

# SNHS

# 2024-2025

# Student Handbook

**Love Southern, Live ALL IN**



# Southern Nash High School

## Student Handbook 2024 - 2025

### WELCOME TO SNHS

On behalf of the faculty and administration, we welcome you to this academic school year. We are pleased that you are a part of the Southern Nash High School community. We anticipate your involvement and cooperation in making this year successful.

This student handbook has been prepared to help answer any questions students and parents usually have concerning the activities, procedures, and rules for the successful daily operations of Southern Nash High School. There is no intent to develop a set of expectations that are confining or restrictive. Instead, a common ground of clearly understood policies and procedures will enable us to provide the best possible educational experiences for every student. In the event that problems or concerns evolve, we are available to discuss and help resolve any situation. Feel free to call (252)451-8520 and arrange a conference if the need arises. Please refer to our contact list so that each concern can be met in a timely manner.

Thank you,

Dr. Hugh Scott, Principal

### MISSION STATEMENT

Our Mission is to empower each student by preparing them to be socially responsible and driven lifelong learners through healthy relationships and rigorous instruction.

### VISION

*We believe in making a positive difference by...*

- developing the academic ability of **ALL** students through student-centered relevant educational experiences.
- equipping **ALL** students with real world skills and opportunities to give back to their community.
- teaching **ALL** students to be socially responsible citizens of character and stewardship.
- encouraging **ALL** students to find their passion in order to strive for their personal success.
- fostering a safe, orderly, and inclusive environment for **ALL** students with clear, consistent, and high expectations.
- engaging **ALL** learners in both independent and collaborative critical thinking.
- putting **ALL** students first.

## SNHS ADMINISTRATION AND OFFICE STAFF

Staff	Position	Staff	Position
Hugh Scott	Principal	Wanda Jenkins	Treasurer
Aretha DeLoatch	Assistant Principal	Nekita Avent	Counselor
Gavin Meiring	Assistant Principal	Amie Jones	Counselor
Elbert Maynard	Assistant Principal	Amanda Thompson	Counselor
Robyn Reynolds	Assistant Principal Intern	Kim Whitley	Guidance Secretary
Sallie Colston	School Secretary	Dep. Spencer Sherrod	School Resource Officer
Mary Marshburn	Receptionist	Robbie Kennedy	Athletic Director
Beatriz Velez	Data Manager	Chris Pace	Assistant Athletic Director

### School Mascot

Firebirds

### School Colors

Red, White, & Navy Blue

### Contact Information - On Website

504 Questions	Counselors	Crime Stoppers	Administrators Dept. Sherrod
Activities/Scheduling Events	Hugh Scott	CTE (Career Technical Education/Academies)	Brandy Frazier
Address Changes	Beatriz Velez	Disciplinary Procedures	Individual Administrators
Announcements	Sallie Colston Mary Marshburn	Driver Education	Scott Collie Aretha DeLoatch
Athletics	Robbie Kennedy	Emergency Messages	Sallie Colston
Attendance	Individual Teachers Beatriz Velez	Exceptional Children	Jill Snow
Band/Color Guard	Matthew Ray	Field Trips	Robyn Reynolds
BETA Club	Kristina Griffin	Financial Aid	Guidance Counselors
Building and Grounds	Hugh Scott Gavin Meiring	First Aid/Health Issues	Jamie Perry, Nurse Crystal Kennedy Chris Pace Brooke Larrison
Bus/Transportation	Robyn Reynolds Elbert Maynard	Free & Reduced Lunch	Mariella Estrada
Check In/Check Out	Mary Marshburn	GED/Adult High School	Guidance Counselors
Child Nutrition	Mariella Estrada (Cafeteria)	Graduation Materials Cap & Gown	Crystal Kennedy Herff Jones
Chorus/Drama		Graduation Requirements	Guidance Counselors
Class Rings/Herff Jones	Sallie Colston		
Clubs	Maynard	Choices	Lovelle White

College Information	Guidance Counselors	Junior-Senior Prom	Abby Pace
Computer Labs	Media Specialist	Laptops / MacBooks	Media Specialist Ezequiel Palacios
Law Enforcement	Dept. Spencer Sherrod	School Accreditation/ Advance-ED	Hugh Scott
Locks/Lockers	Gavin Meiring	School Pictures	Sallie Colston CADY Pictures
Lost & Found	Mary Marshburn	Senior Events/Activities	Crystal Kennedy
Lunch Program / Lunch Debts	Mariella Estrada (Cafeteria)	Social Worker	
Media Center	Media Specialist	Student Government	Hyacinth Gardner
Medications at School	Jamie Perry	Substitutes	Wanda Jenkins
Out of School Suspension	Individual Administrators	Tardy Referrals	Sterling Leonard
Parking	Mary Marshburn	Testing	Administration
PBIS	Kristina Simpson Maynard/Reynolds	Textbooks	Aretha DeLoatch
		Transcripts	Kim Whitley
Schedule Changes	Guidance Counselors Gavin Meiring Beatriz Velez	Yearbook	Abby Pace

### **IMPORTANT PHONE NUMBERS**

**Southern Nash High School**  
252-451-8520

**Herff Jones / Graduate Services**  
252-478-3146  
1-800-849-7464

**Cady Photography**  
<https://home.cady.com/welcome/>

**Jordan Driving School**  
252-442-9603  
1-866-542-4563

### **School Mass Notifications**

Weekly phone messages will be sent to the home of each student with information concerning special school events, functions, and important dates each Friday. In order to receive all messages, students and parents must make sure accurate and up to date home phone numbers and **email addresses** are on file in the Power School office. Please call Beatriz Velez at (252) 451-8520 to update this information.

Daily messages will be sent home if your child is absent or has received disciplinary action. If you feel we have done this in error, please contact Beatriz Velez.

In the event that school is to be closed for reasons other than scheduled, the school administration will notify parents via ThrillShare.

**DAILY SCHOOL SCHEDULE**

Breakfast served from 6:55am - 7:20am

Warning bell will sound at 7:20am

Tardy bell will sound at 7:30am

**DAILY SCHOOL SCHEDULE**

# Monday

**1st Period: 7:30- 8:58**

Transition Time: 8:58-9:03

**1st FF: 9:03 - 9:34**

Transition Time: 9:34 - 9:39

**2nd Period: 9:39 - 11:07**

Transition Time: 11:07-11:12

**3rd Period: 11:12 - 12:58**

11:07- 11:31 1st Lunch

11:36 - 12:00 2nd Lunch

12:05 - 12:29 3rd Lunch

12:34 - 12:58 4th Lunch

Transition Time: 12:58 - 1:03

**4th Period: 1:03 - 2:30**

# Tuesday

1st Period: 7:30- 8:58

Transition Time: 8:58-9:03

2nd Period FF: 9:03 - 9:34

Transition Time: 9:34 - 9:39

2nd Period: 9:39 - 11:07

Transition Time: 11:07 11:12

3rd Period: 11:12 - 12:58

11:07- 11:31 1st Lunch

11:36 - 12:00 2nd Lunch

12:05 - 12:29 3rd Lunch

12:34 - 12:58 4th Lunch

Transition Time: 12:58 - 1:03

4th Period: 1:03 - 2:30

# Wednesday

1st Period: 7:30- 8:58

Transition Time: 8:58-9:03

**Homeroom: 9:03 - 9:34**

Transition Time: 9:34 - 9:39

2nd Period: 9:39 - 11:07

Transition Time: 11:07 11:12

3rd Period: 11:12 - 12:58

11:07- 11:31 1st Lunch

11:36 - 12:00 2nd Lunch

12:05 - 12:29 3rd Lunch

12:34 - 12:58 4th Lunch

Transition Time: 12:58 - 1:03

4th Period: 1:03 - 2:30

# Thursday

1st Period: 7:30- 8:58

Transition Time: 8:58-9:03

**3rd Period FF: 9:03 - 9:34**

Transition Time: 9:34 - 9:39

2nd Period: 9:39 - 11:07

Transition Time: 11:07 11:12

3rd Period: 11:12 - 12:58

11:07- 11:31 1st Lunch

11:36 - 12:00 2nd Lunch

12:05 - 12:29 3rd Lunch

12:34 - 12:58 4th Lunch

4th Period: 1:03 - 2:30

# Friday

1st Period: 7:30- 8:58

Transition Time: 8:58-9:03

4th Period FF: 9:03 - 9:34

Transition Time: 9:34 - 9:39

2nd Period: 9:39 - 11:07

Transition Time: 11:07 11:12

3rd Period: 11:12 - 12:58

11:07- 11:31 1st Lunch

11:36 - 12:00 2nd Lunch

12:05 - 12:29 3rd Lunch

12:34 - 12:58 4th Lunch

4th Period: 1:03 - 2:30

## Homeroom Bell Schedules

### Day 1-5 (60 min) Homeroom Schedule:

7:20	Warning Bell
7:20-7:30	Report to Homeroom
7:30-8:30	<b>Homeroom</b>
8:30-8:35	Class Change
8:35-9:53	<b>1<sup>st</sup> period</b>
9:53-9:58	Class Change
9:58-11:16	<b>2<sup>nd</sup> period</b>
11:16-11:21	Class Change
11:21-1:07	<b>3<sup>rd</sup> period</b>
11:16-11:40	<b>1<sup>st</sup> lunch</b>
11:40 – 11:45	Return from lunch
11:45-12:09	<b>2<sup>nd</sup> lunch</b>
12:09 – 12:14	Return from lunch
12:14 – 12:38	<b>3<sup>rd</sup> lunch</b>
12:38 – 12:43	Return from lunch
12:43 – 1:07	<b>4<sup>th</sup> lunch</b>
1:07 – 1:12	Class Change
1:12 – 2:30	<b>4<sup>th</sup> period</b>

### Days 6-10 (30 min) Homeroom Schedule

7:20	Warning Bell
7:20 – 7:30	Report to Homeroom
7:30 -8:00	<b>Homeroom</b>
8:00-8:05	Class Change
8:05-9:33	<b>1<sup>st</sup> period</b>
9:33-9:38	Class Change
9:38-11:06	<b>2<sup>nd</sup> period</b>
11:06-11:11	Class Change
11:11 –12:57	<b>3<sup>rd</sup> period</b>
11:06 –11:30	<b>1<sup>st</sup> lunch</b>
11:30 –11:35	Return from lunch
11:35-11:59	<b>2<sup>nd</sup> lunch</b>
11:59-12:04	Return from lunch
12:04-12:28	<b>3<sup>rd</sup> lunch</b>
12:28-12:33	Return from lunch
12:33 -12:57	<b>4<sup>th</sup> lunch</b>
12:57 -1:02	Class Change
1:02 -2:30	<b>4<sup>th</sup> period</b>

