

### **Pisgah High School Mission Statement**

*“Superior Performance Through Positive Attitudes”*

Superior Performance with academic achievement by all students through positive attitudes from the cooperative involvement of students, parents, educators, and the community.

### **Citizenship**

*“Pisgah Pride”*

All students are expected to demonstrate good character such as integrity, respect, responsibility, honesty and self-control. This expectation is directly related to the board’s educational objectives for students to learn to be responsible for and accept the consequences of their behavior. Integrity, honesty, responsibility and self-discipline are critical for establishing and maintaining a safe, orderly and inviting environment. All students shall comply with all rules and regulations governing behavior and conduct.

This Code of Student Conduct shall apply to:

1. Any student in any school building or on any school premises before, during or after school hours;
2. Any student on any bus or other vehicle in which the student is being transported as part of any school activity as well as at any bus stop;
3. Any student during any school function, activity or event;
4. Any student at any time when he/she is subject to the authority of school personnel including off-campus functions, field trips, class trips and any other like function.
5. Any student whose conduct at any time or place is a violation of the Code of Conduct and has a direct and immediate effect on the efficient operation of the school or the safety of individuals in the school.
6. Littering is unacceptable; campus cleanup duties will be assigned for violations. Your school belongs to you. The school building, grounds, and equipment were designed and selected to enhance your educational opportunities. The appearance of Pisgah High School reflects the character of those who attend. Those who willfully destroy property will be required to pay for the damages incurred, and disciplinary action will be taken.

### **Financial Obligations to School**

Meeting financial obligations is an important part of being a responsible citizen. Therefore, students are required to take care of all financial obligations to the school in a timely manner. Failure to cover fees can result in denial of such things as parking permits and prom tickets. Your check is welcome at all Haywood County Schools. The Haywood County Schools recognize that occasionally a parent may inadvertently overdraw a checking account and your bank may return a check. In order to recover these funds in a private and professional manner, Haywood County Schools has contracted with **Nexcheck, LLC**, for collection of returned checks.

Each person writing a check to a school or School District should write the check on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the School District, he/she agrees that, if the check is returned it may be represented electronically on the same account, and that the fee established by law, now \$50.00, may be debited from the same account.

If the check and fee are not collected electronically, then Nexcheck will contact the check writer by mail and by telephone to make payment arrangements. All Payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) or over the phone (800)-639-2435 using a credit card, debit card or electronic check.

### **Attendance**

A student must be in attendance for two blocks in order to be counted present for the school day. Attendance will also be taken by class periods. A phone call by our *Blackboard Connect5* will contact parents if the student is absent. There are three types of absences: Excused (lawful), Unexcused (unlawful) and Out-of-School Suspension. ***The parent or guardian must submit evidence such as a written statement explaining the reason for the absence within 10 days of the absence. Failure to submit the statement or lack of a valid reason will result in an unexcused absence. The principal may require a doctor’s statement to support the written statement.***

Haywood County Schools’ policy #4400 specifies that a student with more than six (6) absences in a block course during a semester will not receive credit for that class. In order to be counted present for a class, the student must meet the attendance requirements established by the school.

Any student absent **more** than six (6) days in any class in a semester will fail that class unless granted an appeal. An Appeal Committee will be formulated each semester to review attendance appeal requests. The committee will take into consideration verified absences due to health. It is the teacher's responsibility to notify the student when his/her credit is in jeopardy due to attendance. Teachers will assist students in notifying parents.

Students may attend sessions for time missed due to absences seven (7), eight (8), and nine (9) for each semester. Make-up sessions will be offered by the teacher and other options offered throughout the year. Make-up time for these absences shall match the missed time hour-for-hour. The principal/designee may set a new guideline if extenuating circumstances can be proven.

Any out-of-school suspension absence for a period of 10 days or less will not count against course credit. The suspended student shall be provided an opportunity to take textbooks home, to request to make up daily classroom work, and to take any quarterly, semester or grading period exams missed during the suspension period.

### **Verification of Absence**

The procedure for verification of excused absences is as follows:

1. The school will notify the student's home, by telephone, each day a student is absent from school for more than two periods.
2. Students and their parent(s) or guardian(s) are responsible for verifying absences with the school office within two (2) days of the student's return to school. All absences will be coded unexcused until verified.
3. Absence verification may be in writing, by telephone call or personal contact. Parents or guardians are requested to leave a daytime telephone number where they may be contacted regarding the absence. Written notifications will be verified.
4. Parent(s) or guardian(s) are encouraged to verify absences with the school office between 7:30 a.m. and 4:00 p.m.

