
Pauline Jones High School

225 B Street Fayetteville, NC 28301

Phone: (910) 437-5829

School Website: <https://www.ccs.k12.nc.us/Domain/89>



Student and Parent Handbook 2026- 2027

Home of the Gryphons

School Colors: Black, Sky Blue White, and Gold

The handbook is subject to change to meet the needs of the school. Updates and changes will be communicated via parent links.

Welcome to Pauline Jones High School, home of the Gryphons! We are very excited about the upcoming school year. The entire staff is looking forward to assisting you in your preparations and planning for a bright future beyond high school. We have so much to offer you at Pauline Jones High; a smaller learning environment, PBIS, mentoring, technology, and personalized high-quality instruction from premier professionals.

Realizing that every student is a distinct and beautiful individual, we aspire to provide a robust learning environment filled with opportunities. Pauline Jones High school's caring and committed professionals will create a dynamic school home. A home that allows scholars to grow academically, socially, and emotionally to become successful and productive members of society.

Sincerely,
Lawrence Smalls, Principal

INTRODUCTION

The policies and procedures contained in the Student Handbook are designed to provide incoming students with vital information to be successful at Pauline Jones High School. Each student and parent/guardian is responsible for reading and understanding the school guidelines and regulations as outlined. The Pauline Jones High School Staff are eager to assist students with achieving success at our school and society. All students will sign a statement of understanding during the New Student Orientation Session to indicate that they have a clear understanding of the handbook and expectations.

Along with the Parent-Student Handbook, students are required to adhere to all policies in the 2023-2024 Cumberland County School Student Code of Conduct, as approved by the Cumberland County Schools Board of Education. Lack of knowledge will not be considered an excuse for failure to comply with behavior guidelines, policies, regulations, and expectations of all students.

MISSION STATEMENT

Ramsey will provide a safe, positive, and rich learning environment to help, “at potential” students reach their maximum potential.

VISION

Pauline Jones will be a home that allows scholars to grow academically, socially, and emotionally to become successful and productive members of society.

MOTTO

Always Learning, Always Growing, at Pauline Jones High!

PHILOSOPHY

I am because we are; and since we are therefore I am. -John Mbiti-

CUMBERLAND COUNTY SCHOOLS VISION AND MISSION

Vision: Every student will have equitable access to engaging learning that prepares them to be competitive, collaborative, and successful in our global world.

Mission: Cumberland County Schools will provide a safe, positive, and rigorous learning environment to prepare lifelong learners to reach their maximum potential.

PROCEDURES AND POLICIES

ARRIVAL

Students should arrive at school at 7:00 a.m. Car riders should be dropped off at the Quincy Street Entrance located at the front of the school. Students are not permitted to linger upon entering the campus and must report directly into the building and follow the check in procedures as outlined in this handbook. Students arriving after 7:30 a.m. must enter through the front door at the Main Office, sign in (parent/guardian/adult), and follow the published check in procedures. The end of the instructional day is 2:40.

CHECK IN PROCEDURES

Immediately upon arriving on campus, all students must adhere to the following procedure.

1. Coats, outwear, hooded sweatshirts/garments and coats will be collected.
2. Labeled Lunch Bags will be secured upon entry. Personal Lunches will not be refrigerated.
2. Pockets emptied, remove shoes, and belts off
3. Walk through the metal detector
4. All Students will also be “patted down.”
4. After all screening is successfully completed, all students should pick up their breakfast
5. Student must report directly to their first period class

UNAUTHORIZED ITEMS

Unauthorized items confiscated during the check in process may be available for pickup from the school by the parent/guardian. Examples, but not limited to: list of unauthorized items; cell phones, smart watches, wireless headphones, hair picks and brushes, extra shoes/clothes, metal cups and thermos, outside food, and snacks.

PJHS will not be held responsible for lost or stolen cell phones or other electronic devices. These items are prohibited on campus. Cell Phone and other electronic devices are not permitted at Pauline Jones High School, no exceptions, unless issued by CCS.

