

*Charles B. Aycock High School*

## **Student Handbook**



*We Are Family – Falcon Pride*

# **2021-2022**

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***The Spirit of the Falcon Soars with Excellence, Pride  
and Integrity!***

# Charles B. Aycock High School

Mr. John Bell, Principal

Mr. Andrew Mitchell, Assistant Principal

Mrs. Nicole West, Assistant Principal



## Wayne County Board of Education

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District 2	<b>Mr. Len Henderson</b>
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August 17, 2021

**Dear Students and Parents,**

It is in the *Spirit* of the *Soaring Falcon* that we welcome you to Falcon Country. This school embodies pride, excellence and commitment to its students. We are working collaboratively with other high schools across the country and state to offer a wide variety of classes. These programs will help prepare our students to be more competitive in a global society. Because we have a competent, nurturing, and knowledgeable staff, every student will be better prepared for the 21<sup>st</sup> century. We believe that each and every student has the potential to experience *Academic Excellence*. C. B. Aycock High School has an impeccable reputation for providing excellence at every level!

We encourage every parent to be an active participant in his or her child's high school education. Please maintain close contact with their teachers. C. B. Aycock offers a well-balanced curriculum, variety of clubs/organizations, athletics, extracurricular activities and service-based learning opportunities in which students can participate. Additionally, we have two Booster Clubs with which you can become affiliated. Throughout the year we will provide your child with the opportunity to experience academic success, leadership development and character building. By working together, we can be assured that your child will be a lifelong learner.

Most importantly, it is imperative that all students maintain a positive attitude and behave in a manner that does not hinder teaching and learning. I know with your support we will have a safe and orderly environment.

If at any time we can be of assistance to you, please let us know. We are excited about the great things that are in store for us this school year!

*In the Spirit of the Falcon,*

*We are,*

**Charles B Aycock High School  
The Administrative Team**

# CHARLES B. AYCOCK HIGH SCHOOL

## MISSION STATEMENT

Charles B. Aycock High School will educate students in a safe, supportive, and challenging environment, enabling them to succeed in a global society.

## VISION STATEMENT

Preparing students for success...today, tomorrow, for a lifetime!

## CBA BELIEFS

- "We Are Family" and family supports one another.
- Everyone deserves respect and security in a safe learning environment.
- Everyone can excel and retain the rights to both the opportunity and pursuit of an education.
- Everyone should have access and the opportunity to learn through the use of technology.

### SCHOOL SONG

Praise to thee, our Alma Mater,  
Charles B. Aycock High  
Blue, gold, white, your banners shining:  
They will be our guiding light.  
Onward then to new horizons,  
Faithful we'll remain  
We will ever love and serve thee,  
Charles B. Aycock High.

### SCHOOL COLORS:

Light Blue, Gold, and White

### MASCOT: "The Golden Falcon"

MOTTO: The Spirit of the Falcon Soars with  
Excellence, Pride and Integrity!

### CBA FIGHT SONG

#### FIGHTING FOR VICTORY

We're going to fight, fight, fight, for victory!  
We're going to see our name in history!  
Our fans will yell when they see our games,  
Hear our names!  
A-Y-C-O-C-K HIGH!

### PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag  
Of the United States of America,  
And to the Republic for which it stands,  
One Nation under God, indivisible,  
With liberty and justice for all.

### THE STAR-SPANGLED BANNER

Frances Scott Key, 1814

Oh, say, can you see, by the dawn's early light,  
What so proudly we hailed at the twilight's last gleaming,  
Whose broad stripes and bright stars,  
Thro' the perilous fight,  
O'er the ramparts we watched, were so gallantly streaming?  
And the rockets' red glare, the bombs bursting in air, Gave proof thro' the night  
That our flag was still there. Oh, say, does that star-spangled banner yet wave  
O'er the land of the free and the home of the brave?

## **ANNOUNCEMENTS**

Morning announcements are made using various forms of communication. It is important for students to pay attention for important information directly related to the students, volunteer opportunities, club meetings and activities, athletics, and scholarship information.

## **ASSEMBLIES**

Assemblies will be respectful and orderly. Whether guests are present or not, each student is held personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, unnecessary clapping, boisterousness, and talking during the program. In most cases, students will report to their Homeroom prior to the assembly, and when called by the office, will report to the gym at the direction of their Homeroom teacher and will sit in their assigned area. All students are required to sit with their Homeroom during assemblies. In the event a student has to leave an assembly for any reason, including emergency, it must be approved by the administration.

## **ATHLETICS**

Charles B. Aycock High School is a member of the Quad County 3A Conference. Rules and regulations are governed by the North Carolina High School Athletic Association. Member schools include: C.B. Aycock, East Wake, Fike, Hunt, Smithfield Selma, South Johnston, Southern Wayne, and West Johnston.

**Fall Sports** include: Varsity and JV Football, Men's Varsity Soccer, Ladies' Varsity and JV Volleyball, Ladies' Varsity Tennis, Varsity Cheerleading, Men's Cross Country, Ladies' Cross Country and Ladies' Golf.

**Winter Sports** include: Men's and Ladies' Varsity and JV Basketball, Wrestling, Men's and Ladies' Swimming, Varsity Cheerleading, Men and Ladies' Indoor Track.

**Spring Sports** include: Varsity and JV Baseball, Varsity and JV Fast Pitch Softball, Men's Golf, Men's Tennis, Ladies' Soccer, Men's and Ladies' Track.

- **Athletic Bus Riding Policy:** All players and cheerleaders shall ride the activity bus to and from games; players should go and come as a team. *ATHLETES MAY BE RELEASED TO RIDE HOME ONLY WITH THEIR PARENTS FROM AWAY GAMES.*
- **Scholastic Requirements for Athletics:** A student must pass a minimum of three (3) subjects during the preceding semester to be eligible to participate in any extra-curricular activity beyond the regular school day, which includes athletics. Students who wish to participate in fall sports must also be promoted to the next grade level to be eligible. To participate in spring sports, a student must pass three of four classes from the fall semester.
- **Attendance for Athletes:** A student must be present at least one half of a school day in order to participate in athletic events or practice. To be eligible to participate in extracurricular activities, students must be in attendance 85% of the previous semester.
- **Disciplinary Actions for Athletes:** Students who are suspended out of school or assigned to Prime Time (ISS) all day will not be allowed to participate in athletic contests or practices during the time of their suspension.

## **ATTENDANCE**

**Absences (Board Policy 4400)** Attendance is taken each period for high school students. Therefore, the WCPS Attendance policy is such that students are held accountable for attendance per class period. High school students are required to meet the attendance policy for every class in which he/she is enrolled. Any student who misses more than 30 minutes of any period will be marked absent for that period. All students who have been absent for any reason must place a note from a doctor or parent in the mail box located in the front lobby. **All parent notes must be turned in within 3 days of the students return to school.** The absence will be considered UNEXCUSED until a note is presented. The original note will be placed in the student's attendance folder.

**Excused Absences** The following are considered excused absences:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical or dental appointments
- Court or administrative proceedings

- Religious observances
- Educational opportunity (prior approval must be granted by the principal)
- Absence due to deployment activities

NOTE: Absences due to extended illness generally require a statement from a physician. The principal has the right to require medical documentation in such cases. An excused absence does not mean the absence is dismissed or erased; it still counts toward the cumulative absentee total of 6 per semester.

**Unexcused Absences** All absences not listed above will be unexcused. Any student who accumulates and exceeds 6 absences for any course during a semester is in jeopardy of not receiving credit for the course.

A student having absences (excused or unexcused) more than six (6) days in any class per semester should be in contact with the school social worker. The school social worker will notify each student who is in violation of the WCPS attendance policy and give them the opportunity to request a waiver hearing. During the hearing, the parent and student must prove extenuating circumstances in order to be granted a waiver of the attendance policy. The principal shall have the final decision whether or not to grant such a waiver. In the absence of a request by the parent/guardian to apply for a waiver, the principal shall make a decision on this matter and notify the parent/guardian by letter.