### **Tardies**

Being punctual is a habit worth developing. Students should arrive at school and report to each and every class on time. Students arriving late cause a disruption, which takes away from other students as well as their own education.

When a student is late to school, he/she is to report to the ISS room (B-16) to sign in and receive an admit slip. Three tardies (3) and/or early checkouts will equal one (1) lawful absence regardless of the reason. Once a student passes six (6) tardies the following procedure is followed:

1. Tardy Seven (7) Lunch Detention and One (1) Period ISS
2. Tardy Eight (8) One (1) Day ISS
3. Tardy Nine (9) Two Days ISS
4. Tardy Ten (10) Three Days ISS
5. Tardy Eleven (11) or beyond - Administration discretion.

Driving privilege suspensions due to tardies:

- |                 |                                 |
|-----------------|---------------------------------|
| Tardy Eight (8) | One Week Parking Suspension     |
| Tardy Nine (9)  | Two Week Parking Suspension     |
| Tardy Ten (10)  | One Semester Parking Suspension |

### **Make-Up Work**

Students have two (2) school days to make up the first absence, four (4) school days to make up two consecutive absences, and one (1) calendar week to complete assignments missed during three (3) to five (5) consecutive days or class periods. A student absent from six (6) to ten (10) days shall have two (2) calendar weeks to complete assignments. A maximum of ten (10) schools days will be allowed for students to complete all missed work. All makeup work must be completed by the end of the semester unless the principal approves extenuating circumstances.

Long-term assignments are exempt from makeup consideration and are due as assigned.

The following regulations apply to work missed by pupils as a result of absence:

- a. Work missed because of an excused absence may be completed with full credit at the convenience of the teacher.
- b. Work missed because of an educational absence shall have prior approval through the principal's office must be completed within the guideline previously stated.
- c. Except for end-of-course or grading period examinations, work missed because of an unexcused absence may not be completed for credit, and the absent pupil will receive a grade of zero on work missed.

## Checkout Procedures

The procedure for early dismissal from school is as follows:

1. Students are limited to three times a semester with parental note. **No phone calls will be accepted. Emergency situations will be handled on a one-to-one basis.**
2. If a student has gone beyond the three checkouts, parent must be present to sign out student.
3. Students must secure a dismissal slip from the office before leaving campus. Dismissal slips must be secured before school begins.
4. The student is responsible for showing the dismissal slip to his or her teacher before leaving class and security before leaving campus.
5. Students may only use the telephone in the office for checkouts due to illness or emergencies.
6. **THERE WILL BE NO CHECKING OUT FOR LUNCH.** As a reminder, our Smart Lunch Schedule is in place to increase student achievement and academic growth. It is not in place for mass sign-outs for lunch.

## Student Vehicle and Parking Regulations

Operation of a motor vehicle to and from Pisgah is considered a **privilege** extended to our students. It is expected that all vehicles be operated in a safe and prudent manner and in accordance with the laws of the State of North Carolina and the rules and regulations set forth by the administration of Pisgah High School and the Haywood County School Board of Education. Any student who is in violation of the rules as deemed appropriate by the administration of Pisgah High School could lose his/her privileges.

All students who desire to drive and/or park on campus must register their vehicle, pay appropriate fees, and display a valid parking permit. **Students who drive a vehicle without school registration is subject to towing. The administrator reserves the right to designate parking areas and control the movement of vehicular traffic on campus.**

Parking spaces are limited and students who receive their driver's license during the school year will still be required to apply for a parking permit as well as pay a prorated fee. Students who purchase parking permits are subject to random drug testing or vehicular search by an administrator/SRO if deemed necessary. Effective August 1, 1999, the school is required to notify the NC Department of Motor Vehicles whenever a student drops out of school or is not making adequate progress (A student must be passing three out of four classes each semester). Students who do not meet this standard will have their driver's permit or license revoked. **For driving restrictions due to tardies, please reference the Attendance Policy.**

The school accepts no responsibility for any damage to the vehicle or its contents while the vehicle is parked or operated on the campus of Pisgah High School. School officials will cooperate fully with local law enforcement to investigate incidents resulting in property damage.

## Discipline Responsibilities

Haywood County School Board Policy 4000 (located on the Haywood County Schools website) is available for parents and students. The purpose of this code is to provide in a single document those policies relating to the conduct of students in the Haywood County Public Schools judged to be necessary for the safe and effective operation of the schools. All students are expected to follow the rules and regulations of the Board of Education, the school administration, and the staff. Regulation(s) addressing the Student Grievance Procedure are outlined within this policy as well.

