# **Eastern Guilford High School**

# Home of the Wildcats



# Student-Parent Handbook 2024 – 2025

415 Peeden Drive Gibsonville, North Carolina 27249

Phone: (336) 449-6311 Fax: (336) 449-7392

Dr. Darrell A. Harris Jr. Principal

This handbook's policies, guidelines, and procedures help students and personnel experience a successful and safe school year.

You are loved, appreciated, and important, and there is nothing that you can do about it.

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# **VISION, MISSION & CORE VALUES**

#### **Vision Statement:**

Eastern Guilford High School will promote strong student character within a safe, supportive, and diverse environment as a professional learning community. Through data analysis, we will provide a rigorous and relevant curriculum to develop 21<sup>st</sup>-century learners.

# **Mission statement**

The mission of Eastern Guilford High School is to provide our students with a rigorous and relevant education anchored in excellence and tradition. "Rising to Excellence, Right Here, Right Now!"



At Eastern, we believe in children and their ability to achieve greatness. We believe in the power of parents and the community. We believe in the quality and caring of our teachers and staff. We believe in the power of relationships AND high expectations.

# These are our Commitments to you AND our Expectations of you:

# **Personal Responsibility**

- **B**eing dependable and accountable for your actions
- Conducting obligations and having a sense of duty to fulfill tasks one has accepted
- Following all EGHS & GCS Rules

# Respect

- Showing high regard for SELF, OTHERS, PROPERTY, and AUTHORITY
- Understanding and appreciating that all people have value
- Responding sensitively to the ideas of others without dismissing or degrading them

#### Integrity

- Being truthful and trustworthy when no one is watching
- Fulfilling your responsibilities without claiming credit for someone else's work
- Willing to acknowledge wrongdoing
- Being honest and standing by your work and your word

#### **Determination**

- The inner strength and perseverance to pursue goals
- Maintaining focus in the face of adversity and personal challenges
- Each person works to complete assignments, and all members of the community support others in their work

#### **Excellence**

- Commitment to doing your BEST work and giving your strongest effort
- Refusing to settle for mediocrity
- Developing a vision of greatness, caring enough to give your best effort, preparing to work to your highest level, and then doing so

# **ADMINISTRATIVE & SUPPORT STAFF**

Dr. Darrell A. Harris Jr. Principal

Dr. Marquise Broadnax Assistant Principal
Mrs. Emily Stevenson Assistant Principal
Mrs. Karen Williams-Dick Assistant Principal
Mr. Jay White Athletic Director

Mrs. Amy Whitley Career and College Manager

Mrs. Captoria Clark Curriculum Facilitator

Mrs. Cinnamon Johnson Youth Development Coordinator

Officer Theo Bethel
Mrs. Leslie Mayes
Ms. Diamond Garrison
Ms. Hannah May
Mrs. Gaye Haslam

Student Resource Office
Front Office Secretary
Attendance Secretary
Guidance Secretary
Data Manager

Mrs. Jennifer Brooks Treasurer

# **COUNSELING SERVICES**

Students and parents are encouraged to visit and call the Guidance office at (336)449-5946 to learn more about the EGHS Counseling Department. Specific counseling and guidance services include, but are not limited to:

- Interpretation of standardized test results such as EOC, GCSFE, ACT, and SAT
- Group and individual counseling
- Scheduling
- College and career counseling
- Referrals to community agencies
- Parent, teacher, and student conferences
- Homework assignments for extended absences
- Transcripts for colleges and scholarship opportunities
- Conflict management and mediation

# EGHS FACULTY & STAFF 2024-2025

Administration and Instructional Support	Student Services	Support Staff
Dr. Darrell Harris,		
Principal (Grade 12)	Whitney Brown, Counselor (Grade 12)	Jennifer Brooks, Treasurer
Emily Stevenson, AP (Grade 11)	Michael Smith, Counselor (Grade 11)	Hannah May, Registrar
Dr. Marquise Broadnax, AP	Wasser Communication (Constant)	Com Hadan Data Managa
(Grade 10)  Karen Williams-Dick, AP (Grade	Vacant, Counselor (Grade 10)	Gaye Haslam, Data Manager
9)	Jamiss Bostic, Counselor (Grade 9)	Leslie Mayes, Front Office
	Vanessa McNeil, Counselor	Diamond Garrison,
Captoria Clark, CF	(Career and College Promise)	Attendance Office
Amy Whitley, CCM	Melanie Littlejohn-Lee, Social Worker	Cinnamon Johnson, Youth Development Coordinator
	Michael Cartwright, College Advisor	
English	<u>Mathematics</u>	<u>Science</u>
Jonah Hooper	Mackendy Jean Charles	Ashleigh Absher
Chrystie Bellamy	Sheree Osbourne-Dixon	Lane Wilson
Jamila Jones-Watts	Gray Chambers	Brian O'Connell
Tiana Taylor	Tameika Williams	Felicia Russell
Sarah Courtney	Selorm Atsu- Amedoadzi	Kristine McFarland
Shawanda Knight	Jason Bell	Lauren Enoch
Stephen Cannuli	Dr. Rabia Qindeel	Shakiri Marcus
Zaquaysha Davis		Lexie Tran
Social Studies	Career Technical Educations	Career Technical Education
Alex Cox	Katelyn Knable	Stephen Bona
Dawn Willis	Lauren Kelly	Tanya McCrimmon
Connor Leamey	Brittnee McKinnon	Breanna Walls
Payton Laube	John Melton	
Frederick Lewis	Marvin Morgan	
Elliott Rawls	Joanne Jefferies	
Michelle Williamson	Jason Wear	
Matthew Graham	Keanan McCawley	
Adrian Funchess	Quahneesha Smith	
Physical Education	Fine Arts	World Languages
Timothy Bagamary	Stacey Parker	Sandra Duque
Jessie East	Angela Greene	Rafael Segura
Daniel Griffith	Carly Laws	Fabiola Ruiz Torres
Kevin Jones	Lucia McLaughlin	
Cindy Seymour	Kyle Dortch	

