

PASQUOTANK COUNTY HIGH SCHOOL

HOME OF THE PANTHERS



STUDENT / PARENT FOLDER

VISION

Pasquotank County High School will prepare students for their futures by fostering student independence and self-worth; requiring excellence in teaching; teaching challenging, grade appropriate curricula; and teaching students processes so they problem solve and think creatively.

MISSION

The mission for Pasquotank County High School is to prepare students for their futures both during and after high school, so they will be productive as members of local and global communities.

Preparing students for their futures!

PBIS EXPECTATIONS FOR SCHOOL

- Be prepared and on time
- Respect yourself, others and the environment
- Behaviors should enhance the learning environment

**Pasquotank County High School personnel may be
reached at 337-6880**

www.ecpps.k12.nc.us/pchs

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Principal: Bryan A. Ruffin

WELCOME

Pasquotank County High School staff welcomes you. We hope through our combined efforts that students will have a rewarding and successful educational experience. We know you will find the setting at Pasquotank County High School conducive to learning. Every teacher is committed to assisting all students in developing a positive attitude towards education.

STUDENT EXPECTATIONS

Students, parents and school personnel share the responsibility for maintaining a safe and orderly learning environment. We strive to maximize parent and community involvement in the total school program. Each student has the responsibility for personal learning, individual and group behavior, and social interactions. The following are expectations for students at Pasquotank County High School:

- To set realistic goals
- To show reasonable academic progress by producing quality work
- To attend class daily and on time
- To come to class ready to participate and prepared to learn
- To show respect for self, others, school, and community
- To know and practice appropriate behavior and demonstrate self-discipline
- To evaluate individual performance for personal growth and development
- To exercise problem solving techniques, such as conflict resolution and peer mediation, and accept responsibility for decision making
- To show appreciation and acceptance for different people, their views and their opinions
- To develop a sense of pride in our school and community

ACADEMIC AWARDS

Students have a variety of academic award opportunities throughout their years at PCHS. In addition to A and A/B Honor Roll, students who receive a 3.25 GPA for each academic school year, beginning with the first nine weeks and continuing through the third nine weeks of each school year, are awarded the Superintendent's Academic Team Award. Additionally, students who maintain a B average are recipients of the Pasquotank County High School Academic Award. Additionally, students who make 90 or higher in all courses each quarter will be recognized as Principal's List students.

EXAM EXEMPTION POLICY

Pasquotank County High School has an exam exemption policy for courses that do not require state exams. This policy is intended to encourage academic effort, school attendance, and appropriate behavior. The following guidelines apply:

- Any student with a class average of 90–100 and having no more than three (3) unexcused absences from any one class
- Any student with an average of 80–89 and having no more than two (2) unexcused absences from any one class
- **NO out-of-school suspension (OSS)**
- This policy does not exempt students from any state-mandated testing. The exam for all classes will count 25% of the final grade.

SPORTS ELIGIBILITY

In order to participate in organized school athletics, the Elizabeth City-Pasquotank Board of Education requires that student-athletes be properly enrolled, pass three of four courses during the previous semester, and meet local promotion standards. In addition to the academic requirements, students must also:

- Be in attendance 85 percent of the time
- Have a medical examination within 365 days
- Adhere to Pasquotank County High School's rules and policies
- Take and pass a minimum of 3 courses in order to be eligible to participate in the following semester's sports
- Major infractions of the ECPPS Disciplinary Code of Conduct may result in athletic ineligibility. The athletic director will review each case and make a determination.

The North Carolina High School Athletic Association has developed these requirements. Please contact the school's athletic director should you have additional questions.

CLOSED LUNCH PERIOD: The Board of Education policy calls for a closed lunch period. This means that students cannot leave school to go anywhere and eat lunch. Leaving campus is skipping. Repeated offenses could result not only in out of school suspension, but also in the loss of parking privileges. Students should never be in the parking lot during the school day without a written pass signed by an administrator.

