

Providence Grove High School



**Student - Parent Handbook
2017-2018**

"Welcome to The Grove"

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STUDENT INFORMATION SHEET

PROVIDENCE GROVE HIGH SCHOOL

5555 Mack Lineberry Road

Climax, NC 27233

Telephone: (336) 685-0728

FAX: (336) 685-0731

Dr. Brad Walston

Principal

Mrs. Alicia Timmons

Assistant Principal

Dr. Dan Goble

Assistant Principal

THIS HANDBOOK BELONGS TO:

Name: _____

Phone: _____

Address: _____

Grade: _____

Schedule

1st Semester

1st Block _____

2nd Block _____

3rd Block _____

4th Block _____

2nd Semester

1st Block _____

2nd Block _____

3rd Block _____

4th Block _____



PRINCIPLES LETTER

**Providence Grove High School
Walston**

5555 Mack Lineberry Road
Climax, NC 27233

Dr. Brad

Principal

Telephone: (336) 685-0728

Fax: (336) 685-0731

August 28, 2017

Greetings Patriots:

Welcome to Providence Grove High School. We hope you had a terrific summer and are ready for the new school year. We sincerely hope the (2017-2018) school year will be an exciting, productive, and positive learning experience for you. We want you to benefit both intellectually and socially. PGHS will meet your needs for a quality education. The PGHS staff will provide encouragement, understanding, and opportunity.

You, as students must be active learners in your educational process. You must assume the responsibility for your learning, set personal goals and follow through on them. **Minimum standards are not acceptable!** One of our goals is for PGHS to grow in excellence as an institution. Likewise, it is our expectation that you grow with us. The opportunity to excel will be provided to you. Your challenge is to make the most of that opportunity. Go for it Patriots!

Be a part of PGHS; remember this is your school. That means working together, for higher academic achievement and to become a school of excellence. Your years at PGHS are "golden;" participate in student organizations, extracurricular activities, and other school functions. Show your **SCHOOL SPIRIT and PATRIOT PRIDE!**

Let's have a great year!

GO P-A-T-R-I-O-T-S!

PGHS Administrators, Faculty & Staff

SCHOOL INFORMATION

OUR VISION

Providence Grove High School will provide a supportive and collaborative learning environment that ensures all students will succeed. Our students will develop 21st Century life skills and maximize their learning opportunities through a rigorous curriculum and exploration of personal talents, instilling in them a commitment to become life-long learners.

MISSION STATEMENT

Our mission is to work collaboratively to do whatever it takes to inspire, motivate, and provide interventions that ensure our students are learning.

ALMA MATER

All hail to thee, Oh Providence Grove,
May your colors never fade!
May we hold you steadfast in our hearts
As your banner now we raise.
With friendships bound and dreams fulfilled,
We look unto the day when we'll meet again,
Oh, Providence Grove
Alma Mater guide our way.

SCHOOL COLORS

Blue, Silver, and White

SCHOOL MOTTO

Welcome to the Grove

SCHOOL MASCOT

Patriot

CODE OF CHARACTER

<u>Trustworthiness-</u>	I will be honest and loyal and demonstrate integrity.
<u>Respect-</u>	I will act with courtesy, tolerance, and dignity.
<u>Responsibility-</u>	I will be dependable and accountable for my actions.
<u>Caring-</u>	I will demonstrate kindness, consideration, and compassion.
<u>Cooperation-</u>	I will work with others with a fair and respectful attitude.
<u>Honesty-</u>	I will be fair and truthful in my conduct.

EQUAL EDUCATION OPPORTUNITY

Randolph County Schools affirms the principle that every student -- regardless of race, creed, color, national origin, sex, cultural or economic background, or disability -- should be given an equal educational opportunity for educational development. Further, no student, on the basis of sex, marital status, pregnancy, or parenthood, will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The school district will treat its students without discrimination in regard to course offerings, athletics, counseling, employment assistance and extracurricular activities.

GENERAL RESPONSIBILITIES OF STUDENTS

- A. To attend school regularly, on time, prepared to learn to the best of their ability.
- B. To respect the rights of others.
- C. To respect the property of others, including school property (which parents have paid for through taxes).
- D. To follow the reasonable request, instructions, and directions of school personnel.
- E. To abide by school policies and regulations.
- F. To communicate ideas for the improvement of school through student government representatives and appropriate staff.

Note:

1. These rules apply during all school-sponsored or school-related activities before, during, or after regular school hours, on campus, or in route to or from school.
2. These rules are not all inclusive and supplement other Randolph County policies and school rules.

REGULAR BELL SCHEDULE

Students Enter Building		7:30
Warning Bell		7:50
1st Block		8:00 - 9:30
2nd Block		9:35 - 11:05
3rd Block		11:10 - 1:05
1st Lunch	11:10 - 11:35	
2nd Lunch	11:40 - 12:05	
3rd Lunch	12:10 - 12:35	
4th Lunch	12:40 - 1:05	
4th Block		1:10 - 2:35
Enrichment		2:40 - 3:10

2 HOUR EARLY RELEASE SCHEDULE

Students Enter Building		7:30
Warning Bell		7:50
1st Block		8:00 - 8:50
2nd Block		8:55 - 9:45
3rd Block		9:50 - 11:50
1st lunch	9:55 - 10:20	
2nd Lunch	10:25 - 10:50	
3rd Lunch	10:55 - 11:20	
4th Lunch	11:25 - 11:50	
4th Block		11:55 - 12:40
Enrichment		12:45 - 1:10