Violations of this policy will lead to disciplinary action against the student to include confiscation of the phone/electronic device, parental intervention, assignment to Restorative Justice Center or out of school suspension. Repeat offenses will result in appropriate disciplinary actions.

LUNCH BAGS

Lunch Bags will also be searched upon arrival. All lunches will be locked in a cabinet until the students report to the lunch room for a meal. Refrigerators will not be available for lunch.

SCHOOL CLOSING EMERGENCY, INCLEMENT WEATHER

Pauline Jones High School, local television, radio stations, and the CCS district website <http://www.ccs.k12.nc.us/> will announce all school closing announcements due to inclement weather or other emergencies

DISMISSAL FROM SCHOOL

Students will be dismissed from classes at the end of the school day upon the calling of the bus or calling of students for car riders. Routine procedures will dictate students picking up items collected at check in. The school day ends at 2:40 pm. Students must report directly to their mode of transportation. Linger is prohibited.

CHECK OUT PROCEDURES

Students leaving school before dismissal time must sign-out in the Main Office. Parents will meet students in the Main Office and sign them out before leaving. If someone other than a parent or guardian will be picking up a student, the parent/guardian must send a note or call the school to inform the office. Check-outs will not happen after 2:00 pm.

All notes and calls will be verified and identification will be required for anyone the staff does not recognize. Students will not be released if the office has not been properly notified, proper authorization cannot be verified, or if there is any question about the early release of the student.

ATTENDANCE

The expectation is that all students will attend school every day. All students should be in attendance all day every day. As stated in School Board Policy, absences are excused only for (1) student illness and injury, (2) quarantine, (3) death in the immediate family – grandparent, parent, brother, sister, (4) medical or dental appointments, (5) court or administrative proceedings, and/or (6) religious observance, or educational opportunity.

Attendance records of students will be used to enforce the Compulsory Attendance Law of North Carolina. If truancy is suspected, the case will be investigated by school personnel and may be referred to the School Social Worker. After a good faith effort has been made by the school to improve the student's attendance, any continued violations of the Compulsory Attendance Law will be reported to the Truancy Mediation Council or the District Attorney. Except as otherwise provided in G.S. 115C-379, any parent, guardian, or other person violating the provisions of the law will be guilty of a Class 1 misdemeanor.

Students who are not affected by the compulsory attendance law will be dropped from the roll once they meet their consecutive absence limit.

DISCIPLINE GUIDELINES

Students will be held to high levels of accountability and responsibility at PJHS. To ensure that all students have the opportunity to have a successful school experience, we must provide a safe environment that is conducive to teaching and learning. Inappropriate or disruptive behavior can be counterproductive to the instructional environment and will not be tolerated. Pauline Jones High School expects students to be accountable and responsible for their behaviors and actions

Students who choose to violate any behavioral guidelines will receive consequences which may include parent contact, after-school detention, restorative justice placement, suspension, out-of-school suspension, expulsion, and/or referral to the appropriate law enforcement agency, if needed. [Link to Blueprint for Student Behavior](#).

It is not practical to list each and every offense and consequence. However, the following are some guidelines for behavior for which consequences may be assigned for failure to comply:

<u>VIOLATIONS</u> This includes, but not limited to:	1st OFFENSE	2nd OFFENSE	3 & REPEATED OFFENSES
Falsification of Information	May result in short-term OSS	May Result in short-term OSS	May result in Long-Term OSS
Dress Code Violation	May contact parent/guardian for change of clothes or assignment to RJC	May Result in short-term OSS	May result in short-term OSS or Long Term OSS
Disruptive Behavior • Disrespect • Class disrespect • Profanity • Writing/Marking School Property	May result in RJC or short-term suspension (Administrative Decision dependent upon severity of the infraction)	May result in RJC or short-term suspension (Administrative Decision dependent upon severity of the infraction)	May Result in short-term or Long Term OSS
Fighting	May result in Short Term or Long-Term Suspension	May result in Short Term or Long-Term Suspension	Long-Term Suspension
Theft/Damage to property *Students will pay for damages*	May result in RJC or short-term Suspension	May result in Short Term or Long-Term Suspension	May result in Long-Term Suspension
Bus Misbehavior	1-3 Day Short-term bus suspension *Fighting on Bus may result in immediate long-term bus suspension*	5 - 10 Day Short-Term bus Suspension	Short-Term or Long Term bus suspension

This discipline chart is provided as an information source for Cumberland County Schools students and their families. In the event of any inconsistency between the handbook and the Cumberland County Schools Board of Education Policy Manual, the Cumberland County Policy Manual will be followed.

