

East Gaston High School

Student Handbook

2022-2023



TABLE OF CONTENTS

Message from Principal	2
School Profile	3
Alma Mater, Bell Schedule	4
Important Dates	5
Communication Efforts, Advisory	6
School Social Worker, School Nurse, School Counselors	7
Graduation Requirements	8
Academic Information	8-11
<ul style="list-style-type: none">• Grades• Rank, GPA Scale, Honor Grads, Promotions, NC Academic Scholars• Curriculum Guide, Early Graduation, Course Loads, Class Restrictions, Special Needs, Schedule Corrections• Reteach/Retest, Exam Exemption, Exams• Dual Enrollment, Transfers, Withdrawals, Alternative Diploma Programs	
Junior-Senior Prom	12
Graduation Ceremony	12-13
GCS School Nutrition	13
School Procedures	13-17
<ul style="list-style-type: none">• Entry/Exit, Traffic, Supervision, Cafeteria• Payment by Check, Class Change, Deliveries, Extracurricular Activities, Medication• Security, Fire/Tornado/Lockdown Drills,• Lost & Found, Vending, Visitors, Phone Calls, Sale of Items, Equipment• Posting of Materials, Social Media	
Expectations of Student Behavior & Discipline	17-30
<ul style="list-style-type: none">• Drugs/Alcohol, Tobacco• Profanity, Public Display of Affection, Fighting, Weapons• Theft, Academic Integrity, Bullying & Harassment, Dress Code• Sexual Harassment, Gambling• Computer & Internet Use, Skipping School, Cell Phone & Electronic Devices• Non-Compliance, Disruptive Behavior	
Bus Procedures	30
Attendance	31-36
<ul style="list-style-type: none">• Driver's Ed, Dropout Prevention/Driver's License Legislation• Lose Control/Lose You License	
Notes for Absences, Tardy Policy, Checking In/Out	36-37
Parking Policy	38-39
Clubs & Organizations	39
Athletic Eligibility	40
Transcripts	41

MESSAGE FROM THE PRINCIPAL

Dear Students and Parents:

Welcome to East Gaston High School! We are glad to have you with us as we work to provide the finest high school education available. High School is a unique experience and it offers lots of exciting opportunities. We, at EGHS, encourage you to take advantage of the many opportunities available as they will prove beneficial in providing you a well-rounded educational experience.

It is extremely important to us that you feel welcome in our school. The best way for us to offer you an exceptional education is through a network of support, which involves teachers, staff, students, parents, and community members sharing in the responsibility. Please let us know when you have concerns or feel free to praise us for the job we are doing.

EGHS utilizes an automated phone calling system in an effort to keep parents informed of school activities. This system will be used to inform you of upcoming events as well as pertinent information you may need. On occasion you will receive email messages and newsletters being sent home. It is important to provide the school updated email address and phone numbers. If you have access to the Internet, you can go to www.gaston.k12.nc.us/schools/egaston/ to access our school's website. There you will find a wealth of information about East Gaston High School. Please take advantage of these communications to stay informed of school activities.

Parents are the most important people in their child's life. We encourage you, through your participation, to share in the implementation of our school program.

The information contained in this handbook will help your students have a successful year with us. Please take the time to review the handbook and the Gaston County Schools Student Code of Conduct with your student. We look forward to working with the students and parents of East Gaston High School and having a great year.

Sincerely,

Jennifer B. Reep

Jennifer B. Reep
Principal
East Gaston High School

SCHOOL PROFILE

Address: East Gaston High School
1744 Lane Road
Mount Holly, NC 28120
Phone (704) 836-9613 Fax (704) 827-5974

Founded: 1972; Feeder Schools - Mount Holly Middle & Stanley Middle

Accreditation: Southern Association of Colleges & Schools

Grades: 9 – 12

Enrollment: 851

Colors: Navy & Cardinal

Mascot: Warrior

Principal: Mrs. Jennifer Reep

Assistant Principals: Mrs. Chelisa Ford Student Last Name A – G
Mr. Chris Dixon Student Last Name H - O
Mrs. Luci Huffstetler Student Last Name P - Z

Counselors: Mrs. Jordan Johnson Student Last Name A – G
Mrs. Christy Clark Student Last Name H – O
Mrs. Melanie Kincaid Student Last Name P – Z

Career Development Coordinator: Lynda Euchner

Athletic Director: Haley Stewart

Athletic Affiliation: Southern Piedmont 1A/2A

Parent Assistant: <https://gaston.powerschool.com>

School Website: <http://www.gaston.k12.nc.us/Domain/20>

Facebook: <http://www.facebook.com/eastgaston>

Master Calendar: <http://www.gaston.k12.nc.us/schools/egaston/calendars>

ALMA MATER – Fair East Gaston

Here's to thee, our Alma Mater
Fair East Gaston,
We hail thee!
Ever loyal and devoted,
Ever proud to fend for thee!
Hold her banners ever lofty,
Sound the clarion call, you Warriors
We will gladly cheer and support her,
Fair East Gaston
Hail to thee!

BELL SCHEDULE

Normal Schedule

Doors Open	8:00
Opening Bell	8:20
1 st Period	8:30 – 10:05
2 nd Period	10:10– 11:40
3 rd Period	11:45 – 1:45
1 st Lunch	11:45 – 12:10
2 nd Lunch	12:15 – 12:40
3 rd Lunch	12:50 – 1:15
4 th Lunch	1:20 – 1:45
4 th Period	1:50 – 3:20
Dismissal	3:20
Buses Leave	3:25

Advisory Schedule

Doors Open	8:00
Opening Bell	8:20
1 st Period	8:30 – 9:50
Advisory	9:55 – 10:20
2 nd Period	10:25 – 11:40
3 rd Period	11:45 – 1:45
1 st Lunch	11:45 – 12:10
2 nd Lunch	12:15 – 12:40
3 rd Lunch	12:50 – 1:15
4 th Lunch	1:20 – 1:45
4 th Period	1:50 – 3:20
Dismissal	3:20
Buses Leave	3:25

Two Hour Delay Inclement Weather Schedule

First Period	10:30 –11:12
Second Period	11:18– 12:00
Third Period	12:05-1:50
Fourth Period	1:55-3:20

IMPORTANT DATES

Student's First Day	August 17
9 th - 11 th Grade Picture Day	September 1
Interim Report 1st 9 Weeks	September 15
9th - 12th Make-up Pictures	October 3
Early Dismissal/Parent Conferences	October 13
Optional Teacher work day	October 14
End of 1 st 9-Week Grading	October 13
1 st 9-Week Report Cards distribution	October 28
EGHS Bbq Sale	TBD
Veterans Day Holiday	November 11
Interim Report 2nd 9 Weeks	November 17
Student Holiday – Teacher Annual Leave	November 23
Thanksgiving Holidays	November 24-26
Early Dismissal for Mount Holly Parade	TBD 12:45 a.m.
Early Dismissal for Stanley Parade	December 14 11:50 p.m.
End of 2 nd 9-Week Grading	December 21
Student Holiday –Optional Teacher Workday	December 22
Winter Holidays	December 23 - 24, 27
Student Holiday -Teacher Annual Leave	December 28, 29, 30
New Year's Day Holiday	January 1
Student Holiday - Teacher Annual Leave	January 3 - 4
Mandated Teacher Workdays	January 5 - 6
2 nd 9-Week Report Cards Distributed	January 12
Martin Luther King Jr. Holiday	January 16
Interim Report 3rd 9 Weeks	February 9
Optional Teacher Workday	February 20
Early Dismissal/Parent Conferences	March 9
Students off/Optional Teacher Work Day	March 10
End of 3rd 9 weeks Grading	March 9
3rd 9 Week Report Cards Distributed	March 16
Interim Report 4th 9 Weeks	April 6
Holiday	April 7
Holiday Spring Break	April 10-13
Optional Teacher Work Day	April 14
Prom	April 21 7:00 p.m. - 11:00 p.m.
AP Exams	May
Underclassmen Awards Day	Spring 1:30 p.m. – 2:50 p.m.
Senior Academic Awards Night	Spring 6:00 p.m.
Senior Day	TBD
Students' Last Day/ Early Dismissal	May 24
Mandated Teacher Workday	May 25-26
Graduation Practice	TBA
Graduation	May 26 6:00 p.m.

