

**EZEKIEL EZRA SMITH HIGH SCHOOL  
2015-2016 PARENT/STUDENT  
HANDBOOK**



**1800 SEABROOK ROAD  
FAYETTEVILLE, NC 28301  
910-483-0153 / FAX 910-483-7696  
[www.eeshs.ccs.k12.nc.us](http://www.eeshs.ccs.k12.nc.us)**

**NAME \_\_\_\_\_ GRADE \_\_\_\_\_**

*This book is compiled by a committee consisting of students, teachers and administrators. The student handbook is designed to acquaint you with the policies, activities, organizations and philosophies of this school approved by the school administration. The Cumberland County Schools do not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age in its activities and programs, including employment policies and practices. Your suggestions for improvements are always welcomed.*

## **SCHOOL PERSONNEL**

### **Administrative Team**

Principal ..... Melody Chalmers  
Assistant Principal, Assessment, 11<sup>TH</sup> GRADE ..... Jessica Black  
Assistant Principal, Curriculum, 9<sup>th</sup> GRADE ..... Terry Burks  
Assistant Principal, Instruction, 10<sup>TH</sup> GRADE..... Darrell Purcell  
Assistant Principal, Athletics, 12<sup>th</sup> GRADE... .....Lawrence Smalls

### **Counselors**

Last Names A – C .....Donna Cooper-Craig  
Last Names D – J..... Pamela Staten  
Last Names K – P .....Gretchen Walker  
Last Names Q - W..... Curtis Brown  
Military Family Life Counselor..... Steve Zell

### **Clerical Support**

Administrative Assistant ..... Lynda Wilson  
Attendance Clerk ..... Rhonda Kirkland  
Discipline Clerk.....Africa Moore  
Bookkeeper..... Deidra Moyd  
Data Manager.....Manika Green  
Receptionist ..... Darlene Starks  
Registrar/Transcript Clerk ..... Celeste Sanders

### **Support Personnel**

Academy of Math & Science Director ..... Drew Blazo  
AG Consultant Coordinator..... Amy Karcher  
Cafeteria Manager ..... Tammie West  
Computer Lab Assistant.....Nadine Robinson  
CTE Facilitator ..... Venecia Morrison  
Exceptional Children Case Manager.....Latanya Hardy  
Fire Science Academy Director .....Patti Strahan  
Head Custodian ..... Michael Dunham  
In-School Suspension Coordinator .....Loretta Kimble  
Media Coordinator..... Cadetrus Smith  
Night Supervisor..... Larry Teary  
Community Outreach Coordinator ..... Julian Brown  
Safe School Coordinator ..... Bryan Tillman  
School Resource Officer ..... Officer Singleton  
Social Worker ..... Holly VanDyke

## **SCHOOL SONG**

Smith High we love thy name  
Be thou our guide  
With deep affection and recollection  
Our Alma Mater thou  
Under thy sheltering arms  
We'll stand always  
And sing the praises of our Smith High School

Rah Rah Rah with hearty cheers  
Hip, Hip, Hip, we'll have no fears

Smith High we love thy name  
Be thou our guide  
With deep affection and recollection  
Our Alma Mater thou  
Under thy sheltering arms  
We'll stand always  
And sing the praises of our Smith High School

- MISSION:** To provide a safe and caring school that will prepare every student to compete globally in the 21<sup>st</sup> century.
- VISION:** Ezekiel Ezra Smith High School fosters a professional collegial culture that breeds high expectations and high standards.
- PHILOSOPHY:** Excellence is Standard.
- MOTTO:** Born Of Need \* Destined To Serve \* Striving To Excel
- SCHOOL COLORS:** Navy Blue and Old Gold
- SCHOOL MASCOT:** Golden Bulls