Exceptional Children (Adapted)	Exceptional Children (O.C.S.)	Exceptional Children (Reg. Ed)
Danita Bryant	Tonyetta Eberhart	Derek Brown
Elise MacIntosh	Keisha Streater	Camoriae Carter
Karen Patterson, TA	Mikilala McKenzie, TA	Shamiah Harvey
Gladys Harris, TA	Timothy Walker, TA	Tyler Perkins
Jenine Parker-Labissiere, TA		Tiana Meek
		Lauren Bonner
		Kendra Little, TA
<u>E.S.L.</u>	<u>Athletics</u>	School Nurse
Rhonda Moyer	Jay White, AD	Lakea Reaves
Brittani Russell	<u>Cafeteria</u>	<b>Student Resource Officer</b>
Media Center	Kelly Shepherd, S.N.S. Manager	Officer Theo Bethel
Sherri Wieczorek	<b>Student Interventionist</b>	
	Maurice Atwood (ISS Coordinator)	
	Christopher James	
	Carlton Cunningham	

**2024 – 2025 Bell Schedule** 

Block	Times	Length			
Arrival/Breakfast	9:05 - 9:35	30 minutes			
1st Block	9:40 – 11:10	90 minutes			
	5-minute class change				
2 <sup>nd</sup> Block	11:15 – 1:15	120 minutes			
& Lunch					
	11:30 – 11:55 1 <sup>st</sup> Wave	25 minutes			
	12:10 – 12:35 2 <sup>nd</sup> Wave	25minutes			
	12:50 – 1:15 3 <sup>rd</sup> Wave 25 minut				
	5-minute class change				
3 <sup>rd</sup> Block	1:20 - 2:50	90 minutes			
	5-minute class change				
4 <sup>th</sup> Block	2:55 - 4:25 90 minut				
Dismissal	4:25 – 4:35				

\*\*\*Breakfast will be served in the cafeteria\*\*\*

1st Wave – Adapted, English, Math, and World Languages

2nd Wave – Social Studies and CTE

3<sup>rd</sup> Wave – Fine Arts, OCS, PE, Science and Weaver Teachers and students should go to lunch with their department, not their hallway.

2024 – 2025 Flex Day Bell Schedule

Block	Times	Length			
Breakfast	9:05 – 9:35	30 minutes			
1st Block	9:40 – 10:55	75 minutes			
	5-minute class change				
2 <sup>nd</sup> Block	11:00 – 12:45	80 minutes			
& Lunch					
		25 minutes			
	11:10 – 11:35 1 <sup>st</sup> Wave	25minutes			
	11:45 – 12:10 2 <sup>nd</sup> Wave	25 minutes			
	12:20 – 12:45 3 <sup>rd</sup> Wave				
	5-minute class change				
FLEX	12:50 – 1:45	55 minutes			
3 <sup>rd</sup> Block	1:50 – 3:05	75 minutes			
	5-minute class change				
4 <sup>th</sup> Block	3:10 – 4:25 75 minute				
Dismissal	4:25 – 4:35				

<sup>\*\*\*</sup> Lunch cohorts will remain the same\*\*\*

# **GENERAL INFORMATION**

- **Lost and Found** is in the front office.
- **Bus & Cafeteria** behavior expectations are the same throughout the school. Discipline problems in these areas will be dealt with, resulting in the same disciplinary consequences as within the halls or classrooms. Please be extra courteous to these individuals who serve us so thanklessly. Always empty your tray and clean up behind yourself.
- Lost textbooks, school technology, fundraiser products, athletic equipment, library books, etc., become the financial responsibility of the student to whom the item is given/designated. These fees must be paid as soon as possible. Failure to pay will result in the inability to purchase a parking permit, participate/walk in your graduation, and hold your diploma until the bill is paid.
- Medication must be handed into the office with a statement from the doctor to the school office. Per the directions supplied by the medical doctor, a school official must dispense all medication. The school cannot dispense medication without a prescription or doctor's note. Find the Medication permission slip in the Appendix.
- We are a **CLOSED CAMPUS** for lunch. No student may leave campus to eat lunch or to buy lunch and bring it back to eat on campus, *even with* parent permission. Guardians can drop off lunch only during their students' scheduled lunch time. No delivery services (Grub Hub, Uber Eats, Door Dash, etc.)

\*Subject to change by GCS

Note: Students may not sell items (such as candy, drinks, etc.) without permission on campus during the school day. Items will be confiscated!

# **MEDIA SERVICES**

**Media Services** at EGHS are a vital part of your education and critical to academic success. EGHS students can access information from a multitude of resources and technology. EGHS students also can participate in "Battle of the Books" through the media center.

#### Access:

Students must have a pass to come to the media center. If a class is in the media center, use time is limited. People are always working and reading, so please be quiet and respectful of others.

#### **Check-out:**

The check-out period for books other than reference books and overnight material is two weeks.

#### **General Policies:**

Damage to media center property, removing items without checking them out, leaving the center and not returning to class, loitering, or creating a disturbance will result in losing the privilege of using the center. Fines for lost or damaged materials must be paid before graduation. Students are responsible for any materials checked out in their names. Internet access through the media center is available. *All acceptable use policies of the internet must be followed as written in the GCS handbook.* 

<sup>\*</sup> Our school Media Specialist is Mrs. Wieczorek

# **GCS Student Login Clarification**

Tech Services has added an email alias\* for students in the Active Directory. Students' logins have not changed (their GCS Microsoft email), but their new alias will be displayed after logging in.

When this alias was added to students' GCS Google accounts, it eliminated students' original Google email (StudentID@mygcsnc.com) and replaced it with the alias. When students use the GCS Google login link provided in the chart below, there was no disruption in their access. \*\*

To review links and logins to specific GCS tech tools, review the GCS Students' Links and Logins Portal. Please see the clarification below to guide your communication with students about logging into GCS resources:

Resource	Login to Use	Explanation
ZScaler Internet Filtering	StudentID@stu.gcsnc.com	Students will continue to use the same GCS login.
Microsoft Products https://office.com	StudentID@stu.gcsnc.com	Students will continue to use the same login, and it will appear as their new alias (example: ruizhernandeza1234@stu.gcsnc.com).
Google Products https://drive.google.com/a/mygcsnc.com	StudentID@stu.gcsnc.com	Using the GCS Google Drive link, students are taken to a single sign-on that requires their GCS Microsoft login instead of the Google login.
Products purchased by GCS for district-wide use (example: Discovery Education)	StudentID@stu.gcsnc.com	At this point, all products have been set up with students' GCS Microsoft accounts (or they access the product through Clever).
NCEdCloud/Canvas/Apps accessed through Clever	Student ID number	This login has not been affected. However, if login problems in NCEdCloud are experienced, please contact your school's Data Manager.