**Students who are in violation of the WCPS Attendance policy may not be eligible for a Driver's Eligibility Certificate, which is required in order to attain a driver's permit, and may have his/her permit/license suspended until such time as he/she is in compliance with the WCPS Attendance Policy.**

### **BOOK BAGS & GYM BAGS**

Book bags and gym bags are to be placed in the student's locker upon arrival to school. Book bags are to remain in the student's locker until the end of the school day. A plastic grocery bag must be used for physical education clothing.

### **BOTTLES, CANS, FOOD CONTAINERS**

Students are not allowed to bring bottles, cans, cartons, glasses or any other food/drink containers in the school building unless it is part of a school lunch. These items should be kept properly in a school lunch bag. Food should be consumed only in the cafeteria. Discarded wrappers and containers distract from the beauty of the school. Food or drink outside of the cafeteria will result in disciplinary actions and the items will be disposed of. Commercially prepared foods cannot be received at school.

### **CAREER PLANNING (Four-Year High School Plan)**

- What is a four-year high school plan? All students at CBA are expected to develop a quality high school graduation plan that reflects an interest in a career cluster. We strongly feel that students with career goals manage their high school curriculum in a focused and motivated manner. This process begins in the ninth grade and is the primary responsibility of the student. Resource persons to assist the student are school counselors, career development coordinator, and the student's homeroom teacher.
- Why is a four-year high school plan so important? This approach helps to keep students "focused" on academics and their long-range goals after high school. High school students must make appropriate course selections in order to be competitive when applying for admission to colleges, armed forces, or "school-to-work" programs (apprenticeships, cooperative education, career shadowing, career center, etc.). Four-year plans also facilitate monitoring progress toward graduation and other student goals (ex: admission requirements to a college of choice). With assistance from counseling services, all plans are updated a minimum of once per year.

### **CELLPHONES/WIRELESS COMMUNICATION DEVICES**

No student shall use, display, transmit or have in the "on" position, any wireless communication device or personal entertainment device during instructional time. Students are allowed to use their cellphones before and after school, in the hallways between classes, and in the cafeteria during their lunch.

### **CLASSROOM DISRUPTIONS**

Charles B Aycock High School students are held to high behavioral expectations. Each student is expected to conduct themselves in a way that is appropriate and conducive to a safe and orderly school environment. Students who fail to do so will be subject to disciplinary action as defined in the Comprehensive Discipline Plan, which is contained at the back of this handbook, as well as decisions made by teachers and the administration. The most important part of school is the instruction of subject matter to our students. The disruption of classroom instruction consists of any behavior that interrupts the flow of the class and any student who walks out of class without permission. No behavior **will be accepted**

**that prohibits students from learning and teachers from teaching.** Students who continue to disrupt, after classroom discipline procedures are invoked, will be sent to Prime Time. Students who fail to report to Prime Time are subject to disciplinary actions as stated in the Comprehensive Discipline Plan and disciplined accordingly. Anytime a student is disciplined, parent contact will be made.

**Consequences:**

- Levels of intervention should take place by the teacher before a student is sent to Prime Time (when possible).
- The teacher should send a Discipline Referral Form to the Prime Time teacher.
- The classroom teacher should call the parents that same day or night.
- A student sent out of class for disruptive behavior is responsible for making up his/her work.

**CLUBS AND ORGANIZATIONS PARTICIPATION RULES**

- **Scholastic requirements:** A student must pass a minimum of three (3) subjects during the preceding semester to be eligible to participate in any extra-curricular activity beyond the regular school day (ex. athletic teams, cheerleading, marching bands, chorus, contests, fashion shows, ROTC drill teams, etc.)
- **Participation during suspension from school:** Students will not be allowed to participate in any extra-curricular activity during the time of suspension or be allowed on the school grounds during the time of suspension. This includes all day in In-School Suspension.
- **Attendance/Discipline expectations for participating in extra-curricular activities:** Students must be present for at least one-half of the day in order to participate in extracurricular activities such as plays, games, concerts, pageants, etc. Students taking part in extracurricular athletics, clubs, and activities must be in good standing with the school based on discipline and attendance. Students with discipline referrals must be approved by the administrative staff before taking part in club meetings, sports, or extracurricular club/group activities. Students with excessive absences (more than 6 per semester) from a class/or for the school day will not be allowed to participate in any club meeting or function where the student is representing Charles B. Aycock High School.
- **Dismissal from class for clubs and organizations:** Students must report to regular class before attending a club meeting. Classroom teachers will check attendance and the student will have an opportunity to receive assignments. Those students desiring to attend a specific club meeting will be responsible for knowing the club meeting date and time. Students should communicate with their period teacher about the club meeting date and time upon entering class. Club sponsors should have meeting dates and times on the morning announcements and on school-wide calendar. Clubs will keep a roster of those in attendance and the club sponsor will email the list to the faculty before the next school day.

**Clubs and Organizations offered at CBA**

**Art Club-**Membership in this club consists of students who are or who have been enrolled in art courses and have a keen interest in arts and crafts.

**Aycock Ambassadors-** Ambassadors are selected by a committee based on an application process. Selected students will assist with the orientation of new students, school assemblies, open house events, parent workshops, mentoring, and other specified school functions.

**ACT/FCA (Aycock Christian Teens/Fellowship of Christian Athletes)-** A group of students which shares the important values of character, discipline, stewardship, fellowship, and a positive, caring school environment.

**AYC (Aycock Youth Council)-** The AYC is the student government organization at Charles B. Aycock. Its purpose is to allow the student body to have input into the total school program. Membership in the AYC is composed of elected school officers.

**Chess Club-** This club is open to students interested in learning and improving the game of chess. It is open to novices and experts alike.

**DECA-** This club is composed of students in marketing, salesmanship and advertising, marketing and merchandising, and fashion merchandising. It trains students in the area of vocational understanding, civic responsibility, leadership development, and social competence. Members have numerous activities throughout the year.

**Drama Club-** This club is designed to supplement the curriculum used in the theatre arts classes. Any student who is enrolled in a theatre arts class is eligible to join.

**English Club-**This club is open to any student who has an interest in English. The club has a community service-oriented focus to help promote literacy.

**FBLA (Future Business Leaders of America)**- Developing competent, aggressive business leadership is the main goal of this organization. Members must have successfully completed or currently be enrolled in a business course.

**FCCLA (Family, Career, and Community Leaders of America)**- Each member in this club must be or have been enrolled in a family and consumer science course. FCCLA offers intra-curricular resources and opportunities for students who desire to pursue careers that support families and the community.

**FFA**- Students who enroll in an agriculture class are eligible to join. FFA is the premier youth organization preparing members for leadership and careers in the science, business and technology of agriculture. Individuals compete in local, regional, state and national contests. Club is very involved in school and community activities.

**French Club**-This club is composed of students who are currently enrolled in a French class and those who have successfully completed two units of French. It is for students who have interest in the French culture.

**FTA (Future Teachers of America)**- FTA is an organization that encourages young people to choose teaching as a career and provides a means for students to participate in realistic education activities.

**History Club**- This club is open to students who have a shared interest in history. Club members will explore the world of history through a different lens. They will learn about geography and historical times through various activities.

**HOSA (Health Occupation Students of America)**- The mission of HOSA is to empower future health professionals to become leaders in the global health community through education, collaboration and experience.

**Key Club**- Key Club is a community service organization sponsored by the Sunrise Kiwanis Club of Goldsboro.

**Math Club**- This club is composed of students having an aptitude and interest in mathematics. Activities include math and computer projects, regional math contests, and service projects.

