

# **Eastern Guilford High School**

## **Home of the Wildcats**



### **Student-Parent Handbook**

#### **2025 – 2026**

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**

- 🐾 Being 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. Yvette Hubbard	Curriculum Facilitator
Mrs. Cinnamon Johnson	Youth Development Coordinator
Officer Theo Bethel	Student Resource Office
Mrs. Leslie Mayes	Front Office Secretary
Ms. Diamond Garrison	Attendance Secretary
Ms. Hannah May	Guidance Secretary
Mrs. Gaye Haslam	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 2025-2026

<b><u>Administration and Instructional Support</u></b>	<b><u>Student Services</u></b>	<b><u>Support Staff</u></b>
Dr. Darrell Harris, Principal (Grade 12)	Michael Smith, Counselor (Grade 12)	Jennifer Brooks, Treasurer
Emily Stevenson, AP (Grade 11)	Shanice Thompson, Counselor (Grade 11)	Hannah May, Registrar
Dr. Marquise Broadnax, AP (Grade 10)	Kenetria Byers, Counselor (Grade 10)	Gaye Haslam, Data Manager
Karen Williams-Dick, AP (Grade 9)	Jamiss Bostic, Counselor (Grade 9)	Leslie Mayes, Front Office
Yvette Hubbard, CF	Vanessa McNeil, Counselor (Career and College Promise)	Diamond Garrison, Attendance Office
Amy Whitley, CCM	Melanie Littlejohn-Lee, Social Worker	Cinnamon Johnson, Youth Development Coordinator
Dawn Harris, MCL	Briana Carmon, College Advisor	
<b><u>English</u></b>	<b><u>Mathematics</u></b>	<b><u>Science</u></b>
Jonah Hooper	Mackendy Jean Charles	Macy Clarida
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	Nancy Muchopa	Mamdouh Abass
<b><u>Social Studies</u></b>	<b><u>Career Technical Educations</u></b>	<b><u>Career Technical Education</u></b>
Alex Cox	Katelyn Knable	Stephen Bona
Dawn Willis	Lauren Kelly	Patrick Raynor
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	
<b><u>Physical Education</u></b>	<b><u>Fine Arts</u></b>	<b><u>Fine Arts</u></b>
Timothy Bagamary	Stacey Parker	John Dupont
Daniel McCawley	Angela Greene	<b><u>World Languages</u></b>
Daniel Griffith	Carly Laws	Sandra Duque
Kevin Jones	Lucia McLaughlin	Rafael Segura
Cindy Seymour	Kyle Dortch	Sandra Hidrobo
<b><u>Exceptional Children (Adapted)</u></b>	<b><u>Exceptional Children (O.C.S.)</u></b>	<b><u>Exceptional Children (Reg. Ed)</u></b>
Jessica Johnson	Tonyetta Eberhart	Derek Brown
	Keisha Streater	Camoriae Carter
Karen Patterson, TA	Gladys Harris, TA	Shamiah Harvey
Timothy Walker, TA	Natoya Goode, TA	Lauren Bonner
Jenine Parker-Labissiere, TA		
		Stephen Satterfield
		Kendra Little, TA
<b><u>E.S.L.</u></b>	<b><u>Athletics</u></b>	<b><u>School Nurse</u></b>
Rhonda Moyer	Jay White, AD	Lakea Reaves
Brittani Russell	<b><u>Cafeteria</u></b>	<b><u>Student Resource Officer</u></b>
Yu Liwei	Kelly Shepherd, S.N.S. Manager	Officer Theo Bethel
<b><u>Media Center</u></b>	<b><u>Student Interventionist</u></b>	
Samantha Jacksin	Maurice Atwood (ISS Coordinator)	
	Christopher James	
	Willie Patterson	

### 2025 – 2026 Bell Schedule

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

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

1<sup>st</sup> Lunch Wave – Adapted, English, Math, and World Languages

2<sup>nd</sup> Wave – Social Studies and CTE

3<sup>rd</sup> Wave – Fine Arts, OCS, PE, Science and Weaver

### 2024 – 2025 Flex Day Bell Schedule

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

\*\*\* 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.***



### **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:

<b>Resource</b>	<b>Login to Use</b>	<b>Explanation</b>
ZScaler Internet Filtering	StudentID@stu.gcsnc.com	Students will continue to use the same GCS login.
Microsoft Products <a href="https://office.com">https://office.com</a>	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 <a href="https://drive.google.com/a/mygcsnc.com">https://drive.google.com/a/mygcsnc.com</a>	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.

