



# **EASTERN ALAMANCE HIGH SCHOOL**

**STUDENT / PARENT HANDBOOK  
2012-2013**





# EASTERN ALAMANCE HIGH SCHOOL

*Knowledge comes but wisdom lingers*

## **STUDENT / PARENT HANDBOOK 2012-2013**

Eastern Alamance High School  
ALAMANCE BURLINGTON SCHOOL SYSTEM

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ABSS District website: [www.abss.k12.nc.us](http://www.abss.k12.nc.us)

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**\*Due Process Signature Page (Students will be given another copy to have you sign and return)**

## **Non-Discrimination Policy**

In compliance with federal laws, the Alamance-Burlington School System administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to Dr. Marrius Pettiford, Director of Student Support Services, Alamance-Burlington School System, 1712 Vaughn Road, Burlington, N.C., 27217, (336) 438-4140.

“En cumplimiento con las leyes federales, el Sistema Escolar Alamance-Burlington aplica todos los programas educativos, actividades de empleo y de admisión sin ningún tipo de discriminación basada en la raza, religión, nacionalidad o grupo étnico, color, edad, servicio militar, discapacidad o género, a excepción de aquellos casos donde la exención es apropiada o permitida por la ley.” Preguntas o quejas al respecto deben ser dirigidas Dr. Marrius Pettiford, Director de Servicios Estudiantiles del Sistema Escolar Alamance-Burlington, 1712 Vaughn Road, Burlington, NC 27215 (336) 438-4140.

## INTRODUCTION

This handbook provides both general information about our school and highlights the most often used policies and procedures. We suggest that you read it carefully. **After reading and reviewing the handbook, please sign the due process form (in the back of the handbook) and have your son or daughter return it to their homeroom teacher.** Should you have a question about any aspect of the high school, do not hesitate to contact us.

### ALAMANCE-BURLINGTON SCHOOL SYSTEM MISSION STATEMENT

Providing engaging work for our students will enable the Alamance-Burlington School System to educate all students to meet high academic standards and become responsible citizens in a rapidly changing world.

### ALAMANCE-BURLINGTON SCHOOL SYSTEM MOTTO

“Engaging students, Building Relationships, Achieving Results”

### EASTERN ALAMANCE HIGH SCHOOL MISSION STATEMENT

The mission of Eastern Alamance High School is to provide a safe and caring atmosphere where students have the opportunity to be successful learners.

### WHERE TO GO FOR INFORMATION

Absences	2 <sup>nd</sup> period teacher
Change of Address	NCWISE Office (Mrs. Rethaford)
Withdrawals/Changing Schools	Room A1 (Ms. Teague)
Drop-out Prevention	Room A1 (Ms. Teague)
College Catalogs/Information	Guidance Office (Mrs. Ashley)
Transcripts	Guidance Office (Mrs. Ashley)
Illness	Room A1/ Nurse’s Office (Mrs. Randleman)
Late Arrival/ Leaving Early	Main Office (Mrs. Graham)
Lost and Found	Main Office (Mrs. Graham)
Personal Problems/Conflict resolutions	Guidance Office
Scholarships	Guidance Office
School Social Worker	Guidance Office (Mrs. Cabrera)

## EHS TRADITIONS

School Colors  
School Mascot.  
School Yearbook

Kelly Green and Bright Gold  
Eagle  
SIGNA

### SCHOOL FIGHT SONG

Hail to the fighting Eagles  
Brave green and golden Eagles  
Hail to our alma mater  
Old Eastern High.  
Your sons and daughters, Eastern  
Will be forever loyal  
Fight Eagles, never waver  
On to victory.

### ALMA MATER

Oh we are all from Eastern  
From old Eastern High  
We're best in all ways  
That you can't deny.  
Oh, we're all from Eastern  
And of this we're proud  
Lets cheer for the Eagles  
Cheer strong and loud.

## **GENERAL INFORMATION**

### REGULAR DAILY SCHEDULE

7:45-8:10	Breakfast
8:15-9:45	First Period
9:50-11:30	Second Period
11:35-1:40	Third Period and Lunch
	<b>First Lunch</b> 11:40-12:05 with class time from 12:10-1:40
	<b>Second Lunch</b> 12:10-12:35 with class time from 11:40-12:10 and 12:40-1:40
	<b>Third Lunch</b> 12:40-1:05 with class time from 11:40-12:40 and 1:10-1:40
	<b>Fourth Lunch</b> 1:10-1:35 with class time from 11:40-1:10
1:45-3:20	Fourth Period

## INCLEMENT WEATHER /DELAY SCHEDULES

Once a decision is made to delay school, close school, or dismiss classes early, information will be shared via district website ([www.abss.k12.nc.us](http://www.abss.k12.nc.us)), local radio and television stations, and a message will be recorded on the **ABSS Weather Hotline (336.438.6490)**. **\*\*\*DO NOT CALL THE SCHOOL.\*\*\***

Two Hour Delay	Early Release	Saturday School Schedule
10:15am-10:50am First Period 10:55am- 11:30am Second Period ** Resume Regular Schedule**	8:15-9:15 First Period 9:20 – 10:25 Second Period 10:30 – 12:15 Third Block* * Lunch 1st lunch 10:30-10:55 2nd lunch 11:00-11:20 3rd lunch 11:25-11:45 4th lunch 11:50-12:10	8:15-9:15 First Period 9:20 – 10:25 Second Period 10:30 – 12:25 Third Block* * Lunch 1st lunch 10:30-10:55 2nd lunch 11:00-11:25 3rd lunch 11:30-11:55 4th lunch 12:00-12:25 12:30 – 1:30 Fourth Block

### LUNCH SCHEDULE

Lunch schedules will be distributed the first day of each semester along with other important information for students (see page 2 for lunch times). This information will be posted on school’s website: [www.eah.abss.k12.nc.us](http://www.eah.abss.k12.nc.us)

### CAFETERIA CONDUCT/FOOD POLICY

Lunch time is designed as a time for students to have a nutritious meal, go to the restroom and have time with friends. A few rules must be observed, though, to facilitate a smooth schedule. Students are only allowed in the cafeteria and the patio area outside the cafeteria during lunch. Students are allowed to take food out of the cafeteria to the patio and wall area only! **Students are NOT allowed in classroom buildings, parking areas, gym/auditorium lobby areas during lunch. Only the B Building bathrooms are to be used by students during lunch.** In order to maintain outside lunch privileges, students must dispose of all trash properly and keep the patio and wall area clean. If this is abused, outside lunch privileges will be taken away. No food or drink (including water) is allowed in classrooms.

Students are not allowed to leave campus for lunch. Students will not be allowed to have food brought to them from outside food establishments. Students who have early release may not bring lunch back to other students from off-campus (fast-food restaurants etc.). Students may not have friends from other schools, former students, etc. come onto campus to bring them food or eat lunch with them.

### ANNOUNCEMENTS

Any announcement to be made to the student body is to be turned in to the office in writing by two o'clock one day in advance. Announcements will be read over the intercom daily during second period. In addition, the office will issue a bulletin to be posted in classrooms each day. **The Daily Bulletin is also posted on the school website.**

### DRIVER ELGIBILITY CERTIFICATES (DEC forms)

Students **MUST** bring the following documents to the main office to obtain a DEC form:

1. Certified Birth Certificate
2. Social Security Card
3. Driver’s Education Completion form

Documents can be turned in anytime; however, **DEC forms can only be picked up on Tuesdays and Thursdays after 2:00 pm.**



## VISITORS

Parents and other legitimate visitors are welcome on this campus. Persons who are here to interrupt the intended functions of the school are not welcome. **ALL VISITORS TO THE CAMPUS MUST CHECK IN WITH THE OFFICE AS SOON AS THEY ARRIVE ON CAMPUS AND OBTAIN A VISITOR'S PASS** (proof of identification will be required). Individuals who do not conform to this policy will be dealt with in an appropriate manner.

## PARKING

In order for a student to park on the Eastern High School campus, he/she must purchase a parking permit for **\$50.00** and sign the Parking Permit Agreement. Parking permits will be limited in quantity and this year parking permits will be assigned using a lottery.

Upon arrival on campus, students should leave their cars and go to the campus area. All student automobiles parked on school grounds must be registered with the school and must display the current parking permit at all times. All student parking spaces will be numbered. Students must park in their assigned parking space. Student parking is limited to designated student parking areas. **Vehicles parked improperly and/or without current parking permits are subject to being towed at the owner's expense.**

THE SCHOOL IS NOT RESPONSIBLE FOR AUTOMOBILES NOR THEIR CONTENTS WHILE PARKED ON SCHOOL PROPERTY

**Students may not go to the parking lots during the school day without a signed note from an administrator.** Student parking is a matter of privilege, not a right; failure to comply with parking policies may result in revocation of parking privileges.

Students are not permitted to leave campus for lunch. **Students who are off campus for class (CTEC, Elon, ACC, etc.) may not bring food from restaurants back to campus.**

**Student parking privileges may also be revoked for continued behavior, attendance (including excessive tardies), and academic performance issues.**

## LOCKERS AND LOCKS

Lockers are available for each student, however, locks are not provided. Students who choose to utilize school lockers are responsible for obtaining their own locks. For protection, locks are never cut off by anyone other than an administrative staff member or designee. School personnel want to be as diligent and helpful as possible when working with students concerning their belongings, but **the primary responsibility belongs to each individual.** A student's assigned locker is not considered private property and may be inspected by school authorities at any time. Any unauthorized item found may be removed and held for law enforcement officials. **Students are NOT permitted to use more than one locker. The school is not responsible for items removed from student lockers.** In the event a student is unable to lock or unlock his/her locker, he or she should report this information to the office of the principal immediately. To avoid theft of student property maintained in lockers, students are strongly encouraged to maintain a personal lock on lockers at all times. **Lockers are assigned at the beginning of first semester and will remain the student's locker for the entire year.**

## PHONE USE/ STUDENT MESSAGES / DELIVERIES

The office staff members are not available to carry messages or make deliveries to students. Students should not receive calls **except in cases of emergency**. Calls of a personal nature will not be handled. Students may only use the office phone to make **emergency phone calls**. **Students are not permitted to leave class to make personal calls.**

In the same manner, deliveries of gifts to students from parents and friends have been a problem. We do not accept responsibility for such deliveries. Some of these gifts also create problems in classrooms and on school buses. In the past we have tried to be cooperative concerning deliveries and we will continue to do so. However, it would be appreciated if gifts were delivered elsewhere. **Eastern Alamance H.S. will not accept Valentines' Day deliveries. Balloons are not permitted on school buses.**

## MEDICATION

Students who need to take prescription medication during the school day must bring the medication to the office along with a completed "School Authorization of Medication" form. The medication will be kept in the office and distributed by a school official. Dates and time of distribution will be logged on a form which will be in the office.