**NHS (National Honor Society)**- Open to sophomores, juniors and seniors who meet eligibility requirements in scholarship, service, leadership, and character.

**Science Club**- Requirements for this club are having a keen interest in science and a desire to learn.

**Shakespeare Club**- Students are engaged in reading the works of Shakespeare as a group and participating in other Shakespearian activities.

**Skills-USA**- Each member must have taken one or more of the trade's course. Activities include auto mechanics, and drafting-related contests.

**Spanish Club**-This club is composed of students who are currently enrolled in a Spanish class or who have successfully completed Spanish. It is for students who have an interest in Spanish culture and would like to know more about it.

**TSA (Technology Student Association)**- Members learn and compete in leadership and technology-based competitions. They have a wide variety of opportunities from a wide range of technology career clusters which include team and individual competitions.

## **COUNSELING SERVICES**

The mission of the Counseling program at Charles B. Aycock is to provide services that allow students to develop lifelong planning skills, responsible social skills, as well as demonstrate an understanding of the life-long process of learning, growing and changing to become contributing members of society. Services offered include academic, career and personal/social counseling. Students are assigned a counselor according to their last names. Students may request an appointment online at the school's website, by using the kiosk outside the counseling office, or by scanning the QR code that is posted around the school.

## **COURSE ENROLLMENT**

Students in grades 9-11 must enroll in at least 8 courses each year. A student may enroll in only one high school English course during an academic year. (Board Policy 3460) Exceptions may be made by the principal if a student has a hardship or will graduate in 3 years. Course credit will be granted at the end of each semester. While no fees are charged for individual courses, some do require the purchase of materials to be used in the courses (ex: art, foods & clothing, etc.) and students should be prepared to buy these supplies if they register for the course. Students with a hardship will not be denied participation in a course because of financial need. Please speak with your school counselor for more information.

## **ACADEMIES AT CBA**

- **Microsoft IT Academy**: The Microsoft IT (Information Technology) Academy program is a global IT learning solution that connects educators, students, and communities. The Academy helps students during their early



information technology experience and offers a life-long learning model of continuous improvement and career development. The benefits of the Microsoft IT Academy include: helping students obtain the hands-on skills and practice needed to succeed in technology careers, web-based- so students are exposed to online learning, access to cutting-edge resources and collaboration tools, and most important- students can earn valuable Microsoft Certifications. (Word, PowerPoint, Excel, and Access). These Certifications can help students differentiate themselves in today's competitive job market. Student's employment opportunities will be broadened by displaying advanced skills; therefore, resulting in a higher earning potential. The Microsoft IT Academy gives students the opportunity to become a Microsoft Office Specialist.

- **Project Lead the Way Engineering Academy:** This flexible, project-based, hands-on experience teaches students the key elements and skills of engineering and technology-based careers by immersing them in rigorous engineering problems. Students will be acquainted to the following techniques, Engineering Design, Principles of Engineering, Digital Electronics, Aerospace Engineering, Biotechnical Engineering, Civil Engineering and Architecture, Computer Integrated Manufacturing, and Engineering Design and Development.

**ONLINE LEARNING**

- **North Carolina Virtual Public School:** (NCVPS) is an online school community that will serve K-12 public school students throughout the state of North Carolina. NCVPS provides courses for students who want access to learning opportunities in addition to the courses currently offered at their school. Because they are taught online, courses may be completed at school, at home or other settings where a computer and Internet connection that meet the requirements are located. While students may enroll in multiple online courses, they are required to report to the online learning computer lab a minimum of one block each semester. NCVPS courses are offered free of charge to public school students.

**DAILY SCHEDULE**

The school day is from 8:00 a.m. to 3:00 p.m. Students in grades 9-11 are to take a minimum of four classes per day and will be required to remain at school the full day. Exceptions are students whose schedules include dual enrollment. To be counted present, students must be in attendance for 60 minutes of the 87-minute period. The time schedule is as follows:

7:40 Bell Allowing Students to Exit the Cafeteria		
7:55 Warning Bell		11:22 – 1:21 Third Period/Lunch
8:00 – 9:36 First Period	9:42– 11:16 Second Period	1:26 – 3:00 Fourth Period

**DANCES**

There may be dances sponsored by the various clubs and organizations during the year. Participants will not be allowed to re-enter a dance once they leave except in emergencies. Drugs and alcoholic beverages will not be permitted. Smoking, nicotine related products and vaping are NOT allowed. Only Charles B. Aycock students and their guests will be allowed to attend.

**DRIVING ELIGIBILITY**

Student's must have a Driving Eligibility Certificate in order to receive a North Carolina Driver's Permit or License. The Division of Motor Vehicles will not issue a driver's permit or license without a Driving Eligibility Certificate. A student must pass 70% of their courses (3 out of 4) and meet WCPS attendance requirements the previous semester to be eligible to receive a Driving Eligibility Certificate. A student must continue to pass 70% of their courses and meet WCPS attendance requirements each semester in order to retain the permit or license. Academic performance and attendance will be evaluated at the end of each semester. The revocation of a student's driving permit or license will result if a student does not continue to meet the academic progress requirements, as listed above, WCPS attendance requirements, or if they drop out of school.

**LOSE CONTROL, LOSE YOUR LICENSE**

Furthermore, GS-20-0 provides for the revocation of a driver's permit or license for one year or for the denial of a driving eligibility certificate to a student who has been expelled, suspended for more than 10 days, or assigned to

an alternative education setting for more than 10 days for committing one of the following offenses after the student's fourteenth birthday or during or after eighth grade:

- Possession or sale of alcohol or a controlled substance on school property or at a school sponsored or school related activity.
- Bringing, possession, or use of a weapon or firearm on school property.
- Assault on a teacher or another school personnel on school property or at a school sponsored or school related activity.

#### **HOW TO GET THE DRIVER'S ELIGIBILITY CERTIFICATE IN ORDER TO GET A DRIVING PERMIT/LICENSE:**

- After completing the driving requirement, the student will receive a certificate from the Driver's Education Teacher.
- Turn this certificate (Form 452) into the front office to be logged in.
- The Driver's Eligibility Certificate will be ready for pickup within 3 school days. A parent must come to CBA to sign and receive the Driver's Eligibility Certificate. Parents are also required to sign the "Parent/Student Driver's Eligibility Disclosure Form."

#### **DROP OUTS**

All students are advised to remain in high school and achieve graduation. Students who attend a community college, but do not graduate by the year of their expected graduation, are considered drop outs by NC Department of Public Instruction standards. Students wanting to drop out of high school should meet with his/her counselor. The meeting is to offer assistance and discuss options that will enable the student to remain in high school as well as understand the challenges faced by students who drop out of school. Students are also made aware of the process for enrolling in the Adult High School or GED program at the community college.

The following policies regarding minors are in effect for the Basic Skills (Adult High School and GED) program at Wayne Community College:

- Each 16 and 17-year-old student, along with a parent or guardian must meet with a Basic Skills counselor before entering the Basic Skills program.
- A student release form and a student discipline form must be completed by your school in order for a student to be admitted to the Basic Skills program.
- When a student transfers from an alternative school, a discipline form should be completed by the alternative school as well as by the previous school.

Refer to the Basic Skills Handbook online at [www.waynecc.edu/continuing-ed](http://www.waynecc.edu/continuing-ed) for more information.

#### **EARLY DISMISSALS**

Once a student arrives on campus, he/she becomes the responsibility of the school; therefore, students must not leave campus until they receive direct permission from the main office. Early dismissals will be granted to students with authorized permission only.

- To avoid classroom interruptions, it is recommended that students check out at the END of a class period (9:36, 11:16, and 1:21). Parents should make arrangements to have students dismissed at these times only.
- ALL STUDENTS WITH EARLY DISMISSALS ARE TO SIGN OUT IN THE MAIN OFFICE. *Failure to sign out will result in disciplinary action.*
- Any student who checks out of school and returns during the school day must check back in through the Main Office.