<sup>\*</sup> Student alias convention: Last name + First Initial + Last four of Student ID. When a student has two last names in PowerSchool (hyphenated or not), both names will be included in the email. When students have the same login, a letter will be added from the student's first name until a match no longer exists. *Example*: Ashley Smith-Lee may be smithleeas1234@stu.gcsnc.com and smithleeas1234@mygcsnc.com.

<sup>\*\*</sup> If students use https://drive.google.com instead of the GCS Google login link above, they must first put in their GCS Google login (example: smithleeas1234@mygcsnc.com), and they will then be redirected to the single sign-on, which will require their GCS Microsoft login.

# **ACADEMIC INFORMATION**

Eastern Guilford High School is accredited by the North Carolina Department of Public Instruction and the Southern Association of Colleges and Schools (SACS).

**Grading Scale** 

Letter Grade	Score
A	90-100
В	80-89
С	70-79
D	60-69
F	0-59
INC	Incomplete

# **Grade Point Average**

Grade point average (GPA) and rank in class are computed each semester according to a uniform method adopted by the GCS Board of Education. Courses are weighted on the following scales:

<b>Quality Points</b>	Standard	Honors	AP
<b>Letter Grades</b>	Courses	Courses	Courses
A	4	4.5	5
В	3	3.5	4
С	2	2.5	3
D	1	1.5	2
F	0	0	0

# High Schools 9-12 Block Schedule for Incoming Freshmen

Students will be required to meet current promotion requirements as determined by board policy:

- Grades 9 to 10 A minimum of 5 cumulative units must be earned.
- Grades 10 to 11 A minimum of 10 cumulative units must be earned.
- Grades 11 to 12 A minimum of 16 cumulative units must be earned.
- Graduation A minimum of 22 units and successful completion of any other state standards must be earned, according to SBoE policy IKEA.

#### **Supplement Instructional Supports**

# **GCS** Virtual Tutoring

Guilford County Schools is excited to offer free tutoring for ALL GCS Students in Grades 3-12 with qualified tutors. This opportunity will address unfinished learning for students in grades 3-12. Tutoring services will run Monday—Thursday from 5 pm-8 pm.

# **&** Learning Hub

o EGHS provides educational opportunities after-school where students and their families can access instruction, SEL, and enrichment activities to support student success.

# **Report Cards**

Report cards are prepared and e-delivered at the end of each nine-week grading period. One copy will be mailed to families at the end of the academic year. In addition, a copy is kept on file with the student's counselor, and another is kept in the student's curriculum folder.

# **Interim/Progress Reports**

In addition to the regular report cards and other home-school contacts, interim reports will be e-delivered to inform parents and to invite their cooperation. Interim reports are issued in the middle of the marking period, early enough to allow for improvement.

<u>QTR 1</u>	QTR 2	QTR 3

	<u>QTR 1</u>	QTR 2	QTR 3	OTR 4
Interim Reports Block	Sept. 17 Oct. 9	Nov. 26 Dec. 19	Feb. 18 Mar. 11	April 29 May 20
Grading Period Ends	Nov.1	Jan. 24	Mar. 28	June 11
Report Cards to Students	Nov 14	Feb. 5	Apr 8	Mailed by 6/18

2024-2025 Report Card Schedule

# **PowerSchool Parent Portal**

The PowerSchool Parent Portal is part of the state's student information system, called PowerSchool. In addition, the Parent Portal is part of the state's Home Base online portal for parents, students, and educators to access information in one place with one login.

Parents have real-time access to information online, including academic grades for students in third grade and above, attendance, and tardy records. PowerSchool also provides access to detailed classroom assignments, school bulletins, and even personalized messages from your child's teacher. LOG IN TO THE POWERSCHOOL PARENT PORTAL

#### **New Users**

To use PowerSchool Parent Portal, go to pa.gcsnc.com to obtain your secure access ID and password, which should be used to create your account. Once that is complete, you will receive an email instructing you how to create your account, and then you will be able to manage your account information and link students to the account. In addition, you will need your child's unique Student ID number on his or her report card.

Once you have created an account, you can log in. PowerSchool Parent Guides

# **Exam Policy**

Carefully prepared examinations or other evaluation activities have definite academic benefits. For example, they enable a student to demonstrate skills acquired over a period; they provide a means of realizing the relationships in a body of knowledge studied, and they provide experience in test-taking situations that the students will continue to encounter after high school. Therefore, exams will be administered at the end of each semester.

Each high school student must take first and second-semester examinations in specific content areas. In addition, some courses have state-required End-of-Course (EOC) tests, GCS Final Exams, and CTE Exams, which will be the exam for that course.

### **Exam Exemption**

- Teacher Made exams are eligible for exemption.
- NWEA, ACT, PreACT, PSAT, Interim Benchmark Assessments, AP exams, EOCs, GCSFE's, CTE State Exams, and Credentialing are **NOT** eligible exams for exemption.
- Criteria: 85% or higher-grade average + 4 or fewer unexcused absences (2A) for the semester
- Students can exempt as many eligible exams as possible that they qualify for

The exams administered at EGHS are:

- NWEA Map Growth
- EOC Testing (NC Math 1, NC Math 3, English II, and Biology)
- GCS Final Exams
- CTE Exams
- Teacher Made Mid-Term and Final Exams
- Interim Benchmark Assessments
- Advanced Placement Exams
- Pre-ACT and PSAT
- ACT and ACT Work Keys

If a student is absent due to illness on the scheduled exam, the student's counselor or the attendance office must be notified that morning. Any other reason to miss an exam MUST HAVE PRIOR WRITTEN APPROVAL FROM THE PRINCIPAL, or the exam cannot be made up. End-of-Course tests, GCS Final Exams, and CTE exams CANNOT be taken early.

