

East Duplin



Panthers

Student/Parent Handbook

2025-26

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Mrs. Beverly Sholar
Assistant Principal

Mr. Scott Ballard
Principal

Mr. Timothy Jenkins
Assistant Principal

August 25, 2025

Dear Students & Parents:

It is my pleasure to welcome you back to another great year at East Duplin High School. Last school year saw us return to a more normal setting, allowing our students to begin to excel in the classroom and we want that momentum to continue in order to build our school up so this one is even better. It is, without a doubt, the best time ever to be a **Panther!**

We believe that we have the best school anywhere because we have the best students, the best parents, the best teachers, and the best communities around. Whether you live near Albertson, Beulaville, Chinquapin, or anywhere in between the ABC's, you're definitely in Panther Country and have high expectations to live up to.

Everyone here at East Duplin High School wants to see you be the very best that you can be. These four years can be where you grow the most in your life outside of infancy. These are the years that you test your driving skills, prepare for work or college, register for the Selective Service, become an educated voter, and earn your diploma.

One skill we wish you to learn is how to get back on your feet when you get knocked down. We find that the most successful people in this world are not always the smartest or most creative. We find that those that tend to be the most successful believe that **failure is not a permanent condition**, but one to learn from and improve upon. This is **perseverance**.

Your success and failure will be determined by your overall **attitude towards education**. As in most things, you can **expect to get out of it exactly what you put into it**. If you miss a lot of school, don't do your homework, and rarely study, it shouldn't surprise you if you are not so successful.

As high school students, you will be expected to show a certain level of **responsibility and maturity**. There will be many freedoms that will be afforded to you as long as you remain responsible and mature in how you use those freedoms. Choices that you make will determine whether you are able to keep your freedoms or not. Sometimes, the choices you make not only affect you, but those around you. For this reason, it is that much more important to **think before acting**.

Again, it is our desire that you have the best year ever while with us. If the administration or faculty can be of assistance to you at any time, please do not hesitate to call on us.

Once a Panther, Always a Panther,

Scott Ballard
Principal
East Duplin High School

East Duplin High School

Main Office	(910) 298-4535
Fax	(910) 298-2021
Guidance Office	(910) 298-3561
Athletics	(910) 298-3956
Cafeteria	(910) 298-3717

Administration

Mr. Scott Ballard	Principal
Ms. Beverly Sholar	Assistant Principal
Mr. Tim Jenkins	Assistant Principal

Support Staff

Ms. America Kennedy	Office Manager
Ms. Ashley Bobbitt	Bookkeeper
Ms. Cathy Byrd	Data Manager
Ms. Evelyn Lopez	Guidance Office Manager
Ms. Heather Houston	Guidance
Ms. Megan Holland	Guidance
Ms. Amber Tuck	School Social Worker
Ms. Kim Ramsey	School Nurse
Ms. Dena Jenkins	Media Specialist
Mr. Battle Holley	Athletic Director
Ms. Terry Anderson	Cafeteria Manager
Officer Ray Lane	School Resource Officer

School Advisory Board

Mr. Chad Herring	Ms. Susan Bradshaw
Ms. Annetta Hall	Mr. Rey Sarmiento
Ms. Teresa Cruz	Mr. Rick Kern

**East Duplin High School
Mission Statement**

The mission of East Duplin High School, in collaboration with parents and the community, is to prepare all students to become productive, contributing members of society by providing quality instruction in a caring, safe environment.

**East Duplin High School
Vision**

Our school will be a model school for others through the following:

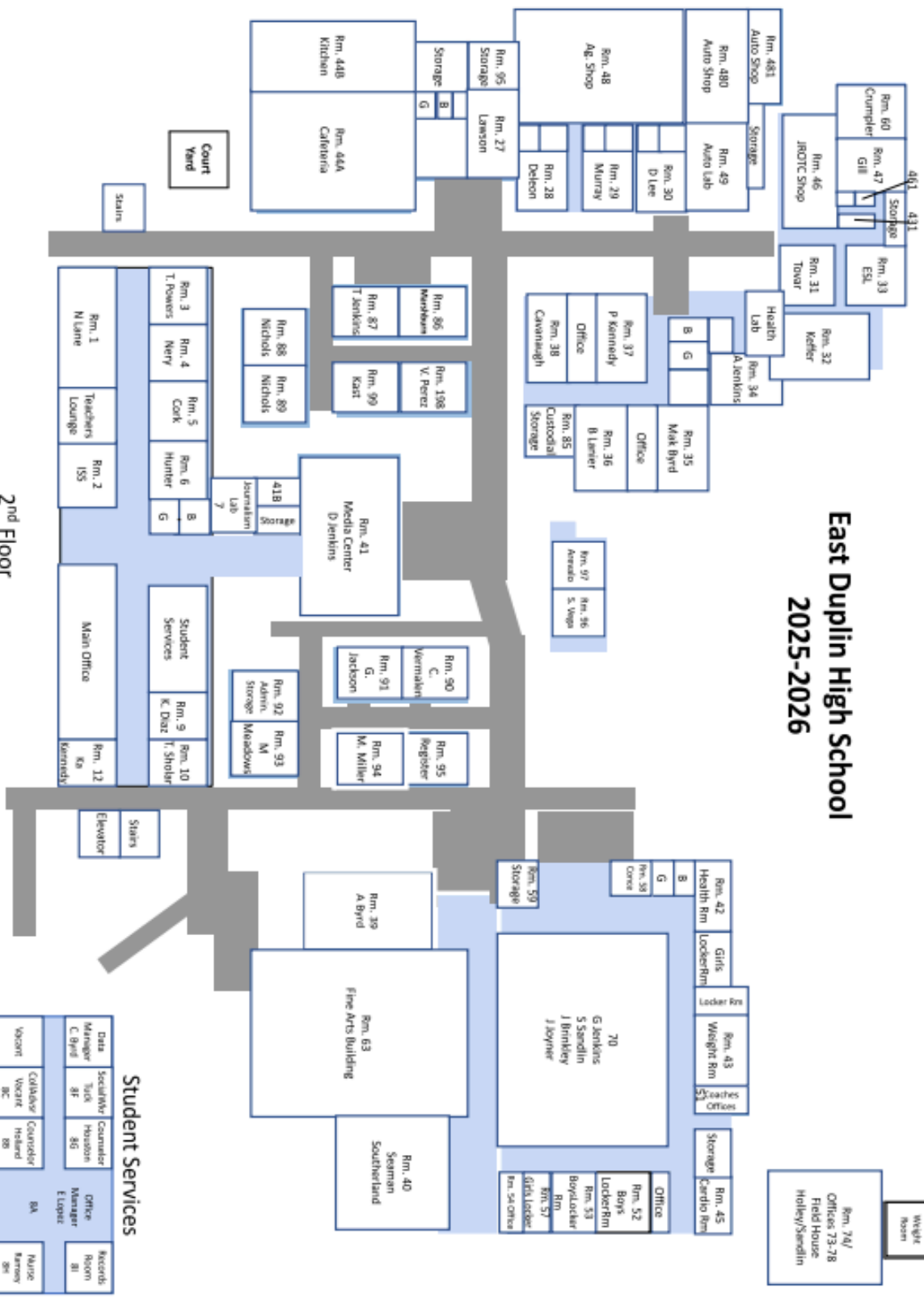
- Intentional, purposeful, and responsible use of technology in the classrooms,
- Student accountability for academics and behaviors,
- Consistent instructional practices and enforcement of policies and procedures by all faculty and staff.
- Post-secondary college and career readiness for all students, and
- Supports that meet the social/emotional needs of our school community.

