal approval*
8. Local School Board Policy
9. Absence related to deployment activities
10. Child Care

NOTE: FAMILY VACATIONS, ABSENCES FOR WORK, WEDDINGS, FAMILY REUNIONS, AND THE LIKE ARE NOT EXCUSABLE ABSENCES. ALTHOUGH PARENTS MAY CHOOSE TO KEEP STUDENTS OUT OF SCHOOL FOR THESE AND OTHER SIMILAR REASONS, THEY ARE NOT EXCUSABLE UNDER STATE LAW.

Teachers will keep records of excused and unexcused absences for each of their classes.

WRITTEN NOTES FOR ABSENCES EXCUSED AND UNEXCUSED

Students are required to bring written notes from parents/guardians stating the reason for an absence upon their return to school. When students have made visits to physicians and other medical professionals, it is advisable to bring a note from the doctor stating the reason for the student's absence from school. Students must present these notes to the office in order to receive an admit slip to class following an absence.

Students must present their admit slips to teachers when they go to class. Students who fail to bring notes following an absence must obtain an admit slip from the office in order to reenter class. The admit slip will be unexcused unless the student brings a valid excuse from home or medical provider within three days. Changes will not be made after three days.

EDUCATIONAL LEAVE

Students applying to have educational absences must have all appropriate paperwork completed and turned in to administration 5 days prior to the date of the absence. Submission of paperwork does not ensure that absences will be counted as educational leave. Absences approved as educational leave will be recorded as excused absences. Absences not approved as educational leave will count as unexcused absences.

COLLEGE DAY FOR JUNIORS AND SENIORS

Juniors and seniors are allowed one day during the year to visit a college or technical school of their choice. **No college day visitations will be permitted during the month of May.** Visits to SCC or WCC should be made without missing classes at school. Students may receive one excused absence from school for visits to a local community college if it becomes necessary to miss school.

Forms must be picked up from the guidance office, filled out, signed, and returned to a counselor at least one week in advance of the day of the visit. Verification of the visit must be presented to the office upon return. The office will issue a note to be shown to teachers. This day is not counted as an absence from school. Failure to comply with the above procedures, however, will result in an unexcused absence.

TARDIES

Students who are not in class when the bell rings are tardy. Individual teachers will keep attendance and tardy records for each of their classes. Three unexcused tardies to a particular class within the nine-week grading period will count as one unexcused absence. Students who leave class early should be counted tardy. Excessive tardies may result in after school detention

and possible out of school suspension. Student drivers with excessive tardies to school may have their parking privileges revoked.

LATE ARRIVALS

Students who arrive to school late must sign in on the computer on the office counter. The office staff will issue excused or unexcused admit slips depending on the circumstances. Students will not be admitted to class without an admit slip. Students who miss more than 45 minutes of a class are counted absent for the class.

LEAVING EARLY

Students who have legitimate reasons for checking out of school must bring a written note from parents/guardians stating the reason for the dismissal. The note must contain a phone number at which the parent/guardian can be reached to verify the legitimacy of the early dismissal. These notes are provided to the office before school each morning. Office personnel will approve the note by initialing it. Students show the initialed note to the teacher of the class they will be leaving and the teacher will dismiss the student from class at the appropriate time. If students become ill during the day, parents/guardians will be called and the student may be dismissed with their permission. **ALL STUDENTS MUST SIGN OUT ON THE COMPUTER IN THE OFFICE WHEN THEY LEAVE SCHOOL EARLY.** Students who miss more than 45 minutes of a class are counted absent for the period; students who miss less than 45 minutes of class receive a tardy for the period.

MAKE UP POLICY

Students are expected to make up any and all work, assignments, and assessments missed while absent. Teachers have the authority to change or modify any make-up assignments and assessments. Teachers may also require additional assignments as needed and may require students to attend before, during, or after-school tutorial or work sessions. For excused absences, students are allowed at least the number of days absent to make up missed work beginning with the second day back to school.

GENERAL INFORMATION

DRIVER'S LICENSE LEGISLATION

The North Carolina General Assembly has enacted legislation that requires high school age citizens to be enrolled in school and to be making satisfactory progress towards graduation in order to maintain a driver's license. Specific elements of the legislation and accompanying guidelines are available in the Principal's office. All North Carolina students under age 18 who are eligible for a driving permit or license must remain in school and pass 3 of 4 courses each semester in order to earn or retain a North Carolina driver's license. A student's permit or

license will be suspended for one year when a student is given an expulsion/suspension for more than 10 consecutive days for one of the following:

- a. Possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
- b. Possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391 (d1) or that could have resulted in disciplinary action if the conduct had occurred in a public school.
- c. The physical assault on a teacher or other school personnel on school property.

VOTER REGISTRATION

The North Carolina General Assembly recently enacted S.L. 2009-541 which allows for the pre-registration of citizens between the ages of 16 and 17 years of age. Effective, January 1, 2010, “a person who is at least 16 years of age but will not be 18 years of age by the date of the next election and who is otherwise qualified to register may preregister to vote and shall be automatically registered upon reaching the age of eligibility,” G.S. 163-82.1 (effective Jan. 1 2010). Pursuant to the new legislation, G.S. 163-82.23 now states that “[e]very public high school shall make available to its students and others who are eligible to register and pre-register to vote [voter registration] application forms . . . and shall keep a sufficient supply of the forms so that they are always available.”

