

Once A Greenwave



Always A Greenwave!

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## DATES TO REMEMBER

|                            |  |
|----------------------------|--|
| August 26, 2019            | First Day of School                        |
| September 2, 2019          | Labor Day Holiday                          |
| October 4, 2019            | First 6-Week Grading Period Ends           |
| October 10, 2019           | Parent Conferences/Student Early Dismissal |
| October 10, 2019           | 6-Week Report Cards Distributed            |
| October 11, 2019           | Optional Workday                           |
| November 11, 2019          | Veterans Day Holiday                       |
| November 19, 2019          | Second 6-Week Grading Period Ends          |
| November 27-29, 2019       | Thanksgiving Holiday                       |
| December 5, 2019           | Second 6-Week Report Cards Distributed     |
| Dec. 20, 2019-Jan. 3, 2020 | Winter Break                               |
| January 13-17, 2020        | High School Exams                          |
| January 17, 2020           | Third 6-Week Grading Period Ends           |
| January 20, 2020           | Dr. Martin Luther King, Jr. Holiday        |
| January 21-22, 2020        | Teacher Workdays                           |
| January 23, 2020           | Report Cards Distributed                   |
| February 17, 2020          | Teacher Workday                            |
| February 25, 2020          | ACT Test (11th Grade)                      |
| March 5, 2020              | Fourth 6-Week Grading Period Ends          |
| March 12, 2020             | Parent Conferences/Student Early Dismissal |
| March 12, 2020             | 6-Week Report Cards Distributed            |
| March 13, 2020             | Teacher Workday                            |
| April 10-17, 2020          | Spring Break                               |
| April 27, 2020             | Fifth 6-Week Grading Period Ends           |
| May 7, 2020                | Fifth 6-Week Report Cards Distributed      |
| May 25, 2020               | Memorial Day Holiday                       |
| June 3 - June 9, 2020      | High School Exams                          |
| June 9, 2020               | Students Last Day/Early Dismissal          |
| June 13, 2020              | Graduation Day                             |

### Inclement Weather Make-Up Days:

December 20, 2019  
 January 22, 2020  
 February 17, 2020  
 March 13, 2020  
 April 17, 2020  
 April 16, 2020  
 April 15, 2020

**Ashbrook High School  
2222 S. New Hope Rd.  
Gastonia, North Carolina 28054  
(704) 866-6600**

**Principal**

Dr. Rebecca Wilson

**Assistant Principals**

Mrs. Amber Tuttle

9<sup>th</sup> Grade Academy

Mr. Curtis Mitcham

A-F, 10<sup>th</sup> – 12<sup>th</sup>

Mr. Ryan Hatley

G-N, 10<sup>th</sup> – 12<sup>th</sup>

Dr. Vania Littlejohn

O-Z, 10<sup>th</sup> – 12<sup>th</sup>

**School Counselors**

Mr. David Rice

9<sup>th</sup> Grade Academy

Ms. Lacey Klingler

A-F, 10<sup>th</sup> – 12<sup>th</sup>

Mrs. Cortney Doster

G-N, 10<sup>th</sup> – 12<sup>th</sup>

Mrs. Shannon Froehlich

O-Z, 10<sup>th</sup> – 12<sup>th</sup>

**GREENWAVE PRIDE!**

The Ashbrook High School administration and staff extend a warm welcome to the 2019-2020 student body. We trust that you are ready to meet the challenges awaiting you. We especially welcome the incoming Freshman Class and those Upperclassmen who are new to Ashbrook High School. We assure you that we stand ready to help you become acquainted with the policies and programs of our school. You will find many opportunities at Ashbrook, and we encourage you to take full advantage of all that is offered. This handbook is produced so that you and your parents can be advised of the established policies of AHS. We expect cooperative, consistent, and responsible behavior based on the rules outlined by the school system and AHS. This handbook will outline school expectations and give you fun facts and information about your school and how we—together – can have GREAT team SUCCESS!!

