



***DOUGLAS BYRD  
HIGH SCHOOL  
2024-2025  
STUDENT HANDBOOK***



Est. 1972  
Protect The Nest

**DOUGLAS BYRD HIGH SCHOOL  
PARENT/STUDENT HANDBOOK  
2024-2025**



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***Cumberland County Schools do not discriminate against any person based on race, color, national origin, sex, religion, disability, or age in its activities and programs, including employment policies and practices. Your suggestions for improvements are always welcomed.***

*This book is compiled by a committee consisting of students, teachers, and administrators. The student handbook is designed to acquaint you with the policies, activities, organizations and philosophies of this school approved by the school administration. The Cumberland County Schools do not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age in its activities and programs, including employment policies and practices. Your suggestions for improvements are always welcomed.*

## **Table of Contents**

Principal’s Message .....	4
History of Douglas Byrd High School.....	5
School Mission, Colors, Mascot, and Alma Mater .....	6
Staff Directory.....	7
Cumberland County Schools Traditional 10-Month Calendar for 2022-2023.....	8
Cumberland County Schools Progress/Report Card Schedule 2022-2023.....	9
Douglas Byrd High School Daily and Alternate Schedules.....	10
General Information	
Student Arrival, Car Riders and Walkers.....	11
Student Parking	
Policy Code:5035 Traffic and Parking Controls.....	12
Policy Code:6325 Parking Areas for Students.....	13
Bus Riders, Cafeteria.....	13
Late Arrivals, Check-ins/Check-outs, Tardy Policy.....	14
Student Transitioning, Hallway Transitions/Passes, Student Dismissal.....	15
Academic Assistance, Athletic Eligibility/Letter, Activities.....	16
Locks/Lockers, Transparent/Mesh Bookbags, Student Attendance.....	17-19
Absent Notes, Makeup Work, Class Schedules, Final Exams, Grading Scale.....	20
Graduation Marshals, Honor Graduates, Latin System, National Honor Society, National Technical Honor Society.....	21
North Carolina Academic Scholars, Outstanding Seniors, Valedictorian and Salutatorian, and Commencement.....	22

Graduation Requirements.....	23-24
Academic Regalia.....	25
Graduation Attire.....	25
Exit Documents and Media Center, Promotion.....	26 - 27
Student Counseling Center, Transportation, Transcripts, Visitation Policy, Withdrawals/Transfers.....	28
<b>Student Discipline Policy</b>	
Discipline, Dress Code Violation, and Dress Code.....	29
Use of Personal Technology on School System Property and Cell Phones.....	30
Electronic Devices and Confiscated Items.....	31
Public Displays of Affection, Search and Seizure On School Property.....	31
Financial Obligations, Food Items.....	32
Student Dues and Fees.....	32-35
<b>School Improvement</b>	
Team.....	32
<b>Chromebook Issuance</b>	
Agreement.....	32
Student Fees.....	33-35
Title I Policies .....	36
Parents Right to Know Statement.....	37

## Principal's Message



Dear Eagles,

Welcome to the new school year at Douglas Byrd High School! We are thrilled to have you back and even more excited to welcome our new students who are joining the Douglas Byrd High family for the first time. This year, we're embracing the theme "All IN," and we want every one of you to feel empowered, engaged, and included as we embark on this journey together.

What Does "All IN" Mean?

Being "All IN" means giving your best effort in everything you do, showing up not just physically but mentally and emotionally, and being committed to your personal growth and to the success of those around you. It's about diving into your studies, participating in school activities, supporting your peers, and taking advantage of every opportunity to learn and grow.

**Involvement:** Get involved! Whether it's through clubs, sports, music, or other activities, being part of the school community is a great way to meet new people and discover your passions. Don't hold back—try something new and be all in.

**Inclusivity:** At Douglas Byrd High, every student matters. We're committed to creating a welcoming environment where everyone feels they belong. Let's celebrate our differences, support each other, and build a community where everyone is respected and valued.

**Integrity:** Being all in also means being true to yourself and standing up for what is right. Let's commit to acting with integrity in our studies, our friendships, and in how we treat one another. Your character and your actions define who you are and your future.

**Innovation:** High school is the perfect time to explore new ideas and think creatively. Don't be afraid to take risks, ask questions, and challenge the status quo. Your ideas and your voice matter, and you have the power to make a difference.

**Inspiration:** Be an inspiration to others. Whether through kindness, leadership, or perseverance, you can make a positive impact on those around you. Remember, you're not just here to learn from others; you're here to inspire others as well.

Let's Make This Year Amazing!

As we kick off this new school year, remember that being "All IN" means committing to excellence in everything you do. We believe in you, and we're here to support you every step of the way. Let's make this year one of growth, achievement, and unforgettable experiences.

Welcome to a year where we are All In—together!

Go Eagles!

Best wishes,  
Kenneth B. Williams  
Principal  
Douglas Byrd High School

## HISTORY OF DOUGLAS BYRD HIGH SCHOOL



Our school was founded in 1972 and given its name in honor of Franklin Douglas Byrd, Jr.

F.D. Byrd was deeply committed to education and service. He was a graduate of Wake Forest University and Campbell University and went on to become a teacher and school administrator in Cumberland County Schools for a total of 37 years. He served as the Superintendent of Cumberland County Schools for 27 years.

He was very active in the community and advocated for education. Among his many roles, he was a charter member of Snyder Memorial Baptist Church where he was a faithful deacon and once Chairman of the Board of Deacons. He was a member of the Board of Trustees at Methodist College and president of the Fayetteville Lions Club. In 1999, he was inducted into the East Carolina University Educators Hall of Fame for his distinguished contributions to the field of education through service and mission.

The legacy of service and educational excellence demonstrated by F.D. Byrd is forever enshrined in the Douglas Byrd High School legacy. There are numerous famous graduates of Douglas Byrd since 1972 to include former NASA astronaut Dominic A. Antonelli and Super Bowl XXVI champion Brad Edwards.

**We expect that you too will be committed to this tradition of success.**

***“HOME OF THE EAGLES”***

***MISSION***

**Our mission at Douglas Byrd High School is to cultivate a learning community that promotes student success.**

***VISION***

**Our vision at Douglas Byrd High School is to facilitate growth by establishing collaborative and engaging relationships that empower all stakeholders leading to student success.**

***SCHOOL COLORS***

**Cardinal Red and Gold**

***SCHOOL MASCOT***

**Eagle**

**ALMA MATER**

**May our spirits rise like her pines to the sky. May our mind stay free like the Eagles that fly. May we stand united by loyalties tie. To our Alma Mater Byrd Senior High!**

# STAFF DIRECTORY

## Administrative Team

Principal.....	Kenneth Williams
Assistant Principal, 12th Grade.....	Tanya Johnson
Assistant Principal, 11th Grade .....	Jennifer Davis
Assistant Principal, 10th Grade .....	Jeffrey Gotshall
Assistant Principal, 9th Grade .....	Jesse Howard

## Counselors

9th Grade.....	Joyce Maynor
10th Grade .....	Kirstyn Elam
11th Grade .....	Kirstyn Elam/Thea Kraljevic
12th Grade.....	Thea Kraljevic

## Clerical Support Personnel

Principal's Administrative Assistant.....	Anita Ivery
Attendance Clerk.....	Annette Blount
Discipline Clerk.....	Barbara McLaughlin
Bookkeeper.....	Classie McConago
Data Manager.....	Astrid Butler
Registrar.....	Petra Everett

## Support Personnel

Academy of Finance Director.....	Sharon Riddick-Brown
Academy of Green Technology Director.....	Denise Renfro
AIG Consultant Coordinator.....	Daina Grantham
Cafeteria Manager.....	Teresa Huff
CTE Facilitator.....	Shanique Morgan
Exceptional Children Case Manager.....	Marla Galbreath
Head Custodian.....	James Burt
Media Coordinator.....	Stefany VanScyoc
Media Clerk.....	Kristen Terry
Nurse.....	Birgit Ballard
Parent Facilitator.....	LaRhonda Jackson-Smith
Safe School Coordinator.....	Fernando Rivera
School Social Worker .....	Kandus Fulmore
RJC Coordinator.....	Eileen Shaw