The administration of non-prescription medication can only occur with the written authorization of a licensed medical practitioner (physician, PA, or nurse practitioner). **Students are not to possess or self administer non-prescription medication without appropriate medical authorization. Noncompliance with these procedures may result in a violation of the ABSS Student Code of Conduct, Rule 23.**

## STUDENT ENROLLMENT/TRANSFERS/CHANGE OF ADDRESS

Students are assigned to schools based upon the addresses of their parents/legal guardians. Parents/legal guardians should keep their addresses and contact information up to date at the schools. If the parents/legal guardians move outside of the school zone and wish for their children to remain in their current schools, then they should contact the Office of School Assignment at 336-570-6060. Transfer requests for other reasons are accepted beginning on April 1 and must be submitted not later than May 1. For details on transfer policies, please visit <http://abss.k12.nc.us/> and check under district information>Board of Education>School Board Policies for a list of all transfers policies.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT INFORMATION

The Alamance-Burlington Board of Education designates the following as directory information: student's name, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, and the most recent previous educational agency attended by the student. Each year the school system will publish a list of what is designated directory information that will be released publicly when the information is requested or needed. Parents, guardians, or eligible students may refuse to allow the release of directory information by notifying the school in writing within the first ten days after student enrollment.

## CLUBS & ORGANIZATIONS

Each student has the opportunity and is encouraged to participate in school clubs and to strive to meet the requirements of the National Honor Society. There are many organizations from which to choose and information will be provided to students prior to organizational meetings. The following are club/extracurricular opportunities here at EHS:

- Debate Team
- DECA
- Drafting Club
- DREAM Team
- Eagle Maniacs
- Environmental Club
- Family Career & Community Leaders of America (FCCLA)
- French Club
- Fellowship of Christian Athletes (FCA)
- Key Club
- National Honor Society (NHS)
- Students Against Destructive Decisions (SADD)
- Student Council
- Spanish Club

## STUDENT COUNCIL

The main purpose of the Student Council is to be of service to the students of EHS. The objectives are to form unity of the student body, to develop leadership, and to promote the best interests of the school. Student body officers are elected each spring for the following year.

The following are requirements to become a **Student Council Officer**:

- Must have served the previous year as a student council member (must be a member in good standing)
- Must have a clean disciplinary record
- Must have three teacher endorsements
- Must have a minimum GPA of 2.5

## NATIONAL HONOR SOCIETY

The National Honor Society selects students in the Junior or Senior year. Selection to the National Honor Society is based on leadership, scholarship, service, and character.

### The requirements of the National Honor Society are as follows:

1. A cumulative, weighted GPA of 3.5 or higher must be attained.
2. Students are encouraged to enroll into honors or higher academic level of a subject including advanced placement and college level courses.
3. Student must have been involved in at least two school and community activities during the induction year. Students must also demonstrate leadership potential through holding positions of responsibility.
4. Students must be able to say they have not been intentionally dishonest or knowingly violated school regulations or community laws (no major disciplinary infractions).
5. Students must be members of the Junior or Senior class and in attendance at EHS for one semester.

Once a student becomes a member of the National Honor Society, he or she must maintain the standards of the NHS (see the EHS website for further information.) A member who falls below the standards will be warned. If during the next nine weeks grading period the member fails to meet the standards, he or she will be dismissed and will not be eligible for membership again.

There are specific guidelines for National Honor Society membership which will be shared with potential members at the time of their nomination to the Society.

## **ACADEMICS**

### CHARACTER EDUCATION

In accordance with *The Student Citizen Act* of 2001, Eastern High School has a plan for Character Education that incorporates character education into the standard curriculum.

### SCHEDULE CHANGES

Please understand that **requests** for schedule changes **will not be accepted**. If sections are full, students will be re-assigned to one of their alternate choices. Due funding issues, this year class sizes are large, and there is no flexibility for making schedule changes.

Administration reserves the right and discretion to make necessary changes pursuant to circumstances that affect graduation or scheduling oversights, such as, but not limited to student missing a class, same class twice, student not meeting prerequisite requirement, student failed a class, etc.

### GRADING SYSTEM

The Eastern High School grading system is as follows:

A – Superior	(93-100)
B – Above Average	(85-92)
C – Average	(77-84)
D – Below Average	(70-76)
F – Failure	(Below 70)

## **GRADES ONLINE**

Online grades can be accessed through NC Wise beginning in September. More information will follow at that time.

## **PARENT /TEACHER CONFERENCES**

Please contact your son/daughter's teacher directly if you wish to schedule a conference. Contact can be made via the school's front office at 919.563.5991 or via the teacher's email posted on the school website: [www.eah.abss.k12.nc.us](http://www.eah.abss.k12.nc.us)

## **PROMOTION POLICY**

### **GRADES 9 - 12**

- To be promoted from grade 9 to grade 10, a student must have earned at least six (6) units of credit.
- To be promoted from grade 10 to grade 11, a student must have earned at least twelve (12) units of credit.
- To be promoted from grade 11 to grade 12, students must have earned at least twenty (20) units of credit.

## **GRADUATION REQUIREMENTS**

Refer to the Alamance-Burlington School System *High School Curriculum Guide* for 2012-2013 for graduation requirements and related information.

## **TRANSCRIPTS**

Effective February 16, 2012, in an effort to provide better and more secure service to our students, transcript requests must be made online using our automated student record/information request. Walk in, fax, phone calls, and mail will no longer be accepted. To access our online request system, go to [www.abss.k12.nc.us](http://www.abss.k12.nc.us) and click on "Transcript Request"

SAT and ACT scores are no longer listed on the student transcripts. It is the student's responsibility to have official scores sent from the College Board to the institutions of their choice.

\*Students who are taking University transfer credit courses must contact the college to request a transcript.

## VALEDICTORIAN AND SALUTATORIAN

The student earning the highest cumulative weighted grade point average in the graduating class each year shall be named as Valedictorian. This determination shall be made during the senior year at the end of the final grading period for the year.

The student earning the second highest cumulative weighted grade point average in the graduating class each year shall be named as Salutatorian. The determination shall be made during the senior year at the end of the final grading period for the year.

In case of identical weighted grade point averages, the principal shall name co- valedictorians or co-salutatorians. If co-valedictorians occur, no salutatorian will be declared. If co-salutatorians are named, there will be one valedictorian and co-salutatorians.

Students who graduate in less than four years are not eligible for this special academic recognition. In order to be considered for valedictorian or salutatorian honors, the student shall have begun his/her senior year at the high school granting the diploma.

## FINAL EXAMINATIONS

**Required retesting and remediation for State Exams may extend beyond the last student day for each semester.**

- **Each exam** will count as **25%** of the student's **final average**.
- **Only seniors\*** can be **exempt** from taking **non-EOC** exams ONLY. **Every student, including seniors, must take VoCats** tests and state **end-of-course tests**. \*Seniors must have maintained an average of 93 or higher for both grading periods to exempt an exam. **Seniors** who are exempt from exams are not required to attend that class during exam time. Seniors are expected to attend all EOC exam review sessions.
- All students enrolled in high school courses that have a **State End-of-Course test** are required to have a final **combined** average of at least **70 (75% teacher grade + 25% EOC test grade)** **and must pass** the End-of-Course test to obtain credit for the course. These courses include English 2, Algebra I, and Biology.
- Attendance, early release, etc. during exam days will be shared along with the exam schedule when it is made available.

## 2012-2013 DATES FOR PROGRESS REPORTS AND REPORT CARDS

**Note:** This information from Central Office due to state mandated calendar changes was not available as of handbook printing date requirement. Once we receive the information, the dates will be posted on our school website. Grading period end dates and report card dates will not be changed due to missed days of school unless five or more days are missed and not made up within a grading period. **Since we are on a block schedule, progress reports will be sent home twice each nine weeks (approximately every 15 days). Reminder, grades are posted online weekly.**

## NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM

The North Carolina State Board of Education, believing that the success of our State and Nation depends on the full development of youth and that some students should be encouraged to pursue a well-balanced but more vigorous high school program, has instituted the North Carolina Scholars Program. Students satisfactorily completing requirements as identified by the State Board shall be named North Carolina Academic Scholars, and have an appropriate seal of recognition affixed to the diploma and receive other special recognition.

To qualify, a student must have an overall four-year average of B and must meet additional requirements as specified in the Alamance-Burlington School System High School Curriculum Guide.

### FUTURE-READY CORE COURSE OF STUDY

The Future Ready core is designed to prepare all students for careers and college learning in the 21st century. Students will be required to complete 24 units of credits in order to graduate. The following units will be required for graduation under the Future-Ready Core:

#### FUTURE-READY **COURSE** REQUIREMENTS:

UNITS	SUBJECTS
<b>4</b> Mathematics Units	<ul style="list-style-type: none"> <li>▪ Algebra I(EOC), Geometry, Algebra II, Advance Math</li> <li><b>OR</b></li> <li>▪ Found. Algebra, Algebra 1 (EOC), Geometry, 2 Additional Math Courses- <i>to be determined</i>.</li> <li>▪ Advance Math-4th Math Course to be aligned with the student's post high school plans</li> </ul>
<b>4</b> English Units	<ul style="list-style-type: none"> <li>▪ English 1</li> <li>▪ English 2 (EOC)</li> <li>▪ English 3</li> <li>▪ English 4 (Complete Graduation Project)</li> </ul>
<b>3</b> Social Studies Units	<ul style="list-style-type: none"> <li>▪ World History</li> <li>▪ US History</li> <li>▪ Civics and Economics</li> </ul>
<b>3</b> Science Units	<ul style="list-style-type: none"> <li>▪ Biology (EOC)</li> <li>▪ An earth/environmental science</li> <li>▪ A physical science</li> </ul>

#### FUTURE-READY **ELECTIVE** REQUIREMENTS:

UNITS	SUBJECTS
<b>1</b> Health and Physical Education Unit	<ul style="list-style-type: none"> <li>• PE /Health</li> </ul>
<b>6</b> Elective Units <b>3</b> Additional Credits	<ul style="list-style-type: none"> <li>▪ <b>2</b> Electives must be any combination of Career Technical Education, Arts Education or Second Language</li> <li>▪ <b>4</b> Electives from one of the following: CTE, Arts Education or any other subject matter that directly relates to future career choice.</li> <li>▪ ABSS requirement</li> </ul>
<b>TOTAL 24 Credits Units</b>	

## UNIVERSITY OF NORTH CAROLINA SYSTEM -- MINIMUM REQUIREMENTS

The College/University Prep Course of Study as outlined in the ABSS High School Curriculum Guide is designed for students planning to attend a four-year college or university after high school. This is the most stringent diploma as **a course of math above Algebra 2 and two years of foreign language are required**. North Carolina diploma requirements MAY NOT MEET THE ENTRANCE REQUIREMENTS OF SELECT COLLEGES AND UNIVERSITIES. Admissions standards vary from institution to institution. Students are encouraged to consult with our Guidance Counselors for more information.