## REGULAR DAILY SCHEDULE

|                        |             |
|------------------------|-------------|
| First Bell             | 7:47        |
| 1 <sup>st</sup> Period | 8:00-9:35   |
| 2 <sup>nd</sup> Period | 9:40-11:20  |
| 3 <sup>rd</sup> Period | 11:25-1:20  |
| A Lunch                | 11:25-11:50 |
| B Lunch                | 11:55-12:20 |
| C Lunch                | 12:25-12:50 |
| D Lunch                | 12:55-1:20  |
| 4 <sup>th</sup> Period | 1:25-3:00   |

## STUDENT FEES

|                   |               |                       |
|-------------------|---------------|-----------------------|
| Instruction Fee:  | None          |                       |
| Locker Fee:       | None          |                       |
| Lost Lock Fee:    | \$7.00        |                       |
| Parking Fee:      | \$25.00       |                       |
| Breakfast: \$1.20 | Lunch: \$2.80 | Lunch Reduced: \$0.40 |

## GRADES AND GRADING SCALE

|          |   |
|----------|---|
| 100-90   | A |
| 89-80    | B |
| 79-70    | C |
| 69-60    | D |
| Below 60 | F |

Six-week grade percentages for each subject:

60% - tests, major projects, major papers, performances, etc.

20% - quizzes

20% - daily/class grades and/or homework

The minimum requirements for the six-week grade in each subject:

- Two major test grades that count 60% of the grade
- Four quizzes which count 20%; these only cover part of a unit of study or a specific step in a project or performance.

- Six (6) daily/class grades and/or homework which count 20% of the grade.
- AP/Honors courses are graded in the same manner, but expectations are higher and the course of study is more rigorous.
- Non-core classes, such as Art, Band, Drama, Physical Education, and JROTC are graded differently (for example projects, performances, etc.).

### Classification of Students

- A student is classified as a **freshman** (9<sup>th</sup> Grade) when he/she has been promoted from grade 8 in middle school.
- A student is classified as a **sophomore** (10<sup>th</sup> grade) when he/she has earned a minimum of 6 credits.
- A student is classified a **junior** (11<sup>th</sup> grade) when he/she has earned a minimum of 13 credits.
- A student is classified a **senior** (12<sup>th</sup> grade) when he/she has earned a minimum of 20 credits.
- **To graduate:** A student has earned a minimum of 28 credits and successfully completed competency standards.

| Grade Point Average (GPA)<br>Conversion Chart |                            |  |
|---|----------------------------|--|
| Standard<br>Level<br>Courses                  | Honors<br>Level<br>Courses | AP and<br>Community<br>College<br>Level<br>Courses |
| 4.000   | 4.500                      | 5.000  |
| 3.000   | 3.500                      | 4.000  |
| 2.000   | 2.500                      | 3.000  |
| 1.000   | 1.500                      | 2.000  |
| 0.000   | 0.000                      | 0.000  |

## RETEACH/RETEST GUIDELINES

### *Gaston County Guidelines*

- The reteach/retest program in Gaston County high schools is a strategy to be utilized in working with student mastery of coursework. This program is intended to be a complement to the regular instructional day and shall be used to increase student mastery of subject matter.
- A reteach session is not mandatory before the retest is administered.
- Benchmarks, formative assessments and final exams shall not be in the reteach/retest program.
- Reteach/retest can be a part of a student's make-up of work missed due to an absence (this can be addressed within the school-specific guidelines).
- Students shall be able to re-test any major test/project one (1) time.
- Any student who makes below a 75 is eligible to re-test.
- The highest grade a student may make on a re-test is 75. If the re-test grade is lower than the original test grade, the student shall receive the higher of the two grades.
- Tests that may be retested are those which comprise the 60 percent of the six weeks grade (major tests, projects, etc.) with exceptions listed above.
- Students who qualify for the exceptional children's program may earn higher than an 75 if reteach/retest is included as a modification in the IEP.
- The reteach-retest guidelines apply to all courses offered in GCS, including honors, Advanced Placement (AP) courses, and Gaston Online courses. However, the GCS Grading Guidelines do not apply to CCP and NCVPS courses.

