

Pisgah High School

Student Handbook

NON-DISCRIMINATION STATEMENT

The Haywood County Board of Education is committed to nondiscrimination in relation to race, sex, marital status, handicap condition, or citizenship status. This policy pertains to all actions concerning staff, students, employment applicants, educational programs and services, and individuals with whom the Board does business. If an individual feels that he/she has been discriminated against, contact:

Dr. Anne Garrett, Superintendent
Haywood County Schools
1230 North Main Street
Waynesville, NC 28786
Phone: (828) 456-2400

NOTIFICATION OF RELEASE OF STUDENT ROSTERS

Student directory information as defined in PL 93-568 may be made available to those with legitimate interest in the student. Directory information relating to students include the following: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational institution attended by the student. A secondary school student or the parents/guardians may request that the student's name, address, and telephone number not be released to military recruiters without prior written permission (See guidance department for forms).

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents/guardians of students, if they are at least 18 years of age, have the right to inspect and correct inaccuracies in records kept by the school about the student. Access to the records by persons other than the parents/guardians of the student is limited and generally requires a prior consent by the parents/guardians and 18 year old students under FERPA. Copies of this policy may be found in the Principal's office and in the assigned liaison teacher's office of your child.

SEXUAL HARASSMENT

It is the policy of the Board that a learning and working environment free from sexual harassment shall be maintained. It shall be a violation of this policy for any staff member or student to harass another staff member or student through conduct or communications of a sexual nature. Any violation of this policy should be reported immediately to a school administrator.

HEALTH EDUCATION

In May of 1996, the State adopted a revised version of the Health curriculum for grades K-9, entitled Framework for Healthful Living Education. It combines the past Health curriculum, the Alcohol and Drug curriculum and adds House Bill 834 (the "abstinence" bill).

Parents/guardian of students in 9th grade will be notified prior to the portion of the health curriculum pertaining to puberty, abstinence, avoiding out-of-wedlock pregnancy or sexually transmitted diseases. Any parent/guardian wishing to withdraw his or her child from instruction must do so in writing to the principal, who will notify the curriculum supervisor for that assigned class. As per State law, this new curriculum is available for parents review at each school and at the Board of Education. Please call the Central Office at 456-2400 if you have any questions.

NO PASS, NO DRIVE LAW

Effective August 1, 1999, the school is required to notify the NC Department of Motor Vehicles whenever a student drops out of school or is not making adequate progress (A **student must be passing three out of four classes each semester**). Students who do not meet this standard will have their driver's permit or license revoked.

PISGAH'S MISSION STATEMENT

SUPERIOR PERFORMANCE with academic achievement by all students **THROUGH POSITIVE ATTITUDES** from the cooperative involvement of students, parents, educators, and the community.

CITIZENSHIP AND DISCIPLINE RESPONSIBILITIES

CITIZENSHIP

Pisgah pride. Good citizenship is important and expected. Your citizenship is a contribution to our school image, our community, our state, and our nation. Good citizenship is a prerequisite for participation in all activities. Students who have outstanding citizenship records qualify for special awards.

DISCIPLINE RESPONSIBILITIES

A copy of Board Policy SA-1 will be published and made available at the beginning of each school year to each student and his/her parent or guardian. The purpose of this code is to provide in a single document those policies relating to the conduct of students in the Haywood County Public Schools judged to be necessary for the safe and effective operation of the schools. Regulation(s) addressing the Student Grievance Procedure are outlined within this policy as well.

Students' Responsibility

All students are expected to follow the rules and regulations of the Board of Education, the school administration, and the staff. Students are required to be courteous, polite, and contribute to good school climate.

Parents' Responsibility

Discipline is the primary responsibility of the parents. It is the parents' obligation, by teaching and example, to develop in the student, good behavior habits as well as proper attitudes toward the school. To insure student success, parents should visit the school and check with school officials concerning their child's progress.

ASSAULT, INJURY

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

THREATENING ACTS

No student shall direct toward any principal, teacher, other school employee, game official, other student, or other person, any language which threatens force, violence or disruption, or any sign or act which constitutes a threat of force, violence or disruption.

