

**EZEKIEL EZRA SMITH HIGH SCHOOL  
PARENT/STUDENT HANDBOOK  
2019 - 2020**



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*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.*

Dear Golden Bull Family,

Serving you as the Principal of E. E. Smith High School is truly a great honor. EESHHS has a rich tradition of excellence in academics, athletics, and the arts that we are very proud. Our vision is "Preparing Global Graduates with CLASS." CLASS is the acronym that identifies the 21st century skills we want our students to acquire throughout the experience at our school.

**C - College and Career Ready**

**L - Leadership**

**A - Attitude**

**S - Strategic Thinkers**

**S - Stewards of Learning**

Our goal is to offer students opportunities to be successful and to flourish, both now and in the future. It is imperative that you as a student at E. E. Smith High School know and understand the rules that are stated in this book. As a student at EESHHS, you represent yourself, your family, and your school.

You are going to have an amazing experience at EESHHS! I encourage you to give your best effort in everything that you do and strive to make good decisions and to be responsible for your actions.

I am very excited about the upcoming school year and I look forward to working with each of you. Please communicate with our awesome staff throughout the year if there is anything that they can do to assist you in being the best "Golden Bull" you can be.

Much Success - Donell Underdue, Jr., Principal

## **TABLE OF CONTENTS**

School Personnel.....	page 3
School Song .....	page 4
General Information .....	page 5

## **SCHOOL PERSONNEL**

### **Administrative Team**

Principal.....	Donell Underdue, Jr.
Assistant Principal, 12 <sup>TH</sup> GRADE.....	Lawrence Smalls
Assistant Principal, 11 <sup>TH</sup> GRADE.....	Darrell Purcell
Assistant Principal, 10 <sup>TH</sup> GRADE.....	Jessica Black
Assistant Principal, 9 <sup>TH</sup> GRADE.....	Kenneth Williams

### **Counselors**

12 <sup>TH</sup> GRADE.....	Gretchen Walker
11 <sup>TH</sup> GRADE.....	Pamela McLaurin
10 <sup>TH</sup> GRADE.....	Curtis Brown
9 <sup>TH</sup> GRADE.....	Donna Cooper - Craig

### **Clerical Support Personnel**

Principal's Administrative Assistant.....	Lynda Wilson
Attendance Clerk.....	Rhonda Kirkland
Discipline Clerk.....	Africa Moore
Bookkeeper.....	Paula Cody
Data Manager.....	Celeste Sanders
Receptionist.....	Tiffany Quick
Registrar/Transcript Clerk.....	Rauna Godbolt-Mack

### **Support Personnel**

Academy of Math & Science Director .....	Drew Blazo
AIG Consultant Coordinator.....	Amy Karcher
Cafeteria Manager.....	Tammy West
CTE Facilitator.....	Flora Elliott
Exceptional Children Case Manager.....	Dewanda Bryant
Fire Science Academy Director.....	Patty Strahan
Head Custodian.....	Michael Dunham
Redirection Coordinator.....	Dontrell Snow
Media Coordinator.....	Kelly McQueen
Media Clerk.....	Dianne Evans
Military Student Transition Consultant.....	Rozella Major-Williams
Community Outreach Coordinator.....	Julian Brown
Safe School Coordinator.....	Bryan Tillman
Social Worker.....	Wendeline McLain

## **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 foster an equitable culture that breeds high expectations and high standards for all stakeholders.
- VISION:** Preparing Global Graduates with CLASS!
- MOTTO:** Born Of Need \* Destined To Serve \* Striving To Excel
- SCHOOL COLORS:** Navy Blue and Old Gold
- SCHOOL MASCOT:** Golden Bulls

## **GENERAL INFORMATION**

### **STUDENT ARRIVAL**

Students may enter the building at 8:00 a.m. and report immediately to the cafeteria for breakfast (Serving time: 8:00 - 8:23 a.m.) or the Main Gymnasium. Carpool students will be dropped off in the north entrance parking lot. **Students may only enter bus loop entrance.**

### **Late Arrival Students**

Students arriving to school after the first period tardy bell (8:30 a.m.) are to use the bus loop entrance up to 8:45 a.m. Students arriving after 8:45 a.m. must be accompanied by a parent/guardian and the first three tardies will be excused. If a student is not accompanied by a parent/guardian, the parent/guardian will be contacted by office staff and the tardy will be marked as unexcused. Three unexcused tardies will be subject to disciplinary action.

Students who arrive to school after 9:00 a.m. must be accompanied by a parent/guardian and check in at the main office. If not accompanied, the student will not be allowed to report to class until the parent/guardian has been notified and/or reached.