## **ATTENDANCE**

### **COMPULSORY ATTENDANCE – STUDENTS 7-16 YEARS OF AGE**

(Please see policy code #3480 for complete policy)

The public school laws of North Carolina require compulsory attendance for all children between the ages of seven and sixteen years (N.C.G.S. §115C-378). Every parent, guardian or other person having charge or control of such a child enrolled in The Gaston County Schools is charged by law to cause the child to attend school continuously for a period equal to the time when the public school is in session.

Failure to comply with the Attendance Law by having excessive absences may result in referral to truancy mediation, district court (parent) or juvenile court (child). If a parent, guardian or custodian is found guilty of violating the Compulsory Attendance Law, they may be ordered by the Court to do community service, fined or be incarcerated.

### **GASTON COUNTY SCHOOLS REQUIRED ATTENDANCE FOR ALL HIGH SCHOOL STUDENTS (regardless of student age)**

Class attendance is essential to high student achievement.

Attendance in school and participation in class are integral parts of academic achievement and the teaching and learning process. With this in mind, all students are expected to be in attendance each day school's in session. In order to be recorded present for daily attendance, a student must be present at least one-half of the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending an authorized school activity. For the purpose of class attendance, a student must be present for at least **75 minutes of a ninety-minute period.**

The following reasons can be accepted by school principals as valid excuses for school

1. **Illness or Injury**
2. **Death In The Immediate Family**



3. **Medical or Dental Appointments**
4. **Court or Administrative Proceedings**
5. **Religious Observances**
6. **Educational Opportunity**
7. **Quarantine**
8. **Special Emergencies-** as determined by the principal.
9. **Short-term Suspension.**

Parents will be notified at (3) unexcused absences, prior to six (6) unexcused absences and after a student has accumulated ten (10) unexcused absences in a school year.

All teachers are required to report attendance each day and maintain accurate attendance records. Report cards will accurately reflect the student's attendance record.

### **Gaston County Schools/Ashbrook High School Attendance** (Please see policy code #3480 for complete policy)

Classroom teachers will report student attendance for each class period and maintain accurate student attendance records for report cards. The Gaston County Schools Policy for Attendance is policy code #3480. The Ashbrook Attendance Appeal process will be initiated by the administrative team. Each student that has obtained 11 or more absences (excused or unexcused) will receive an attendance appeal form from their assistant principal. Each student will receive an appeal time that can be attended by the student and their parents. A committee will review the appeal requests before the last teacher workday of each semester. In the event the student appeal is granted, the student will receive the final grade earned in the course. Should the appeal be rejected, the student will receive a failing final grade (FF) and receive no credit for the course.

## **DOCUMENTATION OF ABSENCES**

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

## **SCHOOL-RELATED FUNCTIONS**

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

## **DRIVER EDUCATION & STUDENT ATTENDANCE**

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

Any questions or to sign-up for Driver's Education, please call the North Carolina Driving School at 704-922-1960.

## **MAKE-UP WORK**

All students missing school are responsible for making up missed work. Make-up work is the responsibility of the student to initiate and complete outside of the regular class period. Upon the student's return to school, the student has **three (3) school days to arrange** for make-up work with each of his/her teachers for which a class was missed.

## **LATE TO SCHOOL POLICY**

If students arrive on campus after 8:00 am they should report to Lockout to check in and receive their pass to class. After 8:15 am, students report to the front office to check-in.

## **TARDY POLICY**

Students that arrive to class after the bell has rung are considered tardy. Anytime a student is late to class (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> Block), he/she will report to the ISS room, will be checked in, and will receive a pass to class.