#### **Required Exams**

#### Pre-ACT-

The **Pre-ACT** will be administered to all GCS <u>10th graders</u>. The Pre-ACT is a preparatory test similar in format and content to the nationally recognized ACT college admissions test.

#### **PSAT-**

The **PSAT** will be administered to all GCS 10<sup>th</sup> and 11<sup>th</sup> graders. The PSAT is a preparatory test similar in format and content to the nationally recognized SAT college admissions test.

#### ACT-

All <u>11th-grade</u> students will be required to take the ACT. It will be offered free of charge and will be administered during the school day. The exact date(s) of testing will depend on the unique needs of the student as well as any accommodation that are approved or allowed.

#### **ACT-Work Keys-**

Students enrolled in the 12 grade who are college tech prep completers will take the ACT-Work Keys test.

#### **Advanced Placement (AP)**

Students who take AP courses will take the required corresponding AP examination during the first two weeks of May. After that, all students enrolled in AP courses are required to take a test.

# **ATTENDANCE POLICY**

Attendance in high school is quite different from what students experience in middle school. The most important thing to remember is that your attendance affects your academic status. Whenever you have a question about attendance, please refer to your student handbook, our GCS handbook, the attendance secretary, or a school to administer.

# **Two Categories of Student Absences:**

To be considered "in attendance," a student must be present in school for at least ½ of the school day OR ½ of the class for class attendance. In addition, attendance at authorized school-related activities such as field trips, music performances, etc., counts as being in attendance.

**Lawful/Excused Absences**: Absences permitted by the NC Board of Education, which include:

A) Illness or Injury

F) Religious Observances

C) Educational Opportunity

B) Quarantine G) Educational Opportunity C) Court Proceedings H) Suspension

D) Medical / Dental Appts. I) Expulsion

E) Death in Immediate Family

**Unlawful/ Unexcused Absences:** Student's willful absence from school without the knowledge of the parents/guardians, or the student's absences without justifiable causes with the knowledge of parents/guardians.

Unlawful Absence Disciplinary Actions: NC General Statute (GS 115C-378) requires attendance until age sixteen (16). When students accumulate unlawful absences, parents of students under 16 will receive a notification under the NC Compulsory Attendance Law, which states that they violate the law.

The law states: "Unlawful absences will result in conferences with parents/guardians. In addition, unlawful absences and truancy may lead to disciplinary action, including court proceedings involving parents and students if a student is under 16 years of age. NC General Statute (GS 115C-378) requires attendance until age 16."

#### **Procedures for Absences:**

All absences require a written note from the parent/guardian explaining the absence(s). The student should deliver the note to the attendance office official as soon as possible upon his/her return to school. <u>Failure to submit such notes within three school days after returning to school will result in an unexcused absence.</u>

Prior approval and notice are required for any student departing from campus once he/she has arrived, and this approval is required throughout the school day. In addition, students must follow a sign-out procedure established by the attendance office.

<u>Students are responsible for all work missed when absent from school</u>. Therefore, immediately upon returning to school, students must plan with their teacher(s) to make up **ALL** work missed while absent.

Students are expected to make up work assigned during the lawful absence(s) within three school days of the student's return to school. The actual grade earned will be recorded.

# **Tardy Policy**

Be on time for school and class. Any entry into class after the "tardy bell" rings represents a tardy. There are no "excused" tardies, excused, or unexcused only applies to absences. Therefore, without a note from administration, counseling, attendance, or the office, tardies will face the consequences. Teachers will use their own discretion to validate a note from another teacher. Once the tardy bell has rung for students to be in class. Teachers will mark students tardy in PowerSchool."

# Consequences for:

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- 1<sup>st</sup> Warning
- 2<sup>nd</sup> Teacher Contact Home
- 3<sup>rd</sup> Lunch Detention
- 4<sup>th</sup>+ Admin Referral & Contact Home

Cumulative tardies across all classes within a week

- 4<sup>th</sup> ISS for Period
- 5<sup>th</sup> ISS Full Day
- 6<sup>th</sup>+ consequences will vary based on violation

# **Attendance Recovery**

It is our desire for all our students to be successful; and their opportunity for success is much greater when they are in school and on time, all the time. Attendance Recovery will be for our students that have missed five or more class periods within a 9-week timeframe. These students will enter "No Credit Status," until the time they missed is recovered. To make up time, and get out of No Credit Status, students will need to attend Attendance Recovery at our Learning Hub on Monday - Thursday from 4:30 to 6:00 pm. During this time students will make up any missed assignments, tests, or quizzes. Students in No Credit Status have until the last day of the quarter (9 weeks) or the last day of the Learning Hub to make up their missed time. If the student does not make up their time by the end of the quarter, they will receive a grade of INC (incomplete) until their time is made up. Once a student completes their makeup time the student's INC will be converted to their earned grade in the class. If time is not made up, the student's INC will be converted to a 59/F for the quarter.

# **STUDENT CONDUCT**

# **Student Dress**

A student will maintain personal attire and grooming standards that promote safety, health and acceptable standards of social conduct and are not disruptive to the educational environment. This will include student clothing that materially and substantially disrupts classes or other school activities. Before being disciplined for the first offense, a student shall receive a warning and be allowed to immediately change or remove the attire that is in violation of this rule and his/her parent(s) or guardian(s) will be contacted.

# "School Appropriate" attire applies to all "layers" of clothing, must be in place immediately upon stepping onto school grounds, and is defined as follows:

- Pants must be worn at the waist and not exposed to undergarments.
- Bandanas or ski masks are not allowed.
- Slippers and blankets are not allowed.

Clothing and accessories with words or images that depict drug/alcohol/tobacco, or the promotion of gang affiliation, violence, sexual innuendo, racism, or racial/sexual degradation are not permitted.