\* 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](mailto:smithleeas1234@mygcsnc.com).

\*\* 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**

<b>Letter Grade</b>	<b>Score</b>
A	90-100
B	80-89
C	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 Letter Grades</b>	<b>Standard Courses</b>	<b>Honors Courses</b>	<b>AP Courses</b>
A	4	4.5	5
B	3	3.5	4
C	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**

- 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.

### **2025-2026 Report Card Schedule**

	<b><u>QTR 1</u></b>	<b><u>QTR 2</u></b>	<b><u>QTR 3</u></b>	<b><u>QTR 4</u></b>
<b>Interim Reports Block</b>	Sept. 16 Oct. 9	Nov. 25 Dec. 18	Feb. 17 Mar. 10	April 28 May 19
<b>Grading Period Ends</b>	Oct.31	Jan. 23	Mar. 27	June 10
<b>Report Cards to Students</b>	Nov 13	Feb. 4	Apr 15	Mailed by 6/18

## **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, and 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:

- 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 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 **10th graders**. 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 **11th-grade** 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 administrator.

### **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   |
| 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 or email 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. **Failure to submit such notes within three school days after returning to school will result in an unexcused absence.**

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.**

**Students are responsible for all work missed when absent from school.** 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:

Cumulative tardies in a class	Cumulative tardies across all classes within a week
<ul style="list-style-type: none"><li>• 1<sup>st</sup> Warning</li><li>• 2<sup>nd</sup> Teacher Contact Home</li><li>• 3<sup>rd</sup> Lunch Detention</li><li>• 4<sup>th</sup>+ Admin Referral &amp; Contact Home</li></ul>	<ul style="list-style-type: none"><li>• 4<sup>th</sup> ISS for Period</li><li>• 5<sup>th</sup> ISS Full Day</li><li>• 6<sup>th</sup>+ consequences will vary based on violation</li></ul>

## **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.
- 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 Phone Policy 2025-26**

**Purpose:** EGHS is committed to creating a focused and distraction-free learning environment. Research shows that minimizing cell phone use during class enhances academic performance and helps students fully engage in their learning. This policy ensures that students can concentrate on their studies without unnecessary distractions and interruptions.

#### **Policy Details:**

- **Cell Phone Collection:** Students are REQUIRED to hand in their cell phones to their teacher at the beginning of each class. Phones will be stored in a designated area for the entire 90-minute instructional period.
- Exceptions will be made for students that need their cell phones for documented medical purposes, for example - diabetic students. These students will be required to keep their cell phone stored away unless there's a medical emergency.
- **Headphones and Electronics:** Headphones and any other electronic devices must be turned off, stored, and kept out of sight during class.
- **Return of Cell Phones:** Phones will be returned to students at the end of class, and for lunch during 2nd block. Phones will NOT be returned to students when given a hall pass; students caught in the halls or restroom with their phones during instructional time are in violation of the policy and consequences for non-compliance will be applied.
- **Enforcement of Policy:** If a student is in possession of a phone (seen or heard) during class time, after phones have been collected, the continuum of consequences will be followed.

#### **Consequences for Non-Compliance:**

- First Offense: Warning and opportunity to correct behavior (turn in phone)
- Second Offense: Referral to school administration and a class period of ISS
- Repeated Offenses: Referral to school administration and discipline consequences of a full day ISS up to OSS (for severe repeated offenses)



**Parent/Guardian Contact:** If parents or guardians need to contact their students during class time, please call the school directly at (336) 449-6311.

Devices **will also** 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 [here](#).

## **Disciplinary Action Steps**

1. Verbal/Non-Verbal Redirections
  - Proximity management
  - Seat change or assigned seat
  - Private conference (during or right after class)
  - "Cool-off" walk (student or teacher should first check in w/ the front office)
2. Teacher-Student Conference (Before School)
  - To build relationships, redirect, and promote self-correction
3. Parent Contact
  - Calling to inform and advocate for support
  - Emails should not be the first communication of student misconduct
4. In-Teaming/Consulting with Peers
  - Problem-solving support and sharing of practical strategies
  - Be sure to first communicate with the receiving teacher, and provide student work
  - Consider the class make-up of the receiving teacher
  - Should NOT be used more than twice per student by a teacher
5. Lunch Detention
  - Will be assigned by classroom teachers
6. Behavioral Contract
  - Recognize BOTH positive and negative behaviors
  - Include the student's voice
  - Creation of realistic and measurable goals
  - Recognition of progress
  - Could include incentives
7. Student Support Contact
  - Counseling and conferencing used to redirect and promote self-correction
  - School Counselor; School Social Worker; Curriculum Facilitator; School Administration
  - Consider current relationships and the nature of misbehavior
8. Teacher-Parent Conference (w/ or w/out student)
  - Gain/share insights, request assistance, and brainstorm solutions
9. Teacher, Student Support, & Parent Conference
  - Share previous redirection efforts, brainstorm solutions, request assistance, and re-examine classroom/EGHS expectations.