CAFETERIA NOTES

All food and drinks must be consumed in the cafeteria and courtyard. Delivery and/or consumption of outside food is not permitted in the cafeteria. Also, parents are asked to refrain from bringing party foods and snacks to students during the day.

For safety and accountability reasons, students are not allowed to leave campus for lunch. Any student who leaves campus during lunch following proper sign out procedures will receive ISS or OSS.

Students may not leave the designated lunch areas until lunch period ends unless he/she has permission from the faculty member on duty. Students must also discard trash in the proper containers in order to keep our campus clean and neat.

Visitors other than parents are not permitted during lunch.

CAFETERIA PRICES

The price for lunch is \$2.85; the reduced rate is \$0.40. The cost of breakfast is \$1.25; the reduced rate \$0.30. The price of a la carte items may vary.

CAFETERIA CHARGE POLICY

Students who owe \$10 will not be allowed to charge until the debt is paid in full. Families will be contacted by telephone and/or letter.

SCHOOL VISITORS

Students are not allowed to bring visitors to class or lunch. Any exceptions must be approved by the principal. All visitors must sign in on the computer at the office and wear the “Visitor” badge that will be issued.

DANCES AND OUTSIDE GUESTS FOR DANCES

Elkin High School administration must approve all outside dates for dances sponsored by our school. Outside dates are defined as anyone who is not currently attending Elkin High School. Guest must be at least 9th graders in high school and no older than 20. Guests must complete required paperwork and may be subject to background checks completed by the school resource officer. Concerns arising from background checks may result in the denial of outside dates being allowed to attend.

TECHNOLOGY

Students will have the opportunity to use school technology such as computers, laptops, and projectors during the school day. All use of school technology should comply with the Acceptable Use Agreement signed by both the parent and the child. Students found to be in violation of the Acceptable Use Agreement or found to be causing deliberate damage to school technology will face disciplinary action, will be required to pay for damages, and may forfeit their right to use these devices.

INTERNET ACCESS

Elkin City Schools has limited Internet and email access at each school. This access will enable students and staff to explore thousands of libraries, databases, and bulletin boards and exchange messages with other Internet users throughout the world.

Our goals are:

- To support the local curriculum, the North Carolina Standard Course of Study, and the Workplace Development Program of Study;
- To enhance learning opportunities by focusing on information retrieval, searching strategies, research skills, and critical thinking;
- To promote lifelong learning through the use of current technology.

Reaching our goals is dependent on the responsible behavior of our students. Students must behave considerately and maturely on school computer networks just as they do in a classroom or a school hallway. Access to network services is a privilege for those students who agree to abide by certain rules and regulations. Additionally, we require students using the Internet to have parental permission.

The information on the Internet comes from numerous sources. While Elkin City Schools cannot control the content of the information available on the Internet, our intent is to use this tool to further educational goals and objectives. We take all reasonable precautions to limit access to objectionable materials by using software programs which block such materials, providing adult supervision, and training all students in responsible use. We believe that the benefits to students in the form of information resources and opportunities for collaboration exceed the disadvantages.

Parents, both you and your child must sign an Acceptable Use Agreement before Internet access can be granted. Your child has a copy of this agreement for you to sign and return to the first period teacher. If you prefer that your child not access the Internet, please indicate in the appropriate space on the form.

CELL PHONES & OTHER ELECTRONIC DEVICES

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. Elkin High School encourages our staff members and students to use electronic and other 21st century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, the following policies are to be followed concerning cell phones and devices:

- Cell phones/electronic devices should be turned off and put away upon entering classrooms. Devices should only be turned on or visible with the teacher's permission.
- Cell phones/electronic devices may only be used for educational purposes in the classroom setting. Students may use their devices before the school day, during class changes, break, lunch, and after school for personal reasons.
- Classroom teachers determine when students may or may not use cell phones during class.
- Headphones or earbuds must be used when listening to music during the school day (including breaks and lunch).
- Any cell phone/electronic device that rings, vibrates, or disrupts class or the school environment or is used without the teacher's permission shall be confiscated by the teacher and turned in to the office. Refusal to surrender a device when instructed to do so by a staff member is considered insubordination and will result in disciplinary actions.
- Confiscated devices turned into the office will only be returned to a parent or guardian.
- Cell Phones/electronic devices are brought to school with the understanding of the owner of the device that Elkin High School is not responsible for lost, stolen, or misplaced devices.

Consequences for the unauthorized use or display of a cell phone or other electronic device:

1st Offense - Student Warning: Device taken from student; Parent must pick-up

2nd Offense - Taken from student; Parent must pick-up; student assigned 2 days of Detention

3rd Offense - Taken from student; Parent must pick-up; student assigned 4 days of Detention

4th Offense - Taken from student; Parent must pick-up; student assigned ISS (1 to 5 days)

5th Offense -Taken from student; Parent must pick-up; student assigned OSS (1 to 5 days)

TELEPHONE USAGE

Students who are sick and need to call parents to pick him/her up or to leave may use the office phone at any time with appropriate permission. A student will not be denied the use of a school phone when students need to speak to their parent or guardian.