East Duplin Faculty

2025-2026

Room	Name	Position	Room	Name	Position
97	Arevalo, Renee	EC	27	Lawson, Nephi	Carpentry
18	Barnette, Alex	Mathematics	30	Lee, David	Auto. Technology
42	Brinkley, Jake	PE	2	Lee, Karen	ISS Coordinator
39	Byrd, Amanda	Art	86	Marshburn, Kimberly	Mathematics
38	Byrd, Makayla	Marketing	23	Marshburn, Rhiley	Social Studies
38	Cavanaugh, Robin	Health Occupations	93	Meadows, Maria	Spanish
5	Cork, Hayden	English	94	Miller, Matthew	English
14	Cottle, Michael	Science	29	Murray, Joseph	Agriculture
20	Cotton, Marilyn	Mathematics	4	Nery, Carl	English
60	Crumpler, Robin	JROTC	88	Nichols, Kisha	EC
28	Deleon, Kinsley	Agriculture	24	Ochoa, Carina	Science
9	Diaz, Kourtney	On-line Lab	33	Peres, Moemi	ESL
22	Fife, Leah	Social Studies	98	Perez, Valentina	EC
47	Gill, Steve	JROTC	3	Powers, Tonya	FACS
74	Holley, Battle	PE	95	Register, Julie	English
6	Hunter, Katy	English	15	Rowe, Tim	Science
16	Huygens, Dan	Science	74	Sandlin, Seth	PE
91	Jackson, Gage	Social Studies	40	Seaman, Tom	Band
34	Jenkins, Amanda	Health Occupations	10	Sholar, Taylor	English
41	Jenkins, Dena	Media Coordinator	88	Smith, Dawn	EC Teacher Asst.
42	Jenkins, Greg	PE	13	Smith, Jackie	Science
87	Jenkins, Tate	Mathematics	40	Southerland, Ryan	Chorus
88	Johnson, Shelia	EC Teacher Asst.	25	Stallings, Marilyn	Mathematics
19	Jones, Amanda	Mathematics	17	Thigpen, Jessica	Mathematics
42	Joyner, Jeremy	PE	31	Tovar, Paula	ESL Teacher Asst.
99	Kast, Myra	EC	96	Vega, Samantha	EC
35	Keffer, Corey	Technology	90	Vermalan, Cody	Social Studies
12	Kennedy, Katlyn	English	21	Walker, Graham	Social Studies
37	Kennedy, Padrick	Technology			
1	Lane, Nicole	FACS			
36	Lanier, Blake	Business Ed.			

East Duplin High School 2025-2026



2nd Floor

Student Services



Main Office



Bell Schedules

<i>Return to Learn</i>						
7:50 - 9:20	1st Period					
9:25 - 10:50	2nd Period					
10:55 - 10:57	Return to Learn Class:	Mon 1st	Tues 2nd	Wed 3rd	Thurs 4th	Fri Homeroom
10:57-11:30	<i>Return to Learn/Lunch A</i>					
11:30-12:00	Lunch B					
12:05-1:30	3rd Period					
1:35 - 3:05	4th Period					

3 Lunch Schedule (Regular Bell Schedule)	
7:50-9:30	1st Period
9:35 - 11:15	2nd Period
11:20 - 1:25	3rd Period
11:15 - 11:40*	1st Lunch: Upstairs, 86, 87, 88, 89, 98, 99 (Mods adjusted as needed)
12:05 - 12:30*	2nd Lunch: CTE, 90, 91, 92, 93, 94, 95, 96, 97 (Mods adjusted as needed)
1:00 - 1:25*	3rd Lunch: Downstairs, Gym, FAB
1:30 - 3:05	4th Period

These are the main bell schedules that will be utilized throughout the year. However, keep in mind that there are many other schedules based on the needs of the day. There are separate schedules for days such as when there are activities, pep rallies, awards days, or even days when we have to have a homeroom and early release. Changes in our normal schedule will be communicated through ConnectEd messages sent out in advance.

Duplin County Schools
2025-2026
PreK-12 STEAMA Customized Calendar
2.4.2025

JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4^	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18#	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17+	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	[16]	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	[19*]	20
21	22	23	24	25	26	27
28	29	30	31			

KEY						
Summer Learning Program						
First Day for Students						
Mandatory Teacher Workdays						
Optional Teacher Workdays						
Annual Leave Days						
Holidays						
STEAMA Spirit Days						
STEAMA Career and College Days						
Agriculture Awareness Days						

JULY
 4^ Independence Day Holiday
 TBD Summer Learning Programs

AUGUST
 11,15,18,22 Optional Teacher Workdays (School-Level)
 12,14,19,21 Mandatory Teacher Workdays (School-Level)
 13,20 Mandatory Teacher Workdays (District-Level)
 18# JSSC Classes Begin
 19 Open House
 TBD Convocation
 25 First Day for Students
 29 STEAMA Career and College Day

SEPTEMBER
 1 Labor Day Holiday
 8 STEAMA Spirit Day
 17+ Observation of Constitution & Citizenship Day

OCTOBER
 6 STEAMA Spirit Day
 10 STEAMA Career and College Day
 16 End of 1st Grading Period
 17 Optional Teacher Workday
 20 Beginning of 2nd Grading Period

NOVEMBER
 Veterans' History Awareness Month +
 3 STEAMA Spirit Day
 7 Agriculture Awareness Day
 11 Veterans Day Holiday
 14 STEAMA Career and College Day
 26 Optional Teacher Workday
 27,28 Thanksgiving Holiday

DECEMBER
 1 STEAMA Spirit Day
 16-19 High School Course Exams
 19 End of 2nd Grading Period/Early Release Day
 22, 23 Annual Leave Day
 24-26 Christmas Holiday
 29-31 Annual Leave Days

JANUARY
 1 New Year's Day Holiday
 2 Optional Teacher Workday
 5, 6 Mandatory Teacher Workday
 7 Beginning of 3rd Grading Period
 8 JSSC Classes Begin
 12 STEAMA Spirit Day
 16 STEAMA Career and College Day
 19 Martin Luther King Jr. Holiday

FEBRUARY
 2 STEAMA Spirit Day
 13 Optional Teacher Workday
 20 STEAMA Career and College Day
 27 Agriculture Awareness Day

MARCH
 2 STEAMA Spirit Day
 11 End of 3rd Grading Period
 12 Mandatory Teacher Workday/District PD Day
 13 Optional Teacher Workday
 16 Beginning of 4th Grading Period

APRIL
 2 STEAMA Career and College Day
 3 Easter Holiday
 6-10 Annual Leave Days
 13 STEAMA Spirit Day

