Richlands High School

Student Handbook
2018-2019

Vision
Excellence in Education

Mission
Richlands High School will prepare students to be skilled, responsible, and ethical leaders for today and beyond

Purpose Statement
Making a difference one student at a time
Guidelines for Success

Respectful (Students, Teachers, and Staff)
Honorable (Classroom, Campus, and Community)
Scholarly (Focus on the Future: College and Career)
Cooperative (Helpful and Team-Oriented)
Attendance (School, Clubs, Sports, and Community)
Timely (Assignments, Deadlines, and Punctuality)
Safe (During, Before, and After-School including extra-curricular activities)
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RHS … MAKING A DIFFERENCE ONE STUDENT AT A TIME
RICHLANDS HIGH SCHOOL

Core Beliefs
On-going efforts toward continuous improvement and strategic planning are based upon the following core beliefs of Richlands High School. The faculty and staff of Richlands High School believe:

➢ Building relationships is paramount to student success;

➢ All students should have the opportunity to learn in a safe and orderly environment;

➢ Good character in students should be developed through continuous role-modeling by teachers and staff;

➢ All students should be equipped with technological skills and knowledge to be successful in the 21st century;

➢ Communication between parent, teacher, and student is directly related to student success;

➢ Maintaining high expectations through rigor and relevance is paramount to preparing all students to be competitive internationally.

Principal: Mr. Brad Staley
Assistant Principal: Mrs. Frances Turner
Assistant Principal: Mr. Cameron Custy

8100 Richlands Highway
Richlands, NC 28574
Phone Number: (910) 324-4191
Fax Number: (910) 324-6688

TITLE IX STATEMENT
Onslow County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Barry Collins, Assistant Superintendent, 200 Broadhurst Road, Jacksonville, NC 28540, (910) 455-2211. For further information on the notice of non-discrimination, you may call the U.S. Department of Education, Office of Civil Rights, at 1-800-424-3481.

Las escuelas del Condado de Onslow no discriminan basados en raza, color, acionalidad, sexo, discapacidad o edad en sus programas y actividades. La siguiente persona ha sido asignado para manejar e investigar alegaciones referente la politica de no discriminacion: Barry Collins, Superintendente Auxiliar, 200 Broadhurst Road, Jacksonville, NC 28540, (910) 455-2211. Para mas informacion sobre el aviso de no discriminacion, usted puede llamar al Departamento de Educacion de los Estados Unidos, Oficina de Derechos Civiles, at 1-800-424-3481.

Mr. Rick Stout
Superintendent
Onslow County Board of Education
P.O. Box 99
Jacksonville, NC 28541
GENERAL INFORMATION

ACCIDENTS
Students, there is a possibility that you may hurt yourself during the school day in gym class, vocational class, or in an extracurricular activity. If you do hurt yourself, you must do the following:

1. Report all accidents to the teacher if you were injured in the classroom.
2. Report any injuries to the office that happen outside of the classroom. Report athletic injuries to the coach. If medical attention is needed, your parents will be immediately notified and the correct procedure for your injury will be followed.

ANNOUNCEMENTS/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE
School information relevant to the student body and/or specific groups will be made each day during the first and last 5 minutes of the school day. Announcements are also posted on RHS website daily. During this time the students will be involved in the Pledge of Allegiance and a moment of silent reflection. The Onslow County Board of Education requires the observance of a moment of silence and the Pledge of Allegiance each day in all grades in the school system. A moment of silence may not exceed one minute in length, must be completely unstructured, and free of any influence from any source and no other activity will be allowed during that time. We observe the moment of silence and Pledge of Allegiance during the time for announcements each school day.

APPEALS PROCEDURES (BOE Policy 1740/4010)
All students have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right without fear of recrimination. It is for this purpose that a grievance procedure is established. The grievance procedure may be used to address any situation occurring within the operation of normal procedures of the school which causes a student and/or a parent to believe he/she has been wronged, except in the case of long-term suspension. Students and parents are encouraged to discuss their concerns informally with the person(s) involved before invoking formal grievance procedures. The entire grievance procedure is outlined in the Student Related Board of Education Policies and School Bus Safety Regulations Handbook. Students are presented a new handbook at the beginning of each school year. Handbooks are also available at each school and may be picked up by the student and/or parent.

ARRIVAL & DEPARTURE

Car Riders Arrival and Departure
Parents that are driving their child to and from school will enter school property via Woodson School Rd or Hwy 24. The drop-off and pickup point for students being driven to school will be by the breezeway at the front of the campus or around by the vocational building. There will not be drop offs on East Point St or behind the school.

Student Parking/Parking Lot
Parking permits are required in order to park on campus. Students may obtain a parking permit by completing a registration form, paying $25.00 (non-refundable), having no outstanding debts to Richlands High School (such as owing fees, books that need to be returned, etc.), and having a valid North Carolina Driver’s license. Every student meeting these requirements will be assigned a numbered parking space. Students are required to park only in their assigned parking spaces with their permits clearly displayed. Cars parked illegally or in an undesignated space will be towed at the owner’s expense.

Each student parking will be on a first come first serve bases. Parking at school is a privilege, not a right, and much responsibility exists with parking on campus. As such the administration may temporarily or permanently revoke parking privileges any time they feel that the student is not utilizing the privilege in the manner in which it was granted. The following are some examples of when privileges will be revoked. These examples are not all inclusive: revoked for five days when a valid
pass/permit is not displayed three times or more; drive on the grass, rather than the marked entrances and exits will lose parking privileges for five days; or when a student is referred for tardies. If at any time during the year the student’s license is revoked or the student has outstanding debts, then the parking permit will also be revoked. Students are not allowed to loiter in the parking lots before or after school. Loitering is being in a vehicle or in the parking lot longer than it takes to gather your things and vacate to the building. During the school day, students are not permitted to return to their car for items they left or forgot. If a student returns to the parking lot between the hours of 7:10 am and 2:15 pm, ISS will be assigned to the student, unless he/she has late entry, early release or are checking in or checking out. If returning to the vehicle is a persistent issue, the parking permit will be revoked.

**If at any time the students’ privileges have been permanently revoked, the student will have to reapply for a parking permit and pay the applicable fee.**

*Any* car parked on the school grounds may be searched by school officials at any time without the driver’s or owner’s consent.

**BUS TRANSPORTATION REGULATIONS**

Riding a school bus is a privilege, not a right. Because the safety of our children is a top priority, it is imperative that all parents and students review the Onslow County Schools’ Student Discipline Policies and School Bus Safety Regulations Handbook. Of particular importance are School Bus Safety Student Conduct Rules and Misconduct on a School Vehicle. These policies will be enforced with parents and students receiving written notification of consequences based on severity of violations and prior rule infractions. Please help us ensure that the bus ride for all students is a safe one.

Richlands High School General Bus Rules include:
- Be at the designated stop on time. Drivers will not wait for students who are not at the bus stop.
- Noise on the bus must be kept at a minimum.
- Food, gum, or beverages are not permitted on the bus.
- Students may ride only the bus to which they are assigned. Administrative approval must be obtained prior to riding an alternate bus. A written request must include date, regular bus number, bus number being requested, location for student drop-off, and a phone number to verify the bus change request. No student will be allowed to ride any bus that they are not assigned without this note being signed by both a parent and an administrator. **ALL BUS NOTES MUST BE SUBMITTED TO THE OFFICE BEFORE THE TARDY BELL RINGS IN THE MORNING.**
- Repeated use of Onslow County bus transportation for transportation other than from school to home will not be allowed.
- Consequences for infractions of bus rules may include (but are not limited to): a written warning, suspension from riding the bus, rescinding the right to ride for the remainder of the school year, and ISS/OSS. The consequences assigned are at the discretion of the administration.
CAFETERIA/LUNCH POLICY/POWERHOUR
Richlands High School will have a flexible one hour lunch period called “POWERHOUR”. During this hour, students will choose what time they would like to have lunch for A and B Lunch time (30 minute timeframe). The other remaining 30 minutes will allow students to choose a teacher and category (remediation/tutoring, club/organization) to attend. More information will be provided in a Powerhour Handbook. No student will be excused to leave campus during “lunch periods”. Students are not allowed to consume prepared foods from an off-campus business during school hours. Because some of the students will be in class while the others are at lunch, certain areas will be off limits during each lunch period. Students are allowed to eat in the cafeteria, commons, outside of the commons and cafeteria, breezeway, and covered walkway by the library. Inside classroom buildings, parking lots, grass areas, near classroom windows and other unidentified areas are off limits. Students who fail to clean up their trash will be assigned lunch detention or Powerhour revoked for the entire campus.

LUNCH/MEALS (OCS Policy 6200, 6225, 6230) -
Onslow County Schools provides breakfast and lunch meals designed to meet the USDA federal guidelines and nutrition standards for school meals. Menus are available on the Onslow County Schools website at www.onslow.k12.nc.us and in local media.