## ***E. E. Smith High School Weekly Schedule***

<b>Monday</b>	<b>Time</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
1 <sup>st</sup> Period 8:30-10:00	8:30 – 9:50	1 <sup>st</sup> Period	1 <sup>st</sup> Period	1 <sup>st</sup> Period	1 <sup>st</sup> Period
2 <sup>nd</sup> Period 10:05-11:35	9:55 – 11:15	2 <sup>nd</sup> Period	2 <sup>nd</sup> Period	2 <sup>nd</sup> Period	2 <sup>nd</sup> Period
3 <sup>rd</sup> Period 11:40-1:55	11:20– 2:05	1 <sup>st</sup> Period Enrichment	2 <sup>nd</sup> Period Enrichment	3 <sup>rd</sup> Period Enrichment	4 <sup>th</sup> Period Enrichment
<b>1<sup>st</sup> Lunch</b> 11:50-12:25 <b>2<sup>nd</sup> Lunch</b> 12:35-1:10 <b>3<sup>rd</sup> Lunch</b> 1:20-1:55	12:10 – 2:05	3 <sup>rd</sup> Period	3 <sup>rd</sup> Period	3 <sup>rd</sup> Period	3 <sup>rd</sup> Period
		1 <sup>st</sup> Lunch – 12:15 – 12:45 2 <sup>nd</sup> Lunch – 12:55 – 1:25 3 <sup>rd</sup> Lunch – 1:35 – 2:05			
4 <sup>th</sup> Period 2:00-3:30	2:10 – 3:30	4 <sup>th</sup> Period	4 <sup>th</sup> Period	4 <sup>th</sup> Period	4 <sup>th</sup> Period

## ***E. E. Smith High School Alternate Schedules***

<b>Early Release Schedule</b>		<b>2 Hour Delay Schedule</b>	
Time	Period	Time	Period
8:30-9:25	1 <sup>st</sup> Period	10:30-11:25	1 <sup>st</sup> Period
9:30-10:25	2 <sup>nd</sup> Period	11:30-1:30	<u>3<sup>rd</sup> Period</u>
10:30-11:25	4 <sup>th</sup> Period		1 <sup>st</sup> Lunch 11:50-12:20 2 <sup>nd</sup> Lunch 12:25-12:55 3 <sup>rd</sup> Lunch 1:00-1:30
11:30-1:30	<u>3<sup>rd</sup> Period</u>	1:35-2:30	2 <sup>nd</sup> Period
	1 <sup>st</sup> Lunch 11:35-12:10	2:35-3:30	4 <sup>th</sup> Period
	2 <sup>nd</sup> Lunch 12:15-12:50 3 <sup>rd</sup> Lunch 12:55-1:30		

## **GENERAL INFORMATION**

### **I.D. CARDS**

As a safety and security measure, all students will be required to wear a current year school I.D. card at all times during the 2015-2016 school year. I.D. cards will be required to check in/out, check out library books, and attend school activities to include school dances/prom. ID cards will be issued free of charge. The cost for the replacement card is **\$10.00**.

### **PLANNERS**

All students will be issued a free planner. Students must have written permission from the teacher or administrator to be outside the classroom during instruction. No passes will be granted during the first and final 15 minutes of class. Teachers should note the date, time, and purpose of the appropriate place in their planner. A replacement planner will be **\$5.00**.

### **TARDINESS**

Tardiness is unacceptable and students will be disciplined accordingly. On the 1<sup>st</sup> offense, a student will sign the tardy log and conference with the teacher. On the 2<sup>nd</sup> offense, a student will sign the tardy log and there will be parental contact and teacher detention. On the third offense, a student will sign the tardy log and there will be a referral to the administration.

### **ATHELTIC ELIGIBILITY/LETTER**

In order to participate in athletics, a student must meet all of the requirements as listed in the North Carolina Athletic Association Handbook and maintain a 2.0 GPA.

To receive a varsity letter, the student athlete must be a member of a varsity program at E. E. Smith from the beginning to the end of the season. Student athletes must maintain a 2.5 GPA, meet attendance requirements, and cannot have any in-school or out-of-school suspensions.