ELEVATOR USAGE

Elevators are for visitors, faculty and staff only. Special usage may be approved for students with special needs. Students must have a pass issued through the office to use the elevator.

FLOWERS

Delivery of flowers to students during the school day is strongly discouraged. All flowers delivered to school will remain in the office until the end of the school day. No deliveries will be accepted for students on Valentine's Day. No flowers or balloons may be transported on buses.

LOCKERS

Lockers and locks are school property and are subject to inspection at any time by school officials. The schools keyed combination padlocks must remain on the lockers at all times. Students who wish to use a locker during the school year must pay a \$5 rental fee to be assigned a locker. Students must return the lock before they leave for the summer. Students will be charged an additional \$5 for lost or damaged locks.

Special Note: Lockers are available in the gym free of charge for students enrolled in PE classes. Students must use locks provided by the teacher. Students should never leave their possessions unattended or unsecured. This includes: money, wallets, phones, i-pods, cameras, books, clothing, or any other possession that might be of value.

MEDIA CENTER/MAKERSPACE

The Media Center Makerspace exists to help students and faculty conduct research and to encourage an interest in reading. Books are checked out for a two week period. Students will be charged for lost or

damaged books at the present market values. The Media Center is open Monday through Friday from 7:45 a.m. until 3:30 p.m. Students are encouraged to visit the media center and makerspace area during SMART Breakfast period and lunch unless these areas are reserved for staff or class usage. Students will always be welcomed and orientation classes are available by appointment.

GRIEVANCE PROCEDURE

Should students or parents have a complaint against a school staff person, the following order should be followed in seeking resolution to the problem:

1. Directly confer with the person with whom you have a complaint.
- *If you have an unsatisfactory result:*
 2. Give a written description of the complaint to the school principal.
- *If you have an unsatisfactory result:*
 3. Submit a copy of the written appeal to the Superintendent.
- *If you have an unsatisfactory result:*
 4. Provide written notice of the complaint to the Board of Education.

GUIDANCE SERVICES

The school counselors offer assistance in:

- a. referral for special services from community agencies and school personnel
- b. dealing with personal problems
- c. registration, administration and interpretation of standardized tests
- d. applications to colleges and other post-high school institutions
- e. information concerning financial aid and scholarships
- f. occupational information
- g. course registration

Any student who needs to talk with the counselor should stop by the guidance office before school, between classes, during lunch, or afterschool to set up an appointment. Students should not leave class to see the counselor without an appointment except during emergencies.

DIRECTORY INFORMATION

In accordance with the Family Educational Rights and Privacy Act of 1974, Elkin High School may make public the following “directory information” relating to students:

The student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency institution attended by the student.

A parent may request that any or all of this information not be released by informing the school office in writing.

ID BADGES

As part of our school district's continuing efforts to provide a safe learning environment, all high school students and staff are required to carry or wear a school issued ID badge. ID badges must be carried or worn at all times while on campus. ID badges will be used to make purchases in the cafeteria and check out books in the media center.

Students are responsible for their ID badges. Lost ID badges should be reported to the main office immediately. Students will be required to fill out an application for a replacement ID badge and pay a \$5.00 fee.

PARENTS' RIGHTS REGARDING STUDENT RECORDS

Parents have the right to see, challenge, and/or receive a copy of their child's educational records. They should contact the principal to exercise their rights. Guidelines for inspecting student records are:

- a. The school will allow parents to see their child's records within 45 days of the request.
- b. Parents may have copies of the records for the cost of copying.
- c. Parents may request an explanation of the records by school officials.
- d. Parents may challenge any records they think are inaccurate.
- e. Parents may request a hearing if the school does not agree that a record should be changed.
- f. Parents must give their permission for others to have access to their child's records. The following people do not need permission to examine a student's records: employees of the school named on the school staff roster; students themselves after they have reached the age of 18; officials of a school to which a student has transferred or is going to transfer; and certain state and federal officials.

OPPORTUNITIES TO WITHHOLD CONSENT

As part of the annual notification of information, parents are informed of their right to withhold consent for the following:

- Student's participation in curriculum related to (1) abstinence until marriage, (2) comprehensive sex education, (3) prevention of sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS), and (4) the avoidance of out-of-wedlock pregnancy. A copy of the materials that will be used in these curricula will be available in each school during the school year. To meet any review periods required by law, materials also may be made available for review in the Elkin City Schools Administrative Center.
- A student's use of guidance programs for individual counseling, small group counseling related to addressing specific problems, or referral to community resources on issues of a private nature, including information about where to obtain contraceptives or abortion referral services. Neither parental notification nor permission is required for large group sessions, initial consultations intended to identify the student's needs, or counseling where child abuse or neglect is suspected.
- The release of student directory information about their children for school purposes or to outside organizations.
- Trips inside the school district.

Any parent or legal guardian wishing to withhold consent must do so in writing after receiving notice. **Otherwise, consent to the programs or an activity is presumed.** After the annual notification, the

school is not required to provide further notice to the parent as to the manner in which student directory information is used, the curriculum is provided, or the guidance programs are made available.