WEAPONS AND FACSIMILES

No student shall possess, handle or transmit any loaded or unloaded firearm including a gun, pistol, or rifle; explosives including a bomb, grenade or mine; knives including a pocket knife, bowie knife, switchblade, dirk or dagger; or other weapons including mace, pepper spray, slingshot, leaded cane, blackjack, metal knuckles, BB gun, air rifle, air pistol, stun gun or other electric shock weapons, ice pick, razor or razor blade (except solely for the purpose of shaving) or any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance or a facsimile of a gun or other weapon. For purposes of assessing sanctions, smoke bombs, smoke canisters, firecrackers, sparklers, or other minor explosives are not considered "explosives" under this section, but are considered to be weapons. This policy shall also apply to any item that is actually used in the same manner as a weapon.

A student who in any way encourages another student to bring weapons to school also endangers the safety of others. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle or transmit any of the weapons or facsimiles of weapons listed above.

This section shall not apply to pupils who are members of the NJROTC and who are required to carry facsimiles in the discharge of their official class duties; nor does this section apply to facsimiles used in school-approved instruction or ceremonies. Some violations of this rule required mandatory suspension or expulsion.

NARCOTICES, ALCOHOLIC BEVERAGES AND STIMULANT DRUGS

No student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, synthetic drug, amphetamine, barbiturate, marijuana or any other controlled substance or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall a student possess, use or transmit drug paraphernalia or counterfeit drugs. No student shall inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or otherwise altering the student's mood or behavior.

Any student using any drugs prescribed by a physician or over-the-counter medication, including aspirin and cold medicines, is required to leave the medication with school office personnel or other designated personnel and to come to the office or other designated area at the required time(s) to take the required dosage. A note from the parent/guardian and or physician must be sent with the medication to authorize its use. Any of the aforementioned substances which may lawfully be

possessed by students may be brought to school with the prior permission of school personnel and used for an approved school project under supervision of school personnel. **Students who are in violation of this policy are subject to suspension for the remainder of the school year.**

STUDENT APPEARANCE

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

- Clothing displaying language or symbols related to tobacco, drugs and alcohol are not permitted. Clothing displaying language or symbols of an offensive nature (sexist, obscene, racial, or sexually suggestive), violent expressions or images (including those connected to entertainment) are not permitted.
- Backpacks, books, notebook(s), caps, hats, etc., must be free of inappropriate patches, (pins,) drawings, and writings.

Caps and Hats

- Caps and hats are not allowed inside classrooms, the Media Center, Main Office, Cafeteria, Guidance Office or Auditorium. *E Building teachers have the discretion to allow caps and hats in the shop and classroom areas.*
- Sweatshirt hoods being worn inside are prohibited. *Exceptions for PE and other class activities that are outside*
- Bandannas and kerchiefs are prohibited. (Exceptions to this will be made for religious or medical purposes).

Coats

- Trench coats are not permitted.

Dresses, Skirts, Shirts and Blouses

- Necklines of shirts, blouses and dresses should show no cleavage. Straps of tank tops must be the width of one inch. Tank and muscle tops must cover underarms and side of chest areas. No tube or halter tops. Shirts cannot be see through.

Hair

- Hair must be pulled back so normal eye to eye contact can be made.

Clothing Accessories – the following are not permitted.

- Hanging wallet/key chains or chain belts, large chains worn around the neck or wrist, chains with padlocks, and pointed-stud bands.

Pants/Shorts

- Shorts must be fingertip length.
- Pants may only have open holes at or below fingertip length.
- Swim suits and beach attire is not permitted.
- Undergarments must not be visible.
- Pants are to be worn at the waist (no sagging pants).
- Leggings are not pants and should only be worn with a tunic or shirt that is fingertip length.
- Pajama bottoms are discouraged

Shoes or Sandals——Must be worn at all times. The following are not permitted:

- Slippers or bedroom shoes (unless for temporary medical conditions).
- “Heelies” (shoes with retractable wheels).

