



Dear Ayden-Grifton High School Families:

We are very excited to have the opportunity to have your child as a student at Ayden-Grifton High School for the 2018-2019 school year! At Ayden-Grifton, we strive to provide an education that will prepare your child to become a responsible and productive citizen. In order to meet this goal, our curriculum and school environment focuses on the academic, physical, social, emotional, and ethical development of every student. Our caring teachers have high expectations for all their students and will be there to help them achieve academic growth.

The purpose of this handbook is to help you and your child understand our school's policies, regulations, procedures and services. Please read this information carefully, discuss it with your child and keep this handbook readily available throughout the year. Dates of interest for this school year are included for your convenience.

I look forward to working with you and your child. On behalf of all of us at Ayden-Grifton High School, thank you in advance for all of your support as we strive to Charge Towards Excellence.

Sincerely,

Dr. Chena Cayton
Principal

Table of Contents

School Vision and Mission	3
Personnel Directory	4
Bell Schedule	
• First Five Days	7
• Homeroom/ Remediation	8
• Regular School Day	9
• 1 Hour Delay	10
• 2 Hour Delay	11
• 3 Hour Delay	12
• Early Release	13
Academics	
• Early Release Day	14
• Grading	14
• Graduation and Senior Awards	14
• Marshals	15
• Progress Reports	15
• Report Cards	15
• Summer School	16
• Textbooks	16
Accidents	16
Attendance	16
• Check-In Procedure	18
• Early Dismissal	18
• Late to Class Arrival	19
• Late to School Arrival	19
• Make-up Attendance	19
• Sickness Dismissal	19
• Withdrawal Procedures	20
Announcements	20
Change of Address or Telephone Number	20
Child Custody	20
Dress Code	20
Drug Free Policy	22
Fees	22
• Cafeteria	23
• Returned Check Fee	24
• School Insurance	24
Fieldtrips	24
Media Center	24
Student Activities	25
• Clubs	25
• Team Sports	28
Picture Dates	28
Student Conduct	28
• Student Conduct Policies	29
Student Services	31

Student Parking	32
• Procedures for Student Parking	32
• Procedure for Vehicle Registration	33
• Parking Tag Replacement	34
• Search of a Vehicle	34
Supplementary Services	34
Textbooks	36
Visitors/Volunteers	36

Vision Statement

Ayden-Grifton High School charges toward excellence through a rigorous learning environment that focuses on critical thinking skills, reading comprehension, and written expression through the use of appropriate resources and technology.

Mission Statement

Charging towards excellence in the 21st century

PITT COUNTY BOARD OF EDUCATION

Mildred Council, Chairperson
Anna Barrett Smith, Vice-Chairperson

Robert Moore	Mary Blount-Williams
Betsy Flanagan	Worth Forbes
Benjie Forrest	Caroline Doherty
Melinda Fagundus	

CENTRAL OFFICE ADMINISTRATION

Dr. Ethan Lenker, Superintendent
Cheryl Olmsted, Assistant Superintendent
Dr. Ve-Lecia Council, Associate Superintendent of Human Resources
Debra Baggett, Chief Financial Officer

AYDEN-GRIFTON HIGH SCHOOL

Administration

Dr. Chena Cayton, Principal
Rich Hutchinson, Assistant Principal
Gerri Brewington, Assistant Principal

Professional Personnel

Corey Skinner	Instructional Coach
Terese Ewing	Student Services, Counselor
Duffy Lincoln	Student Services, Counselor
Grace Lee	College Advisor, Intern NC State
Constance Whitehurst	Student Services, Career & Technical Education Counselor
Jeanene McBride	PCC Career Coach
Cathy Smith	Yearbook/Educational Media
Courtney Beaman	English
Alicia Datz	English
Dawn Everette	English
Brianna Jones	English
Malissa Lane	MCT English
Tabitha Rawls	English
Nicole Waters	Second Language

Sarah Frances	ESL Facilitator
Tiffany Arthur	Mathematics
Nyoka Green	Mathematics
Victoria Bennett	Mathematics
Casey Matthis	Mathematics
Gracie Baker	Mathematics
Jonathan Butterworth	Science
Charles Kessel	Science
Will Tyer	Science
Brian Saleeby	Science
Todd Lipe	Social Studies
Scott Cole	Social Studies
Nikolas Zangwill	Social Studies
Matthew Kowalski	Social Studies
Linda Bryant	Health/Physical Education
Paul Cornwell	Athletic Director/Health/Physical Education
John K. Moye	Health/Physical Education
Jeff Wooten	Health/Physical Education
Ronnie Bowen	Auto Technology
Nicole Fulcher	Agriculture
Lee Warren	Carpentry
Susan Jeanette	Family & Consumer Science Education
Marti Cannon	Family & Consumer Science Education
Marie Cannon	Allied Health
Cheryl Harris	Allied Health
Allena King	Business Education
Donna Applewhite	STEM/Business Education
Michael Blackmon	Band, Orchestra, Chorus
Scott McLaurin	Drama
Kim Harris	Visual Arts
David Byrum	Exceptional Children
Holly McCool	Exceptional Children
Kimberly Pollard	Exceptional Children
J'celyn Bryson	Exceptional Children
Lyndsey Joyner	Exceptional Children
Captain SAR Applewhite	JROTC
SFC Ernest Reese	JROTC