- **Disruption of School**

Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. **In addition to other disciplinary measures available, a student who is disruptive may be excluded from participating in extracurricular school programs, graduation, as well as Smart Lunch Free Time.** No student shall engage in or urge any other student to engage in passive resistance (sit-in, walk-out, demonstrations, etc.), noise, threats, fear, intimidation, coercion, force or violence, causing the disruption or obstruction of any lawful function, mission or process of the school to which he/she is assigned or any other school in the Haywood County Public School System. While this list is not intended to be exclusive, the following acts illustrate the kinds of offenses prohibited by this policy:

1. Occupying any school building, school grounds or part thereof depriving others of its use.
2. Blocking the entrance or exit of any school building or corridor or room therein depriving others of lawful access to the room, or use of the building, corridor or room.
3. Blocking normal pedestrian or vehicular traffic on school premises.
4. Making noise or acting in any manner so as to interfere with any teacher's ability to conduct class or to carry on any school activity.
5. Preventing or attempting to prevent the convening or continued function of any school, class, activity, or of any lawful meeting or assembly on the school premises.

6. Cursing or using vulgar or abusive language including remarks which demean a person's race, religion, sex, national origin, disability, or intellectual ability.
7. Conducting oneself in an uncivil or unsafe manner at any school activity may result barring the student from attending any school activity and may require the student not to be on school property before, during, or after activities.
8. Clothing – dress or appearance which (1) violates a reasonable dress code adopted and publicized by the school, or (2) is disruptive, or (3) is provocative, obscene, profane, lewd, vulgar, or (4) endangers the health or safety of the student or others.
9. Possessing or distributing literature or illustrations which disrupts the educational process or which are obscene.
10. Engaging in behavior that is immoral, indecent, lewd, and disreputable or of an overly affectionate or sexual nature in the school setting.
11. Having an offensive odor (not participating in regular hygiene routine) that is disruptive to the educational process.

- **Theft, Damage to Property**

No student shall steal or attempt to steal or knowingly be in possession of stolen property. No student shall damage or attempt to damage any school property or private property while under school jurisdiction. Violations of this rule shall result in suspension of the student for up to ten (10) days, and depending upon the severity of the offense, may result in long-term suspension for up to the remainder of the school year. In addition restitution may be charged.

- **Tobacco Products**

Haywood County School Board Policy #4320

In support of the board's commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, on any school campus, and in or on any other school property owned or operated by the school board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including during school trips. Nothing in this policy prohibits the use or possession of tobacco products for an instructional or research activity conducted in a school building, provided that the activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing, or otherwise ingesting tobacco.

Any student who possesses, uses, or refuses to to form of tobacco including imitations (E-Cigarettes) or substitutes shall be subjected to the following disciplinary actions:

- (1) First Offense - 1 Day ISS
- (2) - 2 Days ISS
- (3) - 2 Days ISS
- (4) - 1 Day OSS
- (5) - 2 Days OSS

The principal or his/her designee will notify a parent or guardian when the student has committed a tobacco offense.

- **Narcotics, Alcoholic Beverages and Stimulant Drugs**

No student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall a student possess, use, or transmit drug paraphernalia or counterfeit drugs. No student shall use any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior. Use of a drug authorized by valid medical prescription from a registered physician shall not be considered a violation of this code when the person for whom the drug was prescribed takes the drug. Any student using any drugs prescribed by a physician or over-the-counter medication, including aspirin and cold medicines is required to leave the medication with school office personnel or other designated personnel and to come to the office or other designated area at the required time(s) to take the required dosage. A note from the parent (guardian) and/or physician must be sent with the medication to authorize its use.

Any of the aforementioned substances, which may lawfully be possessed by students, may be brought to school with the prior permission of school personnel and used for an approved school project under supervision of school personnel. Violation of this rule shall result in suspension of the student for up to 10 days, and depending on the severity of the offense may result in long-term suspension for up to the remainder of the school year, or expulsion.

## **Random Student Drug Testing**

The Haywood County Board of Education #4325 strongly believes that drug and alcohol abuse can be detrimental to the physical and emotional health and the academic performance of its students. It is from this belief and out of concern for students' well being that a random student drug testing program is initiated in the Haywood County Schools. The purpose of the random drug-testing program is to help students, not to be punitive in nature. Therefore, a positive test will not result in suspension from school or notification to legal authorities. Students will not be penalized academically for testing positive for illegal drugs or banned substances. A first positive test will be reported to parents, the superintendent's designee, the school principal and the coach or activity sponsor. This positive test will not result in ineligibility from any voluntary activities unless the first positive test policy procedures are not followed as outlined under Section VII. A. of this policy.