2024 – 2025 CUMBERLAND COUNTY SCHOOLS  
TRADITIONAL 10-MONTH CALENDAR

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
August 12 & 16, 19 - 23	Monday & Friday Monday – Friday,	Workdays	7		
August 13, 14, 15	Tuesday - Thursday	Required Workdays (System-Wide PD)	3		
<b>August 26</b>	<b>Monday</b>	<b>First Day for Student</b>			
September 2	Monday	Student/All Staff Holiday			1
October 18	Friday	End of Grading Period			
October 21	Monday	Student Holiday/Telework Workday	1		
October 22	Tuesday	Student Holiday/Required Workday (System-Wide PD)	1		
November 5	Tuesday	Student Holiday/Workday	1		
November 11	Monday	Student/All Staff Holiday			1
November 27	Wednesday	Student Holiday/Telework Workday	1		
November 28 - 29	Thursday - Friday	Student/All Staff Holidays			2
December 20	Friday	Student Two Hour Early Release/End of Grading Period			
December 23 - December 31	Monday - Tuesday	Winter Holidays (Student/Teacher) Required Annual Leave		4	3
January 1	Wednesday	Student/All Staff Holiday			1
January 2 - 3	Thursday - Friday	Student Holidays/Workdays	2		
January 20	Monday	Student/All Staff Holiday			1
February 17	Monday	Student Holiday/Telework Workday	1		
February 18	Tuesday	Student Holiday/Required Workday (System-Wide PD)	1		
March 12	Wednesday	End of Grading Period			
March 14	Friday	Student Holiday/Workday	1		
April 14 - 17	Monday – Thursday	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		4	
April 18	Friday	Student/All Staff Holiday			1
April 21	Monday	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		1	
May 23	Friday	<b>Last Day for Student/Student Two Hour Early Release/End of Grading Period</b>			
May 26	Monday	All Staff Holiday			1
May 27 – May 30	Tuesday - Friday	Required Workdays (Retest Assessments and Closeout)	4		
June 2 - 6	Monday – Friday	Workdays	5		
Totals			28	9	11

**Schedule of Required Teacher Workdays for System-Wide Professional Development / Retest Assessments and Closeout:**

August 13, August 14, August 15, October 22, February 18, / May 27, May 28, May 29, May 30

**Additional Teacher Workdays:**

August 12, August 16, August 19, August 20, August 21, August 22, August 23, October 21, November 5, November 27, January 2, January 3, February 17, March 14, June 2, June 3, June 4, June 5, June 6

**Make-Up Days if Needed:**

November 27, January 3, February 17

## High Schools 9-12

### **4X4 Block Schedule**

*Alger B Wilkins, Cape Fear, Cumberland Academy 6-12 Virtual, Douglas Byrd,*

*E.E. Smith, Gray's Creek, Jack Britt, Massey Hill Classical, Pine Forest,  
Ramsey Street, Seventy-First, South View, Terry Sanford, and Westover*

### **First Semester**

First Day for Students	<b><i>Monday, August 26, 2024</i></b>
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Monday, September 23, 2024
<b><i>End of 1st Grading Period</i></b>	<b><i>Friday, October 18, 2024</i></b>
Report Cards Go Home/Grades available in Campus Parent/Student Portal	Friday, October 25, 2024
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Wednesday, November 20, 2024
<b><i>End of 2nd Grading Period</i></b>	<b><i>Friday, December 20, 2024</i></b>
Report Cards Go Home/Grades available in Campus Parent/Student Portal	Friday, January 10, 2025

### **Second Semester**

Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Thursday, February 06, 2025
<b><i>End of 3rd Grading Period</i></b>	<b><i>Wednesday, March 12, 2025</i></b>
Report Cards Go Home/Grades available in Campus Parent/Student Portal	Wednesday, March 19, 2025
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Wednesday, April 23, 2025
<b><i>End of 4th Grading Period/Last Day for Students</i></b>	<b><i>Friday, May 23, 2025</i></b>
<b><i>Final High School Report Cards Mailed Home/Grades available in Campus Parent/Student Portal</i></b>	Friday, June 06, 2025

## ***Douglas Byrd Regular Daily Schedule***

<b>DAILY SCHEDULE</b>	
<b>Time</b>	<b>Period</b>
<b>8:30-10:00</b>	<b>1st Period</b>
<b>10:05-11:35</b>	<b>2nd Period</b>
<b>11:40-2:00</b>	<b>3rd Period</b> <b>1st Lunch - 11:55 - 12:20</b> <b>2nd Lunch - 12:30 - 12:55</b> <b>3rd Lunch - 1:05 - 1:30</b> <b>4th Lunch - 1:40-2:05</b>
<b>2:10-3:40</b>	<b>4th Period</b>

## ***Douglas Byrd High School Alternate Schedules***

<b>Early Release Schedule</b>		<b>2 Hour Delay Schedule</b>	
Time	Period	Time	Period
8:30-9:30	1 <sup>st</sup> Period	10:30-11:30	1 <sup>st</sup> Period
9:35-10:35	2 <sup>nd</sup> Period	11:35-1:40	<u>3<sup>rd</sup> Period</u>
10:40-11:40	4th Period		1st Lunch -11:40 - 12:00
11:45-1:40	<u>3rd Period</u>		2nd Lunch 12:10-12:30
	1st Lunch -11:50 - 12:10		3rd Lunch 12:40-1:00
	2nd Lunch 12:20-12:40	4th Lunch 1:10-1:30	
	3rd Lunch 12:50-1:10	1:35-2:35	2nd Period
	4th Lunch 1:20-1:40	2:40-3:40	4th Period

## GENERAL INFORMATION

### **STUDENT ARRIVAL**

Once students are en route to school, whether they are walking to the bus stop, on the bus, and/or arriving at school, they become the responsibility of the school.

- ❖ Students may enter the building at 7:50 a.m. and report immediately to the cafeteria for breakfast or the main gymnasium. (Serving time: 8:00 - 8:23 a.m.).
- ❖ Students may only enter the building through the bus parking lot entrance, the student parking lot entrance, or at the car line drop off entrance.
- ❖ Only school issued Chromebooks, laptops, or other school/district issued electronic devices are allowed on campus.
- ❖ Students are allowed to bring clear water bottles, and can fill their water bottles using the school's water fountains.
- ❖ Outside food and beverages cannot be brought into the school, i.e. delivery or parent drop off.
- ❖ Once students enter their classroom, they will not be allowed to exit the classroom until the end of class unless there is an emergency or they are called to report elsewhere.

### **WEARING OF MASKS AND OTHER PERSONAL PROTECTIVE EQUIPMENT**

- We will follow the CCS district policy and guidelines on wearing masks and other personal protective equipment and Healthful Living guidelines to include but not limited to pandemic and immunization protocol and requirements.

### **Car Riders and Walkers**

**In order to ensure the safety of our students and staff please adhere to the following guidelines when dropping off and picking up students:**

- Please enter the drop off line from the front entrance on Ireland Drive (closest to Coventry Drive). Make a right turn to drop off in the front of the school or follow the driveway to the back parking lot.
- Enter the designated drop-off lane and proceed forward slowly.
- Continue forward slowly until reaching the safety "Drop Off Zone" before stopping to let students out.
- Please pull all the way to the front of the "Drop Off Zone," even if there is no one behind you.
- Follow the hand signals and instructions of those working the drop off line.
- Do not park in the drop off/pick up line.
- Students should quickly exit the vehicle and enter the building using the entrance/exit doors located in the front of the school, near the cafeteria.
- Entry to the school in the morning begins at 7:50 am.
- **DRIVING AROUND VEHICLES IN THE DROP OFF/PICK UP AREA IS PROHIBITED UNLESS INSTRUCTED TO DO SO BY SCHOOL STAFF.**

### **Student Parking**

- All student drivers will park in the parking lot on the FAMS building side of the school. **There is a \$25.00 fee for student parking.** Students must complete a Parking Permit application during the first week of school and submit to Mr. Rivera, School Safety Coordinator. Mr. Rivera will provide the application to student drivers.

### **Policy Code: 5035 Traffic and Parking Controls**

The board establishes the following requirements to aid in the safe flow and control of traffic on the grounds of the school system.

#### **A. Speed Limits on School Property**

A speed limit of ten (10) miles per hour is established on all school premises. Speed bumps for school driveways and parking areas may be installed where deemed necessary.