***For additional events, visit the online master calendar located on the EGHS website.**

COMMUNICATION EFFORTS

Parent Conferences	Parent Conference Day will be held from 1:00 – 7:00 pm on October 13 & March 9. Throughout the semester, parents can schedule a conference with any teacher as necessary.
Parent Assistant	Parent Assistant provides parents with a secure website to access grades and attendance from any computer with internet access. Visit https://gaston.powerschool.com to access Parent Assistant.
Parent Link Calls	Automated phone calls are made each Sunday evening to update students and parents on weekly events at EGHS.
E-Mail	Follow-up announcement emails will be sent home with Parent Link Calls on Sunday evening. Teachers also utilize e-mail to communicate with parents on a regular basis.
Master Calendar	The EGHS online master calendar allows for visitors to view upcoming school and athletic events via Google Calendar. The master calendar can be accessed by visiting the school website. Visitors may also sync a smartphone or tablet to our calendar to automatically stay up to date on school events.
School Website	Our school website is frequently updated to keep students, parents, and the community in the loop on important announcements, news, and events. http://www.gaston.k12.nc.us/schools/egaston
Facebook	Become a fan on Facebook to stay connected with the Warrior Community. http://www.facebook/eastgaston

SCHOOL SOCIAL WORKER

Mrs. Elizabeth Lanier, our school social worker, is available to assist students and parents with resources needed to attend school daily. She also monitors attendance concerns and works daily with school personnel to ensure student academic success. Mrs. Lanier's office is located in the front office.

SCHOOL NURSE

The School Nurse works with students regarding health and wellness issues, responds to medical emergencies, and develops student health plans.. The School Nurse is located in room 101.

- **MEDICATION**

When a student must take medication at school, these requirements apply:

- All medication will be left in the Nurse's office (this includes over the counter medication).
- Medication must be in the original container or pharmacy bottle and clearly labeled.
- All medications must have the physician's authorization.
This includes over-the-counter medication.
- Parents should deliver medication to the school. Medication needs to be picked up at the end of the school year.

SCHOOL COUNSELORS

East Gaston has three school counselors and one career development coordinator who are available to all students, teachers, and parents. They provide academic advising, college & career planning, and personal counseling services. Guidance materials that include personal wellness, careers, college selection, financial aid, and scholarships can be obtained in the counseling office.

Students who wish to speak with a counselor may go to the counseling office and set up an appointment. We respectfully ask that parents call for an appointment to meet with a counselor to avoid wait times. In addition, our school counselors periodically provide grade level parent nights to ensure student academic and personal/social success throughout the high school experience.

- Paper transcript requests are made through the school's front office secretary.
- After graduation all transcripts requests have to go through the Gaston County Schools website.

Counselors:	Ms. Jordan Johnson	Student Last Name A – G
	Mrs. Christy Clark	Student Last Name H – O
	Ms. Melanie Askin	Student Last Name P – Z

Career Development Coordinator: Lynda Euchner

GRADUATION REQUIREMENTS

- **End of Course (EOC) Exam Requirements:**

Students must earn a level 3, 4, or 5 on three End of Course Exams to be proficient: Math I, Math III, Biology, & English 10.

- **Earn 28 credits** as required by local standards set forth by the Gaston County Board of Education.

ACADEMIC INFORMATION

- **HIGH SCHOOL GRADES**

GCS high school grades are as follows:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = Below 60 Lowest passing grade is 60

GCS high school grading is based upon:

Major Tests/Projects	60%
----------------------	-----

Quiz Grades	20%
-------------	-----

Daily Grades/Homework	20%
-----------------------	-----

- **RANK IN CLASS**

Each student is ranked by grade level at the end of each semester. A student's grade point average is calculated using a weighted 4.0 scale.

- The Valedictorian and Salutatorian will be determined by the final rank based on cumulative weighted GPA at the end of their senior year. Students must complete a minimum of 32 credits to qualify for valedictorian and salutatorian honors. In the event of an exact numerical tie (calculated to three decimal places), co-valedictorians and/or co-salutatorians are chosen. Junior Marshals will be selected on class rank using the cumulative weighted GPA calculated during the 3rd 9-week grading period of their junior year.

- **WEIGHTED GRADE POINT AVERAGE (GPA) SCALE**

<i>Students Entering High School in 2015/16 and After</i>		
Standard Level Courses	Honors, AP Prep, International Studies, Designated Career & College Promise Courses	Advanced Placement, International Baccalaureate, Designated Career & College Promise Courses
A=4	A=4.5	A=5
B=3	B=3.5	B=4
C=2	C=2.5	C=3
D=1	D=1.5	D=2
F=0	F=0	F=0

- **HONORS GRADUATES**

Gaston County high school seniors are eligible for graduation honors based on their weighted Grade Point Average (GPA). The student with the highest weighted GPA is named valedictorian while the student with the second highest weighted GPA is named salutatorian. Students must complete a minimum of 32 credits to qualify for valedictorian and salutatorian honors. In the event of an exact numerical tie (calculated to three decimal places), co-valedictorians and/or co-salutatorians are chosen. Students who achieve a weighted GPA at the following levels are designated as honor graduates: Summa cum laude Magna cum laude Cum laude 4.3+ 4.0 - 4.299 3.7 - 3.99

- **PROMOTION REQUIREMENTS**

To be a Sophomore: 6 credits
 To be a Junior: 13 credits
 To be a Senior: 20 credits
 To Graduate: 28 credits

- **NORTH CAROLINA ACADEMIC SCHOLARS**

Students who seek the Future Ready Course of Study may also earn a NC Academic Scholars Distinction. This distinction requires additional coursework and a final unweighted cumulative GPA of 3.5 or higher. Students who qualify for this honor receive an honor sticker on their diploma.

- **GCS HIGH SCHOOL CURRICULUM GUIDE**

The Gaston County Schools High School Curriculum Guide is published each year during spring registration to assist students and parents in planning the high school curriculum. This guide provides general high school information, graduation requirements, and course offerings. This guide is posted online for grades 9 – 12 on the EGHS and GCS websites.

- **EARLY GRADUATION**

Early graduation allows for a student to complete state and local graduation standards after the first semester of their senior year. To be eligible, a student must pass all courses from ninth grade to first semester of their senior year, complete course requirements in a designated Course of Study, and earn 28 credits. This process takes careful planning throughout the high school years with the student, parent, and counselor. For scheduling purposes, early graduation procedures will be outlined during rising senior registration in the spring and the student/parent must render a decision to participate in early graduation by the end of their junior year.

- **MINIMUM COURSE LOADS**

The state of North Carolina and Gaston County Schools require that all students take four courses daily each semester. Students are expected to attend all four classes even if the student does not need the class to meet graduation requirements.

- **CLASS RESTRICTIONS**

East Gaston has several courses that require special skills, prerequisites, or are limited in class size by law due to safety guidelines. Course availability, grade level, and graduation requirements may also be used for selection of a specific course.

- **RETEACH/RETEST POLICY**

The reteach/retest program is a strategy to be utilized in working with student mastery of coursework. This program is intended to be a complement to the regular instructional day. A reteach session is not required before a retest is administered, but may be offered by the teacher.

Any student who makes **below a 75** is eligible to retest any major test/project one (1) time for a possible grade up to 75. If the retest is lower, the highest grade will be used.

- **ADVISORY**

Students will report to Advisory periodically throughout the year for different purposes. During Advisory students will receive important information and or materials. Examples are, but not limited to Character Education lessons (once a month), report cards, school pictures, etc.

- **STATE & NATIONAL EXAMS**

End of Course (EOC) Exams – EOC exams are required by the state in specified courses. The End-Of-Course test counts (20%) of the student’s final grade in the course. Students will have EOC testing in: Math I, Math 3, Biology, and English 10.

Career and Technical Vocational (VOCAT) Exams – VOCATs are required by the state in select Career & Technical Education courses. Students are required to take the VOCAT as a final exam for the course and counts (20%) of the student’s final grade.

PSAT - The PSAT offers students valuable testing experience. It measures what you're learning in school, determines if you're on track, and opens doors for opportunities to prepare and pay for college. It will also provide feedback in preparing for the SAT. The test is available to tenth & eleventh grade students. **To qualify for a National Merit Scholarship or National Achievement, the student must take the test during the junior year.** Students are encouraged to take the PSAT in the tenth grade, study their results carefully, and retake the test in their junior year. The PSAT will be given in October at EGHS.

Pre-ACT – Much like the PSAT, the Pre-ACT is a preliminary test for the ACT. Feedback from this exam will help students identify exam strengths and weaknesses to prepare for the upcoming ACT in the junior year. It also helps students identify key skills and interests in relation to their future college and career goals. All sophomores are required to take the Pre-ACT at EGHS that will be administered during early October.