# **Cell Phones and Other Electronic Devices:**

At EGHS the school wide cell phone policy is for students to adhere to the individual cell phone policies in each of their classes... even if those policies differ from class to class. Consequences for in-class cell phone policy violations are as follows (this can accumulate all in one period or throughout the semester):

- 1<sup>st</sup> Warning (1 per semester)
- 2<sup>nd</sup> Teacher Contact Home
- 3<sup>rd</sup> Lunch Detention + Teacher Contact Home
- 4<sup>th</sup> Confiscation until end of period + Teacher Contact Home (Admin Referral for refusing)
- 5<sup>th</sup> Admin Referral

Devices **will** be collected on all exam days. After being collected by the teacher, students texting or seen with phones on test days will have their test voided to ensure test security. The testing coordinator will determine when and if the student can make up that test. The consequences for students giving or receiving test information will be aligned with the Guilford County Schools code of conduct.

At no time may students record or take pictures of other students or events at Eastern High without administrative permission. Consequences could include phone confiscation for up to five (5) days and/or out-of-school suspension.

# **Bullying/Peer Abuse:**

- > Bullying is repeated, deliberate acts intended to threaten, injure, or cause mental harm to another person or group.
  - This is not a one-time event.
  - Intent to harm should be present.
- ➤ Reporting can be done online through the GCS website or by using the Harassment, Bullying, or Discrimination Reporting Form found here: Bully Prevention
  - It can be done anonymously.
  - It can be completed by the bullied or the witness.

# **Managing Student Conduct**

At EGHS, we believe that every student is entitled to have a positive teaching and learning environment, free from distractions caused by the inappropriate behavior of others, and to have nurturing interaction with our faculty and administration.

Our preferred method of discipline involves counseling from teachers and staff, counselors, and the administration to get students self-correcting. Any non-counseling discipline will be done only with the intent of helping students grow in the following areas: developing good relationships, respecting the rights of all students, ensuring the safety of all individuals within our school community, and respecting the established school laws, procedures, and processes. Students are expected to be strong self-advocates, positively and respectfully.

# **Student Misconduct and Disciplinary Action Steps**

The following procedures establish:

- Self-discipline on the part of the student
- The classroom teacher as both the authority figure and student advocate within the classroom setting
- A respectful classroom environment conducive to learning.
- Continued involvement of the parent/guardian in the discipline procedure

In the event of classroom student misconduct, teachers can use but are not limited to the following disciplinary action steps. Understanding that each incident and student will be addressed differently, staff will exercise their autonomy and discretion when managing student discipline. If disciplinary action steps have been exhausted, the teacher, administration, and student support staff will meet to discuss a more intense plan to support the student and teacher.

To view the GCS Code of Conduct please click <u>here</u>.

# **One-Card Protocol**

- All students **with** One Cards will enter through the left door of the main entrance: (There will be two swipe stations there for a speedy express entry)
- All students **without** One-Cards will enter through the right door of the main entrance: (There will be two manual stations where student passes will be printed as a temporary "Day Pass")
- The administration will print physical One-Cards for students who have lost them. (The print station will be set up in the atrium during lunches)

# \*The process is subject to change\*

### **Visitor Policy**

**Step 1:** All visitors to EGHS are required to ring the bell at the main entrance to be buzzed in by office staff (No visitors are permitted to enter anywhere else for any reason)

**Step 2**: Directly enter the main office, provide identification to be printed as a visitor pass, and disclose who they are here to see and the purpose of the visit.

**Step 3:** Office support calls for the requested individual to come to the office to get them. (No visitors are permitted to walk through the building without being accompanied by an official EGHS staff member). \*This includes even the short distance from the Main to Guidance

Step 4: Requested staff members must escort the visitor out of the building upon the end of their meeting/visit.

# **Important information:**

- Eastern Guilford High School values the participation of our parents and community in the activities of the school and encourages adults to serve as role models for our students. We welcome visitors to the campus and will continue to provide opportunities to observe and learn about our educational and extracurricular programs. While visitors are welcome on campus, the paramount concern of the school is to provide a safe and orderly educational atmosphere in which disruptions and distractions are minimized. To address these concerns, the following expectations have been established and will be enforced:
- Under NO circumstances can a visitor walk around the building for any reason without an EGHS employee
- The rule does **NOT** apply to Substitutes and other GCS employees **displaying a badge.**
- DSS, caseworkers, probation officers, etc... are required to submit the necessary documentation and identification like all other visitors.
- All classroom visits require at least a 24-hour prior notification and must be pre-approved by the school administration.
- Family members will need to bring their NC Driver's licenses to sign into the visitor system. You will receive a badge to be worn during your visit. At the end of your visit, you will need to check out in the front office using your badge.
- Visitors will not be allowed to distract the teacher from instruction or interrupt the instructional process.
- Teachers and staff members will be made aware of your visit, but this is NOT a time for conferencing with them. If a conference is needed that will need to be scheduled with them at a different time.
- Please don't discipline, threaten, embarrass, or intimidate your student in front of the class (This causes a disruption for the class and your student, and your student is no longer focused on the lesson
- Please do not interrupt learning environment of the class (interrupting the staff, pulling your student from the class, speaking to them during teaching time, etc.).
- At no point should you engage with any students other than your own.
- Any school visitor who does not adhere to these expectations will be asked to leave and future school
  visitation privileges may be restricted. The School Resource Officer may be called for extenuating
  circumstances.

#### **STUDENT ACTIVITIES**

One sure way to get the most out of high school and have fun is to get involved.

#### **EGHS Needs YOU!**

#### **Student Council:**

The EGHS student council establishes **high moral and academic standards**, encourages participation of students in all school activities, and provides *real opportunities for training in citizenship* by providing **LEADERSHIP DEVELOPMENT**, decision making, and active participation. Coordinating dances, homecoming week with spirit days, and student elections are some of the significant activities undertaken by our student council. Elected student leaders run Student Council from all grade level classes with general membership open to all students. Council meetings are held monthly.

If you are interested in participating in Student Council, please see our Student Council Advisor.

# **National Honor Society (NHS):**

The NHS is an organization that recognizes outstanding student *Scholarship*, *Leadership*, *Character*, and *Service*. Membership is a prestigious honor based on a student's OVERALL achievements in these areas.