#### **B. Site Restrictions**

1. The board prohibits the operation of unlicensed motorized vehicles on school property including on drives, parking lots or playgrounds.
2. Licensed motorized vehicles may be operated on school property only on drives, in parking lots or in other areas designated by school officials.
3. No motor vehicle, whether licensed or unlicensed, shall be operated, driven, or ridden on any tennis court, basketball court, athletic field, lawn woodland or any other area of school property or premises that is not designated or authorized for vehicular traffic.

#### **C. Unauthorized Motor Vehicles Prohibited**

1. Unauthorized motor vehicles are prohibited on school grounds. A motor vehicle shall be deemed unauthorized if it is on school grounds without permission of the board or a teacher, principal, employee or agent of the board.
2. Vehicles present on school grounds at any time the school building is closed, including on holidays and weekend days, shall be deemed unauthorized. This shall not include vehicles present due to the operator's attendance at an approved school activity or athletic event.

#### **D. Parking Lots**

1. Parking lots shall only be used by school system personnel, students and visitors while on school system property or conducting school system business.
2. Cars and other vehicles may park only in clearly marked, designated parking areas.
3. Parking lots may not be used for storage or repair of vehicles or for any other unauthorized purpose.

#### **E. Consequences for Violation**

1. The principal has the authority to suspend or terminate an individual's parking privileges for failure to comply with this policy or its regulations and procedures.
2. Any vehicle parked on school property in violation of this policy is subject to towing. The owner of the car or vehicle shall bear all costs and expenses related to the towing and storage of the vehicle.

- Cross References: Parking Areas for Students (policy 6325)

### **Policy Code: 6325 Parking Areas for Students**

Principals may assign individual student parking spaces or designate parking areas for students. Whenever individual spaces are designated or assigned, first priority will be given to individuals with physical disabilities. Students who need transportation in order to participate in school-related internships or off-site learning opportunities will have priority for parking spaces over other students.

Pursuant to G.S. 115C-46, principals may provide for the registration of vehicles and remove cars parked in violation of school rules.

Parking on school grounds is a privilege, not a right. Parking privileges may be revoked as a consequence for violating parking rules or for violating student behavior policies, school standards or school rules as provided in policy 4302, School Plan for Management of Student Behavior. Student cars parked on school property may be searched in accordance with policy 4342, Student Searches.

### **BUS RIDERS**

- Bus riders will enter the building through the bus parking lot gate.
- Only bus riders are permitted in the bus parking lot before and after school.
- Buses will depart in the afternoon at 3:50 pm.

### **CAFETERIA**

- Students must enter and exit the cafeteria in an orderly manner.
- Students may not jump ahead in a food line.
- Students must remove all paper, trays, dishes, and silverware from the table when they have finished eating.
- Students should have good table manners and act respectfully.
- There is no saving of seats for any reason.
- Coats, purses, and books should not be left unattended at the tables.
- Horseplay is not allowed.
- No food from outside vendors or food delivery service is permitted in the cafeteria.
- Students must remain in the lunchroom during their assigned lunch period. They are not allowed to enter classrooms or hallways without a pass from a teacher or administrator.

### **LATE ARRIVAL STUDENTS**

- Students arriving at school after the first period tardy bell (8:30 a.m.) are to use the Attendance Office entrance up to 8:45 a.m.
- Students arriving after 8:45 a.m. must be accompanied by a parent/guardian and the first three tardies will be excused per semester.
- If a student is not accompanied by a parent/guardian, the parent/guardian will be contacted by the office staff and the tardy will be marked as unexcused.
- Three unexcused tardies will be subject to disciplinary action.
- Students who arrive at school after 9:00 a.m. must be accompanied by a parent/guardian and check-in/check-out entrance. If not accompanied, the student will not be allowed to report to class until the parent/guardian has been notified and/or reached.

### **CHECK-INS/TARDY POLICY**

1. Tardy sweeps begin the third week of each semester. During tardy sweeps, teachers close their classroom doors immediately after the tardy bell rings.
2. Late students are to report to the designated areas to receive an entrance slip to class.
3. Students checking-in after 8:30 am or later will be coded as unexcused unless documentation of a lawful excuse is submitted.
4. A student may present valid documentation of a professional appointment (example: doctor, dentist, lawyer, or court note). The attendance clerk will record the tardy.
5. Disciplinary action will result after three (3) unexcused absences/check-ins per semester.

## DISCIPLINARY CONSEQUENCES

The consequence of tardies EVERY period:

- 1st – Warning
- 2nd - Warning (Parent Notified)
- 3rd and beyond–Disciplinary action to include Restorative Justice up to suspension

## CHECKING OUT OF STUDENTS

- Parents/guardians must report to the check-in/check-out office to complete the check out process of students.
- Students who find it necessary to leave during the school day must be checked out by a parent/guardian. Self check-out is not permitted.
- An email or phone call or other messages are not permitted to check a student out without prior administrator approval.
- Under no circumstances will a student be allowed to meet someone in the parking lot or be allowed to leave the school premises without their parents/guardians accompanying them or granting permission.

## STUDENT TRANSITIONING BETWEEN CLASSES

- Students will have 5 minutes to transition between classes.
- Under no circumstances are students allowed to congregate in the hallway or report to non-assigned classrooms.
- Students are not allowed to cut through the media center to get to class.

## HALLWAY TRANSITIONS

For Reporting to Called Locations other than class changes:

- Students must have a hall pass whenever they are in the hallway during class time.
- Students should report to and from the locations designated on the hall pass only and in a timely manner.

## HALL PASSES

Each student is required to have a school-issued hall pass with an authentic teacher signature when leaving class. The pass must have a time written on it by the teacher. Students are not allowed to write or issue passes. When a student leaves class for any reason, the expectation is that the student reports to the specific location designated on the pass. Students are expected to be in class at all times. Students should not be out of class without a valid pass from his or her teacher.

Students are expected to return to class within a reasonable time from the time the pass was issued. If a student does not return within a reasonable time or goes anywhere other than the specified designated location, the student will be charged with disruptive behavior and will receive disciplinary consequences.

- Example: If a student is assigned a pass to go to the main office and the student is found in the gymnasium, the student would not be in the specified designated location and would face disciplinary consequences.

- Example: If a student is assigned a pass to go to the restroom and returns to class an hour after the pass is written, the student will be written up for not returning within a reasonable time and will face disciplinary consequences.

No hall passes will be issued during the first fifteen minutes and last fifteen minutes of each class unless there is an emergency as deemed by a teacher or administrator.

Students are not permitted to loiter on school property after school hours, before school, or on non-school days. Students are not to be on campus before 8:00 a.m. and after 3:45 p.m. unless involved in extracurricular activities under the direct supervision of a teacher.

### **STUDENT DISMISSAL**

- During dismissal, all staff are expected to stand at their classroom doors to help direct student traffic. All students must immediately evacuate the building upon dismissal or report to their designated area for authorized after school activities.
- Designated staff/personnel who have after school duty will report to their designated duty site no later than 3:35 p.m.
- Student athletes remaining after school for practice and/or games will report to a designated location.

### **ACADEMIC ASSISTANCE**

After school tutoring/enrichment will be available to students to supplement daily instruction on Tuesday and Thursday of each week from 3:50 pm to 4:30 pm to assist and support students academically.

### **ATHLETIC ELIGIBILITY/LETTER**

In order to participate in athletics, a student must meet all of the requirements as listed in the North Carolina Athletic Association Handbook and maintain a 2.0 GPA. To receive a varsity letter, the student athlete must be a member of a varsity program at Douglas Byrd High School from the beginning to the end of the season, maintain a 2.5 GPA, meet attendance requirements, and cannot have any in-school or out-of-school suspensions.

### **STANDARD FOR ATHLETICS AND CO-CURRICULAR ACTIVITIES**

The Cumberland County school system has established standards for participation in interscholastic athletics and co-curricular activities that are reflected in Board policy. The purpose of this regulation is to put in place mechanisms for the implementation of those standards. The standard is a weighted 2.0 (average grade of 70) for the previous semester with the exception of a first semester sixth grader.