OUT OF DISTRICT STUDENTS

According to Board Policies 4115 and 4130, students living outside of the Elkin City Schools District may apply to attend Elkin High School. The principal will determine if the student will be accepted for admittance to Elkin High School based on a review the student's records (academics, attendance, and discipline). Students admitted to Elkin High Schools must maintain acceptable records for academics, attendance, and discipline or the admission to Elkin High School may be revoked.

TUITION

The tuition fees are as follows for out-of-district students attending Elkin City Schools:

- \$300 per year for any student whose residence is outside both Surry County and Elkin City Schools administrative unit;
- \$200 per year for a student who is a resident of Surry County but whose residence is outside the Elkin City Schools administrative unit.

CODE OF STUDENT CONDUCT

ARRIVAL ON CAMPUS

No student is to be on campus prior to 7:40 AM unless under the direct supervision of a staff member. When arriving on campus, students should report directly to the cafeteria or media center. No student is to enter any other area of the school until the 8:25 bell unless he/she is participating in tutoring, a club meeting, or other approved activity. Parents bringing students to school should drop them off in the designated drop-off area (car-line area). The parking lot across from Dixon Auditorium and the School Crosswalk on Elk Spur Street are NOT to be used for loading and unloading students before or after school.

STUDENT PARKING LOT

Students are not allowed in the student parking lot during the day without permission from the office. Students who are in the parking lot without permission will be subject to disciplinary consequences. Students should leave their vehicles immediately upon arrival at school.

AFTER HOURS

Students must leave campus when school is dismissed unless they remain for supervised activities. Students remaining after school must be under the direct supervision of a staff member.

BUS TRANSPORTATION

School bus transportation is a privilege extended to students by the state. Since it is a privilege and not a right, it can be withheld from any student who displays improper behavior while riding the bus. Passengers must obey the driver, so he can devote his attention to driving the bus safely.

The following rules have been adopted:

1. Obey the bus driver.
2. Sit in your seat (facing forward) until the bus comes to a complete stop.
3. Keep the bus aisle clear.
4. Keep all body parts inside the bus as well as all items.
5. Speak in a quiet manner.
6. No food nor drink is allowed on a bus.
7. Do not distract the driver's attention in any way.
8. All behavior expectations associated with school also apply to the bus and bus stops.

Any student who violates any of these rules or acts in a manner not appropriate for the safe operation of the bus will receive the following punishment:

1st Offense: Principal/assistant principal(s) will counsel the students and consult with parents/guardians as necessary. The student will be disciplined as deemed appropriate by the principal/assistant principal(s).

2nd Offense: Student may be suspended from riding up to three days. Transportation privileges shall not be restored until the parents/guardians and principal have met to discuss modification of the student's behavior.

3rd Offense: Parents/guardians will be notified of the recurrence of behavior problems, and student will be suspended from riding the bus for not less than three days, but not more than ten days.

4th Offense: Student will be denied the privilege of riding the bus for an extended length of time, not to exceed the remainder of the school year.

Depending on the action of the student, a suspension from the bus and/or school may be deemed appropriate by the principal or assistant principal.

AUTOMOBILE POLICY

A limited number of parking spaces are available. Students must be in good financial standing with EHS before applying for a parking permit. To park on campus, a student must submit an EHS Parking Registration form and a Drug Free Elkin form, secure a parking permit, and display the permit on the vehicle being parked on campus. The cost of a parking permit is \$20.00. Students are to park in the large parking lot next to the middle school building. Cars must be parked in the marked spaces. Any accident on school property must be reported to the office immediately. A speed limit of 5 mph applies on all school grounds. The first offense of speeding on school grounds, driving recklessly, littering in the parking lot, loitering in the parking lot, or being in the parking lot during the school day without permission may result in temporary loss of parking privileges or other disciplinary consequences. A second offense may result in the loss of parking privileges for the remainder of the semester. Vehicles are

to be parked immediately upon entering the parking lot and students are to enter the building upon arrival. Flags, signs, stickers, etc., which could be deemed substantially disruptive to the school environment will not be allowed. Excessive unexcused tardies to school may result in loss or suspension of parking privileges.

DISCIPLINE

(Refer to ECS Board Policy 4300)

Rules and regulations governing student behavior at Elkin High School can be summed up by saying that doing the right thing and behaving in a civil way will keep you on the right track. Disturbing the peaceful and orderly operation of Elkin High School is an offense that will be met with swift penalties. On the occasion that students behave in unacceptable ways, our rules provide chances for students to be counseled and taught regarding their behavior. Consequences for serious infractions of rules will come swiftly and will be consistent from student to student.

A progressive discipline program provides that classroom discipline problems be addressed by teachers using every method of correction at their disposal before referring students to the office. Generally, teachers will counsel students about their unacceptable behavior, notify parents of the problem, assign students to short afternoon detentions with the teacher, have conferences with parents, make referrals to the guidance counselors and other support personnel and work to make a plan with the student which will correct the behavior.

Once a student is referred to the office, he/she will face more serious consequences including, but not limited to, in-school suspension (ISS) and out-of school suspension (OSS). The administration of the school may also use assignment to “time out” on a period-by-period basis in order to relieve teachers and students from a temporarily intolerable situation.

TOBACCO/ELECTRONIC CIGARETTES/VAPES

(Refer to ECS Board Policy 4320)

Tobacco products, including electronic cigarettes or vapes, are not permitted on campus at any time, including buses, or at any school related event. Possession and/or use of any kind of tobacco products or vape will result in ISS or OSS.