## DAILY SCHOOL SCHEDULE (Early Release & Delays)

### Early Release Bell Schedule

6:45	Students may arrive on campus
6:55-7:20	Breakfast
7:20	Warning Bell
7:20-7:30	Report to class
7:30	Tardy Bell
7:30-8:20	<b>1<sup>st</sup> period</b>
8:20-8:26	Class Change
8:26-9:16	<b>2<sup>nd</sup> period</b>
9:16-9:22	Class Change
9:22-10:12	<b>3<sup>rd</sup> period</b>
10:12-10:18	Class Change
10:18-12:30	<b>4<sup>th</sup> period</b>
10:12-10:42	<b>1<sup>st</sup> lunch</b>
10:42-10:47	Return from lunch
10:47-11:15	<b>2<sup>nd</sup> lunch</b>
11:15-11:20	Return from lunch
11:20-11:50	<b>3<sup>rd</sup> lunch</b>
11:50-11:55	Return from lunch
11:55-12:21	<b>4<sup>th</sup> lunch</b>
12:21-12:26	Return to 4 <sup>th</sup> period
12:30	1 <sup>st</sup> Bus Load Students/Car Riders
12:35	2 <sup>nd</sup> Bus Load Students/Athletes/ Student Drivers

## 1-Hour Delay Bell Schedule

7:45	Students may arrive on campus
8:20	Warning Bell
8:20-8:30	Report to class
8:30	Tardy Bell
8:30-9:40	<b>1<sup>st</sup> period</b>
9:40-9:46	Class Change
9:46-10:56	<b>2<sup>nd</sup> period</b>
10:56-11:02	Class Change
11:02-1:14	<b>3<sup>rd</sup> period</b>
10:56-11:26	<b>1<sup>st</sup> lunch</b>
11:26-11:31	Return from lunch
11:31-12:01	<b>2<sup>nd</sup> lunch</b>
12:01-12:06	Return from lunch
12:06-12:36	<b>3<sup>rd</sup> lunch</b>
12:36-12:41	Return from lunch
12:41-1:11	<b>4<sup>th</sup> lunch</b>
1:11-1:17	Class Change
1:17-2:30	<b>4<sup>th</sup> period</b>
2:30	1 <sup>st</sup> Bus Load Students /Car Riders
2:35	2 <sup>nd</sup> Bus Load Students/Athletes/ Student Drivers

## 2-Hour Delay Bell Schedule

8:45	Students may arrive on campus
9:20	Warning Bell
9:20-9:30	Report to class
9:30	Tardy Bell
9:30-10:20	<b>1<sup>st</sup> period</b>
10:20-10:26	Class Change
10:26-11:16	<b>2<sup>nd</sup> period</b>
11:16-11:22	Class Change
11:22-1:30	<b>3<sup>rd</sup> period</b>
11:16-11:45	<b>1<sup>st</sup> lunch</b>
11:45-11:50	Return from lunch
11:50-12:20	<b>2<sup>nd</sup> lunch</b>
12:20-12:25	Return from lunch
12:25-12:55	<b>3<sup>rd</sup> lunch</b>
12:55-1:00	Return from lunch
1:00-1:30	<b>4<sup>th</sup> lunch</b>
1:30-1:36	Class Change
1:36-2:30	<b>4<sup>th</sup> period</b>
2:30	1 <sup>st</sup> Bus Load Students/Car Riders
2:35	2 <sup>nd</sup> Bus Load Students/Athletes/ Student Drivers

***In the event of any delay, breakfast will not be served.*** As soon as students arrive on campus they will report to their classroom to begin the instructional day.

# ACADEMICS, GRADING, AND ACTIVITIES

## BOOKS

Textbooks and library books are the property of the state and school and should be treated accordingly. As textbook adoptions occur every five years, fines will be based upon the number of years the book has been at the school. A lost text in the first year of adoption (first year in use) will be assessed the full amount, versus a text five years old (last year in use), which will be assessed at 1/5 its original cost.

- Lost library books will be assessed the full amount of the current value of the book.
- The condition of all books will be assessed before they are distributed /checked out.
- Textbooks issued must be the same ones returned!

## LAPTOPS

The focus of the “Laptop 1 to 1 Program” is to foster the learning of career and college-ready students who are globally competitive. The rapidly changing world demands that our students become critical thinkers with digital literacy skills who are creative. They should also have analytic problem-solving abilities and be good digital citizens. By using cutting-edge technology to enhance instruction and promote innovation, the Laptop 1 to 1 Program will enable ALL students the opportunities to reach their full potential.

Laptops will be distributed each fall during the scheduled district-wide rollouts. Parents and students must sign and return the Laptop Computer Protection Agreement and Student/Parent Agreement and Responsible Use documents before the laptop can be issued to their students. **A non-refundable usage fee of \$20 per laptop per school year will be collected.**

Students are responsible for backing up their data on a regular basis. They will retain their original laptop each year while attending the same school in NCPS. **If a student transfers out of the district during the school year, the laptop must be returned before leaving. Students will be responsible for damages to the laptop during the school year.** The list of damages and the corresponding fine can be found in the Technology Handbook located on the NCPS website (<https://www.ncpschools.net/>)

**As a reminder, laptops are school property and random checks throughout the school year can be done at any time. This means there should be no illegal downloads, inappropriate images, icons, backgrounds, and screensavers. If these items are found, a reimaging fee of \$20 will be charged to the student’s account and a disciplinary referral may follow if the incidents continue.**

## MEDIA CENTER

The Southern Nash High School Media Center is open from 6:45 a.m. until 2:30 p.m. to serve the SNHS community. Proper conduct, as it applies to all school facilities, is expected of all students when using the media center. Students using the library without being accompanied by a teacher must do so with a pass. Students transferring from SNHS must make sure that all media center fees are paid before transcripts and records are forwarded. Students can go to the media center during their lunch, but they must report at the start of the lunch period and remain there until the lunch period is over. Students will sign in at the circulation desk when they arrive. **STUDENTS ARE NOT TO BRING FOOD OR DRINK TO THE MEDIA CENTER.**

# STATEWIDE GRADING POLICY

Dear NC High School Parents,

For high school students, grades and other competitive measures become very important as they plan for their next steps after graduation. Over the past few years, North Carolina parents, students and local superintendents have petitioned the State Board of Education to require a statewide standard 10-point grading scale for all high school students. Those advocating for this change in state policy noted that North Carolina school districts differed in their grading scales and that students would benefit from having a standard 10-point scale. This transition to a 10-point scale helps students who move from one district to another and may put North Carolina students in a more competitive position as they apply for admission to out-of-state colleges and universities.

In October 2014, the State Board agreed and approved a standard 10-point grading scale to begin with the 2015-16 school year. This scale will not include “pluses” or “minuses” and it will be applied for coursework beginning with the 2015-16 school year for students in grades 9, 10, 11 and 12. There will not be any attempt to retroactively alter grades from prior years.

Local school districts are required to follow the new scale at the high school level (grades 9-12), and they may use it in lower grades, if desired. It is not required in lower grades, however. Under the new scale grades and grade point average calculations will be applied as follows:

- ❖ A: 90-100 = 4.0
- ❖ B: 80-89 = 3.0
- ❖ C: 70-79 = 2.0
- ❖ D: 60-69 = 1.0
- ❖ F: < 59 = 0.0

**The new quality points standard will provide an additional:**

- ❖ A .5 quality point to Honors courses
- ❖ A 1.0 additional quality point to Advanced Placement/International Baccalaureate courses, community colleges courses, or four-year university or college courses are taken in high school.

**This eliminates discrepancies between AP/IB and community college or college/university courses and quality points and provides the same additional quality point to all college-level coursework.**

**Nash County Public Schools utilize the Latin Honors Recognition System to recognize the academic achievement of graduates. For students graduating during the 2018-2019 school year and after, the designation of valedictorian and salutatorian shall be replaced with the following distinctions:**

**Summa cum laude – 4.250+ (weighted GPA)  
Magna cum laude – 4.000-4.249 (weighted GPA)  
Cum laude – 3.750-3.999 (weighted GPA)**

## STUDENT/PARENT PORTAL

The Home Base PowerSchool Parent/Student Portal provides parents and students access to their schedule, classroom assignments, grades, attendance, demographic data and more. It also includes several new features that will impact the performance and engagement of all key stakeholders. The student and parent portals will be accessible to all students and parents with internet access. Parents and students can use their login information from last school year to access the Parent/Student Portal. Students will receive login information from their homeroom teacher. Parents who need login information can contact the Guidance Office or Beatriz Velez, our Data Manager.

**So what can you expect from teachers with the Parent/Student Portal?**

- Assignments should be posted within 24 hours.
- Grades should be posted within 5 business days, after the assignment due date (There may be exceptions for large projects, research papers, etc. with the principal's approval).
- Attendance should be entered within the first 15 minutes of each class period.
- Please communicate with the respective teacher and /or administrator if grades are not posted and you have questions.

### REPORT CARDS

Report cards are sent to student emails at the end of each nine-week grading period. These reports are used to notify parents of the student's progress. It is the student's responsibility to take the report card home to the parent(s).

Progress reports will be sent home to parents at the middle of each grading period.

It is expected that progress reports and report cards alike will be given to the parent(s), as this is a form of communication between school and home. If your child does not receive a Progress Report or Report Card, please contact the administration.

Physical copies of the report cards will now be available for students and parents upon request.

#### PROGRESS REPORTS

September 25, 2024  
December 3, 2024  
February 21, 2025  
May 6, 2025

#### REPORT CARDS

November 1, 2024  
January 24, 2025  
March 27, 2025  
June 16, 2025

### GRADUATION

All seniors must have paid senior class dues and all other financial obligations owed to the school and participate in all required senior practices in order to participate in commencement exercises. Seniors must participate in all practices and awards ceremonies to be eligible to participate in the graduation ceremony.

#### PROMOTION AND GRADUATION REQUIREMENTS

Promotion to grade 10 (5 units/credits)  
Promotion to grade 11 (12 units/credits)  
Promotion to grade 12 (20 units/credits)  
Graduation Requirements (28 units/credits)

#### LOCAL REQUIREMENT FOR GRADUATION: END OF COURSE POLICY

The State of North Carolina's graduation requirements are as follows:

- Students must show proficiency on the Biology, English II, Math I, and Math III End of Course Tests
- Students must score a level 3, 4, or 5.

## **ATTENDANCE POLICY - Explicit**

In order to be considered in attendance, a student (except for hospital/homebound) must be present in the school for 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. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity.