#### **EARLY OUT/LATE ARRIVAL STUDENTS**

Early Out and Late Arrival status are only available to 12<sup>th</sup> grade students and must be approved by the parent. Students must attend class for at least 1 period each day. Students may choose late arrival status and arrive after first, second, or third period or choose to be an early out student for 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> period. **Early out students must leave campus immediately following their last class. They are not to report to any teacher's class or office, nor to the Media Center without the permission of the principal. Late arrival students must not be on campus until the start of his/her first class. Students who violate this policy will be assigned to a class.** Please be reminded that early out status is not looked upon favorably by college admissions offices.

## **ELEVATOR USAGE**

Students who need to use the elevator should contact the school nurse or their counselor for permission. No student is allowed to ride the elevator without being accompanied by an adult. Staff members on all levels have been assigned to assist students who require the use of the elevator.

## **Homeroom**

Students will attend homeroom during the first 10 days of school and as needed thereafter.

## **FIRST AID**

Students needing first aid should see the school nurse after checking with their assigned teachers or the main office.

## **GAGGLE**

Last school year Wayne County Public Schools began using the GAGGLE system to monitor student email accounts and usage of the WCPS network. GAGGLE sends alerts to the CBA administration any time a student appears to send inappropriate emails, documents or files. The school administration then investigates the situation and determines whether or not to issue disciplinary consequences in accordance to the WCPS disciplinary policies and the Comprehensive Discipline Plan included at the end of this handbook. Parent contact will be made if the situation warrants.

## **GRADUATION FEE**

Seniors will have to pay a graduation fee to cover the cost of diploma covers, miniature diplomas, police protection, flowers, ribbons and possible speakers. If there is any money left in the senior account, it will be used to purchase a gift for the school. All fees must be paid by **Sept. 30, 2021** in order for students to be eligible to attend the Junior/Senior Prom, the Senior picnic, or to participate in graduation exercises.

## **GYMS**

Neither gym should be used without staff supervision. **Students should not go through the gyms during class change or during lunch.** Students are to stay off the gym floors when wearing street shoes. Students should not go into the gym building or be in front of the gym during their lunch period.

## **HALL PASSES**

No student is to be in the hall during class time without a Wayne County hall pass. Students who are found in the hallway without a pass will be sent back to class.

## **LOCKERS (Policy 4343)**

All students will be assigned a locker from the set of lockers assigned to their homeroom teacher. Students will pay a \$5.00 locker rental fee to their homeroom teacher. Each student is required to acknowledge, by signature, on a form provided to them by the homeroom teacher, certifying they are aware of Wayne County Schools' policy regarding inspection and/or search of lockers. These forms will be kept on file. **Students are not allowed to share lockers.** Locker rentals are non-refundable. In addition to the \$5.00 locker rental fee, students who lose or do not turn-in their locks at the end of the year shall be charged a \$5.00 "lost lock" fee. Students must not damage the locker in anyway. If the locker is damaged students will be subject to an additional fee. All school lockers and locks are the property of the Wayne County Board of Education and shall be subject to the supervision and control of the principal and administrative staff of the school. All students who have been issued a locker are bound by the following statement:

**The Wayne County Board of Education reserves the right to search any locker assigned to a student, whether locked or unlocked at any time the administrative staff of the school considers a search necessary to maintain order, discipline, and integrity of the school environment and/or necessary for the protection of other students, school faculty, or personnel. The administration will not be held responsible for items lost or stolen from student lockers; however, an earnest effort will be made to identify persons involved in thefts should they occur.**

Furthermore, students are not allowed to share lockers.

## **LOCKER ROOMS**

Locker rooms near the gyms are OFF LIMITS to all students unless they have a physical education class during the current semester and that class is in session. Any student who enters the locker rooms without permission from the teacher **will be subject to disciplinary action.**

## **LOST AND FOUND**

Found items should be turned in to the Prime Time. If you have lost an item, please check in Prime Time to see if it has been turned in. The assistant principal will take care of all lost and found textbooks. Items will be disposed of in a proper manner within certain time limits.

## **LUNCH PROCEDURES**

### **Lunch Periods**

Lunch periods are approximately 30 minutes in length. Students are NOT permitted to: (1) go to cars during lunch periods. (2) leave campus to eat lunch or (3) receive off-campus commercially prepared food and/or drinks. Students who do leave campus to eat lunch or fail to follow lunch procedures will be subject to disciplinary action.

### **Student Areas During Lunch**

Students are required to spend their entire lunch period in the Cafeteria unless given permission to do otherwise. Students who need to go the bathroom will be allowed to do so. Students are to use the 100 Wing bathrooms and return to the Cafeteria in a timely manner. Students are not allowed to go the Media Center during lunch. Students who are found wondering in other areas will be subject to disciplinary actions. **Students are not allowed to go into any wing of the building during lunch for any reason.** Students are not to go into the new gym, in front of the new gym, student or bus parking lot, near classrooms in session, around the back of the school near the football field, ROTC building, trailers, vocational shops or back to their classroom (before the bell ending the lunch period).

The Wayne County Board of Education approved the Community Eligibility Provision method for the 2021-2022 school year. CEP is a key provision of The Healthy, Hunger Free Kids Act which was authorized by Congress in 2010. CEP allows districts the opportunity to serve breakfast and lunch meals at no cost to all enrolled students without the burden of collecting household student meal applications. CEP will allow each student to receive free breakfast and lunch as long as the meal meets USDA requirements.

### **Cafeteria**

The cafeteria provides a variety of Type A lunches. It is a state law that students cannot have outside food or drink during the school day as it competes with the school cafeteria program. All students are responsible for putting all paper, trays, and eating utensils in their proper places after finishing each meal. All food and drink must be consumed in the cafeteria. Let's work to have a neat and clean cafeteria and campus.

## **LUNCH SCHEDULE**

Please stay tuned for further information.

## **MEDIA SERVICES**

The Media Center is a vital part of our school program. It provides an attractive setting and quiet atmosphere conducive to the study and enjoyment of material. Media materials may be located through the use of an on-line catalog and an Internet lab is also available to students. The Media Center will be open from 7:45 a.m. until 3:15 p.m. Monday through Friday.

**Rules and Regulations:** Library books may be checked out for two weeks and renewed once if needed. A student may not have more than two books checked out at one time unless approved by the Media Coordinator. Student equipment may be checked out overnight. However, the book must be returned on the first day the student returns to school.

**eBooks-** eBooks are available for all students and may be accessed through the school's online catalog at any time with the username and password.

### **Media Reminders:**

- If a book is lost, the student is charged the cost of the book.
- **Students wanting to use the Media Center during lunch must have a note of purpose from a teacher.**
- Make visits to the library/media center a part of your daily schedule!

- Students must sign an Internet Usage Agreement with the Media Center in order to have on-line access at any CBA Internet site. Misuse of Internet access may lead to serious disciplinary actions. Refer to Board Policy 3225

Students will be notified of outstanding library materials through overdue lists that are distributed periodically. Students who owe overdue books or money to the Media Center will not be allowed to check out additional materials until the fees are paid or the materials are returned. All students at CBA will be issued a special patron identification number which will be used at all times to check out materials in the media center through the computer. Students will use this number during their four years at Charles B. Aycock. Back issues of magazines may be checked out for two days and renewed for two additional days. Only two magazines may be checked out at one time by the same student.