Meal prices are $1.25 for breakfast and $2.25 for lunch. Reduced price breakfast is provided at no cost and reduced lunch cost is $.40. Supplemental a la carte items that meet the Smart Snack guidelines are available for additional purchase. Parents/Guardians may request restrictions for students with a written note sent to the cafeteria. Families are responsible for all meal costs for food eaten by the student until the new meal application has been approved and any charges accrued until that approval. A parent/guardian may request a copy of their student’s account. For any information, contact the school cafeteria manager at 324-4191. Payment for purchases in the cafeteria may be made by cash or check to the school cafeteria. Please do not send money to the school office. Other methods of payment are debit/credit card online at www.k12paymentcenter.com.

Meal applications for free or reduced meals can be found online at www.lunchapplication.com. This is the quickest method. Only one application per household should be completed. Return meal applications to the school cafeteria or the school nutrition central office. If you do not receive notification for all (each individual child) students in the household, please notify the school nutrition central office immediately.

CHANGE OF ADDRESS/PHONE
It is extremely important that we are kept up-to-date with any and all changes in address, phone number, and emergency contact information. This information is required in case we need to contact the parents/guardians in an emergency situation. Do not assume that your child will be able to contact you on a cell phone if an emergency situation arises. Cell phones may not be authorized for use until a situation has been investigated. The school uses a phone contact system to pass on information to the parents when necessary. Please call RHS with any updates that you need to make to address or phone numbers and you will be informed of the process you must follow.

CLASS RANKING (BOE Policy 3450)
Class rankings is one method of measuring academic performance. The board also recognizes other means of evaluating student achievement, including grade point average, courses completed, the rigorosity of the curriculum, results of tests and assessments and recommendation letters. High schools may compile class rankings periodically and make the information available to the student, his or her parents or guardians, and to other institutions, at the request of the student or his or her parents or guardians.

CLOSED CAMPUS
RHS is a closed campus. This means students are not to leave the grounds of school at any time unless given permission. Once students arrive on campus, they may not leave without going through the formal check-out process. This policy applies even before the morning bells have rung. (i.e. students cannot arrive on campus, then leave campus, then return...
even if prior to 7:10am) Students arriving on campus then leaving without being checked out will be considered skipping school.

**COMMUNICABLE DISEASES**

If a child has a communicable disease (i.e. pink eye or head lice) it is expected that he/she remain at home until the disease is no longer contagious.

**COURSE ENROLLMENT**

If enrolled as a student at Richlands High School, you must be enrolled in at least three courses per semester as a traditional student. College and Career Promise (Dual Enrollment) must have two classes on RHS campus; with a max of two college classes for a total of four courses a semester. Onslow County Schools Online Virtual Academy is by application only and is determined on a case by case basis by guidance counselor, administrator, and OVA Director. The minimum requirements to be eligible for OVA is to have a 2.0 GPA, be in good academic standing, and take at least 2 courses through OVA each semester.

**DISMISSAL**

School is dismissed at 2:15 p.m. All students must be out of the building and off school property no more than fifteen minutes after their last class unless under the direct supervision of a faculty member. This includes after-school practices and club meetings as well. Students waiting for transportation after school dismisses must wait for such transportation in front of the main building. Students found in violation of this policy may be charged with trespassing on school grounds.

**EARLY RELEASE/LATE ENTRY**

Each student’s scheduled class day consists of four periods. For a student to be granted an early release or late entry, one parent must come to school and sign a release card. There are several conditions to this policy:

1. Only seniors can be released early or have late entry.
2. The student must leave and arrive at campus at the designated time or the release agreement is forfeited, which can mean reassignment to classes. Seniors will not be allowed to remain on campus or return to campus until designated times. Students who violate this rule will be handled as a trespasser.

**EMERGENCY SITUATIONS/DRILLS (FIRE, TORNADO, BOMB THREAT, ETC)**

During ALL emergency situations/drills, all students and faculty members must follow the respective procedures appropriate to the situation. Teachers will take attendance and monitor their classes during emergency situations/drills.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Pursuant to the Family Educational Rights and Privacy Act, the Onslow County Board of Education publishes the following Board of Education policy statement regarding student records:

TO ALL PARENTS OF STUDENTS CURRENTLY ATTENDING THE ONSLOW COUNTY SCHOOLS AND ALL STUDENTS CURRENTLY ATTENDING WHO HAVE REACHED THE AGE OF 18: The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students or eligible students have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the student. The Onslow County Board of Education has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the Superintendent’s office and in the principal’s office and counselor’s office of each school.

**FEES**

The Onslow County Board of Education has passed a policy concerning the payment of school fees. Parents or students who wish to have school fees waived because of hardship must make a written request to the principal on a form supplied by the school office and accompanied by supporting documentation of hardship.
All students who do not have an approved fee waiver need to pay their fees by the end of the first week of school. After the 1st 9 days of school, fees will only be collected by the front office staff before or after school and during Powerhour unless a parent comes to pay their students fees. Students who owe fees are not eligible for a parking permit and may not be eligible to participate in extracurricular activities until all fees are paid. A list of fees will be available at student orientation. NOTE: Students at Richlands High School owing fees may not participate in graduation exercises, prom, project graduation, or attend any extra-curricular activities to include participation on athletic teams.

Onslow County Schools Fees List:
1. Art (per course) $ 7.00
2. *Instrumental Music $ 10.00
3. *Vocal Music $ 5.00
4. Instructional Supplies $ 5.00
5. Locker $ 2.00
6. Science Lab $ 5.00
7. Technology Fee $25.00
8. Drivers Education Fee $65.00

<table>
<thead>
<tr>
<th>Lunch Fees:</th>
<th>Breakfast Fees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Full Paying- $2.25</td>
<td>Student Full Paying- $1.25</td>
</tr>
<tr>
<td>Student Reduced- $0.40</td>
<td>Student Reduced- Free</td>
</tr>
<tr>
<td>Adult- al la carte pricing</td>
<td></td>
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</tbody>
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Reserved Student Parking: **$25.00**

Student Insurance (optional) *(These are rates are subject to change for each school-year)*

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<tbody>
<tr>
<td>Basic School Time Coverage</td>
<td>$13.00</td>
</tr>
<tr>
<td>Around-the-Clock Coverage</td>
<td>$ 69.00</td>
</tr>
<tr>
<td>Varsity Football</td>
<td>$120.00 (includes basic)</td>
</tr>
<tr>
<td>Varsity Football</td>
<td>$176.00 (includes around-the-clock)</td>
</tr>
<tr>
<td>Optional Extended Dental</td>
<td>$ 7.00</td>
</tr>
</tbody>
</table>

If student accident insurance is declined, a completed insurance waiver must be returned to the school office. If insurance is waived, the parent/guardian is responsible for all fees in accordance with their insurance policy that are associated with any illness or injury even if it is determined that the school may be culpable.

**FLOWER AND BALLOON DELIVERY**

There will be **NO** flower or balloon delivery during the school day. Students may not have flowers or balloons in class or on a school bus.

**FOOD AND DRINK**

*At no time will glass-bottled drinks be allowed on campus.* Food and Drink consumption in the classroom will be at the discretion of the classroom teacher. All food and beverage items purchased from the cafeteria must be consumed in the cafeteria, commons, or outside areas. Food is not allowed to be brought back to a classroom from the cafeteria. Any outside food deliveries, students will be required to eat in the front office area.

**GUIDANCE DEPARTMENT/SERVICES**

The purpose of the guidance program is to help each individual student achieve his highest growth mentally, emotionally, and socially. We try to do this in several ways:
1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences as a student, a teacher, or the counselor deems it necessary.
3. Assisting students with determining areas of interest, post-secondary institutions that cater to the interest, and the process to apply for a post-secondary education.

**HALL PASSES**

Students are not allowed to leave the instructional setting only in emergency situations. Students who need to take care of matters in the front office, in guidance, or with administration should do so during class changes,
during Powerhour (Lunch), or, before or after school. Students are required to have a pass signed by an administrator if they are out of class during instructional time. Students visiting the RHS media center should have a pass signed by a teacher with an explanation of the purpose for visiting the media center.

**ILLNESS/SICKNESS**
If a student becomes ill at school, they should advise their teacher for the purpose of going to the office, where a parent/guardian will be contacted. Remaining out of class during a classroom period without permission is an unexcused absence. If the illness is abrupt, the nearest faculty member should be notified. Checking out of school should be done only when it is absolutely necessary. The time missed from class can never be adequately made up. Checking out must always be done through the office and with permission from a parent. Attendance forms must be completed in order to excuse absences due to illness.

**INCLEMENT WEATHER**
In the event of bad weather, students should listen to the local radio and TV stations for school news or call 989-2211. In the case of delayed opening, the buses will also run late in respect to the number of hours school is delayed. If school is to dismiss early for weather or other emergency reasons, students will not be allowed to call home due to the large number of students and the limited number of telephone lines. This news will be broadcast via the school system’s mass notification system and over the news media. Please do not call the school to find out if school is delayed or cancelled.

**INSTRUCTIONAL TIME**
One important way that a school can have a positive and direct impact on student achievement is through the protection of instructional time. For this reason, no visitors will be allowed to classrooms during the school day unless they are a guest speaker and part of a planned instructional activity or approved by administration. Anyone wishing to meet with a teacher or administrator must do so by appointment.