2 HOUR DELAY SCHEDULE

Students Enter Building		9:30
Warning Bell		9:50
1st Block		10:00 - 10:55
2nd Block		11:00 - 11:55
3rd Block		12:00 - 1:55
1st Lunch	12:00 - 12:25	
2nd Lunch	12:30 - 12:55	
3rd Lunch	1:00 - 1:25	
4th Lunch	1:30 - 1:55	
4th Block		2:00 - 3:10

ACADEMIC INFORMATION

GRADING SCALE

A	90 - 100	* Any student who has a grade of 70 or below is required to attend mandatory Enrichment from 2:40 - 3:10 for the class. Students assigned to Enrichment MUST ATTEND! Please refer to Discipline Information Section for consequences dealing with a student missing Enrichment.
B	80 – 89	
C	70-79	
D	60-69	
F	<59	

PROGRESS REPORTS

Progress reports will be issued to each student on the dates listed on the Randolph County Schools Calendar. Parents may call teachers and request a report or schedule a conference if they see a need to check on their student's progress.

DIPLOMA REQUIREMENTS

Students must meet all requirements under one of the course-of-study plans as designated by the NC Department of Public Instruction to receive a diploma. School counselors can provide information on the requirements.

PROMOTION/GRADUATION REQUIREMENTS

Total Credits Needed Each Year for Promotion (In addition, students must meet requirements for Career Prep, College Tech Prep, College University Course of Study or Occupational Course of Study).

GRADE LEVEL	NUMBER OF CREDITS
Promotion to 10th	6 CREDITS
Promotion to 11th	13 CREDITS
Promotion to 12th	20 CREDITS
To Graduate	28 CREDITS

*** In order to be promoted to the 10th grade, the freshman student must pass English I. Also, the above standards must be met for each grade level.**

SCHEDULE CHANGES

Schedule changes will **ONLY** be allowed to meet career pathway graduation requirements. Parents requesting a schedule change must submit a letter to the principal or designee, explaining the need for a change. NO SCHEDULE CHANGE WILL BE GRANTED IN A CLASS WITH A STATE EOC AFTER THE FIRST TEN (10) DAYS OF THE SEMESTER.

STUDENTS WISHING TO DROP A COURSE AFTER THE FIRST TEN (10) DAYS OF THE SEMESTER MUST UNDERSTAND THAT A WITHDRAW FAILING (WF) WILL BE RECORDED ON THEIR TRANSCRIPT. IF THE COURSE IS SUCCESSFULLY REPEATED, THE FAILING GRADE WILL BE DROPPED.

DISCIPLINE INFORMATION

DISCIPLINE POLICY

The effectiveness of the public schools depends in large part on the maintenance of discipline and good order in the schools. The Board of Education earnestly solicits the cooperation of every student, every parent, and the community at large in its effort to maintain order and safety in the Randolph County Schools.

Students must comply with the Code of Conduct in the following circumstances:

1. Before, during and after school hours at school in any school building or on any school premises;
2. While on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; While waiting at any bus stop; During any school function, extracurricular activity or other activity or event;
3. During any period of time when students are subject to the authority of school personnel;
4. At any place or time when the behavior of students has a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment

This code is not intended to restrict in any way the authority of principals or teachers to make such rules, not inconsistent with this code, as they are authorized by law to make for the operation of their respective schools or classes. The board encourages and supports the right of principals to employ a variety of disciplinary actions which may include but are not limited to in-school suspension, suspension from school events and activities, before- or after-school detention and out-of-school suspension.

The teacher has the authority and responsibility to manage student behavior in the classroom and while students are under his/her supervision, except in those cases that require the attention of the principal. The teacher also has the authority to manage or remove disruptive or dangerous students. The principal has the authority and responsibility to investigate and take appropriate action regarding any behavior appropriately referred to him/her and to determine what, if any, disciplinary action is warranted.

School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

1. To stop a disturbance threatening injury to others
2. To obtain possession of a weapon or other dangerous object on the person, or within the control, of a student; For self-defense; For the protection of persons or property; or To maintain order on school property, in the classroom, or at a school-related activity on or off school property. .Any student who refuses to comply with reasonable rules, regulations or directives

imposed by any principal, assistant principal, teacher or authorized school employee shall be held in violation of this Code of Conduct. Any violation of the code may result in disciplinary action imposed upon the student as provided below.

All students at Providence Grove High School are expected to conduct themselves in a manner that will generate an atmosphere conducive to learning. They will not be permitted to interfere with the rights and privileges of other students. Teachers, staff, administrators, students, and parents must cooperate to maintain a pleasant and respectful atmosphere at PGHS.

Students can be assigned to any of the following locations for unacceptable behavior:

ISS: In School Suspension

PGIC: Providence Grove Intervention Center

ICART: Intervention Center Aggressive Replacement Training

OSS: Out of School Suspension

The following statements are guidelines only, and administrators may change the disciplinary action based on the unique facts/findings/number of infractions. Administrators assign students to ISS or Intervention unless otherwise specified.

CATEGORY I OFFENSES

These infractions will initially be handled by the teacher including contacting the parent/guardian. - Referred to an administrator after a student has reached the fifth (5th) infraction in any class and parent/guardian has been notified by the teacher.