MAY
 4 STEAMA Spirit Day
 11-22 K-8 State Assessments
 19-22 High School Course Exams
 22 End of 4th Grading Period/Early Release Day
 25 Memorial Day Holiday
 26-29 Mandatory Teacher Workdays
 27 JKHS Graduation
 28 NDJS Graduation
 29 EDHS Graduation
 29 WRH Graduation
 TBD Summer Learning Programs

JUNE
 1-5 Optional Teacher Workdays
 TBD Summer Learning Programs

School Spirit Fridays
Every Friday August 15 – June 5
(Unless Otherwise Designated)

High School Graduation Information
 May 27: JKHS – Events Center 10 AM
 May 28: NDJS – NDJS Gym 10 AM
 May 29: EDHS – Events Center 10 AM
 May 29: WRH – Events Center 2 PM

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8#	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	[11]	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	[22*]	23
24/31	25	26	27	28	29	30

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

In case of school closings, the following days will be considered for make-up:
 Oct. 17 Nov. 26 Jan. 2, 5, 6
 Feb. 13 March 12, 13

*Student Early Release (12:00 PM)
 + Designated by US Code,
 NC General Statute & Board Policy

Important Dates

First Semester

September 12 Progress Report sent home
October 3 Progress Report sent home
October 27 Report Card sent home

November 7 Progress Report sent home
December 5 Progress Report sent home
January 12 Report Card sent home

Second Semester

January 30 Progress Report sent home
February 20 Progress Report sent home
March 23 Report Card sent home

April 2 Progress Report sent home
May 1 Progress Report sent home
End of Year - Report Card to be picked up over the summer.

Other Dates of Interest

August 18-19	Senior Portraits
August 18	JSCC Classes Begin
August 25	First Day of School
August 29	Senior Sunrise
September 1	Labor Day Holiday
September 12	Underclassmen Pictures
September 29	Senior Portrait Make-Ups
October 6 - 10	Spirit Week
October 10	Homecoming
October 15	PSAT (10th grade) & Mock ACT (11th grade)
October 21	Jr. Class Ring and Sr. Cap & Gown Orders
October 16	Underclassmen Retakes
October 29	Pre-ACT (10th grade)
Nov. 4 - Dec. 6	WorkKeys Testing (early grads)
December 15-18	Exams Semester 1
January 27	Senior Cap & Gown Pictures
January 12 - March 13	ACCESS Testing
March 10	ACT for Juniors
March 24	ACT Makeup
Feb 17 - March 27	WorkKeys Testing (12th grade)
April 24	Prom
May 18-21	Exams Semester 2
May 29	Graduation @ 10 am



Mark Your Calendar

ACADEMICS

Schedule Changes

Much care has been taken in creating schedules for each of our students. It takes an enormous amount of time to schedule everyone into the classes that the students have selected, while also trying to ensure that their classes are not overcrowded. Because of this delicate balance, schedule changes may be made under the following conditions: 1) a class is out of sequence (such as English III scheduled before English II), 2) you are a senior and need a graduation course, 3) less than four classes have been assigned, or 4) you are assigned to a class that you already have credit for. If your schedule doesn't have one of the above problems, your schedule change request most likely will not be honored.

Requests for schedule changes can be made by the date set each year by the administration and guidance. After this date, it is possible that your schedule change request will not be honored.

Promotion Requirements

To be classified as a **sophomore**, a student must pass at least 6 classes. One class must be English I and one must be Math 1.

To be classified as a **junior**, a student must pass at least 13 classes within their first two years, including English II.

To be classified as a **senior**, a student must pass at least 20 classes, including English III.

To be promoted to:	
10 th Grade	English I, Math I, plus 4 credits = 6 credits
11 th Grade	English II plus 12 credits = 13 credits
12 th Grade	English III plus 19 credits = 20 credits
Graduate	English IV plus 27 credits = 28 credits *

* Note ~ Please check the Duplin County Handbook for all required credits for graduation. This table is intended as a simple reference for the total credits needed to be promoted to the next level. Other requirements for graduation would include having the CPR marker on his/her transcript.

Grading Scale

A	100 – 90	4.0
B	89 – 80	3.0
C	79 – 70	2.0
D	69 – 60	1.0
F	59 – 0	0.0

Exam Exemptions

To provide students with an incentive to attend school and do their best, Duplin County Schools will allow high school students to be exempt from final exams in specific courses. No student may be exempt from taking final exams in courses requiring North Carolina end-of-course (EOC) tests or Career and Technical Education Proofs of Learning (CTE State Assessment, Credentials, or Performance-Based Measures). The following criteria will determine if a student is eligible for a final exam exemption in an individual course.

- 80-100 average and no more than 5 total absences during the semester. No more than one absence may be unexcused. Any assignment of OSS/ISS by a school administrator will cause a student to lose eligibility for exam exemption during that semester for the classes impacted.

Students may be exempt from an eligible final exam only if they meet the above criteria. If a student is exempt from a final exam, no final exam score will be recorded for the student, and their final grade will be made up of the average of the two grading period grades. No teacher can waive an exam for an entire course. Time out of class for any school-sponsored events will not count as an absence relating to final exam exemptions.

Students facing significant hardships may appeal for excused absences for exam exemption purposes by completing and submitting an Excessive Absence Appeal Form along with the appropriate documentation. Appeal requests must be submitted at least 10 school days before the first day of exams each semester. If students facing significant hardships meet academic criteria, the principal may exempt them from non-EOC/state-required final exams upon approval of the Excessive Absence Appeal Form. Appeals will be reviewed initially by the principal at the school level, then reviewed by a District-Level Attendance Appeal Committee if deemed necessary by the principal. Waivers are extremely rare and will only be considered for well-documented, uncontrollable circumstances. The decision of the principal will be final and cannot be appealed further.

Absences related to, but not limited to, typical illness, college visitations, educational absences, and family vacations are specific examples of absences that will not be waived through an appeal request.

Participating in the final exam may positively impact a student's final course grade and should be considered when deciding whether to be exempt. Students who choose to take the final exam will be required to count the exam score as 20% of their final grade, regardless of their score.

If a student is exempted from an exam and is not present in the school for the school day or not at a place other than the school with the approval of the appropriate school official to attend an authorized school activity, the student is absent.

Online Courses

Students may take some courses online through means such as Career and College Promise (JSCC), NC Virtual Public School courses, School of Science & Math, or even credit recovery through Edgenuity. There are specific guidelines that will help parents and students determine eligibility for these courses on our school website under Our School > Guidance > Career & College Promise. Parents and students are encouraged to reach out to our Guidance Counselors for further guidance.

Online Class Guidelines

- **Students will be limited to one period per semester in the Online Lab**
- Students may take one, two, or three online courses per semester
- Students cannot drop a class without the principal's prior approval
- Classes dropped without approval will result in a zero for the final grade
- Online class periods are to be used for serious school work only ~ ***The classroom environment must be conducive to learning***
- Games (whether online or offline types of games) are not allowed
- Students without any class work to complete are encouraged to utilize any downtime as a "Study Hall" opportunity
- Students are not permitted to leave campus during this time, regardless of the period they are assigned to the Online Lab, unless it is for an excusable reason (*see Attendance, page 17*)
- Students who cannot follow these guidelines may face disciplinary actions and/or loss of further online opportunities

EXTRACURRICULAR

There are so many opportunities for students to become active in one activity or another, as there are organizations for everyone. Whether it is athletics, clubs, or other types of organizations, there should be something that interests you here at East Duplin High School. Research shows that students who participate in extracurricular activities have better attendance in school, better grades, and fewer discipline issues. We also believe that participating in activities outside of the classroom creates opportunities for great high school memories!