**LOCKERS**
Each student is afforded the opportunity to rent a locker for a small fee. Students are not allowed to share lockers. It is very important to keep these lockers locked at all times and to not give the combination to any friends. Remember, if you lose anything from these lockers, you are responsible and will be expected to pay for any school property. Never leave money or valuable personal property in your locker, such as watches, etc. Also, remember that lockers are school property, and as such may be inspected at any time, without notice to the student by the administration of this school. Only school-issued locks are permitted.

*It is highly recommended you use a lock on any locker you might use in the gym locker rooms.*

**LOST AND FOUND**
Students who find articles of value should turn them into the front office. Students who lose articles should report the loss to the front office. **DO NOT LEAVE MONEY OR VALUABLES IN THE ROOMS, DESKS, OR LOCKERS! RHS IS NOT RESPONSIBLE FOR THESE PERSONAL ITEMS.**

**MEDIA CENTER**
All students using the media center must have a pass. No drinks or food can be taken into the area. It will remain open from 6:30 a.m. to 2:45 p.m. each day for students who need assistance.

Fee Regulations:
1. Books are checked out for a two-week period.
2. Overdue books are charged at the rate of $.10/day. Books not returned must be purchased.
3. Any reference or reserve material must be returned before first period the following school day.
4. Charges of $.50/period are made on overdue reference and reserve books.
5. Students receiving a notice of an overdue book should check with the media specialist as soon as possible.

**MEDICATION (BOE Policy- 6125)**
It is the parent or guardian’s responsibility to make arrangements with the school for medication that is to be given during school hours. This shall be done by checking in all medication and having all necessary
paperwork turned in to the front office. If a student has to self-administer emergency medications, a written emergency plan should be developed for the student and approved by the parent or guardian, physician, and school nurse. The parent or guardian is responsible for assuring that an emergency care plan is current, relevant, and the student has emergency medication with them.

If a student needs to take medication during school hours and is required to be out of class they must have a pass issued by the office in order to leave class. Medications can be given at home before and after school hours.

**OFF-LIMIT AREAS**

Certain areas are off limits to students during school hours (7:15 a.m. to 2:15 p.m.): parking lots (front and back) and the area between classrooms and Woodson Street. Students are not to go behind the cafeteria or in the auditorium or gym before school. During lunch, the following areas are also off limits: in the auditorium, student parking lot, behind the gym, vocational building and other classroom buildings. Students who drive to school should immediately leave their vehicle upon arrival at school.

**ONE TO ONE INITIATIVE**

All students will be provided a laptop that they will use for educational purposes. 1:1 Technology Usage Assessment/Fee is $25.00. This insurance assessment will help assist the district with costs associated with supporting the devices, as well as any accidental damages. Hardship waivers will be available for families requiring assistance with this nominal charge. 1:1 Laptops are to be used for educational purposes ONLY.

**PARENT PORTAL**

Parent Portal is a program through the online grading system that allows parents to view their child’s grades and attendance from home. The application to access Parent Portal can be found on the RHS web site or in the office. Parents must complete this form and bring it to the RHS office with a picture ID to register.

**PHYSICAL EDUCATION**

While physical examinations are not required in Physical Education, they are strongly recommended. All students are expected to participate in all events and exercises unless the school receives a written notification from parents as to a medical condition that requires limited participation or has a medical condition that excludes the student from participating. The school reserves the right to require a physical if the condition restricts participation for any length of time.

**PHYSICAL EXAMINATION REQUIREMENTS**

Physical examinations for high school students will be required only for those participating in athletics, or those students who are unable to participate fully in regular PE classes. The doctor should indicate limitations in PE classes on the physical form. Physical forms must be presented to the coach prior to the first day of practice or tryouts for any athletic team, including cheerleading. Upon entering a NC public school for the first time, students must submit a health assessment according to G.S 130a-440(b).

**ONSLOW COUNTY SCHOOLS CONCUSSION PROTOCOL**

If a student is exhibiting signs of a concussion, parents will be notified and academic modification process will be put in place. This process will possibly include the athletic trainer, athletic director, administrator, guidance counselor, medical professional, teachers, and parents. Once seen by a medical professional (within 5 days) any restrictions or accommodations will be implemented. Parents will be notified of these restrictions or accommodations and must make arrangements for a follow up assessment by a medical professional. Physical and academic modifications must be updated every 21 days, not to exceed 5 months.

**REPORT CARDS**

Report cards are issued at the end of every six weeks. See the school calendar in Appendix A for the dates that report cards are sent home via the student.
**SCHEDULE CHANGES**

Schedule changes must occur within the *first ten days of a semester*. Schedule changes will only be considered for which a change is required to fulfill graduation requirements.

**SOCIALS**

All socials or parties are prohibited except those authorized by the administration. This includes birthday parties and end-of-the-year parties.

**SURVEYS**

No student or organization may conduct surveys or interviews without prior approval of school administration.

**TELEPHONE**

The office telephone will be available to students only in emergency cases or if the student is sick. A student must have permission from office personnel before using the phone. The phone is for official business, not for personal calls.

**TEXTBOOKS**

Textbooks are school and state property and should be treated accordingly. If textbooks are lost or damaged, the student is responsible for replacing the item. The following rules apply:

a. If the textbook is lost, the student must pay the full price of the book.

b. If the textbook has been damaged beyond repair, the student must pay the full price of the book.

c. If a textbook is damaged but is usable, the student must pay the damage fee as assigned by the teacher.

**VISITORS & LOITERING**

All students are required to leave the school grounds promptly upon completion of the school day. Only those students involved in organized or supervised school activities are permitted to remain on school grounds. If a person is on campus for a school event (concert, athletic contest, or dance), he is to enter the event or leave the campus. No loitering is permitted on campus. All visitors are to report to the office when they arrive on campus during the school day. *Students are not to associate with any visitor on campus unless the visitor has been approved by the office. Students who are waiting for rides should be at the front of the school and conduct themselves in a manner as to not disturb the business of the school*. 
EXTRA CURRICULAR ACTIVITIES

ATHLETIC ELIGIBILITY

Richlands High School is a member of the Coastal 2A Conference and is proud of its athletic program. Students are encouraged to support this athletic program by participating as an athlete or a fan. To be eligible to participate a student must have taken a minimum of three courses the previous semester and must have passed at least 75% of their courses. If a student takes less than four courses, they must pass all of the courses. A student not eligible at the beginning of the semester; is not eligible at any time during the semester. They must also have been in attendance for 90% (no more than 10 absences) of the previous semester. Attendance for athletics makes no distinction between excused and unexcused absences. Absences are non-waiverable for athletic eligibility.

NOTE: Students at Richlands High School with more than 10 absences in any class or owing fees may not participate in or attend any extra-curricular activities to include participation on athletic teams.

Additional NCHSAA requirements include:

1. The athlete must have a physical from a doctor each year.
2. The athlete may be eligible for only the eight consecutive semesters after he/she has played at the high school level, and may not be 19 on or before August 31st of that year.
   ❖ Team members may not participate in games or practices on days they are absent or serving school suspension.
   ❖ Removal from the team for such offenses is at the discretion of the coach.

Onslow County Board of Education policy provides that “the student insurance offered will be compulsory for all students participating in junior and senior high school athletics unless an Insurance Waiver is signed by the parent indicating adequate personal insurance and releasing the Board of Education and its employees from responsibility for any claim due to injuries received while participating in a school-sponsored athletic program.”

CLASS ELECTIONS

Voting will be by secret ballot. A simple majority will be necessary to win. During the appropriate time, students wishing to run for a class office will pick up petitions from an announced location.

CLUBS (NEW) / EXTRACURRICULAR – HIGH SCHOOL (Board Policy 3620)

There will be a set timeline of the first 10 days of school for students and staff to meet with school’s principal to submit ideas for a new club/organization. Students and staff following the meeting with the principal will submit within the first 20 days of a school year information for any new club and to include an identified advisor. The advisor must be a staff member at RHS. The advisor and interested students must design guidelines, objectives, tentative times and dates for meetings, and present this information to the school principal.

The principal and the staff advisor will meet with the Department Chairs within the first 30 school days to present the new club and have the Department Chairs vote on the new club proposal. The principal may require parental permission for student participation in any club. The principal will maintain the right to make final decisions regarding the organization, activities and guidelines for a proposed club as per Onslow County School board policy 3620.

In order for a club or organization to distribute cords for graduation to their members, they must insure that the following requirements are met:

- Student must have a minimum of a 3.0 weighted GPA at the completion of the first semester of their senior year.
- Clubs or organizations may have additional requirements they deem appropriate for their members. However, if require attendance to a convention or conference, the club/organization must also provide
the opportunity for members to fundraise to cover their expenses.

- Information regarding who is to receive a cord, as well as their GPA and other requirements met, will need to be reported to administration through a format deemed appropriate. This is to be completed prior to ordering cords for members. (i.e. Google Doc, OneNote, etc.)
- All cords, for all clubs and organizations, MUST be distributed to those members who earned them at the Academic Awards ceremony.