DISPLAYS OF AFFECTION

Public displays of affection, other than simple hand-holding, are not appropriate for school or school-sponsored events. Failure to comply will result in disciplinary consequences as prescribed.

ELKIN MIDDLE/HIGH SCHOOL

STUDENT DRESS CODE

(Refer to ECS Board Policy 4316)

It is our belief that student dress affects the quality of the school, student conduct, and student performance. All students are expected to take pride in their personal appearance and to demonstrate modesty in their attire. Following are the requirements of the dress code at Elkin High School:

Clothes must be worn in a way such that the chest, torso, and buttocks are covered with opaque material at all times.

Dress code continues on next page

Students must wear:

- **Shirt:** Shirts must completely cover the torso, and sleeveless shirts must have shoulder straps that are at least 2 inches wide.
 - ❑ Cold shoulder shirts must have 2” shoulder straps.
 - ❑ Off the shoulder shirts cannot be worn off the shoulder.
- **Bottom:** Pants, sweatpants, shorts, skirts, dresses, leggings
- **Shoes**

Students cannot wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or use of same.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment.
- Provocative or obscene attire.
- Hats, caps, hoodies, and sunglasses in the building unless approved by the administration.
- Bandanas or any clothing/accessory perceived as gang-related.

Students who fail to meet dress code the first time will have their parents contacted and the situation corrected before returning to class. Subsequent dress code violations will also result in detention, ISS, or OSS based on the circumstances and number of occurrences.

DISCIPLINE PROCEDURE GENERAL OUTLINE

Teachers work with students to make a plan – Teachers, Students, Parents, and Counselors.

Timeout – May be assigned by the administration on a period-by-period basis to relieve temporarily disruptive situations.

Detention – Assigned by teacher or the administration to deal with rules infractions in the classrooms. Students may be required to attend SMART Breakfast for tardies and minor class disruptions or infractions.

In-School Suspension or Out-of-School Suspension – Assigned by the administration for moderate or serious rule violations.

IN-SCHOOL SUSPENSION

In-school suspension (ISS) may be assigned by the administrators for repeated behaviors or more serious behaviors as appropriate. During ISS, students remain in an area near the office where they can complete their assignments. They may not possess a cell phone or other electronic device during ISS. A laptop will be provided as needed for school assignments.

Students assigned to ISS are not allowed to attend any school functions/activities as a participant or spectator before, during, or after school.

OUT OF SCHOOL SUSPENSION (OSS)

OUT OF SCHOOL SUSPENSION will result from serious behavior problems. Fighting, issuing threats, drug use and/or possession, theft, vandalism involving substantial amount of damage, possession of any kind of weapon or explosive device and other serious rules violations will result in immediate suspension.

A student who is suspended out of school is responsible for all class work he/she misses during the suspension. Tests and/or exams may be made up within a reasonable period after the suspension; however, it is the responsibility of the student to see that these tests are made up promptly.

No privileges will be allowed to students during out of school suspension. Students may not attend school activities, athletic contests and/or practices during a suspension. This includes all activities, athletic contests and practices both as a participant and/or as a spectator.

Rules that govern behavior at school are also in effect on field trips and at athletic and other extracurricular events.

DRUG FREE ELKIN PROGRAM

(Refer to ECS Board Policy 4326)

Elkin City Schools is taking a stand against alcohol and drug abuse and has instituted a program that involves random, private and confidential drug testing (urinalysis) by a certified laboratory. All students who participate must sign a pledge card which will include parental consent.

Mandatory Participation is required if you choose to participate *in extracurricular activities, including sports, clubs, or driving a car on campus.*

Voluntary participation provides an opportunity to show your commitment to being drug and alcohol free.

OFFENSE	1ST	2ND	3RD	4TH	5TH
Tobacco	Detention or ISS	ISS	OSS	OSS	OSS
Fighting	OSS Up to 10 Days	OSS Up to End of Semester	OSS Up to End of School Yr	OSS Up to 365 Days	
Possession or use of alcohol or drugs	OSS Up to 10 days	OSS Up to 365 Days	OSS Up to 365 Days		
Weapons/ Explosive Devices	OSS Up to 365 Days	OSS Up to 365 Days			
Skipping Class	Detention	Detention or ISS	ISS	OSS	OSS
Leaving Class without Permission	Detention or ISS	Detention or ISS	ISS	OSS	OSS
Insubordination	Teacher Discretion	Administrative Discretion	OSS	OSS	OSS Up to End of Semester
Foul Language/ Obscene Gestures	Teacher Discretion	Administrative Discretion	OSS	OSS	
Theft	Administrative Discretion	Administrative Discretion	OSS	OSS End of Year	
Class Rule Violation	Teacher Discretion	Detention	Detention or ISS	ISS or OSS	OSS
Dress Code Violation	<i>Warning:</i> Student must comply with dress code to return to class	Detention	ISS	OSS	Administrative Discretion
Disrespect to Staff Member	Administrative Discretion	ISS or OSS	OSS	OSS	OSS Up to End of Semester
Vandalism	Administrative Discretion	OSS	OSS		
Failure to attend Assigned Detention	Additional Assigned Detention	ISS	OSS	OSS	
Leaving Campus without Permission	ISS or OSS	ISS or OSS	OSS	OSS	OSS
Use/Display Cell Phones/Electronic Devices	<i>Warning:</i> Phone taken and picked up by parent	Detention	Detention or ISS	ISS	OSS
Being in Non-Designated Area Without Permission	Detention	Detention or ISS	ISS or OSS	OSS	OSS
Public Display of Affection	Warning	Detention	Detention or ISS	ISS	OSS
Honor Code Violations	Teacher Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Harassment/ Intimidation/ Bullying	Administrative Discretion	Administrative Discretion	OSS	OSS	OSS Up to 365 Days
Unexcused Tardies	(3 Unexcused) Teacher/Parent Contact and Teacher	Discipline Referral to office: (6 Unexcused) Administrative Discretion	Discipline Referral to office: (9 Unexcused) Administrative Discretion	Discipline Referral to office: (12 Unexcused) Administrative Discretion	Discipline Referral to office: (15 Unexcused) Administrative Discretion