Mandatory Offenses Reportable to Law Enforcement:

1. Assault resulting in serious injury
2. Assault involving use of a weapon
3. Assault on school personnel (not resulting in serious injury)
4. Bomb threat
5. Burning of a school building
6. Death by other than natural causes
7. Kidnapping
8. Possession of alcoholic beverages
9. Possession of a controlled substance in violation of law
10. Possession of a firearm or powerful explosives
11. Possession of a weapon (excluding firearms and powerful explosives)
12. Rape
13. Robbery with a dangerous weapon
14. Robbery without a dangerous weapon
15. Sexual assault (not involving rape or sexual offense)
16. Sexual offense
17. Taking indecent liberties with a minor

DRESS CODE

Students are required to wear school uniforms as outlined in the Student Orientation Packet. The purpose of this policy is to increase school safety, minimize disruption, easily identify trespassers on campus, and promote improvement in student behavior. School uniforms also help students experience a greater sense of belonging to the school and identity while promoting a culture of academic excellence. All students must wear the school uniform as follows:

- ♦ Black, white, navy blue or gold Polo style or button up. Logo can not exceed 1 inch.
- ♦ Black, navy blue or khaki uniform style pants (no cargo, capri's, gauchos, leggings or carpenter pants)
- ♦ Black, navy blue or khaki shorts (no cargo, carpenters, or over-sized)
- ♦ Students must wear shoes with black or white shoe strings only (no Boots, Crocs, sandals, heels, house shoes, slides, or mules)
- ♦ Black or brown belt only (no decorative buckles, chain belts, spikes, or sashes)
- ♦ White or black socks only
- ♦ Solid black, white, or gold sweatshirts or cardigans (buttoned up the front sweaters)
- ♦ All clothing must be slogan and emblem-free.

All students are expected to adhere to the school uniform policy. It is extremely important that parents support the school policy by seeing that students leave for school dressed in their uniforms.

Additionally, the following are some guidelines for student uniform attire:

1. Shirts that are long or oversized must be tucked in.
2. Students must wear a belt to school.
3. No pants are to be worn below the waist. Undergarments should not be visible.
4. Pants should not be oversized or extremely tight and revealing.
5. No hats, caps, wave caps, skull caps, do-rags, bandanas, scarves, headbands, other headgear or sunglasses may be worn in the building. Hair should be well groomed, cut or styled. Hair cannot be disruptive to the learning environment per principal, assistant principal or safe school coordinator discretion.
6. No visible jewelry is permitted except for student earrings and wrist watches (no smart watches).
7. Any accessories such as brushes that can be used as weapons are prohibited.
8. Hooded sweatshirts are not allowed on campus. Coats are not to be worn during the day school and will be collected at check in.

The principal, the assistant principal, and the Safe Schools Coordinator will be the final authority in determining the appropriateness of dress and the appropriate consequences. Inappropriate items brought to school and confiscated will be returned at the end of the school day with the exception of cellular telephones that require a parental pick-up and signature of notice and receipt.