Consequences

- Sleeping in class 5th- 2 days ISS for 1 block
- Failure to come prepared to class 6th - 1full day of ISS -Teacher/Parent Conference
- Lack of effort 7th - 3 full days ISS-Student Advocate Contacted
 - Minor classroom disruption 8th - 2 days PGIC
 - Public Displays of Affection 9th- 3 days PGIC and/or Administrator's Discretion
- Non-compliant Eating and/or drinking in class
- Excessive talking

CATEGORY II

Unauthorized Use of an Electronic Device (Cell Phone, CD player, Pager, Headphones, Ear buds, etc.) during regular school hours 8:00am – 3:10pm.

Consequences

- The device may be confiscated by the teacher and returned to the student at the end of the block or day. The student is to turn the cell phone or device over to the teacher.
- If the student refuses to turn the cell phone or device over to the teacher, administration may be called. This intervention will be handled at the discretion of administration.

- If the student refuses to turn the cell phone or device over to administration, the student may be suspended out of school for (1) day.

Skipped Enrichment

Consequences

- 1st 2 days ISS during enrichment
- 2nd 1 day ISS and phone call to parent by teacher
- 3rd 2 days ISS and phone call to parent by administration
- 4th 1 day PGIC
- 5th Discretion of administration

CATEGORY III

- | | <u>Consequences</u> |
|---|------------------------------|
| • Disrupting the Educational Environment | |
| • Cutting Class / (Skipping Assigned Enrichment) | 1st - 1 day ISS |
| • Skipping Assigned ISS | 2nd - 3 days ISS |
| • Inappropriate Behavior | 3 days PGIC/ 1 day OSS |
| • Dress Code Violation | 4th - 5 days PGIC/3 days OSS |
| • Repeated Profanity in conversation with peers | |
| • Refusing to Follow Directions (Insubordination/Non-compliant) | |
| • Leaving Class Without Permission | |

CATEGORY IV

- | | <u>Consequences</u> |
|--|--------------------------|
| • Forgery | |
| • Leaving School Campus Without Permission | 1st - 3 days PGIC |
| • Truancy/Skipping School | 2nd -5 days PGIC or OSS |
| • Selling Pirated Materials | 3rd – ICART-15 DAYS PGIC |
| • Vandalism/Graffiti | 4 TH - OSS |
| • Theft/Restitution Required | |

CATEGORY V

- | | <u>Consequences</u> |
|--|--|
| • Possession and/or use of Tobacco products | |
| • Possession of vape cigarettes, vape pens
Electronic / vape-juices, cartomizer flavors, etc. | 1st - 1 day ISS (Parent to pick up vape)
2nd – 3 days ISS (Parent to pick up vape)
3rd - 3 days PGIC “
4th ` - 5 days PGIC “
5th – 10 days ICART or 5 days OSS |

CATEGORY VI

- Out of Area
 - Verbal Disrespect and/or profanity to School Personnel
 - Open or Persistent Defiance of Authority
 - Failure to Identify self to School Personnel
 - Organizing/Initiating Gang-like Behavior
 - Inciting a Fight
 - Harassment/Intimidation/Bullying
 - Issuing Verbal or Written Threats
 - Misbehavior for a Substitute Teacher
- Consequences
Administrative discretion
Day(s) PGIC, Day(s) OSS, and/or ICART

Category VII

*****SRO Officer will be notified and criminal charges may be filed for Category VII in addition to school consequences.***

- Fighting
 - Indecent Exposure
 - Inappropriate Sexual Behavior
 - Vandalism Over \$50.00 (With Restitution)
 - Theft over \$50.00 (With Restitution)
 - Possession/Distribution of Inappropriate and/or Indecent Material
 - Assault
- Consequences
1st – 5-10 days OSS*
2nd - 5-10 days OSS* or ICART
3rd - 10 days OSS* or ICART with Recommendation of Long-Term Suspension
* Assigned days of OSS may be combined with days at the PGIC at administrator's discretion.

CATEGORY VIII

*****SRO Officer will be notified and criminal charges may be filed for Category VIII in addition to school consequences.***

- Weapons/Weapon-like articles
 - Bomb Threats
 - False Fire Alarm
 - Firecrackers Smoke Bomb
 - Incendiary Devices
 - Arson
- Consequences
1st - 10 days OSS with Recommendation for Long-Term Suspension

Category IX

****SRO Officer will be notified and criminal charges may be filed for Category IX in addition to school consequences.**

*Possession/Consumption/*Distribution of Drugs/Alcohol or Related Paraphernalia.

Consequences

- 1st - 10 days OSS or ICART with removal from all afterschool activities; possible recommendation for Long-Term Suspension.
- 2nd - 10 days OSS with Recommendation for Long-Term Suspension.

* Distribution of drugs will result in immediate OSS and recommendation for long-term suspension.

PROCESS FOR GRIEVANCE

Whenever a student or parent/guardian believes that he/she has been adversely affected by a decision of a school employee, the student or parent/guardian may file a grievance as provided in this policy.

Step One: Informal Process for Reporting Grievance: A grievance must be reported as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the grievance. Within 30 days of the event or condition that is the basis for the grievance, a student, or parent on the student's behalf, may request an appointment with the employee with whom he/she disagrees to present the matter orally. Within five (5) days following the conference request, the employee shall meet with the grievant and attempt to resolve the matter informally.