Once students are enroute to school, whether they are walking to the bus stop, on the bus, and/or arrive at school, they become the responsibility of the school. Students who find it necessary to leave during the school day must be checked out by a parent/guardian. An email or phone call is not permitted to check a student out. Under no circumstances will a student be allowed to meet someone in the parking lot or be allowed to leave the school premises without their parents/guardians accompanying them or granting permission.

### **Check Out of Students**

Parent/guardian must report to the main office to complete the check out process of their student. Parent/ guardian must present a valid photo identification card to proceed with check out, dropping off of items, and meeting for a conference.

### **STUDENT DISMISSAL**

During school dismissal, students are required to immediately leave campus and/or a designated location for after school activities i.e, athletic practice, band, cultural arts, intervention/enrichment, clubs, etc.

Bus students will immediately report to the bus loop and north side of the building. If a bus student walks off campus during dismissal without administrative approval, the student will not be allowed to return to campus to ride the bus and will be subject to disciplinary action. All car riders will report to the north side of the building. Student drivers are to report to the student parking lot located next to the bus parking lot on the north side of the school.

Tuesdays and Thursdays have been designated as tutorial days in which teachers remain on campus until 4:30 p.m. to assist students with their academics, make-up tests, etc. Students are required to report to tutorials by 3:50 p.m. Tutorials will end at 4:30 p.m. Immediately after dismissal from tutorials, students are required to leave

campus and/or report to a designated location for athletic and/or co-curricular practices as determined by the coach/sponsor.

### **CHECK-INS/TARDY POLICY**

1. Students checking in 8:30 am or later will be coded as unexcused unless documentation of a lawful excuse is submitted.
2. A student may present valid documentation of a professional appointment (example: doctor, dentist, lawyer, or court note). The attendance clerk will record the tardy.
3. Disciplinary action will result after three (3) unexcused absences/check-ins per semester.

#### **DISCIPLINARY CONSEQUENCES**

The consequence for tardies EVERY period:

- 1st - Warning
- 2nd - Warning
- 3rd - Parent Contact by teacher
- 4th - Class period Redirection
- 5th - 1 day of Redirection and mandatory parent/guardian meeting
- 6th - 2 days of Redirection
- 7th - 1 day of OSS
- 8th - 2 days of OSS
- 9th - 3 days of OSS

### **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.
- Coats, purses, bags, and books should not be left unattended at the tables.
- Horseplay is not allowed.
- No food from outside vendors is permitted in the cafeteria.
- Parents/Guardians wishing to eat lunch with their child can do so during their child's assigned lunch period on any school day. They must receive prior approval from an administrator. Parents may purchase a school lunch or bring a prepared lunch from home; they may not bring restaurant food/drink on campus. Parents/Guardians must sign in with the main office and their child will report to eat with them.
- Students must remain in the lunchroom during their assigned lunch period. They are not allowed to enter classrooms, hallways, or go to their locker.

### **HALL PASSES**

Each student is required to have a school issued hall pass with an authentic teacher signature when leaving class. The pass must have a time written on it by the teacher or staff member. Students are not allowed to write or issue passes. When a student leaves class for any reason, the expectation is that the student reports to the specific location designated on the pass. Students are expected to be in class at all times. Students should not be out of class without a valid pass from his or her teacher.

Students are expected to return to class within a reasonable time from the time the pass was issued to the student. If a student does not return within a reasonable time or goes anywhere other than the specified designated location, the student will be charged with disruptive behavior and will receive disciplinary consequences.

- Example: If a student is assigned a pass to go to the main office and the student is found in the gymnasium, the student would not be in the specified designated location and would face disciplinary consequences.
- Example: If a student is assigned a pass to go to the restroom and returns to class an hour after the pass is written, the student will be written up for not returning within a reasonable time and will face disciplinary consequences.

Students are not permitted to loiter on school property after school hours, before school, or on non-school days. Students are not to be on campus before 8:00 a.m. and after 3:45 p.m. unless involved in extracurricular activities under the direct supervision of a teacher, staff member or assigned coach.