BUS CONDUCT

The State of North Carolina and the Cumberland County Board of Education provide bus transportation for the students. Our drivers have been trained and instructed on the safe and efficient operation of the bus. Students are expected to be at their designated stop 10 minutes prior to the scheduled bus arrival. Drivers are not required to wait for late students. If a student misses the bus it is the responsibility of the parent/guardian to transport the student to PJHS. If a student does not

ride for three (3) consecutive days, the bus will not stop unless the parent calls the Assistant Principal/Designee to request approval to secure transportation again. Students will only be transported to and from the home address on file at PJHS. Any written or phone call requests for address changes must be verified and approved by the principal or designee. Please adhere to the following regulations of the Bus Driver's Handbook for passengers:

1. For the safety of all students, the driver must not be distracted.
2. All students will be given assigned seating by the driver. Students are not permitted to change seating without approval from the driver.
3. Students must remain seated.
4. Profanity is not allowed.
5. Eating and drinking are not allowed.
6. Use of tobacco products is not allowed.
7. Violence is not allowed.
8. Destruction of property is prohibited. Students violating this rule will be subject to disciplinary action and required to pay restitution.
9. All body parts must remain inside the bus at all times.
10. Students must follow the directions of the driver and/or monitor at all times.

The safety of students is the major concern while transporting students. For that reason students are expected to follow all bus behavior guidelines. Any offense committed on a school bus shall be handled in the same manner as if the offense has been committed on the school campus. Failure to follow the rules may result in removal from the bus for a defined number of days and may include permanent expulsion from the bus. The principal or designee has the authority to take appropriate action to ensure the safety of all bus riders.

GANG ACTIVITY

Gang activity will not be tolerated at Pauline Jones High School. A gang is any on-going organization, association, or group of three (3) or more persons, whether formal or informal and having as one of its primary activities the commission of criminal acts, intimidation, bullying and adapting a common name, signs, colors, and symbols.

The policies of the Cumberland County schools prohibit the following:

1. Wearing, possessing, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or other items that indicate a student's membership in or affiliations with a gang.
2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang. Only approved standard handshakes, thumbs up, and high five are permitted. All other gestures are in violation of school policy.
3. Defacing school property or personal property with gang-related graffiti, symbols, or slogans including drawing symbols on oneself or someone else.
4. Requiring payment for protection, insurance, or otherwise intimidating or threatening any person related to gang activity.
5. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.
6. Soliciting others for gang membership.
7. Committing any other illegal act or other violation of school district policies that relates to gang activity.

HONOR CODE VIOLATIONS

Academic misconduct includes cheating and plagiarism. Cheating includes copying another student's answers to a test, homework, or any other school work and submitting it as their own work for evaluation and grading. In addition, unless permitted in advance, students shall not possess materials in any form with them for use in answering questions on any test, (i.e., cheat sheet, unauthorized notes). Plagiarism is defined as students copying an author's work and submitting it as their own original work for evaluation and grading. Honor Code Violations will result in discipline as determined by the teacher and administrator. The use of cellular telephones, digital cameras, or text messages to cheat is also prohibited.

RESTORATIVE JUSTICE CENTER (RJC) - GUIDELINES

1. Students who have been assigned to the Restorative Justice Classroom must report to the RJ room at the beginning of the day or period assigned.
2. Students absent during RJ due to early check out/dismissal, tardiness, absence, or emergency school closing will make-up the time missed on the next day of attendance.
3. Restroom breaks are provided periodically.
4. Students eat lunch in the RJ room or in the cafeteria at the discretion of the ISS Teacher.
5. Students must bring all necessary assignments, text, and materials.
6. Full credit will be given for assignments completed within five (5) days. It is your responsibility to contact the teacher for missed assignments, quizzes, and tests/projects.
7. All school rules apply in RJ.
8. Students will remain seated in assigned seats and work on assignments, completion of behavioral packets, complete modules, and/or read appropriate material.
9. Talking or interacting with other students, sleeping, lounging, and eating or drinking at any time other than lunch (staff discretion) is not permitted.
10. All students will sign the RJ contract upon entering the room. Continued violation of the contract will result in RJ privileges being revoked and OSS will be the result of violation of the CCS Student Code of Conduct. RJC time may be extended as time must be served.

SUSPENSIONS

The Principal and/or the Assistant Principal have the authority to suspend a student on a short-term suspension for a period of ten (10) days or less for a violation of the rules of conduct established by Pauline Jones High School and the Cumberland County Board of Education. A student who is suspended shall be given an opportunity to make up his or her work and to take any quarterly, semester, or grading period exams missed during the short-term suspension.