Sunglasses——May not be worn inside of any building on campus unless medically necessary.

CONDUCT DURING EXTRA-CURRICULAR ACTIVITIES

When students are given the privilege to participate in extra-curricular activities sponsored by the school, they are representing the school. Students are expected to obey all rules and regulations governing student conduct. Students who fail to abide by school rules and regulations may forfeit their privilege of attending school events and be assigned appropriate school discipline.

PROM

Students in eleventh and twelfth grade are eligible to attend the PHS prom. If a student has an outstanding financial obligation to the school or has received out of school suspension during the current school year they will not be allowed to attend.

CARE OF SCHOOL PROPERTY

Your school belongs to you. The school building, grounds and equipment were designed and selected to enhance your educational opportunities. The appearance of Pisgah High School reflects the character of those who attend. Those who willfully destroy property will be required to pay for the damages incurred, and disciplinary action will be taken. Littering is unacceptable; campus clean-up duties will be assigned for violations.

SAFETY SURVEILLANCE CAMERAS

Safety surveillance cameras are in place in an effort to keep the students and campus safe, to anticipate, prevent, or monitor possible violations of the law and school board policies.

COMPUTER SECURITY

Students are prohibited from unauthorized access to other students computer work and to the systems operator area of the computer. All students and parents must sign a Computer Use Agreement form in order for the student to have access to school computers. Unauthorized work or violations of the Computer Use Agreement may result in restricted use of school computers.

FINANCIAL OBLIGATIONS TO SCHOOL

Meeting financial obligations is an important part of being a responsible citizen. Therefore, students are required to take care of all financial obligations to the school in a timely manner. Failure to do so may result in students being denied extra-curricular and other student privileges (such as parking, prom, etc.).

ACADEMIC AND/OR GUIDANCE SERVICE

Guidance services are available for every student. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study habits, help with home, school and/or social concerns, or any question you would like to discuss with a counselor. If you want to visit a counselor, contact the clerk in the guidance office to arrange an appointment.

GRADUATION REQUIREMENT

(Varies with Course of Study. See Curriculum Guide.)

LOCAL EXAMS/STATE END-OF-COURSE TESTING

Exams will count 25% of the term grade and will be administered during the last 10 days of the term. No student is exempt from final exams.

		REG. COURSE	HONORS COURSE	AP COURSE
Grade	Grade	Grade Points	Grade Points	Grade Points
93-100	A	4	5	6
85-92	B	3	4	5
77-84	C	2	3	4
70-76	D	1	2	3
0-69	F	0	0	0

SCHEDULE CHANGES

Any schedule changes should be requested in the Guidance Department and will require administrative approval.

ATTENDANCE, MEMBERSHIP AND COURSE CREDIT
BOARD POLICY A-5

I. General Policy Statement

Poor attendance has been shown to have a direct correlation with poor performance and a lack of academic success. Regular attendance and participation in the program of studies are prerequisites to the learning process which is the focal point of our educational system. This policy is designed to recognize the necessity for good attendance, to designate actions deemed appropriate to respond to excessive absences, and to promote student success in school.

II. Compulsory Attendance Laws (entry into school until age 16)

A. The principal or designee shall notify the parent, guardian, or custodian of the child's excessive absences after he/she has accumulated three unexcused absences in a school year. After six unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that they may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policy of the board of education. In grades K-8 a referral will be submitted by the school social worker to the Coordinator of Student Services. The coordinator will review the referral and then submit it to the Judicial Attendance Council made up of representatives from Juvenile Justice, District Attorney's office, DSS, Sherriff Dept., and Haywood County Schools.

B. Once the parents are notified, the school social worker or the judicial attendance council shall work with the child and family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem.

C. After 10 accumulated unexcused absences in a school year, the principal or designee shall notify the district attorney and parent in writing of the Attendance Law violation. Evidence showing that the parent, guardian, or custodian were notified and that the child has accumulated 10 absences which cannot be justified under the established attendance policies of the local board shall establish a prima facie case that the child's parent, guardian, or custodian is responsible for the absences.