SAT and ACT – Both the SAT and the ACT are college admissions tests typically taken in the junior year. Students should check with the college or university to determine which test is required. Students may pick up test prep materials and registration information in the counseling office. Exams are administered off campus. Writing sections are required for both exams. Students may register online at www.collegeboard.org for the SAT and www.act.org for the ACT.

**As of 2011-12, the state of NC requires that all juniors take the ACT free of charge once during Spring semester. The ACT will be administered to all juniors in March at EGHS.

Advanced Placement Test (AP) – Students that participate in AP courses have an opportunity to earn college credit by attaining adequate AP exam scores as determined by specific colleges. Students should consult their selected college or university for specific score information. AP exams are not mandatory, but encouraged by Gaston County Schools.

- **DUAL ENROLLMENT**

Students seeking to enroll at Gaston College or other college while maintaining current enrollment at EGHS will need to secure a dual enrollment form from the school’s counseling department.

JUNIOR – SENIOR PROM

Prom will be held from 7:00 p.m. - 11:00 p.m. Prom Ticket sales will be held in February/March.

- A student must be classified as a junior or senior in order to purchase prom tickets. Students are classified by the number of units needed for promotion.
- Sophomores are only allowed to attend as guests. **Freshmen are not allowed to attend; this includes repeat 9th grade students.**
- Outside guests must be in good standing in their respective schools or community and must submit a Request to Attend Form during prom ticket sales. If it is determined by East Gaston High School that a guest is not in good standing, the guest will not be eligible to attend.
- Once purchased, tickets are nonrefundable and nontransferable.
- Multiple discipline referrals may cause a student to be denied the privilege of attending prom.
- Prom information will be posted on the school website and announced during afternoon announcements prior to the event.
- Students must be in attendance at school on the day of prom in order to be admitted into the prom.
- Students can not exceed **10 Unexcused absences for either semester**. Any student that exceeds this attendance expectation in either semester will be required to submit an appeal form to become eligible to attend.

GRADUATION CEREMONY

Admission will be by ticket only. The Administration, Faculty, and Staff take great pride in providing a traditional formal ceremony that we hope will be a memorable event for graduates and guests.

- Practice will be held before graduation. Students must be present for practice in order to participate in the graduation ceremony. Admission tickets will be distributed to students at practice.
- All students must appear in cap and gown to participate in the ceremony. No decorations on mortarboards or on the exterior of the robe will be permitted.

MALES must wear:

- Must wear a white dress shirt and a tie
- Dress slacks (brown, black, navy or khaki)
- Dress shoes

FEMALES must wear:

- Dresses/skirts/slacks and blouses
- Appropriate dress shoes (avoid extreme high heels for safety reasons)
- Collars sewn into gown

NOT PERMITTED:

- Jeans or shorts
- Sunglasses
- Tennis shoes, casual sandals, extreme high heels, or boots
- Revealing clothing not deemed appropriate for a dignified ceremony

- All student fees and debts must be paid before practice.

Additional information will be posted on the school website and distributed during practice for graduation.

GCS SCHOOL NUTRITION 2022 - 23

The following information applies to the 2022- 2023 school year:

Meal Prices

Students - Breakfast \$1.40 Lunch \$3.00

Adults/Staff - Breakfast \$1.75 Lunch \$3.95

Meal Applications

All students enrolled in the Gaston County Schools are given an opportunity to fill out a Free and Reduced price meal application even though it will not be necessary to receive free school meals during the 2022-23 school year. This application may be used to qualify families for other benefits such as P-EBT, FCC-EBB, waived fees for ACT/SAT, college applications, academic fees and other programs.

SCHOOL PROCEDURES

● **ENTRY & EXIT**

- All students may come into the building beginning at **8:00 a.m.** each morning and must report directly to their first period class. Loitering in vehicles or the parking lot will not be permitted.
- At the conclusion of the school day at 3:20 p.m., students are expected to exit the building in an orderly fashion to board buses, return to their vehicle, or report to the front of the school to be picked up. At 3:25 p.m., students must be with an adult in an after school event to be in the school building.

- Students are prohibited from opening and or propping outside entry doors open for any reason or for anybody during the instructional day. This includes students, parents, and or community members. Anyone needing access to the building is required to follow the same safety procedures as related to entry into the building. Students who fail to follow entry procedures will be subject to disciplinary actions.
- **BAGS (Bookbags, Backpacks, etc.)**
 - Current safety measures will remain in place for this upcoming school year with new safety measures added. Beginning this school year, as an additional safety measure, **students will only be allowed to carry clear backpacks.**
 - Freshman Athletes and non driving Upperclassmen (bus and car riders) will have designated areas to store their athletic bags during the school day. They will be allowed to retrieve those bags at the end of the day prior to practice.
 - Upperclassmen who drive will be required to keep their athletic bags in their vehicle during the school day. They will be allowed to retrieve their bag(s) at the end of the day prior to the start of practice.
- **TRAFFIC**
 - Traffic in front of the school is heaviest between 8:10 - 8:25 a.m. on Lane Road and Hickory Grove Road.
 - To keep traffic flowing, cars should form two lines in front of the school for drop off and pick up. All vehicles should pull all the way forward to the white line at the end of the entrance.
 - The front parking lot traffic is one way. No vehicle should enter the exit at any time to avoid traffic congestion.
 - Parents should not park in faculty spaces in the front parking lot to drop off or pick up their student(s).
 - Please avoid placing book bags in the trunk as this causes major delays during drop off or pick up times.
- **SUPERVISION**
 - Students are expected to remain in designated adult supervised areas at all times throughout the school day.
 - Students are not to enter school buses parked in the bus parking area.
 - Students are not permitted to return to their vehicles throughout the school day without authorization from the front office or an administrator.
- **CAFETERIA & LUNCH**
 - Due to the disruption to other classes, students are to enter and exit the cafeteria utilizing designated hallways as instructed by their third teacher.
 - When entering the cafeteria, students are to form a lunch line in the order in which they enter the cafeteria door. No one is to move ahead of other students in line for any reason.

Students should clean the tables before leaving the cafeteria or disciplinary measures will be enforced. All trash should be placed in the trash containers located in the lunchroom area.

- All food for lunch **must** be eaten in the cafeteria. For sanitary purposes, cups and food items may not be taken out of the cafeteria to a classroom.
- No student will be excused to go home or off campus for lunch.
- Students may bring lunch from home and microwaves are available to students in the cafeteria. Students and parents should refrain from bringing or delivering food from McDonald's, Subway, etc.

- **VENDING**

Due to state and federal regulations, all student vending machines have been placed on timers that will not allow them to operate between the hours of 8:00 a.m. - 1:45 p.m. Students are permitted to use vending machines after school.

- **CELL PHONES**

Students are not allowed to have their phones out during the instructional day, whether in the classroom or hallway. Students are expected to have their phones powered off and put up out of sight. If a student fails to comply within the classroom, students will be instructed to place their phone in a designated cell phone holder until the end of the class period. Students will be allowed to retrieve their phone once class is over. If a student's phone is confiscated by an administrator or staff member in the hallway during the school day, the student's phone will be placed in a secure location and then returned to the student at the end of the school day.

- **PAYMENT BY CHECK**

The Gaston County Schools recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Gaston County School System has contracted with Nexcheck, LLC, for collection of returned checks. Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a school or the School System, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account. If the check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435) using a credit card, debit card or electronic check.

- **CLASS CHANGE**

Students have five minutes during class change to move from one period to the next. During class changes, everyone should keep to the right in the hallways. Students should go directly to class and not stand around blocking hallways.

- **DELIVERY**

Students should avoid having deliveries made to school or school office. The school cannot accept outside deliveries. This includes food as well as deliveries on Valentine's Day.

- **EXTRACURRICULAR EVENTS**

- Students are expected to exhibit good conduct at ballgames and other extra-curricular activities. Anything other than this will result in removal from the activity and/or disciplinary action.
- Students must be picked up after a school event (ball games, concerts, etc.) within 30 minutes after the event ends or the student will forfeit the privilege of attending other events.

- **SECURITY**

Random searches and metal detecting will be conducted according to guidelines set forth by Gaston County Board of Education Policy during the school day and at school events (*See GCS Student Code Conduct 2013-14, pg. 18*). Police canines may be used to search anywhere on campus and in vehicles. At no time will a police canine be used to search a student or employee.