Classified

LaWanda Davis	EC
Lakicia Garris	EC
Sandra Faulkner	EC
Robin Phillips	EC
Roderick Scott	EC
Denise Nowell	Job Coach
Angela Tyer	Driver's Ed/Mods Lab
Will James	Media Assistant
Constance Miley	Student Management Center
Kia Lee	On-Line Learning Lab Facilitator

Para-Professional Personnel – Office

CJ Cox	Secretary, Bookkeeper
Jackie Bowen	Secretary, Receptionist
Judith McCoy	Student Services Secretary
Tracy Williams	Powerschools
Sharnetta Lowe	Graduation Coach

Para-Professional Personnel – Custodial

Carlester Joyner	Head Custodian
Kelvin Overton	Custodian
Jerry Hammond	Custodian
Jonathan Ayers	Custodian
Terrance Poole	Custodian

Para-Professional Personnel – Cafeteria

Deborah Jones	Cafeteria Manager
Bertha Knox	Cashier
Lisa Roach	Cafeteria

1st Five Days Bell Schedule

7:45.....Enter the Bldg.

8:15.....Start of Instructional Day Bell

8:20.....Tardy Bell

8:20-8:50.....Homeroom

8:50-10:00.....1st Period

10:00-10:05.....Change Class

10:05-11:40.....2nd Period

11:40-11:45.....Change Class

A Lunch.....11:45-12:15

B Lunch.....12:15-12:45

C Lunch.....12:45-1:25

D Lunch.....1:25-1:55

1:55-2:00.....Change Class

2:00-3:30.....4th Period

Homeroom/ Remediation Bell Schedule

7:45.....	Enter the Bldg.
8:15.....	Start of Instructional Day Bell
8:20.....	Tardy Bell
8:20-9:50.....	1 st Period
9:50-9:55.....	Change Class/ Report Remediation Area
9:55-10:35.....	Remediation
10:35-10:40.....	Change Class
10:40-12:05.....	2 nd Period
12:05-12:10.....	Change Class
12:10-2:00.....	3 rd Period
A Lunch.....	12:10-12:35
B Lunch.....	12:35-1:00
C Lunch.....	1:00-1:35
D Lunch.....	1:35-2:00
2:00-2:05.....	Change Class
2:05-3:30.....	4 th period

Regular School Day Bell Schedule

7:45.....Enter the Bldg.
8:15.....Start of Instructional Day Bell
8:20.....Tardy Bell
8:20-10:00.....1st Period
10:00-10:05.....Change Class
10:05-11:40.....2nd Period
11:40-11:45.....Change Class
11:45-1:50.....3rd Period
A Lunch.....11:45-12:15
B Lunch.....12:15-12:45
C Lunch.....12:45-1:25
D Lunch.....1:25-1:50
1:55-2:00.....Change Class
2:00-3:30.....4th Period

1 Hour Delay Bell Schedule

8:45.....Enter the Bldg.
9:15.....Start of Instructional Day Bell
9:20.....Tardy Bell
9:20-10:45.....1st Period
10:45-10:50.....Change Class
10:50-12:10.....2nd Period
12:10-12:15.....Change Class
12:15-1:55.....3rd Period
A Lunch.....12:15-12:40
B Lunch.....12:40-1:05
C Lunch.....1:05-1:30
D Lunch.....1:30-1:55
1:55-2:00.....Change Class
2:00-3:30.....4th Period

2 Hour Delay Bell Schedule

9:45.....Enter the Bldg.

10:15.....Start of Instructional Day Bell

10:20.....Tardy Bell

10:20-11:25.....1st Period

11:25-11:30.....Change Class

11:30-12:30.....2nd Period

12:30-12:35.....Change Class

12:35-2:10.....3rd Period

A Lunch.....12:35-12:55

B Lunch.....12:55-1:20

C Lunch.....1:20-1:45

D Lunch.....1:45-2:10

2:10-2:15.....Change Class

2:15-3:30.....4th Period

3 Hour Delay Bell Schedule

10:45.....Enter the Bldg.