### **DAILY BELL SCHEDULE**

- 8:00 a.m. - First Bell
- 8:23 a.m. - Report to 1st Period class
- 8:29 a.m. - 1st Period minute warning bell
- 8:30 a.m. - 1st Period tardy bell
- 10:05 a.m. - Report to 2nd Period class
- 10:10 a.m. - 2nd Period tardy bell
- 11:45 a.m. - Report to 3rd Period class
- 11:50 a.m. - 3rd Period tardy bell
- 2:05 p.m. - Report to 4th Period class
- 3:40 p.m. - School dismissal bell
- 3:50 p.m. - Tutorial tardy bell (Tuesdays & Thursdays only)
- 4:30 p.m. - Tutorial dismissal bell (Tuesdays & Thursdays only)

<b>DAILY SCHEDULE</b>	
<b>Time</b>	<b>Period</b>
<b>8:00 - 8:23</b>	<b>Breakfast</b>
<b>8:30-10:05</b>	<b>1st Period</b>
<b>10:10-11:45</b>	<b>2nd Period</b>
<b>11:50-2:00</b>	<b>3rd Period</b> <b>1st Lunch - 11:50 - 12:20</b> <b>2nd Lunch - 12:40 - 1:10</b> <b>3rd Lunch - 1:30 - 2:00</b>
<b>2:05-3:40</b>	<b>4th Period</b>

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

<b>Early Release Schedule</b>		<b>2 Hour Delay Schedule</b>	
Time	Period	Time	Period
8:30-9:30	1 <sup>st</sup> Period	10:30-11:35	1 <sup>st</sup> Period
9:35-10:35	2 <sup>nd</sup> Period	11:40-1:30	<u>3<sup>rd</sup> Period</u> 1st Lunch 11:45-12:15 2nd Lunch 12:20-12:50 3rd Lunch 12:55-1:25
10:40-11:40	4th Period		1:30-2:35
11:45-1:40	<u>3<sup>rd</sup> Period</u> 1st Lunch -11:50 - 12:20 2nd Lunch 12:30-1:00 3rd Lunch 1:10-1:40	2:40-3:40	4th Period



**2019 – 2020**  
**CUMBERLAND COUNTY SCHOOLS**  
**TRADITIONAL 10-MONTH CALENDAR**

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
August 12 - 15	Monday - Thursday	Required Workdays/Staff Development	4		
August 16	Friday	Teacher Workday	1		
August 19 - 23	Monday - Friday	Teacher Workdays	5		
<b>August 26</b>	<b>Monday</b>	<b>First Day for Students</b>			
September 2	Monday	Student/Teacher Holiday			1
October 16	Wednesday	Student Two Hour Early Release/ Required Staff Development	.2		
October 18	Friday	End of Grading Period			
October 21	Monday	Student Holiday/Teacher Workday	1		
November 11	Monday	Student/Teacher Holiday			1
November 27	Wednesday	Student Holiday/Teacher Workday	1		
November 28 - 29	Thursday - Friday	Student/Teacher Holidays			2
December 20	Friday	Student Two Hour Early Release/End of Grading Period			
December 23 – January 3	Monday - Friday	Winter Holidays (Student/Teacher) Required Annual Leave		6	4
January 6	Monday	Student Holiday/Teacher Workday	1		
January 7	Tuesday	Student Holiday/Required Workday for Staff Development	1		
January 20	Monday	Student/Teacher Holiday			1
February 17	Monday	Student Holiday/Teacher Workday	1		
February 18	Tuesday	Student Holiday/Required Workday for Staff Development	1		
March 13	Friday	End of Grading Period			
March 16	Monday	Student Holiday/Teacher Workday	1		
April 10	Friday	Student/Teacher Holiday			1
April 13 - 17	Monday – Friday	Student Holidays/Teacher Required Annual Leave		5	
May 22	Friday	<b>Last Day for Students/Students Two Hour Early Release/End of Grading Period</b>			
May 25	Monday	Teacher Holiday			1
May 26 - 29	Tuesday - Friday	Required Workdays	4		
June 1 - 5	Monday - Friday	Teacher Workdays	5		
<b>Totals</b>			<b>26.2</b>	<b>11</b>	<b>11</b>

**Schedule of Required Teacher Workdays:**

August 12, August 13, August 14, August 15, October 16, January 7, February 18, May 26, May 27, May 28, May 29

**Additional Teacher Workdays:**

August 16, August 19, August 20, August 21, August 22, August 23, October 21, November 27, January 6, February 17, March 16, June 1, June 2, June 3, June 4, June 5

**Make-Up Days if Needed:**

October 16 (2hr), December 20 (2hr), October 21, January 7, February 18, February 17, March 16, May 22 (2hr)