**No student passing a course shall be granted credit for any course in which he/she has been absent more than 10% of days they have been enrolled in the semester.**

**Students must remain in each class period for at least  $\frac{2}{3}$  of the class time in order to be counted present for that class period. If they are not, they will be counted absent.**

**There are no checkouts after 2:00 PM.**

The following are the only valid/lawful excuses that can be used for tardies or absences. All other excuses will be considered unexcused.

- **Illness or Injury:** When the absence/tardy results from illness or injury, which prevents the student from being physically able to attend school.
- **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
- **Death in the immediate family:** When the absence/tardy results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
- **Medical or Dental Appointments:** When the absence/tardy results from a medical or dental appointment of a student.
- **Court or Administrative Proceedings:** When the absence/tardy results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as witness.
- **Religious Observance:** When the student is absent due to a religious observance in accordance with local school board policy.
- **Educational Opportunity:** When it is demonstrated that the purpose of the absence/tardy is to take advantage of a valid educational opportunity, such as travel. Approval for such absence/tardy must be granted by the principal prior to the absence/tardy.

### **ATTENDANCE NOTES**

Students returning from absences will turn their notes in to Mrs. Kim Whitley in Student Services. Mrs. Whitley will code the student as excused or unexcused for the day(s) he or she was absent. Please be sure the student's first and last name and the date of absence are on the note.

**Students will have one week to turn in notes from their absent date(s). Any notes turned in after the one week period will not be accepted.**

### **ABSENCES / MAKE-UP WORK**

When a student is absent from school, upon arriving back, the student must bring a note explaining the nature of the absence. The student is to give the note to their first period teacher who will turn it into the office. Academic success is directly related to student attendance; therefore, we encourage students to attend all classes each school day. Students are expected to make-up any work missed due to absence from a class. Regardless of whether the absence is excused or unexcused, all make-up work must be completed within 5 school days of returning to school. Students will have make-up work arranged at the direction of the teacher. It is the student's responsibility to get all assignments that were missed due to an absence. Make-up work will consist of specific material missed by the student, or may be of a reinforcement or enrichment nature. Students who are suspended

may make up work and are responsible for contacting the teachers to get missing assignments.

Students will have five days from the return date of their absence to begin making up their missed assignments. If students have not begun making up their work within this five-day window, they should be given one until the assignments and tests are made up.

### **FIFTH PERIOD/EVENING ACADEMY & ATTENDANCE WAIVERS**

If a student whose total number of absences is equal to or greater than 10 percent of the total number of days that such student has been enrolled at such school during such school year for a semester or year long class; the principal or a committee established by the principal shall consider whether the student should receive credit for the course. The student must fill out a waiver application by the deadline and the waiver committee will review the request.

Students will have the opportunity to make up five absences per class only. This will give all students the opportunity to miss 5 days over 10% of the semester with the option of earning back five days. You should begin attending 5th period upon your 10th absence from a class or sooner. Students must begin making up time within five days of their return to school. Students will not be able to make up days in advance of absences and bank time. Students must see their guidance counselor to sign up. Students will decide when to begin their make-up days and will report to the Media Center on the assigned days from 2:30 PM - 4:00 PM. Failure to show on the assigned days or for the full time will result in the days not being granted. Students will only be rescheduled one time if they do not attend on their scheduled day. Also, any discipline issues will result in the student being removed from 5<sup>th</sup> period, and the student not getting credit for the day. If a student is removed on 2 occasions for discipline they will forfeit their privilege of staying for 5<sup>th</sup> period.

**Credit recovery is not guaranteed for students who fail a course. Students may have to repeat the course by taking the physical class over again.**

### **LATE WORK**

Students with late work (who are not absent) will only be able to receive maximum scores as follows:

1<sup>st</sup> Late Day: 85%

2<sup>nd</sup> Late Day: 70%

3<sup>rd</sup> Late Day: 55% (Any work after the 3<sup>rd</sup> late day will only be given a maximum value of 55%.)

Late work assignments will only be accepted up to 1 week before 9 weeks grades are due.

### **HOMEWORK**

Students are required to complete all homework assigned by all teachers. Students are encouraged to obtain phone numbers of classmates whom they may call in the event of an unexpected absence to receive homework assignments. Students chronically failing to complete homework assignments may be referred to the office.

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practices and drills that reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a comfortable place for them to work and by seeing that assignments are completed.

### **EOC's & EXAM EXEMPTIONS**

All students can be exempt from **Teacher Made** exams if they meet the following guidelines:

- "A" Average
- No more than 3 absences (excused or unexcused)
- No more than 3 checkouts for the semester.

No student can be exempt from an EOC exam, NCFE exam, or other state mandated exam.

**For students who do not have a proficient score (3, 4, or 5) on their EOC's, they will have to retest over the summer. This is a requirement for all students who do not pass their EOC course(s).**

## **FIREBIRD FOCUS**

### **Non-reporting students FF policy**

- 80 or higher in FF class - may miss FF but responsible for work
- 79 or lower in FF class - must attend FF and report to 1st period with Mrs Perry
- HR days are mandatory for all non-reporting students, they will also attend 1st period with Mrs. Perry

### **Club weeks**

- Students must attend club or FF
- Absences and tardies for club week follow the same policy as regular weeks
- Club attendance will be emailed to teachers
- Minimum Grade of 70 for club attendance remains the same

### **FF expectations**

- Activities in FF are goal oriented
- Activities in FF are to improve the overall academic success of the student by assisting students to understand objectives in that class or allowing students to progress in other subject areas.

## **STUDENT INDEPENDENCE**

Students who are 18 years or older who have been released by the court can sign themselves out, enroll, or withdraw themselves from school. Students who are 18 years or older who live with a parent or guardian or who have not been released by the court must have parent or guardian permission to sign themselves out, enroll, or withdraw themselves from school.

### **SNHS TARDY PROCESS (To class and to school):**

- 1st: Verbal Warning
- 2nd: Written referral in Minor Incidents and parent contact needs to be made
- 3rd-9th: After-school detention
- 10th and beyond: One day of OSS for each tardy after 10

**Tardies start over at the beginning of the second semester on January 23rd.**

### **CLASS DUES**

Freshman fees/dues are **\$15.00**

Sophomore fees/dues are **\$15.00**

Junior fees/dues are **\$20.00**

Senior fees/dues are **\$20.00**

- ❖ **If students withdraw or transfer, class dues are non-refundable**
- ❖ **Transfers, class dues are required to be paid before transfer (required if enrolled for at least 6 weeks)**

**Class dues accumulate each year and are used during the junior year to defray costs of the Junior-Senior Prom. The senior class uses remaining funds at graduation to purchase a gift for the school in memory of the graduating class. Also, if a classmate has a death in their immediate family during any of their years at SNHS, flowers are purchased for the family using class funds. **All students****

are expected to pay dues.

## **POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)**

### **FIREBIRDS HAVE *PRIDE***

**P**roactive Thoughts

**R**espectful Actions

**I**ntegrity and Honesty

**D**iscipline and Self Discipline

**E**xcellence in Everything

### **PBIS EVENTS AND GUIDELINES**

#### **PBIS Celebrations**

- 1<sup>st</sup> Nine Weeks -
- 2<sup>nd</sup> Nine Weeks -
- 3<sup>rd</sup> Nine Weeks -
- 4<sup>th</sup> Nine Weeks -

#### **PBIS Criteria**

- All grades 70 or higher
- No office or tardy referrals
- No more than 1 CHOICES referral
- No more than 3 absences
- No more than 3 checkouts

### **ASSEMBLIES**

As with all school functions, assemblies are to be held in an orderly manner. Each program will be conducted in a dignified style and students are expected to **S.L.A.N.T.** (Sit up straight, Lean forward, Act interested, Nod occasionally, and Track the speaker). Anything less than your best behavior will be handled as a disciplinary matter.

Seating arrangements will be made by grade levels and class. Teachers will sit with their classes during our assemblies to model and monitor appropriate behavior. Students will sit with their assigned class while attending the assembly.

Students are not permitted to leave the bleachers for any reason during an assembly or pep rally without consent of the teacher.

## **JUNIOR MARSHALS**

Selection as a marshal is an honor earned by members of the Junior Class. The selection is determined by a student's academic standing in high school computed through the third nine weeks of the student's Junior Year. The fifteen students with the highest grade point average are designated as marshals to lead the senior processional and perform other honorary functions during commencement exercises. The student with the highest academic average is designated as the Chief Marshal. Should a tie exist for the fifteenth marshal, then both individuals will be chosen as marshals.

## **ACADEMIC HONOR SOCIETIES**

### **Beta Club**

Beta Club is an academic honor society, leadership and service organization. Students who have been enrolled at Southern Nash High School for three consecutive semesters and have achieved a 3.5 GPA are eligible for induction in the Beta Club during the fourth semester of attendance at Southern Nash High School.

### **National Technical Honor Society**

- Must be a senior
- Must have a minimum GPA of 88 (3.00)
- Must complete a CTE (Career Technical Education) pathway
- Must have completed or currently be enrolled in at least the 5<sup>th</sup> CTE course
- Average of 93 (3.63) in all CTE courses
- Complete Math III

## **GRADUATION CORDS INFORMATION**

**Certified Nursing Assistant Cord:** Must work 40 clinical hours in a long term health facility, pass state exam, written and performing.

**CTE Academy Cords:** Students have completed a career pathway in either Agriscience or Health Science Academy. Each year students are required to complete a minimum of 25 volunteer hours and remain in good academic standing in each CTE course.

**FFA Honor Cords:** Must have earned the State FFA Degree. The State degree is the highest award a state FFA association can bestow upon its members. It is awarded at the state convention. To earn the State degree, usually awarded in the third or fourth year of taking agriculture classes, members must have been active for 24 months in the FFA, earned and invested \$1,000 or worked 300 unpaid hours outside of class, serving as a leader in the local FFA chapter, participate in at least five FFA activities above the chapter level, and have earned the Chapter degree.

**Gold Academic Honor Cord:** Students are honor graduates if they have earned and maintained a cumulative grade point average of 3.25 for a period of seven semesters.

**NAHS (National Art Honor Society):** Students must complete all four levels of Art, making an A in each course and a combined 95 average with an overall GPA of 2.5 or higher. Membership in school NAHS is required along with character, service hours, and participation as outlined in club by-laws.

**NC Scholars Cord:** Students are required to take an extremely rigorous course of study as prescribed by the State of NC and maintain an unweighted grade point average of 3.5 for all 4 years of high school.

**ROTC Cord:** A senior who earns an "A" in all of their ROTC coursework during their senior year.

**Servsafe Certified Honor Cord:** Students in Foods II or Culinary Arts I can earn the light blue honor cord by passing the ServSafe Exam and becoming ServSafe Certified.