To be considered for the National Honor Society, a student must:

- Have a minimum unweighted GPA of 3.5
- Have attended EGHS for three previous semesters or transferred from another school as an active member of NHS.
- Be a member of the junior or senior class.
- Have no grade lower than a C in any subject, regardless of course level (regular, honors, AP)
- Have NOT committed any of the following rules: 3,8,12,13,14-17,19-25 of the GCS discipline policy.
- Must maintain exemplary standards of academic integrity and honesty.

If selected as a member, the student must maintain the same level of excellence in all areas. A lapse in one area will lead to a period of probation. That period will be followed by dismissal from NHS if the student does not correct his/her lapse. Once admitted to NHS, the student must attend all required meetings and participate in all NHS-sponsored activities.

#### **Beta Club**

The National Senior Beta Club is an organization that is committed to both educational excellence and service to our local community. To be selected for membership into Beta, students must maintain a minimum **unweighted** GPA of 3.25 or higher on all core subjects and the leadership characteristics displayed in the classroom and community. First-year students are considered for membership in their 2<sup>nd</sup> semester.

# **Additional Requirements:**

- Earn 20 hours of community service
- Attend monthly meetings
- Maintain a 3.25 GPA
- No ISS/OSS

# **Service Learning**

- Is it a way of teaching and learning that connects positive and meaningful action in the community with academic learning, personal growth, social, emotional engagement, and civic responsibility? Service-Learning helps develop citizenship and good character while providing direct connections to the academic curriculum.
- Link: <u>Service-Learning Information</u>

# **Clubs**

Eastern offers several clubs in which students can participate in. A virtual club presentation will be shared with students during the first week if students think of one, we are missing or would like to see started, ask a teacher if they are interested in being a sponsor.

		<u>Fall</u>	Winter	Spring
<u>First</u>	Last	<u>Position</u>	<u>Position</u>	Position
Jeff	Allred			Asst. Baseball
Maurice	Atwood		Head Wrestling	
Tim	Bagamary	Head Football	Head Indoor Track	Head Men's Outdoor Track
Joe	Brady	Head Women's Golf		Head Men's Golf
Taylor	Brinkley	Asst. Cheer	Asst. Cheer	
Gary	Chambers	Asst. Football		
Alex	Cox	Asst. Football		
Kevin	Dawkins		Asst. W. Bkb	
Lindley	Dietrich	Asst. VB		
Jesse	East	Head Volleyball		
Tony	Fogleman	Head M. Soccer		Head Lacrosse
Daniel	Griffith		Head W. Flag Football	
Shamiah	Harvey	Head W. Bkb	Asst. XC	
Kevin	Jones	Asst. Football		Head Baseball
Chuck	Kirkpatrick	Asst. W. Bkb		
Conner	Leamey			Asst. Lax
Bryan	Manning		JV Mens Basketball	
Charles	Mardis	Asst. Football		
Keanan	McCawley	Asst. Football		
		<u>Fall</u>	Winter	Spring
<u>First</u>	Last	Position	Position	Position
Brad	Melton	Asst. Football		

Amanda	Michael	Head Cheer	Head Cheer	
Jeremy	Permar			Asst. Softball
Kendric	Randolph	Asst. Football		
Cindy	Seymour	Asst. AD	Asst. AD	Head Softball
Darian	Simms	Asst. Football		
Michael	Smith	Head XC	Asst. M. Bkb.	Head W. Track
Joseph	Spinks	Head M. Bkb		
Jay	Stanley	Asst. Football	Asst. Indoor Track	Asst. Track
Jason	Wear		Asst. Wrestling	
Brianna	Wright		Asst. W. Bkb	
OPEN		Head Swim		
OPEN		Head W. Tennis		
OPEN		Head M. Tennis		
OPEN		Head W. Soccer		
OPEN		Asst. W Soccer		
Currently Offered				
Smith Show				
Fall	Winter	Spring		
Football	Basketball	Baseball		
Men's Soccer	Wrestling	Softball		
Cross Country	Indoor Track	Men's Lacrosse	1	
Cheer	Cheer	Track and Field	]	