## PROGRESS REPORT / REPORT CARD SCHEDULE

### 4 X 4 Block Schedule

<b>FIRST SEMESTER</b>	
First Day for Students	<b>Monday, August 26, 2019</b>
Progress Reports Go Home	Monday, September 9, 2019
<b>End of 1<sup>st</sup> Grading Period</b>	<b>Monday, September 23, 2019</b>
Report Cards Go Home	Monday, September 30, 2019
Progress Reports Go Home	Monday, October 7, 2019
<b>End of 2<sup>nd</sup> Grading Period</b>	<b>Friday, October 18, 2019</b>
Report Cards Go Home	Friday, October 25, 2019
Progress Reports Go Home	Monday, November 4, 2019
<b>End of 3<sup>rd</sup> Grading Period</b>	<b>Tuesday, November 19, 2019</b>
Report Cards Go Home	Tuesday, November 26, 2019
Progress Reports Go Home	Friday, December 6, 2019
<b>End of 4<sup>th</sup> Grading Period (End of Semester)</b>	<b>Friday, December 20, 2019</b>
Report Cards Go Home	Friday, January 10, 2020
<b>SECOND SEMESTER</b>	
Progress Reports Go Home	Thursday, January 23, 2020
<b>End of 1<sup>st</sup> Grading Period</b>	<b>Friday, February 7, 2020</b>
Report Cards Go Home	Friday, February 14, 2020
Progress Reports Go Home	Wednesday, February 26, 2020
<b>End of 2<sup>nd</sup> Grading Period</b>	<b>Friday, March 13, 2020</b>
Report Cards Go Home	Friday, March 20, 2020
Progress Reports Go Home	Tuesday, March 31, 2020
<b>End of 3<sup>rd</sup> Grading Period</b>	<b>Thursday, April 23, 2020</b>
Report Cards Go Home	Thursday, April 30, 2020
Progress Reports Go Home	Friday, May 8, 2020
<b>End of 4<sup>th</sup> Grading Period/Last Day for Students</b>	<b>Friday, May 22, 2020</b>
<b>Final High School Report Cards Mailed Home</b>	<b>Wednesday, June 3, 2020</b>

### **ATHLETIC 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, maintain a 2.5 GPA, meet attendance requirements, and cannot have any in-school or out-of-school suspensions.

### **Standard for Athletics and Co-Curricular Activities**

The Cumberland County school system has established standards for participation in interscholastic athletics and co-curricular activities that are reflected in Board policy. The purpose of this regulation is to put in place mechanisms for the implementation of those

standards. The standard is a weighted 2.0 (average grade of 70) for the previous semester with the exception of a first semester sixth grader.

A. GRADE POINT AVERAGE (GPA) AND ELIGIBILITY TO PARTICIPATE IN ATHLETICS AND CO-CURRICULAR ACTIVITIES

1. Prior to participation in athletics or co-curricular activities in grades 7-12, it is the responsibility of the school to assure that every student participating meets the academic standard required. For student activities covered under NCHSAA and DPI, students must meet both the course load requirement and the weighted GPA as required by CCS.

2. Eligibility of students in programs for Exceptional Children will be in accordance with local, state and federal guidelines.

B. CREDIT RECOVERY

1. Courses taken as part of the Credit Recovery Program under the guidelines of CCS, may be used to recover credit affecting eligibility for this procedure. A student who is not academically eligible at the beginning of the semester is not eligible at any time during the semester. (**Exception:** A student who receives an incomplete in a subject which causes them not to meet minimum scholastic requirements is ineligible until the course is satisfactorily made up and their eligibility is restored at that point.)

2. A student who is academically eligible at the beginning of the semester remains eligible academically throughout the semester. The student must meet the minimum requirement for course load and attendance. Participation in athletics and co-curricular activities is a privilege and not a right and therefore, the administration can remove a student from participation based on violation of the Code of Conduct.

All schools are encouraged to develop a monitoring program that will, on a quarterly basis, determine the progress of a student toward eligibility. Students that are not making progress should be put on a supportive plan to help keep them eligible.

**I.D. CARDS**

As a safety and security measure, all students will be required to possess a current year school I.D. card at all times. 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 **\$3.00**.

**LOCKS / LOCKERS**

Lockers are supplied by the school and are assigned to students by the Safe School Coordinator. Only combination locks purchased from the school may be utilized. To be issued a lock, students must purchase a school lock at a cost of **\$5.00**. Returning students may utilize locks previously purchased from the school. The school is not responsible for items lost from lockers. Students are subject to pay for lockers that they damage. A locked locker is the **ONLY** secure place a student has to keep personal items. **NEVER** leave your belongings unattended. Administration reserves the right to remove a lock from a locker. Cost of removal will be at the expense of the student. Lockers are supplied by the school and are assigned to students through Mr. Tillman, Safe Schools Coordinator. This lock may be used for the full time at E. E. Smith High School. Lost locks must be replaced with school locks. Students who have problems with their locks and/or lockers should:

1. Check with Mr. Tillman, Safe Schools Coordinator and make sure they have correct combination.
2. If the lock still fails to open, contact the Mr. Tillman. All students are responsible for the operation of their locks and any items found within their lockers. Only combination locks purchased from the school may be utilized. **ITEMS FOUND IN UNLOCKED LOCKERS MAY BE CONFISCATED.** No students may share a locker with another student. Unlocked lockers will be secured and cleared periodically by custodial personnel. It is the student's responsibility to ensure that the locker is locked securely. The school will not be responsible for items lost from lockers. Students should never give out the combination to their lock to anyone and must realize that this is the only secure place for valuables while on campus. Administration reserves the right to enter any locker on campus.

### **TRANSPARENT/MESH BOOKBAGS**

Only transparent or 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. EES book bags may be purchased for **\$10.00**.

### **STUDENT ATTENDANCE**

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 success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. State law also prohibits any person from encouraging, enticing or counseling a child to be unlawfully absent from school.

#### **A. ATTENDANCE RECORDS**

School officials shall keep an accurate record of attendance, including accurate attendance records in each class. A student must be present at least one-half of the instructional day to be recorded as in attendance for that day. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

#### **B. EXCUSED ABSENCES**

The superintendent, principal or the superintendent or principal's designee is authorized to excuse a student temporarily from attendance due to sickness or other unavoidable cause. When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. The student is also required to provide other satisfactory evidence of the excuse upon request by the teacher, principal or principal's designee. **An absence may be excused for the following reasons:**

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the local health officer or the State Board of Health;
3. death in the immediate family, including, but not limited to, grandparents, parents, brothers and sisters;
4. medical or dental appointment;
5. participation as a party to an action or under subpoena as a witness in a court proceeding or administrative tribunal;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with written approval from the principal. The superintendent or designee may approve additional absences, provided they do not interfere with the education of the student. The student shall have the opportunity to make up any tests or other work missed due to the excused absence for a religious observance;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal or designee and in accordance with any requirements established by the principal or superintendent; or
8. absence due to pregnancy and related conditions or parenting, when medically necessary.

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted up to five additional excused absences upon approval by the superintendent or designee to visit with his or her parent or legal guardian.

Absences due to extended illnesses generally require a statement from a physician. In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work in accordance with section D of this policy. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The student is responsible for finding out what assignments are due and arranging a time with the teacher to make up assignments missed during class time.

#### C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The superintendent is responsible for designating which school-related activities are permissible and consistent with State Board policy. Specifically, the

following school-related activities with prior approval from the principal or designee will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job-shadowing and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities, such as student conventions and music festivals;
4. athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. in-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student in accordance with section D of this policy. The student is responsible for finding out what assignments are due and arranging a time with the teacher to make up assignments missed during class time.

#### D. OPPORTUNITIES TO MAKE UP ASSIGNMENTS

Makeup of missed assignments by a high school student on a 4 x 4 schedule must be completed within three school days of the student's return to school. If the teacher is unable to give a student the original assignment as makeup work, then the teacher shall provide an alternative but comparable assignment to be completed by the student. A teacher may allow for an extension of makeup assignment deadlines in the case of valid, extenuating circumstances.

#### E. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be considered in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be subject to suspension for up to two days for such offense. The Superintendent will develop guidelines for implementation. The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be subject to suspension for up to two days for truancy.

Students in grades 9-12 must be in attendance a minimum of 90% of class time in a course, or its equivalent as determined by the principal, to receive credit for the course. Students with excused absences due to documented chronic health problems will be exempted from this policy. In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies. Excessive absences may impact

eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

**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**.

**MAKE-UP WORK**

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.

**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 change requests will be available the week prior to school and on a case-by- case basis. Schedules will only be changed to meet graduation requirements.

**FINAL EXAMS**

Each subject teacher shall administer a final exam during the exam schedule. Exams will count for 20% of the total grade. Underclassmen may not be exempt from exams. Prospective graduates cannot be exempt from required state exams. Seniors who maintain an “A” average in a course may be exempt from final exams.

**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

**GRADUATION MARSHALS SELECTION**

Students in the Junior class will be selected as graduation marshals based upon GPA ranking. However, anyone in 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.

**HONOR GRADUATE**

To be recognized as an Honor Graduate, a student must have at least a 3.5 weighted grade point average.

## **LATIN SYSTEM**

To be recognized with a Latin System honor at graduation you must have the following; Summa Cum Laude 4.25-above GPA, Magna Cum Laude 4.0-4.2499 GPA, and Cum Laude 3.75-3.99 GPA.