DRIVER'S EDUCATION

More information is available at the Main Office and in the Driver's Education office.

DRESS CODE

Pasquotank County High School recognizes its obligation to provide an educational environment conducive to good behavior and to the creation of a good educational atmosphere in the school. While it is understandable that students are concerned about fashion, it is the school's desire to maintain a climate that is safe and healthy. Part of that safe climate includes student modesty and freedom from distracting influences which may impair the instructional progress of students. Although student dress and grooming are the personal responsibility of the student and their parents, students are expected to exercise good taste and to avoid extremes for school attire. All students are expected to dress appropriately for any school related occasion; extreme or distracting appearance is to be avoided and students should appear neat and clean at all times. **Students who are not properly groomed and dressed will be asked to change into suitable clothing or may be asked to return home to change into appropriate attire.**

To ensure the most constructive educational environment, the following dress and grooming code will be in effect:

- Hats and other headgear such as hoodies, combs, picks, nets, or bandanas worn on the top of the head or on the forehead are NOT to be worn in the school building at any time.
- Bandanas and **any gang-related materials or clothing** are not to be worn or visible in the school building at any time.
- No chains may be worn on wallets or from pockets.
- No spiked ornamental adornments on clothing or accessories.
- No body jewelry (such as belly button rings, tongue rings) that is distracting to the educational climate may be worn.
- In general, there should be NO exposed or visible skin beginning from an imaginary line drawn from armpit to armpit down to an imaginary line at mid-thigh. Shoulder straps should be at least the width of a student ID card. Halter-tops, tube tops, spaghetti strap tops and open backs are not acceptable.
- Shorts are permitted as long as they are **mid-thigh** or **longer**. When standing with arms relaxed at the sides, the **shorts should be longer than the fingertips**.
- This includes shorts or skirts worn over tights or ballet tights. Spandex type shorts and cut-offs are NOT permitted.
- Clothing with gaping holes is inappropriate in school.
- Tights, leggings, jeggings (yoga leggings, etc.) are just like skin and are not permitted without an over garment of an appropriate length. This means that a shirt or skirt must cover the garment mid-thigh or pass the student's fingertips when arms are held fully extended at their sides.
- Shorts and skirts should be worn **mid-thigh** or **longer**. (Again, the fingertip rule applies.) Shorts and skirts that are too tight (underwear lines showing) or with gaping holes is not permitted.
- Clothes must cover underwear at all time. Bare midriffs, see-through clothing or clothing displaying little modesty is unacceptable. No belly buttons should be observable. Shirts must touch the waist or pants, shorts, or skirts at all times (when in movement, when arms are extended or raised, when in a seated position).
- Lewd or suggestive t-shirts, tank tops, or clothing designed to be worn as undergarments are not acceptable. Messages on clothing, jewelry, buttons, and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, or weapons, or that reflect adversely upon persons because of race, sex, creed, national origin, or ancestry are not permitted.
- Pants must be secured at the **waist** and **must cover underwear**.
- No makeup that is distracting to the educational climate may be worn on a student's face or other body parts.
- Sunglasses with dark tints are not to be worn on the face without proper medical documentation on file with the school officials.
- Hair may be any length as long as it is neat, clean, not distracting in appearance, and does not endanger the student's safety.
- Appropriate footwear must be worn at all times in and around the building. Bedroom shoes are only permitted on Pajama Day during Spirit Week.

- No pajamas are to be worn in school with the possible exception of Spirit Week mentioned above.

Administrative Discretion

The administration reserves the right to prohibit any item of clothing or accessory that is deemed to be distracting to the learning environment or causes sufficient concerns regarding the security of the school, even if the item does not appear in the list above.