The Administration also has the authority to recommend to the Associate Superintendent of Student Services to suspend a student on a long-term suspension for a period in excess of ten (10) school days or recommendation for expulsion.

Long-term suspensions must be approved by the Associate Superintendent of Student Services.

While assigned to PJHS students are not permitted to return to their home campus or any Cumberland County campus to attend any school or sponsored events held at the host school; including and not limited to sporting events, club meetings, and dances.

VANDALISM

Any student who defaces, damages, or destroys school property will be required to repair, clean, or replace the damaged item and may also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage done to school or personal property. This policy also applies to any school bus damage.

PUBLIC DISPLAYS OF AFFECTION

Students who do not adhere to the rules listed below will result in disciplinary actions.

1. There will be no kissing.
2. There will be no hugging.
3. There will be no hand holding.
4. There will be no inappropriate touching of any kind.

MONEY

Students at PJHS are not to bring more than \$5.00 to school on any given day.

ACADEMIC EXPECTATIONS

Students are expected to complete assignments, participate in classroom activities, produce academic products, use technology appropriately as an academic tool, ask for help when needed, refrain from disruptions, ask questions that improve their academic experience, and strive for academic success.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of students' educational records and gives parents certain rights with respect to their children's records.

GRADES

Each teacher will provide a syllabus or course outline of the grading policies in the class. All students will take an End-of-Course test which will be counted as 20% of the student's final grade. The grading scale at Pauline Jones High School is the same as any other school in the Cumberland County School District.

The conversion of grades to quality points is standardized. Implicit is a conversion of percentage grades to letter grades according to the following widely used scale:

90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 59 = F.

Grades are assigned as follows:

90-100 = 4.0	80-89 = 3.0	70-79 = 2.0	60-69 = 1.0	59 = 0.0	WF = 0.0
WP = 0.0	INC. = 0.0	AUD = 0.0	P = 0.0		

Progress reports will be issued to each student on the published dates during each grading period. Students and parents are encouraged to review and discuss academic progress at any time with the teacher or monitor student progress through the PowerSchool Grading System.

STUDENT ACCOUNTABILITY AND ASSESSMENT

Students are required to take the appropriate End-of Course (EOC) at the end of each semester for the course(s) they enrolled in. The scores of the EOC can add points to your overall course average and could mean the difference between passing and failing a course. The scores shall count for not more than 20 percent of the course's overall average.

MAKE-UP WORK

All missed assignments from classes due to absences must be completed and submitted for grade consideration. It is the student's responsibility to request missed assignments from the teacher and

submit the assignment(s). The teacher will determine the length of time to complete make-up work 3)3 to within five (5) school days.

SCHOOL SUPPLIES

Students and parents are responsible for students to be prepared for school daily. A 3 ring binder, pencil, pen, pencil pouch, notepad, planner, and ID card will be provided by Pauline Jones High School. Materials will be expected to be used daily. Parents will need to supply loose leaf paper and additional writing supplies if needed.

COMPUTER USE

Each student will be issued a school laptop. The care of the laptop is the sole responsibility of the student. Laptops should not be opened during transition in the hallways. Laptops should not be used in the classroom unless directed to do so by the teacher. Failure to comply with classroom computer rules will result in a disciplinary action by administration.

NETWORK AND INTERNET POLICY

In compliance with the Cumberland County School Board Policy, user guidelines have been established to provide electronic resources to all students and staff. These resources must be used for educational purposes under active supervision by school staff in a manner consistent with ordinary ethical obligations. Cheating, stealing, plagiarism, vandalism, making false or deceiving statements, and harassment are ethically unacceptable. Users must not attempt to interfere with the normal operation of any computer systems or attempt to subvert the restrictions associated with Internet and Network usage using VPN or other methods. Transmission of any material in violation of any Federal or State Regulation is prohibited. Designated staff has the authority to review files at any point necessary and users are to assume no rights of privacy.

The following practices are prohibited:

1. Violating copyright laws
2. Illegally copying, accessing or modifying the files of others without their explicit permission.
3. Plagiarism
4. Publishing, accessing, sending, displaying, or using profane, pornographic, obscene or sexually offensive language, pictures, graphics, or other materials.
5. Using another person's ID and/or password without permission.