### SECTION 504 LEGISLATION/"CHILD FIND" POLICY

Section 504 of the *Rehabilitation Act* of 1973 and Alamance-Burlington School Board Policy mandate that every student receive a free and appropriate education. Some students may have physical or mental handicapping conditions that substantially limit their ability to learn and participate in school activities. If a student or parent believes the student has such a handicapping condition, the student's principal should be contacted. Further assistance can be obtained from the Director of Student Support Services at the ABSS Administrative Offices, 1712 Vaughn Rd. Burlington, NC.

### DROP OUT PREVENTION/DRIVER'S LICENSE LEGISLATION

North Carolina has legislation reflecting a coordinated statewide effort to motivate and encourage students to complete their high school education. The law requires the revocation of the student's driving permit or license if the student does not maintain adequate academic progress or drops out of school. Adequate academic progress is defined as passing three (3) out of four (4) classes in a block schedule school. The law became effective August 1, 1998.

This law applies to all North Carolina students under the age of 18 who are eligible for a driving permit or license. Any student who received a permit or license prior to December 1, 1997, (implementation date of the Graduated Driver's License Program) is not affected by this legislation.

Previously a student had to present a birth certificate, social security card and Driver Education Completion Certificate to the Department of Motor Vehicles in order to obtain a permit or license. Additionally, the new legislation requires a student to present a Driving Eligibility Certificate, issued by the school and good for 30 days, to the Department of Motor Vehicles to obtain a permit or license. The Driving Eligibility Certificate will only be issued to students making adequate academic progress. Students who do not meet the academic progress requirements will be reported to the Department of Motor Vehicles and their permit or license will be revoked. There is a provision for a request for a review of the student's situation based on hardship considerations. Students may regain academic eligibility at the end of each semester.



# ATHLETICS

Eastern High students have the opportunity to participate on men's and women's athletic teams and cheerleading. Students participating in athletics are expected to maintain good standards of conduct both on and off the athletic field. Academically, students who are involved in athletic teams or cheerleading must meet the minimum standards of the North Carolina High School Athletic Association.

The following NCHSAA policies **MUST** be followed:

1. A player must have been in attendance for at least 85 percent (no more than 13 days absent in a block schedule) of the previous semester at an approved high school.
2. A student must have passed a minimum load of work during the preceding semester to be eligible at any time during the present semester. However, if he/she passes a minimum load for the year, his/her record during the spring semester shall be immaterial to his/her athletic status during the following fall semester. Students must also meet local promotion standards set by the Local Education Administration must pass 3 courses.
3. A student who is not academically eligible at the beginning of the semester is not eligible at any time during the semester. A minimum load is defined as three courses in a block schedule school.

**ADDITIONAL NCHSAA POLICIES ARE FOUND IN THE HANDBOOK OF THE NORTH CAROLINA HIGH SCHOOL ATHLETIC ASSOCIATION WHICH IS LOCATED IN THE PRINCIPAL'S OFFICE.**

In addition to the NCHSAA policies, the following EAHS policies **MUST** also be followed:

1. A student must be in school at least 50% of the school day in order to be eligible to participate. Being on a school sponsored field trip does not affect participation status.
2. Students may not practice for, nor participate in, athletic events while assigned in-school-suspension or out-of-school suspension.

\*\*\*\*Please visit our Website <http://eah.abss.k12.nc.us> **Athletics Link** for updated Athletic Information.

Each athlete must have a physical before you are allowed to tryout Forms are available on the EAHS Athletics Website and in the EAHS Main Office.

<b>Fall Sports</b>	<b>Winter Sports</b>	<b>Spring Sports</b>
<p><b>Cross Country:</b> Coach Richard Kehrman; 1<sup>st</sup> Day of Practice: Monday, August 1</p> <p><b>Football- JV and Varsity:</b> John Kirby; 1<sup>st</sup> Day of Practice: Monday August 1</p> <p><b>Women's Golf:</b> Coach Lia Long; 1<sup>st</sup> Day of Practice: Monday August 1</p> <p><b>Men's Soccer:</b> Coach Jason Speicher/ School Contact John Kirby; 1<sup>st</sup> Day of Practice: Monday August 1</p> <p><b>Women's Tennis:</b> Coach Steve Smith; 1<sup>st</sup> Day of Practice: Monday August 1</p> <p><b>Women's Volleyball:</b> Coach Rebecca Wood/School Contact Stacy Way; 1<sup>st</sup> Day of Practice: Monday, August 1</p>	<p><b>Men's Basketball:</b> Coach Jay McPherson; 1<sup>st</sup> Day of Practice: Tuesday, November 1</p> <p><b>Women's Basketball:</b> Coach Tim Krotish; 1<sup>st</sup> Day of Practice: Tuesday, November 1</p> <p><b>Men and Women Swimming:</b> Coach Jason Speicher/ School Contact John Kirby; 1<sup>st</sup> Day of Practice: Tuesday, November 1</p> <p><b>Wrestling:</b> Coach Nathan Gardner; 1<sup>st</sup> Day of Practice: Tuesday, November 1</p>	<p><b>Baseball:</b> Coach Randy Ballard 1<sup>st</sup> Day of Practice: Wednesday, February 15</p> <p><b>Softball:</b> Coach Danny Way/School Contact Tiffany Helton; 1<sup>st</sup> Day of Practice: Wednesday, February 15</p> <p><b>Men's Golf:</b> Coach Chris Bowman 1<sup>st</sup> Day of Practice: Wednesday, February 15</p> <p><b>Women's Soccer:</b> Coach Jason Speicher/School Contact John Kirby; 1<sup>st</sup> Day of Practice: Wednesday, February 15</p> <p><b>Men's Tennis:</b> Coach Steve Smith 1<sup>st</sup> Day of Practice: Wednesday, February 15</p> <p><b>Men's and Women's Track:</b> Coach Brad Warren and Coach Jeremy Martin 1<sup>st</sup> Day of Practice: Wednesday, February 15</p> <p><b>Lacrosse:</b> Coach Tony Aguilar; 1<sup>st</sup> Day of Practice: Wednesday, February 1</p>

# **ATTENDANCE**

## **"SENIOR SKIP DAY"**

Each year questions arise as to school support of a "Senior Skip Day": **There is NO such school sanctioned event as a "Senior Skip Day".**

## **EHS ATTENDANCE POLICY**

In the event of an absence, **it is the responsibility of the student to bring a note to their first period teacher**, signed by the parent or guardian, stating the reason for the absence. The note should include the student's complete name (first and last), date(s) of absence(s), reason for absence, signature of parent/guardian. These notes will be kept on file by their 1<sup>st</sup> period teacher.

Absences other than short-term illness and death in the family also require additional documentation or, in certain situations (contact the office for information) prior approval of the principal. Students who have medical appointments should bring confirmation of appointments. All absences will be coded **UNEXCUSED** until a note is presented for an excused absence. Note must be turned in within 3 days of the absence.

**Excused absences (Lawful)** - Absences for the following reasons shall be classified as excused absences **when the indicated documentation or approval is provided:**

- A. Illness of the student (extended illness, 3 or more days, requires verification by doctor)
- B. Medical or dental appointment (verification by doctor required)
- C. Death in the immediate family
- D. Quarantine (copy of quarantine order required by order of the State Board of Health or the Alamance County Health Department)
- E. Religious Holiday (prior approval by principal required)
- F. Court summons (verification by court system required)
- G. Immediate demands of the home (prior approval of principal required one week in advance)
- H. Valid educational opportunity (travel) (prior approval of principal required)

**Unexcused absences (Unlawful)** - Any absence from school, with or without the knowledge of the parent, which does not meet the requirements of an excused absence, shall be classified as an unexcused absence.

**Absences due to out-of-school suspension** - Absences due to out-of-school suspension are considered involuntary absences for attendance accounting purposes and are not considered a violation of the compulsory attendance law. Absences due to out-of-school suspension do count as absences from school.

**Make-up work due to absences** - In grades 6 - 12, students are responsible for securing make-up assignments upon returning to school from an absence per ABSS policy.

- Students are entitled to twice the number of days absent to complete all assignments initially assigned during their absence from school. However, the total amount of time for the completion of make up work shall not exceed 5 days.
- In unusual situations, the time allotted to complete make up work may be extended with the **approval of the principal**.
- Teachers will record no credit for work not made up within the allotted time. **It is the responsibility of the student** to arrange for the completion of all make up work at the convenience of the teacher(s).
- STUDENTS WHO ARE ABSENT FOR SEVERAL DAYS AND WHO REQUEST MAKE-UP WORK SHOULD HAVE SOMEONE PICK UP THE MAKE-UP WORK BETWEEN THE HOURS OF 2:30 AND 4:00 IN THE AFTERNOON.
- TO INSURE THAT MAKE-UP REQUESTS CAN BE FILLED, **REQUESTS MUST BE MADE TO STUDENT'S TEACHERS (563-5991 OR EMAIL) BEFORE 9:00 IN THE MORNING.**

### TARDIES

Tardies - **It is the responsibility of the student to be on time for class.** Tardies (**both excused and unexcused**) are considered a disciplinary problem and will be handled through the school disciplinary procedures. Students who are tardy to school due to doctor/dentist appointments will not be handled with disciplinary action. The note to excuse these must come from the medical office. Tardies other than medical appointments must be validated by a note from the parent or guardian.

The Eastern High School Tardy Policy\* is as follows:

- Students must be in the instructional area/classroom when the bell rings.
- **Students arriving to school after the tardy bell for their first class are considered tardy and should report directly to the main office to obtain an admit slip.** The tardy will be recorded as excused or unexcused and reported to the office by Mrs. Graham.
- Students must be in class at least 45 minutes to be counted as present
- Consequences:

<b>First tardy:</b>	<b>Warning and teacher contacts parent</b>
<b>Second tardy:</b>	<b>After School Detention assigned by teacher</b>
<b>Third tardy:</b>	<b>Discipline referral to administration/ In-School Suspension (ISS)</b>
<b>Fourth tardy:</b>	<b>In-School Suspension (ISS)</b>
<b>Fifth tardy:</b>	<b>In-School Suspension (ISS)</b>

- All tardies beyond 5 in one semester will be handled on a case-by-case basis by the administration and may result in Out-of-School-Suspension (OSS).

\*The tardy policy applies to each nine weeks grading period. Students on a late bus are not considered tardy.

## ABSS HIGH SCHOOL TARDY AND ATTENDANCE PROCEDURES

**Tardies:** Student tardies shall be considered disciplinary issues at each school. Individual school procedures shall prohibit academic penalties for tardies, and shall adhere to the current Code of Conduct.