When arriving to class, the student should have a check-in slip. A student's tardy record will be maintained by the Behavior Lab TA and administration. Consequences for tardies are as follows, per grading period:

|            |   |
|------------|---|
| Tardy #3:  | Warning and conference with student           |
| Tardy #4:  | Warning for student and parent contact        |
| Tardy #5:  | 2 period In-School Suspension (ISS)           |
| Tardy #6:  | 1 full day ISS                                |
| Tardy #7:  | 1 full day ISS                                |
| Tardy #8+: | 1 day Out-of-School Suspension for each tardy |

## **CHECK-OUT POLICY**

If a student is checking-out early, his/her guardian must come into the Front Office. Students are required to sign-out in the Front Office.

## **GREENWAVE HALL PASSES**

All students will be required to use the Green Wave Hall Passes under the discretion of the teacher. No student shall be in the hallway without a Green Wave Hall Pass with the proper authorization for his or her teacher. **Additionally, students should not have a Green Wave Pass during the first 20 minutes or the last 20 minutes of any class, except if called from the office.**

The Green Wave Hall Passes will be provided by faculty and will be used by every teacher at Ashbrook. Students in the 100 wing will use a **GREEN** hall pass, 200 wing will use a **WHITE** hall pass and 500 wing, band, chorus, PE and trailers use **Red** hall pass.

## **ATHLETIC ELIGIBILITY POLICY**

- A. A player must have been in attendance for at least 85 percent of the previous semester at an approved high school. Any student must be in membership to be able to make up days missed while in membership (days missed while not in membership may not be made up for athletic eligibility). For a regular 90-day semester, a student may not miss more than 13 days and be in compliance with the 85 percent rule.
- B. A student must, at the time of any game in which he or she participates, be a regularly enrolled member of the school's student body according to local policy. If there is no local policy, 'regularly enrolled' is defined as enrolled for at least one half of the 'minimum load.' Students must be present for at least ½ a day in order to participate in any athletic or extracurricular event.
- C. The student must be enrolled within the first 15 days and in regular attendance for the present semester to be eligible for athletics. A student whose family has moved into a school district shall immediately assume the same

status in the new district as that from which he moved. Summer school attendance shall not be counted in determining percentage of attendance for athletic eligibility, but approved homebound programs do fulfill the attendance requirement.

- D. At the end of each semester, any participant who has failed to attend school 85 percent of that semester is immediately ineligible.

## **STUDENT BEHAVIOR**

Students at AHS are expected to be well behaved and successful. A student is expected to cooperate with his/her teachers, counselors, classmates, and all other school personnel so that the greatest educational opportunities may be seized. All students are expected to adhere to the Gaston County Student Behavior Guidelines and Ashbrook Guidelines. School Staff will give students interventions and communicate with parents.

- The use of profanity is inappropriate and not allowed.
- Students should not be in teacher workrooms/lounge for any reason.

**\*\*The Student Behavior Guidelines are in effect the entire time the student is on the campus of Ashbrook High School as well as all school-related events at AHS or at any away site.**

## **AHS STUDENT EXPECTATIONS**

- Students are expected to be in the classroom at the proper time.
- Students are expected to follow the directions of all school staff.
- Students are expected to come to class prepared for instruction.

- Students are expected to be courteous to everyone in the school.

Students who fail to follow these expectations will receive consequences which could be, but are not limited to: classroom consequences, redirect, or an office referral.

## **DRESS CODE**

In addition to the GCS Student Code of Conduct, Ashbrook students will adhere to the following guidelines:

- Hats, headscarves, hoods, head coverings, bandanas, headphones, etc. are to be removed and put away when entering the building.
- Pants are to be worn at the waist. Underwear must never be visible.
- Holes in pants must follow the “Fingertip Rule.”
- No running shorts.
- Shorts, skirts, dresses, or slit openings on skirts or shorts should go by the “Fingertip Rule”. The Fingertip Rule means that shorts, skirts, or dress hems are longer than the place the fingertips reach when the hands are relaxed at one's side.
- Shirts must have both sleeves which go past the shoulder, the belly must be covered, and sides of the body must be covered. Mesh shirts are not allowed. The hem of the shirt must overlap the top of pant/skirt/shorts, and the body's midsection is to be fully clothed. The outside layer of a student's outfit must meet the dress code guidelines.
- No clothing with indecent language or pictures, or containing alcohol, drug, or tobacco related messages. Also, no clothing that depicts violence or is sexual in nature with words or symbols. Clothes with phrases insinuating inappropriate words or symbols or making innuendos are also not appropriate.
- Clothes are inappropriate if they are too tight or cut too low.