Men's Golf

Women's Soccer

Women's Golf

Volleyball

# Appendix



# **Guilford County Schools Traditional Academic Calendar 2024-2025**

			JU	LY 26	24					JANIL	IARY	2025			3 New Year's Day Holiday
tolidays: 11	S	м	T	W	Th	F	S	5	м	T	W	Th	F	5	2 Vecation Day
facation Days: 10		1	2	3	4	5	6						3	4	3 Optional Teacher Workday
Optional Teacher Workdays: 5 Mandatory Teacher Workdays: 9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	20 Martin Luther King, Jr. Holiday
tudent Days: 180	14	15	16	17	18	19	20	12	13	14	15	16	17	18	24 End Q2 (43 Days) 27 Mandatory Teacher Workday
tudent Hours: 1,080	21	22	23	24	25	26	27	19	20	21	22	23	24	25	Manuality resoner working
	28	29	30	31	.,	20	-	26	27	28	29	30	31	-	Instructional Days: 18
				UST								2025			
9-22 Mandatory Teacher Workdays	5	м	T	w	Th	F	5	5	м	T	w	Th	f	\$	
3 Optional Teacher Workday					1	2	3	-						1	17 Mandatory Teacher Workday
6 First Day for Students	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
	11	12	13	14	15	16	17	9	10	11	12	13	14	15	Instructional Days: 19
nstructional Days: 5	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
	25	26	27	28	29	30	31	23	24	25	26	27	28		
	_														
	5	M	T	W	R 202	4	5	5	м	MA	W W	1025 Th	F	s	
	1	1	3	4	5	6	7					-		1	
Labor Day Holiday	8	,	10	11	12	13	14	2	3	4	5	6	7	8	28 End Q3 (43 Days) 31 Mandatory Teacher Workday
	15	16	17	18	19	20	21	9	10	11	12	13	14	15	A Mandatury (eacher sydraday
nstructional Days: 20						-						_			Instructional Days: 20
	22	23	24	25	26	27	28	16	17	18	19	20	21	22	
	29	30						23	24	25	26	27	28	29	
								30	31		_			_	
			осто	OBER	2024					AP	RIL 2	025			
	5	м	т	w	Th	ı	s	5	м	т	w	Th	F	5	
			1	2	3	4	5			1	2	3	4	5	14-17 Vacation Days
8 Optional Teacher Workday	6	7	8	9	10	11	12	6	7	8	9	10	11	12	38 Spring Holiday
nstructional Days: 22	-	-	-	-	-	_		-						-	
	13	14	15	16	17	18	19	13	14	15	16	17	18	19	Instructional Days: 17
	20	21	22	23	24	25	26	20	21	22	23	24	25	26	
	27	28	29	30	31			27	28	29	30				
			NOVE	MBE	R 202	4				M	AY 20	25			
End Q1 (48 Days) Mandatory Teacher Workday	s	м	т	w	Th	F	s	5	м	т	w	Th	F	s	
Optional Teacher Workday			Ė			1	2					1	2	3	
1 Veterans Day Holiday	3	4	5	6	7	8	9	4	5	6	7	8	9	10	27 Memorial Day Holiday
7 Vecation Day			_	_	_	_					2 10				Instructional Days: 21
29 Thanksgiving Holidays	10		12	13	14	15	16	11	12	13	14	15	16	17	
nstructional Days: 15	17	18	19	20	21	22	23	18	19	20	21	22	23	24	
0.000.00 H 0.000 • 0.000 H	24	25	26	27	28	29	30	25	26	27	28	29	30	31	
		- 1	DECE	MBEI	t 202					JU	NE 20	25			
	s	м	т	w	Th	f	s	S	м	T	w	Th	F	s	
3 Vacation Day	1	2	3	4	5	6	7	1	2	3	4	5	6	7	11 Last Day for Students, End Q4 (46 Da
4-25 Winter Holidays 7, 30-31 Vacation Days	8	,	10	11	12	13	14	8	9	10	21	12	13	14	12 Mandatory Teacher Workday 13 Optional Teacher Workday
	15	16	17	18	19	20	21	15	16	17		19	_		
nstructional Days: 15	-		The same	215			-	-		-			-		Instructional Days: 8
	22	23	24	43	26	27	28	22	23	24	25	26	27	24	
	29	30	31					29	30						

# **Drivers Education**

Guilford County Schools provides driver education through the North Carolina Driving School. For more information, visit the *North Carolina Driving School website*.

# Minimum Class Requirements

- Students must be at least 14 1/2 years of age before the class begins.
- Students must attend a public, private, charter, or home school in Guilford County.
- I cannot have previously taken the NC Drivers Education class.

Upon completing the driver's education course, both in the classroom and behind the wheel, the student will be issued a completion certificate, which will be required when applying for a driver's permit. In addition, students will also need a driving eligibility certificate (DEC) issued by the school the student attends. Home school students must obtain their DEC from the *NC Division of Non-public Education*.

For additional information about DECs, please visit the <u>Driving Eligibility FAQ</u> page on the NC Department of Public Education website.

# Obtaining a Learner's Permit and Driver's License

Information for obtaining a learner's permit, required documents, and details of the graduated driver's license are available on the NCDOT website, which you can access by clicking here. In addition, students and parents may find it helpful to download the North Carolina Driver's Handbook published by the NC Department of Transportation, Division of Motor Vehicles.

# **Parents Supervised Driving Program**

One of the components of the North Carolina Driver Education Strategic Plan is to assist parents in helping them guide their teens through Graduated Licensing. Therefore, the DMV has also partnered with the Safe Roads Alliance to provide "The Parent's Supervised Driving Program" to parents. You can review the program at <a href="http://www.theparentssuperviseddrivingprogram.com/">http://www.theparentssuperviseddrivingprogram.com/</a> scroll to the bottom of the page, and click on North Carolina to view a PDF of the handbook that parents will receive at the NCDMV office when they take their teens to obtain a learner's permit.

# **Class Schedules**

Classes will be posted as they are scheduled. In addition, you can check the website for the NC Driving School (<a href="https://www.ncdrivingschool.com">www.ncdrivingschool.com</a>) for details about dates, times, and registration. If the NC Driving School contacts you, you must respond to their request for information.

Register online at www.ncdrivingschool.com

# **Eastern Guilford High School Parking Application**

Student name:	 Grade:
Student ID number:	

All student driver's automobiles parked on the school campus must be registered with the school and the current parking tag must be hung from the rearview mirror of the vehicle. If a student has a permanent change in vehicles, the registration information will need to be changed. If a short-term change is needed (ex. car repair, switched car for the day). The student will need to see the school front office to make those changes; failure to do so may result in the student losing their parking privileges or the vehicle being towed at the owner's expense.

Register below the vehicle(s) you will be driving to school:

Make	Model	Color of Vehicle	License Plate Number

Must provide a copy of: Vehicle Registration, Driver's License, & Proof of Insurance (with start/end dates)

# **School Policies and Rules for Student Vehicles/ Behavior on Campus**

- 1. All students must purchase a parking tag for \$50.00 (cash only) to park on campus for the 2024/2025 school year. (Money must be in the office before 2:00 p.m. on any day).
- 2. The issued permit is to be displayed on the rearview mirror facing outward.
- 3. There will be a fee of \$50.00 to replace lost tags.
- 4. Parking Permits are non-transferable. Permits **cannot** be shared with other students. If a student transfers, their driver's license suspended/revoked, or is no longer a student at Eastern Guilford High School for any reason, they must turn in their parking permit. No fees will be refunded.
- 5. Students are only to be in the parking lot as they arrive or depart campus. Students are not to sit in vehicles or otherwise be in the parking lot during the lunch period or any other time of the school day. Students should report to the appropriate location (class, cafeteria, event) as soon as they arrive on campus.
- 6. EGHS has a **Closed Lunch Policy** for **ALL STUDENTS** <u>no student is permitted to leave campus or sit in any automobile during lunch.</u>
- 7. Students are not allowed to go to the student parking lot during the school day unless they have written permission from the school office staff or school administrators. Students who are found in the parking lot during the school day are subject to disciplinary action for skipping class or being in unauthorized areas. Their car should not be used as their locker.
- 8. Student drivers must submit a signed note from parents for early dismissal to the attendance office with administrator approval. All notes must be turned in no later than 1 hour before dismissal time requested. Students must always sign in/out in the attendance office, with a signed note from a parent/guardian, if they leave campus during the school day. Any unapproved student who leaves campus during any part of the school day without properly signing out in the attendance office is subject to administrative disciplinary action.
- 9. If the student is late or absent due to car trouble or traffic conditions, the student's absence or tardiness will be considered unexcused.
- 10. Excessive tardies to school may result in a loss or suspension of parking privileges without a refund of the parking fee.