**Silver and Purple National Technical Honor Society Cord:** To qualify for induction into the National Technical Honor Society a student must have a minimum overall GPA of 3.0, complete a career pathway, have taken or currently be enrolled in at least a fifth CTE unit, have an average of 93 in all CTE courses, and must complete Algebra II or Technical Math II.

**Tri-M Honor Cords:** Seniors who participate in Tri-M during their senior year. Students must take at least 1 music class, have a B average in their music class, and have a C average in all other classes.

## **CLUBS AND ORGANIZATIONS**

School sponsored clubs and organizations are an important part of a student's curriculum. Clubs and organizations help develop leadership skills, community awareness, and personal growth for students. Opportunities are available to participate in local, state, and national meetings and competitions. Southern Nash High offers the following clubs for its students:

CLUB/ ORGANIZATION	SPONSOR	CLUB/ ORGANIZATION	SPONSOR
BETA	Griffin		
Unified Champions	Pitts	BSU	Avent Marshburn Jenkins
FCA	C. Kennedy/ Collie/Joyner	SCA	Niese/Gardner
FFA	Bartholomew/ Brake/ Ledbetter/ Mejia	Hispanic Student Union	Coronel
Key Club	Lynch	Tri-M	Ray
National Art Honor Society	K. Williams	GLOW	Adams

## **SCHOOL PICTURES**

Individual school pictures will be taken during the fall and spring of the school year. **Each student is required to have their picture taken even if they do not wish it to be in the yearbook or to purchase them.** Further details regarding school pictures will be announced prior to the scheduled activity.

## **FIELD TRIPS**

All students participating in a field trip must have a permission slip signed by either a parent or guardian. The permission slip will be distributed to the students by the teachers responsible for the trip and will be collected prior to the day of the field trip. No student may attend a field trip without a signed permission slip from the parent or guardian. The student is also responsible for getting all of his/her teachers to sign the permission form.

## **STUDENT CONDUCT AT SCHOOL FUNCTIONS**

Students are expected to conduct themselves appropriately during school functions. Disruptive, disrespectful behavior and violation of school rules will not be tolerated. Students exhibiting inappropriate behavior at school functions will be properly disciplined and may lose the privilege to attend extracurricular activities. **School rules apply at all school functions even when held off campus. This provision also applies to students who are attending school functions at other schools in the Nash County Public School System.**

### ❖ SLANT

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>➤ Sit up</li> <li>➤ Lean Forward</li> <li>➤ Act Interested</li> </ul> | <ul style="list-style-type: none"> <li>➤ Nod Occasionally</li> <li>➤ Track the Speaker</li> </ul> |
|--|---|

## **ELIGIBILITY FOR ATHLETIC PARTICIPATION**

Students in grades 9-12 are encouraged to participate in athletics at Southern Nash High School. The athletic teams will be expected to represent the school in a manner that will bring praise and positive recognition to the entire school community. The following general requirements are imposed on each athlete:

1. Each student must receive a physical examination by a certified physician before he/she will be eligible for practice.
2. Students must not turn 19 on or before August 31st of that school year.
3. Any student charged with a crime classified as a felony is NOT eligible until such charges are adjudicated.
4. Each student must meet promotion requirements to be eligible for fall semester.
5. Each student must establish an acceptable academic record. Athletic participation will be discontinued if a student does not meet promotion/eligibility requirements.
6. Each student must maintain acceptable conduct on the field/court and in the community. Deviance from this could result in expulsion from the team.
7. Parents must attend a pre-season meeting prior to each sports season to discuss expectations.
8. Students must pass 3 of the 4 subjects taken in the concentrated curriculum and must meet Nash County Public Schools promotion standards.
9. Students must have passed a physical exam within one calendar year of the end of the season of the sport in which they wish to participate.
10. Students must be enrolled in school within the first 15 days and in regular attendance for the present semester to be eligible for athletics.
11. Students must live with parents within the Southern Nash High School district. Exceptions are as follows:
  - a) Student placed by the courts in foster care or in a state accredited orphanage.
  - b) Student assigned to Southern Nash by the Nash-Rocky Mount Public School Board even though their parents live outside the district.
  - c) Student is a bona-fide foreign exchange student placed by an accredited agency.
  - d) Student has established residence for one year prior to participation. In each of the above cases, legal documentation must be presented bearing out the facts of the exception. Student may not be 19 years of age before August 31, 2024.
12. Students must not have entered the 9<sup>th</sup> grade before the fall of 2020.
13. Parents of athletes shall attend a sportsmanship meeting prior to the athletic season and sign a pledge along with student athletes and coaches to exhibit good sportsmanship.
14. For additional information, student-athletes should read and be familiar with the SNHS handbook for athletes, which explain the policies governing athletic participation.
15. Senior athletes must take 4 courses in the fall to ensure athletic eligibility in the spring.

<b>ATHLETIC DIRECTOR – Robbie Kennedy</b>			
<b>Sport</b>	<b>Coach</b>	<b>Sport</b>	<b>Coach</b>
<b>Football</b>	<b>Brian Batchelor</b>	<b>Baseball</b>	<b>Ricky Battle</b>
<b>Volleyball</b>	<b>Melanie Hicks</b>	<b>Boy’s Soccer (Fall)</b>	<b>Carlos Barron</b>
<b>Cheerleading</b>	<b>Tracey Bandell</b>	<b>Girl’s Soccer (Spring)</b>	<b>Robbie Kennedy</b>
<b>Cross Country</b>	<b>Eddie Coble</b>	<b>Swimming</b>	<b>Matthew May</b>
<b>Girl’s Golf</b>	<b>Scott Collie</b>	<b>Girl’s Tennis (Fall)</b>	<b>Brad Joyner</b>
<b>Boy’s Golf</b>	<b>Jesse Mercer</b>	<b>Boy’s Track</b>	<b>Sterling Leonard</b>
<b>Indoor Track</b>	<b>Sterling Leonard</b>	<b>Girl’s Track</b>	
<b>Girl’s Basketball</b>	<b>Tevin Boykin</b>	<b>Boy’s Tennis (Spring)</b>	<b>Brad Joyner</b>
<b>Boy’s Basketball</b>	<b>Robbie Kennedy</b>	<b>Wrestling</b>	<b>Eddie Coble</b>
<b>Softball</b>	<b>Scott Collie</b>	<b>Athletic Trainer</b>	<b>Crystal Kennedy</b>

The eligibility of the student-athlete is based on state guidelines from the North Carolina High School Athletic Association and local guidelines from NCPS.

### **ADMISSION TO ATHLETIC EVENTS**

**Admission to Football and Basketball athletic functions will be \$10.00 for students and adults. All other athletic functions will be \$8.00 for students and adults, All school rules still apply for students at athletic contests.**

We no longer accept cash for athletic events. Please purchase your tickets on gofan.co if you would like to attend.

### **GUIDANCE**

One of the guidance counselor’s roles is to provide support for students regarding the many high school situations students may face. These may include academics, future planning, and personal issues. Students may request an appointment with the counselor by contacting their teacher or the guidance counselor directly. The guidance counselor will schedule an appointment and call for the student at the appropriate time.

<b>Counselors</b>	<b>Alphabet Assignment</b>
<b>Mrs. Amanda Thompson</b>	<b>A – F</b>
<b>Mrs. Nekita Avent</b>	<b>G – O</b>
<b>Mrs. Amie Jones</b>	<b>P – Z</b>
<b>Mrs. Kim Whitley</b>	<b>Guidance Secretary</b>

### **NASH COUNTY PUBLIC SCHOOLS BOARD OF EDUCATION POLICIES**

The most current Nash-Rocky Mount Board of Education Policies can be found by utilizing the online access portal found at the following website:

[https://boardpolicyonline.com/?b=nash\\_county](https://boardpolicyonline.com/?b=nash_county)

## CLASSROOM RULES

Students should arrive to class on time with the proper materials and be prepared for the work at hand. Each teacher will establish a set of additional rules for their class. These rules will be posted or given to the students for reference.

Student misbehaves and teacher discipline plan is implemented. Classroom Discipline Plan includes:

1. Verbal Warning
2. Teacher Conference
3. Choices or Office Referral

## SCHOOL REGULATIONS

Violations of classroom rules may result in an office discipline referral. Students committing an infraction which results in an office referral will be disciplined according to the Southern Nash High School's "consequence chart" which is included, where an accumulation of eleven (11) referrals may result in long-term suspension.

## STUDENT BEHAVIOR POLICY (4300)

### Applicability

Students must comply with board and school behavior policies in the following circumstances:

1. While in any school building or on any school premises before, during, or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. **While waiting at the bus stop;**
4. During any school sponsored activity or extracurricular activity;
5. When subject to the authority of school personnel;
6. At any time or place when the student's behavior has a direct and immediate effect on maintaining order and discipline in the schools.

## PEER MEDIATION - DEAN OF STUDENTS

The SNHS Peer Mediation Program is designed to allow students to resolve their issues with a group of peers. This confidential program removes the stigma of administrative consequences as long as the involved students can come to a formal agreement. An administrator, counselor, teacher, or another peer may refer a student to this program. After a mediation session, a formal agreement is expected. If further issues arise from the same peer parties, administrative action may take place. Please consider the nature of the incident before referring a student to this program.

## ISS GUIDELINES

Students are referred to ISS (In School Suspension) by an administrator. When in ISS, students are required to complete character education assignments as well as academic assignments (class credits should be given) with a minimum of privileges. **Students in ISS will be asked to turn in their cell phones. Students will only be allowed to use cell phones during lunch. If a student in ISS is using their cell phone during a time other than lunch, he/she will be subject to a disciplinary referral.** Students in ISS DO NOT eat lunch in the cafeteria. Their lunch is picked up between lunch sessions and brought back to the ISS classroom. Tardiness will be recorded and referrals processed just as any other class. Students will be given a packet to complete. They are to follow ISS and PBIS rules and guidelines and disrespect in ISS will not be tolerated, failure to comply will result in an out of school suspension. ISS can be used as a learning opportunity for students.

## **OUT OF SCHOOL SUSPENSION**

- Students assigned to OSS will not be allowed to ride home via school transportation; they should be picked up at the school by a parent or guardian.
- Students can be issued 3-10 day suspension, and based on the incident, a long-term suspension or alternative placement recommendation may be requested.
- **Students serving an OSS are not allowed to return to the school premises for any reason. Anyone in violation of this occurrence can be charged with trespassing and a possible arrest.**

## **SNHS CONSEQUENCE CHART**

The first row of the consequence chart denotes the severity of the infraction and the consequence applied. Level one is interpreted as minor disruption and disrespect infractions, etc.; level two is interpreted as more serious infractions such as using profanity, theft, and damage to property, etc.; level three is interpreted as major violations such as fighting, bomb threats, use of a weapon, drugs or alcohol offenses, etc.