**Changes in styles/fashions will be dealt with on a case by case basis in accordance with the GCS Code of Student Conduct (Rule 16).**

Dress Code violators will be sent to Redirect where parents will be notified. Someone may then bring or make arrangements for more appropriate clothing. The student will remain in the Redirect room until the situation is resolved.

### **CELL PHONES & WIRELESS COMMUNICATION**

In accordance with Gaston County Board Policy (**GCS policy code 4318/Cell Phones and Wireless communication Devices**): **Cell Phones and Wireless Communication Devices are not to be on, used, displayed, or visible during the instructional day.** At Ashbrook High School, the instructional day includes the AM Cafeteria, Auditorium, and Gymnasium as well as class change, lunch, field trips, etc. Such devices should be off and up at all times. Wireless communication devices include, but are not limited to, cellular phones, other texting devices, two-way radios, etc. ***As such, without a cell phone or wireless communication device on, used, displayed or visible during the instructional day, headphones, earbuds, Airpods, etc. are not allowed.*** School employees may immediately confiscate any wireless communication device that is on, used, displayed, or visible during the instructional day. This guideline is in place to protect students' personal property and maintain a safe and orderly learning environment. Ashbrook High School is not responsible for any items confiscated.

**\*\*If, at any time, a student refuses to give up a device to any staff member, the student will be in violation of the Student Code of Conduct Rule 1: Compliance with Directions of Principals, Teachers, and Other School Personnel and With School Rules. This will result in disciplinary action up to 10 days OSS.**

Parents who need to reach their children during the instructional day due to an emergency should call the school's main office or

come to the school to pick-up their child rather than attempting to contact their child on his/her cell phone.

**\*Students are advised that Ashbrook assumes no responsibility for lost or stolen electronic equipment and will NOT conduct searches for LOST or MISSING devices.**

### **BOOK BAGS**

Students may carry book bags to and from school **only**. During the school day, book bags must be in the locker. A book bag is defined as anything that is used to carry books, PE clothes, and school supplies. A purse, approximately the size of a composition book or smaller, will be permitted only for personal hygiene products. Students needing to carry items to PE classes must use a plastic bag only, string backpacks are not allowed. Excessive and repetitive violations of this policy will result in consequences being issued.

### **LUNCH**

Ashbrook observes a closed lunch, which means that students are not allowed to leave campus for lunch nor should students invite guests to school for lunch. **Students and or parents cannot order food to be delivered to school. Food delivered to the school will not be accepted, signed for, or permitted to remain on campus.** Students should remember to clean up and dispose of their trash leaving the table clean and ready for the next group of students. Please return to class orderly since there are other students in regular class sessions.

### **CAFETERIA RULES**

The cafeteria staff and your fellow students appreciate your cooperation in the following:

1. Deposit all lunchroom litter in wastebaskets.
2. Pick up and throw away trash around your table.
3. Do not break in line.



4. No horse playing.
5. Clean your table and chair before leaving.
6. No throwing food.
7. Food and drink must be consumed in the designated areas.
8. Students may only use the restrooms between the cafeteria and the gym during the lunch period.
9. Students must move quickly to and from the cafeteria, and remain in the eating area during the entire lunch period.

## LOCKERS

All students will receive a lock and locker assigned to them.

- At the beginning of the school year, students will be given a lock by their advisory teacher. Any other locks may not be used and will be removed by the school. If a student loses the lock provided by the school, a \$7.00 replacement fee will be charged.
- Locker safety hints for students:
  - Never bring large sums of money to school.
  - Never bring expensive or valuable items to school.
  - Close the lock and spin the dial before leaving your locker.
  - You are responsible for what is in your locker. Lockers may be subject to search at any time.
  - **Do not share your locker. Do NOT share your locker combination.**
  - Do not go after every class. PLAN AHEAD!
  - Lock all valuables during P.E. classes. DO NOT LEAVE VALUABLES IN LOCKER ROOMS UNLOCKED.