Beta Club

Joining the East Duplin High School Beta Club provides students with the opportunity to be part of a nationally recognized organization dedicated to service, leadership, and academic excellence. Our motto, "Let Us Lead by Serving Others," guides our mission to empower students to make a positive impact on their school and community. To be a member of the EDHS Beta Club, you must meet and maintain the following standards, all of which are reviewed by our sponsors and school administration:

- **Academics:** You must have an overall GPA of **3.0** (equivalent to an 85 average) and no grade below a **C**.
- **Attendance:** A minimum **95% attendance rate** is required.
- **Conduct:** You must have **no administrative offenses** on your record.
- **Service:** A minimum of **25 service hours** must be completed each academic year.
- **Dues:** Annual dues of **\$32** are required for membership.

Current 8th graders from Beulaville Elementary School (BES), B.F. Grady Elementary School (BFG), and Chinquapin Elementary School (CES) who are in Junior Beta Club are eligible to join the Senior Beta Club at EDHS.

Freshmen who were not in Junior Beta are also welcome to join! Simply bring your final report card from last year to the Beta Club advisor for review.

We look forward to welcoming new members who are ready to lead and serve!

National Honor Society

Students at East Duplin High School are eligible for National Honor Society recognition in accordance with the following requirements:

- Students are eligible for membership as Sophomores, Juniors, and Seniors.
- Students must maintain a 4.0 weighted GPA throughout their high school experience. If a student's GPA decreases, they are given one semester (on probation) to raise their GPA back to 4.0. If this does not happen, students will be dismissed from the NHS.
- Students must be on the Future Ready curriculum track for graduation.
- Students may not have any administrative offenses during their Sophomore, Junior, or Senior year. Offenses resulting in ISS or OSS are grounds for immediate dismissal from NHS, and you will not be permitted back in.
- Students must also complete a total of 20 volunteer/community service hours during each year of membership. (Separate from hours required for other groups, such as Health Science, Agribusiness Academy, BETA, etc.)

Students meeting the requirements for membership and submitting their yearly dues will also be eligible to wear graduation regalia (chords/stoles) as long as you are an active member your senior year.

Students will receive an invitation to join NHS within the first semester of the school year.

National Technical Honor Society

1. Candidates eligible for active membership in this Society shall be limited to outstanding students who have completed two vocational courses and are enrolled in a third vocational course in the same vocational area.
2. Eligibility for membership in the East Duplin High School Vocational-Technical Honor Society of North Carolina shall consist of the following:
 - a. The nominee shall have earned a “90” or above average in all vocational classes taken.
 - b. The nominee shall have achieved a minimum average of “85” in all classes taken in high school.
 - c. The nominee shall be in good financial standing (no outstanding debts) with the school.
 - d. The nominee shall have no administrative offenses on their discipline record for the year prior to selection that resulted in ISS or OSS.
 - e. A student with a failure in any class shall not be eligible for membership.
3. Any student who does not maintain the aforesaid Society requirements shall be subject to dismissal from the Society.

National Art Honor Society

Membership is based on Art Scholarship (no lower than a B), service, character (no administrative offenses), and \$10 fee. Members must have successfully taken Art I class, have an appreciation for art, and be enrolled in an upper-level art class. Members, once inducted, may remain active members when no art classes are on their schedule.

Only active members (who attend meetings and participate in service activities) who maintain a B or above average in art and have no administrative offenses may continue being members. Senior members who qualify will be able to purchase a cord to be worn during graduation stating this honor.

Criteria for Marshals

The top ten academic students in the junior class will be selected to assist at graduation as Marshals. Students will be selected based on academic averages earned over their first three years of high school. In the case of a tie at the tenth position, there is the possibility of adding additional Marshalls.

Criteria for Graduation Honor Cords

It is always an honor for seniors who have earned the privilege of wearing an honor cord at graduation. To do so, seniors must meet certain criteria that are established by the organization of which they are a member. These criteria include:

- Must be a member of an organization within the school that is affiliated with a state or national organization.
- Attend meetings regularly with a faculty adviser, as deemed necessary by the club/organization advisor, and provide ***active*** service or contribution to the club (determined by the club/adviser)

- Actively involved in the organization for more than half of the student's tenure at East Duplin,
- Maintain at least a 3.0 GPA for that time unless otherwise stated by the club/organization advisor
- Have no level III or IV offenses
- Must not have failed any course due to attendance
- Clear of all debt

Criteria for Outstanding Senior

It is a tradition for the East Duplin faculty to recognize seniors whose high school years have been marked by eminence and distinction. Outstanding seniors are considered role models for other students by exemplifying the values and behaviors consistent with the overall mission and purposes of East Duplin High School. They have maintained good academic standing, have served their school as members of various organizations, and have earned the respect and admiration of their peers, teachers, and community members.

Up to 10% of the graduating class, at the time of selection, may be chosen. The following guidelines will be used for the selection process:

1. All seniors with a B average or above may complete the application and “fact” sheet that lists all school activities. Students must be in good financial standing with the school. During their Junior and Senior years, these students must have no out-of-school suspensions and no more than 1 in-school suspension. Students who meet these criteria may continue to step two.
2. Performance Activity Evaluations: Seniors will be evaluated based on their performance in extracurriculars (sports and clubs). Evaluation sheets will be given to coaches and sponsors who will then score the student based on overall performance.
3. Teacher Evaluations: Seniors will be evaluated by the faculty of East Duplin on a scale of 1 to 10. These scores will be averaged for each senior.

The scores from each evaluation above will count 50% each. ***In case of a tie, the highest teacher evaluation will be used.*** Note: Senior year activities will not count towards Outstanding Senior status.

Once selected, an Outstanding Senior serves as a representative of the school and a role model to his/her fellow students. As such, if an Outstanding Senior incurs any disciplinary infraction, the title will be revoked and the senior will not be recognized as an Outstanding Senior at graduation. However, due to publication deadlines, the timeliness of the disciplinary action may mean that the senior will still be listed in the yearbook as an outstanding senior but will not be named such at Graduation.

Criteria for Student of the Year

The senior with the highest outstanding senior points will be selected. ***In case of a tie, the highest academic average will be used.***

Criteria for Mister & Miss East Duplin

Mister and Miss East Duplin will be selected using the following guidelines:

1. All seniors with a B average or above may complete an application and a “fact” sheet that lists all school activities. During their Junior and Senior year, these students must have no out-of-school suspensions and no more than 1 in-school suspension. Students who meet these criteria may continue to step two.

2. Candidates will be screened relative to grades, school activities, and teacher evaluations. The top eight boys and girls will be announced from the screening in step two.
3. Seniors will vote to narrow the candidates from eight to the top four.
4. The top four, resulting from the vote of the seniors, must participate in a video discussion introducing themselves to the student body. The student body will have the final vote for Mister and Miss East Duplin.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in many extracurricular activities. Research proves that students who are involved in these activities do better in the classroom.