Step Two: Reporting Grievance to Principal:

1. If the grievant is dissatisfied with the outcome at Step One, within five (5) days of receipt of the employee's oral response, the grievant may submit a grievance in writing on the school system grievance form to the principal.
2. A student or parent who has a grievance must provide the following information in writing to the principal: (1) the name of the school district employee or other individual whose decision or action is at issue; (2) the specific decisions(s) or actions at issue; (3) any board policy or law that the parent or student believes has been misapplied, misinterpreted or violated; (4) and the specific resolution desired.
3. Investigation by the Principal: The principal will schedule and hold a meeting with the student within five (5) school days of receiving the request. The student may be accompanied by a parent, legal guardian or other person who is in a position of *loco parentis* to the student.
4. Response by the Principal: The principal will provide a written response to the written grievance within 10 days of the meeting. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. In responding, the principal cannot disclose information about other students or employees that by law is considered confidential. A copy of the grievance and the principal's response will be filed with the superintendent.

Step Three: Response by the Superintendent:

If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the superintendent or his/her designee (hereinafter referred to as the

"Superintendent"). The appeal must be made in writing within five (5) days of receiving the principal's decision.

STUDENT DRESS: Students are expected to adhere to standards of dress and appearance that are compatible with a safe and effective learning environment. The board prohibits appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the board or an individual school, (2) is substantially disruptive, (3) is provocative, revealing, vulgar or obscene or (4) endangers the health or safety of the student or others. Examples of prohibited dress or appearance include, but are not limited to, those listed below.

- Head apparel (hats, headbands, scarves, bandanas, picks, combs, etc.) or sunglasses may not be worn inside the building unless the headgear is worn based on a sincerely-held religious belief;
- Exposed undergarments
- Halter tops, tank tops, spaghetti straps (no bare shoulders); Clothing that exposes the midriff or cleavage. Pants that are baggy or drag the floor (pants/shorts must be worn around the waist). Short shorts or excessively short dresses/skirts. Spandex or other very tight fitting clothing, or excessively oversized clothing. Sleepwear, bedroom slippers, or bare feet. Clothing that contains advertisements for tobacco, alcohol, or drugs; pictures or graphics of nudity; words that are profane, lewd, vulgar, or indecent or likely to be disruptive to the learning environment. Items that are potentially dangerous such as fish hooks, chains, or spiked objects; and any symbols, styles or attire, including but not limited to clothing, clothing accessories, jewelry, hair accessories, emblems, badges, signs, or items which indicate a student's membership in or affiliation with a gang, frequently associated with gangs, intimidation, violence, or violent groups about which students at a particular school have been notified. School administrators are responsible for compiling and updating a list of prohibited gang attire or symbols and notifying students what is not acceptable.

Individual schools may maintain written guidelines in addition to those above and will be made available to students and parents. School administrators may make exceptions to the dress code when deemed appropriate for medical or religious reasons, for special observances, or for other activities that would allow for non-conforming dress on a school campus.

If a student's dress, appearance or lack of cleanliness is detrimental to the health or safety of him/herself or others, substantially disrupts the school or work environment, or otherwise violates this policy, the principal may require the student to adjust his/her appearance or clothing. Failure to comply with this policy or a school dress code will result in the student being removed from the classroom and/or school until his/her appearance or clothing meets school district policy or rules. The student's parent/guardian will be notified prior to any removal from school.

Guideline Consequence: Contact parent for appropriate attire; ISS; PGIC; and/or OSS for up to 3 days.

ATHLETIC PARTICIPATION

Protect your eligibility by knowing the rules. To participate in school-sponsored athletics, you must:

- Be a properly and currently enrolled student at the time of participation.
- Be enrolled no later than the 15th day of the present semester.
- Attended school at least 85% of the previous semester.
- Attended 8 or less consecutive semesters of school and/or participated in more than 4 seasons in any sport since entering the 9th grade.
- Not have graduated or been eligible to graduate from high school.
- Be less than 19 years of age by August 31st.
- Live with your parents/legal guardians continuously for a full calendar year within the school administrative unit (exceptions may be made by the principal or NCHSAA).
- Have passed a minimum of three (3) courses the previous semester.
- Have received a medical examination by a licensed physician within 365 days (and have another exam before participating if you miss 5 or more days of practice due to illness or injury).

See Residency and Transfer policies below in the link:

https://www.nchsaa.org/sites/default/files/attachments/ResidenceandTransfer_1.pdf

ATHLETES: EXPECTATIONS AND RESPONSIBILITIES

1. **Athletes must be students first and athletes second.**
2. Profanity will not be tolerated at any time or place.
3. All athletes must abide by the Randolph County Code of Student Conduct and are subject to provisions at all times while participating in athletics.

GENERAL INFORMATION

ATTENDANCE POLICY

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal life. Regular attendance by every student is mandatory: the State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

ATTENDANCE RECORDS

School officials will keep an accurate record of attendance records in each class. Attendance records will be used to enforce Compulsory Attendance Law of North Carolina.

STUDENT ATTENDANCE ACCOUNTING

To be counted present for the school day, a student shall be present in school at least one-half of the student's instructional day. To be recorded present, a student also shall be seated or at his/her assigned station (homeroom, home base, classroom, etc.) ready to work at the time appointed for the school to record daily attendance or the class to begin. Failure to be in the assigned location when the tardy bell rings will result in the student being recorded tardy for that class.

Two types of attendance are kept for each high school student. Class attendance, defined as a student's presence in class for at least 50% of the class period, is kept by the teacher in PowerSchool program. Daily attendance, defined as a student being present for a minimum of 50% of the student's instructional day, is kept in PowerSchool program by the school administration. The computer printout is the official record.