TARDY POLICY

- **Late students should obtain a pass from Student Services before being allowed into class.**
- Unless students have a note explaining why they were late, they will be unexcused.
- **Verbal permission will not be granted for students to leave school early. A note must be provided in the morning by 11:30am so the office staff can verify it. Parents can sign their child out no later than 3:10pm.**
- Every minute of classroom instruction is valuable. It is very important that students report to class on time. **This includes homeroom.**
- Students who are on campus (usually coming in late) and do not report to classes or homeroom are skipping.
- Five (5) minutes are allotted between classes. **No warning bell will be sounded.**
- Students must be in class and **ready to work** when the tardy bell rings.
- Teachers must keep accurate records of tardies and follow the tardy procedure for discipline.
- Tardies are cumulative by semester for each individual class including homeroom.
- Tardies that are over 30 minutes constitute an absence instead of a tardy.

Disciplinary measures for unexcused tardies are:

1-2 tardies – Warning (teacher documents)

3-5 tardies – Teacher contacts parent by phone/email

6-7 tardies – Teacher refers student to administration for conference

8-9 tardies – Teacher detention assigned (teacher discretion)

10 or more tardies – Administrative consequence

A. ATTENDANCE RECORDS

School officials will keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina (N.C.G.S. 115C-378).

B. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to Student Services upon the return after an absence. An absence may be excused for the following reasons:

1. Personal illness or injury which makes the student physically unable to attend school;
2. Isolation ordered by the State Board of Health;
3. Death in the immediate family;
4. Medical or dental appointment;
5. Participation under subpoena as a witness in a court proceeding;
6. Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal; or
7. Participation in a valid educational opportunity, such as travel, with prior approval by the principal.
8. Absences related to the deployment or return from deployment of an immediate family member who is an active duty member of the uniformed services (N.C.G.S. 115C-407.5)
9. Absences due to the illness or medical appointment during school hours, of a child whom the student is the custodial parent (N.C.G.S. 115C-375.5)

Extended illnesses generally require a statement from a physician. Excessive absences for any of the above reasons are subject to review.

In the case of excused absences the student will be permitted to make up his or her work if a note is provided within three days upon his/her return to school. 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.

Note: School based field trips and participation in athletic events is not counted as absences.

Doctor notes may be faxed to the office at 252-337-6890.

CODE OF CONDUCT

The Student Discipline Code is to assist with rules specifically for Pasquotank County High School and works in compliance with the Elizabeth City-Pasquotank Schools Student Code of Conduct, which can be found in the *District Handbook*. Offenses are listed by Levels of infractions. The one exception is fighting, which is noted in the next paragraph.

In a school, one of the single most disruptive infractions is fighting. It has the ability to disrupt the school day with the incident itself and with the verbal “back and forth” which nearly always precedes any such incident. Therefore, the consequences for fighting are noted below. Please read carefully.

STUDENT BEHAVIOR

FIGHTING: (10 day Out Of School Suspension) – No student shall fight, assault, cause, aid, abet, promote, or attempt to cause physical injury to or intentionally behave in such a manner, as could reasonably cause physical injury to any person. Fighting may also include verbal confrontations. Fighting on the school grounds, in the school building, on the buses, or at any school activity will result in immediate suspension from all classes and activities, and may include possible *arrest*.

A full Student Discipline Code is given in the District Handbook.

BOOK BAGS

Teachers will have the flexibility to decide whether or not students bring book bags into their classrooms and if so where they are located in the classroom should teachers choose to permit students to bring them into their classrooms. Students who fail to follow the teacher’s instructions may receive disciplinary action.

STUDENT VEHICLES AND PARKING

Students are encouraged to utilize school buses for transportation to and from school. Parking spaces are available by PERMIT ONLY for students who wish to drive to school. The cost of a parking permit is \$15.00 (subject to change). Cars may be towed at the owner’s expense if they are parked illegally and/or if they are not displaying a permit. Students who drive must exit their cars immediately. NO LOITERING in the parking lot. The parking lot is not the place for socializing. Once students arrive on campus, they are to go directly into the school building. Students who are being picked up should have their rides arrive on campus no earlier than 3:35 pm.