Misuse of the Internet or Network will result in referral to administration for disciplinary action. Misuse of the Internet or Network such as hacking and illegally downloading and/or storing files may also result in legal action.

STUDENT SERVICES

The Cumberland County School District offers the following student services for all students. More information about these services at Pauline Jones High School may be obtained from the Principal:

1. School Services Team
2. School Counselor
3. School Nurse
4. School Psychologist
5. School Social Worker

FOOD SERVICE

Students at Pauline Jones High School will eat free this year as part of the CEP Program. There is no refrigerator or microwave available to students.

The Cumberland County Board of Education believes that promoting student health and nutrition enhances readiness for learning and increases student achievement. Therefore, all foods available in the school will be offered to students with consideration for promoting students' health, reducing childhood obesity, providing a variety of nutritious or well balanced meals and promoting life-long healthy eating habits.

Students lunches and all snacks will be locked up until lunch time. A labeled lunch bag is recommended.

EMERGENCY DRILLS

Emergency drills will be held at regular intervals. These are important and should be taken seriously. Students are to follow the specific instructions given by the staff for each drill. Emergency evacuation plans are posted in each classroom for fire and tornado drills. The signal is the continuous sound of the alarm. All students and staff members are expected to move quickly to the nearest exit during a fire alarm. Three (3) short rings of the bell will be the "all clear" signal to re-enter the building upon the direction of staff.

MEDICATION GUIDELINES

If medicine is required during the school day, parents/guardians are required to submit the medication in a container properly labeled by the pharmacy or licensed Medical personnel to the front office prior to student if possible. In addition, parents/guardians must provide a written request and authorization for school personnel to administer the prescribed medications. **Students may not submit to the office or possess medication at any time.**

ACCIDENT GUIDELINES

Accidents that occur on or off campus (while in route to or from school) or on school buses must be immediately reported to the main office, bus driver, teacher or any available staff. Emergency personnel will be contacted (if needed), parents/guardians notified, and required documentation and reports will be completed.

VISITORS AND VOLUNTEERS

All visitors and volunteers at Pauline Jones High School must report to the Main Office, sign-in, receive a visitor's pass or volunteer badge, and be assisted by a staff member. Visitors must not go directly to the classroom during instructional hours. They should wear a visitor's pass while in the building and return it to the office to sign out before leaving. These guidelines will help to ensure a safe environment and decrease disruptions to instructional time. Any grievances with staff members or students should be directed to the Principal and/or Assistant Principal for resolution. Community service providers must follow the same procedures as visitors and volunteers.

DELIVERIES TO STUDENT(S) DURING SCHOOL HOURS

Regulation Code 5020-R The paramount concern of the board and administration is to provide a safe and orderly learning environment in which disruptions to instructional time are kept to a minimum. For safety's sake, access to schools during school hours must be carefully regulated. In the interest of security and minimizing disruptions to the instructional environment, only the parents/guardians on file with the school shall be permitted to make deliveries to or for their student(s) only. Commercial deliveries to or for students are not permitted. Deliveries of flowers or balloons are not permitted, and deliveries of food shall be limited to lunch items only. Any deliveries of student

medications by parents/guardians must conform to the requirements of Policy 6125 and Regulation. APPENDIX 1

*Parents or guardians who wish to deliver food to their student must check the student out through the front office at the designated lunch period (11:30 AM – 12:00 PM). Food deliveries made **after 12:00 PM** will not be delivered to the student during instructional time. These items will be held in the front office and may be picked up by the student at **dismissal**.