EXCUSED ABSENCES/TARDIES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to Ms. Oxendine within two days of the student's return to school after an absence. Below are the valid/lawful excuses for temporary non-attendance of a student at school.

1. Illness or Injury: When the absence results from illness or injury, which prevents the student from being physically able to attend school.
2. Quarantine: When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. Death in the Immediate Family: When the absence results from the death of a member of the immediate family of a student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. Medical or Dental Appointment: When the absence results from a medical or dental appointment of a student.
5. Court or Administrative Proceedings: When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. Religious Observance: When the student is absent due to a religious observance with prior approval of the principal.
7. Educational Opportunity: When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel, approval for such an absence must be granted prior to the absence or students who are enrolled in a public school, unlawful absence is defined as:
 - *A student's willful absence from school with or without the knowledge of the parent.
 - *A student's absence from school for any reason other than those listed as lawful absences.

A principal may require any additional documentation deemed necessary to verify an absence or tardy. Failure to comply will result in the absence or tardiness being recorded as unexcused. Extended illnesses generally require a statement from a physician.

Any absence not meeting the requirements of an excused absence or tardy shall be an unexcused absence or tardy. This includes, but is not limited to:

1. Any absence from or tardy to school not classified as excused by the board and without written consent of parent(s) and principal of the school; and
2. Any absence from or tardy to school in which proper and timely notification is not furnished to the principal, including leaving campus during the school day without the express permission of the principal or designee.

Cumulative unexcused tardies will result in the following disciplinary actions:

- | | |
|--------------------------|---|
| 1. 5 th tardy | 3 days ISS during enrichment and/or guidance referral |
| 2. 6 th tardy | 2 days ISS |
| 3. 7 th tardy | 3 days ISS |
| 4. 8 th tardy | 1 day PGIC |
| 5. 9 + tardies | Administrative discretion (3 or more days PGIC) |

Any absence of a student that results from an out-of-school suspension of that student for misconduct pursuant to board policy and legal requirements shall be considered an involuntary absence rather than an unexcused absence.

MAKE UP WORK

In the case of excused absences and out of school suspensions, the student will be permitted to make up his/her work, including semester or quarterly examinations, under the following conditions.

1. If an absence has been approved in advance and/or work assigned by the teacher in advance, all make-up work, including tests assigned on the day of return, is due upon the student's return to school or the student can make up the work according to the timeline as designated by the teacher or principal.
2. If a student has an unexcused absence for a class period or for the school day, the school is not obligated to allow the student to make up any work missed.

The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period. Make-up work shall be assigned at the convenience of the teacher, and may be specific material missed by the student or may be of a reinforcement or enrichment nature. All make-up work must be completed at the discretion of the teacher not to exceed 10 instructional days from the time of the absence. All work must be made up by the end of the academic semester.

SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult to replace if missed. It is the intention of the board of education that classes missed be kept to an absolute minimum through a monitoring system on the part of the principal. The following school-related activities will not be counted as absences from either class or school:

- Site Based Learning Experiences-SBLE (field trips) sponsored by the school;
- School-initiated and scheduled activities;
- Athletic events requiring early dismissal from school; or
- In-school suspension (ISS).

Assignments missed for these reasons will be completed by students. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

EXCESSIVE ABSENCES/COURSE CREDIT

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. The principal or principal's designee will notify parents/guardians and take all other steps required for excessive absences. After not more than six unlawful absences, the principal or the

principal's designee must notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. After 10 accumulated unexcused absences in a school year, the principal or the principal's designee shall review any report or investigation prepared under G.S. 115C-381

High School - On the 6th absence in a semester course, a student loses the opportunity to receive credit for the course. He or she may receive a grade of 59 along with the comment

"Grade due to excessive absences" unless his or her average is lower, in which case the actual grade earned will be assigned.

However, the principal, the principal's designee or the waiver committee appointed by the principal may review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. The principal's designee or the waiver committee may recommend to the principal and/or the principal may make any of the following determinations:

- the student may not receive a credit for the course;
- the student's grade will be reduced;
- the student may receive the grade otherwise earned; the student may be given additional time to complete the missed work before making a determination of the appropriate grade; or
- credit for a course may be denied due to unexcused or excessive absences.

VISITORS

All visitors must first report to the main office while visiting on campus. This includes parents who have scheduled conferences with teachers. Younger children, friends of students, former students, or relatives are not to come to school to visit with students. Parents coming to pick-up their student should report to the Guidance Office. **CLASSROOM INSTRUCTION WILL NOT BE INTERRUPTED EXCEPT IN EXTREME EMERGENCIES.**

BUILDING RESTRICTIONS

The building is usually open by 7:15 a.m. and closes by 5:00 p.m. All students remaining in the building after 3:10 p.m. must be supervised by an adult, preferably a member of the faculty. Maintenance/custodial personnel are not to assume this responsibility. Classrooms will be open at 7:45 a.m. Students remain in the cafeteria or commons area until 7:30 a.m.

Posters and signs will not be placed in the building unless authorized by administration. In the event of power failure, students will remain in the room they are in at the time of the power failure. Dismissal or movement from room to room will be only as directed by the principal. During lunch, no one is allowed in the halls without a note. **NO FOOD OR DRINKS ALLOWED OUTSIDE THE CAFETERIA OR PICNIC AREA!**

BUSES

Students who need to ride another bus other than the one they are assigned must provide a note from a parent/legal guardian that must be verified by 11:30 a.m. on the day of the requested change. The student's full name and a telephone number must be on the note in order to contact a parent/guardian.