## **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 3.5 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.

## **OUTSTANDING SENIORS**

Outstanding seniors will be selected by faculty vote.

## **VALEDICTORIAN/SALUTATORIAN/THIRD HONOR GRADUATE**

To be considered for these distinctions, a student must have been enrolled at E.E. Smith High School for four consecutive semesters and cannot graduate in less than four academic years. In addition, students must have taken courses that are comparable to the courses of a college preparatory program. All courses completed outside of E. E. Smith High School are to be reviewed and approved by the administration.

The valedictorian is the senior that has the highest-grade average in the class at the end of the fourth quarter of his/her senior year. The salutatorian is the senior that has the second highest grade average in the class at the end of the fourth quarter of his/her senior year and the third honor graduate is the senior that has the third highest grade point average in the class at the end of the fourth quarter. A final report will be run at the end of the school year.

## **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, uniforms, 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 Graduation Expectations may not be allowed to participate.

### Standard Course of Study

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

### 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.

All eligible graduates are invited to participate in the graduation ceremony offered by their school. The graduate who chooses to participate must meet the required graduation dress code as outlined below. While there are many items (stoles, cords, medallions, tassels, pins, etc.) that may be worn during any graduation ceremony, only those items listed below may be worn for Cumberland County Schools graduations.

#### 1. Regalia

All graduates should wear full regalia for their school including but not limited to gown, cap and tassel. Caps may not be decorated.

#### 2. Academic Cords

Cords represent differences through the many colors and do not detract from the attire or the dignity of the ceremony and may be worn at Cumberland County School graduations.

- Cords recognized in the program will be academic/service in nature.
- Cords must be based on clearly defined academic/service criteria.
- Individual schools will determine the academic/service criteria for members of school clubs/organizations to earn the cord.
- The district recommends that academy graduates wear cords but the school's principal may decide to allow academy stoles.
- District departments will provide program cords to schools for graduating seniors who meet the criteria of the program as approved by the Superintendent/designee.
- School clubs/organizations with political and social affiliations are not approved for graduation ceremonies.
- Academic Cords must have administration approval by November 30, 2019 to be used in graduation.

### 3. Academic Stoles

Stoles and/or medallions may be worn at Cumberland County School graduations by the Valedictorian and Salutatorian, Third Honor Grad, SGA (principal will determine if all SGA or officers only), NHS members, School-Based Academies. If a school wishes to award stoles or medallions for special celebrations/observances to be worn during a Cumberland County School graduation ceremony, they must be approved in advance by the superintendent or designee and school administration by November 30, 2019.

### 4. Non-Academic Stoles and Cords

Other stoles and cords may be worn at the school's Senior Awards Ceremony with principal's approval.

### 5. Pins

Pins awarded at the school level may be worn at Cumberland County School graduations.

### 6. Graduation Attire

Appropriate attire for graduation practices and the ceremony will be established at the school level. All requirements must be written in graduation correspondence shared with students and parents/guardians.

#### ***E. E. Smith Graduation Attire Requirement***

<b><u>Option 1</u></b>	<b><u>Option 2</u></b>
<ul style="list-style-type: none"><li>● Black slacks</li><li>● Black shoes &amp; black socks</li><li>● White dress shirt</li><li>● Black necktie or bowtie</li><li>● Black belt</li><li>● No jewelry for males</li><li>● Women may wear earrings only</li></ul>	<ul style="list-style-type: none"><li>● Black dress shoes (no sandals, flip flops or slides)</li><li>● Black dress or skirt suit</li><li>● Dress or suit must not be shorter than 4 inches above the knee or reveal cleavage</li><li>● Dress or suit must have sleeves that cover the shoulder</li><li>● Jewelry: stud earrings only, no visible body piercings</li></ul>

#### **EXIT DOCUMENTS**

Graduation from a Cumberland County high school shall follow satisfactory completion of all state and local course requirements. The Board has adopted the following as applicable to graduation or high school completion:

1. Diploma: Awarded at graduation: this indicates satisfactory completion of all state and local course requirements and achievements. Only those students who graduate according to this stated definition are eligible to receive a diploma. Students meeting all requirements for the North Carolina Scholars Program will receive from the State Board of Education an appropriate seal of recognition to be affixed to their diploma.

2. Certificate: Special needs students who do not meet the requirements for a high school diploma will receive a graduation certificate and shall be allowed to participate in graduation exercises if they successfully complete 28 course units in general subject area and complete all IEP requirements.