III. Student Membership

To meet the requirements of membership, a student must have a class schedule for a full instructional day. This requirement does not impact exceptional children funding for a student who has an Individual Education Plan requiring less than a full day of instruction.

IV. Class Credit (High Schools)

North Carolina law requires schools operating on a 4-block schedule to have a minimum of 135 hours of instruction to earn a unit of credit. Haywood County Schools policy specifies that a student with more than six (6) absences in class during a semester will not receive credit for that class. In order to be counted present for a class, the student must be in attendance for at least one-half the class period.

Any student absent more than six (6) days in any class in a semester will fail that class unless a request for a passing grade is approved by the principal. The principal shall

appoint a committee each semester to review the records of students with more than six (6) absences. The committee shall take into consideration verified absences due to health. It is the teacher's responsibility to notify the student when his/her credit is in jeopardy due to attendance. Teachers will assist students in notifying parents.

High School students may attend make-up sessions for time missed due to absences seven (7), eight (8) and nine (9) in each semester. Make-up sessions shall be scheduled on Saturdays. Make-up time for these three days shall match missed time hour-for-hour. *Students will be charged a fee to participate in these sessions.* The principal/designee may set a new guideline if extenuating circumstances can be proven. A student will not be counted absent for the following reasons:

- a. Late bus
- b. In-school suspension
- c. Administrative proceedings
- d. Participation in approved school-sponsored activities

A student must be in attendance for at least one half the school day in order to be counted present for the school day. Any out-of-school suspension absence will not count against course credit. Being punctual is a habit worth developing. Students should arrive at school and report to class on time. Students arriving late cause a disruption which takes away from other students. When a student is late to school, he/she is to report to the office to receive an admit slip and sign in. **Three (3) tardies to class=1 absence, three (3) check-outs=1 absence.**

V. Make-Up Work

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

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

- . Work missed because of an absence may be requested and completed with full credit according to the guidelines listed above.
- . Work missed because of an educational absence (item V.A.1.f. under absences in this policy) shall have prior approval through the principal's office and must be completed within the guideline previously stated.
- . Students who receive a school imposed out-of-school suspension sanction may request to makeup daily classroom work, and to take textbooks home. (See IV. H. and V.A.3.)
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VI. Students Leaving School During the Day

A student who must leave school during the day, except for school-sponsored activities, shall not be signed out without parent or guardian permission. A student leaving for a school-sponsored activity is responsible for notifying his/her teacher(s) and receiving the teacher's approval.

VII. Pregnant Students

Attendance for pregnant students shall be governed by School Board Policy SA-9, Student Pregnancies.

CHECKOUT PROCEDURES

The procedure for early dismissal from school is as follows:

1. The student's parent(s) or guardian(s) must notify the school office regarding the early dismissal.
2. Office notification may be in writing, by telephone call or personal contact. Parents or guardians are requested to leave a daytime telephone call where they may be contacted regarding the early dismissal.
3. Parent(s) or guardian(s) are encouraged to notify the school office between 7:30 a.m. and 8:30 a.m.
4. Students must secure a dismissal slip from the office before leaving campus. Dismissal slips must be secured before school begins.
5. The student is responsible for showing the dismissal slip to his/her teacher before leaving class and security before leaving campus.
6. Students may only use the telephone in the office for checkouts due to illness or emergencies.
7. **THERE WILL BE NO CHECKING OUT FOR LUNCH.**

VERIFICATION OF ABSENCE

The procedure for verification of excused absences is as follows:

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

TARDIES

Being punctual is a habit worth developing. Students should arrive at school and report to each and every class on time. Students arriving late cause a disruption which takes away from other students. When a student is late to school, he/she is to report to the office to receive an admit slip and sign in. Three (3) tardies to class=1 absence.