#### **A. GRADE POINT AVERAGE (GPA) AND ELIGIBILITY TO PARTICIPATE IN**

##### **ATHLETICS AND CO-CURRICULAR ACTIVITIES**

1. Prior to participation in athletics or co-curricular activities in grades 7-12, it is the responsibility of the school to assure that every student participating meets the academic standard required. For student activities covered under NCHSAA and DPI, students must meet both the course load requirement and the weighted GPA as required by CCS.
2. Eligibility of students in programs for Exceptional Children will be in accordance with local, state and federal guidelines.

#### **B. CREDIT RECOVERY**

1. Courses taken as part of the Credit Recovery Program under the guidelines of CCS, may be used to recover credit affecting eligibility for this procedure. A student who is not academically eligible at the beginning of the semester is not eligible at any time during the semester. (**Exception:** A student who receives an incomplete in a subject which causes them not to meet minimum scholastic requirements is ineligible until the course is satisfactorily made up and their eligibility is restored at that point.)
2. A student who is academically eligible at the beginning of the semester remains eligible academically throughout the semester. The student must meet the minimum requirement for course load and attendance. Participation in athletics and co-curricular activities is a privilege and not a right and therefore, the administration can remove a student from participation based on violation of the Code of Conduct.

All schools are encouraged to develop a monitoring program that will, on a quarterly basis, determine the progress of a student toward eligibility. Students that are not making progress should be put on a supportive plan to help keep them eligible.

### **TRANSPARENT/MESH BOOKBAGS**

Only transparent or mesh book bags are allowed. Immediately upon entering the school, any non-mesh book bag, athletic bag or auxiliary team bag, musical instrument (including items such as drumsticks) or similar item, must be placed in a designated location assigned by the school administration or the organization's sponsor.

### **STUDENT ATTENDANCE**

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 requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. State law also prohibits any person from encouraging, enticing or counseling a child to be unlawfully absent from school.

#### **A. ATTENDANCE RECORDS**

School officials shall keep an accurate record of attendance, including accurate attendance records in each class. A student must be present at least one-half of the instructional day to be recorded as in attendance for that day. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

#### **B. EXCUSED ABSENCES**

The superintendent, principal or the superintendent or principal's designee is authorized to excuse a student temporarily from attendance due to sickness or other unavoidable cause. When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. The student is also required to provide other satisfactory evidence of the excuse upon request by the teacher, principal or principal's designee. **An absence may be excused for 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, including, but not limited to, grandparents, parents, brothers and sisters;
4. medical or dental appointment;
5. participation as a party to an action or under subpoena as a witness in a court proceeding or administrative tribunal;
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 written approval from the principal. The superintendent or designee may approve additional absences, provided they do not interfere with the education of the student. The student shall have the opportunity to make up any tests or other work missed due to the excused absence for a religious observance;
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 or designee and in accordance with any requirements established by the principal or superintendent; 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 up to five additional excused absences upon approval by the superintendent or designee to visit with his or her parent or legal guardian.

Absences due to extended illnesses generally require a statement from a physician. In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work in accordance with section D of this policy. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The student is responsible for finding out what assignments are due and arranging a time with the teacher to make up assignments missed during class time.

### C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The superintendent is responsible for designating which school-related activities are permissible and consistent with State Board policy. Specifically, the following school-related activities with prior approval from the principal or designee will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job-shadowing and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities, such as student conventions and music festivals;
4. athletic events that require early dismissal from school;

5. Career and Technical Education student organization activities approved in advance by the principal; and in-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student in accordance with section D of this policy. The student is responsible for finding out what assignments are due and arranging a time with the teacher to make up assignments missed during class time.

#### D. OPPORTUNITIES TO MAKE UP ASSIGNMENTS

Makeup of missed assignments by a high school student on a 4 x 4 schedule must be completed within three school days of the student's return to school. If the teacher is unable to give a student the original assignment as makeup work, then the teacher shall provide an alternative but comparable assignment to be completed by the student. A teacher may allow for an extension of makeup assignment deadlines in the case of valid, extenuating circumstances.

#### E. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be subject to suspension for up to two days for such offense. The Superintendent will develop guidelines for implementation. The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be subject to suspension for up to two days for truancy.

Students in grades 9-12 must be in attendance a minimum of 90% of class time in a course, or its equivalent as determined by the principal, to receive credit for the course. Students with excused absences due to documented chronic health problems will be exempted from this policy. In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies. Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

#### **RETURNING TO SCHOOL FROM AN ABSENCE**

An original note will be brought by the student from a parent or legal guardian on the day he/she returns from his/her absence. It is a student's responsibility to submit a note to the main office within **three days**.

#### **MAKE-UP WORK**

The responsibility for requesting make-up work rests with the student. Completed make-up work must be completed within three (3) class days of the student's return to school in order to receive credit for class time missed.

#### **CLASS SCHEDULES**

All students are required to register for eight (8) subjects per year. Students are to follow the schedule of classes assigned to them. Schedule change requests will be available the week prior to school and on a case-by-case basis. Schedules will only be changed to meet graduation requirements.

## **FINAL EXAMS**

Per Cumberland County Schools Board of Education Policy 3410: Testing and Assessment Program and aligned with NC State Board of Education Policy, high school students must take all End-of-Course (EOC) tests, and Career and Technical Education State Assessments (CTE Post-Assessments) required by the State Board of Education. The results of EOC tests, and CTE Post-Assessments will count as 20 percent of a student's final grade in each high school course for which there is an EOC test, or CTE Post-Assessment. This requirement does not apply to EOC tests for students following the Occupational Course of Study Pathway.

Each subject teacher shall administer a final exam during the exam schedule. Underclassmen may not be exempt from exams. Prospective graduates cannot be exempt from required state exams. Seniors who maintain an "A" average in a course may be exempt from final exams.

## **GRADING SCALE**

NUMERICAL GRADE	EQUIVALENT LETTER GRADE
90-100	"A"
80-89	"B"
70-79	"C"
60-69	"D"
Below 59	"F"

"A" Honor roll criteria – Grades 90-100 / "B" Honor roll criteria – Grades 80-89

## **GRADUATION MARSHALS SELECTION**

Students in the Junior class will be selected as graduation marshals based upon GPA ranking. However, anyone in the Junior class who has been suspended—either in or out of school during their Junior year—is ineligible for this honor. Graduation marshals will be announced at the end of the third grading period of that school year. Lead marshals will be those ranked first and second in the Junior class at the time the marshals are announced.

## **HONOR GRADUATE**

To be recognized as an Honor Graduate, a student must have at least a 3.5 weighted grade point average.

## **LATIN SYSTEM**

To be recognized with a Latin System honor at graduation you must have the following; Summa Cum Laude 4.25-above GPA, Magna Cum Laude 4.0-4.2499 GPA, and Cum Laude 3.75-3.99 GPA.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is one of the most prestigious organizations to which a high school student may belong. Scholarship, service, leadership and character are at the foundation of this organization. Membership requirements are in accordance with the national organization and include the following:

- o Students must have at least a 3.5 weighted grade point average.
- o Students must have spent at least one semester at Douglas Byrd High School.
- o Students must not have been suspended.
- o Students must show evidence of leadership and service in school & community.
- o A faculty council selects members based on these criteria. All Eagles who are striving to excel should aspire to be a member of the National Honor Society.

### **NATIONAL TECHNICAL HONOR SOCIETY**

The National Technical Honor Society is an educational non-profit founded in 1984 that exists to honor, recognize, and empower students and teachers in Career and Technical Education. Serving high school and college student members, National Technical Honor Society awards tens of thousands of dollars in scholarships annually to its members. Membership requirements are in accordance with the national organization and the Cumberland County Schools Career and Technical Education Program and include the following:

- o Students must have at least a 3.0 unweighted grade point average.
- o Students should be working toward a CTE Concentrator Pathway and maintain a 90 average in those courses.
- o Students should complete and submit the application/invitation and the one-time membership fee.
- o Students should maintain the highest standard of personal and professional conduct at all times and strive for excellence in all aspects of their education and employment.

All Eagles are strongly encouraged to pursue their aligned career pathway according to the Cumberland County Schools Strategic Plan. All CTE participants are strongly encouraged to become CTE Concentrators and members of the National Technical Honor Society.