- **FIRE, TORNADO, LOCKDOWN DRILLS**

Fire drills are held monthly as required by state law. A tornado drill will be held in the Fall and Spring on a date selected by the NC Emergency Management System. A lockdown drill and evacuation will be performed a minimum of twice per school year.

- **LOST AND FOUND**

Lost articles should be taken to the front office. Items that are of value are kept by Mrs. Costner in the front office and other items are placed in the front stairwell. The school is not responsible for lost items.

- **VISITORS & PHONE CALLS**

- All visitors must immediately report to the main office. Visitors will be issued a visitor's badge that should be displayed at all times during their visit.
- It will not be a regular practice to call a student out of class to receive telephone messages. Only in the event of an emergency will a student be called to the phone.
- If a student must contact a parent/guardian to sign out, the student should ask the teacher to go to the front office. **Cell phones should not be used to call or text parents throughout the school day.**

- **SALE OF ITEMS**

- Students are not permitted to sell items on campus unless the item being sold is through an approved school sponsored sale.

- **EQUIPMENT**

- Skateboards, rollerblades, and scooters are not allowed at any time on campus.
- Athletic equipment must remain in a student's vehicle, or the designated athletic equipment storage during the instructional school day.

- **POSTING OF MATERIALS**

- Materials or publications cannot be distributed or posted without authorization from the principal.

- **SOCIAL MEDIA**

- As social media provides ways to connect with others and share resources in our everyday lives, unsupervised posts to social media sites using school computers or personal electronics are not allowed during the school day. Social media may only be permitted as directed and supervised by a classroom teacher for instructional purposes only.
- Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when a student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the school, the student may be disciplined in accordance with board policy.

EXPECTATIONS FOR STUDENT BEHAVIOR & DISCIPLINE

The basic purpose of the Student Code of Conduct for schools is to help establish and maintain a safe and orderly environment, which must prevail if learning is to take place. The term "school" as it applies to these guidelines refers to all school buildings, parking areas and properties. These rules are in effect at any function or school sponsored activity and while students are waiting for, riding or leaving the bus. These rules apply to any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools. (See policy 4300 for complete policy) Principals are authorized to establish individual school rules and regulations, in addition to the rules listed below. School administrators have the responsibility to notify law enforcement officers of certain violations of state or federal laws and to call law enforcement officers to assist in the maintenance of order. It is the intention of The Gaston County Board of Education to enforce these rules fairly, firmly, without discrimination because of race or sex, and with due respect for the constitutional rights of every student. The Student Code of Conduct is the short form of The Gaston County Board of Education's policy on student control and conduct, suspension and expulsions which is set forth in the Policy Manual of The Gaston County Board of Education. The Policy Manual may be viewed online at www.gaston.k12.nc.us

RULE 1: Compliance with Directions of Principals, Teachers and Other School Personnel and With School Rules

- Students shall comply with the directives of all school personnel at all times while a student is at school.

Consequences: Ranging from in-school disciplinary action up to 10 days OSS and/or alternative placement. Repeated violations may result in long-term suspension.	
Non-Compliance	
Consequence	<ul style="list-style-type: none"> • 1st Offense Saturday School Detention • 2nd Offense 1 day OSS • 3rd Offense 2-5 days OSS • 4th + Offense 5-10 days OSS
Skipping class or Leaving campus without permission	
Consequence	Skipping school may result in the loss of parking privileges, Saturday School Detention, and/or suspension.

RULE 2: Disruption of School

- A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct, intentionally cause the disruption or obstruction of any lawful function of the school or classroom while at school.

Consequences: High School Ranging from in-school disciplinary action up to 10 days OSS and/or alternative placement. Repeated violations may result in long-term suspension.	
Consequence	<ul style="list-style-type: none"> • 1st Offense 2 days OSS • 2nd Offense 3-5 days OSS • 3rd Offense 5-10 days OSS • 4th Offense Referral for alternative placement or long-term suspension

RULE 3: Bomb Threats, Communicating a False Bomb Report, or Perpetrating a Bomb Hoax

- Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property. No student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a teacher or the principal immediately.

Consequences: Ranging from OSS to alternative placement to long term suspension. Law enforcement may be contacted if required by law.

RULE 4: Student Threats

- Students shall respect other students, visitors, school employees and other persons by utilizing appropriate language and behavior at all times. Any action which is insulting, threatening, abusive, harassing, profane, obscene or seriously disrespectful, and which disrupts the learning process for any student or which demeans or degrades another person is specifically prohibited. In addition, students who leave threatening notes or post on the Internet threats to other students, faculty or staff will be considered in violation of this rule.

Consequences: Ranging from in-school disciplinary action up to 10 days OSS and/or alternative placement. Repeated violations may result in long-term suspension.

RULE 5: Gangs

- The Board strives to create a safe, orderly, caring and inviting school environment. Gangs and gang-related activities have proven contrary to that mission and are prohibited within the schools. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any Gaston County School policy, and having a common name or common identifying sign, colors or symbols. No student shall commit any act that furthers gang or gang-related activities. Additional information on gang activity can be accessed at each school as information on gang-related activities is subject to change. Conduct prohibited by this policy includes:

1.Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items with the intent to convey membership or affiliation in a gang;

2.Communicating either verbally or non-verbally (gestures,handshakes,slogans,drawings,etc.) with the intent to convey membership or affiliation in a gang;

3. Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang (see policy 4330, Theft, Trespass and Damage to Property);

4. Requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity (see policy 4331, Assaults, Threats and Harassment);

5. Inciting others to intimidate or to act with physical violence upon any other person related to gang activity;

6. Soliciting others for gang membership; and

7. Committing any other illegal act or other violation of school system policies in connection with gang-related activity.

Consequences: Ranging from in-school disciplinary action up to and including alternative placement and/or long-term suspension. Law enforcement may be contacted and may conduct a threat assessment and/or bring criminal charges as may be appropriate.

RULE 6: Bullying

- Students shall not bully or harass other students; Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

1.) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

2.) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

- Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate techniques are not considered harassment or bullying.

Consequences: Ranging from in-school disciplinary action up to and including alternative placement and/or long-term suspension. Law enforcement may be contacted and may conduct a threat assessment and/or bring criminal charges as may be appropriate.

RULE 7: Student Conspiracy or Plotting to Cause Harm to Other Students or Staff

- Students shall be prohibited from conspiring with others or plotting individually regarding harmful acts of violence against other students, faculty or staff. In addition, students are prohibited from violent acts against the property of other students, faculty or staff.

Consequences: Up to 10 days OSS, alternative placement and/or long-term suspension. Law Enforcement may be contacted if required by law.

RULE 8: Damage or Destruction of School Property

- A student shall not cause or attempt to cause damage to any school property or private property on school grounds or during a school activity, function or event off school grounds and premises. Parent(s) or legal guardian(s) of any minor are liable for damage caused to school property to the extent of \$5,000. (Reference: N.C.G.S. §115C-523)

Consequences: Up to 10 days OSS, alternative placement and/or long-term suspension. Law enforcement may be contacted if required by law. Restitution may be required.

RULE 9: Theft or Damage to Private Property

- Students shall not steal, attempt to steal, knowingly be in possession of stolen property, vandalize, intentionally damage, or attempt to damage any school or private property while under school jurisdiction.

Consequences: Up to 10 days OSS, alternative placement and/or long-term suspension. Law enforcement may be contacted if required by law. Restitution may be required.

Theft
Students should secure all personal belongings at all times while on campus. Theft will be investigated by campus security and law enforcement may be contacted. Restitution may be required.

Consequence	<ul style="list-style-type: none">● 1st Offense 3-5 days OSS● 2nd Offense 5-10 days OSS
-------------	--

RULE 10: Physical Abuse of a Student/Fighting

- Students shall not fight or attempt to cause bodily harm to another student. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, assistant principal or principal. Students who instigate fights or participate in group assaults will be subject to the same consequences as those who are actually involved in fighting. This section does not apply when acting in self defense. Hitting a person back is not self defense; it is retaliation that will be considered fighting.