Pauline Jones Dress Code 2025.26

Tops:

- Student shirts should have a collar (Navy Blue, Black, Gold or White). Shirts can be polo style or button up style.
No T-shirts, thermals, cutoffs, midriff, graphics. Logos can not be larger than 1 inch.
- Students may wear sweaters to school over a polo shirt or button up (Navy Blue, Black, Gold/khaki, or White). Permissible styles are V-Neck, Crew Neck, Quarter Zips, Button up Cardigans. **No Hoodies/Jackets, full zips, graphics, writing, or logos larger than 1 inch.**

Bottoms:

- Pants should be khaki, navy blue, or black. Pants must be on the waist at all times with a belt. **No Blue Jean Denim of any color, athletic pants, gray pants, leggings, or pants with rips/holes or side zippers.**
- Shorts and skirts must be knee length and on the waist at all times. **No biker shorts or dresses.**

Shoes:

- Students can wear shoes, or sneakers. **No Boots, high heels, sandals, slides, Crocs, slippers, mules, or anything revealing toes or heel of the foot.**

Jewelry/accessories:

- Stud earring in the ear or nose is permissible. Necklaces may be worn tucked inside the shirt. **No hoops, dangling earrings, or smart watches**
- Solid color (Navy blue, white, black, gold, or white) headbands are allowed to maintain hair “edges”. Long Hair must be pulled back in a ponytail or in an “updo” style. **No hair coverings, multi-colored scarves, hats, doo-rags, skull caps.**
- Only medical style masks are permitted. Must be worn correctly. **No ski-masks or gaiter masks permitted.**
- Electronic devices are limited to the CCS chromebook only. Use of the chromebook will be at the discretion of the teacher. **No personal computers, tablets, or smart watches are allowed.**
- Headphones that plug in to the computer are allowed. **No bluetooth headphones or speakers.**

- Only clear/transparent water bottles are permitted in the building. **No hard plastic or metal style containers are allowed.**
- Personal grooming products are limited to lip gloss, chapstick, feminine hygiene products. Items must fit in a pencil pouch. **hair spray, edge gel, hair or edge brushes, picks, eyelash curler, hair sponge, colognes, etc. are prohibited.**

****The Principal has the discretion to modify the dresscode to meet the needs of the school and to minimize distraction for scholars. If you have questions see Administration or Safe-Schools Coordinator.***

Appendix 2

Pauline Jones High School Dress Code Examples

Sample Tops



Polo Style Shirts (Long and Short)

Button Up Style Shirts (long and short)



V-Neck Style, Crew Neck, and Cardigan Style Sweaters (Must have collar shirt underneath, tie optional)

Sample Bottoms



Khaki Pant, Shorts, and Skirt Example (Shorts and Skirt must reach the knees.)

Solid Black or Brown Belts Must be worn with all pants and shorts.
Appendix 3



Daily Bell Schedule/ 2 Hour Early Release/ 2 Hour Delay

Daily Bell Schedule

Students Enter Building 7:00 am

1st Period	7:30 am - 9:10 am
Transition	9:10 am - 9:13 am
2nd Period	9:13 am - 10:48 am
Transition	10:48 am - 10:51 am
3rd Period	10:51 am - 12:55 pm

Lunch Schedule

Lunch will be “Grab & Go” between 11:30-12:30

Transition	12:55 pm - 12:58 pm
4th Period	12:58 pm - 2:40 pm

Two Hour Early Release Schedule

NOTE: Please monitor the schedule - bells may be off.

Students Enter Building 7:00 am

1st Period	7:30 am - 8:35 am
Transition	8:35 am - 8:37 am
2nd Period	8:37 am - 9:45 am
Transition	9:45 am - 9:48 am
3rd Period	9:48 am - 11:45 pm

Lunch Schedule

Lunch will be "Grab & Go" between 10:30 -11:30

Transition	11:50 am - 11:53 am
4th Period	11:53 pm - 12:40 pm

Two Hour Delay Schedule

NOTE: Please monitor the schedule - bells may be off.

Students Enter Building	9:00 am
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1st Period	9:30 am - 10:30 am
Transition	10:30 am - 10:33 am
2nd Period	10:33 am - 11:35 pm
Transition	11:35 am - 11:38 am
3rd Period	11:38 am - 1:40 pm

Lunch Schedule

Lunch will be "Grab & Go" between 11:40-12:40

Transition	1:40 pm - 1:43 pm
4th Period	1:43 pm - 2:40 pm