	Assigned After School Detention				
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DISCIPLINE CONSEQUENCES

Elkin High School Administrators Reserve the Right to Make Changes and Adjustments to Consequences as Needed

Prohibited Use of Legal and Illegal Substances

(Refer to Elkin City Schools Board Policies 4325 and 4326 for complete details)

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. Students are prohibited from possessing, using, transmitting, distributing, selling or being under the influence of any prohibited substance while attending school, on school property, taking part in any school or school related events, or attending any school or school related events. Prohibited substances include but are not limited to any of the following:

Any alcoholic beverages of any type which include “non-alcoholic” beer and malt beverages that contain less than .5 of one percent of alcohol.

Any drugs listed in the NC Controlled Substances Act including all forms or amounts of marijuana.

Any prescription drug or medication which has not been lawfully prescribed for the student possessing or using the medication.

Any counterfeit controlled substance.

Any chemical compound which will induce a condition of intoxication when inhaled for that purpose.

Any Drug Paraphernalia including but not limited to rolling papers, metal, wooden, glass and ceramic pipes commonly used for inhaling controlled substances.

The first violation of this policy involving possession or being under the influence of a prohibited substance will result in a suspension of up to ten days with a possible recommendation for long term suspension. The second violation during a student’s public school career will result in a ten-day suspension with a recommendation for expulsion.

The first violation of this policy involving distribution or transmission of a prohibited substance will result in a ten-day suspension with a recommendation for long term suspension.

In addition to the above disciplinary actions, any student suspended from school for a violation of this policy shall not be allowed to participate in athletics or any extracurricular activity for a minimum of thirty days. Students may be suspended or expelled from a club, honor society, student council office or other extracurricular activity for a longer time at the discretion of the principal.

DRUG FREE ELKIN PROGRAM

(Refer to ECS Board Policy 4326)

Elkin City Schools is taking a stand against alcohol and drug abuse and has instituted a program that involves random, private and confidential drug testing (urinalysis) by a certified laboratory. All students who participate must sign a pledge card which will include parental consent.

Mandatory Participation is required if you choose to participate *in extracurricular activities, including sports, clubs, or driving a car on campus.*

Voluntary participation provides an opportunity to show your commitment to being drug and alcohol free.

Weapons

(Refer to Policy 4333)

Students are prohibited from possessing, handling, using or transmitting any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon on school campus at any time or while attending, or taking part in any school sponsored event. Weapons include but are not limited to the following: loaded and unloaded firearms, air rifles and BB guns, destructive devices, knives including pocket knives, razor blades, fireworks, any type of ammunition. Any student who has reason to believe another student is in possession of a weapon on school campus should report that student to a teacher, administrator or SRO.

STUDENT SEARCHES

(Refer to ECS Board Policy 4342)

School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by the board or school. A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the particular student has violated or is violating a specific law or school rule. Students' possessions include but are not limited to book bags, purses, outer clothing, vehicles and electronic devices. Students are subject to this policy at any time they are on school grounds or attending or participating in school or school related activities.

CANINE SEARCHES

In efforts to maintain a safe campus, local law enforcement may use trained dogs to conduct searches for drugs or other illegal materials. Canines may search students' possessions, including vehicles, book bags and other personal belongings. When classrooms are searched students will be asked to exit the room and leave their belongings before the dogs are allowed to search.

HARASSMENT, BULLYING, AND DISCRIMINATION

Please see Elkin City Schools Board Policy 1710/4021/7230 for complete details.

Elkin High School 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. Discrimination on the basis of race, color, national origin, sex, disability, or age is prohibited. EHS will not tolerate any form of unlawful discrimination, harassment, or bullying in any of its educational activities or programs.

A. Definitions

1. **Discrimination:** any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category such as, race, ethnicity, sex, pregnancy, religion, age, or disability. Discrimination may be intentional or unintentional.
2. **Harassment and Bullying:** is any pattern of gestures or communication (written, verbal, or electronic) or any physical act or any threatening communication that:
 - a. places a student or school employee in actual or reasonable fear of harm to his or her person or damage to his or her property; or
 - b. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.
3. **Sexual Harassment** is one form of harassment that involves issues of a sexual nature including, but not limited to deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual assault, sexual violence, or the display of sexually suggestive drawings, objects, pictures, or written materials.