In the event of student behaviors that are disruptive, harmful, and illegal, the administration (or front office staff) should be notified immediately. In addition, GCS Board policy will be enforced when necessary.

## **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: [Service-Learning Information](#)

**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.

## **Athletic Information**

		<u><b>Fall</b></u>	<u><b>Winter</b></u>	<u><b>Spring</b></u>
<u><b>First</b></u>	<u><b>Last</b></u>	<u>Position</u>	<u>Position</u>	<u>Position</u>
Jeff	Allred			<b>Head Baseball</b>
Maurice	Atwood		<b>Head Wrestling</b>	
Tim	Bagamary	<b>Head Football</b>	<b>Head Indoor Track</b>	<b>Head Men's Outdoor Track</b>
Joe	Brady	<b>Head Women's Golf</b>		<b>Head Men's Golf</b>
Taylor	Brinkley	<b>Asst. Cheer</b>	<b>Asst. Cheer</b>	
Gary	Chambers	<b>Asst. Soccer</b>		
Alex	Cox	<b>Asst. Football</b>		
Kevin	Dawkins		<b>Asst. W. Basketball</b>	
Lindley	Dietrich	<b>Asst. VB</b>		
Daniel	McCawley	<b>Asst. Football</b>		<b>Asst. Baseball</b>
Tony	Fogleman	<b>Head M. Soccer</b>		<b>Head Lacrosse</b>
Daniel	Griffith		<b>Head W. Flag Football</b>	
Shamiah	Harvey	<b>Head W. Bkb</b>	<b>Asst. XC</b>	
Kevin	Jones	<b>Asst. Football</b>		
Chuck	Kirkpatrick	<b>Asst. W. Bkb</b>		
Conner	Leamey			<b>Asst. Lax</b>
Bryan	Manning		<b>JV Mens Basketball</b>	
Charles	Mardis	<b>Asst. Football</b>		
Keanan	McCawley	<b>Asst. Football</b>		
		<u><b>Fall</b></u>	<u><b>Winter</b></u>	<u><b>Spring</b></u>
<u><b>First</b></u>	<u><b>Last</b></u>	<u>Position</u>	<u>Position</u>	<u>Position</u>
Brad	Melton	<b>Asst. Football</b>		
Amanda	Michael	<b>Head Cheer</b>	<b>Head Cheer</b>	
Jeremy	Permar			<b>Asst. Softball</b>
Kendric	Randolph	<b>Asst. Football</b>		
Cindy	Seymour	<b>Head Volleyball</b>	<b>Asst. AD</b>	<b>Head Softball</b>
Darian	Simms	<b>Asst. Football</b>		
Michael	Smith	<b>Head XC</b>	<b>Asst. M. Bkb.</b>	<b>Head W. Track</b>
Joseph	Spinks	<b>Head M. Bkb</b>		
Jay	Stanley	<b>Asst. Football</b>	<b>Asst. Indoor Track</b>	<b>Asst. Track</b>
Jason	Wear		<b>Asst. Wrestling</b>	

Brianna	Wright		Asst. W. Bkb	
OPEN		<u>Head Swim</u>		
OPEN		<u>Head W. Tennis</u>		
OPEN		<u>Head M. Tennis</u>		
OPEN		<u>Head W. Soccer</u>		
OPEN		<u>Asst. W Soccer</u>		
<u>Currently Offered</u>				
<b>Fall</b>	<b>Winter</b>	<b>Spring</b>		
Football	Basketball	Baseball		
Men's Soccer	Wrestling	Softball		
Cross Country	Indoor Track	Men's Lacrosse		
Cheer	Cheer	Track and Field		
Women's Golf		Men's Golf		
Volleyball		Women's Soccer		