**Absences:** The goal is to completely separate any type of grade penalties from attendance, and to implement this policy fully beginning 2010-2011. Recognizing that this is a strong departure from current practice, an interim procedure will be adopted for the 2009-2010 year as follows:

- Any student who misses **more than ten (10) days in a semester (unexcused)** shall not receive **credit** for the course unless it is recommended upon review by the Student Services Team (SST). The student shall receive the letter grade that they earned pending review by the SST. If the SST determines that **unexcused** absences were excessive, and that the student did not adhere to any previously stipulated plans established during the “six and ten day” conferences, then the student receives a grade of “F” and no credit for the course.

Students with more than ten days of **excused** absences per semester will also have their situations reviewed by the SST prior to awarding any course credit.

- Attendance letters are generated upon unexcused absences at three (3), six (6), and ten (10) days. By law, the parent shall be notified after the student has accumulated three (3) **unexcused** absences in a year, and a referral is made to the SST.
- After not more than six (6) **unexcused** absences the parent shall be notified by mail that he/she may be “in violation of the Compulsory attendance Law and may be subject to prosecution under the established attendance policies of the state and local boards of education.” Additionally, the SST shall establish a conference with the parent and student to review the attendance record and establish a plan for improved attendance.
- After ten (10) accumulated **unexcused** absences, the principal “shall review any report, or investigation prepared under G.S. 115C-381 and must confer with the student and his/her parent, guardian, custodian to determine whether proper parental notification and involvement has occurred and that the parent has made a good faith effort to comply with the law.” This review shall occur in conjunction with the SST review and parent/student conference after ten absences. The SST shall also determine if course credit is to be denied or awarded.

## SIGN IN/SIGN OUT PROCEDURES

- Students arriving at school after the tardy bell for their first class **should report directly to the main office**. Students should bring a note from a parent/guardian and documentation if the tardy is to be excused.
- Students who need to leave school during the school day must bring a note to the main office in order to sign out. The note must state the student's full name, reason for leaving, time of departure, parent/guardian's signature, and the phone number where the parent/guardian may be contacted. Notes will be kept on file in the main office.
- Students coming back to school during the day must report to the office & sign in.
- Telephone contact with parent/guardian may be used to verify the need for a student to sign in or sign out of school.

## **DISCIPLINE**

The Alamance-Burlington ***Student Code of Conduct*** is distributed to students each year, in addition to the rules and regulations of Eastern High School. The ABSS ***Student Code of Conduct*** addresses the conduct of all students system-wide in a general manner. The rules and regulations of Eastern High School as stated in this handbook define expectations more specifically for the EHS student body in particular. Both the ABSS ***Student Code of Conduct*** and the rules and regulations of Eastern High School apply to all students at EHS and are to be followed and adhered to at all times.

Before a student is referred to the administration for a routine discipline infraction, teachers are expected to have made contact with the parents/guardians of the student.

Anytime a student is referred to the school administration, it becomes an administrative matter. The administration will use appropriate intervention strategies for dealing with the matter. Disciplinary actions will include, but are not limited to, administrative warning, parent/guardian notification, After School Detention (ASD), assignment to In-School Suspension (ISS), or Out-of-School Suspension (OSS).

### NON-ROUTINE DISCIPLINE INFRACTIONS

The following **non-routine** infractions will be handled by the administration:

Weapons; Drugs, Alcohol, Tobacco; Fighting/Assaults; Theft, Stealing; Vandalism, Property Damage; Profanity toward a staff member; Sexual Harassment; Gambling; Gang Activity

**Non-routine infractions may result in immediate placement on In-School Suspension (ISS) or Out-of-School Suspension (OSS).** The Alamance County Sheriff's Department may also be contacted and charges pursued.

## OUT-OF-SCHOOL SUSPENSION

Students who are placed on out-of-school suspension **may not be on the Eastern High School campus or on any ABSS campus during the time of the suspension.** Students who are OSS may not attend any school sponsored functions nor participate in or practice for any athletic, cultural arts, or other extra-curricular activity of the school.

Students who are placed on out-of-school suspension for three or more days are eligible for **the Alternative to Suspension Program** at Sellars-Gunn Educational Center in Burlington. The program provides an opportunity for students to continue their academic work with assistance from professional staff. Classes are from 8:15am to 2:15pm Monday through Friday. Students and parents must follow all in-take procedures and sign a contract of agreement for student conduct. Parents or a legal guardian **MUST** accompany the suspended student to the Sellars-Gunn office no earlier than 8:00am, following suspension, for an in-take interview. Students may not arrive after 9:00am. **Parents are responsible for transportation.** Students will be served only twice in one semester. Assignments will be sent from the student's EAHS teachers to the director of the program, Ms. Suzanne Graves.

## DRESS CODE

We want our students to maintain an appearance that is neither distracting to other students nor disruptive to the educational environment and healthy climate of the school.

Please note the guidelines and expectations for student attire at Eastern Alamance High School stated below. EHS administration reserves the right to impose additional dress code requirements as needed.

- No hats, do-rags, bandanas, headbands, sweatbands or other types of head covering will be allowed on campus (**worn or carried**) during the school day (7:00 am to 3:20 pm).
- No clothing may be worn with suggestive or questionable language or drawings.
- No style of clothing or the manner in which it is worn may expose undergarments or create a distraction or disturbance in the educational setting.
  1. Pants must be worn at the waist. Sagging pants/shorts will not be permitted. A belt is required if pants do not remain at the waist.
  2. **Shorts, skirts, and dresses must be knee length, even when wearing leggings.**
  3. Shirt tails may be worn out, **but must not be longer than the student's wrist when their arms are extended fully by their side. If the shirt tail is longer, it must be tucked into the waistband, not the pockets (not rolled under). This rule applies to all shirts (sports jerseys, button shirts, etc.)**
  4. Students **will not** be allowed to wear tank tops. Basketball jerseys may be worn if accompanied by a T-shirt underneath them. If the basketball jersey does not comply with the length in rule #3, the jersey must be tucked in at the waist.
  5. Clothing must not reveal midriff, backs, cleavage, or chest/torso area. Shirts and blouses must cover the waist and go past the waistline, but not lower than the wrist (see #3).
  6. Tops with spaghetti straps, tank tops, tops with large sleeve openings or halter tops will not be permitted.
  7. Excessively tight clothing is not permitted, including, yoga pants, spandex etc.

(Continued on next page)

8. Coats must fit and be appropriate for the season. Hoods are only permitted when it is deemed necessary due to weather conditions. Hoods **may not** be worn inside the building.
9. Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any symbols, styles or attire frequently associated with intimidation, violence or violent groups will not be permitted. Wallets with chains are not permitted.
10. Clothing must be worn appropriately (nothing inside-out or backwards, no rolled-up pant legs, no shirts worn half on and half off, or unfastened bib overalls; belts must be buckled and worn at the waistline). **Excessive holes/tears in clothing will not be permitted.**
11. Students may not wear or display any clothing, jewelry, emblems, badges, symbols, signs, tattoos or other items that shows affiliation in any gang or that promotes gang affiliation. Violations will result in ISS and/or OSS.

A first violation of the dress code will result in the student being given the opportunity to correct the violation. After the first violation, all dress code violations will be handled with ISS (In-school-suspension) or OSS (Out-of-school-suspension). Assignment to ISS or OSS due to Dress Code violations results in the unnecessary loss of instructional time. Please help us as we work to create a healthy learning environment.

### **TOBACCO**

The ABSS Student Code of Conduct strictly prohibits the use and/or possession of tobacco products. This includes smokeless tobacco, cigarettes, matches, and lighters.

### **SCHOOL BUS TRANSPORTATION**

Riding the school bus is a privilege extended to students by the state of North Carolina. The school system is not required to provide students with transportation to or from school. **Since riding the bus is a privilege and not a right**, it can be taken away from any student who does not abide by the rules and regulations. The bus driver is in charge of the bus at all times. Students shall be in jeopardy of being either **temporarily or permanently suspended from school transportation services and/or from school if any of the following occur:**

- Delaying any bus schedule
- Fighting, smoking, using profanity, or refusing to obey a driver's instructions
- Tampering with or willfully damaging any school vehicle
- Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle
- Getting off at an unauthorized stop
- Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation
- Failing to observe established safety rules and regulations
- Willfully trespassing on a school bus
- Violating any other rule of the ABSS Student Code of Conduct while on any school vehicle
- POSSESSION OR CONSUMPTION OF FOOD OR DRINK

This list of infractions may not represent all forms of misbehavior that might occur on a bus. It should be fully understood by all students and parents/guardians that if infractions occur at any time, the student may be suspended from riding the bus. Cameras are present on busses.

**Students are not permitted to ride any bus other than the one to which they are assigned, nor are students allowed to ride home with another student.**

## OFF LIMITS AREAS OF CAMPUS

Students are not allowed to be in the following areas of campus during the school day unless they are under the direct supervision of a teacher or employee of Eastern High School, or they have written permission from an administrator:

- Bus, student, and faculty parking areas
- Football stadium, athletic fields, gym areas and hallways
- Teachers' workroom
- Front lawn area
- Auditorium/lobby areas
- Hallway behind band room and dance room
- Hallway beside office
- Behind gym/tennis court areas
- Woodlawn Middle School property
- Loading dock area

**Loitering in the parking lots before, during, or after school is prohibited.**

## COMPUTER/INTERNET POLICY

Internet and electronic mail (e-mail) access privileges are available as appropriate to students in the Alamance-Burlington School System. To use the Internet and e-mail a student must sign an Acceptable Use Agreement each year (a parent or guardian must also sign if the student is under the age of 18) and return it to school where it is kept on file. **Students without a signed form will not be granted access privileges.**

Students must use good judgment and follow general school rules for behavior and communications while using the Internet. Access is a privilege - not a right.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is understood that users will follow district standards and honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to check system integrity and be sure that users are using the system responsibly. Users should not expect that files stored on district servers are private.

Individual users of school computers and the Internet are expected to follow the generally accepted rules of network etiquette. The following are not permitted:

- Damaging computers, computer systems, software, computer networks, or data belonging to someone else
- Using another person's user id and password
- Sending or displaying offensive messages, pictures, or videos
- Using obscene language
- Harassing, insulting or attacking others
- Unauthorized distribution or copying of copyrighted materials and/or software
- Unauthorized or illegal use of data in folders or work files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Revealing the full name, personal address, or telephone number of any student or school staff member

In the event a student engages in any of the above-referenced activities, his/her access privileges may be revoked and other disciplinary and/or legal measures may result.