3. Transcript: This document provides evidence of data outlined below: All courses completed, and grades earned. A record of school attendance during grades 9-12. Participation in special programs or any other information as determined by the Cumberland County Board of Education. A transcript must be issued to all students receiving either the diploma or certificate. The transcript may be issued to the student(s) by any procedure as determined by the local school within a reasonable period of time.

### **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. Student parking is available only on the north side parking lot. A person driving a motorized vehicle to school will park in designated areas and have the school's 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 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 a vehicle on school grounds.
5. Music cannot be played loudly in the parking lot.
6. Discharging passengers in the bus loading areas is prohibited.
7. Parking decals cost \$40.00.

### **PROMOTION**

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

## **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. Students may make appointments to meet with their counselor by emailing their counselor.

## **TRANSPORTATION**

Students are only permitted to ride the school bus that has been assigned to them by Cumberland County Schools without prior approval from an administrator. Riding the bus is a privilege, not a right. Safety of our students is our number one priority. Ensure that you are both visible and vigilant as it pertains to safety at the bus stop and on the bus. Please ensure that you are present at your bus stop prior to the stated arrival time of your bus. Bus drivers are not responsible for students who are not present at the bus stop at the time of pick-up. All Cumberland County School rules outlined in the Student Code of Conduct apply to school transportation.

## **TRANSCRIPTS**

Students who need transcripts for college or other purposes will make a request to the Student Counseling Center. Transcripts are free for currently enrolled students. Graduates and those not currently enrolled; must pay a \$3.00 processing fee.

## **VISITATION POLICY**

All visitors must report to the main office and obtain a visitor's permit prior to any visitation on campus. Visitors must have a valid photo ID and present it to the main office staff when entering the building. Under no circumstances are students to bring visitors to school with them. Classroom visitation is not permitted during the instructional day. Visitors are also not permitted to drop off food to students during the school day.

## **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.

## **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.

If a student is suspended from school or assigned to Redirection (ISS) any given day, they are not eligible to participate in any extra-curricular activity sponsored by the school, including athletics, until the following day.

## **DRESS CODE VIOLATION**

The dress code violation includes wearing, decorating or adorning clothing that is inappropriate to the learning process. Clothing that reveals undergarments, chest, breasts, navel, buttocks or any private body part will be considered inappropriate for the school setting. Any article that displays, suggests, promotes, or reveals a lewd, vulgar, unsafe, violent or sexual message through language, images and/or symbols is prohibited.

## **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. Student dress code concerns will be addressed by the appropriate gender administrator (Female administrator will address female students only; male administrator will address male students only).

1. Shorts, skirts, dresses, splits, or rips/ holes in clothing shall not be shorter than four inches above the knee.
2. Leggings, jeggings, and yoga pants shall be covered with a top that is no shorter than four inches above the knee.
3. Pants shall be secured at the waist.
4. Tank tops (thin straps or tanks alone), low cut, see-through, crop-top shirts, muscle shirts, off the shoulder shirts, or shirts that expose cleavage are not allowed. Athletic jerseys shall be worn with a t-shirt underneath. From neck to four inches above the knee shall be covered.
5. Head covering is not allowed on campus during the school day.
6. Sunglasses are not to be worn in the building.
7. Pajamas, pajama pants, and bedroom shoes are not allowed at school.
8. Bandanas, scarves, hats, (head coverings) are not allowed.
9. Solid colored headbands shall be limited to a maximum of three inches.
10. 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) are not allowed.

## **USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY**

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. The school system assumes no responsibility for personal technology devices brought to school.

## **CELL PHONES**

Carrying a cell phone/telecommunications device in the school building is a privilege, not a right. Students who comply with the cell phone/telecommunications device policy shall be allowed to bring a cell phone/telecommunications device into the building so long as it is not handled, and it does not emit a noise (including vibration). Students at E. E. Smith High School are permitted to use cell phones between 8:00 - 8:23 am inside the cafeteria and/or gym during morning arrival and/or breakfast and lunch. During this time, students are permitted to check text messages, view calendars or other items on their phone only during permitted times which have been previously stated. While in the gym during morning arrival and during breakfast and lunch,

students are permitted to wear earbuds and/or headphones. These are the only times during the school day in which students will be allowed to wear earbuds/headphones. At NO time should students be found or recording talking on their cell phone. **When changing classes, students are permitted to use their cell phones to check texts and emails; however, they are prohibited from using earbuds/headphones due to safety.**

Students who are either unwilling or unable to comply with the policy, shall have the privilege of carrying a phone within the school building revoked. **Neither E. E. Smith High School, nor Cumberland County Schools are responsible for any fees associated with any phone or device that is lost or stolen due to violations of school policy.**

Teachers may allow students to use cell phones/telecommunications devices in their classroom for educational purposes. Teachers are to announce clearly the purpose for using the devices when students are to get their devices out and when they are to put them away.