**SENIOR PROM**
For a student to be eligible to go to or participate in the Senior Prom activities without being a guest, he/she must be a bona fide senior (be in a senior homeroom) and be eligible to graduate at the time of the prom. In addition, the student must owe no fees and not be over 10 days absent in any class. A guest of a senior must not be 21 or older. Guest who are RHS students must meet all eligibility requirements, have a guest approval form on file, and be approved by RHS administration.
STUDENT RECOGNITION AND ACADEMIC SUCCESS

Marshals, Ushers, and Senior Speakers
Marshals for graduation will be selected from the top 10% of the junior class. The top 10% will be determined after the calculation of GPAs at the completion of the 1st semester. Marshal selection will then be based on the following criteria: character, leadership, and attendance.

North Carolina Scholars Program
In March 1983, the State Board of Education approved the North Carolina Scholars Program to begin with the 1983-1984 school year. Revisions were made to the program again in March 1990 and August 2002 to make it more consistent with graduation requirements and to promote rigorous academic study. In July 2009, the State Board of Education revised the Academic Scholars Program requirements to bring them into alignment with Future Ready Core graduation requirements and incorporate options for innovative high schools. These requirements are in effect for students who enter the ninth grade for the first time in or after 2009-2010. Students who complete the requirements for an academically challenging high school program will be named North Carolina Academic Scholars and receive special recognition. The students who qualify for this special recognition

- will be designated by the State Board of Education as North Carolina Academic Scholars.
- will receive a seal of recognition attached to their diplomas.
- may receive special recognition at graduation exercises and other community events.
- may be considered for scholarships from the local and state business/industrial community.
- May use this special recognition in applying to post-secondary institutions. (Candidates are identified by the end of grade 11 and their candidacy can be included in application forms and/or transcripts sent to these institutions.)

Students are strongly encouraged to see a guidance counselor as well as talk with their advisor and must:

✓ Begin planning for the program before entering grade 9 to ensure they obtain the most flexibility in their courses.
✓ Complete all requirements of the North Carolina Academic Scholars Program.
✓ Have an overall four-year unweighted grade point average of 3.5.
✓ Complete all requirements for a North Carolina high school diploma.

Sponsors for Academic Talent (S.A.T.)
Sponsors for Academic Talent, Inc. (SAT) promotes and encourages academic excellence and community service by offering scholarship opportunities to Onslow County Seniors. Every student who meets the program’s requirements is guaranteed a $500 or $1000 scholarship. SAT raises tens of thousands of dollars each year to make these scholarships possible. The SAT Coordinator, is also there to guide them and answer questions. Students can start working on community service hours that count toward their scholarship beginning in the summer following their Freshman year. The following are the basic requirements for the scholarship:

1) Have a cumulative high school GPA of 3.5 on a weighted scale at the end of the 1st semester of the senior year.
2) Earn a composite score of 1100 or higher on the Scholastic Aptitude Test (SAT) in reading and math only or a combined score of 23 on the ACT.
3) Complete required English, math, science, social studies, and foreign language courses required for the North Carolina Scholars Diploma.
4) Perform 75 hours of community service for a $500 scholarship and 100 hours of community service for a $1000 scholarship with an agency on the SAT Board’s Approved Agencies list.

HONOR ROLL/PRINCIPAL’S LIST
Any student who has a six weeks grade average between 80-89 will be placed on the Honor Roll. Any student who has a six weeks grade average between 90-100 will be placed on the Principal’s List.
ATTENDANCE POLICY

Daily Attendance
NC Compulsory School Attendance Law

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of North Carolina (G.S. 115C-378) requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a class 1 misdemeanor. (G.S. 115C-380).

ATTENDANCE RECORDS
School officials will keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

LAWFUL ABSENCES
When a student must miss school, a written note of explanation, along with an Attendance Form for the absence, must be signed by a parent or guardian must be presented to the teacher on the day returning after an absence. An absence may be lawful for the following reasons:

1. personal illness or injury which makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. a medical or dental appointment
5. participation under subpoena as a witness in a court or administrative proceeding;
6. A minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student’s parent(s) with prior approval by the principal;
7. participation in a valid educational opportunity, such as travel, with prior approval by the principal. Five days prior to the absences, the parent or legal guardian must present to the school principal a written statement requesting the absences be lawful. The principal shall use his/her discretion on the reasonable number of days the student may be excused from school; or
8. absence due to pregnancy and related conditions or parenting, when medically necessary.

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional absences at the discretion of the Superintendent or designee to visit with his or her parent or legal guardian. Five days prior to the absences, the parent or legal guardian must present to the school principal a written statement requesting the absences be lawful. The principal shall use his/her discretion on the reasonable number of days the student may be excused from school.

Extended illnesses generally require a statement from a physician.

In the case of lawful absences and out of school suspensions, the student will be permitted to make up his or her work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.
UNLAWFUL ABSENCES
A student’s absence from school for any reason other than those listed under “Lawful absences” on the Attendance Form will be considered unlawful. Attendance forms are available online, in guidance, or in the front office.

ATTENDANCE IN GRADES 9-12
The following procedure will be implemented each semester:

1. First and Second Absences: Make up work shall be assigned by the student’s teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the child’s teacher.
2. Third – Tenth Absences: Make up work shall be assigned by the student’s teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the child’s teacher. If absences are consecutive, more time may be allowed at the teacher’s discretion. Parents will be notified after the third, sixth and tenth absences.
3. Eleventh Absence: In grades 9-12, a student who misses more than 10 days in a semester, shall not be awarded course credit except by determination of the principal/designee upon careful review of the student’s records. Make up work shall be assigned by the student’s teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the child’s teacher.
4. When total absences (lawful and unlawful) exceed 10 days per semester, further documentation will be required (doctor’s statement, court documentation, etc.)
5. Schools shall offer incentives to provide recognition of perfect attendance.

The superintendent or designee will develop administrative guidelines to implement this policy.

EXCESSIVE ABSENCES
Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

The principal will notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy. When a student has accumulated ten (10) unexcused absences, the principal will conduct an investigation to determine if the parent or guardian has made a good faith effort to comply with the law. Dependent upon the outcome of the investigation, the principal may notify the District Attorney and the Director of Social Services.

ATTENDANCE RULE FOR RICHLANDS HIGH SCHOOL

In accordance with the provisions outlining the attendance policy for grades 9-12 and the authority granted to principals contained in NCGS 115C-288(a), the following policy for Richlands High School will be in effect and enforced for students starting with the 2013-2014 school year.

a. Once a student has accumulated more than 10 absences in any class(es) in a semester, they will not receive credit for the course or be allowed to participate in any extra-curricular events such as: open gym; athletic practices and games; cheerleading practices, games, and competitions; band, chorus, orchestra, dance competitions; academic derby practices and competitions; FFA practices and competitions; SkillsUSA practices and competitions; engineering competitions; prom; participation in any RHS extra-curricular club organization; etc.
b. Parents/Guardians of students with accumulated absences in a semester due to extenuating or extraordinary circumstances such as hospitalization or medically directed to stay at home may request a conference with the principal for those absences to be waived. Each situation will be handled on a case-by-case basis and a decision will be made based on the merits of the evidence. Appropriate medical documentation must be provided at the time of the conference.

c. The principal will have final decision making authority on loss of credit due to attendance.

d. If it has been determined by the attendance committee and principal that the student shall not receive credit for a course due to excessive absences, a grade of ‘FF’ shall be entered and no course credit will be given.

**It is the responsibility of any student who is absent to make contact with their teachers to obtain any missed work and set up an acceptable time to make up the missed work upon their return to school.** Serious illnesses need to be worked out with the student’s teachers on a case-by-case basis. Every student absence should be followed by an excuse note from parents upon the return of a child to school. Students are to bring these notes directly to the school office in the morning following their absence from school.

**SENIORS who require an attendance waiver to graduate may be excluded from the graduation ceremony. The principal will have the final decision in these matters.**

**COLLEGE VISITATION POLICY**

A senior may be allowed two absences for a required college visitation that is a condition for acceptance of that college. Those absences are excused for only if arrangements are made in advance. This may be done by properly completing the form provided from administration.

**PERIOD ATTENDANCE: CHECKING-OUT/CHECKING-IN**

Early checkout is strongly discouraged. Students miss valuable instruction and may be counted absent. Occasionally, we understand that it will be necessary for a student to leave during the school day. A student who needs to be excused from school for part of the day must bring a note from his/her parent before the absence occurs. This note should be shown to the school receptionist who will then check the student out of school. Students will not be released to anyone but a parent, legal guardian, or emergency contact (as noted on the student emergency data sheet).

If a student does not have a note for a check out, a parent, legal guardian, or emergency contact must come to the office in person for the student to be checked out of school.

All individuals picking up a student should be prepared to show proper identification when they come for a student during the school day. The person picking up the child must come into the office to sign the student out of school. Student check-outs will not be approved over the phone.