### **NORTH CAROLINA ACADEMIC SCHOLARS**

Students who complete the requirements for an academically-challenging high school program will be named North Carolina Academic Scholars. Eligible students must have an overall four-year grade point average of 3.5 or its equivalent and all requirements for a high school diploma.

### **OUTSTANDING SENIORS**

Outstanding seniors will be selected by faculty vote.

### **VALEDICTORIAN & SALUTATORIAN**

To be considered for these distinctions, a student must have taken courses that are comparable to the courses of a college preparatory program. All courses completed outside of Douglas Byrd High School are to be reviewed and approved by the administration.

The valedictorian is the senior that has the highest grade average in the class at the end of the fourth quarter of his/her senior year. The salutatorian is the senior that has the second highest grade average in the class at the end of the fourth quarter of his/her senior year. A final report will be run at the end of the school year.

### **COMMENCEMENT**

It is the responsibility and duty of all prospective graduates to maintain satisfactory grades and meet all requirements for graduation. These requirements include clearing all debts with the school. These debts include fees, fines, uniforms, chromebooks, and textbooks. Teachers will inform seniors of their indebtedness prior to the first graduation rehearsal. Each senior must have all debts cleared prior to the first graduation rehearsal. Participation in graduation activities is not compulsory. Any senior who does not comply with the Graduation Expectations may not be allowed to participate.

## High School Graduation Requirements: Future Ready Core

Cumberland County High School Future Ready Core Graduation Requirements		
<p>From the time you enter kindergarten, you are getting ready for high school graduation. To make sure you are on track, remember that every high school student must meet state and local requirements. To see your Course and Credit Requirements, look in the colored blocks for the section that matches when you entered ninth grade for the first time.</p> <p>Your school counselor is available to answer questions you may have about what you need to reach your goal of high school graduation.</p>		
Content Area	For Ninth Graders Entering in 2012-2013 and Later Future - Ready Core	For some Ninth Graders with Cognitive Disabilities 2000-> OCS Requirements (Selected IEP students excluded from EDC Proficiency Level requirements)
English	4 Credits I, II, III, IV	4 Credits OCS English I, II, III, IV
Mathematics	4 Credits NC Math I*, NC Math II, NC Math III and a 4 <sup>th</sup> math course to be aligned with the student's post high school plans. ** <i>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 counselor for more details.</i>	3 Credits OCS Introductory Mathematics I, OCS Mathematics I, OCS Financial Management
Science	3 Credits A physical science course, Biology, Earth Environmental Science	2 Credits OCS Applied Science, OCS Biology
Social Studies	4 Credits For students who entered 2014-2015 through 2019-2020: American History: The Founding Principles, Civics, and Economics, World History. The new courses may be substituted. At least one of: American History I, American History II, American History or AP US History and additional Social Studies course. *** For students who begin high school in 2020-2021: World History, American History, Founding Principles of the United States and North Carolina: Civic Literacy, and Economics & Personal Finance.	2 Credits American History I Civics & Economics
World Language	Not required for high school graduation. A two-credit minimum of the same foreign language is required for admission to a university in the UNC system.	Not required
Health/Physical Education	1 Credit Health/Physical Education	1 Credit Health/Physical Education
Electives or other requirements	6 Credits Required. 2 Elective credits in any combination of: Career and Technical Education (CTE), Arts Education, or World Languages 4 Elective credits from one of the following is strongly recommended: <ul style="list-style-type: none"> <li>• <u>CTE</u> - 4 credits within a NC Career Cluster with at least 1 credit at the second or complete level</li> <li>• <u>Arts Education</u> - 4 credits (any combination) from any of the four Arts Ed. disciplines with at least 1 credit at the second level</li> <li>• <u>JROTC</u> - 4 credits</li> <li>• <u>World Language</u> - 4 credits within the same world language</li> <li>• <u>Advanced Placement and International Baccalaureate</u> - 4 credits of AP/IB courses</li> <li>• <u>Cross Disciplinary</u> - 4 credits from any combination of courses that relate to students' career or other interests, with at least 1 credit at the second or honors level.</li> <li>• <u>Career and College Promise</u> - 4 high school credits in any of the 3 Career and College Promise Pathways</li> </ul> 6 Additional Electives from any content area	12 Credits Required. <ul style="list-style-type: none"> <li>• 6 Occupational Prep credits</li> <li>• 4 CTE credits</li> <li>• 2 additional elective credits</li> </ul>
<b>Total</b>	<b>28 Credits</b>	<b>24 Credits Plus any local requirements</b>

\* Beginning in the 2007-2008 school year, the Math I requirement may be fulfilled by successfully completing Math I in the 8th grade. This course will count toward graduation requirements, but the students' GPA will be computed with only courses taken during the high school years.

\*\* Students seeking to complete minimum application requirements for UNC universities must complete four mathematics courses, including a fourth math course with Math III as a prerequisite.

\*\*\* A student who takes American History or 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 credits requirement.

\*\*\*\* CPR requirement is a result of legislation HB 837.

• Completion of 300 hours of school-based training, 240 hours of community-based training, and 360 hours of paid employment. Footnote for OCS: Beginning in the second semester of the 2013-2014 school year, OCS graduate standards will total 24 credits.

NOTE: Graduation requirements for transfer students will be four (4) less than the maximum number of credits the student could have earned over four (4) regular high school years.

## **GRADUATION REQUIREMENTS**

To graduate from the Cumberland County School System, a student must successfully complete the required courses. All students who are eligible for graduation will be scheduled for a conference with their counselor to evaluate their course history. At that time, their remaining course requirements for graduation will be validated.

All eligible graduates are invited to participate in the graduation ceremony offered by their school. The graduate who chooses to participate must meet the required graduation dress code as outlined below. While there are many items (stoles, cords, medallions, tassels, pins, etc.) that may be worn during any graduation ceremony, only those items listed below may be worn for Cumberland County Schools graduations.

### **1. Regalia**

All graduates should wear full regalia for their school including but not limited to gown, cap and tassel. Caps may not be decorated.

### **2. Academic Cords**

Cords represent differences through the many colors and do not detract from the attire or the dignity of the ceremony and may be worn at Cumberland County School graduations.

- Cords recognized in the program will be academic/service in nature.
- Cords must be based on clearly defined academic/service criteria.
- Individual schools will determine the academic/service criteria for members of school clubs/organizations to earn the cord.
- The district recommends that academy graduates wear cords but the school's principal may decide to allow academy stoles.
- District departments will provide program cords to schools for graduating seniors who meet the criteria of the program as approved by the Superintendent/designee.
- School clubs/organizations with political and social affiliations are not approved for graduation ceremonies.
- Academic Cords must have prior administration approval in order to be used in graduation.

### **3. Academic Stoles**

Stoles and/or medallions may be worn at Cumberland County School graduations by the Valedictorian and Salutatorian, Third Honor Grad, SGA (principal will determine if all SGA or officers only), NHS members, School-Based Academies. If a school wishes to award stoles or medallions for special celebrations/observances to be worn during a Cumberland County School graduation ceremony, they must be approved in advance by the superintendent or designee and school administration by January 27, 2025.

### **4. Non-Academic Stoles and Cords**

Other stoles and cords may be worn at the school's Senior Awards Ceremony with the principal's approval.

**5. Pins**

Pins awarded at the school level may be worn at Cumberland County School graduations.

**6. Graduation Attire**

Appropriate attire for graduation practices and the ceremony will be established at the school level. All requirements must be written in graduation correspondence shared with students and parents/guardians.

***Douglas Byrd High Graduation Attire Requirement***

<u><b>Option 1</b></u>	<u><b>Option 2</b></u>
<ul style="list-style-type: none"> <li>● Black slacks</li> <li>● Black dress shoes and black socks</li> <li>● White dress shirt</li> <li>● Black necktie or bowtie</li> <li>● Black belt</li> <li>● Earrings and finger rings are permitted</li> </ul>	<ul style="list-style-type: none"> <li>● Black dress shoes (no sandals, flip flops or slides)</li> <li>● Black dress or skirt suit</li> <li>● Dress or suit must not be shorter than 4 inches above the knee or reveal cleavage</li> <li>● Dress or suit must have sleeves that cover the shoulder</li> <li>● Jewelry: stud earrings only, no visible body piercings</li> </ul>

Note: Graduation attire requirements are subject to change. Students and parents will be notified in advance of graduation rehearsal.