### **Students Subject to Random Drug Testing**

All students in grades 9-12 who desire to participate in any of the following voluntary competitive school activities or privileges must agree to participate in the random student drug testing program:

1. Interscholastic athletics
2. Voluntary competitive extracurricular activities
3. Campus parking privileges.

Participation in the random drug-testing program is mandatory only for students who elect to participate in the above voluntary activities in which participation is a privilege not a right. Participation in the random drug-testing program shall not be required as a condition of attending school or enrolling in any class. However, every student attending a Haywood County School is subject to Board Policy 4325: Student Conduct and Discipline which prohibits the possession, use, transmission and being under the influence of drugs and alcohol while at school or at an off-campus school activity.

Any parent of a student in grades 9-12 may consent to the student voluntarily participating in the random drug-testing program, whether or not the student is a participant in any of the privileged activities listed above. The same procedures will apply, as outlined in this policy, for all students participating in random student drug testing.

The administration shall prepare a Drug Testing Consent Form to be signed by the student and the student's parent/guardian. The parent/guardian shall be given a copy of the signed Consent Form and this random student drug testing policy. The original Consent Form shall be kept in the student's official file. Students who desire to participate in the voluntary activities or privileges covered by this program shall sign the Consent Form prior to the beginning of the sport season athletic practice, at the beginning of the school year, or soon thereafter. The Consent Form will authorize random drug testing for the student's entire school career in Haywood County Schools.

A signed Withdrawal of Drug Testing Consent Form may revoke a signed Consent Form. The student and the parent/guardian prior to the day of testing must sign the withdrawal form. A student who withdraws will no longer be subject to random drug testing and will not be eligible for participation in the voluntary activities or privileges covered by this policy until after the end of the current school year.

After the current year ends, students who desire to participate in any of the voluntary competitive school activities or privileges must agree to participate in the random student drug testing program by submitting a new consent form.

- **Bullying and Sexual Harassment**

Pisgah High School and the Haywood County Board of Education take seriously all complaints of unlawful discrimination, harassment and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied or harassed in violation of policy #4021/1710/7230, Prohibition Against Discrimination, Harassment and Bullying. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment or bullying also should report such violations to one of the school system officials listed in subsection C.1. of the policy. Reports may be made anonymously.

#### A. DEFINITIONS

1. Alleged Perpetrator - The alleged perpetrator is the individual alleged to have discriminated against, harassed or bullied the complainant.
2. Complaint - A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment or bullying.
3. Complainant - The complainant is the individual complaining of being discriminated against, harassed or bullied.

Students shall not bully or harass other students; Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that: (1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or (2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated

threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate techniques are not considered harassment or bullying. Sexual harassment means and includes any unwelcome sexual advances, requests for sexual favors and any other non-consensual and/or offensive verbal or physical contact of a sexual nature between an employee and a student or between students. This includes misconduct by males against females, females against males and between students of the same gender. Sexual harassment is further defined to include two different levels or degrees of misconduct.

Physical - This form of sexual harassment includes touching, fondling and/or grabbing a student in a sexual way without that student's consent or when the student finds such behavior offensive; and

Verbal - This form of sexual harassment includes: teasing, joking and/or making lewd remarks of a sexual nature to a student without that student's consent or when the other student finds such behavior offensive.

Sexually harassing students, employees of HCS and any visitors or other individuals while at school is prohibited. Students are further prohibited from retaliating against an employee or student who has filed a sexual harassment complaint or participated in an investigation; proceeding or hearing regarding said complaint.

- **Assault, Injury**

No student shall assault, cause or attempt to cause physical injury to, or intentionally behave in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight. Violation of this rule shall result in suspension of the student for up to ten (10) days, and depending upon the severity of the offense may result in long-term suspension for up to the remainder of the school year or expulsion.

- **Weapons and Weapon-Like Items**

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to the following: loaded and unloaded firearms, including guns, pistols, and rifles; destructive devices, as described in subsection B.2 of this policy, including explosives, such as dynamite cartridges, bombs, grenades, and mines; knives, including pocket knives, bowie knives, switchblades, dirks, and daggers; slingshots; leaded canes; blackjacks; metal knuckles; BB guns; air rifles and air pistols; stun guns and other electric shock weapons, such as Tasers; icepicks; razors and razor blades (except those designed and used solely for personal shaving) fireworks; gun powder, ammunition, or bullets; and any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns. No student may knowingly or willfully cause, encourage, or aid another student to possess, handle, or use any of the weapons or weapon-like items listed above.