DRUGS, ALCOHOL, WEAPONS and TOBACCO

Drugs, alcohol, and tobacco, or nicotine delivering devices (i.e. e-cigarettes, bongs, narcotic devices, hookahs, etc.) are prohibited on campus. Students caught in possession of drugs, alcohol, tobacco, or nicotine delivering devices will face disciplinary action based on the district policy. Student drivers should also be mindful that if drugs, alcohol, and tobacco should be in their vehicles while on any school campus or property at any time that they are subject to disciplinary action, to include the indefinite loss of driving privileges while on campus. Law enforcement will be notified for all infractions involving drugs, alcohol, or tobacco on campus or at a school function. The same rules apply for weapons. They are not permitted on campus at any time. For a complete list of weapons, view the district handbook.

BELL SCHEDULE 2017-2018

DAILY SCHEDULE	HOMEROOM / CLUB DAY SCHEDULE
<p><u>8:00 Staff Arrival Begins</u> <u>8:10 Staff Duty Begins (Buses Unload)</u> <u>8:25 Warning Bell</u> <u>8:30-10:05 First Block (95-minutes)</u> <u>10:10-11:45 Second Block (95-minutes)</u> <u>11:50-1:50 Third Block</u> <u>3rd Block w/ First-Lunch (J-H-G Halls, except J01, J25, H15, H16 & H18; add B04 & C18)</u> <u>11:50-12:10 LUNCH (20-minutes)</u> <u>12:15-1:50 3rd Block (95-minutes)</u></p> <p><u>3rd Block (Split) w/Second-Lunch (B-C Halls, except B04 & C18; add J01, J25, H15, H16 & H18)</u> <u>11:50-12:35 3rd Block-A (45-min)</u> <u>12:35-12:55 LUNCH (20-minutes)</u> <u>1:00-1:50 3rd Block-B (50-min)</u></p> <p><u>3rd Block w/ Third-Lunch (D-E-F Halls)</u> <u>11:50-1:25 3rd Block (95-minutes)</u> <u>1:30-1:50 LUNCH (20-minutes)</u> <u>1:55-3:30 Fourth Block (95-minutes)</u></p>	<p><u>8:00 Staff Arrival Begins</u> <u>8:10 Staff Duty Begins (Buses Unload)</u> <u>8:25 Warning Bell</u> <u>8:30-9:50 First Block (80-minutes)</u> <u>9:55-11:15 Second Block (80-minutes)</u> <u>11:20-1:05 Third Block</u> <u>3rd Block w/ First-Lunch (J-H-G Halls, except J01, J25, H15, H16 & H18; add B04 & C18)</u> <u>11:20-11:40 LUNCH (20-minutes)</u> <u>11:45-1:05 3rd Block (80-minutes)</u></p> <p><u>3rd Block (Split) w/Second-Lunch (B-C Halls, except B04 & C18; add J01, J25, H15, H16 & H18)</u> <u>11:20-12:00 3rd Block-A (40-min)</u> <u>12:00-12:20 LUNCH (20-minutes)</u> <u>12:25-1:05 3rd Block-B (40-min)</u></p> <p><u>3rd Block w/ Third-Lunch (D-E-F Halls)</u> <u>11:20-12:40 3rd Block (80-minutes)</u> <u>12:45-1:05 LUNCH (20-minutes)</u> <u>1:10-2:30 Fourth Block (80-minutes)</u> <u>2:35-3:30 Homeroom (when announced) and/or Club Day (3rd Fridays of each month) (55-minutes)</u></p>
3-HOUR EARLY RELEASE SCHEDULE	1-HOUR DELAY SCHEDULE
<p><u>8:00 Staff Arrival Begins</u> <u>8:10 Staff Duty Begins (Buses Unload)</u> <u>8:25 Warning Bell</u> <u>8:30-9:20 First Block (50-minutes)</u> <u>9:25-10:15 Second Block (50-minutes)</u> <u>10:20-11:35 Third Block</u> <u>3rd Block w/ First-Lunch (J-H-G Halls, except J01, J25, H15, H16 & H18; add B04 & C18)</u> <u>10:20-10:40 LUNCH (20-minutes)</u> <u>10:45-11:35 3rd Block (50-minutes)</u></p> <p><u>3rd Block (Split) w/Second-Lunch (B-C Halls, except B04 & C18; add J01, J25, H15, H16 & H18)</u> <u>10:20-10:45 3rd Block-A (25-min)</u> <u>10:45-11:05 LUNCH (20-minutes)</u> <u>11:10-11:35 3rd Block-B (25-min)</u></p> <p><u>3rd Block w/ Third-Lunch (D-E-F Halls)</u> <u>10:20-11:10 3rd Block (50-minutes)</u> <u>11:15-11:35 LUNCH (20-minutes)</u> <u>11:40-12:30 Fourth Block (50-minutes)</u></p>	<p><u>9:00 Staff Arrival Begins</u> <u>9:10 Staff Duty Begins (Buses Unload)</u> <u>9:25 Warning Bell</u> <u>9:30-10:50 First Block (80-minutes)</u> <u>10:55-12:15 Second Block (80-minutes)</u> <u>12:20-2:05 Third Block</u> <u>3rd Block w/ First-Lunch (J-H-G Halls, except J01, J25, H15, H16 & H18; add B04 & C18)</u> <u>12:20-12:40 LUNCH (20-minutes)</u> <u>12:45-2:05 3rd Block (80-minutes)</u></p> <p><u>3rd Block (Split) w/Second-Lunch (B-C Halls, except B04 & C18; add J01, J25, H15, H16 & H18)</u> <u>12:20-1:00 3rd Block-A (40-min)</u> <u>1:00-1:20 LUNCH (20-minutes)</u> <u>1:25-2:05 3rd Block-B (40-min)</u></p> <p><u>3rd Block w/ Third-Lunch (D-E-F Halls)</u> <u>12:20-1:40 3rd Block (80-minutes)</u> <u>1:45-2:05 LUNCH (20-minutes)</u> <u>2:10-3:30 Fourth Block (80-minutes)</u></p>