Consequences: Ranging from in-school disciplinary action up to 10 days OSS and/or alternative placement. Repeated violations may result in long-term suspension. Law enforcement may be contacted if required by law.	
Fighting	Fighting (less severe) – pushing, shoving, threatening or instigating a fight of this nature: <ul style="list-style-type: none">● 1st Offense 3-5 days OSS● 2nd Offense 5-10 days OSS● 3rd Offense 10 days OSS & will seek long term suspension Fighting (severe) or instigating a fight of this nature: <ul style="list-style-type: none">● 1st Offense 10 days OSS & may seek long term suspension

RULE 11: Physical Abuse of School Employees or Other Persons

- Students shall not cause or attempt to cause physical or bodily harm to principals, assistant principals, teachers, substitute teachers, student teachers, teacher assistants, coaches, advisors, counselors, media specialists, bus drivers or monitors or other adults at any time while a student is at school.

Consequences: Up to 10 days OSS, alternative placement, and/or long-term suspension. Law enforcement may be contacted if required by law.
--

Rule 12: Written or Verbal Abuse of School Employees or Other Adults

- Students shall not, through written or oral communication, threaten to cause, cause or attempt to cause harm to principals, assistant principals, teachers, substitute teachers, student teachers, teacher assistants, coaches, advisors, counselors, media specialists, bus drivers or monitors or other adults at any time while a student is at school or any school sponsored activities.

Consequences: Up to 10 days OSS, alternative placement and/or long-term suspension. Law enforcement may be contacted.
--

RULE 13: Weapons and Dangerous Instruments

The Board will not tolerate the presence of weapons or destructive devices, bombs or terrorist threats, or actions that constitute a clear threat to the safety of students or employees.

Category I

- As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies the required 365-day suspension. For this Category a firearm is (1) a weapon, including a starter gun that will, is designed to or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon or (3) any firearm muffler or firearm silencer {G.S. 115C- 390.1(b)(6)}.

A destructive device is an explosive, incendiary or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine or (6) similar device {G.S. 115C-390.1(b)(3)}.

Consequences: Confiscate weapon. 365-day suspension. Law enforcement will be contacted.

Category II

- Other weapons that are prohibited on school property or at a school-sponsored event include: Knives, pocket knives, bowie knives, switchblades, dirks, daggers, slingshots, leaded canes, blackjacks, metal knuckles, BB guns, air rifles, air pistols, stun guns and other electric shock weapons such as tasers, ice picks, razors and razor blades (except those designed and used solely for personal shaving), fireworks, and any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance, box cutters and other types of utility blades and blowguns. A student shall not possess disabling, chemical irritants (including, but not limited to pepper spray) or laser light.

Consequences: Confiscate weapon. Ranging from in-school disciplinary action up to 10 days OSS, alternative placement and/or long term suspension. Law enforcement will be contacted if required by law.

Rule 14: Substance Abuse and Drug Paraphernalia

- No student shall possess, use, distribute, sell, possesses with intent to distribute or sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria or of otherwise altering the student's mood or behavior.

Consequences
<p><u>POSSESSION</u></p> <p>When the violation does not involve the distribution, sale, possession with intent to distribute or sell, or conspiracy or attempt to distribute or sell a substance prohibited by this policy, principals may suspend the student for a period up to ten days OSS or may seek long-term suspension. Up to five days of suspension may be waived if the student shows proof of substance abuse assessment and a scheduled first appointment from a substance abuse agency for counseling. Law enforcement will be notified for possession of controlled substances in violation of the law.</p>
<p><u>UNDER THE INFLUENCE</u></p> <p>When the violation does involve possession or delivery of a prohibited substance, including the use or being under the influence of a prohibited substance where possession or delivery is involved, principals may suspend a student for a period of five to ten days OSS and may seek long-term suspension. Up to five days of suspension may be waived if the student shows proof of substance abuse assessment and scheduled first appointment from a substance abuse agency. Law enforcement will be notified for possession of controlled substances in violation of the law.</p>
<p><u>SALE</u></p> <p>When the violation includes sale of a prohibited substance including the possession or delivery of a prohibited substance where a sale is involved, the principal may suspend a student for a period of five to ten days OSS and may seek long-term suspension. Law enforcement officials will be informed of this violation.</p>

For the purpose of the Student Code of Conduct the following definitions apply:

1. **Possess:** Having the power or intent to control a prohibited substance and shall include, but is not necessarily limited to the possession of a prohibited substance in a student's automobile, locker, book-bag, pocket book, desk or on a student's person.
2. **Use:** The consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means.
3. **Under the influence:** The use of any prohibited substance at any time or place when the prohibited substance would influence a student's mood, behavior or learning to any degree while a student is at school as defined in the introduction to the Student Behavior Guidelines.
4. **Sell:** The exchange of a prohibited substance for money, property, or any other benefit or item of value.
5. **Distribute:** To give, share or pass a prohibited substance.
6. **Possess with intent to distribute/sell:** Intent to distribute or sell may be determined from the amount of the prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers or from statements or actions of the student that demonstrate an intent to distribute or sell.

7. **Counterfeit Substance:** Any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this policy.
8. **Unauthorized Prescription Drug:** Any drug or medication that has not been prescribed for the student.
9. **Drug Paraphernalia:** Means all equipment, products and materials of any kind that are used to facilitate, or intended or designed to facilitate, violations of the controlled substance act. (Reference N.C.G.S. §90-113.21)

Rule 15: Tobacco/Vape Policy

- Students are prohibited from the use and/or possession of tobacco/Vape products and shall not possess, smoke, dip, chew or otherwise use any tobacco/vape products, including vape pens and all lighted and smokeless tobacco products at any time while a student is at school.

Tobacco Consequence	<ul style="list-style-type: none"> ● 1st Offense Saturday School Detention ● 2nd Offense 1 days OSS ● 3rd Offense 2 days OSS
--------------------------------	---

Vape Consequence	<ul style="list-style-type: none"> ● Any student found to be in possession/use of a Vape/Vape Oils shall be subject to OSS.
-------------------------	--

Rule 16: Dress Code

- The appearance of any young person is primarily the responsibility of the individual and his/her parents. Each student is expected to maintain an appearance that is neither distracting to other students nor disruptive to the educational environment or the safe and healthy climate of schools. Students shall not wear:
 - Headwear - Hats, bandanas, hair picks, combs or other types of headgear or sunglasses in the building.
 - Clothing - Clothing that displays sexually explicit words or drawings, profanity, alcohol, drug or gang symbols.
 - Pajamas, bedroom slippers, blankets and pillows are prohibited during the school day.
- No style of clothing or the manner in which it is worn may expose undergarments or create a distraction or disturbance in the educational setting.
- The expectations noted above represent the minimum standards established throughout the school system. In addition, items not specifically mentioned may still be deemed inappropriate in a school setting in the judgment of the school administration.
- **The Board of Education recognizes that local law enforcement agencies may determine that wearing particular gang related attire may present a threat to student safety. The Superintendent will work collaboratively with these agencies to prohibit such dress.**
 - *This policy shall be reviewed annually by the Superintendent who will make any proposed recommendations for change to the Gaston County Board of Education.*

Consequences: Ranging from in-school disciplinary action up to 3 days OSS.

Rule 17: Sexual Harassment

- Sexual harassment means and includes any unwelcome sexual advances, requests for sexual favors and any other non-consensual and/or offensive verbal or physical contact of a sexual nature between an and/or of mct. employee and a student or between students and includes misconduct by males against females, females against males and between students of the same gender. Sexual harassment is further defined to include two different levels or degrees of misconduct.
 - Physical - This form of sexual harassment includes touching, fondling and/or grabbing a student in a sexual way without that student’s consent or when the student finds such behavior offensive; and
 - Verbal - This form of sexual harassment includes: teasing, joking and/or making lewd remarks of a sexual nature to a student without that student’s consent or when the other student finds such behavior offensive.
- Sexually harassing students, employees of GCS and any visitors or other individuals while at school is prohibited. Students are further prohibited from retaliating against an employee or student who has filed a sexual harassment complaint or participated in an investigation, proceeding or hearing regarding said complaint.
- **Procedures for Reporting and Investigating Sexual Harassment**
 - Any student who believes that he/she has been sexually harassed by a school employee or another student should report such behavior immediately to any school official at his/her school (such as an administrator, teacher or school counselor).
 - Principal must immediately report assaults that result in serious personal injury to the appropriate law enforcement agency.