If a staff member directs a student to surrender a cell phone/telecommunications device, the student will be expected to do so immediately (without deleting anything, without setting security codes) and without complaint. ALL components, including the battery and SIM card are to be surrendered as well. Failure to surrender a cell phone immediately is an act of defiance and will result in an automatic short-term suspension. A student refusing to give any school official a cell phone or closed book bag will automatically be suspended from school. Students are responsible for keeping up with their own personal devices. They are strongly encouraged to keep devices at home or in a locked locker.

Once a student has been notified by an administrator that he/she has lost the privilege of possessing a phone/telecommunications device on school property during a specified period of time, any phone/telecommunications device that student is found to be in possession of during instructional time shall be deemed as insubordination which will lead to escalated disciplinary actions.

If a student feels the staff member requesting to confiscate the phone is due to a misunderstanding, the student must still surrender the phone immediately as directed. The student will be able to discuss the matter with an administrator at a later time, but the student is expected to fully cooperate with the staff member requesting the phone.

**Students are prohibited from recording any school activities and/or events without consent from an administrator or teacher.** In addition, any unauthorized recording of students and staff to include the posting on social media will result in disciplinary action according to CCS Board policy.

### **ELECTRONIC DEVICES**

Electronic devices, earbuds, headphones should not be activated or used during the instructional day (8:23-3:40) or as otherwise directed by school rules or school personnel. School employees may immediately confiscate any wireless communication devices that are on or used in violation of this policy. Confiscated wireless communication devices will be returned only to the student's parent or guardian between 3:40 and 4:40 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**

## **CONFISCATED ITEMS**

Once a student enters the building, items that interfere with the learning environment of E. E. Smith High School will be confiscated. These items include, but are not limited to, electronics (including cell phones, smart watches, iPods), laser pens, etc. For smart watches or other similar devices, students must disable the sync mode, including blue tooth, during the school day. Any other device used for any purpose other than a time piece will be confiscated.

Only a parent/guardian can pick up a confiscated item. This may be done only between the hours of 3:40-4:00 each school day. The school is NOT responsible for confiscated items. Cell phones/electronic devices and other confiscated items may be picked up Monday through Friday ONLY between the hours of 3:40 and 4:00 pm. Any student refusing to give up the cell phone, electronic device or other prohibited item to school personnel will be automatically suspended.

- First Offense - 1 Day of Out-of-School Suspension
- Second Offense - 2 Days of Out-of-School Suspension
- Third Offense - 3 Days of Out-of-School Suspension

## **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.

## **SEARCH AND SEIZURE SCHOOL PROPERTY**

Desks, lockers and other equipment which belongs to the school or school district, and even though assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable suspicion that some item, substance or other material is contained therein which is illegal, harmful to the safety of the student or the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school. **STUDENT'S PERSON:** The Board of Education authorizes teachers and administrative personnel who have reasonable suspicion that a student or students are in possession of weapons, illegal drugs, or other items harmful to the student or students or to the welfare of the student body, to search the person of said student(s) under the following conditions:

1. Any such action shall not be taken unless there is a reasonable suspicion which can be substantiated if necessary.
2. Any search of a student shall be done privately by an administrator and witness of the same sex as the student to be searched. The witness must be present throughout the entire search.
3. Reasonable belief on the part of a teacher or an administrator may be based upon information from such sources as faculty members, reliable students, a law enforcement officer, visual evidence, reports from reliable parent, or any of these factors.
4. The content of this policy shall be in written form and placed in a prominent location in each student handbook. It shall also be disseminated verbally to students at the start of each scholastic year. The Board of Education shall consider such notification as adequately satisfying and procedural requirement.

**FINANCIAL OBLIGATIONS**

No refunds will be given for any field trips, prom, yearbook, etc. While students have outstanding debts to the school, they will not be allowed to participate in any activities during, before, or after school except for regular classroom instructional activities.

**FOOD**

All food items will be consumed in the cafeteria during breakfast and lunch hours. The consumption of food or drink items will not be permitted in the classroom, hall, gym or restrooms. Food items are not to be sold by students during school hours. No prepared restaurant food may be brought on campus during school hours.

**PARENT TEACHER CONFERENCES**

October 21, 2019- 9:00am to 3:00pm

February 17, 2020- 9:00am to 3:00pm