## GAGGLE STUDENT E-MAIL

Gaggle student e-mail is a tool for 21<sup>st</sup> Century learners. It is a safe tool for communicating with classmates and teachers. Directions for Gaggle are as follows:

1. Go to the EHS website: <http://eah.abss.k12.nc.us>
2. Log-in for School Wires
3. Click "Passkey Link" – select Gaggle option
4. Check with your teacher for your user name and password
5. You may not change your password

## ELECTRONIC DEVICES/TELEPHONES

Students are not allowed to use beepers, pagers, walkie-talkies, cell phones, laser pointers, CD players, personal audio devices, I-pods, and other electronic devices on school grounds or at any school-sponsored activity during school hours. (*ABSS Student Code of Conduct*). **Cell phones may not be on or displayed during school hours (7:00AM–3:20PM).**

**All such items will be confiscated and will be held at the school until a parent or legal guardian comes to the school to pick up the item (even if this is the first time an item has been confiscated from the student). The school is not responsible for confiscated items.**

Confiscated items may be picked-up from the student's grade level administrator by a parent/guardian. **Please contact the school at 919-563-5991 to make an appointment to retrieve confiscated items.** Student's refusal to release the phone or electronic device to teacher may result in In-school-suspension (ISS) or Out-of-school-suspension (OSS) for non-compliance. The phone or electronic device will be confiscated by Administration. Refusal to release the phone or electronic device to Administration **will** result in Out-of-school-suspension (OSS).

Upon the first offense of violation of policy a student will be assigned to In-school-suspension (ISS) for one day. In the event the student has an item confiscated for a **second time**, the student will receive Out-of-school-suspension (OSS) for noncompliance.

## **SCHOOL SAFETY**

### EMERGENCY DRILLS

Detailed procedures for all fire drills, tornado drills, and other emergency drills are included in the EHS Staff Handbook, and all teachers go over specific information for each classroom with students during the first days of school. In addition, information regarding Fire Drill and Tornado Drill procedures is posted in each classroom near the exit. Fire drills, tornado drills, and other emergency drills will be routinely conducted throughout the school year.

## **FIRE DRILLS**

Signal: One continuous ringing of the fire alarm bell

What to do: Teachers and students are to exit classrooms and buildings and report to assigned areas. All students and teachers are to remain in assigned areas until an “all clear” signal is given.

## **TORNADO DRILLS**

Signal: Continuous sounding of a siren-type tone

What to do: Teachers and students in classrooms move into designated areas. Teachers and students in mobile units move to designated area of campus. Students in other areas (gym, media, center, office, and so forth) follow the instructions of faculty/staff members present.

## **OTHER EMERGENCY DRILLS**

Eastern High School has a crisis plan in place in the event that emergency situations require the evacuation of the school or a lock down of the campus. These procedures will be reviewed by the faculty with students, and drills will be conducted during the school year.

## **BOMB THREATS**

Three types of bomb threats now represent a serious crime in North Carolina, and therefore involve serious penalties that can be administered by the school system, or local and state law enforcement agencies.

### **Category of Crime**

- Crime no. 1: Making or communicating a false bomb threat in any form, even including computer messages, is now a Class H felony crime.
- Crime no 2: Perpetrating a bomb threat hoax by bringing a fake explosive device onto school property (building, grounds or buses) or into school-sponsored events or activities in now a Class H felony crime.
- Crime no. 3: Encouraging or aiding a minor to bring onto school property any true explosive device is now a Class G felony crime.

**Penalties:** In addition to legal consequences that accompany any of the above felonies, the following penalties also apply to these crimes:

- A second conviction of either of the first two crimes within 5 years of a first conviction is a class G felony crime.
- Conviction of any of the three crimes results in loss of one's driver's license or permit.
- There is an automatic 365-day suspension from school for committing either of the first two crimes.
- Possible restitution and financial liability for the costs of damage experienced by the school or school system in having to deal with the threat. Parents who are found to be negligent with regard to their children who commit either of the above crimes may be required to pay up to \$25,000 in costs associated with a false bomb threat or hoax, and \$50,000 in costs associated with actual damages resulting from a discharged explosive device.

## LOSE CONTROL, LOSE YOUR LICENSE LEGISLATION

Students given an expulsion/suspension for more than 10 consecutive days for one of the three reasons listed below are subject to having their permit/license suspended for up to one calendar year.

- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property
- The 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 that disciplinary action if the conduct had occurred in a public school
- The physical assault on a teacher or other personnel on school property

Students who are least 14 years old or who are rising 8<sup>th</sup> graders are subject to this law. This law applies to all students, even to those exempted under Dropout Prevention/Driver's License Legislation. Unlike the Dropout Prevention/Driver's License Legislation law that ends when a student turns 18 years old, the "Lose Control" law does not stop at age 18 nor does it stop when the student graduates.

Students who may lose their permit/license under this legislation may be eligible to regain the permit/license after a six-month period by displaying exemplary behavior in an alternative educational setting or having successfully completed a school district approved drug or alcohol treatment counseling program.

## PHYSICAL EDUCATION & DANCE VALUABLES POLICY

Students in Physical Education and Dance classes are expected to leave all valuables (jewelry, money, personal items) in the designated "valuables bag" of their teacher. Valuables will be maintained in a locked location during the class period. Students are **required** to bring locks to be used on P.E. & Dance lockers. **The school cannot be responsible for missing items which are left in the locker rooms during the class period or during extra-curricular activities.**

## RANDOM DRUG TESTING FOR EXTRACURRICULAR ACTIVITIES

To improve the health and safety of students and to prevent and deter illegal drug use by students, the Alamance-Burlington Board of Education has approved a policy for the random drug testing of high school students who participate in extracurricular activities and for high school students whose parent or guardian wish for their child to voluntarily participate in the drug testing program.

All high school students who plan to participate in an extracurricular activity or who currently participate in an extracurricular activity, including school-sponsored and student-initiated clubs, or any student whose parent/guardian voluntarily enrolls his/her child in the random drug testing program must sign the drug testing consent for before the student can be allowed to participate in the extracurricular activity. Please refer to the Alamance-Burlington Schools Student Code of Conduct for specifics regarding the Random Drug Testing for Extracurricular Activities policy. Consent forms may be obtained by contacting the extracurricular sponsor or coach, the guidance office, or the school's administrative office.

## DUE PROCESS

All students shall be afforded minimal due process rights in all matters that may impact on their person, record, welfare, and/or status. Minimal due process rights shall include:

1. The right to be forewarned that certain acts or omissions shall bring forth certain consequences.
2. The right to be informed of the charges and reasons for them.
3. The right to state his/her position and/or response to the responsible school staff member.

A **Due Process** form is located on the last page of this handbook. This form **MUST** be signed by student and parent/guardian after reading this handbook and returned to school where it will be kept on file in the main office.

**Students who do not return completed Due Process signature forms will NOT be allowed to participate in extracurricular/co-curricular activities.**

## APPENDIX

### DIRECTIONS TO OTHER SCHOOLS (ATHLETIC OPPONENTS)

BARTLETT YANCEY HIGH SCHOOL: 466 Main Street East  
Yanceyville, N.C. 27379  
Phone: 336-694-4212

**Directions:** Take Highway 49 North. Stay straight onto Highway 62 North as Hwy. 49 splits off to the right. Stay on Highway 62 for approximately 17 miles. Turn left onto N.C. 1163, this will become Main Street. BYHS is at 466 Main Street.

CEDAR RIDGE HIGH SCHOOL: 1125 New Grady Brown School Rd  
Hillsborough N.C. 27278  
Phone: 919-245-4000

**Directions:** Take I-85 North to exit 164/Hillsborough. At bottom of ramp, turn right. Go to third stoplight, turn right onto Oakdale Drive. Go to end of Oakdale Drive and turn left onto Orange Grove Rd. Turn right onto New Grady Brown School Rd, school is on the right.

CUMMINGS HIGH SCHOOL: 2200 N. Mebane St. Burlington, N.C. 27217  
Phone: 336-570-6100

**Directions:** US 70 East to Burlington. Turn left onto Sellars Mill Road. Travel to first stop light, turn left to Cummings High.

EASTERN GUILFORD HIGH SCHOOL: 415 Peeden Dr. Gibsonville, N.C. 27249  
Phone: 336-274-8461

**Directions:** I-40 West to exit 135, Rock Creek Dairy Rd, turn right, go to stop light at Highway 70 and turn left. Travel .7 miles to Sedalia Rd., turn right. Travel 1.9 miles to Bethel Church Rd., turn left. Travel .2 miles to Peeden Drive, turn right, school is on the left.

GRAHAM HIGH SCHOOL: 903 Trollinger Road, Graham, N.C. 27253  
Phone: 336-570-6440

**Directions:** Take US 70 Hwy. toward Haw River. At second light in Haw River, turn left. Continue through Haw River. At first light, turn left. Travel to Graham. At first stop light, turn left onto Trollinger Road. School will be on the right.

MCMICHAEL HIGH SCHOOL: 6845 NC Highway 135, Mayodan, N.C. 27027  
Phone: 336-427-5165

**Directions:** US-70 West to US-220 ramp (Battleground Avenue). Stay straight to go onto Battleground Ct./US-220. Follow US-220 North 22.1 miles. Stay straight to go onto US-220 Bypass N/Thomas A. Burton Highway. Travel 2.7 miles, take the NC-135 ramp toward Mayodan/Eden. Travel .3 mile, turn left onto NC-135/J.J. Webster Hwy. Travel .2 miles, the school will be on your right.

MOREHEAD HIGH SCHOOL: 134 N. Pierce St. Eden, NC 27288  
Phone: 336-627-7731

**Directions:** US 70 West 8.2 miles to W. Webb Ave./NC-100/NC-87, turn right. Travel 2.5 miles to NC-87, turn right. Travel 19.3 miles, stay straight to go onto Barnes Street. Travel 1.1 mile, take the US-29 N ramp. Travel .3 mile, merge onto US-29 BYP N. Travel 1.9 miles, take the US-158/NC-14 exit (153) toward Reidsville/Eden/Yanceyville. Travel .4 mile turn left onto US-158 W/NC-14 N. Continue to follow NC-14 N for 12.2 miles to E. Stadium Drive, turn right. Travel .4 miles to N. Pierce Street, turn left, school is on the right.

NORTHERN GUILFORD HIGH SCHOOL: 7101 Spencer-Dixon Rd.  
Greensboro, NC 27455  
Phone: 336-643-8449

**Directions:** I-40 West 18.3 miles, keep right via Exit 131 toward US-70/Greensboro. Merge onto I-40 BR W/I-85 BR S. Travel 2.9 miles to the NC-6/Lee Street exit (41) toward US-29N/US-220 N. Travel .2 miles, keep right at the fork to go on E. Lee St./NC-6 W. Travel 1.9 miles to Hackett Street, turn right. Travel .1 mile to Gorrell Street, turn left. Merge onto N. O'Henry Blvd./US-29 N. Travel 3.5 miles to Cone Blvd. West exit. Travel .2 mile to E. Cone Blvd., turn right. Travel 1.1 mile to Yanceyville St, turn right. Travel 1.9 mile Yanceyville Street becomes Yanceyville Road. Travel 3.1 miles to Archergate Rd., turn left. Travel .9 miles to N. Church Street, turn right. Travel .1 miles, turn slight left onto Spencer-Dixon Rd., travel 1.9 miles to the school.