To help provide a better opportunity for our students to be able to participate in our clubs, East Duplin has Club Days throughout the year.

CLUB DAY EXPECTATIONS

- Students either remain in regular class or attend a club meeting
- Once the club meetings begin, no one will be allowed in the hallways
- Students not where they are supposed to be will face disciplinary action
- Students who are members of two or more clubs meeting at the same time will have to choose just one to attend for that day ~ You may attend the other club(s) on the next Club Day
- Clubs will typically meet according to the club sponsor's planning period
- The Club Day bell schedule can be found on page 6 of this handbook

Students are encouraged to join and participate in any club that may interest them. There are guidelines for admittance to some clubs, such as course requirements for clubs like FFA or having the appropriate reading materials for the Book Club. Most clubs, however, are open to all students. If you have any questions concerning any particular club, we encourage you to contact the Club Advisors.

Art Club National Art Honor Society	Ms. Amanda Byrd
Beta Club	Ms. Amanda Jones Ms. Marilyn Cotton
Chorus Club	Mr. Ryan Southerland
e-Sports Club	Mr. Padrick Kennedy
Future Business Leaders of America	TBD
FCA Fellowship of Christian Athletes	Mr. Alex Barnette
FFA	Mr. Joseph Murray Ms. Kinsley Deleon
FTA Future Teachers of America	Mrs. Kim Marshburn Mrs. Katy Hunter
HOSA Health Occupation Students of America	Ms. Amanda Jenkins Ms. Robin Cavanaugh
Latinos Unite	Ms. Carina Ochoa Ms. Maria Meadows
National Technical Honor Society	
NHS (National Honor Society)	Ms. Jessica Thigpen Mr. Alex Barnette
SADD Students Against Destructive Decisions	Ms. Marilyn Stallings
SGA (Student Government Association)	Ms. Leah Fife
SkillsUSA	Ms. Nicole Lane Mr. David Lee
TSA (Technology Student Association)	Mr. Corey Keffer
The "Blue Crew"	Ms. Katlyn Kennedy
STEAMA Club	Ms. Jackie Smith



ATHLETICS

F a l l	Varsity Football	Coach Battle Holley
	JV Football	Coach Slade Brown
	Boys Soccer	Coach Blake Lanier
	Volleyball	Coach Susan Raynor
	JV Volleyball	Coach Nicole Kennedy
	Cheerleading	Coach Kourtney Diaz
	Girls Tennis	Coach Julie Register
	Cross Country	Coach Mark Hughes & Tim Rowe
	Girls Golf	Coach Padrick Kennedy
W i n t e r	Varsity Boys Basketball	Coach Blake Lanier
	Varsity Girls Basketball	Coach Mark Lane
	JV Boys Basketball	Coach Chase Ingram
	JV Girls Basketball	Coach Padrick Kennedy
	Winter Track	Coach Seth Sandlin & Jeremy Joyner
S p r i n g	Varsity Baseball	Coach Brandon Thigpen
	Varsity Softball	Coach Greg Jenkins
	JV Baseball	Coach Jake Brinkley
	JV Softball	Coach Kari Roberts
	Girls Varsity Soccer	Coach Joey Jones
	Boys Tennis	Coach Julie Register
	Boys Golf	Coach Padrick Kennedy
	Track	Coach Seth Sandlin & Jeremy Joyner



CONTACTS FOR STUDENT ISSUES

SITUATION	CONTACT PERSON	OTHER INFORMATION
Bus issues/Disciplinary questions	Mr. Tim Jenkins	Ridership forms and bus changes must be given to the office before 1 pm
Participation in athletics	Coach Battle Holley or Ms. Heather Houston	Must have a Ticket to Play prior to participation (see Ms. Houston)
The student wants to purchase a parking tag	Bookkeeper (Ms. Ashley Bobbitt)	All school debts must be cleared
The student needs to change their address or phone number	Data Manager (Ms. Cathy Byrd)	Proof of address required
Student wishes to take a class at another institute for credit at East Duplin	Student Services and Principal	Only allowed in situations that may keep the student from graduating on time
Student wishes to get an excused absence for a trip	Principal (Mr. Scott Ballard)	Permission must be granted before the trip
The student needs medication at school	School Nurse (Ms. Kim Ramsey)	The medication form must be completed by a physician
Drivers Eligibility issue	Student Services	Must pass 3 out of 4 classes each semester
The student needs to appeal an attendance issue	School Social Worker (Ms. Amber Tuck)	Appeals take place within the last two weeks of each semester
Drivers Education	Mr. Shannon Blizzard Mr. Russ Lanier	Please email shblizzard@duplinschools.net or ruanier@duplinschools.net , as they are not on campus during the day
Student wishes to transfer to or enroll at East Duplin	Principal and then Student Services	Proof of residency and school records
Student wishes to withdraw from East Duplin	Student Services	Must have a parent/guardian to withdraw
Student wishes to change their schedule	Principal and then Student Services	Must meet the criteria for changes
Student wishes to drop out	Student Services, Principal, and then the Board of Education	Must have a parent/guardian to drop out

ATTENDANCE

Attendance Policy

Attendance in school has a direct effect on a student's success in school. If a student isn't in class, he or she is missing what is occurring in that class and will suffer academically because of that absence. As a result of the connection between attendance and academic success, students will be held accountable for their absences. Duplin County Attendance Policy Code 4400 allows for a student's grade to be either reduced or changed to a failing grade due to excessive absences. **If a student has more than three unexcused absences in a grading period, he or she will receive a grade of an FF (failing) for that grading period unless their earned grade is less than a 60. If a student has more than six unexcused absences in a semester, he or she will receive a grade of an FF (failing) for the entire semester unless their earned grade is lower than a 60, resulting in no credit for that course on their transcript.** All attendance questions regarding the passing or failing of a class must be directed to the school social worker, Ms. Amber Tuck. Students not marked present in school will not be allowed to participate in extracurricular activities (including but not limited to athletics, clubs, prom, etc.).

An absence may be excused for any of the following reasons.

1. Personal illness or injury that makes the student physically unable to attend school;
2. Isolation ordered by the local health officer or the State Board of Health;
3. Death in the immediate family;
4. Medical or dental appointment;
5. Attendance at the proceedings of a court or administrative tribunal if the student is a party to the action or under subpoena as a witness;
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 or legal guardian;
7. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, **with prior approval from the principal**;
8. Pregnancy and related conditions or parenting, when medically necessary;
9. A minimum of two days each academic year for visitation with the student's parent or legal guardian, if the student is not identified as at risk of academic failure because of unexcused absences and the student's 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; or
10. Rare circumstances as approved by the superintendent.