2-HOUR DELAY SCHEDULE

10:00 Staff Arrival Begins

10:10 Staff Duty Begins (Buses Unload)

10:25 Warning Bell

10:30-11:35 First Block (65-minutes)

11:40-12:45 Second Block (65-minutes)

12:50-2:20 Third Block

3rd Block w/ First-Lunch (J-H-G Halls, except J01, J25, H15, H16 & H18; add B04 & C18)

12:50-1:10 LUNCH (20-minutes)

1:15-2:20 3rd Block (80-minutes)

3rd Block (Split) w/Second-Lunch (B-C Halls, except B04 & C18; add J01, J25, H15, H16 & H18)

12:50-1:20 3rd Block-A (30-min)

1:20-1:40 LUNCH (20-minutes)

1:45-2:20 3rd Block-B (35-min)

3rd Block w/ Third-Lunch (D-E-F Halls)

12:50-1:55 3rd Block (65-minutes)

2:00-2:20 LUNCH (20-minutes)

2:25-3:30 Fourth Block (65-minutes)

1st DAY with PEP RALLY SCHEDULE

****Review Syllabus/expectations in each class****

8:00 Staff Arrival Begins

8:10 Staff Duty Begins (Buses Unload)

8:25 Warning Bell

8:30-9:10 Student report directly to gym for PEP Rally

9:10-9:25 Report to homeroom for schedule pick up

9:30-10:50 First Block (80-minutes)

10:55-12:15 Second Block (80-minutes)

12:20-2:05 Third Block

3rd Block w/ First-Lunch (J-H-G Halls, except J01, J25, H15, H16 & H18; add B04 & C18)

12:20-12:40 LUNCH (20-minutes)

12:45-2:05 3rd Block (80-minutes)

3rd Block (Split) w/Second-Lunch (B-C Halls, except B04 & C18; add J01, J25, H15, H16 & H18)

12:20-1:00 3rd Block-A (40-min)