Checking-in occurs when a student for some reason is unable to get to school at the regular beginning hour. If you arrive during a class change, you must sign in at the front office. If a student is in possession of outside food and/or drink when checking in, they will not be allowed to officially check in until the food and/or drink has been consumed or discarded.
GRADUATION/ GRADING REQUIREMENTS

GRADING GUIDELINES (Pursuant to Board Policy 3400)

Homework
1. Homework should be an integral and relevant part of every student's instructional program. It should be used consistently throughout the grades and classes.
2. The Onslow County Board of Education, through the Superintendent, encourages the assignment of homework to extend knowledge, aid in mastery of skills, develop independence in learning, and create and stimulate interest.
3. Meaningful, homework assignments shall be established by the teacher and/or student so that students and parents may plan accordingly. Homework is intended to reinforce or extend classroom instruction.
4. Homework assignments shall take into consideration individual differences of students such as health, ability, conditions at home, and educational resources at home. Homework shall not require the use of reference material unavailable to students, unless provided by the teacher or school. Students shall be instructed on the proper use of these reference materials.
5. The purpose of all homework assignments must be clearly understood by both the teacher and the students. Appropriate follow-up activities or review of homework assignments should always occur.

Final Exams. Scores on any state required summative assessment shall count 25% of the final grade for the course.

Project Resources. Teachers shall take into consideration the availability of resources for all students before assigning projects.

Academic Dishonesty
1. Academic dishonesty, as defined in Board Policy 4310, is a behavior and shall not be addressed through grades.
2. Consequences for engaging in academic dishonesty will be provided in accordance with the School Plan for Management of Student Behavior (Board Policy 4302).
3. Students found guilty of academic dishonesty may be disqualified from being considered for membership in any club or organization based on the respective club/organization policies or bylaws. If currently a member, the student may be dismissed from any club or organization based on the respective policies or bylaws.

Incomplete Grades
1. An “Incomplete” may be recorded on the report card or interim report in extenuating circumstances, such as the individual learning progression of a student, a medical condition, family emergency, or suspension.
2. Appropriate school personnel shall inform students and parents of the amount of time students will have to submit any required assignments. Such decisions shall be made on an individual basis.

Minimum Grade. The county-wide minimum for any interim report or reporting period of the school year, shall be 40. There is no minimum grade on final exams. The student grade will reflect the points earned.
Grading Scale System

10 point scale for grades 9-12
- 90 – 100 = A
- 80 – 89  = B
- 70 – 79  = C
- 60 – 69  = D
- 50 – 59  = F

Reporting Period Frequency and Interim Reports
1. Report cards shall go home every 6 weeks as annotated (depicted with the letter “R”) on the school calendar.
2. Interim reports shall go home at the mid-point of the reporting period as annotated (depicted with the letter “I”) on the school calendar.

GRADUATION
Those who meet the graduation requirements and who are in academic, behavioral and attendance good standing with the school may take part in the graduation exercises if they choose to do so. The graduation ceremony is an important and symbolic event. Unlike a student's right to a diploma upon completion of the graduation requirements, participating in the graduation ceremony is a privilege. This privilege may be revoked for academic, behavioral, or attendance standing.

NOTE: Students at Richlands High School with more than 10 absences in any class or owing fees may not participate in the graduation ceremony.

Early Graduation
A senior who has met all the requirements at mid-year can choose to graduate early. There are several conditions:
1. The decision must be declared before the end of the first marking of the first (fall) semester.
2. Parental consent must be given and the school must be notified of their agreement.
3. Early graduates will be eligible to attend the senior prom and participate in the graduation program under the same regulations as all other seniors.
4. Early graduates are not eligible to participate in second semester sports.
EXPECTATIONS AND GUIDELINES FOR STUDENT SUCCESS

Overview and Philosophy

All students have a right to learn in a safe and civil environment. All teachers have the right to teach without disruptions caused by students making inappropriate choices. To strengthen the educational program at RHS, it is expected that students practice self-discipline at all times and remember that they are always expected to follow the directives given by any faculty, staff, or administration unless the directive imposes immediate danger to the student. Disturbances or distractions that interfere with the teaching-learning process will not be tolerated.

All teachers will establish, communicate, and post classroom rules and consequences so students and parents understand the expectations for that class. Those expectations will be shared orally and in written form to students. Parents will also receive this information in writing during the first week of each semester. Teachers will handle disciplinary matters with students involving their parent(s) when appropriate unless the offense is serious enough to warrant an immediate referral to the office. If a student is referred to the office, the administration will be responsible for the disciplinary action pursuant to state and local Board policies and will communicate decisions made to the student, his/her parent, and the referring teacher(s).

The General Statutes of the State of North Carolina state that the principal shall have the authority to exercise discipline over the pupils of the school. In accordance with those statutes, the principal shall exercise that authority and take necessary action to ensure a safe and orderly school. Any student found in violation of student behavior guidelines (at school, at school sponsored events on or off campus, on a school bus/activity bus traveling to or from school or to or from any school function or activity) is subject to assignment to after-school detention, in-school suspension, the Onslow County Learning Center, School Treatment Program or suspension from school on a short-term (10 days or less), long-term (remainder of the semester/year), or permanent basis. Action will be taken in accordance with the policies described below. The school administration will involve law enforcement officials when necessary and report such incidents to the superintendent. The school administration will notify parents of disciplinary actions.

In cases where suspension is deemed appropriate, students may be suspended up to ten days. The severity of the offense, the past record of the student’s behavior, the age of the student, and mitigating circumstances will be taken into consideration when making such decisions. In cases of repeated violations or in cases where the health and/or safety of other students might be affected, expulsion may result.

Violations of the Student Code of Conduct must be dealt with in accordance with the guidelines established in the school’s behavior management plan.

Minor violations of the Student Code of Conduct are those less severe infractions involving a lower degree of dangerousness and harm. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Student Code of Conduct may result in disciplinary measures or responses up to and including short-term suspension.

Other disciplinary measures or responses may include, but are not limited to, the following: Parental involvement; Isolation or time-out for short periods of time; Behavior improvement agreements; Individual or small group sessions with the school counselor; In-school suspension Detention before and/or after school or on Saturday; Community service Exclusion from extracurricular activities Suspension from bus privileges Placement in an alternative program; or Out-of-school suspension or expulsion.

The parent or guardian is responsible for transportation as may be required to carry out the consequence.
ASSAULT ON ANOTHER STUDENT (BOE Policy 4331)
No student shall assault, cause or attempt to cause bodily harm, verbally or physically threaten, fight, or intimidate another student. Self-defense is defined as using reasonable force to the extent required to free oneself from the attack. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight. Any student who engages in a fight, is determined to have provoked a fight, or does not take reasonable steps to prevent a fight will result in possible arrest/report to Law Enforcement and suspension from school up to 10 days with possible recommendation for long-term suspension, expulsion, or alternative placement.

ASSAULT OR VIOLENCE DIRECTED TOWARD ANY SCHOOL EMPLOYEE (BOE Policy 4331)
Students are prohibited from assaulting, engaging in a fight, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. No student shall intentionally hit, shove, scratch, bite, block the passage of, or throw objects at another person. Assault is also interpreted as threatening language, signs or gestures. This rule applies during all school-sponsored activities before, during, or after regular school hours, on campus or away, and in route to or from school on a school bus/activity bus. In addition to a violation of student behavior guidelines, such acts of violence or intent to cause bodily harm are in violation of state criminal laws. (G.S. 14-33) Violation of this rule will result in possible arrest and suspension from school up to 10 days with recommendation for long-term suspension, expulsion or possible alternative placement.

CELL PHONE POLICY/ELECTRONIC DEVICES
Unauthorized use of electronic devices is not permitted. Electronic devices are permitted to be used in school buildings during transitions between classes, during lunch, and after-school. A student may only have one earphone/earbud in at a time, for safety, students will not be allowed to have both ears covered at any time while on campus. The use of electronic devices in classrooms will be at teacher discretion. Any unauthorized use of electronic devices will result in the confiscation of the electronic device by the teacher or staff. Once it has been determined that a student has violated the policy, the electronic device must be surrendered to a staff member or administration. The device will be turned-in to the front office. In order to receive the confiscated item back, a parent must come to the front office after-school hours and sign for the device.

If at any time a student refuses to surrender their electronic device, they will automatically be subject to suspension from school for insubordination.
At no time will a student charge or plug in their personal electronic device to any electric outlet on campus. The student brings any electronic device to school at his/her own risk. The school is not responsible to replace any stolen electronic device.

CHEATING, PLAGIARIZING, FORGERY AND VIOLATION OF COPYRIGHT LAWS (BOE POLICY 4310)
Students will do their own work and will not obtain information through deceptive means nor will one student assist another in obtaining information through deceptive means. Students will not forge the signature of faculty, staff, parents, guardians, or any person serving in an official capacity. Plagiarism will be considered cheating. Forgery or falsifying documents for the purpose of deceiving personnel is a school violation. Copyright laws must be followed. Administration will take appropriate action in response to plagiarizing/cheating. Consequences for engaging in prohibited behavior will be provided in accordance with the school’s student behavior management plan (see board policy 4302, School Plan for Management of Student Behavior). For repeated or serious violations of this policy, the principal may suspend a student from school for up to ten days.