### **MEDICATION**

If a parent chooses to have his/her child's medication at school, whether it is to be self-administered or administered by school personnel, these guidelines must be followed:

- Only medications prescribed by a licensed medical professional are allowed on campus.
  - Have your physician complete instructions and sign an "Authorization for Medication Form." Return it to the school. These are available at the school office and many doctors' offices.
  - Prescription medication must be brought to school in the current pharmacy labeled container that has specific instructions on how and when the medication is to be given. (Ask the pharmacist to label two bottles; one for home and one for school.) Over-the-counter medications prescribed must be provided in the original container, labeled with the students' name.
  - When the medication dose or administering instructions change, a new form and updated medication container must be brought to school.
  - Students who take their own prescription medication at school must bring the completed authorization form, indicating permission to self-medicate.
- \* It is the responsibility of the parent to deliver medication to the school or arrange for delivery of the medication. Medication is not to be delivered to school by the student.

School personnel will not administer medications to students without the authorization form, or without receiving the medication in an appropriate pharmacy labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to the policy. For any questions, please reference Wayne County Board Policy 6125.

### **MILITARY FAMILY LIFE COUNSELOR**

The Military Family Life Counselor advocates for and supports military connected students. The counselor will be on campus at least one day a week to meet with military connected students. Appointments can be made through the Main Office.

### **NATIONAL HONOR SOCIETY**

See appendix for CBA's NHS Bylaws.

### **NEW HIGH SCHOOL IMMUNIZATION REQUIREMENTS (NC Admin. Code 10a NCAC 41a.0401)**

Effective with the 2020- 2021 school year, students entering the 12<sup>th</sup> grade or 17 years of age, whichever comes first, are required to receive a 2<sup>nd</sup> (booster) dose of the Meningococcal Conjugate Vaccine. The first dose is required for individuals entering the 7<sup>th</sup> grade or by 12 years of age, whichever comes first. Under NC General Statutes, parents are required to submit an updated immunization record on the first day of school. Please contact your local healthcare provider to have these requirements met so your child will not be excluded from school.

### **OFFICE VISITS: RULES AND REGULATIONS**

The principal's office is open from 7:30 a.m. until 4:00 p.m. daily. The principal's office must have a quiet, business-like environment. If you have official business, please come to the reception desk. Students who need to talk with the principal or an assistant principal are encouraged to do so at a time other than regular class time. Leave your name with the secretary and the administrator will contact you for a conference time. \*\* CBA will do its best to assist parents with phone communications for their children during the school day. An uninterrupted classroom is the best environment for learning and we will keep interruptions to a minimum during the school day. Students are not called out of the classroom to answer the phone.

## **PARENT PORTAL**

Parent Portal is a web application that can be utilized by parents to stay well-informed of their child's educational progress. Through the portal, a parent can check on their child's assignment grades, attendance reports and other pertinent information from any internet-connected computer, 24 hours a day, 7 days a week. Parents can also make suggestions for changes with their child's demographic and family contacts. Parents may come in during school hours to receive their username and password for access to Parent Portal. For more information about the Parent Assistant Module, visit the district website at [www.waynecountyschools.org](http://www.waynecountyschools.org).

## **PEP RALLIES**

- Pep rallies will begin when the halls are cleared and all are seated.
- Attendance is compulsory.
- No one will leave his/her seat until they are dismissed.
- Emergency departures must be approved by the principal or assistant principal.
- The number of pep rallies will be directly related to student behavior.

## **PERSONAL PROPERTY**

Always keep your valuables in your possession or make sure that they are turned over to someone for safe keeping, especially during P. E. **The school is not responsible for purses or other valuables left in desks, on shelves, in cafeteria, etc.** REMEMBER: Some people are not honest, so do not take a chance. Theft should be reported immediately to your teacher or to an administrator.

## **PERSONAL RELATIONSHIPS**

Inappropriate display of affection (kissing, embracing etc.) on the part of any couple will not be tolerated. Students are expected to observe standards such that it will be unnecessary for the school or parents to become involved in their relationships due to improper public conduct. Students will receive a written disciplinary warning on the first offense. On the second offense, disciplinary actions will be taken and the parent will be contacted.

## **RESTROOMS**

The restrooms are for the convenience of students and not a place to loiter or socialize. Students should also accept the responsibility of helping keep the restrooms clean. **Smoking, nicotine related products, and vaping are not permitted in restrooms or anywhere on school property at anytime.** Students caught smoking or vaping will be subject to disciplinary actions. Students should exercise the responsibility of reporting anyone smoking or vaping in the restrooms. **The 100 wing restrooms are the only restrooms open for student use during lunch.**

## **SCHOOL NURSE**

CBA has been assigned a school nurse who is available on a part time basis. Students can check with the Main Office for an appointment.

## **SCHOOL PROPERTY**

Defacing or damaging walls, desks, doors, lockers, or other school property is a sign of poor school citizenship. School property is state property and belongs to everyone, including you. It should be treated with all due respect and care. Anyone who damages or destroys school property will be expected to pay for that property. According to the seriousness of the offense, additional disciplinary action may be taken in accordance with Board Policy 4300, Code of Student Conduct.

## **SCHOOL SOCIAL WORKER**

CBA has been assigned a school social worker who is available on a part time basis. Students can check with the Main Office for an appointment.

## **SCHOOL TRIPS/ACTIVITIES**

Students taking part in extracurricular activities, athletics, and clubs must be in good standing with the school based on discipline and attendance. Students with discipline referrals must be approved by the administrative staff before taking part in club meetings, sports, or extracurricular club/group activities. Students with excessive absences (7) from any class/or for the school day will not be allowed to participate in any club meeting or function where the student is representing Charles B. Aycock High School. **Any CBA student on a school sponsored trip is forbidden to take part in any recreational swimming by Board Policy.**

### **SKIPPING SCHOOL/CLASS**

If a student misses school and his/her parents are not aware of it, then that student will be charged with skipping school. **Failure to sign in or sign out through the Main Office constitutes “skipping class/school.”** Skipping school/class will result in disciplinary actions. **Students who skip school and park on campus will be subject to loss of their driving privileges as prescribed in the Comprehensive Discipline Plan located in the back of this handbook.**

### **SOCIAL MEDIA**

Important announcements regarding activities will be posted on our school social media pages.

### **STAFF LOUNGE**

The staff lounge is a private area for faculty and staff members. Students are not allowed in this area for any reason.

### **STAIRWELL POLICY\*\*\***

In an effort to improve traffic flow, CBA has instituted an Up and Down Stair Case Policy that is in effect before school and during class changes.

100/200 Bathroom Staircase: Down only

100/200 Far end Staircase: Up only

600 Staircase: Down only

\*\*\* The policy is only in effect before school and during class changes.

### **STUDENT ARRIVAL TIME**

No student should arrive on campus prior to 7:15am. Students who arrive on campus between 7:15am and 7:45am should report to the cafeteria until the 7:45am bell sounds.

### **STUDENT BEHAVIOR EXPECTATIONS**

Charles B Aycock High School students are held to high behavioral expectations. Each student is expected to conduct themselves in a way that is appropriate and conducive to a safe and orderly school environment. Students who fail to do so will be subject to disciplinary action as defined in the Comprehensive Discipline Plan, which is contained at the back of this handbook, as well as decisions made by teachers and the administration.