B. Consequences

Any violation of this policy is serious and prompt appropriate action will be taken. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavior interventions up to, and including, expulsion.

C. Application of Policy

This policy applies to students, employees, volunteers, and visitors which includes agencies, vendors, contractors, and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place

- anywhere on school grounds at any time - before or after school hours,
- on any bus or vehicle as part of any school activity,
- at any bus stop,
- during any school sponsored activity or extracurricular activity,
- at any time or place when the individual is subject to the authority of school personnel, and
- at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

D. Reporting Incidents of Harassment, Bullying, and Discrimination

Any student who believes that he or she has been discriminated against, harassed, or bullied is strongly encouraged to file a complaint orally or in writing to the principal or assistant principal. All

reported incidents will be thoroughly investigated in a timely manner and brought to resolution as quickly as possible.

Please see Elkin City Schools Board Policy 1710/4015/7225 for complete details.

STUDENT ACTIVITIES

A wide variety of extra and co-curricular activities are available to students at Elkin High School. Following is a listing of clubs and groups that have been sponsored in the past for our students. Participation in these clubs and groups adds to the overall enjoyment of high school for students and helps to develop leadership skills and promotes a well-rounded education. All students must be in good financial standing with EHS before participating in spring activities such as, but not limited to, prom, senior assembly, picnic, commencement, etc.

Art Club – Advisor: Mr. Adam Beshears

The Art Club works to promote student interest in the visual arts and to provide enrichment activities and experiences outside the art classroom. Club members visit artists' studios and work on designs and productions for various locations throughout the school. Exhibitions of student work and reproductions of that work are projects of the club.

Environmental Club – Advisor(s): Mrs. Ruthann McComb, Mrs. April Swarey

The Elkin High School Environmental Club is a project -based organization open to all students. The purpose of this club is to raise awareness and provide support for sustainable living initiatives and environmental conservation projects in our local area.

Family, Career and Community Leaders of America – Advisors: Mrs. Robin Hooper and Ms. Cherie Cooke

Since 1945, FCCLA has functioned as an integral part of family and consumer sciences/ home economics classes. Members in the 50 states, Puerto Rico, the Virgin Islands, and the District of Columbia take part at local, state, and national levels. The FCCLA Mission affirms the partnership between FACS and FCCLA and identifies the key skill areas developed among its members: To promote personal growth and leadership development through Family and Consumer Sciences Education.

Fellowship of Christian Students – Advisor: Mr. Chaise Swisher

Any student at EHS can join FCS. The purpose of this club is to promote the moral and social standards of the Christian faith.

Future Business Leaders of America – Advisor(s) Mr. Brent Poplin and Mr. Kerry Norman

Students involved in business courses may be inducted into FBLA. Members attend Fall Leadership Conference usually held in November. In the past, the club has held fundraisers and has organized a community service project.

Future Teachers of America – Advisor: Mrs. Ruthann McComb

FTA explores the career of teaching. Members have the opportunity to learn more about the field of education and gain experience in teaching. FTA organizes activities for Teacher Appreciation and American Education Week. FTA members strive to be positive role models for fellow students, faculty and the public.

Health Occupation Students of America – Advisor: Mrs. Pam Brown

The HOSA mission is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skills and leadership development of all health occupations students thereby helping to meet the needs of the health care community.

Hunter Safety – Advisor: Mr. Scott Wood

The goal of the Hunter Safety Club is to teach safe and responsible hunting practices to students that have an interest in outdoor activities. Club members may attend competitions involving archery, shoots, and orienteering skills. Practices for competition will be held off campus and at no time are club members to bring a weapon on campus for any reason.

Interact – Advisor: Mrs. Leslie Hooper

The Interact Club is sponsored by Rotary International and brings students together to develop leadership skills while discovering the power of Service above Self. The Interact club organizes service projects every year that help the school and community while also promoting international understanding.

Journalism Club - Advisor: Mrs. April Swarey

The Journalism Club is open to all students who would like to build oral and written communication skills as we create a weekly school broadcast and write articles for our local newspaper, The Tribune. Students build skills and confidence while reporting local events, and the achievements of Elkin High School staff and students. Club members meet with the advisor weekly and community service projects are offered monthly.

National Honor Society – Advisor: Mrs. Janet Easter & Mrs. Jan Qualheim

Membership in the National Honor Society is one of the highest honors awarded to a high school student. Students in grades 11 and 12 who have maintained a cumulative weighted grade point average of 3.75 or higher are eligible for consideration. Eligibility begins following the first semester of the junior year. Membership in the National Honor Society is determined by high academic scholarship and grades, service, leadership and character. Eligible students will be notified and informed that for further consideration for selection to the chapter, they must complete the Student Activity Information Form which will be mailed to each junior at the beginning of the school year. This form provides verifiable information outlining student accomplishments in the areas of service and leadership. Selection is determined by faculty recommendation to the NHS Faculty Council. Members who do not maintain these high standards will be subject to membership review, which may include a warning, probation, or dismissal from the Society. Honor Code Violations and Disciplinary Action may result in a dismissal from the Honor Society.