ORANGE HIGH SCHOOL: 500 Orange High Road, Hillsborough, N.C. 27278  
Phone: 919-732-6133

**Directions:** Take Hwy. 70 toward Hillsborough. Go to the second stop light. Make a left turn onto Orange High Road. School will be on the left.

ROCKINGHAM CO. HIGH SCHOOL: 180 High School Rd. Reidsville, NC 27320  
Phone: 336-634-3227

**Directions:** US 70 West 8.2 miles to W. Webb Ave./NC-100/NC-87, turn right. Travel 2.5 miles to NC-87, turn right. Travel 19.3 miles to NC-87W/Freeway Drive, turn left. Take the NC-87/NC-65 ramp, travel .1 mile keep to the left at the fork onto NC-65. Travel 3.7 miles to High School Rd., turn right, school is on the right.

SOUTHERN ALAMANCE HIGH SCHOOL: 631 Southern High School Road  
Graham, N.C. 27253  
Phone: 336-570-6400

**Directions:** I-85/40 to Hwy. 87 South exit. Turn left off exit ramp onto Main Street. Continue on 87 (Main Street) to the stop light at Southern High School Road (approximately 9 miles). Turn right onto SHS Road, school will be on the right.

WESTERN ALAMANCE HIGH SCHOOL: 1731 Hwy. 87 North, Elon College, N.C. 27244  
Phone: 336-538-6020

**Directions:** Take Hwy. 87 North from Burlington. Western High School is ¾ miles from Webb Avenue/Hwy. 87 split. \*The “back-way” from Eastern High – Take Mebane Rogers Rd. to Hwy. 49. Take a left on 49. Turn right at first paved road to the right, Sandy Cross Rd. Stay on Sandy Cross Rd. until it ends. Take a left onto Carolina Mill Rd, go across bridge, and make a right onto Carolina Rd. Continue straight until you get to a stop light. Go straight through the light a very short distance (Carolina Rd. becomes Union Ridge Rd. at light) and turn left on to Greenwood Drive. Continue straight until you get to a stop sign. Take a right at the stop sign onto Burch Bridge Rd, go to the first paved road to the left, Gerringer Mill Rd, and take a left. School will be 2-3 miles on the left.

WILLIAMS HIGH SCHOOL: 1307 S. Church Street, Burlington, N C 27215  
Phone: 336-570-6161

**Directions:** US 70 Hwy. to Burlington. US 70 will be Church Street. Continue on Church Street toward mall. Williams High School is on right.

### SCHOOL LUNCH AND BREAKFAST

The meal prices for breakfast and lunch for the 2012-2013 school year are listed below.

Middle & High School paid breakfast	\$1.50
Middle & High School paid lunch	\$2.20

Reduced breakfast and lunch prices will remain the same.

### DRIVER EDUCATION INFORMATION 2012-2013

**The North Carolina Driving School** Inc. of Winterville, NC provides driver’s education classes. The email address for the school is: [admin@ncdrivingschool.com](mailto:admin@ncdrivingschool.com)

The Driver’s Education Class schedule for Eastern High School is as follows:

<u>DATE</u>	<u>TIME</u>
September 10 – September 27, 2012	3:20-6:20 PM
November 6 – November 28, 2012	3:20-6:20 PM
February 4 – February 21, 2013	3:20-6:20 PM
March 12 – March 28, 2013	3:20-6:20 PM
April 30 – May 16, 2013	3:20-6:20 PM

There are no classes on Fridays during the school year. Students are to sign up in the office **two weeks** prior to the beginning of the selected class. The **NC Driving School** will post the roster for each class. If you have questions, please contact the **NC Driving School** at 1-800-375-6550 or 1-252-321-6700.

## SAT FEE WAIVERS

If you are a high school junior or senior in the United States, Puerto Rico, or U.S. territories who cannot afford to pay the test fees, you can apply for a fee waiver through your school counselor.

### Fee Waivers

- Cover the basic test fees for SAT or SAT Subject Tests
- Cover either the Question-and-Answer Service (QAS) or the Student Answer Service (SAS)
- May qualify you for application fee waivers at many colleges
- You can request a fee waiver through your school counselor.

**Note:** Fee waivers cannot be used for late registration except for the October test date. Fee waivers cannot be used for standby registrations.

### Eligibility

You are eligible for consideration for fee waivers if you are:

- an American citizen or a foreign national testing in the United States, Puerto Rico, or United States territories; or
- an American citizen living outside the United States, who meets the financial eligibility guidelines; or
- a home-schooled student (you must provide proof of eligibility to your local high school fee waiver administrator/counselor, who will provide you with the fee waiver card for the appropriate test and no more than four Request for Waiver of College Application Fee forms) –
- and you participate in the Federal Free and Reduced Lunch/National School Lunch Program or meet the financial eligibility guidelines for fee waivers. Your guidance counselor will share these guidelines with you.

**Note:** Students who use SAT fee waivers maybe eligible to receive up to four *Request for Waiver of College Application Fee* forms. These forms notify participating colleges that you have participated in the SAT Program Fee-Waiver Service and request that colleges waive their application fees.

## What Parents Need to Know About the Flu and Meningococcal Meningitis?

Influenza, commonly called “the flu”, is a contagious respiratory illness caused by the influenza viruses. Infection with this virus can result in illness ranging from mild to potentially life-threatening problems.

### Flu Facts

- Children at greatest risk include those who live in long-term care facilities or have the following medical conditions; heart disease, lung disease (such as asthma), kidney disease, metabolic disease (such as diabetes), blood disorders (such as anemia), weakened immune systems (such as HIV), those who are receiving long-term aspirin therapy.
- Symptoms of flu include fever (usually high), headaches, extreme tiredness, dry cough, sore throat, runny or stuffy nose and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea are much more common among children than adults.
- Flu is commonly spread through coughing, sneezing, sharing food/ drinks, or inhaled through the air.

- Treatments include plenty of rest and fluids. Decongestants, cough suppressants, and use of a humidifier can relieve some symptoms.

Meningococcal Meningitis is a form of bacterial meningitis and is sometimes called spinal meningitis. It is rare, but is a potentially fatal infection that can cause severe swelling of the fluid around the brain and spinal cord, or a serious blood infection.

### **Meningitis Facts**

- Certain college students are especially at risk due to certain social behaviors, including drinking, smoking (active and passive) and being in crowded situations like a dormitory.
- Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness, and light sensitivity. Some people also develop a rash mainly on their arms and legs.
- The disease is spread through the air or by contact with saliva, usually through close, personal contact with an infected person. The disease can be spread through coughing, sneezing, kissing, or shared items like a drinking glass, eating utensils or cigarettes.

Vaccines are available for both the flu and meningococcal meningitis. The flu vaccine is taken annually and the meningitis vaccine protects for almost 3-5 years. While vaccinations remain the primary way to prevent these illnesses the following measures are helpful:

- Frequent hand washing using soap and water for 20 seconds.
- Cover mouths when coughing or sneezing. Keep tissues handy and discard promptly when used.
- Get plenty of rest nightly. Eat healthy meals which include fruits and vegetables daily.
- Do not share food, beverages, or eating utensils.
- Encourage sick children to stay home to prevent spreading illnesses to others. Students can return to school when they're without a fever for 24 hours.

For additional information on the diseases and the vaccines visit the following web sites at:

[www.cdc.gov](http://www.cdc.gov), [www.immunizenc.com](http://www.immunizenc.com), [www.acha.org](http://www.acha.org), or [www.immunizationinfo.org](http://www.immunizationinfo.org)

### **Lo que los Padres Deben Saber Sobre la Influenza y la Meningitis Meningocóccica**

Influenza, comúnmente llamada "la gripa", es una enfermedad respiratoria contagiosa causada por el virus de la influenza. La infección con este virus puede convertirse en una enfermedad moderada o en problemas potencialmente peligrosos.

#### **Información Sobre la Influenza**

- Los niños con riesgos más altos incluye a aquellos niños que viven en unidades de cuidados a largo plazo o quienes tienen las siguientes condiciones médicas; enfermedades cardíacas, enfermedades pulmonares (como asma), enfermedades de metabolismo (como la diabetes), problemas sanguíneos, sistema inmune débil (como el SIDA) o los que están recibiendo terapias a base de aspirina a largo plazo.
- Los síntomas de la influenza incluyen fiebre (usualmente alta), Dolores de cabeza, cansancio extremo, tos seca, nariz floja o tapada y Dolores musculares. Otros síntomas como las náuseas, el vomito, la diarrea son muchos mas comunes en los niños que en los niños.
- La influenza comúnmente se propaga a través de la tos, estornudo, compartiendo bebidas o alimentos o simplemente a través de la respiración.
- Los tratamientos incluyen mucho descanso y mucho liquido. Los descongestionantes, las medicinas para suprimir la tos y el uso de aparatos para humedecer el aire, pueden aliviar algunos síntomas.



La meningitis Meningocócica una forma de bacteria de meningitis y algunas veces se le llama meningitis espinal la cual raramente ocurre pero es una infección potencialmente fatal que puede causar inflamación severa de los fluidos alrededor del cerebro es la espina dorsal o una infección seria sanguínea seria.

### Información sobre la Meningitis

- Algunos estudiantes universitarios son propenso a contraer meningitis debido a ciertas conductas sociales que pueden incluir bebidas, fumar (activo y pasivo) y el estar en lugares llenos de personas como los dormitorios.
- Los síntomas pueden progresar rápidamente y pueden ser parecidos a los de la influenza. Los síntomas incluyen fiebre, dolor de cabeza, tortícolis, náusea, vómito, confusión, somnolencia y poca sensibilidad. Algunas personas pueden desarrollar un salpullido principalmente en los brazos y piernas.
- Esta enfermedad se propaga a través del aire o a través de la saliva al hacer contacto con una persona infectada. También se puede propagar a través de la tos, estornudo, besos o la compartir objetos como vasos, utensilios de comer o cigarros.

Hay vacunas disponibles para las dos la influenza y la meningitis meningocócica. La vacuna par la influenza se aplica anualmente y la vacuna de la meningitis protege entre 3 a 5 años. Mientras se mantiene el efecto de la vacuna para prevenir esta enfermedad es útil tomar las siguientes medidas:

- Lavarse frecuentemente las manos con jabón y agua por 20 segundos.
- Cubrirse las manos al toser o estornudar. Cargar toallas desechables que se deben votar después de usar.
- Tomar suficiente líquido y suficiente en la noche. Ingerir comidas saludables que incluyan frutas vegetales diariamente.
- No compartir alimentos, bebidas o utensilios para comer.
- Anime a los niños enfermos a que se queden en casa para prevenir que se propague la enfermedad. Los estudiantes regresar a la escuela 24 horas después de que haya pasado la fiebre.