STUDENT VEHICLE AND PARKING REGULATIONS

Operation of a motor vehicle to and from Pisgah is considered a privilege extended to our students. The administration reserves the right to designate parking areas and control the movement of vehicular traffic on campus. The administration also must have and reserves the right of vehicular search if deemed necessary. It is expected that all vehicles be operated in a safe and prudent manner and in accordance with the laws of the State of North Carolina and the rules and regulations set forth by the administration of Pisgah High School and the Haywood County School Board of Education. Any student who is in violation of the rules as deemed appropriate by the administration of Pisgah High School could lose his/her driving privileges. The school accepts no responsibility for any damage to the vehicle or its contents while the vehicle is parked or operated on the campus of Pisgah High School. School Officials will cooperate fully with local law enforcement to investigate incidents resulting in property damage.

All students who desire to drive and/or park on campus must register their vehicle, pay appropriate fees, and display a valid parking permit. Students must provide valid vehicle registration and operator's license in order to obtain parking privileges. Students who purchase parking permits are subject to random drug testing according to School Board Policy SA-15. Students are to exit their vehicles and report to class upon entering campus. NO LOITERING.

MONEY AND VALUABLES

Students are **strongly** encouraged not to bring large sums of money or other valuables to school. **The school is not responsible for the loss of any such items left UNATTENDED at school.** Never leave jewelry, money, pocketbooks, billfolds, etc. in the gym locker room. PE teachers will provide students with a place for their valuables. Never leave the above mentioned items UNATTENDED in a classroom, unlocked locker, bus lines, cafeteria, or any other place. Do not leave items such as these in your classroom during lunch unless your teacher specifically tells you the room can be locked. It is the **student's responsibility** to keep up with these types of valuables and other personal belongings. If you **must** bring such valuable items to school, the office will be happy to keep them in the vault until you need them.

LOCKS AND LOCKERS

The rental fee for a lock and locker is \$5.00. This is non-refundable. The cost of a lost lock is an additional \$5.00. Students are not required to rent a lock; however, private locks are forbidden. Locks and lockers are property of Pisgah High School and may be inspected at any time. Damage fees may be assessed if necessary.

SEARCHES

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, student possessions, or student's automobiles under the circumstances outlined by School Board Policy SA-1, Investigations.

RANDOM DRUG TESTING

All students who have campus parking privileges, participate in interscholastic athletics, or are involved in other voluntary competitive extracurricular activities will be subject to random drug testing according to School Board Policy SA-15, Random Student Drug Testing.

GENERAL INFORMATION

VISITORS

Students may not bring visitors to school during class time. Anyone wishing to visit must report immediately to the office to register and receive a visitor's pass. Parents may visit the school and are welcome to do so. They are reminded to report to the office and secure permission before visiting any other part of the school. Visitors in the building or on school grounds without permission will be subject to trespass laws.

HALL PASSES

Students may not leave classes until they have obtained a hall pass from their teacher.

ELECTRONIC DEVICES

Electronic devices (cell phones, I-pods, mp3s, etc.) may be used during lunch and class changes. Inappropriate use of electronic devices will be considered a class disruption. Cyber bullying and inappropriate content contained in or distributed through any electronic device will not be tolerated. By law, these are reportable offenses and may result in school suspension and further criminal investigation.

USE OF MEDICINE

Students are encouraged to take any necessary medications when they are not on campus. When it is necessary for students to take medicine (prescription or non-prescription) during the school day, the following procedures are required by school system regulations:

1. Students are responsible for obtaining a medication authorization form from the school office.
2. The authorization form must be completed and signed by the physician and/or parent and returned to the school office before the medication may be brought on campus.
3. All medicines (prescription and non-prescription) must be turned into the school office for secure storage as soon as they are brought on campus.
4. Students must come to the office to receive and use their medicine.
5. Students are responsible for updating their medication authorization forms when necessary.
6. The school will discard any excess medicines that are not picked up by students or parents within one week of the last school day.

FOOD AND DRINKS ON CAMPUS

The inappropriate use and disposal of food and drinks can cause problems with campus cleanliness. During lunch periods, food and drinks are allowed in the cafeteria, student lobby, and the student courtyard (picnic) areas only.