CHEMICAL SPRAYS AND MIXTURES
Possession of “mace,” “blaster,” stink bombs or similar sprays as chemical mixtures will be treated as a weapon and will have the same penalties.
**DETENTION - Lunch**

Teachers and administrators may assign lunch detention instead of after school detention. Teachers will refer students for violations of expectations/rules in their classrooms for Lunch Detention.

1. Lunch Detention is in Hut 7 and starts at 11:49 a.m.
2. Lunch detention is for the entire Powerhour Lunch Period.
3. Students may bring their lunch, or eat a cafeteria lunch.
4. Students in lunch detention will surrender personal owned electronics to teacher and are not permitted to socialize.
5. Students breaking lunch detention rules are subject to more days of lunch detention and/or ISS/OSS.
6. No sleeping, or talking/communication of any kind will be permitted.
7. Students must work on school-related material while in detention.
8. Failure to show up for detention will add additional days to a student’s time.

**DETENTION (Teacher assigned detention - After School)**

Each classroom will have the rules and consequences posted. The teacher's judgment will determine the length of time and the number of days for the violation. The teacher will notify the student that detention has been assigned. If the student already has detention for another teacher or administrative detention, the student is to notify the teacher and a time will be rescheduled. Detention may be served before school or after school at the discretion of the teacher. After-school detention is from 2:20 p.m. – 2:55 p.m. Students who are late will not be admitted and will have to make up that day.

**DISCRIMINATION, BULLYING AND HARASSMENT (BOE Policy 4331)**

The board believes that all employees and students should be free of unlawful discrimination, bullying, and harassment, as a part of a safe, orderly, and inviting working and learning environment. The board commits itself to nondiscrimination in all its educational and employment activities. The board expressly prohibits unlawful discrimination, bullying, or harassment, including on the basis of race, color, national origin, sex, pregnancy, religion, age or disability. The board also prohibits retaliation against an employee or student who has exercised any rights made available through state or federal law. Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation.

a. **Prohibited Behaviors and Consequences**

1. **Discrimination, Harassment and Bullying**
   Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment, and bullying.

   Students are expected to comply with the behavior standards established by board policy and the student code of conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

   Any violation of this policy is serious, and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school’s student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

   Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.

2. **Retaliation**
   The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy.
b. Application of Policy

All persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district must comply with all applicable federal and state laws and regulations regarding nondiscrimination, bullying, and harassment. Visitors also are expected to comply with applicable laws, including the prohibition against these behaviors.

This policy applies to behavior that takes place:
1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel;
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and
7. in an electronic format, as described in NC General Statute as cyber bullying.

c. Definitions  For purposes of this policy, the following definitions apply:

1. Discrimination
Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age or disability. Discrimination may be intentional or unintentional.

2. Harassment and Bullying
a. Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:
   (1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
   (2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits.

“Hostile environment” means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual’s association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

Harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students.

3. Reporting Procedures
Students, parents, volunteers, and/or visitors are encouraged to submit any complaints of discrimination or harassment, other than sexual harassment, through the grievance procedure established in policy 1740/4010, Student and Parent Grievance Procedure.
complaint procedure for sexual harassment is established in policy 1745/4027, Sexual harassment Complaint Procedure for Students.

4. Reports may be made anonymously and all reports shall be investigated in accordance with said policy.

DISORDERLY CONDUCT – GENERAL STATUTE 14-288.4(a) (6)
Disorderly conduct relates directly to the operation of public schools. One violation of this statute occurs if any person “disrupts, disturbs or interferes with the teaching of students at any public or private educational institution or engages in conduct which disturbs the peace, order or discipline at any public or private educational institution or on the grounds adjacent thereto.” Incidents which are in violation of laws will be reported to law enforcement agencies and charges may be filed. Violation of this rule will also result in a suspension from school for up to 10 days with recommendation for long-term suspension, expulsion or possible alternative placement.

DRESS CODE and VIOLATIONS- (BOE 4303)
The dress and appearance of students has a significant effect upon conduct and behavior while at school. The purpose of the Richlands High dress code is not to censure individual expression but to help maintain an atmosphere conducive to learning. School administration, faculty, and staff reserve the right to deem student attire inappropriate. Students in dress code violation will receive ISS for the day regardless of changing into a new outfit or being brought clothing. Students will not be allowed to call parents for a change of clothes. They will report directly to ISS. All students and parents are asked to assist the school in carrying out this policy. Repeat offenders will be referred to administration. (SEE APPENDIX FOR DRESS CODE SPECIFICS)

DRIVING ON CAMPUS
Driving on campus is a privilege and this opportunity will be suspended for students that drive in an unsafe manner. Students are to stay on the pavement and are not permitted to drive on the grass at any time. Students are not to pass another vehicle, including a school bus, while on the school campus. The vehicle speed should never exceed 10 m.p.h. Student drivers may never transport students without prior permission of both students' parent/guardian. Students may never ride in trailers or the open beds of pickup trucks on campus. In addition to administrative action and/or action taken by the School Resource Officer, improper driving on campus will result in the suspension or loss of the student’s driving privileges on campus.

DRUG AND ALCOHOL ABUSE
All alcoholic beverages are prohibited on campus and on school buses. Anyone who violates this rule or comes on the school grounds under the influence of alcohol and/or any drug will be suspended from school for up to 10 days with possible recommendation for long-term suspension, expulsion, or alternative placement.

GAMBLING
Any form of gambling will be treated as an illegal act and is therefore prohibited.

ILLEGAL ACTS
All illegal acts will be reported to law enforcement agencies and will be subject to penalty as determined by criminal statutes in addition to any disciplinary action taken by the school.

INSUBORDINATION/FAILURE TO COMPLY
The refusal to follow reasonable directives of teachers or other school personnel will be considered insubordination and may result in suspension. Any student who refuses to state his/her full name to any school employee when asked will be subject to suspension.
SCHOOL BUS EXPECTATIONS
Riding a school bus is a privilege, not a right. Because the safety of our children is a top priority, it is imperative that all parents and students review the Onslow County Schools' Student Discipline Policies and School Bus Safety Regulations Handbook. Of particular importance are School Bus Safety Student Conduct Rules and Misconduct on a School Vehicle. These policies will be enforced with parents and students receiving written notification of consequences based on severity of violations and prior rule infractions. Please help us ensure that the bus ride for all students is a safe one. Consequences for infractions of bus rules may include (but are not limited to): a written warning, suspension from riding the bus, rescinding the right to ride for the remainder of the school year, and ISS/OSS. The consequences assigned are at the discretion of the administration.

SKATEBOARDING
Skateboards, skates, and “wheelies” are not permitted on campus at any time. These items will be confiscated and returned to a parent or guardian.

SKIPPING/TRUANCY
Students are required to attend their classes as scheduled. A student who skips a class will be given an unexcused absence and receive disciplinary action as determined by an administrator. Any student that skips classes or leaves campus without proper permission after already being on campus will be subject to suspension. If personnel or law enforcement must pick up skipping students off campus, students will be subject to out of school suspension.

SOCIAL CONDUCT-PDA
Students at RHS are always expected to conduct themselves in a manner that is appropriate for young adults. Loud, disruptive behavior, profanity, or intimate conduct while on campus are not considered appropriate. Inappropriate behavior may result in disciplinary action as determined by any member of faculty and staff.

➢ KISSING IS NOT ALLOWED.
➢ Students are not to stand in the hugging position. Hug and release is the rule.
➢ Students are not allowed to sit in another student’s lap at any time.

STEALING
Items that are not necessary to the educational process should not be brought to school. Only the money necessary for the day should be brought to school. Label your belongings. Do not share lockers with other students. Do not leave valuables in the gym locker room. The possession of property that is not yours will be viewed as stealing. Such property should be taken to the office at once. Stealing will result in disciplinary action as determined by an administrator. Neither the school nor OCS is responsible or liable for items being lost or stolen. Students should take care to protect their possessions. Any student who engages in stealing will be subject to possible arrest/report to Law Enforcement and suspension from school for 10 days with possible recommendation for long-term suspension, expulsion, or alternative placement.

SUSPENSIONS (ISS and OSS)
Students who are referred to the administration for infractions of policies and/or expectations (rules) which may result in a suspension will be clearly told what the infractions are and will be given the opportunity to tell their side of the story. Parents will be notified by phone if possible, and a formal notice of suspension will be given to the student and mailed home. Students who are suspended may not participate in any extracurricular activity, athletic event, field trip, after-school activity or attend any school function during their period of suspension. Students that have been given ISS are not allowed to be on RHS’ campus at any time outside the normal school hours during the period of the suspension. Students that have been given OSS are not allowed on any Onslow County Schools’ campus during the period of the suspension.
In-School Suspension (ISS)
Richlands High School has an In-School Suspension (ISS) Program. The intent of the program is to keep students in school when they might otherwise be subject to Out-of-School Suspension (OSS). Students involved in this program will do all the work assigned by their regular teachers. In addition, students must also complete all work assigned by the In-School Suspension director. Lunch will be eaten in the ISS classroom. Failure to follow ISS procedures results in OSS.