### HEAD LICE CONTROL PROCEDURES

The Alamance-Burlington School System has an established procedure to reduce the incidence of lice in schools. **No student will be allowed to stay in school if head lice are found in his/her hair.** This procedure is based on recommendations of the American Academy of Pediatricians and the National Association of School Nurses.

- a. If lice are detected the parent/guardian will be notified and written instruction instructions will be given to the Parent/guardian Regarding the head lice procedure and treatment.
- b. If nits only are detected the student will remain in school and written instructions regarding treatment and removal of nits will be sent home with the student.

Upon return to school, **parent must accompany the student.** The student will be rechecked by the school nurse or trained school personnel. The student will not be readmitted to school if lice are detected. If nits are detected, the student will return to class and a “nits remain” letter will be sent home. Further monitoring may continue as needed. Absences will be excused no more than three consecutive calendar days per incidence. Students with repeated infestations will be referred to the school nurse/school social worker, who will determine appropriate interventions. Retreatment of lice is often necessary following the head lice treatment instructions carefully.

In an effort to control this problem, parents should conduct periodic checks of their own students at home. The school should be notified if lice are found. Students must not share combs, caps, and other personal items.

## **PROCEDIMIENTOS SOBRE EL CONTROL DE LOS PIOJOS EN LA CABEZA**

El Sistema Escolar Alamance-Burlington tiene un procedimiento establecido para reducir la frecuencia de los piojos en las escuelas. No se permitirá que ningún estudiante permanezca en la escuela si se encuentra piojos en el pelo de él/ella. Este procedimiento está basado en las recomendaciones de la Academia Americana de los Pediatras y la Asociación Nacional de las Enfermeras Escolares.

- a. Si se detectan piojos se le informará al padre/guardián y el padre/guardián recibirá instrucciones por escrito con respecto al procedimiento y tratamiento de los piojos en la cabeza.
- b. Si solamente se detectan liendres el estudiante permanecerá en la escuela y se mandará a la casa con el estudiante instrucciones por escrito acerca del tratamiento y la eliminación de las liendres.

Al regresar a la escuela, el padre/madre debe acompañar al estudiante. La enfermera de la escuela o el personal entrenado de la escuela revisará al estudiante. El estudiante no será readmitido a la escuela si se detectan piojos. Si se detectan liendres, el estudiante regresará a la clase y se enviará a la casa una carta titulada "aún permanecen liendres". Se puede continuar monitoreando la presencia de liendres, según sea necesario. Se justificarán las ausencias por no más de tres días de clases consecutivos por cada incidente. Los estudiantes con repetidas infestaciones serán referidos a la enfermera de la escuela/trabajadora social de la escuela, la cual determinará las intervenciones apropiadas. A menudo es necesario volver a utilizar un tratamiento para los piojos después de seguir las instrucciones del tratamiento de los piojos en la cabeza cuidadosamente.

Para lograr controlar este problema, los padres deben revisar la cabeza de sus estudiantes periódicamente. Deben avisar a la escuela si encuentran piojos. Los estudiantes no deben compartir peines, gorras, y otros artículos personales.

## **ANNUAL SCHOOL HEALTH SCREENINGS**

Each year the Alamance-Burlington School System conducts student health screenings to better serve the students in Alamance County. Hearing and vision screenings are conducted by trained and certified staff members. Blood pressure screening and Body Mass Index (BMI) may be conducted for special populations in the schools. Parent/guardians and or school staff may request a screening at any time. The screenings are performed at selected grade levels and parent/ guardians may contact their child's school for specific screening dates and times. Hearing screening is conducted for grades Pre K, K, 1, 3 & 5. Vision screening is conducted for grades 1, 3, 5, 7 & 9. Parent/guardians shall be notified in writing if a student fails a health screening and may need additional evaluation and/or follow up care. Parents/guardians who do not wish to have their child screened must send a written note to the child's teacher prior to the screening.

## **EXÁMENES ANUALES DE SALUD EN LAS ESCUELAS**

Cada año el Sistema Escolar Alamance-Burlington lleva a cabo exámenes de salud para los estudiantes para servirles mejor en el Condado de Alamance. Se llevan a cabo exámenes de Audición y de la Vista por personal capacitado y certificado. Pueden ser administradas pruebas de la presión arterial e índice de masa corporal (BMI por sus siglas en inglés) para poblaciones especiales en las escuelas. Los padres/guardianes y/o el personal escolar pueden pedir un examen en cualquier momento. Los exámenes se llevan a cabo en niveles de grados determinados y los padres/guardianes pueden comunicarse con la escuela de sus hijos para conocer las fechas y horas específicas de los exámenes. El examen de audición se lleva a cabo para los grados Pre K, K, 1, 3 y 5. El examen de la vista se lleva a cabo para los grados 1, 3, 5, 7 y 9. Los padres/guardianes serán notificados por escrito si un estudiante no pasa la revisión médica y puede necesitar una evaluación adicional y/o atención de seguimiento. Los padres/guardianes que no deseen que sus niños sean evaluados deberán enviar una nota por escrito al maestro(a) del niño(a) antes de la evaluación.

## **Garrett's Law**

On July 17, 2004, Governor Easley signed Senate Bill 444, referred to as "Garrett's Law." This law mandates at the beginning of every school year local Boards of Education shall ensure that schools provide parents and guardians with information about meningoccal meningitis, influenza and their vaccines. Beginning July 2007 information about Human Papillomavirus (HPV) and the HPV vaccine will also be provided. This vaccine is available for females and may prevent certain diseases and cancers. Copies of this information are available in the office. Additional information on the diseases and the vaccines can be found at [www.cdc.gov](http://www.cdc.gov), [www.immunizenc.com](http://www.immunizenc.com), [www.acha.org](http://www.acha.org) or [www.immunizationinfo.org](http://www.immunizationinfo.org).

## **La Ley Garret**

El 17 de julio del 2004, el Gobernador Easley firmó el proyecto de ley 144, llamado "Ley de Garret". Esta ley manda que al comienzo del año escolar la Junta Local de Educación debe asegurarse que las escuelas provean a los padres y guardianes con la información acerca de la meningitis meningoccal, influenza y sus vacunas. A partir de julio del 2007 se aprobará información acerca del Papiloma Humano (VPH) y también de la vacuna del VPH. Esta vacuna está disponible para las mujeres y puede prevenir ciertas enfermedades y cánceres. Hay copias disponibles en la oficina. Puede encontrar información adicional acerca de estas enfermedades y las vacunas en [www.cdc.gov](http://www.cdc.gov), [www.immunizenc.com](http://www.immunizenc.com), [www.acha.org](http://www.acha.org) o [www.immunizationinfo.org](http://www.immunizationinfo.org).

## **ABSS Wellness Policy & Procedures**

Federal and state laws require the ABSS to enact a local "Wellness Policy" for its public schools. This Wellness Policy discusses laws regarding physical activity, nutritional education and nutritional guidelines for school nutrition programs. The Wellness Policy also states that ABSS will issue other recommendations regarding food and beverages which are not specifically covered by federal and state law.

The Wellness Policy requirements and recommendations are stated in the ABSS "Wellness Procedures". The Wellness Procedures describe (i) mandates and suggestions for disease control with respect to foods from commercial and non-commercial sources, (ii) recommendations for eating environments, (iii) goals and mandates for school lunches, (iv) laws and recommendations with respect to vending machines, (v) mandates regarding competition with federal school nutrition programs, (vi) laws and recommendations regarding fundraisers, concessions policies and student stores, (vii) laws and recommendations regarding school parties, celebrations and rewards, and (viii) goals and mandates regarding nutrition education and physical education.

The Wellness Policy can be read in full on the ABSS Website under "District Information" and then "Board of Education."

## **Política y Procedimientos de Bienestar de ABSS**

La ley federal y del estado requiere que ABSS promulgue una "Política de Bienestar" para sus escuelas públicas. Esta política de bienestar trata las leyes concernientes a la actividad física, educación nutricional y las pautas nutricionales para los programas de nutrición escolar. La Política de Bienestar también

establece que ABSS expedirá otras recomendaciones concernientes a la comida y a las bebidas que no están cubiertas específicamente por la ley federal y del estado.

Los requisitos y las recomendaciones de la Política de Bienestar están planteados en los “Procedimientos de Bienestar” de ABSS. Los Procedimientos de Bienestar describen (i) ordenan sugieren el control de enfermedades respecto a los alimentos de fuentes comerciales y no- comerciales, (ii) recomendaciones para los ambientes de comida, (iii) objetivos y mandatos para los almuerzos escolares, (iv) leyes y recomendaciones respecto a las máquinas vendedoras, (v) mandatos en materia de competencia con los programas federales de nutrición escolar, (vi) leyes y recomendaciones concernientes a las recaudaciones de fondos, políticas de puestos de comida y tiendas de estudiantes, (vii) leyes y recomendaciones concernientes a las fiestas escolares, celebraciones y premios, y (viii) objetivos y mandatos concernientes a la educación de nutrición y la educación física.

Se puede leer la política completa acerca de la Política de Bienestar en el sitio en el Internet de ABSS bajo “Información del Distrito” y después en “La Junta de Educación.”

### **Tobacco Products**

The ABSS 100% Tobacco-Free Schools Policy 5155 prohibits all tobacco use by everyone at all times on all school grounds and at all sporting events. Students, staff, parents, and other visitors may not use any kind of tobacco products, including cigarettes, pipes, cigars, and smokeless tobacco. Tobacco may not be used on any school grounds or at school events, including athletic events, buses, parking lots and off-campus events.

This policy was adopted in June 2008 and went into effect on August 1, 2008 to protect the health of all ABSS students and staff, promote positive role models in schools and promote a healthy learning and working environment. The policy was adopted following state legislation mandating tobacco-free policies in all North Carolina public schools. The complete tobacco products policy can be read on the ABSS Website under “District Information” and then “Board of Education.”

### **Productos de Tabaco**

La política (5155) de las escuelas de ABSS %100 Libre de Tabaco prohíbe todo uso de tabaco por cualquier persona en todo momento que se encuentre en las instalaciones de la escuela y en todos los eventos deportivos. Los estudiantes, el personal, los padres y otros visitantes no pueden usar ninguna clase de productos de tabaco, incluyendo cigarrillos, pipas, cigarros y tabaco que no se fuma. No se puede usar tabaco en ninguna instalación escolar o en los eventos escolares, incluyendo eventos atléticos, autobuses, estacionamientos y en los eventos fuera de las instalaciones.