Absence Notes / Missed Assignments

Students must make up missed assignments as quickly as possible; therefore, **students will have 3 school days upon their return to school to turn in any absence documentation and to make up any missed assignments.** Missed assignments will be made up **only if the absence is excused** and should be made up within the 3-school-day period, regardless of whether further absences are incurred in that time period. Notes turned in after 3 days will not allow the student to make up any missed assignments. Any missed assignments not completed within the 3 school days will result in a zero for those assignments. **Notes should be turned in to the front office ~ see Ms. America Kennedy.**

Chronic Absenteeism

Chronic absenteeism is when a student has missed so much school, for any reason – excused, unexcused, or disciplinary – that they are at risk of falling behind. Generally, a student is considered to be chronically absent when they miss 8 or more days per semester, again, for any reason. We are determined to reduce our school’s chronic absenteeism, as it has so many negative effects on our students’ chances of success. Being present is a skill that has to be taught and learned by our young adults. In fact, it is one of the most important skills that we teach our students, as they prepare for their post-secondary endeavors.

Attendance Hearings

Any parent or guardian of a student who anticipates an FF grade due to excessive absences may set up a meeting with the school’s Attendance Committee.

The attendance committee meets at the end of each semester to determine whether the student’s grades should be reduced because of excessive absences. Parents will be notified by a letter sent home with the student in the last two weeks of the semester if a hearing is necessary. **If a parent does not appeal the attendance committee’s decision within the ten days of being notified, the decision of the school will be final.** It is important that all attendance actions are completed within this timeframe so that the school can move forward with finalizing transcripts, class rankings, revoking drivers’ eligibility, and scheduling; all of which are dependent on finalizing attendance issues.

Appeals must be supported by legal documentation. **Handwritten notes from home cannot be accepted at an appeal.** All other documentation must be verifiable by the committee.

There will be no “make-up time” allowed for attendance issues.

If you have more than 6 unexcused absences at the end of the semester for any class, you will fail that class with an FF.

Tardy Offenses

There are five minutes allowed to get from one class to another. At the end of the five minutes, the Tardy Bell will ring. Students entering class after the Tardy Bell will be counted tardy for that class. When a tardy is given, the following procedure will be followed:

1st and 2nd Tardy	Teacher Warning in each class
3rd Tardy	Lunch Detention
4th Tardy	After-School Detention
5th or 6th Tardy	In-School Suspension
7 or more	Out-of-School suspensions/loss of parking privileges

*Remember, excessive tardiness will affect possible exam exemptions, as well as student parking privileges.

ARRIVAL & DEPARTURE

Car Riders ~ Arrival and Departure

Students need to be dropped off and picked up between the blue lines marked in our driveway in front of the cafeteria. Dropping off and picking up students before reaching the drop-off/pick-up area creates a high risk of backing traffic out into the highway. When pulling into the front driveway, **please pull forward as far as you can before stopping**. In the afternoon, when picking up your student, please fill the driveway beside the school before filling in the driveway lane closest to the highway. **Parents/guardians who come to pick up students in the afternoon should not arrive before 2:50 pm.** Arriving before this time clogs up our driveway and creates an unsafe environment. Students can be dropped off no earlier than 7:00 am, and they must report directly to the cafeteria, where there is adult supervision.



Students Parking on Campus

Parking on campus is a privilege. It can be taken away from any student who does not exercise sound judgment while driving on campus. While student vehicles are on our campus, school administrators have the right to ticket students for parking/driving infractions such as driving extremely carelessly, parking in the wrong area, or playing music too loudly. Tickets issued to students will have a fine that must be paid, just like all school fees. Each ticket is \$25. Administrators also have the right to search student vehicles at any time. If a driver refuses to allow administration to search his or her vehicle when requested, that student will no longer be allowed to drive on campus. **Cars parked illegally may be towed at the owner's expense. Although we will normally take every opportunity to give warnings before towing, there are times when a vehicle parked illegally may be towed without prior warning.**

Parking passes go on sale at the beginning of school. Parking passes cost \$40 if purchased in the first semester. Students who do not park in our parking lot until the second semester may purchase a parking pass at the prorated rate of \$20. Students will need to make sure all school debts (fees, library books, cafeteria, etc.) have been cleared before they can buy a parking permit. **The first three rows (in blue paint) will be designated for senior parking only (non-seniors who park in the senior parking area will be issued a \$25 ticket or possibly towed). There is no guarantee that**

each student will be able to purchase a parking pass because there are a limited number of spaces. Students must have their driver's license *before* they are able to purchase a parking pass. Parking applications must be filled out before purchasing a tag. Applications can be picked up in the front office or from the bookkeeper. **Trading parking passes is prohibited without the consent of the office.** There is a \$10 replacement fee for students who lose their original parking pass. Students found to be using someone else's parking pass will no longer be allowed to park on campus. Cars not displaying a parking pass may be ticketed and/or towed. Students must park only in designated student parking spaces. **Students are not allowed to park in the spaces next to the Fine Arts Building, any space designated for faculty/staff, or on the grass. Senior Painted Parking Spots are reserved for the student who painted that space. Students (including seniors) who park during the school day in a painted space that does not belong to them may be ticketed.**

Leaving campus without permission will not be tolerated. The second time that a student is referred to the office for leaving without office permission, his or her **parking tag will be revoked.** **Students cannot leave school for lunch.** The only students who may leave school are students who are signed up for co-op or students who have permission from the office. These students must still sign out in the front office.

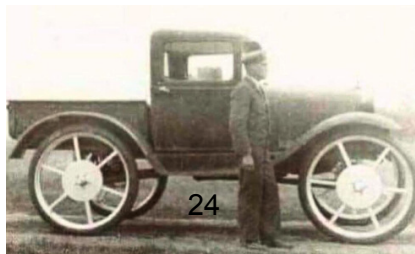
Parking Lot Guidelines

Parking on campus is not a right. By purchasing a parking tag, students must agree to certain conditions. Anyone who does not abide by those conditions may lose their parking privileges.

1. I will exercise sound judgment while driving on campus;
2. I will follow all parking lot rules while entering and exiting;
3. I will observe a speed limit of 10 mph while in the parking lot;
4. Once in the parking lot, I will not leave without permission from the main office;
5. Loud music will be turned down as soon as I enter the parking lot;
6. I will get permission from the office before I go to the parking lot during the school day;
7. Cell phones will not be used when I am driving;
8. I will exit my vehicle as soon as I park and promptly report to the school building with all of my belonging for the day;
9. I will leave promptly after my last class or school activity;
10. When requested, I will make my vehicle open to school administration to inspect;
11. I will pay any parking citations that may be issued to my vehicle;
12. I will park in any available student space (no space will be reserved);
13. I will clearly display my parking pass from my rearview mirror.
14. I will not park in parking spaces that have been designated for specific students (ie. spaces that have been individually painted by seniors)
15. **I understand that my vehicle may be towed at my expense if the rules are continually ignored or not followed.**

Excessive Absences, Tardy Offenses, or Skipping will result in the loss of parking privileges.

On exam days, all licensed drivers may use the parking lot with or without a parking tag as long as the above rules are followed.



CAMPUS EXPECTATIONS

Office

Because of limited office space, students should not come to the office unless it is absolutely necessary. **Students sent out of class for misbehavior should report to Chill-Out, instead of the office.** Students may come to the office for reasons such as: to sign in or out of school, to receive messages, to turn in absentee notes, or for other necessary purposes. **During class time, students should have a pass to visit the office.** Loitering in the office will not be tolerated.