**EXIT DOCUMENTS**

Graduation from a Cumberland County high school shall follow satisfactory completion of all state and local course requirements. The Board has adopted the following as applicable to graduation or high school completion:

1. Diploma: Awarded at graduation: this indicates satisfactory completion of all state and local course requirements and achievements. Only those students who graduate according to this stated definition are eligible to receive a diploma. Students meeting all requirements for the North Carolina Scholars Program will receive from the State Board of Education an appropriate seal of recognition to be affixed to their diploma.
2. Certificate: Special needs students who do not meet the requirements for a high school diploma will receive a graduation certificate and shall be allowed to participate in graduation exercises if they successfully complete 28 course units in the general subject area and complete all IEP requirements.
3. Transcript: This document provides evidence of data outlined below: All courses completed and grades earned. A record of school attendance during grades 9-12. Participation in special programs or any other information as determined by the Cumberland County Board of Education. A transcript must be issued to all students receiving either the diploma or certificate. The transcript may be issued to the student(s) by any procedure as determined by the local school within a reasonable period of time.

## **MEDIA CENTER**

All students must have their ID card and a hall pass to use the media center. An Internet Use Form must be completed for students to access the internet. The loan period for all books is two weeks. Students will need their ID to check out a book. Reference books may be used in the center or circulated for overnight and weekend use. All lost materials must be paid for at the replacement cost of the item. Fees must be paid to repair any damages caused by materials that are carelessly or intentionally damaged.

## **PROMOTION**

Students who attend a high school in which a maximum of eight (8) credits can be earned during the school year (4X4 Schedule).

- For promotion from grade nine (9) to grade ten (10), each student must pass a minimum of six (6) units of course credits. One (1) of these credits must be in English I.
- For promotion from grade ten (10) to grade eleven (11), each student must pass a minimum of thirteen (13) credits in grades nine (9), ten (10). Two of these credits must be in English I and English II.
- For promotion from grade eleven (11) to grade twelve (12), each student must pass a minimum of twenty (20) units of course credit in grades nine (9), ten (10), and eleven (11) and be in a position to graduate at the end of the regular school year. Three of the credits must be in English I, English II, and English III.

## **Calculating Credits for Transfers into Cumberland County Schools-BOE Policy 3460-R1**

1. These guidelines are to be applied in conjunction with Board Policy 3460-Graduation Requirements.
2. Credits required for graduation will be prorated for transferring students, including students transferring from out of state, home schools, private, online, and NC PSUs where students cannot earn eight (8) credits in one (1) year.
3. Credits required for graduation will be calculated as follows:
  - Overall potential units of credit x 1 (4-year total: 9th-12th grade)=number of credits required minus four. Example: A student who could earn six (6) credits in 9th grade; six (6) credits in 10th grade; eight (8) credits in 11th grade; and eight (8) credits in 12th grade has a 28 potential units of credit minus four and will need 24 units of credit to graduate.
  - Students must complete local and state curriculum graduation requirements.
  - The principal or designee of the receiving school is responsible for evaluating the transfer student's academic progress; courses taken at the former school; availability of courses at the receiving school; extenuating circumstances; and any other relevant information before granting credits and assigning classes.
  - The receiving principal may recognize credits, combine similar credits, and use his/her authority to grade and classify to facilitate a smooth transition.

## **STUDENT COUNSELING CENTER**

The Counseling Center is available for students who need to meet with a counselor. Counselors are available daily in the cafeteria during lunch. Students may make appointments to meet with their counselor by emailing their counselor to set up an appointment.

## **TRANSPORTATION**

Students are only permitted to ride the school bus that has been assigned to them by Cumberland County Schools without prior approval from an administrator. Riding the bus is a privilege, not a right. Safety of our students is our number one priority. Ensure that you are both visible and vigilant as it pertains to safety at the bus stop and on the bus. Please ensure that you are present at your bus stop prior to the stated arrival time of your bus. Bus drivers are not responsible for students who are not present at the bus stop at the time of pick-up. All Cumberland County School rules outlined in the Student Code of Conduct apply to school transportation.

## **TRANSCRIPTS**

Students who need transcripts for college or other purposes will make a request to the Student Counseling Center. Transcripts are free for currently enrolled students. Graduates and those not currently enrolled must go to the CCS Website for more information.

## **VISITATION POLICY**

All visitors must report to the check-in/check-out office and obtain a visitor's permit prior to any visitation on campus. Visitors must have a valid photo ID and present it to the check-in/check-out office staff when entering the building. Under no circumstances are students to bring visitors to school with them. Classroom visitation is not permitted during the instructional day. Visitors are also not permitted to drop off food to students during the school day.

## **WITHDRAWALS / TRANSFERS**

When students withdraw, parents or guardians must come in before the student's last day and sign a release form. On the student's last day, the student needs to see the registrar before going to any classes to obtain his/her withdrawal form. All financial obligations must be taken care of at that time. Parents must inform the school of the relocation area for sending additional records.

## **STUDENT DISCIPLINE POLICY**

### **DISCIPLINE**

Each student will receive a Student Code of Conduct Book as issued by the Cumberland County Board of Education. The Douglas Byrd High School Student Discipline Policy will correlate directly with the Cumberland County Student Code of Conduct as adopted by our Board of Education. Students and parents are asked to familiarize themselves with the pamphlet that was issued to each student on the first day of school.

If a student is suspended from school or assigned to the Redirection Justice Center(RJC), they are not eligible to participate in any extra-curricular activity sponsored by the school, including athletics, until the following day.

### **DRESS CODE VIOLATION**

The dress code violation includes wearing, decorating or adorning clothing that is inappropriate to the learning process. Clothing that reveals undergarments, chest, breasts, navel, buttocks, or any private body part will be considered inappropriate for the school setting. Any article that displays, suggests, promotes, or reveals a lewd, vulgar, unsafe, violent or sexual message through language, images and/or symbols is prohibited.

## **DRESS CODE**

Any clothing that is disruptive, provocative or obscene or endangers the health or safety of other students is not permitted. The administration reserves the right to restrict the wearing of any items that may be disruptive to the normal school day. Student dress code concerns will be addressed by the appropriate gender administrator (Female administrator will address female students only; male administrator will address male students only).

1. Shorts, skirts, dresses, splits, or rips/ holes in clothing shall not be shorter than four inches above the knee.
2. Leggings, jeggings, and yoga pants shall be covered with a top that is no shorter than four inches above the knee.
3. Pants shall be secured at the waist.
4. Tank tops (thin straps or tanks alone), low cut, see-through, crop-top shirts, muscle shirts, off the shoulder shirts, or shirts that expose cleavage are not allowed. Athletic jerseys shall be worn with a t-shirt underneath. From the neck to four inches above the knee shall be covered.
5. Head coverings are not allowed on campus during the school day, unless worn for religious purposes .
6. Sunglasses are not to be worn in the building.
7. Pajamas, pajama pants, and bedroom shoes are not allowed at school.
8. Bandanas, bonnets, scarves, hats, etc. (head coverings) are not allowed.
9. Solid colored headbands shall be limited to a maximum of three inches.
10. Inappropriate or profane signs, emblems, or language on clothing (including but not limited to: alcohol advertisements, pictures of weapons or drugs, sayings that have sexual connotations, phrases or pictures that are insensitive to groups of students) are not allowed.

## **USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY**

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. The school system assumes no responsibility for personal technology devices brought to school.

## **CELL PHONES**

Carrying a cell phone/telecommunications device in the school building is a privilege, not a right. Students who comply with the cell phone/telecommunications device policy shall be allowed to bring a cell phone/telecommunications device into the building so long as it is not handled and it does not emit a noise (including vibration). **Students at Douglas Byrd High School are permitted to use cell phones before school in the cafeteria/gymnasium and during lunch. During this time, students are permitted to check text messages, view calendars or other items on their phone only during permitted times which have been previously stated. These are the only times during the school day in which students will be allowed to wear earbuds/headphones. Earbuds and headphones are to be immediately removed upon entering the school building.**

**At NO time should students talk on their cell phone during school.** When changing classes, students are not permitted to use their cell phones. Also, they are prohibited from using earbuds/headphones due to safety.