### **STUDENT PARKING**

Students in grades 10 - 12 may be issued a pass to park on campus after they follow the established procedures. All students will be required to observe the posted speed limit, drive in a safe manner, enter and exit the student driveway, and park in a designated area. Students will not be allowed to go to vehicles during the school day without permission from the main office. Students who go to their vehicle without permission are subject to disciplinary action from the administration. Students parking in the practice field annex must leave campus at the end of the school day. Vehicles are not permitted on this field after 3:15 PM. All vehicles are subject to search based on Wayne County Board of Education policy. **Students who park on campus and leave campus without permission may have their parking privileges suspended in accordance with CBA parking regulations and the Comprehensive Discipline Plan contained in the back of this handbook.**

### **STUDENTS MUST FOLLOW WAYNE COUNTY BOARD OF EDUCATION POLICY 6325 AND CHARLES B. AYCOCK HIGH SCHOOL'S RULES AND REGULATIONS OR THEY MAY LOSE THEIR PRIVILEGE TO DRIVE TO SCHOOL.**

**Vehicle Registration:** All vehicles must be registered and display a current and proper parking permit which shall be placed on the rear-view mirror. All vehicles shall display a permit by September 7. Designated CBA staff members will register all vehicles and issue parking permits upon the receipt of a \$20.00 nonrefundable fee and a completed registration form. (Registration forms are available from the front office and designated CBA staff members.) The school does not assume any responsibility for loss or damage to vehicles in the parking lot. The school has the right to search the contents of any vehicles on the school campus at any time necessary. Students will be assigned the same numbered parking spaces as parking permit numbers. Students are not to park anywhere except in their assigned spaces. Violations of parking permit guidelines may result in a \$5.00 fine, payable to CBA High School, and/or towing expense of vehicles.

**10<sup>th</sup> Grade Parking Requirements:**

Students in the 10<sup>th</sup> grade who would like to park on campus will be allowed to do so, on a first come first serve basis, subject to the availability of parking spaces, after the 1<sup>st</sup> 9 weeks, if they meet the requirements listed below:

- Pass 3 out of 4 classes the previous 9 weeks
- Have no more than 5 unexcused absences the previous 9 weeks
- Have no more than 2 disciplinary referrals
- Have not received an out of school suspension

Students will be required to continue to meet these requirements in order to continue to park on campus.

**The administration reserves the right to revoke a student's parking privileges should circumstances or incidents warrant.**

**STUDENT PORTAL**

Student Portal is a web application that can be utilized by students to stay well-informed of their educational progress. Through the portal, a student can check on their grades, attendance and other pertinent information from any internet-connected computer, 24 hours a day, 7 days a week. Students are strongly encouraged to log in regularly to monitor their academic standings. Students may obtain their log in information from their classroom or homeroom teacher.

**TARDY POLICY**

Students who are tardy to school or class must report to the front lobby to receive a tardy pass. Students who accumulate multiple tardies will be subject to the consequences listed in the "Comprehensive Discipline Plan."

**TELEPHONES**

The office phones are business phones. The front office will assist parents in case of emergencies but will not take non-emergency messages for students. Students who need to use the phone due to sickness are to report to the front office. Students will be called to the office phone during class time only for true emergencies. Classroom phones are for professional staff only.

**DISCLAIMER**

Any item in this handbook that conflicts with Board of Education policy shall be superseded by board policy. All Wayne County Board of Education policies are available online at [www.waynecountyschools.org](http://www.waynecountyschools.org).



## COMPREHENSIVE DISCIPLINE PLAN (Revision VII 2020)

**The administration reserves the right to take disciplinary action beyond the consequences stated below should the incident warrant.**

**The provisions of this plan go into effect once teachers have exhausted their individual classroom discipline plans and parent contact has been made unless the behavior is such that the student must be removed from the class in order to maintain a safe and orderly instructional environment.**

### LEVEL I OFFENSES

#### **NONCOMPLIANCE & DISRESPECT (INSUBORDINATION/UNCOOPERATIVE BEHAVIOR)**

Students shall comply with all directions of school personnel or volunteers who are authorized to give such directions. Students shall exhibit appropriate respect towards school personnel and volunteers.

1 <sup>st</sup> Offense	File Discipline Report; Warning
2 <sup>nd</sup> Offense	One period ISS, Contact Parent
3 <sup>rd</sup> Offense	Two periods ISS
4 <sup>th</sup> Offense	One day ISS
5 <sup>th</sup> Offense	One day OSS

#### **AFFECTION**

Public displays of affection are inappropriate in a public setting.

1 <sup>st</sup> Offense	File Discipline Report; Warning
2 <sup>nd</sup> Offense	One period ISS, Contact Parent
3 <sup>rd</sup> Offense	Two periods ISS
4 <sup>th</sup> Offense	One day ISS
5 <sup>th</sup> Offense	One day OSS

#### **BOOK BAGS & GYM BAGS**

Book bags and gym bags are to be placed in the student's locker upon arrival at school. These bags are to remain in the student's locker until the end of the school day. **Clothing for physical education classes should be brought in a small disposable plastic bag.**

1 <sup>st</sup> Offense	File Discipline Report; Warning (Student given opportunity to correct or ISS for remainder of the day.)
2 <sup>nd</sup> Offense	One period ISS, Contact Parent
3 <sup>rd</sup> Offense	Two periods ISS
4 <sup>th</sup> Offense	One day ISS
5 <sup>th</sup> Offense	One day OSS

#### **DRESS CODE VIOLATION** (Refer to WCPS Dress Code and Appearance contained near the back of this handbook)

1 <sup>st</sup> Offense	File Discipline Report; Warning (Student given opportunity to correct or ISS for remainder of the day.)
2 <sup>nd</sup> Offense	One period ISS, Contact Parent
3 <sup>rd</sup> Offense	Two periods ISS
4 <sup>th</sup> Offense	One day ISS
5 <sup>th</sup> Offense	One day OSS

### **ELECTRONIC DEVICES**

No student shall use, display, transmit or have in the "on" position, any wireless communication device or personal entertainment device during instructional time. Students are allowed to use their cellphones before and after school, in the hallways between classes and in the cafeteria during their lunch.

1 <sup>st</sup> Offense	File Discipline Report; Warning (Item will be confiscated; parent must pick up after each offense.)
2 <sup>nd</sup> Offense	One period ISS, Contact Parent
3 <sup>rd</sup> Offense	Two periods ISS
4 <sup>th</sup> Offense	One day ISS
5 <sup>th</sup> Offense	One day OSS

### **FAILURE TO GIVE AN ADULT YOUR ELECTRONIC DEVICE WHEN ASKED TO DO SO**

Students are required to give their electronic devices to teachers/staff members upon request when the device is causing a classroom disruption or is being used in an unauthorized manner. Failure to hand the device over constitutes insubordination. **Parent contact will be made after each offense.**

1 <sup>st</sup> Offense	One period ISS
2 <sup>nd</sup> Offense	Two periods ISS
3 <sup>rd</sup> Offense	One day ISS
4 <sup>th</sup> Offense	One day OSS
5 <sup>th</sup> Offense	OSS, administrative decision

### **UNAUTHORIZED AREA VIOLATIONS: PARKING LOTS/HALLS/LOCKER ROOMS/OUTDOOR AREAS**

In order to maintain a safe and orderly environment through supervision, and to minimize noise and interruptions of classroom instruction, areas of the grounds and building will be off limits during certain times of day.

1 <sup>st</sup> Offense	File Discipline Report; Warning
2 <sup>nd</sup> Offense	One period ISS, Contact Parent
3 <sup>rd</sup> Offense	Two periods ISS
4 <sup>th</sup> Offense	One day ISS
5 <sup>th</sup> Offense	One day OSS

### **PROFANITY (Excessive)**

Cursing or use of vulgar, profane, or obscene language is prohibited.

1 <sup>st</sup> Offense	File Discipline Report; Warning
2 <sup>nd</sup> Offense	One period ISS, Contact Parent
3 <sup>rd</sup> Offense	Two periods ISS
4 <sup>th</sup> Offense	One day ISS
5 <sup>th</sup> Offense	One day OSS

### **PROFANITY DIRECTED TOWARD STAFF**

Students shall exhibit appropriate respect towards school personnel and volunteers. Cursing or use of vulgar, profane, or obscene language is prohibited.