### **LOCKS / LOCKERS**

Lockers are supplied by the school and are assigned to students by the Safe School Coordinator. All students are required to purchase a school lock at a cost of **\$7.00**. Only combination locks purchased from the school may be utilized. The school is not responsible for items lost from lockers. Students are subject to pay for lockers that they damage.

### **TRANSPARENT/MESH BOOKBAGS**

Only transparent mesh book bags are allowed. Immediately upon entering the school, any non-mesh book bag, athletic bag or auxiliary team bag, musical instrument (including items such as drumsticks) or similar item, must be placed in a locker.

## **ATTENDANCE**

- N.C. General Statute #115c-378 requires that students attend school 180 days unless absence is unavoidable. Compulsory Attendance Laws for the State of N.C. apply.
- Cumberland County Schools Policy requires a student to attend at least ninety percent (90%) of the class time or its equivalent, at the discretion of the principal, in order to receive a passing grade for a course. Students who miss more than nine days of a course may not receive credit for that course. A student shall be present at least one-half of a class period in order to be recorded present for that class.
- In order to be considered in attendance, a student must be present in the school for at least one-half of the school day or in a place other than the school with the approval of the appropriate school official for the purpose of attending a school activity that has been officially authorized under the policies of the Board of Education. In order to be recorded present for the day, the activity must be a field trip, athletic contest, student convention, musical festival, or an approved school instructional day.

## **LAWFUL ABSENCES REASONS**

- 1) Illness/Injury (parent note)
- 2) Medical/Dental appointments with a doctor's note
- 3) Death of an immediate family member (documentation)
- 4) Court/Administrative (documentation)
- 5) Educational opportunity (special permission)
- 6) Religious observation (special permission)

## **MAKE-UP WORK**

Make-up work will be available when a student is absent. The responsibility for requesting make-up work rests with the student. Completed make-up work must be completed within three (3) class days of the student's return to school in order to receive credit for class time missed. Content and scheduling of make-up work is at the teacher's discretion.

## **ABSENT NOTES**

An original note will be brought by the student from a parent or legal guardian on the day he/she returns from his/her absence. It is a student's responsibility to submit a note to the main office within **three days**.

## **CHECK-IN / CHECKOUT**

Students who arrive to school after 8:30 a.m. must be accompanied by a parent to check in. When a student checks in without a parent, the tardiness is unexcused, and the student will automatically report to ISS for the class period and a parent is contacted.

*THERE WILL BE NO CHECKOUTS AFTER 3:00 p.m.*

## **THE ACADEMIC PROGRAM**

### **CLASS SCHEDULES:**

All students are required to register for eight (8) subjects per year. Students are to follow the schedule of classes assigned to them.

### **SCHEDULE CHANGES**

Specific dates are set aside for changing schedules. Schedules will only be changed to meet graduation requirements. The principal will be the only person to grant students permission to make changes in their schedule once classes have started.

### **GRADING SCALE**

NUMERICAL GRADE	EQUIVALENT LETTER GRADE
90-100	"A"
80-89	"B"
70-79	"C"
60-69	"D"
Below 59	"F"

"A" Honor roll criteria – Grades 90-100 / "B" Honor roll criteria – Grades 80-89

### **FINAL EXAMS**

Each subject teacher shall administer a final exam during the exam schedule. Exams will count for no more than 25% of the total grade. Underclassmen may not be exempt from exams. Prospective graduates cannot be exempt from required state end-of-course test. Seniors who maintain an "A" average in a course may be exempt from final exams.