After School Hours

Students should plan on leaving school at the end of the school day. Students that wish to attend after-school ball games must leave campus and return just prior to game time. Game times are most likely to begin at the following times:

Varsity Football	7:00 pm	Varsity Girls Basketball	7:00 pm
JV Football	6:30 pm	Varsity Boys Basketball	8:30 pm
JV Soccer	4:30 pm	JV Softball & Baseball	4:00 pm
Varsity Soccer	6:00 pm	Varsity Softball	6:00 pm
JV Girls Basketball	4:00 pm	Tennis & Track	3:30 pm
JV Boys Basketball	5:30 pm	Varsity Baseball	7:00 pm
JV Volleyball	4:00 pm	Varsity Volleyball	6:00 pm

Cell Phone/Smartwatch Usage

Cell phones and smartwatches will not be allowed at school from 7:30 am until 3:05 pm. If you feel that your student should have their cell phone or smartwatch with them during this time, they must keep those devices turned off and out of sight during the non-allowed times.

As a school, we have historically pushed for the use of technology such as cell phones. However, the benefits of these particular devices have now been outweighed by the negative side. Because of this extensive shift towards negative usage, we have had to make this change from our past practices.

Cell phone usage has created a massive distraction to our school's learning environment due to students bullying one another, the passing of inappropriate pictures and/or videos, videoing disruptive behaviors, cheating, communicating with other students during class, and other distracting usages.

Students should not use their cell phones during the school day at any time, even to call home, unless given specific permission from an administrator. If there is a situation in which a student must use a phone, they should report to the front office.

Students found to be on their cell phone or smartwatch during school hours will have their device taken and sent to the front office. On the first offense, the student can pick it up themselves at the end of the day. On the second and third offense, the student's parent or guardian must come out to the school to pick the device up. Any offense beyond three will result in In-School Suspension as well as having their parent or guardian pick the device up.

Students are also not allowed to use earbuds or any other type of headphones during the same times that cell phones and smartwatches are not allowed at school. If a student is seen with earbuds or other types of headphones, the headphones and cell phone will both be confiscated and held under the same consequences as stated above for cell phones.

Social Media

Students are not to be on any type of social media **during class time**. This would include sites such as Instagram, Snapchat, TikTok, Twitter, Facebook, etc. **Any posts during or after school hours that creates a hostile environment or disrupts the school environment may result in disciplinary actions.** Students that feel they are being targeted on social media sites should bring this to the attention of administration immediately. It is recommended that students being targeted in this manner take screenshots or keep any texts or posts to show the administration.

Bathroom Usage

Students are encouraged to use the bathrooms outside of instructional times as much as possible. There are five minutes between all class times, a ten-minute break between 1st and 2nd periods, and twenty-five minutes for lunch. These are all opportune times for students to use the restrooms. We understand that there can always be an emergency situation during class and teachers will work with students as they are able to in these times. However, students may be limited if these emergencies become frequent issues. **Students with special bathroom issues should have a doctor's note on file at the school each year so that teachers will know how best to work with your student(s).** This type of communication will go a long way in helping eliminate any potential conflicts that could arise if a student is denied immediate access to the restroom.

Eating/Drinking Outside of the Cafeteria

We are having more and more issues with students arriving at school with bags of fast food and multiple cups of either soft drinks, sweet tea, or iced coffee. Students coming late with large bags of breakfast, leaving during lunch, spilling sugary drinks in the hallways or classrooms, have all become issues that were once non-existent but have now become regular occurrences. To help, we are no longer allowing students to eat or drink outside of the cafeteria. The only exceptions to this rule are; 1) students may have small, *individually-wrapped* candy in class with the teacher's approval, 2) students in Foods I and II classes may eat in class what has been prepared in class, and 3) students may have drinks in sealable, reusable (hard) cups and/or twist top bottles.

Posters/Flyers

Posters or flyers should be approved by the principal before being placed on any walls or doors. Any flyers for outside agencies, such as churches, businesses, or personal agendas, may be allowed with principal approval to be posted on our community board located outside of the teachers' lounge.

School TextBooks/Student Technology

Students are responsible for any texts/technology that will be issued to them during the school year. Any texts/technology that are lost or damaged beyond normal wear and tear may require restitution from the student. **Students can purchase insurance online at the beginning of the school year for their devices.**

Dress Code Message for Parents and Guardians

When we, as adults, go to work each day, most have a specific dress code that we must follow. If you work in construction, you make sure that you dress with the right type of shoes, pants, and shirts for safety purposes. Same thing if you drive a truck, work in an automotive shop, or farm. If you work

in an office, you may have to dress a little more formally, maybe even having to wear a coat and tie. If you work at a doctor's office, you may be required to wear scrubs.

What we wear at work is typically different from what we wear when we're home or when we go out to the mall or movies. This should be no different than what our students have to follow when they go to work each day at school. When we dress code a student, most of the time that student already knows that he or she is out of compliance, and most of the time they come with extra clothes prepared to change. We're not trying to be the bad guys when it comes to dress codes. But we have a job to do just like our parents do, so we're asking for your help up front to make sure that your student is dressed for work each day by following the county's dress code.

Pants, including shorts and skirts, should be up to a student's waist, be well below their fingertips in length, and have no holes above their fingertips. Tops should completely cover the chest, midriff, and back and the sleeves must be at least two inches wide at the shoulder.

Remember that when your student dresses for school, it may look differently than how they dress at home or when you go out as a family. Inappropriate dress for school does not necessarily mean that they are dressed indecently. It just means that they are not dressed correctly for their workday. It would be the same as if you saw a restaurant worker dressed in their pajamas. They may be covered from head to toe, but it isn't what you would expect for that type of work. Again, we as adults have to dress according to our jobs' restrictions. This is no different for our students. Please help us with this so that it doesn't get out of hand. If you would like to read the actual dress code, you can find it on our website under Quick Links.

Dress Code

Appearance or clothing that is disruptive, provocative, obscene, or endangers the health or safety of the student or others is prohibited. Pants, including shorts and skirts, should be up to a student's waist, be well below their fingertips in length, and have no holes above their fingertips. Tops should completely cover the chest, midriff, and back and the sleeves must be at least two inches wide at the shoulder. Any clothing or accessories that depict gang-related activities, displays words or images directly or indirectly advertising illegal or prohibited substances, promote the use of said products, or are profane, obscene, or sexually suggestive are strictly prohibited. No headgear can be worn inside. Appropriate attire adheres to the guidelines in the DCS Dress Code found online or in the DCS Student Code of Conduct.

Food Deliveries

Students are not permitted to receive food deliveries during the school day. Students who do not want school lunch are responsible for bringing their own lunch to school in lunch boxes/bags.

Family members or friends will not be able to drop lunch off during the day, nor are students allowed to use apps such as DoorDash/GrubHub for delivery.

See Something/Say Something

SeeSomething/Say Something (SS/SS) is the anonymous reporting system that students may utilize to report school safety concerns, mental health concerns, and bullying at any time throughout the school year. Tips can be reported via the app, website, or phone. Information can be found at: <https://www.duplinschools.net/Page/21962>. All students will participate in SS/SS training annually.