Out-of-School Suspension (OSS)
Richlands High School has an Out-of-School Suspension (OSS) Program. The intent of the program is to provide administration with an avenue to provide more severe consequences than ISS but less than expulsion. Students involved in this program will do all the work assigned by their regular teachers. The student’s teachers will be notified of the suspension and will have 24 hours to prepare work for the student to complete during the time of suspension. The work will be sent to the front office where the parent/guardian may pick it up. Teachers also have the option to assign online work. It is the students responsibility to take their laptop home and complete all work assigned.

TARDINESS
A tardy is defined as not being in class ready to participate when the tardy bell rings. Initially, tardies will be dealt with by the teacher and if the problem continues, then by the administration.

• 1st –Warning;
• 2nd –3rd, Warning –Teacher Calls Home
• 4th–5th -Classroom Referral-Detention-Teacher Calls Home
• 6th–Office Referral-1 day ISS-Administrator Calls Home
• 7th–Office Referral-3 days ISS-Administrator Calls home
• 8th and beyond may result in OSS.

**If student drives: 5th Tardy to first class-Parking pass revoked for 1 week; 6th Tardy to first class-Parking pass revoked for 2 weeks; 7th Tardy to first class-Parking pass revoked for remainder of semester; 8th Tardy to first class and beyond-Parking pass revoked for remainder of semester.

TOBACCO POLICY (BOE Policy 4320)
Richlands High School is a tobacco-free campus. Possession, selling, or the use of tobacco products is prohibited. Any student found with items will receive three days of in school suspension and the item(s) will be confiscated. This includes e-cigarettes or E-Cig type of device parts. (Onslow County School Board Policy 4320). Any student using tobacco or E-Cigarettes on campus will be subject to three days of out of school suspension and the item(s) will be confiscated.

VANDALISM/PROPERTY DAMAGE
Any student found guilty of vandalism, destruction, or defacement of school or another person’s property will make full restitution and will be subject to suspension.

VERBAL HARASSMENT
The use of profanity, intimidation, or argumentative statements will not be permitted. Disciplinary action will be at the discretion of the teacher or administrator. Profanity directed toward a staff member will be subject to out of school suspension.

Violation of Classroom Rules (BOE Policy 4300, 4315)
No student shall behave in a manner that prevents the teacher from teaching and students from learning. Students will adhere to classroom rules as established by the teacher as well as those defined by the Board of Education and school. Possible disorderly conduct charges could be issued (see G.S. 14-288.4)
**Weapons, Bomb, Biological or Chemical Threats, Explosives, and Threats to Safety (BOE Policy 4333)**
The school and board of education will not tolerate the presence of weapons or destructive devices, bomb, biological, or chemical threats or actions that constitute a clear threat to the safety of students and employees. Any student violating this policy will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning.
The disciplinary consequences for violations of this policy shall be consistent with Section B of OCS Board policy 4302, School Plan for Management of Student Behavior.
As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis.
Onslow County Schools
2018-2019 School Year Calendar
High Schools

2018-2019

July 2018

M T U W T F S
2 3 4 5 6
9 10 11 12 13
16 17 18 19 20
23 24 25 26 27
30 31

August 2018

M T U W T F S
1 2 3
6 7 8 9 10
13 14 15 16 17
20 21 22 23 24
27 * 28 29 30 31

September 2018

M T U W T F S
3 4 5 6 7
10 11 12 13 14
17 18 19 20 21
24 25 26 27 28

October 2018

M T U W T F S
1 2 3 4 5
8 9 10 11 12
15 16 17 18 19
22 23 24 25 26
29 30 31

November 2018

M T U W T F S
1 2
5 6 7 8 9 PD
12 H 13 14 15 16
19 20 21 22 23 L H H
26 27 28 29 30

December 2018

M T U W T F S
3 4 5 6 7 F
10 11 12 13 14
17 18 19 20 21 L
24 25 26 27 28 L
31 H L

January 2019

M T U W T F S
1 T 2 3 4
7 8 9 10 11
14 15 16 17 18 E/G
21 H 22 23 24 25 W
28 29 30 31 R

February 2019

M T U W T F S
4 5 6 7 8
11 12 13 14 15
18 W 19 20 21 22
25 26 27 28

March 2019

M T U W T F S
1
4 5 6 7 8 G
11 12 13 14 PD/R 15
18 W 19 20 21 22
25 26 27 28 29 I

April 2019

M T U W T F S
1 2 3 4 5
8 9 10 11 12
15 16 17 18 19 H
22 L 23 24 25 26
29 G 30

May 2019

M T U W T F S
1 2 3
6 7 8 9 10
13 14 15 16 17
20 21 22 23 24

June 2019

M T U W T F S
1 2 3 4 5 6 7 E
10 11 E/II 12 13 14 W
17 18 19 20 21
24 25 26 27 28

Legend

* First Day for Students
H Holiday
W Teacher Workday
L Leave Day
PD Prof Dev Day
IE Interim Reports - Elementary
IM Interim Reports - Middle
E End Grading Period
R Report Cards Home
** Last Day for Home
E Exams

Teacher Workdays - No school for students unless used for inclement weather make-up day.
Leave Days - No school for students and 10-month staff unless used for inclement weather make-up day.
Professional Development Days (Prof Dev Day) - 3-hour early release for students with professional development for staff.
Holidays - No school for students and all staff.
Make-up days may be Teacher Workdays, Leave Days or Inter session Days. Additional days to be determined as the need arises.

RHS … MAKING A DIFFERENCE ONE STUDENT AT A TIME 30
APPENDIX B

DRESS CODE

VIOLATORS OF THE DRESS CODE WILL BE SENT TO THE ISS ROOM. STUDENTS WILL NOT BE ALLOWED TO CALL HOME FOR A CHANGE OF CLOTHES. THE STUDENT WILL REMAIN IN ISS ROOM FOR THE REMAINDER OF THE DAY. UPON A FOURTH VIOLATION, THE STUDENT WILL HAVE THE VIOLATION DOCUMENTED AS A DISCIPLINE REFERRAL.

THE FOLLOWING DRESS CODE WILL BE ADHERED TO:

A. WITH RELAXED SHOULDERS AND ARMS FULLY EXTENDED, ALL SHORTS, SKIRTS, AND DRESSES MUST BE FINGERTIP LENGTH. LEGGINGS, JEGGINGS, OR YOGA PANTS MAY ONLY BE WORN IF SHIRTS/SWEATERS MEET THE FINGERTIP LENGTH RULE. ANY HOLES IN JEANS/PANTS ABOVE FINGERTIP LENGTH MUST BE COMPLETELY COVERED.

B. SHOULDERS MUST BE COVERED AT ALL TIMES WITH THE MINIMUM OF A CAP SLEEVE. A CAP SLEEVE IS DEFINED AS EXTENDING A SHORT DISTANCE FROM THE SHOULDER AND TAPERING TO NOTHING UNDER THE ARM. EXAMPLES OF CLOTHING REQUIRED TO BE COVERED UP ARE MUSCLE SHIRTS, TANK TOPS, SPAGHETTI STRAPS, CUTOUT T-SHIRTS, ETC.

C. PAJAMAS AND BEDROOM SHOES/SLIPPERS ARE NOT TO BE WORN AT ANY TIME.

D. SAGGING IS PROHIBITED. BAGGY PANTS OR SHORTS THAT FALL BELOW THE HIPBONE OR THAT SHOW UNDERWEAR WHILE WALKING OR SITTING ARE NOT ALLOWED. MIDRIFFS AND CLEAVAGE ARE NOT TO BE EXPOSED AT ANY TIME.

E. HEADGEAR IS NOT TO BE WORN INSIDE BUILDINGS. THIS APPLIES TO BOTH MALE AND FEMALE STUDENTS. THIS INCLUDES HATS, SWEATBANDS, HOODS, DO-RAGS AND BANDANNAS.

F. CLOTHING THAT IS REPRESENTATIVE OF GANG AFFILIATION, ALCOHOL, TOBACCO, ILLEGAL SUBSTANCES, SEXUALLY INAPPROPRIATE LANGUAGE, PROFANITY OR IMAGES IS NOT PERMITTED DURING SCHOOL OR AT SCHOOL SPONSORED EVENTS.