Consequence: In- school disciplinary action up to 10 days OSS, alternative placement and/or long-term suspension. Law enforcement may be contacted if required by law.		
Consequence	● 1 st Offense Verbal	3-5 days OSS
	● 1 st Offense Physical	5-10 days OSS; may seek long term suspension
	● 2 nd Offense Verbal	5-10 days OSS; may seek long term suspension
	● 2 nd Offense Physical	10 days OSS; may seek long term suspension
	● 3 rd Offense Verbal	10 days OSS; will seek long term suspension
	● 3 rd Offense Physical	10 days OSS; will seek long term suspension

RULE 18: Use of Wireless Communication Devices

- The board recognizes that cellular phones and other wireless communication devices has become an important tool through which parents communicate with their children. Therefore,

students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices. 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 devices will be returned only to the student's parents.

- A student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule.

Consequences: Confiscate device. Ranging from in school disciplinary action up to 10 days OSS, alternative placement and/or long term suspension. Law enforcement will be contacted if required by law.	
Consequence	School employees will immediately confiscate the cell phone or other device for any of the above violations. The device will be turned into the front office and a parent/guardian must pick up the item during office hours from 8 a.m. – 4 p.m. Devices will not be returned to the student. A student's refusal to give an electronic device to a school employee will be treated as non-compliance and will be disciplined as such.

RULE 19: Repeated School Violations

- A student who has violated any rules repeatedly as set forth in the Student Code of Conduct will be subject to disciplinary action.

Consequences: Ranging from in-school disciplinary action up to 10 days OSS, alternative placement and/or long term suspension. Law enforcement will be contacted if required by law.

RULE 20: Responsible Use of School Technology

- Students shall not violate any policies adopted by the Board of Education regarding student Internet and electronic mail usage or the terms of Gaston County Schools Network and Internet Responsible Use Guidelines or individual school policy. Students must not access inappropriate materials on the Internet as may be defined under such Internet policy; should not violate any safety and security rules when using electronic mail, chat rooms, or other forms of electronic communication, as provided under the Internet policy; should not engage in unauthorized access ("hacking") or other unlawful activities on-line while using school system computer equipment or Internet access; and should not engage in unauthorized disclosure, use and/or dissemination of personal and/or identification information of the Technology Policy.

Consequences:Ranging from in-school disciplinary action up to 10 days OSS, alternative placement and/or suspension. Students may be required to pay restitution.

Computer & Internet Use

Loss of computer & internet privileges will constitute alternative classroom assignments for computer-related classroom activities. In addition, a student will not be eligible to attend 5th period if computer privileges are removed.

Consequence	<ul style="list-style-type: none"> ● 1st Offense ● 2nd Offense 	Parent Contact & Saturday School Loss of computer privileges for semester
-------------	--	--

RULE 21: Organizations and Publications

- Any “gang” or secret organization or publication is specifically prohibited on any school premises or in connection with any school-related activities. Distribution of ALL printed material must be approved by the principal, including all student publications such as the student newspaper, yearbook and student magazine.

Consequences:Ranging from in-school disciplinary action up to 10 days OSS, or alternative placement and/or long term suspension.

RULE 22: Walkouts and Boycotts

- Walkouts or boycotts by a student or group of students, or the urging of others to exercise these tactics, when actions do cause or would reasonably and likely cause a material and substantial disruption of the normal and continuing operation of the educational processes within the school shall not be utilized.

Consequences:Ranging from in-school disciplinary action up to 10 days OSS and/or alternative placement. Repeated violations may result in long-term suspension. Law enforcement may be contacted.

RULE 23: Trespassing

- Students shall not willfully enter or remain in any school structure, conveyance or property without having been authorized by school personnel. No student shall be on the campus of another school other than his/her assigned school without the knowledge and consent of the officials of the school being visited, with the exception of athletic activities and other public events.
- Any student suspended or expelled from Gaston County Schools will not be allowed on any property of the Gaston County Schools during the period of suspension without the expressed permission of his/her principal. This includes long term and short term suspension and expulsion. Failure to comply with this provision may lead to further disciplinary action and/or criminal prosecution for trespass.

Consequences:Ranging from in-school disciplinary action up to 10 days OSS and/or alternative placement. Repeated violations may result in long-term suspension. Law enforcement may be contacted.

RULE 24: Violations of North Carolina Criminal Statutes

- Students shall not violate any criminal statute or local ordinance or commit any act which could result in criminal prosecution or juvenile proceedings not previously covered elsewhere in these rules at any place or time when the student’s behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety or individuals in the school environment.

Consequences:Ranging from in-school disciplinary action up to 10 days OSS and/or alternative placement. Repeated violations may result in long-term suspension. Law enforcement may be contacted.

RULE 25: Integrity and Civility

- All students are expected to demonstrate integrity, civility, responsibility and self-control. This expectation is directly related to the board’s educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility and self-control also are critical for establishing and maintaining a safe, orderly and inviting environment.
- These behaviors are specifically prohibited: cheating, plagiarizing, violating copyright laws, cursing or using vulgar, abusive or demeaning language toward another person, and playing abusive or dangerous tricks or otherwise subjecting a student or an employee to personal indignity.

Consequences:Ranging from in-school disciplinary action up to 10 days OSS and/or alternative placement. Repeated violations may result in long-term suspension. Law enforcement may be contacted.

Profanity

Students are expected to display appropriate language at all times. Use of obscene or profane language or gestures to a staff member or student will not be tolerated.

Consequence	Disruptive Directed at a student or staff member	Up to 2 days OSS up to 10 days OSS
-------------	---	---------------------------------------

Public Display of Affection

There is a no bodily contact policy (such as holding hands, embracing, kissing, etc.) East Gaston High School. The school is not a place for showing affection.

Consequence	1 st offense: Warning 2 nd offense: Saturday School Detention
-------------	--

Although we expect all students to comply with these responsibilities, it is necessary to include a list of behaviors, which are unacceptable at East Gaston High School during the school day, at school functions, or while on a school sponsored trip. The list is not intended to be all-inclusive. The principal has the right to add to this list of unacceptable behaviors to ensure the safety of all students and faculty.

*** It should be noted that EGHS does not utilize an in-school suspension program and OSS refers to out of school suspension in the chart below.*

BUS PROCEDURES

Student safety is a primary concern in all bus procedures. Riding the bus is a **PRIVILEGE**, not a **RIGHT**. Students will lose bus privileges if their conduct endangers others or distracts the driver.

Bus rules include:

- 1) Obey the bus driver promptly and with respect.
- 2) Be at the designated stop ready to board the bus at the scheduled time.
- 3) Leave no trash on the bus.
- 4) Stay in your seat while the bus is moving.
- 5) Respect other students and their property.
- 6) Horseplay, fighting and other misbehavior is not allowed.
- 7) Students may only ride their assigned bus. They need written permission from a parent and administration verification to get off at a stop other than their regular stop.
- 8) Keep all body parts inside the bus.
- 9) Don't throw anything out of the bus.

Consequences (Before the first offense is implemented, a parent will be contacted.)

1 st Offense	Verbal/Written warning, parent contact
2 nd Offense	1 Day Bus Suspension, parent contact
3 rd Offense	3 Day Bus Suspension, parent contact
4 th Offense	5 Day bus Suspension, parent contact
5 th Offense	10 plus Day bus suspension

Depending on the severity of the violation, consequences may be more severe and may be subject to Saturday School and Out of School suspension.

HIGH SCHOOL ATTENDANCE

COMPULSORY ATTENDANCE - STUDENTS 7-16 YEARS OF AGE

(Please see policy code #3480 for complete policy)

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop 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 and legal guardians are responsible for ensuring that students attend and remain at school daily. In order to be recorded present, a student must be present at least one-half of the school day.

A. Attendance Records

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. Excused Absences

Following any absence(s), it is required that a written document or e-mail be presented from the parent or guardian stating the reason for the absence. All absences will be coded unexcused in the computer until a written note or e-mail is received from the parent or guardian. Written documentation must be presented within three school days after the student returns to school; otherwise, the absence(s) will be recorded as unexcused. In particular situations that may involve court related proceedings, Gaston County social workers are given the authority to review attendance documentation as necessary. Absences will be coded according to the North Carolina Compulsory Attendance Law regulations as printed below. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

- 1. personal illness or injury that makes the student physically unable to attend school;*
- 2. isolation ordered by the State Board of Health;*
- 3. death in the immediate family;*
- 4. medical or dental appointment;*
- 5. participation under subpoena as a witness in a court proceeding;*
- 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);*
- 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;*
- 8. pregnancy and related conditions or parenting, when medically necessary; or*
- 9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or*

designee, if the 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.

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. (See also policy 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

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 following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities;
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. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

D. Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account 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.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences.