### **North Carolina School Accountability Model**

<b>School Year</b>	<b>Accountability Results</b>
<b>2013 -2014</b>	<b>"Exceeds Expected Growth"</b>
<b>2012 - 2013</b>	<b>"Exceeds Expected Growth"</b>
<b>2011 - 2012</b>	<b>"School of Distinction &amp; High Growth"</b>
<b>2010 - 2011</b>	<b>"School of Distinction &amp; High Growth"</b>
<b>2009 - 2010</b>	<b>"No Recognition"</b>

## **SCHOLAR SECTION**

### **NATIONAL HONOR SOCIETY**

The National Honor Society is one of the most prestigious organizations to which a high school student may belong. The Myrtle Lennon Chapter at E. E. Smith High School was chartered in 1955. Scholarship, service, leadership and character are at the foundation of this organization. Membership requirements are in accordance with the national organization and include the following:

- Students must have at least a **3.8** weighted grade point average
- Students must have spent at least one semester at E. E. Smith High School.
- Students must not have been suspended.
- Students must show evidence of leadership and service in school & community.
- A Faculty Council selects members based on these criteria. All Golden Bulls who are striving to excel should aspire to be a member of National Honor Society

### **NORTH CAROLINA ACADEMIC SCHOLARS**

Students who complete the requirements for an academically-challenging high school program will be named North Carolina Academic Scholars. Eligible students must have an overall four-year grade point average of **3.5** or its equivalent and all requirements for a high school diploma.

### **HONOR GRADUATE**

To be recognized as an Honor Graduate, a student must have at least a **3.5** weighted grade point average. Students that are recognized as Meritorious Graduates, Honor Graduates and Graduation Marshals will be announced at the end of the seventh grading period of the current year.

### **VALEDICTORIAN/SALUTATORIAN**

To be considered for either of these distinctions, a student must have been a member of the graduating class for at least 150 consecutive days and cannot graduate in less than four academic years. A final report will be run on the 175<sup>th</sup> day of school and will not be adjusted.

### **GRADUATION MARSHALS SELECTION**

The top 20 juniors by GPA ranking are named as graduation marshals. However, anyone in the top 20 of the junior class who has been suspended—either in or out of school during their junior year—is ineligible for this honor. Graduation marshals will be announced at the end of the seventh grading period of that school year. Lead marshals will be those ranked first and second in the junior class at the time the marshals are announced.



## STUDENT SERVICES

### **STUDENT COUNSELING CENTER**

The counseling center is available for students who need to meet with a counselor. Counselors are available daily in the cafeteria during lunch.

### **COMMENCEMENT**

It is the responsibility and duty of all prospective graduates to maintain satisfactory grades and meet all requirements for graduation. These requirements include clearing all debts with the school. These debts include fees, fines and textbooks. Teachers will inform seniors of their indebtedness prior to the first graduation rehearsal. Each senior must have all debts cleared prior to the first graduation rehearsal. Participation in graduation activities is not compulsory. Any senior who does not comply with the regulations for graduation exercises will not be allowed to participate. **SENIORS WITH CLASS III VIOLATIONS WILL NOT BE ABLE TO PARTICIPATE IN GRADUATION.**

### **GRADUATION REQUIREMENTS**

To graduate from the Cumberland County School System, a student must successfully complete the required courses. All students who are eligible for graduation will be scheduled for a conference with their counselor to evaluate their course history. At that time, their remaining course requirements for graduation will be validated.

### **FUTURE READY CORE**

<b>ENGLISH</b>	<b>MATHEMATICS</b>	<b>SCIENCE</b>	<b>SOCIAL STUDIES</b>	<b>WORLD LANGUAGE</b>
4Credits Eng. I Eng. II Eng. III Eng. IV	4 Credits Math I Math II Math III Math IV	3 Credits Physical science, Biology, Earth Science	4 Credits Civics World History American History 1 American History 2	Not required for High School graduation. Two credit minimum For admission to university in UNC system.