Students who are either unwilling or unable to comply with the policy, shall have the privilege of carrying a phone within the school building revoked. **Neither Douglas Byrd High School, nor**

**Cumberland County Schools are responsible for any fees associated with any phone or device that is lost or stolen due to violations of school policy.**

**Cell phones are prohibited in the classroom.**

If a staff member directs a student to surrender a cell phone/telecommunications device, the student will be expected to do so immediately (without deleting anything, without setting security codes) and without complaint. ALL components, including the battery and SIM card are to be surrendered as well. Failure to surrender a cell phone immediately is an act of defiance and will result in an automatic short term suspension. A student refusing to give any school official a cell phone or closed book bag will automatically be suspended from school. Students are responsible for keeping up with their own personal devices. They are strongly encouraged to keep devices at home or in a locked locker.

Once a student has been notified by an administrator that he/she has lost the privilege of possessing a phone/telecommunications device on school property during a specified period of time, any phone/telecommunications device that student is found to be in possession of during instructional time shall be deemed as insubordination which will lead to escalated disciplinary actions.

If a student feels the staff member requesting to confiscate the phone is due to a misunderstanding, the student must still surrender the phone immediately as directed. The student will be able to discuss the matter with an administrator at a later time, but the student is expected to fully cooperate with the staff member requesting the phone.

**Students are prohibited from recording any school activities and/or events without consent from an administrator or teacher.** In addition, any unauthorized recording of students and staff to include the posting on social media will result in disciplinary action according to CCS Board policy.

**ELECTRONIC DEVICES**

Electronic devices, earbuds, headphones should not be activated or used while in class and the hallway during the instructional day (8:30-3:40) or as otherwise directed by school rules or school personnel. However, students may use these devices during lunch. School employees may immediately confiscate any wireless communication devices that are on or used in violation of this policy. Confiscated wireless communication devices will be returned only to the student's parent or guardian between 3:40 and 4:00 pm. **THE SCHOOL IS NOT RESPONSIBLE FOR THE THEFT, LOSS OR DAMAGE OF A CELLULAR PHONE OR OTHER PERSONAL WIRELESS COMMUNICATION DEVICE. BOARD POLICY CODE: 4318**

**CONFISCATED ITEMS**

Once a student enters the building, items that interfere with the learning environment of Douglas Byrd High School will be confiscated. These items include, but are not limited to, electronics (including cell phones, smart watches, iPods), laser pens, etc. For smart watches or other similar devices, students must disable the sync mode, including bluetooth, during the school day. Any other device used for any purpose other than a timepiece will be confiscated.

**Only a parent/guardian can pick up a confiscated item.** This may be done only between the hours of 3:40-4:00 each school day. The school is NOT responsible for confiscated items. Cell phones/electronic devices and other confiscated items may be picked up Monday through Friday ONLY between the hours of 3:40 and 4:00 pm. Any student refusing to give up the cell phone, electronic device or other prohibited item to school personnel will be automatically suspended.

- First Offense - 1 Day of Out-of-School Suspension
- Second Offense - 2 Days of Out-of School Suspension
- Third Offense - 3 Days of Out-of-School Suspension

### **PUBLIC DISPLAYS OF AFFECTION**

Students are not permitted to kiss, hug, hold hands, or touch in any inappropriate manner. Students in violation of this policy will be charged with disruptive behavior.

### **SEARCH AND SEIZURE ON SCHOOL PROPERTY**

Desks, lockers and other equipment which belongs to the school or school district, and even though assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable suspicion that some item, substance or other material is contained therein which is illegal, harmful to the safety of the student or the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school. **STUDENT'S PERSON:** The Board of Education authorizes teachers and administrative personnel who have reasonable suspicion that a student or students are in possession of weapons, illegal drugs, or other items harmful to the student or students or to the welfare of the student body, to search the person of said student(s) under the following conditions:

1. Any such action shall not be taken unless there is a reasonable suspicion which can be substantiated if necessary.
2. Any search of a student shall be done privately by an administrator and witness of the same sex as the student to be searched. The witness must be present throughout the entire search.
3. Reasonable belief on the part of a teacher or an administrator may be based upon information from such sources as faculty members, reliable students, a law enforcement officer, visual evidence, reports from reliable parents, or any of these factors.
4. The content of this policy shall be in written form and placed in a prominent location in each student handbook. It shall also be disseminated verbally to students at the start of each scholastic year. The Board of Education shall consider such notification as adequately satisfying and procedural requirement.

### **FINANCIAL OBLIGATIONS**

**No refunds will be given for any field trips, prom, yearbook, etc. unless the school canceled the event and/or item. If fees are paid using a third party, the third party convenience fee will not be refunded, only the event fee will be refunded.** While students have outstanding debts to the school, they will not be allowed to participate in any activities during, before, or after school except for regular classroom instructional activities.

### **SCHOOL IMPROVEMENT TEAM**

The School Improvement Team is the official governing body of the school. It is responsible for the development of the School Improvement Plan, changes in major school policies and procedures, and the overall efforts toward continuous improvement regarding curriculum and instruction and the culture of the school. Its members shall consist of certified and classified employees, parents, community members, and representatives of the student body. The SIT will meet on the 1st Monday of each month from 4:00 - 5:00 p.m. All meetings are open to the public.

## **FOOD**

All food items will be consumed in the cafeteria during breakfast and lunch hours. The consumption of food or drink items will not be permitted in the classroom, hall, gym or restrooms. Food items are not to be sold by students during school hours. No prepared restaurant food may be brought on campus during school hours.

## **STUDENT FEES**

**ONLY CASH OR MONEY ORDERS WILL BE ACCEPTED AS PAYMENT FOR ANY INDEBTEDNESS TO THE SCHOOL. School Cash Online may also be used to pay fees and dues.** *For more information on School Cash Online, visit <https://www.ccs.k12.nc.us/domain/4205>.*

The chart below is maximum dues for each club, activity, athletics, and/ or organization as approved by the Cumberland County Board of Education. The chart is for your information only and is not an exhaustive list of all Douglas Byrd High School fees and dues. All Fees for students must be approved by the administration. Waivers shall be extended for students who need financial support. District approved payment processing fees will apply.

## **CHROMEBOOK ISSUANCE AGREEMENT**

Each student will complete the required form as approved by the CCS Board of Education to receive a school issued Chromebook and is subject to all CCS and school policies regarding usage.



Fees and Dues  
High Schools

FEE/DUE NAME	DESCRIPTION	Amount (Not to exceed)
Beta Club	Local and National fees plus induction	\$30.00
Chorus	T-shirt, special attire if needed	\$150.00
Color Guard	Fees and dues associated with participation in Color Guard performances and competitions	\$350.00
Dance Team	Fees associated with participation in Dance plus additional fees for performances and competitions	\$400.00
DECA	Membership dues, t-shirt, local/state/national membership (additional fees for competitions)	\$25.00
FBLA	Membership dues, t-shirt, local/state/national membership (additional fees for competitions)	\$20.00
FCCLA	Membership dues, t-shirt, local/state/national membership (additional fees for competitions)	\$30.00
FFA	Membership dues, t-shirt, local/state/national membership (additional fees for competitions)	\$20.00
Forensics (or Speech & Debate)	Dues, t-shirt, competition fees (additional fees for competitions)	\$40.00
Freshman Dues	ID badge, t-shirt, lanyard, flash drive, spirit item	\$30.00
Freshman Dues (CPHS)	T-shirt, yearbook, prom, PE uniform Package without Prom	\$150.00 \$100.00
Graduation Cords	Cords for Honor Graduates, etc.	\$11.00
HOSA	Membership dues (local/state/national), t-shirt (additional fees for competitions)	\$20.00
Honor Society Clubs	Induction ceremony, materials, pin, cord	\$35.00
ID Badge/Replacement	Student identification badge	\$5.00
Integrated System Technology Academy (ISTA)	Fees and dues associated with participation and performances (additional fees for competitions)	\$30.00
International Thespian Society (CFHS)	This is a one-time induction fee	\$50.00
Junior Dues	ID badge, lanyard, t-shirt, flash drive, spirit item	\$45.00
Junior Dues (CPHS)	T-shirt, yearbook, prom Package without prom	\$130.00 \$80.00