National Technical Honor Society – Advisor: Mr. Joe McCulloch

The National Technical Honor Society (NTHS) is the highest academic honor bestowed. Its mission is to honor student achievement and leadership, promote educational excellence, award scholarships, and enhance career opportunities for the NTHS membership. Student candidates must meet national and local membership standards and are persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character. Membership in a career/technical student organization (CTSO) is important to leadership development and career preparation and therefore, also required at Elkin High School for membership consideration in the NTHS. Honor Code Violations and Disciplinary Action may result in a dismissal from the National Technical Honor Society

Students Against Destructive Decisions (SADD) – Advisor: Officer Scott Sanders

The Elkin High School SADD Club was formed several years ago by concerned faculty and students to save lives by making students more aware of the consequences of using alcohol and other drugs. Some of the club's activities include getting speakers on drugs and alcohol and sponsoring Red Ribbon Week activities.

Student Council – Advisor(s): Ms. Sarah Estrada and Mr. Brent Poplin

The purpose of the EHS Student Council is to develop an effective spirit of cooperation among the students, faculty and administration. The Student Council intends to establish and maintain high standards of honor, to create a respect and ambition for higher scholastic attainments, to foster school spirit, and to promote good citizenship and leadership qualities among its students. Student Council officers and representatives are voted on by the student body in May for the next school year. There are 5 officers and 3 representatives for each grade level.

Tri M Music Honors Society – Advisor: Mrs. Tonya Smith

Tri-M is an honor society for students that excel in music courses. Students that are eligible for Tri-M Music Honor Society must have completed three semesters of any combination of music courses while maintaining a grade of "A" in those courses. Students must also maintain a grade point average of at least 2.5 in all other academic coursework. Tri-M Honor Society members will participate in at least one service project per year to be voted on by the membership. Honor Code violations may result in a dismissal from the Honor Society.

ATHLETICS

CONFERENCE MEMBERSHIP

Elkin High School is a member of the Mountain Valley 1A/2A Athletic Conference which is composed of Alleghany, Ashe County, East Wilkes, Elkin, North Wilkes, Starmount, West Wilkes and Wilkes Central High School. Our conference strives to promote good athletic relations among the member schools and operates under the regulations of the State Board of Education and the NC High School Athletic Association. Varsity sports that have been offered in recent years include Baseball (B), Cross Country (B&G), Tennis (B&G), Volleyball (G), Softball (G), Basketball (B&G), Football (B), Golf (B&G) Track (B&G), Wrestling (B), and Soccer (B&G).

Junior varsity sports include Basketball (B&G), Baseball (B), Volleyball (G), and Football (B).

ELIGIBILITY

To be eligible for participation in a sport including cheerleading, a student must pass at least 3 courses (each carrying 1 unit of credit) in the previous semester. This requirement and all eligibility requirements are regulated by the NCHSAA. Students must also meet promotion standards set by Elkin City Schools and have a current athletic physical on file.

If a student drops off one team or is dropped from one team, he/she cannot join another team until the original team's season has ended or unless the original coach releases him/her.

ATHLETIC SQUAD RULES

A player shall not knowingly possess, use, transport, or be under the influence of any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant, or any kind of stimulant or depressant as well as any substance, controlled or uncontrolled. Any student arrested or charged with a criminal offense, even if outside of school hours, may be suspended from the team.

Other rules and regulations include:

1. Athletes are not to use any tobacco product during the season.
2. Coaches should be notified if an athlete or cheerleader has to miss or be late to practice.
3. Neat dress is expected.
4. The locker room shall be kept clean. Good care shall be given to all equipment.
5. Athletes may not use profanity.
6. Athletes are not to question an official or show any signs of dissatisfaction with official's calls.
7. Players will say "yes sir" and "no sir" or "yes ma'am" and "no ma'am" when addressing officials.
8. Athletes and cheerleaders must return to school on the bus they rode to away games. They may ride back with parents if the parents notify the coach.
9. Players will leave the gym or field after the game as a group with the coach unless there is an emergency.
10. Conduct on and off the field or court should be that of a scholarly student and a dedicated athlete. Nothing less than good sportsmanship will be tolerated.
11. The Elkin City Schools Board of Education provides accident insurance for all Elkin High School athletic participants. All athletic participation forms must be completed and given to the coach before the first practice.
12. Any additional rules that a coach in a particular sport deems necessary will be published and disseminated to the players and parents.
13. Hazing is defined as deliberately subjecting another person to physical injury as part of an initiation of or for membership (House Bill 171). It is against NC Law (G.S. 14.35). Regardless of a student's willingness to participate, hazing and other humiliating activities expected of a student to belong to a team or group have many negative consequences. It obstructs the development of good citizens, escalates the risks of participation, negates positive contribution, and destroys respect for self and others and a "wholesome athletic environment." Any violation of this statute will result in immediate disciplinary action, including removal from the team.

Failure to comply with these rules and behavior expectations will result in disciplinary action being taken by the coach or administration. Disciplinary action may include suspension or dismissal from the team.

ELKIN HIGH SCHOOL

I have read and understand the policies, procedures, and information presented in the student handbook and have discussed them with my child.

Please sign and keep this copy in your student agenda/handbook.

Parent Signature

Date

Student Signature

Date