### MINIMUM and/or AVERAGE COLLEGE ENRY REQUIREMENTS

SCHOOL	GPA	SAT	ACT
Appalachian State University	3.8	1166	27
Barton College	2.5	850	17
Bennett College	2.4	Any	Any
Campbell University	3.0	1000	21
Catawba College	2.5	950	19
Chowan University	2.0	900	19
Duke	4.0	2000	29
East Carolina University	3.2	1000	20
Elizabeth City State University	2.5	800	17
Elon University	3.7	1147	2.5
Fayetteville State University	2.5	800	17
Johnson C. Smith University	2.5	800	17
Johnson & Wales University	None	None	None
Lenoir-Rhyne University	3.5	1000	21
Living Arts College	None	None	None
Louisburg College	2.0	800	17
Meredith College	3.1 unw	970	19
Methodist University	2.9	900	19
Mount Olive University	2.5	800	17
North Carolina A&T University	3.4	930	19
North Carolina Central University	2.5	800	17
North Carolina State University	3.57unw	1200	27
North Carolina Wesleyan College	2.3	800	17
Queens University of Charlotte	3.5 unw	950	20
Shaw University	2.0	Any	Any
University of North Carolina Asheville	3.6	1120	24
University of North Carolina Chapel Hill	4.0	1300	28
University of North Carolina Charlotte	3.4	1500	22
University of North Carolina Greensboro	3.0	900	19
University of North Carolina Pembroke	2.7	840	18
University of North Carolina Wilmington	3.8	1130	24
Western Carolina University	3.0	1000	20
Winston Salem State University	2.5	850	17

## **PROMOTION**

To be promoted to the 10<sup>th</sup> grade the student must have 6 credits to include English I. To be promoted to the 11<sup>th</sup> grade a student must have 13 credits to include English I & II. To be promoted to the 12<sup>th</sup> grade a student must have 20 credits to include English I, II, & III.

*\*A Student needs a total of 28 credits to include English I, II, III, and IV to graduate.*

## **TRANSCRIPTS**

Students who need transcripts for college or other purposes will make a request to the Student Counseling Center. The first transcript will be provided at no charge to the student. Any additional transcripts will cost \$3.00 each and should be paid for when the request is made.

## **WITHDRAWALS / TRANSFERS:**

When students withdraw, parents or guardians must come in before the student's last day and sign a release form. On the student's last day, the student needs to see the registrar before going to any classes to obtain his/her withdrawal form. All financial obligations must be taken care of at that time. Parents must inform the school of the relocation area for sending additional records.

## **MEDIA CENTER**

All students must have their ID card and a hall pass to use the media center. An Internet Use Form must be completed for students to access the internet. The loan period for all books is two weeks. Students will need their ID to check out a book. Reference books may be used in the center or circulated for overnight and weekend use. All lost materials must be paid for at the replacement cost of the item. Fees must be paid to repair any damages caused by materials that are carelessly or intentionally damaged.

## **PARKING AND DRIVING ON CAMPUS**

The privilege of parking a personal vehicle on school grounds may be exercised only after the student has met all the requirements established by the Cumberland County Board of Education and the school principal. A person driving a motorized vehicle to school will park in designated areas and have parking decal displayed. Students who violate any driving and parking regulations are subject to having parking privileges suspended or revoked. Rules and regulations governing school parking are listed below.

1. A parking agreement and must be submitted to the Safe Schools Coordinator.
2. Neither the school nor the school system is responsible for loss due to fire, theft or accident relative to personal vehicles on school grounds.
3. Once a student arrives on campus in his/her vehicle, he/she must immediately vacate the vehicle and enter the building. Students are not to be in the parking lot or in parked cars during the school day. Students must exit the student parking lot immediately upon leaving school for the day.
4. A student shall not exceed a maximum of 10 miles per hour when driving vehicle on school grounds.
5. Music cannot be played loudly in the parking lot.
6. Discharging passengers in the bus loading areas is strictly prohibited.
7. Parking decals cost \$50.00.

## **DRESSING OUT FOR PHYSICAL EDUCATION**

- Each student is expected to dress for class in the proper E.E. Smith P.E. uniform. P. E. uniforms can be purchased during the first two weeks of class in the school store.
- Students must submit to the teacher a written statement from parents or guardian if that student needs to be excused from taking P.E. A statement from a medical doctor will be required for an extended period of time.
- Students should not bring valuables to school. Under no circumstances should teachers be asked to secure valuables nor will the school be responsible for any valuables brought to school or missing from the locker room. For security, PE students must purchase an additional lock to secure their belongings in the locker room in the gym area during gym class and must be removed daily.