1:00-1:20 LUNCH (20-minutes)

1:25-2:05 3rd Block-B (40-min)

3rd Block w/ Third-Lunch (D-E-F Halls)

12:20-1:40 3rd Block (80-minutes)

1:45-2:05 LUNCH (20-minutes)

2:10-3:30 Fourth Block (80-minutes)

Use of Electronic Devices

- While the administration and staff at PCHS understand that electronic devices are a regular part of everyday life, the use of many of these devices can be disruptive to the learning process of the user and/or those around them. The school, therefore, prohibits the use of electronic devices for non-instructional purposes during regular class time. Inappropriate use of electronic devices may result in confiscation by staff members and given to administration. Failure to turn over a device upon the request of a staff member is considered insubordination and will result in appropriate consequences. The school assumes no responsibility for lost or stolen personal property. Should this occur, it is the student's responsibility to report the incident to the School Resource Officer.
- Students must comply with class and school rules and all relevant ECPPS Board Policies.
- Administration, faculty, and staff may request at any time that students must turn off and put away technology devices, including placing the cell phone in their locker. Failure to do so may result in disciplinary action and possible revocation of privileges.
- Individuals assume full responsibility for their non-ECPPS owned technology devices. This includes: device's safety, security, maintenance and any actions that occur when the student shares their device with another student.
- When not in use, all devices must be either on silent/turned off, and placed away. The device should not be in the student's hand, on their lap, or placed in sight. Devices can be placed in pockets, purses, or book bags.
- Personal communication devices may not be used in locker rooms or bathrooms.
- Any disruption to class or other educational activity may result in disciplinary action, including students recording unapproved videos relating to fights, school disruptions, etc.
- Students should not have their cell phones out in class, unless instructed to do so for class activities by the teacher.
- Parents are asked to not communicate with their child, via personal cell phone, but instead asked to contact the main office at PCHS to have a message delivered to the student.

Technology Insurance & Maintenance Mobile Device User Agreement

- Students and parents/guardians are required to sign a Technology Insurance & Maintenance Mobile Device User Agreement.
- Students in grades 3-5 must pay a non-refundable annual fee of \$10 prior to using a mobile device. Students in grades 6-12 must pay a non-refundable annual fee of \$20 prior to using a mobile device. These fees remain in the individual school account and will be used to repair and/or replace mobile devices as needed.
- If a student causes damage to a device through negligence or intentional misuse, the student is responsible for the full cost of repair or replacement. Student's access to mobile devices may be restricted at the discretion of the school principal if damage fees are not paid.
- If a mobile device is lost, the student is responsible for the full replacement cost of the device. In the event of theft, the student will be responsible for the full replacement cost of the device, unless a police or sheriff's report is provided to the school within 48 hours of the theft. Once the report is received, the student may check-out another device.
- A Damage Fee of \$20 will be assessed upon the 2nd incident of accidental damage.
- Students will be responsible for the full cost of repair or replacement for the mobile device upon the third accidental damage incident within the same school year.
- Students will be responsible for the entire cost of repair or replacement for mobile devices when the devices are damaged intentionally or due to neglect.
- Students will be responsible for the entire cost of repair or replacement for mobile devices if they have not paid the Technology Insurance & Maintenance Mobile Device User Agreement fee.
- In cases of chronic misuse or damage, the student's access to mobile devices may be restricted at the discretion of the school principal.
- Students may not check-out devices for off-campus use unless permitted by the District Technology Director.
- Students will:
 - Use all mobile devices appropriately as directed by school staff.
 - Care for the mobile device and not leave it unsupervised in unsecured locations.
 - Be responsible for all damage or loss caused by neglect or abuse as laid out in the chart below.
 - Not loan an assigned mobile device to another individual.
 - Not disassemble any part of the mobile device or attempt any repairs.
 - Not mark on or remove or deface the serial number, asset tag, or other stickers on the device.
 - Follow the policies, procedures, and guidelines given by the school and outlined in the Technology Responsible Use Agreement