A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle, or use such an item must notify a teacher or the principal immediately.

- **Dishonest Acts**

Any student who engages in or attempts to engage in plagiarism or falsification shall be subject to disciplinary action. The following actions are specifically prohibited:

- a. Cheating – Cheating includes the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work.
- b. Plagiarism – Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work.
- c. Falsification – Falsification includes the verbal or written statement of any untruth.

- **Student Appearance/Dress Code**

STUDENT DRESS CODE Policy Code: 4316

The board believes that the dress and personal appearance of students greatly affect their academic performance and interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this

However, the board prohibits any appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school;
2. is substantially disruptive;
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

Before being punished, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he/she will be in compliance unless this is a repeat offense. Disciplinary consequences for a student who fails to comply after being offered the opportunity shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

The following norms govern student dress and personal appearance at Pisgah High School and all Pisgah High events:

- Clothing displaying language or symbols related to tobacco, drugs and alcohol are not permitted. Clothing displaying language or symbols of an offensive nature (sexist, obscene, racist, or sexually suggestive), violent expressions or images (including those connected to entertainment) are not permitted. Backpacks, books, notebook(s), caps, hats, etc., must be free of inappropriate patches (pins,) drawings, and writings.
- Caps and Hats – Teachers have the discretion to allow caps and hats within the building.
- Sweatshirts – Sweatshirt hoods being worn inside are prohibited. (Exceptions made for PE and other class activities that are outside.)
- Bandannas and kerchiefs are prohibited. (Exceptions to this will be made for religious or medical purposes).
- Trench coats are not permitted.
- Dresses, Skirts, Shirts and Blouses - Necklines of shirts, blouses and dresses should show no cleavage. Tank and muscle tops must cover underarms and side of chest areas. No tube or halter-tops. Shirts cannot be see-through.
- Hair - Hair must be pulled back so normal eye-to-eye contact can be made.
- Clothing Accessories – the following are not permitted: Hanging wallet/key chains or chain belts, large chains worn around the neck or wrist, chains with padlocks, and pointed-stud bands.
- Pants/Shorts - Shorts must be fingertip length. Pants may only have open holes at or below fingertip length. Swimsuits and beach attire is not permitted. Pajamas of any type are not permitted. Undergarments must not be visible. Pants are to be worn at the waist (no sagging pants). Leggings are not pants and should only be worn with a tunic or shirt that is fingertip length.
- Shoes or Sandals – Shoes and Sandals must be worn at all times. The following are not permitted:
  - Slippers or bedroom shoes (unless for temporary medical conditions).
  - “Heelies” (shoes with retractable wheels).
- Sunglasses – Sunglasses may not be worn inside of any building on campus unless medically necessary.

### Cellular Devices

Pisgah High School and the Haywood County Board recognize that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children (#4318). Therefore, students are permitted to possess such devices on school property. The devices may be used, displayed and visible during the instructional day as directed by *school personnel*. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with Internet capability, paging devices, two-way radios and similar devices. School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Confiscated devices will be returned only to the student’s parent. A student’s wireless communication device and its contents, including, but not limited to, inappropriate use of text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or school rule.

### Internet Usage

Students shall not violate any policies adopted by the Board of Education regarding student Internet and electronic mail usage or the terms of Haywood County Schools Network and Internet Responsible Use Guidelines or individual school policy #4205/3226. Students must not access inappropriate materials on the Internet as may be defined under such Internet policy; should not violate any safety and security rules when using electronic mail, chat rooms, or other forms of electronic communication, as provided under the Internet policy; should not engage in unauthorized access (“hacking”) or other unlawful activities on-line while using school system computer equipment or Internet access; and should not engage in unauthorized disclosure, use and/or dissemination of personal and/or identification information of the Technology Policy.

## Academic and/or School Counselor Services

School Counselor services are available for every student. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study habits, help with home, school and/or social concerns, or any questions you would like to discuss with a counselor. If you want to visit a counselor, contact the secretary in the Counseling Center to arrange for an appointment. Schedule changes should be requested in the Counseling Center and will require administrative approval.