Esta política fue adoptada en junio del 2008 y se puso en efecto el 1ro. de Agosto del 2008 para proteger la salud de todos los estudiantes y del personal de ABSS, para promover el rol positivo en las escuelas y para promover el aprendizaje saludable y el ambiente de trabajo. La política fue adoptada después que la legislación del estado ordenó una política libre de tabaco en todas las escuelas públicas de Carolina del Norte. Se puede leer la política completa acerca de los productos del tabaco en el sitio en el Internet de ABSS bajo “Información del Distrito” y después en “La Junta de Educación.”

# HIGH SCHOOL EXTRACURRICULAR/COCURRICULAR CODE OF CONDUCT

## **PHILOSOPHY:**

Participation in any extracurricular/co-curricular activities is an important part of the educational process. A primary goal of these activities is to teach students character and self-discipline skills which will enable them to develop to their highest potential. As role models for their peers and younger students, students who participate in extracurricular and co-curricular activities are held accountable for their actions at a higher standard than other students. This code applies to every student who participates in an extracurricular or co-curricular activity at Eastern Alamance High School (“participating student”).

At Eastern Alamance High School we believe in teaching our young people high moral standards, integrity, discipline, character, sportsmanship, citizenship, the importance of teamwork, and the value of hard work and true dedication. The faculty, staff and administration pledge to dedicate their time, energy, and financial resources to this effort.

This code represents the effort of Eastern Alamance High School to provide clear expectations for all participating students and their parents/guardians. It is the responsibility of each student to know and understand the obligations of this code as well as the established consequences that will be imposed if/when the provisions of this code are violated.

**\*\*\*Remember, participating in extracurricular/co-curricular activities is a privilege and not a right.\*\*\***

## **1. OBLIGATIONS AS A STUDENT**

In addition to the rules of this code of conduct, a participating student must at all times conform to the rules of conduct of the extracurricular/ co-curricular organization in which he/she is participating, as well as all school and school system rules. He/She shall not expect nor receive special privileges with regard to meeting his/her obligations to teachers and any other school personnel.

## **2. OBLIGATIONS AS AN EXTRACURRICULAR/COCURRICULAR PARTICIPANT**

- A. Each sport, club, NJROTC and cultural arts activity has certain individual requirements that lead to the development of specific skills requiring different types of training. Every athlete has an obligation to know the rules of the North Carolina High School Athletic Association as well as those rules governing his/her sport. Students participating in clubs, NJROTC or cultural arts are responsible for learning and adhering to the by-laws of their respective organizations.
- B. As an extracurricular/co-curricular participant, the student not only represents himself/herself, fellow team members, coaches, and teachers, but also the school and its student body. For these reasons, the participating student is expected to display the highest form of character and sportsmanship. If at any time a student’s actions bring harm or discredit to the organization of which the student is a member or to the school, the student may be subjected to disciplinary action, including suspension and/or removal from the extracurricular/co-curricular organization.

### 3. OBLIGATIONS TO THE SCHOOL AND COMMUNITY

A participating student is supported actively by the school and the community. Many volunteers work long hours to provide the finest equipment and facilities so that our extracurricular groups can have the best possible opportunity to compete on an even basis with any established program in the state. Participating students are held accountable for the equipment/materials issued to them and shall reimburse the school for any equipment/materials not returned or damaged beyond normal wear and tear. Participating students are expected to exercise respect for and take care of the facilities and equipment provided by the school and booster club.

### 4. CONSEQUENCES FOR VIOLATING RULES OF CONDUCT

These consequences apply *in addition to* any consequences imposed by the school, school district or extracurricular/co-curricular organization for violation of their separate rules of conduct.

#### A. IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSIONS

1. If a participating student is assigned to in-school suspension, he/she will not be allowed to practice or participate in a game/activity on the day(s) of suspension. Suspensions will be carried out regardless of the game/activity days or events. Note: A full day of in school suspension will cease a student's participation in a game and/or activity. A partial day of in school suspension will not apply when considering participation in a game and/or activity, i.e., one period, two periods, et cetera.
2. If a participating student is given out of school suspension for any reason, he/she will be subject to the following additional consequences:
  - a. **FIRST OFFENSE:** A student participating in athletics will not be allowed to practice or play during the suspension period. If there is not a game during the suspension period, the student will not be permitted to play in the next game after the period of suspension. A student participating in other clubs or activities will not be allowed to practice, participate or perform during the suspension period. If there is not a performance or major activity during the suspension period, the student will not be allowed to perform or participate in the next major activity immediately following the suspension.
  - b. **SECOND OFFENSE:** The student will be removed from extracurricular/co-curricular activities for the remainder of that season or semester or for 30 school days\*\* (on next page) , whichever is greater.
  - c. **REPEATED OFFENSES:** If a student continues to be suspended from school or has consistent disciplinary infractions, the principal may remove that student from extracurricular/co-curricular activities for up to the remainder of the school year or 30 school days, whichever is greater.

## B. USE OF ILLEGAL DRUGS/ALCOHOL

The possession, use, distribution or sale of illegal or counterfeit drugs/alcohol by participating students is not acceptable at any time, on or off campus, including off season and school breaks. Every effort will be made by the school and the extracurricular departments to make students aware of the detrimental effects of alcohol and drugs through educational programs and opportunities. Students who willfully violate this policy are subject to the following consequences:

### 1. FIRST OFFENSE FOR POSSESSION OR USE

Any student in violation of this policy for possession or use will be removed from participation for 60 calendar days or the remainder of the current season/semester, whichever is longer. The student must also be evaluated by a drug counselor as recommended by the school and must comply with all recommendations and treatment programs and receive a negative drug test result before resuming participation in any extracurricular/co-curricular activity.

### 2. SECOND OFFENSE FOR POSSESSION OR USE DURING HIGH SCHOOL CAREER

A student with a second offense of this policy during the student's high school career for possession or use shall be removed from activities for 120 calendar days or the remainder of the school year, whichever is greater. The student must also be evaluated by a drug counselor as recommended by the school and must comply with all recommendations and treatment programs and receive a negative drug test result before participating in any extracurricular/co-curricular activity and must submit to periodic, unannounced drug testing for a 12 month period. All costs of such drug testing shall be borne by the student.

\*\* For purposes of this policy "calendar days" include days that the student is scheduled to participate in school-sponsored activities, including school holidays and summer break.

### 3. THIRD OFFENSE FOR POSSESSION OR USE DURING HIGH SCHOOL CAREER

A student with a third offense of this policy in the student's high school career for possession or use shall be prohibited from participation in all extracurricular/co-curricular activities for the remainder of the student's high school career. The student and the student's parent or guardian will also receive information regarding drug-use counseling and prevention.

## C. ANY OFFENSE INVOLVING SALE OR DISTRIBUTION

A student with a first violation of this policy for sale or distribution or conspiracy to sell or distribute drugs/alcohol or counterfeit drugs/alcohol shall be prohibited from participation for 180 school days. A second offense shall result in removal from activities for the remainder of the student's high school career.

D. VOLUNTARY ADMISSION BY STUDENT

If a student who is not under investigation for or currently charged with a violation of this section voluntarily admits that he/she has an alcohol or drug related problem and voluntarily enters a rehabilitation program, the principal may choose not to impose the consequences outlined in this section.

E. TOBACCO USAGE:

Participating students are not allowed to use tobacco products of any kind, on campus. The following consequences shall be imposed for a violation of this policy:

FIRST OFFENSE: 2 days suspension from extracurricular/co-curricular activities.

SECOND OFFENSE: 5 days suspension from extracurricular/co-curricular activities.

THIRD OFFENSE: Suspension from extracurricular/co-curricular activities for season/semester or 30 school days, whichever is greater.

F. CRIMINAL CHARGES:

Any participating student charged with a criminal offense may be suspended from extracurricular/co-curricular activities while the principal investigates the underlying circumstances and assesses the impact of the matter on the school environment. The principal will review each offense individually and determine what action will be taken.

G. GENERAL REQUIREMENTS/CONSEQUENCES:

1. In order for a participating student to practice or participate in a game/activity, he/she must be in attendance for at least 50% of the school day. Note: Appropriate reasons and/or excuses must be determined by the principal.
2. Any athlete who quits without permission of the coach or who is officially dismissed from a team before the season is over (including the playoffs) may not practice or participate with any other athletic team until that season is completely over (Including the playoffs). An athlete is considered a member of a team if he/she is listed on the final team roster.
3. All participating students are required to turn in all uniforms and equipment that are issued to them. A participating student may not participate in any other extracurricular/co-curricular activity until he/she has turned in his/her uniform and equipment to the coach/faculty representative.
4. Students who violate the athletic code of conduct out of their athletic season will not be penalized when their sporting event becomes current. The consequences will begin at the time of the initial violation of the extracurricular/co-curricular code of conduct, as determined by the principal.



## ABSS High School Extracurricular/Co-curricular Code of Conduct

WE, THE UNDERSIGNED STUDENT AND PARENTS HAVE READ THE EXTRACURRICULAR/COCURRICULAR CODE, UNDERSTAND ITS CONTENTS, AND AGREE TO ABIDE BY THE REGULATIONS/RULES SET FORTH IN THIS DOCUMENT.

\_\_\_\_\_  
STUDENT SIGNATURE/DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE/DATE

\_\_\_\_\_  
STUDENT'S NAME (PLEASE PRINT)

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
ADVISORY TEACHER'S NAME

**THIS SIGNED DOCUMENT IS REQUIRED FOR PARTICIPATION IN EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES AND SHALL BE KEPT ON FILE IN THE MAIN OFFICE.**

## DUE PROCESS FORM

We are required by law to inform students and parents of all rules and regulations. We have attempted to place all this information in this handbook. We are also required to keep a signed record that this information has been received. The following form is the one used for this purpose. This form is provided at the beginning of the school year and **MUST** be returned by every student.

TO: Students and Their Parents/Guardians  
SUBJECT Eastern High School Rules and Regulations

1. I have been given a copy of the Eastern Alamance High School Student Handbook, the Alamance-Burlington School System *Student Code of Conduct*, and several other documents. I recognize that the handbook and the documents contain information on the following:

- a. Code of Student Conduct
- b. EHS Discipline Procedures
- c. Bus Rules
- d. Tardy Policy
- e. Attendance Policy
- f. Information Concerning Use of Vehicles
- g. Random Drug Testing Policy information

2. In addition to the above, I realize the handbook contains information concerning dates to expect progress reports and report cards. I will make every effort to record these dates and expect to receive the progress reports & report cards. I also acknowledge that procedures for checking grades online, which are expected to be updated weekly, have been discussed in this handbook. I will contact school officials if I have reason to believe I am not receiving timely or accurate information.

STUDENT NAME \_\_\_\_\_

HOMEROOM TEACHER \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_