- 11. Vehicles parked improperly and/or without issued parking permits are subject to being towed from the school at the **owner's expense**.
- 12. When parked on school grounds, student vehicles may not contain weapons, alcohol, controlled substances (i.e., any unlawful substance or drug not prescribed to me by a licensed health care provider), tobacco, or other contraband items which are prohibited by law or school and district policy.
- 13. Student drivers must enter/exit using the Painter's Lake Road entrance only.
- 14. Parking is strictly limited to the student parking area only. Parking in the faculty or visitor parking is strictly prohibited.
- 15. Speeding over 10 mph. or any form of reckless driving on the school grounds is prohibited.
- 16. Always keep doors locked, windows closed, and valuables in the trunk. The school is not responsible for the automobile or its contents.

# **Guilford County Schools Policy Regarding Automobiles on School Campuses**

AUTOMOBILE SEARCHES: Students are permitted to park on school premises as a matter of privilege, not of right. As a condition for obtaining a permit and parking a vehicle on the school premises, a student and the student's legal parent, legal guardian, or legal custodian must agree, by signing below, to allow school officials to search any vehicle which the student parks on school property. The school retains the authority to conduct routine patrols of the student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials or other evidence of illegal activities are contained inside. Such patrols and inspections may be conducted without notice and without further student consent. Law enforcement may also be called to search student vehicles when a law enforcement presence would be helpful for any reason.

I have read and understand the student parking regulations and agree to abide by the regulations. I certify that all provided information is correct. I agree to pay any fees and to keep the front office informed of any changes to the vehicles or license plate numbers I have registered. I understand that if I violate any of the parking policy my vehicle is subject to being towed at the owner's expense and/or parking privilege revoked without refund.

Student Signature		Date
High School parking with my c	rive a vehicle to school. I have read and hild and understand that my child (drive alford County School District, and Easter	r) shall abide by all rules established by
OFFICE USE ONLY		Permit Number:

# GUILFORD COUNTY SCHOOLS AUTHORIZATION OF MEDICATION FOR A STUDENT AT SCHOOL

Check one:PrescriptionNon-Pre	scription
School:	School Address:
Name of Student:	Date of Birth:
IN ORDER TO KEEP THIS STUDENT IN OPERFORMANCE, IT IS NECESSARY THAT	PTIMUM HEALTH AND TO HELP MAINTAIN MAXIMUM SCHOOL MEDICATION BE GIVEN DURING SCHOOL HOURS.
NOTE: Please Complete a Separate Form	for each Medication
PRESCRIBER INSTRUCTIONS: Prescribing Health Care Clinician (print):	Phone:
Medication:	Diagnosis:
Dosage, Time, and Method of Administration	n:
Expected Dates for Administration:	
	hould Be Reported to Health Care Clinician:
Check here if serious reaction can medication not given exactly as pre	occur if Check here if serious reaction can occur
Student has been instructed, under medication.	stands and has demonstrated the skill to self administer his/her emergency
Special handling instructions:	
NOTE: The health care clinician may use a medication. However, <u>all</u> information reque	nother format (computer printout, letter, etc.) to authorize administration of the sted above must be provided.
Signature of Health Care Clinician	Date Phone
PARENT'S PERMISSION I hereby give my permission for my child (r	amed above) to receive medication during school hours. This medication has other health care clinician. I hereby release the Board of Education and their lity that may result from my child taking the prescribed medication.
Signature of Parent or Guardian	Date Phone
(SCHOOL USE ONLY)	rincipal to administer medication:
Student has demonstrated to the sch	ool nurse the skill to self administer his/her emergency medication.
Content reviewed by: Signature of School	Health Nurse Date
Withdrawal of authorization was made in w	
With Grawal of authorization was made in w	Date

# Per GCS Policy – JGCD-P

It is the parent or guardian's responsibility to:

- Provide to the school the medication in an appropriately labeled container which includes the student's name, the name of the medication, the unit dosage to be given, and the time and method of administration.
- Provide new containers with appropriate labeling when medication changes are made, and to remove medications from school premises when they are discontinued by the health care clinician. (Note: A health care clinician is defined as a licensed health care provider who can prescribe medication under North Carolina statute).
- Ensure that the "Authorization of Medication for a Student at School" form is completed, signed by the health care clinician and parent/guardian, and returned to school. (Note: The health care clinician may use another format (letter, computer, printout, etc.) to authorize the administration of medication as long as all information requested in the "Authorization of Medication for a Student at School" form is provided).
- Inform the school in writing if he/she wishes to withdrawal authorization for medication to be given at school. The withdrawal of authorization is documented on the "Authorization of Medication for a Student at School" form.
- Remove medication from school premises at the end of the school year.

GCS Policy JGCD-P

# **Student Handbook Acknowledgement Form**

general information and a guide to specific policies and procedures when more details are needed. Please refer to the GCS website at www.gcsnc.com for more details or administration questions concerning policies and expectations. Any suggestions for improvement or changes may be forwarded to the administration. We welcome your feedback! \_\_\_\_ I have read all the information written above and understand it. I agree to follow all GCS and EGHS policies and procedures. Guardians Full Name (Printed): Guardian Signature: \_\_\_\_ I have read all the information written above and understand it. I agree to follow all GCS and EGHS policies and procedures. Student's Full Name (Printed): Student ID #: \_\_\_\_\_ Student Signature:

We look forward to another successful year and hope this handbook will be a helpful resource in your search for