1 <sup>st</sup> Offense	One day OSS, or administrative decision
2 <sup>nd</sup> Offense	Two days OSS, or administrative decision
3 <sup>rd</sup> Offense	Three days OSS, or administrative decision, possible recommendation for alternative placement

### **FOOD/DRINK (Outside Designated Areas or Restaurant/Fast Food)**

1 <sup>st</sup> Offense	File Discipline Report; Warning (Items will be confiscated and disposed of after offense)
2 <sup>nd</sup> Offense	One period ISS
3 <sup>rd</sup> Offense	Two periods ISS
4 <sup>th</sup> Offense	One day ISS
5 <sup>th</sup> Offense	One day OSS

### **TOBACCO PRODUCTS/VAPING (Use and Possession)**

1 <sup>st</sup> Offense	One day OSS (Items will be confiscated and disposed of after offense)
2 <sup>nd</sup> Offense	Three days OSS
3 <sup>rd</sup> Offense	Five days OSS

### **DISTRIBUTION OF NON-PRESCRIPTION MEDICATION**

1 <sup>st</sup> Offense	Written Warning, Parent Contact
2 <sup>nd</sup> Offense	One period ISS
3 <sup>rd</sup> Offense	Two period ISS
4 <sup>th</sup> Offense	One Day ISS
5 <sup>th</sup> Offense	One Day OSS

### **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

1 <sup>st</sup> Offense	Two periods ISS; loss of driving privileges for 30 school days
2 <sup>nd</sup> Offense	One day ISS; loss of driving privileges for 1 semester
3 <sup>rd</sup> Offense	One day ISS; loss of driving privileges for the school year
4 <sup>th</sup> Offense	One day OSS

### **SKIPPING CLASS/SCHOOL**

1 <sup>st</sup> Offense	Two periods ISS
2 <sup>nd</sup> Offense	One day ISS
3 <sup>rd</sup> Offense	Two days ISS
4 <sup>th</sup> Offense	Administrative Action

### **UNEXCUSED TARDIES**

1 <sup>st</sup> Offense	Warning; Pass to class from Tardy Central
2 <sup>nd</sup> Offense	Second warning; Pass to class; Classroom Teacher contact parent
3 <sup>rd</sup> -6 <sup>th</sup> Offense	1 period of ISS, Prime Time Coordinator will contact parent
7 <sup>th</sup> Offense & Beyond	One day ISS, Prime Time Coordinator will contact parent

### **MISCONDUCT ON SCHOOL VEHICLE**

School transportation service is a privilege, not a right. Students at all times, while riding a school bus or other school vehicle, shall observe the directives of the school bus driver.

1 <sup>st</sup> Offense	File Discipline Report; Warning
2 <sup>nd</sup> Offense	One period ISS, Contact Parent
3 <sup>rd</sup> Offense	One day ISS, Contact Parent
4 <sup>th</sup> Offense	Five-day bus suspension, Contact Parent

## **LEVEL II OFFENSES**

The offenses listed below require administrative action. Discipline at this level can range from period ISS, school/community service and up to 5 days of OSS. Depending of the circumstance of the violation, the administration may increase the level of OSS to 10 days.

- HARRASSMENT/BULLYING/HAZING
- CLASS or SCHOOL DISRUPTION
- THEFT and/or PROPERTY DAMAGE
- CHEATING/PLAGIARISM:
- INAPPROPRIATE USE OF SCHOOL COMPUTER
- THREATS/PHYSICAL AGGRESSION/FIGHTING

## **INAPPROPRIATE USE OF SCHOOL TECHNOLOGY**

1 <sup>st</sup> Offense	1 period ISS, modification of technology privileges
2 <sup>nd</sup> Offense	1 day ISS, modification of technology privileges
3 <sup>rd</sup> Offense	2 days ISS, possible suspension of technology privileges
4 <sup>th</sup> Offense	1 day OSS, possible suspension of technology privileges
5 <sup>th</sup> Offense	Up to 5 days OSS, referral for alternative placement

## **USE OF DEROGATORY LANGUAGE SUCH AS RACIAL SLURS, DISCRIMINATION, HARASSMENT**

No student shall engage in conduct prohibited by Board Policy 1710 and 4332, Prohibition Against Discrimination, Harassment and Bullying. Cursing or use of vulgar, profane, or obscene language is prohibited.

1 <sup>st</sup> Offense	Two Days OSS
2 <sup>nd</sup> Offense	Three Days OSS
3 <sup>rd</sup> Offense and following	Five Days OSS

## **VERBAL ALTERCATION**

Taking any action or making comments or writing messages that might reasonably be expected to result in a fight or physical aggression. Any heated argument that poses a threat to the safety and operation of the school.

1 <sup>st</sup> Offense	2 days ISS
2 <sup>nd</sup> Offense	1 day OSS
3 <sup>rd</sup> Offense and following	3 days OSS

## **LEVEL III OFFENSES**

The offenses listed below require administrative action. Discipline for these offenses will be LONG TERM suspension plus possible referral to law enforcement. Depending on the circumstances of the violation, the administration may decrease the OSS level to a short term suspension.

- USE, DISTRIBUTION, SELL OR POSSESSION OF NARCOTICS, ALCOHOL BEVERAGES, CONTROLLED SUBSTANCES, OR DRUG PARAPHERNALIA
- GANG AND GANG RELATED ACTIVITY
- WEAPONS
- ASSAULT
- BOMB THREAT ACT OF TERROR

## **LEVEL IV OFFENSES**

The offenses listed below require administrative action. Discipline for these offenses will be LONG TERM 365 Day suspension plus referral to law enforcement.

- FIREARM/DESTRUCTIVE DEVICE

## **WCPS Student Dress Code and Appearance (BOE Policy 4305)**

### **A. Standard Dress Code**

The Wayne County Public Schools Board of Education respects a student's right to choose his or her style of dress or appearance. However, the Board of Education will require that students adhere to standards of dress that are compatible with the requirement of a good school environment. All students are expected to be groomed and dressed appropriately for school and school activities. In the opinion of the principal or his/her designee, if a student's dress or appearance is such that it (1) disrupts the learning environment, (2) constitutes a threat to health or safety, (3) is construed as provocative or obscene, or (4) is lacking in cleanliness, the principal or the principal's designee may require the student and student's parent or guardian to take appropriate action to remedy the situation. Before receiving disciplinary consequences, a student who is not in compliance with this policy will be given a reasonable period of time to make adjustments so that he or she will be compliance.

The principal shall have the authority to implement the school dress code and appearance policy in a manner that is age appropriate, and reasonable consideration will be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request must be in writing from the parent or guardian and must be approved by the principal or his/her designee. Reasonable accommodations shall be made by the principal to accommodate students involved in special duties, activities, or projects approved by the school. This would include but not be limited to: athletics, vocational classes and projects, P.E. classes, special events, or other activities that would allow for non-conforming dress on a school campus or during a school sponsored event.

Disciplinary action will be taken for any violation of the dress code in accordance with Policy 4300 Code of Student Conduct). Students who do not comply with the school dress code and appearance policy may be excluded from participating in certain school programs, including graduation ceremonies. (*Fowler vs. Williamson*, 39 N.C. App. 715, 251 S.E.2d 889 [1979].) Copies of the Student Dress Code and Appearance Policy will be made available to students and parents annually.