Discipline consequences will be based on the severity (level of offense) and the total number of times a student has been seen in the office. The administrators will make the final decision on the consequence based on these standards.

Please see [Discipline Matrix](#).

\*Students can only be assigned to Choices three times per semester. Upon the 4<sup>th</sup> Choices referral, all infractions will be written as an office referral.

\*A culmination of 11 total referrals (or fewer depending on the nature of the referrals) across the different levels will also be grounds for Long-Term Suspension.

\*The administration reserves the right to alter the behavior consequences depending on the individual situation.

\*Parents will receive an automated phone call stating that their child was seen in the office for a disciplinary matter on a daily basis; however, it is the student's responsibility to take a copy of the discipline referral home for parent review.

**Fighting – 10 days home and does not have to be a physical act – *ATTEMPTING TO INJURE OR INTENTIONALLY BEHAVING IN SUCH A WAY AS COULD REASONABLY CAUSE INJURY TO ANY OTHER PERSON, STUDENT, OR STAFF MEMBER***

***STUDENTS ARE PROHIBITED FROM DIRECTING TOWARD ANY OTHER PERSON ANY LANGUAGE, WHICH INCLUDES COMMENTS, WRITTEN MESSAGES, THAT THREATENS FORCE, VIOLENCE OR DISRUPTION OR ANY SIGN OR ACT THAT CONSTITUTES A THREAT OF FORCE, VIOLENCE OR DISRUPTION (different than middle school)***

## **BUS RULES AND REGULATIONS**

Bus routes and stops are planned and established by the Transportation Information Management System (TIMS) clerk in the Nash County Public Schools' Transportation Department. Safety, economy, efficiency, and allocation of resources are some of the considerations that must be evaluated in determining bus operation policies. Students will be assigned to a bus according to their address on school records. At no time and for no reason can a change of bus occur without approval from administration.

Students may not be assigned to ride a school bus if their home is outside the designated school no-transportation-zone. The assignment to a particular bus will be determined by the location of the student's permanent address as shown in the school's records. Students will be expected to ride the assigned bus each day

unless other arrangements are made with the bus coordinator. **Parents and students are reminded that riding a public school bus is a privilege.** If bus rules are not followed, students may be suspended from riding the bus or even removed from the bus for the remainder of the year.

The following rules have been established to ensure the safety of all students who ride the bus:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing the front, until you come to your stop.
4. Do not exit the bus until the bus has reached your destination.
5. Talk quietly and make no unnecessary noise.
6. Do not talk to the driver unless it is necessary.
7. Keep head and arms inside the bus.
8. Do not carry or consume food or drink. Students that bring their lunch in a closed container may carry it on the bus.
9. Do not litter inside of the bus or throw anything out the window.
10. Be quiet when the bus is crossing railroad tracks.

**All school rules are in effect and must be followed while students are on the bus.**

**Bus discipline will be handled according to Nash Rocky Mount Public Schools Discipline Policy.**

**Students can only ride a bus if they have been assigned to that bus' route. They may only board and exit a bus at the stop which they have been approved. Any change in bus assignment or stop location must be made at the central office level. Generally, any bus route changes take more than 24 hours and need to be submitted several days in advance. All bus questions and requests will be handled by Mrs. Reynolds and Mr. Maynard.**

If an emergency should cause you to make a change in your child's transportation, you must contact the office so the classroom teacher can be informed.

**Parents are also reminded that it is a chargeable offense to board a school bus. If you have issues with a driver or students, you are to contact Ms. Horton, the bus coordinator.**

## 2024 - 2025 SNHS STUDENT DRESS CODE

- Students must wear clothing including a shirt, pants or skirt (or the equivalent), and shoes.
- Clothing should not be see-through and may not reveal private areas, midriffs, or undergarments.
- Tank top straps must be at least three fingers wide (measured by the wearer prior to coming to campus).
- Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, agriculture classes, and other activities where unique hazards exist.
- Clothing may not:
  - depict profanity
  - depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances
  - depict pornography, nudity, or sexual acts
  - depict hate speech and imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups, and must not threaten the health and safety of any student or staff.
  - potentially threaten the health and safety of any student or staff; **this includes spiked jewelry and garments.**
- No hats should be visible inside the building.
- No bodysuits.
- **In the case of other headwear, it may not cover the entire head and all facial features should be visible** from all angles, unless dictated by medical needs or religious beliefs.
  - Please contact student support (Administration/Counselors) for any medical or religious concerns.
- No sleepwear, including bedroom slippers or blankets, will be worn or allowed in the building.
- Headphones are allowed in the hallways as long as you can hear your surrounding environment. (NO speakers)

## **PE/Aerobics/ROTC RULES and PROCEDURES**

The following procedures apply to all physical education and ROTC classes. Each student will need permission from a doctor in order to be excused from participating in physical education. Students are required to dress out for participation. P.E. clothes should not be worn to class or on the bus.

### **Dressing out**

1. All students at SNHS must dress out for PE/Aerobics/ROTC class.
2. Appropriate clothing includes shorts, jogging pants or wind suit pants and tennis shoes.
3. Deodorant, clean socks, and small towels are also suggested.

### **Valuables**

1. **Never leave any items of value in the dressing rooms.**
2. **Give any item(s) of value to your instructor at the beginning of class. It is your responsibility to ask for them back when class is over.**

### **Grading**

1. Each student starts PE with a 100.
2. Students lose points by not dressing out and not participating.
3. Not dressing out – 1<sup>st</sup> offense – 6 points deducted
4. Not dressing out – 2<sup>nd</sup> offense – 12 points deducted
5. Not dressing out – 3<sup>rd</sup> offense – 18 points deducted & office referral

### **Procedures**

1. Do not leave the gym without permission from the instructor.
2. Do not touch equipment unless instructed to do so by the instructor.
3. Candy and gum is forbidden in the gym during PE.

### **Discipline in PE/ROTC**

1. Failure to dress out 3 times in a nine weeks period will result in an office referral (**1st= warning, 2nd= parent contact, 3rd= referral**)
2. All other SNHS discipline guidelines in the student handbook will be followed in class.

### **Miscellaneous**

PE is a class where all students can get out of the regular classroom setting and enjoy physical fitness. Like all other classes, PE, Aerobics, Weightlifting will be what you make of it, so give 100% and let's make it a success!

# ASSORTED STUDENT POLICIES/PROCEDURES (A TO Z)

## ACCIDENTS AT SCHOOL

It is absolutely mandatory that any and all students injured going to and from school, in a school activity or at any time during the school day report such injury **IMMEDIATELY** to bus drivers, teachers, administrators or coaches (report injury to person supervising you at the time of the injury). When you report such an injury to any of the above persons, they will in turn be responsible for filling out an injury report. In the event of an injury on school property, the individual's insurance is responsible. Individual student school insurance is available at the beginning of the school year for a reasonable rate from an outside source.

## ATTENDANCE

**A student must not be absent 10% of the total number of days that such student has been enrolled at such school during such school year for a semester. You must be present in a class  $\frac{2}{3}$  of the class period in order to be counted present.** A written statement from the parent or guardian must be sent with the student upon his/her return to class. The absence may then be excused and the student permitted to make up all graded work. Without a valid excuse, his/her absence shall be considered unexcused.

Students are expected to make up any work missed due to absence from a class. Regardless of whether the absence is excused or unexcused, all make-up work must be completed within 5 school days of the absence. It is the student's responsibility to get all assignments that were missed due to an absence.

Parents should expect an Attendance Letter to be mailed after the student's 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> unexcused absence. It is the parent's responsibility to keep the school abreast of any issues that could possibly lead to excessive absenteeism. Upon the 6<sup>th</sup> unexcused absence, guidance counselors will conference with the student concerning their absenteeism and court proceedings may be put in place. Upon receipt of these letters, parents should contact Jackie Liles in the front office to clear these issues up.

## BATHROOM PASSES

Students have ample time to use the restroom before 7:20, within the five-minute class change between classes, during lunch, and at the end of the day. Other than these times students will be allowed **5 restroom passes per class per nine weeks**. Additional bathroom requests will require the student to provide documentation from a physician. Student passes are to be used for everything from restroom breaks to water breaks. If the student is not being sent to the front offices or a prior arrangement has been established, then a pass should be used.

**Finally, students should only be allowed to go to the restroom during the middle of the class period:**

- **After the tardy bell rings, no one should be in the hallways and restrooms during the first and last 15 minutes of class.**

**NOTE: There are to be no bathroom passes during homeroom.**

Beginning in spring semester 2020, students will be allowed 5 bathroom passes in 3<sup>rd</sup> period. Students will not be permitted to go to the bathroom during lunch transition times.

## CONFISCATED ITEMS

**All confiscated items need to be picked up by June 12, 2025. All items, including cell phones, will be donated to the Goodwill on June 16, 2025.**

## CRIME STOPPERS

Crime-Stoppers is a program that aids in the reduction and prevention of crime on school property. It offers anonymity & **cash rewards** to students who furnish information about acts of violence on the school's campus and to students who furnish information that prevents crimes from occurring, such as threats of violence and intimidation. The anonymity offered by Crime Stoppers overcomes the fear students have of coming forward with information. **We want your information, not your name. Speak to an administrator or Dept. Sherrod.**

## **DELIVERIES FOR STUDENTS**

Delivering flowers, balloons, take-out food, etc. to the students at school may present problems for the school and for the students and is therefore prohibited. Nothing of this sort can be transported on the bus. Naturally, deliveries pertaining to the school are accepted, including forgotten homework, money, athletic gear, etc. All persons with deliveries must report to the front office, sign in, and wait in the front office waiting area. Persons cannot be hand delivered beyond the front office.

## **HALL PASSES**

Whenever a student must leave a class, for any reason, the student must be in possession of a hall pass. This pass is a note, written by the teacher, indicating the student's name, time, date, and destination. Hall passes may be used only once. Students found without hall passes, or with a pass not their own, will be subject to disciplinary action.

## **HALLWAY PROCEDURES**

Students are to walk quietly in the halls and not gather, socialize, or cause a disturbance. During class change time students are to report immediately to their next class and not loiter.

## **LITTER**

All students should take pride in the physical appearance of SNHS and accept responsibility to do one's part in maintaining the school's cleanliness. It is essential that students dispose of all trash in the proper receptacle. **All food and drink purchased from the cafeteria should be consumed in the cafeteria.** Students, who use the bus parking lot or the student parking lots, should make every effort to maintain the cleanliness of these areas by properly disposing of all trash, bottles and other discarded items in trash containers located in these areas. Students guilty of littering may be subject to disciplinary action. Only bottles with lids will be allowed in classes and hallways.