## VISITORS

Ashbrook welcomes authorized visitors interested in some phase of our instructional program. Visitor parking is in the front of the building. Visitors must first check in at the main office to sign in, obtain a visitor tag and any additional information necessary to facilitate the visit. Visitors are encouraged to make every effort to arrange appointments with teachers before and after school.

Unauthorized visitors will be considered trespassers and will be prosecuted. Ashbrook students are not allowed to visit students at other school campuses during the school day, nor are *visiting* students permitted to attend classes at Ashbrook during the school day. Visitors are not allowed to eat lunch with students in the cafeteria.

## STUDENT RECOGNITION

**Student Athlete of the Week:** The top 20 GPA's from student athletes who participated in a varsity sport the previous semester.

**Academic All-Stars:** Seniors who were Junior Marshals, National Merit Scholars, AP Scholars, or recipients of any nationally recognized academic-related award without any major discipline issues.

**Student Council Election Criteria:** 3.0 or higher weighted GPA, 10 absences or fewer, minimal discipline with no OSS, and passing all classes.

**National Technical Honors Society:** Students who have completed four courses in a Career and Technical Education cluster area. Student must maintain academic excellence in core and career/technical courses, maintain high attendance, and demonstrate leadership skills.

**Who's Who:** The highest honor for an Ashbrook High School Senior. This is a long-standing tradition, dating back to the opening of the school. Seniors are nominated by members of the faculty and then selected by the Who's Who Committee. The committee looks for students who display exceptional service, leadership, character, and scholarship.

**Latin Honors:** Seniors at the end of their senior year with the following weighted GPA

*Summa Cum Laude:* Weighted GPA of 4.3 and above

*Magna Cum Laude:* Weighted GPA of 4.0 - 4.299

*Cum Laude:* Weighted GPA of 3.7 - 3.99

**Valedictorian:** The senior with highest cumulative weighted GPA at the end of their senior year.

**Salutatorian:** The senior with the second highest cumulative weighted GPA at the end of their senior year.

**Junior Marshal:** The top (equivalent to 10% of the student enrollment) Juniors with the highest weighted GPA at the end of the 5th 6-week grading period during their junior year.

## **TIPS for Student Success at Ashbrook High School**

### **Tips for Success in the Classroom:**

- **Attend school for the entire day and arrive on time.** If you must miss school or a class, contact your teacher as soon as possible to clarify any problems, or work to be made up. It is your responsibility to ask and make-up the work, not the teachers.
- **Read the text material scheduled or assigned the night before attending class.** While reading, write in your notebook any questions that arise. If your teacher doesn't address these questions during class, make sure you ask for help afterwards. Don't let problems accumulate until it becomes too late.
- **Don't be afraid to explore new study techniques.** As an example, *concept mapping* is a much better way to study concepts than flash cards. If you are unfamiliar with the process of *concept mapping*, please visit your teacher, Academy Administrator, or the Guidance Counselor for instruction on this technique.

- **Avoid procrastination for studying or assignment preparation.** Attempts to *cram* for tests will likely not be successful. Remember, teachers recommend that you devote time at home to study daily and to be prepared for quizzes and tests.
- **Turn in papers and assignments by deadlines-** students who turn in assignments on time will usually see higher grades than students who miss deadlines.

**Tips for Success outside the Classroom:**

- **Attend Orientation, Open Houses, Parent Conferences-** High School can be a maze of policies and people. Attending orientation will give you a head start and will help prepare you for the challenges ahead.
- **Take a class for fun.** If you are taking a course you enjoy, it will refuel you for those that are a bit more difficult for you.
- **Get involved with student activities.** The more active you are, the greater your exposure to High School processes and personnel.

**I am responsible for my:**

**A**ttitudes & actions,

**H**ealth and wellbeing,

and **S**uccess!