## **CAFETERIA**

- Students must remain in a single file line.
- Students may not jump ahead in a food line.
- Students must remove all paper, trays, dishes and silverware from the table when they have finished eating.
- Students should have good table manners and act in a respectable manner.
- There is no saving of seats for any reason.
- Cell phone use is permitted. Limited to listen to music with earbuds/earphones, texting, and surfing the web. **Pictures and video recording is strictly prohibited.**
- Coats, purses and books should not be left unattended at the tables.
- Horseplay is not allowed.
- An honor section will be reserved for the top 20 students in each class each semester.
- No food from outside vendors is permitted in the cafeteria.

## **VISITATION POLICY**

All visitors must report to the main office and obtain a visitor's permit prior to any visitation on campus. Under no circumstances are students to bring visitors to school with them. Visitors are also not permitted to drop off food to students during the school day.

## Progress/Report Card Schedule

### First Semester

<i>Report Period</i>	<i>Progress Report</i>	<i>End of Grading Period</i>	<i>Report Cards Go Home</i>
1 <sup>st</sup>	September 9, 2015	September, 25, 2015	October 2, 2015
2 <sup>nd</sup>	October 12, 2015	October 26, 2015	November 6, 2015
3 <sup>rd</sup>	November 16, 2015	December 4, 2015	December 11, 2015
4 <sup>th</sup>	December 18, 2015	January 22, 2016	January 29, 2016

### Second Semester

<i>Report Period</i>	<i>Progress Report</i>	<i>End of Grading Period</i>	<i>Report Cards Go Home</i>
1 <sup>st</sup>	February 8, 2016	February 25, 2016	March 3, 2016
2 <sup>nd</sup>	March 11, 2016	April 6, 2016	April 13, 2016
3 <sup>rd</sup>	April 21, 2016	May 9, 2016	May 16, 2016
4 <sup>th</sup>	May 24, 2016	June 8, 2016	June 16, 2016

### Holidays

September 7	Monday	Pupil Holiday
November 2	Monday	Pupil Holiday
November 11	Wednesday	Pupil Holiday
November 25-27	Wednesday-Friday	Pupil Holiday
December 18	Friday	Pupil Early Release
December 22-January 2	Monday-Friday	Winter Holidays
January 18, 19	Monday-Tuesday	Pupil Holiday
February 15	Monday	Pupil Holiday
March 25	Friday	Pupil Holiday
March 28 - April 1	Monday - Friday	Pupil Holiday
May 30	Monday	Pupil Holidays
May 25	Monday	Pupil Holiday
June 8	Wednesday	Last Day of School/Early Release

## **STUDENT DISCIPLINE POLICY**

### **DISCIPLINE**

Each student will receive a Student Code of Conduct Book as issued by the Cumberland County Board of Education. The E. E. Smith High School Student Discipline Policy will correlate directly with the Cumberland County Student Code of Conduct as adopted by our Board of Education. Students and parents are asked to familiarize themselves with the pamphlet that was issued to each student on the first day of school.

### **DRESS CODE**

Any clothing that is disruptive, provocative or obscene or endangers the health or safety of other students is not permitted. The administration reserves the right to restrict the wearing of any items that may be disruptive to the normal school day.

1. No shorts, skirts, dresses, splits, or holes in clothing shorter than four inches above the knee.
2. No skin-tight clothing including leggings, jeggings, tights, and yoga pants.
3. No sagging or exposing undershorts or undergarments.
4. No tank tops, low cut, see-through, belly shirts, muscle shirts, off the shoulder shirts, or shirts that expose cleavage. Athletic jerseys may be worn with a t-shirt underneath.
5. No head covering is allowed on campus during the school day.
6. No sunglasses are to be worn in the building.
7. No pajamas and pajama pants.
8. No bedroom shoes.
9. No bandanas.
10. No inappropriate or profane signs, emblems, or language on clothing (including but not limited to: alcohol advertisements, pictures of weapons or drugs, sayings that have sexual connotations, phrases or pictures that are insensitive to groups of students).