## **LOCKS AND LOCKERS**

A student will only be issued a locker upon request. Students will be allowed to request a locker of his/her choice. To request a locker see the locker coordinator, Mr. Meiring, in the cafeteria during lunch. Lockers will only be assigned during lunch for the first 5 days of school.

Damaged lockers should be reported to the locker coordinator so that repairs can be made. Lost or damaged locks will require a fee of \$5.00 per lock. Under no circumstances are students allowed to use locks other than the one supplied by the school for their locker. Any non-school issued lock found on lockers will be removed, usually by cutting the lock off the locker, thus destroying the lock. If a student is using a locker without it being secured with a lock, the student may lose his/her locker. Students should understand that lockers are subject to be searched at any time to protect the safety and welfare of the school. All students will be held responsible for the contents of their assigned locker.

## **LOST AND FOUND**

Students finding lost items should take them to the office where they can be claimed and retrieved by the rightful owners. While the school will do all that it can to find lost or stolen items, it is not the school's responsibility to investigate such items. Students who have lost an item should report it to the teacher they are with when they discover the item is missing. Students may check the school's office for lost items, where they may claim their property by identifying the item.

## **SCHOOL PROPERTY**

Any student who willfully defaces school property, including writing / marking on walls, desks, media, or text material, will be subject to disciplinary actions as well as restitution for damages incurred. It is each student's responsibility to serve as good stewards of the facilities and materials provided for them for their education.

## **SELLING OF MERCHANDISE**

No student or individual shall solicit or attempt to sell to any teacher or pupil of any school of the Nash-Rocky Mount Public School Administrative Unit, on the school grounds or during the school day, without having first secured the written permission and consent of the principal.

## **TRANSCRIPT REQUEST**

Please click [here](#) to find more information on how to request a transcript.

## **UNAUTHORIZED ARTICLES**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring electronic equipment, laser pointers, or unusual items to school unless they are intended for a specific purpose in the classroom. If a student is found to have such an item on the school campus, it will be confiscated and held until a parent or guardian comes to the school to pick up the item.

# TECHNOLOGY AND PHONES

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## INTERNET POLICY

Internet access will be used in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives, in compliance with the student behavior guidelines, and adhere to the staff professional standards of the Nash-Rocky Mount Public Schools. Transmission of material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following (a) violating copyright laws, (b) forwarding personal communications without the author's prior consent, (c) viewing or using material or language that is threatening or obscene, (d) distributing material protected by trade secret, (e) utilizing the Internet for commercial purposes, and/or (f) providing political or campaign information. When students' online behavior during non-instructional school hours has a direct effect on school safety and maintaining order and discipline in the schools, students may be subject to disciplinary action. Violation of the Internet Policy shall result in discontinued use of Internet and/or disciplinary action. Please refer to the end of the handbook section for the Internet permission form.

## TECHNOLOGY RULES

- You are **Responsible** for bringing a charged laptop to class daily.
- Laptops are used for Educational Purposes only!
- Laptops will be closed during Teacher Instruction/Lecture.
- **Stay On Task** and **Do Not** share work or copy and paste unless directed.
- Laptops will be used to complete assignments/activities.
- Do **NOT** engage in social communication or entertainment (web surfing, instant messaging, chatting, viewing/streaming video, music playing, game playing, or recording) during class unless it is part of the lesson.
- You are held **Accountable** for postings on social media sites.

**Consequences: Warnings/Disciplinary Referral**

## ELECTRONIC DEVICES

Radios, CD players, MP3 players, iPods, cameras, or video games should not be brought to school. The school will provide those items needed for classroom instruction. Failure to surrender such items will result in a discipline referral. SNHS will permit the cafeteria to be a free texting zone during Breakfast and Lunch times only. All electronic equipment should be put away BEFORE exiting the cafeteria. **Administration will not investigate these items if stolen.**

## TELEPHONE USE

The telephones in the school are for school business only. Students will not be allowed to use the telephone in the classrooms or office. Students will not be called from class to use the telephone. Messages will be taken for students, and those messages will be delivered at an appropriate time. It is the responsibility of the student to arrange transportation for after school activities prior to the day of the function. Classroom telephones will not be used to notify parents of these functions. Students will not be called to the office during the day to make or receive phone calls. Students are to make their personal calls during lunch when they have access to phones.

## CELL PHONES

The Nash County Public Schools Policy regarding electronic equipment is as follows:  
(Policy 4318) **The Nash-Rocky Mount Schools recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed**

by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

**Cell phones may be used:**

- On or off campus before or after school.
- When a state of emergency has been declared (verbally or in writing) by the school principal or designee.
- Before school in the cafeteria, main gym, and new building and during lunch in the cafeteria.

**Cell phones may not be used during:**

- Instructional classroom time, including assemblies, pep rallies and any other activity, which takes place during the regularly scheduled classroom periods unless given permission by his or her teacher.
- On field trips or excursions, which are conducted during the normal school day unless given permission by his or her teacher.

Because of the threat to privacy and the integrity of the educational program, the use of the camera function of a cell phone is strictly prohibited on school premises or at school functions. Violations will result in a discipline referral.

Students who violate this policy shall be subject to the established disciplinary measures, in accordance with the Student Code of Conduct.

- Students who make or receive phone calls on their cell phone in the classroom or other unauthorized areas are to receive an office referral. (Includes: Facetime, Video Chat, etc.)
- Students whose cell phones ring or sound during the instructional day will receive a discipline referral for classroom disruption.
- Smart technologies are included in these policies.

**Administration will not investigate any stolen phones or other electronic equipment. These issues will be turned over to the School Resource Officer.**

With the implementation of the new common core standards we have new testing regulations. Students & staff are not allowed to have any electronic devices or phones in the room while testing is occurring. Therefore, please do not bring your phone in the building on exam days. If you have a phone during the exam your test will be marked as a misadministration, you will have to retake the exam, and you will receive a discipline referral.

- **New cell phone initiative: All students are required to put their phones away in the cell phone pouch attached to each desk. If the student takes his or her phone out without permission from the teacher, he or she will immediately report to CHOICES and the discipline matrix will be followed.**

## **Policy Code: 6125 Administering Medicines to Students**

The board recognizes that students may need to take **medication** during school hours. School personnel may administer **medication** prescribed by a health care practitioner upon the written request of a student's parent. In limited circumstances, a student may be authorized to self-administer **medications**. To minimize disruptions to the school day, students should take **medications** at home rather than at school whenever feasible. School officials may deny a request to administer any **medication** that could be taken at home or when, in the opinion of the superintendent or designee in consultation with school nursing personnel, other treatment options exist and the administration of the **medication** by school personnel would pose a substantial risk of harm to the student or others.

For purposes of this policy, all references to "parent" include parents, legal guardians, and legal custodians. In addition, for purposes of this policy, the term "health care practitioner" is limited to licensed medical professionals who are legally authorized to prescribe **medications** under North Carolina law, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, and nurse practitioners.

Unless otherwise indicated, the terms "**medication**" and "medicine" include any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of any disease. The term includes all prescription **medications** and all such substances available over-the-counter without a prescription, such as drugs, herbs, alternative medicines, and supplements (hereinafter "over-the-counter drugs"). The administration of any prescription or over-the-counter drug to students by school employees is prohibited except when performed in accordance with Section A.

The self-administration of any prescription or over-the-counter drug by students at school is prohibited and constitutes a violation of policy [4325](#), Drugs and Alcohol, except in the limited circumstances described in Section C.

The administration, including by parents, school employees, or self-administration, of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at school is prohibited unless (1) authorized by and administered by a caregiver in accordance with [G.S. 90-94.1](#) and [G.S. 90-113.101](#) for the treatment of intractable epilepsy, or (2) the CBD or THC product is available by prescription

only and has been approved by the U.S. Food & Drug Administration (FDA); and all requirements of this policy are met.

## A. Medication Administration by School Employees

### 1. Conditions for Administering Medication

Authorized school employees may administer medication to students when all of the following conditions are met. These conditions apply to all medications, including those available over-the-counter without a prescription.

- a. Parental Consent: The student's parent must make a signed, written request that authorizes school personnel to administer the medication to the student.
- b. Medication Authorization/Order: A health care practitioner must prescribe the medication for use by the student and complete a Nash-Rocky Mount Schools Supervised Medication Authorization Form in which the health care practitioner provides explicit written instructions for administering the medication. Instructions must include the name of medication, medication dosage, time of administration at school, route of administration and reason for the drug or medication to be given.
- c. Certification of Necessity: The student's health care practitioner must certify that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in school.
- d. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with the child's name, the name of the medication, the exact dose to be given, the time/frequency the medication is to be given, the route of administration, the number of doses in the container, and the expiration date of the medication. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name. The directions must be

consistent with the information contained in the Nash-Rocky Mount School Supervised Medication Authorization Form.

- e. Proper Administration: The employee must administer the medication pursuant to the health care practitioner's written instructions provided to the school by the student's parent and in accordance with professional standards. The parent will sign the Nash-Rocky Mount Schools Medication Administration Form to indicate permission to administer the medication as set forth on the form.

The board of education and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

## 2. Procedures for Administering Medications

A copy of this policy must be made available to all students and parents each school year.

The superintendent or designee shall ensure that the guidelines listed below are used when administering medicine to students.

- a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medication.
- b. Administering medication to students must be consistent with recommendations of the School Health Unit of the Children & Youth Branch of the N.C. Division of Public Health, as described in the *North Carolina School Health Program Manual*.
- c. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

- d. Except as permitted by this policy, no student may possess, use, sell, deliver, or manufacture any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol, nor be under the influence of any drug in violation of that policy.
- e. The board generally encourages school personnel to administer medication from a centralized location. However, in all instances, whether administered from a centralized location or multiple locations, any medications kept at school for a student must be kept in a locked and secure place. An exception to the requirement for locked storage may be made for emergency medications that must be immediately accessible. Access to controlled substances should be limited to the school nurse, school staff person authorized to administer medication, and the principal or designee.
- f. All school personnel who will be administering medications must receive appropriate training.
- g. Only medications clearly prescribed for the student may be administered by school personnel. At the time a parent brings a medication to school for administration, if school personnel have concerns regarding the appropriateness of the medication or dosage for a student, a confirmation should be obtained from the student's health care practitioner or another health care practitioner prior to administering the medication or allowing a student to self-administer the medication.
- h. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medication to his or her child at any time while the child is on school property, unless otherwise prohibited by this policy.
- i. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

## **B. Emergency Medication**

Students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies, must have an emergency health care plan developed for them and updated each school year to address emergency administration of medication. Students must meet the requirements of subsection A.1, above, including providing authorization and instructions from the health care practitioner and written consent of the parent, in order for emergency medication to be administered by school personnel while the student is at school, at a school sponsored activity, and/or while in transit to or from school or a school-sponsored event.