G. STUDENTS ARE TO WEAR ALL APPROPRIATE UNDERGARMENTS AND ENSURE THEY REMAIN COVERED AT ALL TIMES.

ANY OTHER ATTIRE DEEMED DISRUPTIVE TO THE EDUCATIONAL ENVIRONMENT OR PROCESS, IS STRICTLY PROHIBITED.
### Future-Ready Core Course and Credit Requirements Checklist *

For Ninth Graders Entering in 2012-13 and Beyond

<table>
<thead>
<tr>
<th>ENGLISH (4 Credits)</th>
<th>Math I</th>
<th>Math II</th>
<th>Math III</th>
<th>English IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>COMPLETED</td>
<td>COMPLETED</td>
<td>COMPLETED</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>English II</td>
<td>COMPLETED</td>
<td>COMPLETED</td>
<td>COMPLETED</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>English III</td>
<td>COMPLETED</td>
<td>COMPLETED</td>
<td>COMPLETED</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>English IV</td>
<td>COMPLETED</td>
<td>COMPLETED</td>
<td>COMPLETED</td>
<td>COMPLETED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS (4 Credits)</th>
<th>SCIENCE (3 Credits)</th>
<th>SOCIAL STUDIES (4 Credits)</th>
<th>HEALTH &amp; PHYSICAL EDUCATION (1 Credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I</td>
<td>COMPLETED</td>
<td>World History</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>Math II</td>
<td>COMPLETED</td>
<td>American History I</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>Math III</td>
<td>COMPLETED</td>
<td>Social Studies Elective***</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>1 Credit (Course w/Math III as a Prerequisite)</td>
<td></td>
<td>Civics &amp; Economics</td>
<td>COMPLETED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL STUDIES (4 Credits)</th>
<th>HEALTH &amp; PHYSICAL EDUCATION (1 Credit)</th>
<th>ELECTIVES OF OTHER REQUIREMENTS (6 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>World History</td>
<td>COMPLETED</td>
<td>2 Elective credits of any combination from either:</td>
</tr>
<tr>
<td></td>
<td>COMPLETED</td>
<td>• Career and Technical Education (CTE)</td>
</tr>
<tr>
<td></td>
<td>COMPLETED</td>
<td>• Arts Education</td>
</tr>
<tr>
<td></td>
<td>COMPLETED</td>
<td>• World Language</td>
</tr>
<tr>
<td></td>
<td>COMPLETED</td>
<td>4 Elective credits (four course concentration) strongly recommended from one of the following:</td>
</tr>
<tr>
<td></td>
<td>COMPLETED</td>
<td>• JROTC</td>
</tr>
<tr>
<td></td>
<td>COMPLETED</td>
<td>• Education Training</td>
</tr>
<tr>
<td></td>
<td>COMPLETED</td>
<td>• Arts Education (e.g., Dance, Music, Theater Arts, Visual Arts)</td>
</tr>
<tr>
<td></td>
<td>COMPLETED</td>
<td>• Any other subject area or cross-disciplinary courses (e.g., Mathematics, Science, Social Studies, English, Physical Education, World Language, Advanced Placement, International Baccalaureate, AVID, Career &amp; College Promise,)</td>
</tr>
<tr>
<td></td>
<td>COMPLETED</td>
<td>• Career and Technical Education (CTE): In Onslow County, a completer (advanced) course is required for a CTE Cluster.</td>
</tr>
<tr>
<td></td>
<td>COMPLETED</td>
<td>1 Credit</td>
</tr>
<tr>
<td></td>
<td>COMPLETED</td>
<td>1 Credit</td>
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<tr>
<td></td>
<td>COMPLETED</td>
<td>1 Credit</td>
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<tr>
<td></td>
<td>COMPLETED</td>
<td>1 Credit</td>
</tr>
<tr>
<td></td>
<td>COMPLETED</td>
<td>1 Credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORLD LANGUAGE</th>
<th>ADDITIONAL GRADUATION REQUIREMENTS</th>
<th>TOTAL CREDITS PLUS ANY LOCAL REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not required for graduation. A two credit minimum in the same language is required for admission to a university in the UNC system.</td>
<td>Graduation Project</td>
<td>22</td>
</tr>
<tr>
<td>COMPLETED</td>
<td>COMPLETED</td>
<td>COMPLETED</td>
</tr>
</tbody>
</table>

** State course and credit requirements may be one of several requirements students may need to meet in order to receive a high school diploma. Local districts and schools may impose additional graduation requirements. Students are encouraged to meet with their school counselors to make sure they are on track to earn a high school diploma.**

** A student, in rare instances, may be able to take an alternative math course sequence as outlined under State Board of Education policy. Please see your school counselor for more details.**

*** A student who takes AP US History instead of taking American History I and American History II must also take an additional social studies course in order to meet the four requirements.

PUBLIC SCHOOLS OF NORTH CAROLINA State Board of Education | Department of Public Instruction
Inquiries or complaints regarding discrimination issues should be directed to: Dr. Rebecca Garland, Chief Academic Officer: Academic Services and Instructional Support 6360 Mail Service Center, Raleigh, NC 27699-6360 | Telephone: (919) 807-3200 | Fax: (919) 807-4065
POWERHOUR DAILY SCHEDULE

7:10    First Bell
7:15    Tardy Bell
7:15 – 8:40    First Period (85 min)
8:40 – 8:45    Transition/Class Change (5 min)
8:45 – 10:10    Second Period (85 mins)
10:10-10:15    Transition/Class Change (5 min)
10:15-11:40    Third Period
11:40-12:45    Powerhour
   A Lunch: 11:40-12:12 (32 min)
   B Lunch: 12:12-12:45 (33 min)
12:45 – 12:50    Transition/Class Change (5 min)
12:50 – 2:15    Fourth Period (85 min)
2:15    School Dismissed/Buses Load/Depart

HOMEROOM

7:10    First Bell
7:15    Tardy Bell
7:15 – 8:45    First Period (90 min)
8:45 – 8:50    Transition/Class Change (5 min)
8:50 – 10:25    Second Period (95 min) *(90 min instruction and 5 min announcements)*
10:25 – 10:30    Transition/Class Change (5 min)
10:30 – 11:10    Homeroom (HOMEROOM) (40 min)
11:10 – 11:15    Transition/Class Change (5 min)
11:15 – 1:00    Third Period/Lunches
   11:15 – 11:38    First Lunch (23 min)
   11:38 – 11:42    Transition/Class Change (4 min)
   11:42 – 1:00    Third Period Class (78 min)
   11:15 – 11:52    Third Period Class (37 min)
   11:52 – 11:56    Transition/Class Change (4 min)
   11:56 – 12:19    Second Lunch (23 min)
   12:19 – 12:23    Transition/Class Change (4 min)
   12:23 – 1:00    Third Period Class (37 min)
   11:15 – 12:33    Third Period Class (78 min)
   12:33 – 12:37    Transition/Class Change (4 min)
   12:37 – 1:00    Third Lunch (23 min)
1:00 – 1:05    Transition/Class Change (5 min)
1:05 – 2:15    Fourth Period (70 min)
2:15    School Dismissed
   Buses Load/Depart
2. **Hour Delay w/ Powerhour**

Cafeteria **WILL NOT** be serving breakfast.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:10</td>
<td>First Bell</td>
</tr>
<tr>
<td>9:15</td>
<td>Tardy Bell</td>
</tr>
<tr>
<td>9:15 – 10:08</td>
<td>First Period (53 min)</td>
</tr>
<tr>
<td>10:08 – 10:12</td>
<td>Transition/Class Change (5 min)</td>
</tr>
<tr>
<td>10:12 – 11:05</td>
<td>Second Period (53 min)</td>
</tr>
<tr>
<td>11:05 – 12:15</td>
<td>Powerhour (65 min)</td>
</tr>
<tr>
<td></td>
<td>A lunch: 11:05-11:38</td>
</tr>
<tr>
<td></td>
<td>B Lunch: 11:38-12:15</td>
</tr>
<tr>
<td>12:15 – 1:15</td>
<td>Third Period</td>
</tr>
<tr>
<td>1:15- 1:20</td>
<td>Transition/Class Change (5 min)</td>
</tr>
<tr>
<td>1:20– 2:15</td>
<td>Fourth Period (65 min)</td>
</tr>
<tr>
<td>2:15</td>
<td>School Dismissed</td>
</tr>
</tbody>
</table>

3. **Hour Early Release**

**Lunches will go at the end of Fourth period. (Bag Lunches)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:55</td>
<td>Teachers at duty stations</td>
</tr>
<tr>
<td>6:55</td>
<td>First Bus arrives and unload Cafeteria</td>
</tr>
<tr>
<td></td>
<td>begins serving breakfast</td>
</tr>
<tr>
<td>7:10</td>
<td>First Bell</td>
</tr>
<tr>
<td>7:15</td>
<td>Tardy Bell</td>
</tr>
<tr>
<td>7:15 – 8:03</td>
<td>First Period (48 min)</td>
</tr>
<tr>
<td>8:03 – 8:08</td>
<td>Transition/Class Change (5 min)</td>
</tr>
<tr>
<td>8:08 – 8:56</td>
<td>Second Period (48 min)</td>
</tr>
<tr>
<td>8:56 – 9:01</td>
<td>Transition/Class Change (5 min)</td>
</tr>
<tr>
<td>9:01 – 9:49</td>
<td>Third Period (48 min)</td>
</tr>
<tr>
<td>9:49 – 9:54</td>
<td>Transition/Class Change (5 min)</td>
</tr>
<tr>
<td>9:54 – 11:15</td>
<td>Fourth Period (48min)</td>
</tr>
</tbody>
</table>

**Lunches will go at the end of Fourth period. (Bag Lunches)**

Students will be called to go to lunch by 'Lunch Zones'. Student will report to cafeteria only if they will be getting a bag lunch. Any student leaving class without the intent to get lunch will be considered skipping.
RHS.... MAKING A DIFFERENCE ONE STUDENT AT A TIME