9-12 High School students:

Each day school is in session for students; classroom teachers will report student attendance for each class period and maintain accurate student attendance records for report cards. At the eleventh absence (excused or unexcused) per semester from a class, students who are passing the class must file for an appeal in order to be eligible to earn credit for the class. The appeal will be requested to the designated official at each high school (appointed by the principal). The appeal may be requested by the student or parent, classroom teacher, advisory teacher, counselor or other staff member. The deadline for an appeal request is the 75th school day of each semester (unless the eleventh absence falls after this day). Each high school principal will appoint an attendance appeal committee(s) as deemed appropriate (possibly per grade level or per academy). Guidelines from the school system will be provided to the principals and

these committees. The committee(s) will meet to conduct student attendance appeals during a period between the 76th school day of each semester and the last teacher workday of each semester. In the event the student appeal is granted, the student will receive the final grade earned in the course. Should the appeal be rejected, the student will receive a failing final grade and receive no credit for the course. In order to facilitate acceptable course attendance, the following interventions and communications should be implemented.

- By the third absence in a course where no contact has been received from the parent/guardian, the classroom teacher will contact the parent/guardian using telephone, email, letter or automated telephone message. The classroom teacher will remind the parent/guardian of the number of absences and the Gaston County Board of Education Policy on high school student attendance.
- After not more than six absences in a course, the classroom teacher will contact the parent/guardian using telephone, email, letter or automated telephone message. The classroom teacher will remind the parent/guardian of the number of absences, the Policy on high school student attendance and specifics regarding the appeal process. After not more than six absences from a course, the classroom teacher will notify the school's Student Services Management Team (SSMT) or Multi-Tiered Student Support Team (MTSS).
- Upon notification from the classroom teacher, the SSMT or MTSS team will evaluate the overall academic and attendance information of the student and if deemed appropriate, consult with the school social worker and/or other support personnel for possible additional interventions, recommendations or consequences for the student/parent/guardian.
- On the tenth absence in a course, the classroom teacher will contact the parent/guardian using telephone, email, letter or automated telephone message. The classroom teacher will remind the parent/guardian of the number of absences, the Policy on high school student attendance and that an appeal must be initiated upon the eleventh absence from a course if the student is passing the course.
- On the eleventh absence, the classroom teacher or other school personnel, student or parent can give/request the Gaston County Schools student attendance appeal request form.

Driver Education and Student Attendance

Students will be allowed to enroll in driver education only if they meet a minimum of 94% attendance in the year (if in middle school) or 94% attendance the semester (if in high school) before enrolling in driver education. Students must have been in attendance 168 days of the 180 day school year (for middle school) or 84 days of the 90 day semester (for high school) in the year or semester before enrollment in driver education with Gaston County Schools (medical exceptions considered).

Dropout Prevention/Driver's License Legislation

North Carolina has legislation reflecting a coordinated statewide effort to motivate and encourage students to complete their high school education. The law provides for the revocation of the student's driving permit or license if the student does not maintain adequate academic progress or drops out of school. Adequate academic progress is defined as passing five (5) subjects under a traditional schedule (6 or 7 period day) or 3 out of 4 classes in a block schedule school.

This law applies to all North Carolina students under the age of 18 who are eligible for a driving permit or license. Previously a student had to present a birth certificate, social security card and Driver Education Completion Certificate to the Department of Motor Vehicles in order to obtain a permit or license. A student is required to present a Driving Eligibility Certificate, issued by the NC Driving School and good for 30 days, to the Department of Motor Vehicles to obtain a permit or license.

The Driving Eligibility Certificate will only be issued to students making adequate academic progress. Students who do not meet the academic progress requirements will be reported to the Department of Motor Vehicles and their permit or license will be revoked. There is a provision for a request for a review of the student's situation based on hardship considerations. Students may regain academic eligibility at the end of each semester.

Lose Control, Lose Your License Legislation

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

- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
- The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. §115C-391(d1) or that could have resulted in such disciplinary action if the conduct had occurred in a public school.
- The physical assault on a teacher or other personnel on school property.

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

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

Legal References: G.S. 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.5, -407.5; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies TCS-L-000, -002, -003

Adopted: 07/16/2001

Revised: 06/02/2008, 04/20/2009, 04/20/2009, 04/18/2011, 06/18/2012, 06/18/2013, 05/18/2015, 08/22/2016

Documentation of Absences

Following any absence(s), a student is required to present a written document or an email from his/her parent or guardian stating the reason for the absence. All absences will be coded unexcused in the computer until a written note is received from the parent or guardian. Written documentation must be presented within three (3) school days after the student returns to school; otherwise, the absence(s) will be recorded as unexcused. After the tenth absence, a student may be required to furnish doctor notes to excuse future absences. Absences will be coded according to North Carolina State Regulations as printed in paragraph B of the Compulsory Attendance section above.

Make-up Work

Students with excused and unexcused absences are required to make up missed work. Make up work is the responsibility of the student to initiate and complete outside of the regular class period. Upon the student's return to school, the student has three (3) school days to arrange for make-up work with each of his/her teachers for which a class was missed. Work missed must be completed as directed by each teacher within seven (7) school days from the student's return to school.

School-related Functions

Students attending a school-related function will not be counted absent. School related functions are school field trips, school-initiated and scheduled activities and athletic events requiring early dismissal from school. These students will be held responsible for making up missed work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

Reporting Attendance

All teachers and attendance personnel are required to report attendance each class period and each day to maintain accurate attendance records. Daily attendance data is managed by teachers and school support personnel and is reported at the top of each report card. Class attendance for course credit is reported and maintained by each classroom teacher each period of the school day and is reported by class within the body of each report card. Therefore, it is important for parents and students to note both daily and class period attendance. Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

Individual High School Procedures

Each high school will develop proper procedures to implement the above policy. Each high school may also develop a package of incentives and/or consequences for improvements in student attendance.

North Carolina High School Athletic Association Attendance Requirements

- (a) A player must have been in attendance for at least 85 percent of the previous semester at an approved high school. Any student must be in membership to be able to make up days missed while in membership (days missed while not in membership may not be made up for athletic eligibility). For a regular 90-day semester, a student may not miss more than 13 days and be in compliance with the 85 percent rule.
- (b) A student must, at the time of any game in which he or she participates, be a regularly enrolled member of the school's student body, according to local policy. If there is no local policy, 'regularly enrolled' is defined as enrolled for at least one -half of the 'minimum load.' It is recommended that the student be in school the day of the contest.
- (c) The student must be enrolled within the first 15 days and in regular attendance for the present semester to be eligible for athletics. A student whose family has moved into a school district shall immediately assume the same status in the new district as that from which he moved. Summer school attendance shall not be counted in determining percentage of attendance for athletic eligibility, but approved homebound programs do fulfill the attendance requirement.
- (d) At the end of each semester, any participant who has failed to attend school 85 percent of that semester is immediately ineligible.

Quoted from page 121 of the North Carolina High School Athletic Association Handbook, 2012/2013 Edition. (This provision is subject to changes made by the NCHSAA)

PROCEDURES FOR NOTES FOR ABSENCES, TARDY POLICY, & CHECKING IN/OUT

Notes for Absences

After an absence, the student will have three (3) days to submit a written note from a parent, doctor, etc. to the Control Room (room 101) at the beginning of school. The day the student returns counts as day one for the three (3) day rule. The school will code the note as excused or unexcused according to state and local guidelines. The student will have up to seven (7) days to make up missed work.

Understanding Attendance

- **1st Block 8:30 - 10:05**
 - Arrival to school from 8:30-8:45 = TARDY
 - Arrival after 8:45 = ABSENT
 - Leaving 1st block prior to 9:55 = ABSENT
- **2nd Block 10:10 -11:40**
 - 10:10-10:25 = TARDY
 - After 10:25 = ABSENT
 - Leaving 2nd block prior to 11:25 = ABSENT
- **3rd Block 11:45 - 1:45**
 - 11:45-12:00 = TARDY
 - After 12:00 = ABSENT
 - Leaving 3rd block prior to 1:30 = ABSENT
- **4th Block 1:50-3:30**
 - 1:50-2:05 = TARDY
 - After 2:05 = Absent
 - **Students are not permitted to sign out after 3:00.**
- **Tardy Policy**
 - If a student arrives at school between 8:30– 8:44 a.m., the student should go directly to class, but will be marked tardy by the teacher.
 - If a student arrives after 8:45 a.m., the student should report to the Control Room to sign in. Missing more than 15 minutes in any period is considered an absence.
 - A tardy will not be recorded for a student who checks into school late with proper documentation of medical or dental appointments, court appointments, or reasons approved by the principal. However, an absence (excused vs. unexcused) will be counted during the missed time according to the GCS attendance policy. Students who arrive on a late bus will be issued an excused pass by their driver or staff member.
 - Tardies are recorded per period by each classroom teacher. As such, disciplinary action will be administered based upon total tardies per period.