Students who do not ride their assigned bus regularly must provide the assistant principal or designee with a written request to ride the bus each time their usual transportation is not available. The note signed by the assistant principal or designee must be given to the bus driver by the student.

CAFETERIA

All students who eat at school **ARE TO EAT IN THE CAFETERIA**, seniors are allowed to eat at the picnic tables. Students must have a lunch pass from the supervising teacher and permission from school personnel to leave the cafeteria during lunch. No glass containers are allowed on campus at any time. **No outside food from restaurants are allowed in the cafeteria.** Each student is expected to leave the table and the surrounding area clean and orderly, putting all trash in the proper container, and leaving the floor clear of trash.

CELL PHONES, TEXT-MESSAGING DEVICES, RADIOS, C.D. PLAYERS, I-PODS, RECORDERS, ETC.

Students are not allowed to have radios, headphones, tape players, iPods, MP3 players recorders, CD'S, beepers, cell phones, text-messaging devices, remotes, electronic games, etc., on during school hours (8:00 a.m. - 3:10 p.m.) unless authorized by school personnel. If a student is noticed using one of the above items in an unauthorized manner during school hours, the following procedures will be followed:

- The device may be confiscated by the teacher and returned to student at the end of the block. The student is to turn the cell phone or device over to the teacher.
- If the student refuses to turn the cell phone or device over to the teacher, administration may be called. This intervention will be handled at the discretion of administration.
- If the student refuses to turn the cell phone or device over to administration, the student may be suspended out of school for (1) day.

CHANGE OF ADDRESS OR PHONE NUMBER

It is vital to the well-being of our students that we have current up-to-date phone numbers on file for each student. Please inform the office if you have a change of address

or phone number in order to ensure accurate correspondence. In case of an emergency, an emergency number is required for office records.

CHECK OUT PROCEDURES

A parent/legal guardian must call the office prior to the student's checking out (preferably 24 hours in advance).

Students must present a note signed by his/her parent or legal guardian stating the time and specific reason (needed for proper absence coding) for checking out to the office before first block.

All non-emergency doctor/dental appointments require, by state attendance law, prior office/principal notification (24 hours when possible) or the absence(s) will be considered unexcused.

Students leaving school without following check-out procedures will be considered skipping school and will be dealt with accordingly.

Students who are sick or have to leave school must contact a parent/legal guardian or relative by telephone to verify their reason and give their permission for leaving school.

Parents/legal guardians may check out students in person at any time. Persons other than parents/legal guardians must have the student's parent/legal guardian notify the office before the student may be released

DROP OFF / PICK-UP

Students are to be dropped off and picked up in front of the school. Only school personnel and students currently attending PGHS are allowed in the student parking lot during school hours. Exception- Students with heavy equipment and/or instruments can be picked up in the student parking lot after 3:20pm.

EMERGENCY DRILLS

Civil Emergencies

In the case of a civil emergency, the school emergency plans will be placed into effect. Local law enforcement agencies, the superintendent and emergency management officials will aid the school administration in determining the appropriate actions to be initiated. PARENTS, PLEASE DO NOT CALL OR COME TO THE SCHOOL. YOU WILL BE NOTIFIED AS TO THE TIME, PLACE, AND CONDITIONS WHEREBY YOU WILL BE RE-UNITED WITH YOUR CHILD. Civilian cars and bystanders must remain out of the area. Streets, driveways, and parking lots must remain clear for emergency vehicles and personnel.

Lock Down

In an emergency situation, the school will be in a "lock down" until the situation is cleared for students to return to normal movement. All students must go to the nearest classroom when the "lock down" announcement is made. **Parents will not be allowed to**

pick-up students from school during a "lock down". Law enforcement and staff will stop entrance and exit to school during the "lock down" period.

Fire Drills

- When a fire signal is sounded, students follow the direction that are given by the teacher.
- Students should leave the building quickly and in an orderly manner. **STUDENTS SHOULD NOT RUN, PUSH, OR SHOVE.**
- Students follow the exit route as directed by the teacher and students are to line up in silence. The teacher will take roll once the class is in line.
- At the end of the drill, students should quickly return to their classroom by the same route.
- Tornado Drills
- When the tornado drill signal is given, students follow directions that are given by the teacher.
- Students go to the specified part of the building and kneel down, remaining quiet.
- Students return to the classroom at the end of the drill in an orderly manner.

FEES

You will find listed below the school fees approved by the Randolph County Board of Education for the 2015-2016 school year.

K-12 Instructional Supply Fee	\$12.00
Accounting, Computers,	\$10.00
Financial Management, 9-12	\$ 10.00
Physical Education, 9-12	\$2.00
Art, 9-12	\$10.00
Choral Music, 6-12	\$5.00
Band, 6-12	\$5.00
Locker	\$3.00
Theatre/Drama, 9-12	\$5.00
Science, 9-12	\$5.00
Parking Fee	\$25.00 (\$12.50 per semester)

LEAVING CAMPUS

No one is to leave campus for any reason after arriving at school either by bus or private vehicle. Any student caught leaving campus will be considered skipping.

LOCKERS

The use of lockers is a privilege. Lockers should be locked every time a student finishes using it. Valuables should not be left in unlocked lockers including those in the locker rooms. Although the school SRO will investigate any reports of stolen property, it cannot be responsible for items lost, stolen, or damaged.