Checking Student Out During School Day

Any student who must leave campus before the end of the school day has two options for being checked out early. Option 1) A responsible adult that is listed on the student's PowerSchool contact list can come to the front office with a legal ID and sign the student out on the Check-Out computer, or

Option 2) an email can be sent to edhscheckout@duplinschools.net prior to 9:30 am requesting the student be checked out early. All emails will need to be sent from a parent or guardian's personal email and will be followed up by a confirmation phone call from the school. Without both the email and phone contact, the student will not be allowed to sign out early. **No emails will be accepted after 9:30 am on the day of the check-out. Please remember that only adults already on the student's PowerSchool contact list can check a student out of school early.**

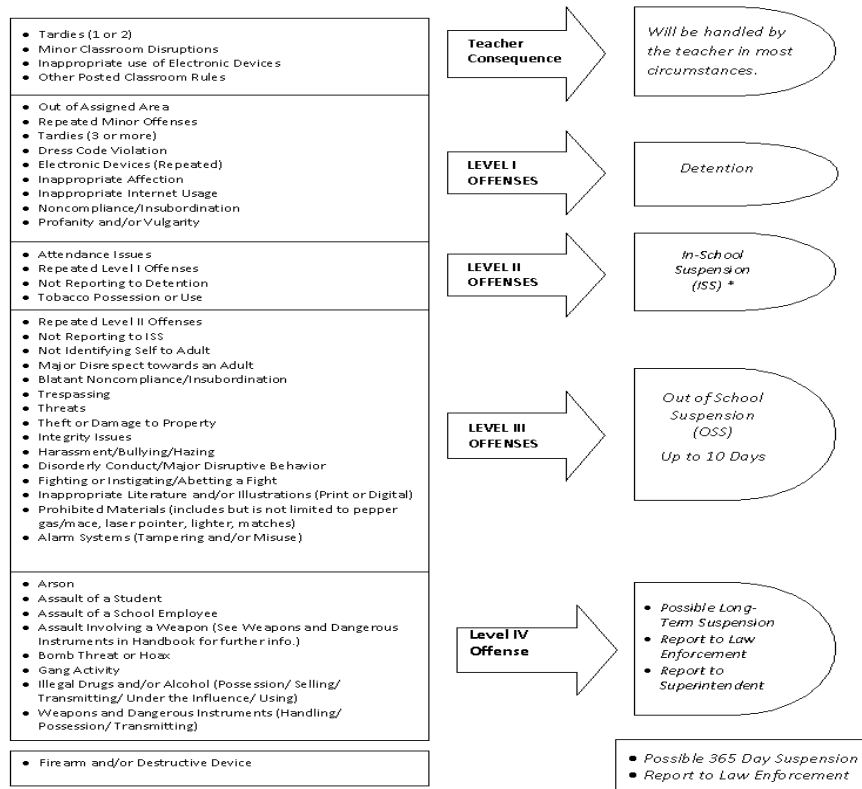
Medications

Students are not allowed to have any type of medication with them while at school. This not only means prescription medication, but also non-prescription medicine such as ibuprofen or cough medicine.

If a student needs to have medication at school, there are only two options. The first is to call home for a parent/guardian to administer the medication. The second is for the parent/guardian to get a doctor to fill out a *Medication at School Form*. When the form is brought back to school, the parent/guardian can give the medication to the school to store until needed. The medication must be in the original container and cannot be taken out of the office by the student.

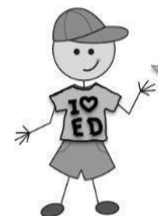
Students who are found to have medications in their possession may face consequences from having the medication confiscated to being charged with possession of a controlled substance. This policy is a Duplin County policy with the safety of all students in mind. If students require medication at school and are not sure of what to do, they are to ask teachers or someone in the office.

Duplin County Schools Discipline and Infraction Chart for High Schools



* Schools without In-School-Suspension will make adjustments as needed.

No one can possibly foresee all of the infractions that can occur nor the magnitude of each violation. Therefore, this is intended as a guideline only and in no way restricts administration from applying consequences that are judged to be most fair.



Quick Reference

Attendance Policy (p.17)

If a student has more than **three(3) unexcused** absences in a **grading period**, he or she will receive a grade of an FF (failing) for that grading period unless their earned grade is less than 60. If a student has more than **six(6) unexcused** absences in a **semester**, he or she will receive a grade of an FF (failing) for the entire semester unless their earned grade is lower than a 60, resulting in NO credit for that course.

Absence Notes/Missed Assignments (p.17)

Students will have 3 school days upon their return to school to turn in any absence documentation and to make up any missed assignments. Missed assignments will be made up **ONLY** if the absence is excused. **Notes turned in after 3 days will not allow the student to make up any missed assignments.** Any missed assignments not completed within the 3 school days will result in a zero for those assignments. **Notes should be turned in to the front office-see Ms. America Kennedy**

Checking out of School (p. 23)

Any student who must leave campus before the end of the school day has two options for being checked out early:

Option 1: A responsible adult who is listed on the student's Infinite Campus contact list can come to the front office with a legal ID and sign the student out on the Check-out computer.

Option 2: An email can be sent to edhscheckout@duplinschools.net before 9:30 am requesting the student be checked out early.

***No emails will be accepted after 9:30 am on the day of checkout!**

***ONLY adults on the student's Infinite Campus contact list may pick up the student.**

Cell Phones (p. 21)

Cell phones and smart watches will not be allowed at school from 7:30 am until 3:05 pm. Students should not use their cell phones during the school day at any time, even to call home, unless given specific permission from an administrator. If there is a situation in which a student must use a phone,

they should report to the office. Students found on their cell phone or smartwatch during school hours will have their device taken and sent to the front office.

Dress Code (p. 22-23)

Appearance or clothing that is disruptive, provocative, obscene, or endangers the health or safety of the student or others is prohibited. Pants, including shorts and skirts, should be up to a student's waist, be well below their fingertips in length, and have NO holes above their fingertips. Tops should completely cover the chest, midriff, and back, and the sleeves must be at least two inches wide at the shoulder.

Tardy Offenses (p. 18)

There are five minutes allowed to get from one class to another. At the end of five minutes, the Tardy Bell will ring. Students entering class after the tardy bell will be marked tardy. When a tardy is given, the following procedure will be followed:

1st & 2nd Tardy:	Teacher warning in each class
3rd Tardy:	Lunch Detention
4th Tardy:	Afterschool Detention (3:05-4:00)
5th or 6th Tardy	In-School Suspension
7 or more:	Out-of-school suspensions/ Loss of parking privileges.

Car Riders (p. 19)

Students need to be dropped off and picked up between the blue lines marked in our driveway in front of the cafeteria. Dropping off and picking up students before reaching the drop-off/pickup area creates a high risk of backing traffic out into the roadway. **Parents/guardians who come to pick up students in the afternoon should NOT arrive before 2:50 pm.**

Food Deliveries (p. 23)

Students are not permitted to receive food deliveries during the school day. **Family members or friends will NOT be able to drop lunch off during the day, nor are students allowed to use apps such as DoorDash/GrubHub for delivery.**