- **Discipline Procedures for Tardies Per Period**

Number of Tardies	Consequence
Tardy 5-9	Lunch Detention and Parent Contact (assigned by the teacher)
Tardy 10	Saturday School (assigned by administration)
Tardy 11-14	Lunch Detention and Parent Contact (assigned by the teacher)
Tardy 15	Saturday School (assigned by administration)
Tardy > 15	Lunch detention, Saturday School every 5 th tardy

- A student's total tardies per period are not "reset" once he or she serves the above consequence. Tardies only begin at zero at the beginning of each semester.
- If Saturday School is ineffective in correcting tardiness, a parking pass suspension may be given.

- **Checking In & Out**

- All students will check in with personnel located in the Control Room (room 101) office after 8:45 am.
- For students leaving school early, the student should always sign out with personnel or the student will be considered skipping.
- Parents who wish to sign out their student early should report to the front office. Only parents and authorized individuals on the student record will be allowed to pick up students. Court documents must be on file for a restricted biological parent.
- If a student drives, a parent may send a written note or call Mrs. Gonzales to authorize the student to leave. Mrs Gonzales and the front office staff will verify with the parent/guardian that the student has permission to leave school.

PARKING POLICY

Students must purchase a **\$25.00** parking permit to park a vehicle on campus. Parking is a privilege and not a right. Violation of parking guidelines will result in fines, suspensions, and revoked privileges. Vehicles are required to have their parking permits clearly visible while on EGHS campus. **All vehicles on campus must park in their assigned numerical parking space beginning Monday, August 29th.** **Registration forms can be picked up in the front office or in room 101.**

RULES:

1. Students must park in their assigned parking space that matches their parking permits displayed during and after school hours.
2. Students should not exceed speeds of **5 mph** on campus and must follow the directions of school personnel directing traffic.
3. Students cannot park in spaces marked RESERVED, FACULTY, or HANDICAP.
4. Once a parking permit is sold, it cannot be traded, exchanged, resold, or transferred.
5. Students are expected to exit their vehicles upon arrival to campus. Likewise, students are expected to return to their vehicles at the end of school and exit the parking lot promptly. Loitering will not be tolerated in parking areas.
6. Students are not permitted to return to their vehicles during the school day without permission from the front office or an administrator.

Offense	Consequence
Parking in any space other than assigned space.	1 st Offense – Warning 2 nd Offense - \$10 Fine 3 rd Offense – One Week Parking Suspension
Parking in a HANDICAP space.	Car Towed
Speeding, reckless driving, or refusal to comply with personnel directing traffic.	1 st Offense – One Week Parking Suspension 2 nd Offense – Two Week Parking Suspension 3 rd Offense – Parking Revoked for Semester
Loitering in Parking Areas	1st Offense – Warning 2nd Offense – Phone call to parent 3rd Offense – One Week Parking Suspension 4th Offense – Two Week Parking Suspension
Returning to the vehicle during school without a pass issued by Ms. Wheeler in room 101.	1 st Offense – One Week Parking Suspension 2 nd Offense – Two Week Parking Suspension 3 rd Offense – Parking Revoked for Semester
Pass not displayed while parked on campus.	1 st Offense – Warning 2 nd Offense - \$10 Fine 3 rd Offense – One Week Parking Suspension

Schedule for Permit Purchase

Aug. 22nd - Aug. 26th during all lunches

***After August 26th, students may purchase parking permits throughout the school year in the Control Room (101) before 8:30am.**

DRIVER EDUCATION

Students will be allowed to enroll in driver education only if they meet a minimum of 94% attendance in the year (if in middle school) or 94% attendance the semester (if in high school) before enrolling in driver education. **Students must have been in attendance 168 days of the 180 day school year (for middle school) or 84 days of the 90 day semester (for high school) in the year or semester before enrollment in driver education with Gaston County Schools (medical exceptions considered).**

Driver Education is held after school and participation is based on age and voluntary sign up. Students should call the driver's education office 704-922-1960 to ask questions about Driver Education, register for the course, and complete Driver Eligibility Certificates.

CLUBS & ORGANIZATIONS

All students at East Gaston High School will have the opportunity to join and be a part of a club. Below are examples of clubs that are offered at East Gaston. More information will be shared with students after school begins.

- **BETA Club**
- **Dance Team**
- **FCCLA (Family Career and Community Leaders of America)**
- **FCA (Fellowship of Christian Athletes)**
- **FBLA (Future Business Leaders of America)**
- **Graduation Coordinator**
- **HOSA Club**
- **Interact Club**
- **International Thespian Society**
- **National Honor Society**
- **Trail Club**
- **Chop Squad / Spirit Committee**
- **Student Council**
- **Moot Court**
- **Spanish Club**
- **National Technical Honor Society**
- **Project Unify**
- **Battle of the Books**
- **AEOP (Army Education Outreach Program)**

ATHLETICS - Eligibility

Scholastic Requirements

A student must be enrolled in a minimum of three (3) courses during the current semester and be in good academic standing to participate in athletics. The student must pass a minimum academic course load (3 out of 4 courses for EG students) during the preceding semester to be eligible at any time during the current semester. Students must meet local promotion standards as set forth by the local school system. A student entering the 9th grade is eligible for first semester competition.

Attendance

- a) A player must have been in attendance for at least 85 percent of the previous semester at an approved high school. Any student must be in membership to be able to make up days missed while in membership (days missed while not in membership may not be made up for athletic eligibility). For a regular 90-day semester, a student may not miss more than 13 days and be in compliance with the 85 percent rule.
- b) A student must, at the time of any game in which he or she participates, be a regularly enrolled member of the school's student body, according to local policy. If there is no local policy, "regularly enrolled" is defined as enrolled for at least one half of the "minimum load". It is recommended that the student be in school the day of the contest.
- c) The student must be enrolled within the first 15 days and in regular attendance for the present semester to be eligible for athletics. A student whose family has moved into a school district shall immediately assume the same status in the new district as that from which he moved. Summer school attendance shall not be counted in determining percentage of attendance for athletic eligibility, but approved homebound programs do fulfill the attendance requirement.
- d) At the end of each semester, any participant who has failed to attend school 85 percent of that semester is immediately ineligible.

Medical Examination

To be eligible for practice and participation in interscholastic athletic contests, a player must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician's assistant.

Age of Player

No student may be approved for any athletic contest if his/her 19th birthday comes on or before August 30, 2021. The eighth semester rule states an athlete may not participate in a sport longer than eight consecutive semesters beginning with the student's entry into the 9th grade. In addition, a high school athlete may not participate in more than 4 consecutive seasons in a given sport.

Insurance

Additional insurance coverage is provided for all athletes in a sports policy under the "All Sports" Insurance Plan purchased by Gaston County Schools. This sports policy is not meant to pay 100% of the bill, but is designed to assist the parent with expenses incurred.

TRANSCRIPTS

*****NO TRANSCRIPTS ARE PRINTED AT SCHOOL***
(This includes withdrawals)**

The Gaston County Schools Records Center is responsible for the archiving of student cumulative records of former Gaston County Schools students.

Per District policy and the Family Educational Rights and Privacy Act (FERPA), student records are only available to those who have authorization from the student or parent, guardian or responsible person if the student is less than 18 years of age. If the student is 18 years of age or older, school records will not be released to a parent, guardian, or responsible person without the student's written consent.

All requests for student records / information will be submitted and paid for online. **Phone, mail, or fax requests will no longer be accepted.**

Please note that the information below is for current student requests only:

- Current students are encouraged to use CFNC.org to send transcripts to colleges and universities in North Carolina for free.
- All CFNC.org e-transcripts are free of charge and there are no limits to the number that can be sent to North Carolina colleges and universities.
- Using ScribOrder, current students will receive their first five (5) documents for free and \$10 per copy thereafter.

Charges will apply when ordering student records. Please note the information below:

- Please allow 5-7 business days to process student records requests.
- Requests for information must be completed online and will be processed on normal business days during normal business hours (Mon. - Thurs. 8:00 AM - 4:30 PM).
- All records are fulfilled electronically whenever possible.