### **ELECTRONIC DEVICES**

Students are permitted to possess electronic devices on school property as long as the devices are not activated, used, displayed or visible during the instructional day (8:30-3:30) or as otherwise directed by school rules or school personnel. School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian after **3:30 pm**. **THE SCHOOL IS NOT RESPONSIBLE FOR THE THEFT, LOSS OR DAMAGE OF A CELLULAR PHONE OR OTHER PERSONAL WIRELESS COMMUNICATION DEVICE. BOARD POLICY CODE: 4318**

### **PUBLIC DISPLAYS OF AFFECTION**

Students are not permitted to kiss, hug, hold hands, or touch in any inappropriate manner. Students in violation of this policy will be charged with disruptive behavior.

## E. E. SMITH DISCIPLINE FLOWCHART 2015 - 2016

### CLASS I VIOLATIONS

INFRACTION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Dress Code	Change Clothes or ISS to call home	ISS - 3 days	OSS - 3 days
Inappropriate Language / Disrespect	ISS - 1 day	ISS - 3 days	OSS - 3 days
Inappropriate Language /Disrespect of Faculty	OSS - 3 days	OSS - 5 days	
Insubordination	ISS - 1 day	ISS - 3 days	OSS - 3 days
Medication	ISS - 1 day	ISS - 3 days	OSS - 3 days
Possession / Use of Tobacco	ISS - 3 days	OSS - 3 days	OSS - 5 days
Truancy ( off-campus)	ISS - 3 days	ISS - 5 days	OSS - 2 days
Truancy ( on-campus)	ISS - 1 day of class skipped	ISS - 3 days all day	ISS - 5 days
Cell Phone	Cell phone taken	Cell phone taken	Cell phone taken
Tardies	Log tardy; teacher conference	Log tardy, parental contact; and teacher D-Hall	Log tardy and referral to admin

### CLASS II VIOLATIONS

INFRACTION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Aggressive Behavior	ISS - 3 days / OSS - 3days (admin discretion)	OSS -5 days	OSS - 10 days ; recommend Long term
Bullying/Cyber Bullying	ISS - 3 days / OSS - 3days (admin discretion)	OSS -5 days	OSS - 10 days ; recommend Long term
Communicating Threats	ISS - 3 days / OSS - 3days (admin discretion)	OSS - 10 days ; recommend 45 days	OSS - 10 days ; recommend Long term
Disorderly Conduct	ISS - 3 days / OSS - 3days (admin discretion)	OSS -5 days	OSS - 10 days ; recommend Long term
Disruptive Behavior	ISS - 3 days / OSS - 3days (admin discretion)	OSS -5 days	OSS - 10 days ; recommend Long term
Harassment - Verbal	ISS - 3 days / OSS - 3days (admin discretion)	OSS -5 days	OSS - 10 days ; recommend Long term
Possession of Alcohol	OSS -5 days	OSS - 10 days ; recommend 45 days	OSS - 10 days ; recommend Long term
Property Damage < \$1,000	OSS - 3 days ; restitution	OSS -5 days	OSS - 10 days ; recommend Long term
Theft - < \$1000	OSS - 3 days	OSS -5 days	OSS - 10 days ; recommend Long term
Possession of Chemical /Drug Paraphernalia	OSS -5 days	OSS - 10 days ; recommend 45 days	OSS - 10 days ; recommend Long term

### CLASS III VIOLATIONS :

All Class III violations may result in OSS for 10 days and recommendation for long-term suspension. This includes affray, assault on student/school personnel, breaking and entering, communicating threats to an adult, fighting, gang activity, sexual harassment assault, property damage > \$1,000, theft > \$1,000, sexual misconduct/offense, possession of weapons, possession / use of controlled substance and alcoholic beverage on or off campus.