## **C. Student Self-Administering Medications**

The board recognizes that students with certain health conditions like diabetes or asthma, or an allergy that could result in an anaphylactic reaction, may need to possess and self-administer medication on school property in accordance with their individualized health care plan or emergency health care plan.

Students are prohibited from self-administering medication at school unless (1) the medicine has been prescribed for the treatment of diabetes, cystic fibrosis, asthma, or anaphylactic reactions, including insulin or a source of glucose, pancreatic enzyme replacement medication, a prescribed asthma inhaler, or a prescribed epinephrine auto-injector; (2) the medicine is administered in accordance with the student's individualized health care plan or emergency health care plan; and (3) the requirements of this section are met. This policy applies to the possession and self-administration of such medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events. Students may not self-administer any medications that are classified as controlled substances including stimulant medications and narcotics.

### **1. Authorization to Self-Administer Medication**

Before a student will be allowed to self-administer **medication** pursuant to this section, the student's parent must provide to the principal or designee all of the documents listed below:

a. written authorization from the student's parent for the student to possess and self-administer the **medication**;

b. a written statement from the student's health care practitioner verifying that:

1) the student has diabetes, cystic fibrosis, asthma, or an allergy that could result in anaphylactic reaction;

2) the health care practitioner prescribed the **medication** for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and

3) the student understands, has been instructed in self-administration of the **medication**, has demonstrated the skill level necessary to use the **medication** and any accompanying device, and has been determined to be competent for self-administration;

c. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's diabetes, asthma, or anaphylaxis episodes and for **medication** use by the student;

d. a statement provided by the school system and signed by the student's parent acknowledging that the board of education and its employees and agents are not liable for injury arising from the student's possession and self-administration of the **medication**; and

e. any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer **medication** at school, the student also must demonstrate to the school nurse, or the nurse's designee, (1) the skill level necessary to

use the **medication** and any device necessary for its administration; and (2) sufficient knowledge and maturity to be independent in the management of the **medication** with no oversight from school staff.

The student's parent must provide to the school backup **medication** that school personnel are to keep in a location to which the student has immediate access in the event the student does not have the required **medication**.

All information provided to the school by the student's parent must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer **medication** will be effective only for the same school year for 365 calendar days. Such permission must be renewed each school year.

## 2. Responsibilities of the Student

A student who is authorized in accordance with this policy to carry **medication** for self-administration must carry the **medication** in the original labeled container with the student's name on the label.

## 3. Consequences for Improper Use

A student who uses his or her **medication** in a manner other than as prescribed or who permits another person to use the **medication** may be subject to disciplinary action pursuant to the school disciplinary policy. However, school officials shall not impose disciplinary action on the student that limits or restricts the student's immediate access to the diabetes, asthma, or anaphylactic **medication**.

The board does not assume any responsibility for the administration of **medication** to a student by the student, the student's parent, or any other person who is not authorized by this policy to administer **medications** to students.

Legal References: Americans with Disabilities Act, [42 U.S.C. 12134](#), [28 C.F.R. pt. 35](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); Individuals with Disabilities Education Act, [20](#)

[U.S.C. 1400 et seq.](#), [34 C.F.R. pt. 300](#); Rehabilitation Act of 1973, [29 U.S.C. 705\(20\)](#), [794](#), [34 C.F.R. pt. 104](#); [G.S. 90-94.1](#), [-113.101](#); [115C-36](#), [-307\(c\)](#), [-375.1](#), [-375.2](#), [-375.2A](#), [-375.3](#); *Policies Governing Services for Children with Disabilities*, State Board of Education Policy [EXCP-000](#)

Cross References: Parental Involvement (policy [1310/4002](#)), Drugs and Alcohol (policy [4325](#)),  
Emergency Epinephrine Auto-Injector Devices (policy [5024/6127/7266](#))

Other Resources: *North Carolina School Health Program Manual* (N.C. Dept. of Health and Human Services, Div. of Public Health, School Health Unit, 2020), available at <https://publichealth.nc.gov/wch/cy/schoolnurses/manual.htm>

Adopted: October 5, 2009

Revised: September 7, 2017 (Legal references only); May 7, 2018; April 1, 2019; May 4, 2020;  
September 9, 2021; October 3, 2022

**Nash County Public Schools**

## **CAFETERIA PROCEDURES - Where students can eat**

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. **When there is a delayed school schedule, breakfast will not be served.**

The following rules are to be observed in the cafeteria:

- Walk to and from the cafeteria.
- Put trash in proper containers.
- Keep the floor and tables tidy.
- Students are not to "cut in line".
- Do not sit on tables.
- Talk and laugh quietly.
- Stay seated throughout the lunch period
- Students are not to use the restroom and then loiter in the hall
- Only the student to whom that number has been issued can use free or reduced lunch numbers.
- Use of cell phones is permitted in the cafeteria during Breakfast and Lunch times only.
- Students can only charge a full meal.

**Breakfast:** Breakfast will be served from 6:50 A.M. to 7:20 A.M. Students who wish to eat breakfast should report to the cafeteria upon arriving to school. Students should talk quietly and remain seated until they have finished eating. When finished, students should clean up the table around them and discard all breakfast materials in the trash cans.

**Lunch:** Students should enter and exit the lunchroom in an orderly fashion. When dismissed, students need to clean the table around where they were seated and put all trash in the trash cans.

All food and drink purchased from the cafeteria should be consumed in the cafeteria (This includes cookies and brownies). During the breakfast/lunch period students are to remain in the cafeteria unless they receive permission.

**Child Nutrition:** A breakfast program is provided for SNHS students each morning beginning at 6:55 A.M. Lunch is served daily with additional a la carte items. There will be NO charge for **lunches for the 2024-2025 school year.**

**If students want additional items outside of the traditional breakfast and lunch that will be provided, they are responsible for paying for these particular items.**

## **DRIVER EDUCATION**

Nash County Public Schools has a contract with Jordan's Driving School to provide driver education. **Due to new state legislation, there is now a \$45 charge for each student taking driver's education that can be paid through the district website in the student section under driver's license information. Staff CANNOT receipt or receive the money designated for Driver's Education. Please refer to Mr. Cone if questions about payment continue.** Students must be at least 14 ½ years old and enrolled in a public, private or homeschool in this school district. The driver education course consists of 30 classroom hours and six hours behind the wheel. This class is taught immediately after the regular school day for two to three hours as scheduled. Students enrolled in Driver's Education class should have rides home available immediately upon the conclusion of the class. Additional classes will be offered during the summer. School rules apply to all after

school or summer activities. The behind-the-wheel instruction is scheduled individually between the hours of 3 p.m. and 9 p.m. Monday through Saturday. Upon successful completion of classroom and behind-the-wheel instruction, the student will receive a driver education certificate. This certificate entitles him/her to take the test for a learner's permit at age 15. This permit entitles the student to drive with his/her parents for one year, at which time he/she may take the test for a driver's license. Students must also obtain a Driver's Eligibility Certificate from the school office. Once the Eligibility Certificate is issued from the office, the student must report to DMV within 30 days. There will be a \$2.00 charge for each additional certificate issued. The revocation of a student's driving permit or license will result if a student is unable to maintain adequate academic progress or drops out of school. In addition, a student's permit or license will be suspended for one year if the student is suspended or expelled from school for more than 10 consecutive days for the following reasons: possession or sale of an alcoholic beverage or an illegal controlled substance, possession or use on school property of a weapon or firearm which resulted in disciplinary action under G.S. 115C-391(dl), or physical assault on a teacher or other school personnel on school property. Students who improve their grades and earn their driving privileges back will receive a letter with directions on how to receive a new driving eligibility certificate. Students must take the new DEC, ID, and \$35.00 to DMV to apply for reinstatement.

### **DRIVER'S LICENSE**

Students who fail to earn 3 out of 4 credits per semester will have their driver's license revoked by NCDMV.

## **STUDENT PARKING**

### **MOTOR VEHICLES**

Students, who desire to park on campus, must register their motor vehicles and pay a parking fee of \$75. **Students who hold a learner's permit are not allowed to park on campus. They must have a state issued operator's license.** Once approved and assigned a parking space, the student may park on campus. **Students must register vehicles, hold a valid operator's license, display a valid Southern Nash High School parking permit, and park in a designated parking space.** All newly licensed drivers during the school year must submit a completed Parking Permit Registration Form and be assigned a parking space before the student parks on the school campus.

The privilege of driving motor vehicles on school property may be denied if the vehicle is operated in an unsafe manner. The 1<sup>st</sup> offense may lead to temporary loss of driving privileges for a minimum of ten days. Parking privileges will be revoked for 20 days on the 2<sup>nd</sup> offense. Parking privileges will be revoked for the remainder of the year for the 3<sup>rd</sup> offense. Any student who transports an unauthorized student off campus will be subject to the loss of their driving privileges. **(The driver of the motor vehicle is responsible for knowing if the passenger, whom he/she transports off campus, is legally checked out and has authorization to leave campus with the driver.)** Students, who park on campus while their parking privileges are suspended, will be subject to out of school suspension.

Chronic tardiness and/or absences greatly affect students' abilities to perform well in school. Excessive tardies or absences may result in suspension of your student parking pass. The length of the suspension will be determined by an administrator, but please note that it may be for the remainder of the semester or school year.

The interior of a student's motor vehicle parked on the school premises may be searched if a school official has reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating a law or school rule. Storage of illegal substances, drug paraphernalia, or weapons in student vehicles is prohibited. **Furthermore, flags and other distracting or offensive car accessories are prohibited as well.** The vehicles of habitual violators will be towed at the owner's expense.

*Parking spaces are non-transferable.  
Parking fees will not be refunded.*

## **PARKING LOT REGULATIONS**

- The parking lot speed limit is 10 MPH.
- Students are required to park in their assigned **marked/numbered spaces only. Parking tags and spaces are non-transferable.**
- Students may not return to their cars or drive them during the school day unless they have administrative approval.
- **When students arrive on campus, they must leave their vehicles and enter the building immediately.**
- Loitering is not allowed in the parking area from arrival until school closes.
- Students are not allowed to park in the Spring Hope lot. Athletes and band students may move their vehicle to the Spring Hope lot AFTER all buses leave campus. Please refrain from parking in spaces designated for buses.

Violation of these regulations or any driving considered unsafe will result in suspension of driving privileges on school grounds. Parking privileges will be revoked for violation of applicable school policies for 10 school days on the 1<sup>st</sup> revocation, for 20 school days on the 2<sup>nd</sup> revocation and for the remainder of the school year on the 3<sup>rd</sup> revocation.