**CUMBERLAND**  
COUNTY SCHOOLS  
Fees and Dues  
High Schools

Junior Marshals	Rental of tuxedos, dresses, etc.	\$60.00
Key Club	Local, state, national dues, t-shirt	\$30.00
Legato	Fees and dues associated with participation and performances	\$100.00
Marching Band	Fees and dues associated with participation in the marching band plus additional fees for competitions (additional fees for competitions but not travel)	\$500.00
Mentoring Club	T -shirt and activities	\$30.00
Military Ball (CFHS)	The Military Ball is voluntary and cost is driven by the number of participants to cover the Fort Bragg Conference Center room, formal dinner, King/Queen Crowns and cost of the DJ	\$35.00
National Honor Society	School and national dues plus induction ceremony with pin	\$25.00
National Honor Society Cord or Stole	Cord or Stole for graduating seniors	\$11.00/ \$28.00
National Technical Honor Society (NTHS)	Membership dues, portfolio, membership card and certificate, diploma seal, label pin, and window decal	\$30.00
	Cord or Stole	\$20.00
Navy ROTC	Covers a Cape Fear nametag for uniforms and leadership awards to recognize exceptional cadet	\$15.00
Parking	Parking fees with sticker or decal for 1 year	\$50.00
Prom	Determined annually per venue	\$85.00
Prom Guest	Guest fee is additional	\$80.00
ROTC		\$50.00
School Choice/Academy/Program		\$150.00
School Clubs	Arabic Club, Art Club, Chess Club, Drama Club, Environmental Club, International Club, Math Club, Mock Trial Team, SAVE, Science Club, Spanish Club, Theatre Club, etc. (Not inclusive of all school clubs) (additional fees for competitions)	\$25.00
School Dance	Admission	\$20.00
Science Olympiad	Registration fees for competitions, supplies (additional fees for competitions)	\$35.00
Science Olympiad (PFHS)	Uniform, fees, supplies & materials	\$70.00
Step Team	Fees and dues associated with participation and performances	\$150.00
Senior Dues	ID badge, lanyard, t-shirt, flash drive, spirit item, senior activities, senior gift, senior programs and receptions	\$90.00

Skills USA	Membership dues, registration fees, t-shirt (additional fees for competitions)	\$25.00
Sophomore Dues	ID badge, lanyard, t-shirt, flash drive, spirit item	\$30.00
Sophomore Dues (CPHS)	T-shirt, yearbook, prom Package without Prom	\$130.00 \$80.00
Technology Student Association (TSA)	Membership dues, shirt, local/state/national membership	\$55.00
Transcript	Student transcript	First 5 are Free \$5.00 thereafter
Winter Guard	Fees and Dues associated with participation in Winter Guard (additional fees for competitions)	\$400.00
Winter Percussion	Fees and dues associated with participation in Winter Percussion (additional fees for competitions)	\$400.00
Winter Winds	Fees and dues associated with participation in Winter Winds (additional fees for competitions)	\$400.00
Yearbook	Determined by vendor, pre-orders, and number of pages	\$75.00

## **Title I Policies**

### **PARENT & FAMILY ENGAGEMENT POLICY**

Douglas Byrd High School recognizes that a child's education is a responsibility shared by the school and family for the duration of your child's enrollment at our school.

Our school provides ample opportunities for parents/families to attend and participate in school activities and functions. Throughout the school year, we will provide a variety of educational and informational opportunities for families; Principal Roundtable, Curriculum Nights, FAFSA Night, Open House, Graduation Meetings, Grade Level Meetings, Parent-Teacher Conferences, PTA Meetings, Progress Reports, and IEP Meetings to discuss and review this document or learn the curriculum of your children. These programs are specifically designed to enhance family engagement and reflect the specific needs of our students and their families.

Title I is a federal grant that provides supplemental funding to select schools for resources to meet educational goals, such as:

- Smaller class size
- Additional teachers and paraprofessionals
- Training for school staff on how to engage parents and families
- Extra time for instruction (before and/or after school programs)
- Parent and Family Engagement activities and variety of supplemental materials and equipment.

Title I schools:

- Hold an annual Title I public meeting: This meeting will be held in September/October to inform parents about their rights under Title I and to provide them with information that will allow them to be fully active in their child's education.
- Include parents on the School Improvement Team (SIT) that are reflective of the socioeconomic and racial diversity of the school. Our SIT will meet the first Monday of each month at 4:00 p.m. to develop and implement school improvement strategies and monitor the school improvement plan.
- Ensure parents receive information in a timely manner. Information includes, but is not limited to the following:
  - o school and district report cards,
  - o student assessment results and interpretation of such results,
  - o description of curriculum, state content standards and how student progress is measured,
  - o opportunities for parent and family meetings to share in educational decision making,
  - o qualifications of teachers,
  - o timely responses to parents and family suggestions, and
  - o inclusion of parents and families input on the school improvement plan and the district strategic plan.
- Our school will convene regular meetings at flexible times for parents and families throughout the school year for the purpose of planning, reviewing, sharing information, and organizing school improvement efforts.
- Develop a Learning Compact that outlines how parents and families, entire school staff, and students will share the responsibility for improved student achievement will be sent home for parent review.

- Provide opportunities to meet regularly with school personnel to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

### **PARENTS RIGHT TO KNOW STATEMENT**

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, WS/FCS is notifying every family of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers and/or teacher assistants.

This information regarding the professional qualifications of your child's classroom teachers and teacher assistants includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by teacher assistants and, if so, their qualifications.

If you would like to request the qualifications of your child's teacher and/or teacher assistant please contact the CCS Title I Office at 910-678-2637.

In addition, your child's school will notify you at any time your child has been taught for 4 or more consecutive weeks by a teacher not meeting state professional qualifications.

### **DECLARACION DEL DERECHO A SABER DE LOS PADRES**

De acuerdo con la Sección 1111 (h) (6) de ESEA, DERECHO A SABER DE LOS PADRES, WS / FCS está notificando a cada familia de un estudiante en una escuela de Título I que usted tiene el derecho y puede solicitar información sobre las calificaciones profesionales de su hijo. maestros de aula y / o asistentes de maestros.

Esta información con respecto a las calificaciones profesionales de los maestros y asistentes de maestros de su hijo incluye, como mínimo, lo siguiente:

1. Si el maestro ha cumplido con los criterios estatales de calificación y licencia para los niveles de grado y las materias en las que el maestro brinda instrucción.
2. Si el maestro está enseñando bajo un estado de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios estatales de calificación o licencia.
3. El título de licenciatura del maestro y cualquier otra certificación de posgrado o título que posea el maestro, y el campo de disciplina de la certificación o título.
4. Si el niño recibe servicios de asistentes de maestros y, de ser así, sus calificaciones.

Si desea solicitar las calificaciones del maestro de su hijo y / o asistente de maestro, comuníquese con la Oficina de Título I de CCS al 910-678-2637.

Además, la escuela de su hijo le notificará en cualquier momento en que un maestro que no cumpla con las calificaciones profesionales estatales le haya enseñado a su hijo durante 4 o más semanas consecutivas.

The Parent Right to Know Statement must be provided to all parents. It must be copied/pasted/disseminated through newsletters, handbooks, websites, planners, bulletin boards, etc.

I attest all parents have been provided the statement above. The Parent Right to Know statement has been disseminated in the following manner:

Student Handbook, Posted on Student Information Boards in Hallways, Cafeteria, and Classrooms as well the school webpage for the SY 24 - 25

## **Prom Attire**

### **I. Formal Dress for the Ladies**

- A. Two-Piece Dresses may be worn with the following restrictions:
  - a. Only two inches of midsection shown around the waist; ***MUST cover the belly button.***
  - b. Enough fabric to cover the side cleavage and underneath the chest.
  - c. The top portion of the dress must come at least two inches below the bottom of the chest.
- B. Dress slits must be **NO MORE** than 3 inches above the knee and **MAY ONLY** be on the side or in the back. Back openings should be no less than 3 inches above the waistline.
- C. A formal Tuxedo with a Jacket and Blouse. ***Blouses must comply with dress code regulations.***

### **II. Formal Attire/Tuxedos for the Gentlemen**

- A. Dress shirt, with or without a tie
- B. Slacks, no jeans allowed
  - a. Belts must be worn
- C. Formal tuxedo or a suit jacket