- **SCHEDULE CHANGE REQUESTS WILL ONLY BE ACCEPTED DURING DROP/ADD PERIOD DURING FIRST TEN DAYS OF EACH SEMESTER. ANNOUNCEMENTS WILL BE MADE TO MAKE STUDENTS AWARE OF PROCESS AND DATES.**

### ❑ Promotion and High School Graduation Requirements

Credit for high school courses include attendance requirements and the following:

- To enter tenth grade, a student must have earned a minimum of six (6) units of credit, two of which must have been earned in core academic areas and one of these must be English.
- To enter eleventh grade, a student must have earned a minimum of twelve (12) units of credit with two of these credits being in English.
- To enter twelfth grade, a student must have earned a minimum of twenty (20) units of credit. Two of these credits must be in English and it must be possible for all other graduation requirements to be met during the upcoming year.

### ❑ Local Exams/State End-of-Course Testing

Exams will count 20% of the term grade and will be administered during the last 5 days of the term. No student is exempt from final exams.

		Regular Course	Honors Course	AP Course
Grade	Grade	Grade Points	Grade Points	Grade Points
90-100	A	4	4.5	5
80-89	B	3	3.5	4
70-79	C	2	2.5	3
60-69	D	1	1.5	2
0-59	F	0	0	0

### ❑ Regular Course, Honors Course, and AP Course

*From the time students enter kindergarten, they are preparing for high school graduation. To make sure students stay on track for a high school diploma, please remember that every high school student must meet state course and credit requirements in addition to any local requirements. To view the state course and credit requirements view the table below. Our school counselors are available to answer any questions you may have about what is needed to reach the goal of high school graduation.*



CONTENT AREA	FUTURE-READY CORE	FUTURE-READY OCCUPATIONAL
<b>English</b>	<b>4 Credits</b> I, II, III, IV A designated combination of 4 courses	<b>4 Credits</b> OCS English I*, II*, III, IV
<b>Mathematics</b>	<b>4 Credits</b> Math I, II, III 4 <sup>th</sup> Math Course to be aligned with the student's post high school	<b>3 Credits</b> OCS Introduction to Math OCS Algebra I* OCS Financial Management
<b>Science</b>	<b>3 Credits</b> A physical science course, Biology, Environmental Science	<b>2 Credits</b> OCS Applied Science OCS Biology*
<b>Social Studies</b>	<b>4 Credits</b> Civics and Economics World History American History I, Founding Principles and American History II or AP US History**, additional Social Studies course**	<b>2 Credits</b> OCS Social Studies I (Government/American History) OCS Social Studies II (Self-Advocacy/Problem Solving)
<b>World Languages</b>	Not required for high school graduation. A two-credit minimum is required for admission to a university in the UNC system.	Not Required
<b>Health and Physical Education</b>	<b>1 Credit</b> Health/Physical Education	<b>1 Credit</b> Health/Physical Education
<b>Electives or Other Requirements</b>	<b>6 Credits Required</b> 2 Elective credits of any combination from either: - Career and Technical Education (CTE) - Arts Education - World Languages 4 Elective credits strongly recommend (four course concentration) from one of the following: - Career and Technical Education (CTE)*** - JROTC - Arts Education (e.g. dance, music, theatre arts, visual arts) - Any other subject area (e.g. social studies, science, mathematics, English)	<b>6 Credits Required</b> Occupational Programs: OCS Preparation I, II, III, IV*** Elective credits/completion of IEP objectives/Career Portfolio required
<b>Career/Technical</b>		<b>4 Credits</b> Career/Technical Education electives
<b>Arts Education</b> (Dance, Music, Theatre Arts, Visual Arts)		Recommended: At least one credit in an arts discipline and/or requirement by local decision.
<b>Total</b>	22 Credits plus any local requirements	22 Credits plus any local requirements

\* OCS courses aligned with Future Ready Core courses in English I, English II, Algebra/Integrated Math I, and Biology (New Common Core State Standards and new NC Essential Standards implemented in the 2012-13 school year)

\*\* A student who takes AP US History instead of taking US History I and US History II must also take an additional social studies course in order to meet the four credits requirement.

\*\*\* Examples of electives include JROTC and other courses that are of interest to the student.

\*\*\*\* For additional information on CTE courses that meet requirements for selected Courses of Study, refer **to the CTE Clusters** chart located

at <http://www.ncpublicschools.org/docs/cte/standards/careerclusters2012.pdf>

\*\*\*\*\* Completion of 300 hours of school-based training, 240 hours of community-based training, and 360 hours of paid employment.