MEDICATIONS

Students are not permitted to have prescription or nonprescription drugs on their possession on school property. Students are required to bring all medications to the nurse's office to be dispensed by the school nurse or designee.

SALE OF GOODS

The sale of goods (candy, drinks, etc.) is authorized by the principal to recognized clubs and activities at Providence Grove High School. No individual may sell for himself/herself.

STUDENT USE OF TELEPHONES, MESSAGES, AND DELIVERIES

Office telephones are for school business ONLY. Students are not permitted to use the telephone in any of the school offices. Phones in the guidance office are provided for student use. Students will not be allowed to leave class to make telephone calls unless they have an official note to do so. Sick students must report to the Guidance Office.

Classes will not be interrupted for messages or deliveries during the school day. Only messages of an emergency nature will be delivered to students, and those will be accepted only from a parent or legal guardian. Students will not be called to the telephone. Students will not be given the schedule of another student to go to a classroom to see that person. **Food deliveries to school are strictly prohibited.**

STUDENT VEHICLES AND PARKING REGULATIONS

- In order to maintain a safe environment on campus, it is important to be able to identify our school family vehicles versus guest vehicles. Students who drive to school **must purchase a parking hanger with the matching parking space number** to be displayed on the rear view mirror of the vehicle they are driving on campus.
- Parking hangers are \$25.00 per year (\$12.50 per semester). Vehicles without hangers after Friday September 1, 2017 may pay a PGHS Citation Fee and be towed at the owner's expense.
- The parking lot is off limits to students throughout the day. Students in the parking lot without authorization may be considered skipping or out-of-area.
- Students are to get out of their cars immediately upon entering the parking space and exit the parking lot. Students are reminded that valuables should not be left in cars.

- Cars should be locked at all times. The school is not responsible for articles removed from vehicles or damage to vehicles. At the end of the day, students should leave the parking lot promptly. Hanging out in the parking lot will not be permitted.
- Students with persistent tardy and discipline issues may have their parking hanger revoked for the semester or school year.
- **Parking lot speed is 5 mph.** Students driving recklessly on school property may be given a PGHS \$5.00 Citation and lose his/her parking privilege to park on campus.

ACADEMIC DRIVING PRIVILEGE

Grades will be checked each nine weeks. In order for students to maintain their driving permit, they must pass three (3) of the four (4) classes they are taking at that time.

INTERNET AND THE EDUCATIONAL PROGRAM

Policy Code: 3225 Internet and the Educational Program

The Randolph County Schools offer students the opportunity to examine a broad range of opinions and ideas in the educational process, including the privilege to communicate and access information on the Internet and other electronic networks.

1. School officials must apply the same criterion of educational suitability used in the Randolph County Schools Selection Policy 3200 to the resources available through Internet and other electronic networks. Public complaints about Internet usage would follow procedures outlined in Board Policy 3210.
2. All users of telecommunications will adhere to the TELECOMMUNICATIONS CODE OF ETHICS for Randolph County Schools.
3. A signed responsibility form from all instructional staff will be kept on file in the principal's office of each school. A signed parental consent form will be on file before students are allowed individual access to the Internet and other electronic networks. This consent will be obtained for all students once in elementary, once in middle school, and once in high school.
4. Students are responsible for the educational, ethical, and legal use of the Internet and materials obtained through the Internet and other electronic networks.
5. The instructional staff in Randolph County Schools will use Internet accounts for instructional purposes. Instructional staff members should maintain the highest level of ethical behavior in the use of the Internet and should promote that behavior among students.

TELECOMMUNICATIONS CODE OF ETHICS

1. The user shall except the responsibility for all materials received and sent through telecommunications.

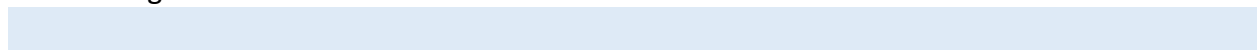
2. Users will limit their pursuit of information through electronic sources to curriculum-related activities.
3. Extensive personal use of the network is prohibited.
4. Any use of the network for commercial gain or profit is prohibited.
5. Inappropriate and/or illegal use of this technology may result in the loss of use, disciplinary action, and/or legal action. Messages relating to or in support of illegal or unethical activities will be reported to the appropriate authorities.
6. Users will use proper network etiquette. The use of inappropriate language or graphics, insults or harassment is not acceptable.
7. User ID/Passwords shall be kept confidential.
8. Electronic mail is not guaranteed to be private. Those who operate electronic mail systems have access to all mail and may report unethical or illegal activities to authorities.
9. Approval is required from the principal prior to subscribing to a newsgroup and/or listserv from the network. Participation in chat groups is prohibited.
10. Users are advised not to give out personal information such as a home address, phone number or last names to anyone via electronic e-mail.
11. Users will accept the responsibility for keeping copyrighted software of any kind from illegally entering the school over electronic networks. Observe copyright law when downloading information.
12. Appropriate bibliographic citations must be given for all information obtained via the Internet. It is unethical to plagiarize Internet resources just as it is unethical to plagiarize print resources.
13. Vandalism will result in immediate cancellation of user privileges and will require restitution.

PGHS Student Handbook/Code of Conduct Verification of Receipt

This is to confirm that the following student _____ has received, understands and will follow the rules outlined in the Randolph County Code of Conduct booklet. (Students and parents are advised to read the materials carefully as all students must abide by the guidelines.)