## Appendix



# Guilford County Schools Traditional Academic Calendar 2025-2026

Holidays: 11  
 Vacation Days: 10  
 Optional Teacher Workdays: 4  
 Mandatory Teacher Workdays: 10  
 Student Days: 180  
 Student Hours: 1,080

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Year's Day Holiday  
 2 Optional Teacher Workday  
 19 Martin Luther King, Jr. Holiday  
 23 End Q2 (44 Days)  
 26 Mandatory Teacher Workday

Instructional Days: 18

18-22 Mandatory Teacher Workdays  
 25 First Day for Students

Instructional Days: 5

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16 Mandatory Teacher Workday

Instructional Days: 19

1 Labor Day Holiday

Instructional Days: 21

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

27 End Q3 (43 Days)  
 30-31 Vacation Days

Instructional Days: 20

2 Optional Teacher Workday  
 10 Optional Teacher Workday  
 31 End Q1 (47 Days)

Instructional Days: 21

OCTOBER 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-2 Vacation Days  
 3 Spring Holiday  
 6 Mandatory Teacher Workday

Instructional Days: 18

3 Mandatory Teacher Workday  
 11 Veterans Day Holiday  
 26 Vacation Day  
 27-28 Thanksgiving Holidays

Instructional Days: 15

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 Memorial Day Holiday

Instructional Days: 20

22-23 Vacation Day  
 24-25 Winter Holidays  
 29-31 Vacation Days

Instructional Days: 15

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

10 Last Day for Students, End Q4 (46 Days)  
 11 Mandatory Teacher Workday  
 12 Optional Teacher Workday

Instructional Days: 8

First/Last Day for Students

Vacation Day  
 Holiday

Optional Teacher Workday  
 Mandated Teacher Workday





## **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 DEC's, please visit the [Driving Eligibility FAQ](#) 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 <http://www.theparentssuperviseddrivingprogram.com/> 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 ([www.ncdrivingschool.com](http://www.ncdrivingschool.com)) 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](http://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 2025/2026 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** - no student is permitted to leave campus or sit in any automobile during lunch.
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** \_\_\_\_\_

I give my child permission to drive a vehicle to school. I have read and reviewed the rules for Eastern Guilford High School parking with my child and understand that my child (driver) shall abide by all rules established by the state of North Carolina, Guilford County School District, and Eastern Guilford High School.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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### **OFFICE USE ONLY**

Date of Approval: \_\_\_\_\_ Senior Painting Spot: YES NO Permit Number: \_\_\_\_\_

GUILFORD COUNTY SCHOOLS  
AUTHORIZATION OF MEDICATION FOR A STUDENT AT SCHOOL

Check one: \_\_\_\_\_ Prescription \_\_\_\_\_ Non-Prescription

School: \_\_\_\_\_ School Address: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

IN ORDER TO KEEP THIS STUDENT IN OPTIMUM HEALTH AND TO HELP MAINTAIN MAXIMUM SCHOOL PERFORMANCE, IT IS NECESSARY THAT 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: \_\_\_\_\_

Expected Dates for Administration: \_\_\_\_\_

List Any Possible Adverse Reactions That Should Be Reported to Health Care Clinician: \_\_\_\_\_

☐

Check here if serious reaction can occur if medication not given exactly as prescribed.

☐

Check here if serious reaction can occur even when medication is administered properly.

☐

Student has been instructed, understands and has demonstrated the skill to self administer his/her emergency medication.

Special handling instructions: \_\_\_\_\_

NOTE: The health care clinician may use another format (computer printout, letter, etc.) to authorize administration of the medication. However, all information requested above must be provided.

\_\_\_\_\_  
Signature of Health Care Clinician

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

**PARENT'S PERMISSION**

I hereby give my permission for my child (named above) to receive medication during school hours. This medication has been prescribed by a licensed physician or other health care clinician. I hereby release the Board of Education and their agents and employees from any and all liability that may result from my child taking the prescribed medication.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

**(SCHOOL USE ONLY)**

Name and title of person(s) designated by principal to administer medication: \_\_\_\_\_

☐

Student has demonstrated to the school 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 writing (attach note from parents): \_\_\_\_\_

\_\_\_\_\_  
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.

## Student Handbook Acknowledgement Form

We look forward to another successful year and hope this handbook will be a helpful resource in your search for 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](http://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):

Last: \_\_\_\_\_

First: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_ 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):

Last: \_\_\_\_\_

First: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_