Specific guidelines listed below will apply to all students:

1. Shorts, Skirts, dresses, or other clothing must be finger-tip length (reaching the mid-thigh), including when leggings or tights are worn. Clothing must not have holes exposing skin above finger-tip length (mid-thigh).
2. Shirts, tops, and dresses must cover the top of the shoulder with at least a two-inch width strap, and fit closely under the armpits (Principal discretion may be used taking into consideration the age of the student).
3. Shirts and tops should be long enough to cover the midriff when sitting or standing; and shirts, tops and dresses must be buttoned high enough to cover the chest and the back of the body cannot be exposed.
4. No sagging pants allowed and pants cannot be worn with the waistband below the hipbone.
5. Underwear, or the body typically covered by underwear, cannot be visible at any time, including under sheer, see-through, or mesh fabric.
6. Any form of attire which is indicative of gang affiliation is prohibited, including bandanas.
7. No (hats, caps, hoods, curlers) can be worn inside school buildings.
8. Clothing will not be allowed that promotes alcoholic beverages, tobacco use, smoking, vaping, the use of controlled substances, depicts violence, is of a sexual nature, or is of a disruptive nature.
9. Shoes must be worn at all times and in accordance with special requirements such as P.E. classes, ROTC, science labs, etc. Shoes that have laces must be laced and tied.

Legal References: [G.S. 115C- 288](#); [115C-307](#); [115C-390.2](#).

Adopted: June 4, 2001 Revised: March 26, 2007; Revised: December 5, 2011; Revised: July 10, 2017; Revised: July 23, 2018; Revised: December 16, 2019

**Charles B. Aycock High School NHS  
Bylaws**

Chapter Bylaws  
of the  
Charles B. Aycock Chapter  
of the  
National Honor Society  
Adopted: June 12, 2020

**ARTICLE I: NAME**

The name of this chapter shall be the Charles B. Aycock Chapter of the National Honor Society of Secondary Schools.

**ARTICLE II: PURPOSE**

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of the Charles B. Aycock chapter.

**ARTICLE III: POWERS**

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association, North Carolina, by paying annual dues and participating in state functions when possible.

Section 3: The chapter faculty adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal. In the absence of the chapter adviser, the assistant faculty chapter adviser is given the authority to supervise the administration of chapter activities as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section 1 of the National Constitution.]

Section 5: Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

**ARTICLE IV: MEMBERSHIP**

Section 1: Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Section 2: Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

### Section 3: Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore junior or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Charles B. Aycock High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

## ARTICLE V: SELECTION OF MEMBERS

Section 1: The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser and assistant advisor shall be the sixth and seventh, nonvoting, *ex officio* members of the faculty council.

Section 2: The selection of active members shall be held once a year during the second semester of the school year.

Section 3: Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria of service, leadership, and character for membership.

Section 4: Candidates become members when inducted at a special ceremony.

Section 5: An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

## ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1: Annual dues for this chapter shall be \$25.00. Dues will be payable to the chapter within 30 days of induction.

Section 2: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 3: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 4: Chapter members who are seniors in good standing shall be granted the privilege of wearing the NHS honor cords/ patch at graduation.

## ARTICLE VII: OFFICERS

Section 1: The officers of the chapter shall be president, vice president, secretary/historian, treasurer, and parliamentarian.

Section 2: Student officers shall be elected at the first meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3: Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4: It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5: The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6: The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7: The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8: Officers and the faculty adviser and assistant faculty adviser shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter.

## ARTICLE VIII: MEETINGS

Section 1: Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with approval of the faculty adviser.

Section 2: This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3: Members are expected to attend all chapter meetings.

Section 4: Each student must submit documentation of his/her 10 hours of community service to the advisors no later than one week before the end of each semester.

## ARTICLE IX: ACTIVITIES

Section 1: The chapter shall determine one or more service projects for each year.

Section 2: All members shall regularly participate in these projects.

Section 3: These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

Section 4: Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.



Section 5: The chapter shall publicize and promote its projects in a positive manner.

#### ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1: Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Charles B. Aycock chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2: If a member's cumulative grade point average falls below the standard in effect when he/she was selected which is a 3.5 on a 4.0 scale, he /she will be given a written warning and a reasonable time period of one semester for improvement, unless the student is a senior on probation after the fall semester. Then he/she will be given a written warning and a period of one nine week period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes dismissal from the chapter.

Section 3: Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4: Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, vaping, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5: Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6: In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member has the right to respond to the charge(s) against him/her at a hearing before the faculty council prior to any vote on dismissal. The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
- c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 7: In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

#### ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be approved upon receiving an affirmative vote of 60 percent of the faculty council and approval by the principal.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

## ARTICLE XII: AMENDMENTS

These bylaws may be amended by the principal and an affirmative vote of 60 percent of the faculty council of Charles B. Aycock High School. The exceptions are Articles V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

Approved on June 12, 2020

# WAYNE COUNTY PUBLIC SCHOOLS

## 2021-2022 SCHOOL CALENDAR

### TRADITIONAL—Revised 5.3.21

H = Holiday  
 AL = Annual Leave (built-in)  
 WD = Teacher Workday  
 DWD = Designated Workday  
 ED = Early Dismissal

First / Last Day

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
1	2	3	4	5	6	7
8	9	10	11	12	WD	14
15	DWD	DWD	DWD	DWD	DWD	21
22	<b>23</b>	24	25	26	27	28
29	30	31				

SEPTEMBER						
5	H	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
3	4	5	6	7	8	9
10	11	12	13	14	WD	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
7	8	9	10	H	12	13
14	15	16	17	18	19	20
21	22	23	AL	H	H	27
28	29	30				

DECEMBER						
5	6	7	8	9	10	11
12	13	14	15	16	ED	18
19	AL	AL	AL	H	H	25
26	H	AL	CL	CL	H	

JULY		
July 5	Holiday	
AUGUST		
Aug. 13	Teacher Workday	
Aug. 16-20	Designated Workdays	
<del>Aug. 17</del>	<del>Open House for Elementary Schools</del>	
<del>Aug. 18</del>	<del>Open House for Middle-High Schools</del>	
Aug. 25	First Day for Students	
<small>Note: 2021-2022 Open House events will vary by school. Each school will communicate information about dates and times for their events. Families with questions can contact their child's school.</small>		
SEPTEMBER		
Sept. 6	Holiday	
OCTOBER		
Oct. 14	End of 1st Grading Period	
Oct. 15	Teacher Workday	
Oct. 22	Report Card Distribution (K-12)	
NOVEMBER		
Nov. 11	Holiday	
Nov. 24	Annual Leave	
Nov. 25, 26	Holidays	
DECEMBER		
Dec. 17	Early Dismissal	
Dec. 17	End of 2nd Grading Period	
Dec. 20-22	Annual Leave	
Dec. 23, 24, 27	Holidays	
Dec. 29, 30	Closed for Students and 10-Month Staff	
Dec. 31	Holiday	
JANUARY		
Jan. 5	Teacher Workday	
Jan. 7	Report Card Distribution (K-12)	
Jan. 17	Holiday	
FEBRUARY		
Feb. 21	Teacher Workday	
MARCH		
Mar. 17	End of 3rd Grading Period	
Mar. 18	Teacher Workday	
Mar. 25	Report Card Distribution (K-12)	
APRIL		
Apr. 15	Holiday	
Apr. 18-22	Annual Leave	
MAY		
May 30	Holiday	
JUNE		
June 6	Last Day of School/Early Dismissal	
K-12 Report Cards Distributed (or as determined by individual school)		
June 9, 10	Designated Workday	
June 15	Teacher Workday	
Graduation.....As Determined by Each School		
<small>Students do not report to school on holidays, annual leave days, teacher workdays, or closed days.</small>		
BOARD OF EDUCATION MEETINGS		
July 12	November 1	March 7
August 2	December 6	April 4
September 13	January 10	May 2
October 4	February 7	June 6

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	DWD	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	WD	22	23	24	25	26
27	28					

MARCH						
6	7	8	9	10	11	12
13	14	15	16	17	WD	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
3	4	5	6	7	8	9
10	11	12	13	14	H	16
17	AL	AL	AL	AL	AL	23
24	25	26	27	28	29	30

MAY						
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	H	31				

JUNE						
5	6	7	ED	DWD	DWD	11
12	WD	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

\*Make-up days will occur on the first available Workday or Closed Day, or as designated by the Superintendent.