Student's Signature Date

Parent's Signature Date



PROVIDENCE GROVE HIGH SCHOOL HONOR CODE

The Providence Grove High School Honor Code is designed to protect the honesty of our students and the integrity of their academic achievements. The promotion of character education creates an atmosphere of trust and respect in our community.

The Providence Grove High School Honor Code states:

- I will not lie, cheat, or steal in giving assistance or receiving assistance in my academic endeavors.
- I will forthrightly oppose each and every instance of academic dishonesty.
- I will give prompt notification to the appropriate teacher when I have witnessed any student who has given or received information of a dishonest nature.

At PGHS, cheating is defined as the willful and/or intentional giving or obtaining information from an outside source and presenting it as your own. This shall include talking or communicating during a test period or session while the test is to be administered to a class or any part thereof.

The penalty for cheating will be a zero, "0", on the assignment, a call to your parents by the teacher and one day I.S.S. The second offense will result in a zero, "0", on the assignment, a call to your parents by the teacher and one day O.S.S.

All students involved in cheating may **NOT BE ALLOWED TO DISPLAY OR BE RECOGNIZED AS A JUNIOR MARSHAL FOR**, academic achievement awards at commencement and at academic awards program.

Formal appeals regarding cheating will be heard by a tribunal consisting of an assistant principal, guidance counselor, and one faculty member **NOT TEACHING** the accused student during the current school year.

It is therefore understood that every student has received, reviewed, and signed a copy of this Code of Honor. Every student understands that they are expected to live by the guidelines as set forth by the Providence Grove High School community.

Student's Signature

TECHNOLOGY ACCEPTABLE USE LETTER

Dear Parents:

The Randolph County Schools have the ability to enhance your child's education through the use of computers and telecommunications. For example, your child will be able to communicate through electronic mail and the Internet. Electronic mail is the sending and receiving of messages through the use of a computer. The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to both teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

With this educational opportunity also comes responsibility. It is important that you and your child read the attached TELECOMMUNICATIONS CODE OF ETHICS and discuss it together. When your child is allowed to use the computer for telecommunications, it is extremely important that the rules are followed. Inappropriate use of materials and equipment may result in the loss of the privilege to use this educational tool. Some information on the Internet has no value in the school setting. Although we are unable to control this information, we will make every effort to instruct students on proper use of the Internet and to provide them with active supervision while they are using it.

Before your child may use the Internet independently, you and your child will be required to sign an AGREEMENT FOR ACCEPTABLE USE and return it to his teacher. In the event you prefer that your child not have independent access to the Internet at school, please indicate that on the agreement.

We are excited about expanding the knowledge base in our schools by learning to use the resources on the Internet, and we invite your questions and suggestions as we go forward with technology.

Sincerely,

Dr. Brad Walston,
Principal

TECHNOLOGY ACCEPTABLE USE

AGREEMENT FOR ACCEPTABLE USE OF TELECOMMUNICATIONS

PARENT PERMISSION FORM

Student Agreement

I have read the TELECOMMUNICATIONS CODE OF ETHICS with my parents, _____(date) understand it, and agree to comply with its procedures. I agree to only use the Internet with the permission and supervision of an authorized school employee. I understand that if I do not use the Internet appropriately, I may lose the privilege to use it. (student's signature) _____

(optional for students in grades K-2)

Parent/Guardian Agreement and Consent

_____ As the parent or guardian of this student, I have read and discussed the TELECOMMUNICATIONS CODE OF ETHICS with my child. I understand that this access in the Randolph County Schools is intended for educational purposes and that student users will be provided with supervision in using it. I also understand that since the schools cannot control the materials on the network, I cannot hold them responsible for inappropriate materials found on it. I DO hereby give permission for my child to independently access educational resources on the Internet.

_____ I DO NOT give permission for the student listed above to independently access the Internet at school.

_____/_____
(Parent / Guardian Signature) (Date)

Student's Name _____ School _____ Date _____

The Randolph County School system has a web page on the Internet which may be accessed at www.randolph.k12.nc.us. Individual school web pages are accessed through the school system's web page. Your child's school has a web page on the Internet which is used to provide information about the school and to promote a positive image. Information placed on this web site will be under the supervision of your school's web master and approved by the principal. **No last names, home addresses, telephone numbers, or parents'/guardians' names will be included.**

The following are items of information that can be released upon the signing of a parent or guardian:

First Name	School Work	Video
Individual Photograph	Group Photograph	

*Yearbook photos and snapshots and **in-school** projects and videos are permitted unless you notify the school otherwise.*

Students may also be interviewed, photographed or videotaped by the media in connection with school events. While the school would like to be as open as possible, we also respect each student's right to privacy guaranteed by the "Family Rights and Privacy Act of 1974".

Please read and sign one of the following statements. If you have any questions, please call the teacher or principal at the school phone number listed below.

I am the legal parent/guardian of the child listed above and give my permission for release of the information listed above to appear on the school's or school district's web page on the Internet and in Media (Newspaper, television, radio, etc.). I realize that anyone in the entire world can have access to the information on the web page and can reprint information from the Internet.

Signature _____ Date _____

I DO NOT give my permission for my child's name, photograph or schoolwork to be placed on the school's or school district's web page on the Internet or in the media.

Signature _____ Date _____

PLEASE RETURN THIS SIGNED FORM TO THE SCHOOL BY **September 1, 2017.**