Driving to school is a **PRIVILEGE** that may be suspended or revoked with cause at any time. If your privileges are suspended, revoked, or you withdraw from SNHS no refund of parking fees will occur or should be expected. Return of parking passes will occur when requested by a school official.

## **NON-REPORTING STUDENTS**

The eligibility criteria for getting a non-reporting class have changed for the district school year. In order to apply to have a non-reporting class for your senior year:

- You must have completed all credit recovery courses
- You must not have an FF on your transcript (failing a class due to attendance)
- You must not have any level 3 discipline offenses on your record (5-10 day suspension)
- You must have 24 credits going into your senior year
- Any student with previous attendance issues will not be eligible
- You must turn in non-reporting application by the October deadline
- **All non-reporting students are required to attend homeroom once a week.**

Upon approval, students will be eligible for 1 non-reporting class during the 2nd semester only.

Students who have non reporting classes are to arrive no earlier than 10 minutes before their classes begin. If non reporting students arrive earlier they are to enter through the front door and wait in the media center until their class begins. Non reporting students are not to loiter in the parking lot or sit in their cars. Also, non-reporting students are to leave campus immediately after their school day is complete. Any student who transports an unauthorized student off campus will be subject to the loss of their driving privileges.

## **PROM TBD**

The Junior-Senior Prom will be held TBD. ***Any student and/or guest arriving after 9:30 will not be permitted inside.***

### **Dates, Deadlines, and Policies:**

- **All Fees (Class, media, cafeteria, etc.) must be resolved before you can purchase your tickets and attend prom.**
- **Students receive sign up paperwork and guest forms during lunches.**
- **Prom tickets must be purchased for each person including SNHS student**
  - **All ticket purchases are NON-REFUNDABLE**
    - **Dates available will be forthcoming.**
  
- **Sign up Info:** All juniors and seniors must sign up and complete proper paperwork in order to receive an invitation, which is their actual ticket in the door.
- **Underclassmen Guests:** Underclassmen are not eligible to attend unless they are invited by a junior or senior. It is the responsibility of the junior or senior inviting the underclassman to take care of all involved with the sign-up process. A parent signature will be required in order for underclassmen to attend.
- **NON-SNHS GUESTS:** NON-SNHS guests must complete a guest information/reference form. Guest forms must be mailed or faxed to SNHS by the person completing the reference (ex. Employer, principal, college advisor or registrar, etc.).
- **Guest Info:** Administration and the prom committee **must** approve all underclassman guests and NON-SNHS guests. No middle school guests and no guests over the age of 20. All NON-SNHS guests **must** present a valid photo ID in order to enter the prom.
- **The prom committee reserves the power to decline a guest from attending based on each individual background/reference check. If no reference form is received, it will be considered a negative reference. There will be no negotiations over references. Any student suspended at the time of the prom will not be allowed to attend the prom.**
- **If the guest causes a disruption at the prom, the SNHS student may be subject to administrative consequences as well as legal/criminal consequences for their guest.**
- **In the event the SNHS junior or senior is unable to attend the prom, their underclassman guest and/or NON-SNHS guest also cannot attend.**
- **Guest changes have to be approved by the administration and prom committee and are subject to additional costs.**

***Time and funds are needed to organize the Junior-Senior Prom. It is for this reason there is a need to set deadlines and penalties. With proper planning, no one will need to pay more than the initial sum due.***

## **EMERGENCY INFORMATION**

A locator and emergency medical information card will be maintained on each student enrolled at Southern Nash High School. Parents will be asked to assist the school in supplying the necessary information. It is very important for emergency and administrative reasons, that every student maintains an up-to-date address record. It is the parent's responsibility to notify the office immediately if you have a change of address or phone number during the school year.

The following information needs to be provided on the medical information card and must be kept up-to-date:

1. Parents' / guardians' names.
2. Complete address.
3. Home phone and parents' / guardians' work phones.
4. Three (3) different emergency phone numbers of friends and/or relatives. These people will also have permission to sign the student out from school.
5. Physician's name and phone number.
6. Student's health history.

If a student becomes ill while attending school, parents will be notified. If a student becomes injured while attending school, he/she will be given first aid if it is needed. If the injury needs medical attention, the student's parents will be notified.

Under no circumstances will personnel give aspirin, any over-the-counter or prescription medication to students without written authorization. The main office may administer medication after a "Request for Medicine to be given during School Hours" form has been completed by the parents, physician, and pharmacist. Forms may be requested in the office. Students with a completed form will be responsible for coming to the main office to take the medication.

## **CAMPUS EVACUATION**

In case of an emergency in which the campus would need to be evacuated, all students will be transferred by bus to our relocation site, where they will be released to their parents, with proper identification. Parents will be notified of evacuation through Connect Ed.

## **FIRE/TORNADO DRILLS**

Periodic fire and tornado drills are required by law and are important safety precautions. When the signal sounds, it is important to obey directions given by the teacher. A predetermined route will be followed in both types of drills. Evacuation routes are posted in each classroom. Failure to comply with directions will result in disciplinary action. Reminder: Anyone tampering with fire extinguishers or fire alarms is in violation of the law.

## **LOCKDOWN DRILLS**

SNHS is required to have three lockdown drills each year. These drills will be unannounced to the students. When the signal sounds, it is important to follow the direction of any staff member at SNHS. The staff of SNHS number one priority is keeping students safe. Your cooperation is greatly appreciated during any type of drill.

## **PARENT INFORMATION**

## VISITORS

All visitors should report directly to the office. Parents are always welcome to visit the school and are encouraged to do so. However, all visitors must check in with the office and be signed in with the Ident-a Kid system and keep their tag visible at all times when they are in the building. Individuals who are not authorized to be on campus are loitering and may be charged by the School Resource Officer for trespassing.

**Visitors:** SNHS's parents/guardians that are listed in PowerSchool or have prior approval from the principal are welcome to visit the school and their child's classroom at any time. However, all visitors must report to the main office before visiting the classroom. Students will not be permitted to bring other children to school as visitors. Please read the following very carefully.

ALL VISITORS are to check in at the main office to receive a visitor's pass. This includes those who join us for lunch. Only staff members will be allowed on campus without displaying a pass. If anyone is seen on campus without a pass, he/she will be asked to go to the office to get one.

### Parent/Guardian Classroom Visits

**Who May Visit:** The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers.

**Who May Be Observed:** The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented. At no time should a parent's motive for or focus of a classroom visit be to observe another student or students in the classroom. If the Principal has knowledge of or suspects that the focus of a parent's classroom visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit in progress.

**Scheduling:** Visits must be scheduled through the Principal for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance. No visits will be allowed while students are participating in assessments, quizzes or tests.

**Duration:** To minimize potential interruptions and distractions during instructional time, the Principal reserves the right to limit the duration of classroom observations.

**Conduct During Classroom Visitation:** Parents visiting classrooms should arrange their schedules to enter and exit the classroom in a manner that would not interrupt the instructional activities in progress. While visiting the class, the teacher will designate an area for parents to sit, generally in the back of the classroom. (Parents are asked NOT to sit with their student as this could create an unnecessary disruption for other students.) Once in the classroom and seated, parents are asked to remain seated and refrain from interacting with students or the teacher unless the classroom teacher initiates the interaction. Unnecessary noise and/or movement must be kept to a minimum.

Parents wishing to discuss their students' behavior after observing him/her during class should schedule a parent conference with the teacher. Parents who fail to observe the stated guidelines during their visit may be asked to leave the room if their presence or conduct unduly interferes with the orderly operation of the classroom. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

**No Audio or Video Taping of Classroom:** Video and/or audio recording of classroom visits by the parent or guardian is prohibited. Electronic devices which could be used to video or audio record should not be visible during the visit. Violation of this guideline can result in dismissal from the classroom visit, and/or school site.

**School Administration:** In certain cases, the Principal or his/her designee may also be in the room during the parent observation to protect the learning environment for all students.

**Conferences:** Parents are encouraged to request conferences with teachers and/or the principal whenever they have questions regarding the school program or the progress of their children. Conferences may be arranged by sending a request to the teacher or by contacting the front office, or guidance department. Please give staff members 24 hours notice if you would like to conference with them or visit their classroom. Conferences can be scheduled before school, after school, or during the teachers' planning period.

The parent/guardian of any student suspended from school or from a bus may be required to come for a conference before the student can return to school or resume riding the school bus.

**Administrators will not be available for any parent conferences until after 8:00 each day.** Their first responsibility will be to make sure the school day is started on a positive note and that everyone is in place. If parents would like to meet with an administrator, it will be beneficial to call the school ahead of time to ensure there are no schedule conflicts.

**Right of Access to Student Records:** A parent, legal guardian, representative of the parent, or a student who is enrolled in a post-secondary institution, or is 18 years of age or older has the right to read, inspect, or copy his/her own records upon oral or written request to the principal.

Written consent from the parent/legal guardian of the student must be obtained before any personally identifiable information can be disclosed to any party except:

1. School personnel who have legitimate educational interests.
2. Officials of another school in which the student intends to enroll.
3. Officials of a college, university, or other higher education institution in connection with a student's application for financial aid.
4. Certain authorized representatives of the state and federal government.

If there is any reason to believe that a student's rights to confidentiality of records have been violated, the parent/legal guardian, or eligible student has the right to file a complaint with school administration and the right to a hearing.

### **WITHDRAWAL AND TRANSFER FROM SNHS**

The procedure for withdrawal or transfer is as follows:

1. The parent or legal guardian should visit the school to authorize withdrawal or transfer. This visit should be scheduled at least one (1) day prior to withdrawal, if possible.
2. A transfer form should be obtained from the counselor at the time of the above visit.
3. Each teacher should complete the transfer form.
4. The student must clean out his/her locker and return **all** books, laptop or electronics, and supplies issued by the school.
5. The completed transfer form should be returned to the counselor.
6. All fees owed to the school must be paid prior to any records being transferred from Southern Nash High School.

Parents and students should remember that in order to transfer to another school, the student must reside with a legal custodian in that district.

**GET CONNECTED, GET INVOLVED,  
*LOVE SOUTHERN – LIVE ALL IN***

**[FIREBIRDS FACEBOOK PAGE](#)**

**[SNHS ATHLETICS PAGE](#)**

**Band Booster Club**

The SNHS Band Booster organization is the primary organization committed to the success of the Firebird Band. This organization is run by band parents, and it handles the band's finances, volunteer opportunities, food, transportation, equipment, etc. For each student that pays in marching band dues, two band booster memberships will be included for the parents/guardians of each student. Booster meetings will be held on the second Monday of every month at 7:00pm in the band room (note: dates/times do change)

**[SNHS BAND PAGE](#)**