11:15.....Start of Instructional Day Bell

11:20.....Tardy
Bell

11:20-12:40.....3rd Period

A Lunch.....11:25-11:50
B Lunch.....11:50-12:15
C/D Lunch.....12:15-12:40

12:40-12:45.....Change Class

12:45-1:35.....1st Period

1:35-1:40.....Change Class

1:40-2:30.....2nd Period

2:30-2:35.....Change Class

2:35-3:30.....4th Period

Early Release Bell Schedule

7:45.....	Enter the Bldg.
8:15.....	Start of Instructional Day Bell
8:20.....	Tardy Bell
8:20-9:20.....	1 st Period
9:20-9:25.....	Change Class
9:25-10:20.....	2 nd Period
10:20-10:25.....	Change Class
10:25-11:20.....	3 rd Period
11:20-11:25.....	Change Class
11:25-12:15.....	4 th Period
12:15-12:30.....	Lunch/Dismissal

Academics

Early Release Day

Early Release Days will release the students 3 hours earlier than its regular dismissal time and lunch will be served each release day. Ayden-Grifton will release the students at 12:30 PM each time. Following student dismissal, our teachers will be involved in professional development activities. The early release dates are as followed:

October 11, 2018 (Parent Conferences 3:00 PM-7:00 PM)
November 7, 2018
December 20, 2018
March 12, 2019 (Parent Conferences 3:00 PM-7:00 PM)
April 3, 2019
June 7, 2019 (Last Day of School)

Grading

Pitt County Schools believes that outstanding academic achievement should be recognized. Each school shall have an honor roll and principal's list and shall recognize students in grades 3-12 accordingly, using the criteria established.

Pitt County Schools Grading Scale

90-100 = A
80-89 = B
70-79 = C
60-69 = D
0-59 = F

Ayden-Grifton High School Honor Roll:

Student must have all A's for the grading period.

Ayden-Grifton High School Principal List:

Student must have a combination of A's and B's or all B's.

Graduation and Senior Awards

The Pitt County Board of Education dictates that there will be no baccalaureate sermons; nor mascots for graduation.

The top **two** academic students in the senior class as determined by cumulative class rank at the end of the final marking period will be participants in the Graduation Program. The Senior Class President will bid a farewell to the graduating class.

Graduation and the Senior Awards are dignified events in the life of a senior. Therefore, the following guidelines have been established:

1. The Senior Awards Program will be at Ayden-Grifton and graduation will be held in Williams Arena at Minges Coliseum. Graduation practice and Graduation TBA. Graduating seniors are allowed 12 graduation tickets.
2. Admittance to graduation is **by ticket** only. All persons, regardless of age will be required to have a **ticket**.
3. Participation in graduation is a privilege not a right. Seniors are to dress appropriately for this event. Tennis shoes are **not acceptable**. A list of what is **not acceptable** is gone over during graduation practice. A student who fails to comply with these regulations will not be allowed to participate in graduation (We will pull you out of line). NO SENIOR who has altered or defaced his/her cap or gown will be permitted to participate in graduation.
4. Everyone must be present for practice if he/she plans to participate in graduation.

Marshalls

All marshals are to be chosen from the 11th grade. The top 10 percent of the 11th graders, based on class rank as determined by a cumulative quality point average, will be selected as marshals. The cumulative quality point average is determined by averaging the first semester grades with the first two marking periods of the second semester of student's junior year along with all grades in all classes from the 9th and 10th grades.

Progress Reports

- 1st six weeks: September 17, 2018
- 2nd six weeks: October 29, 2018
- 3rd six weeks: December 17, 2018
- 4th six weeks: February 18, 2019
- 5th six weeks: March 25, 2019
- 6th six weeks: May 13, 2019

Report Cards

<u>Six Weeks</u>	<u>End Date</u>	<u>Report Cards Issued</u>
1 st 6 Weeks	10/5/18	10/15/18
2 nd 6 Weeks	11/19/18	12/3/18
3 rd 6 Weeks	1/18/19	2/4/19
4 th 6 Weeks	3/6/19	3/18/19
5 th 6 Weeks	4/16/19	5/6/19
6 th 6 Weeks	6/7/19	Available for Pick-Up When Announced

Summer School

The Pitt County Board of Education recognizes that high school students may attend summer school with credit transferable to the high school under the following conditions:

CURRENT SENIORS ARE GIVEN PRIORITY IN SUMMER SCHOOL. (We are allotted a certain amount of slots.) Rising seniors, juniors, sophomores are put into place accordingly. Student's who have higher than a fifty average are permitted to attend.

1. Prior approval for credit must be obtained from the high school principal.
2. To receive credit for a course which is being repeated, the student must successfully complete summer school requirements.
3. Summer school credit must be obtained in a state approved, accredited program of enrollment.

Textbooks

Textbooks have become a very expensive item for the Pitt County School System. It will be the responsibility of the student and parent(s) to be accountable for the student's textbooks and to return his/her respective teacher(s) in good condition. Students will be required to pay for lost or damaged books.

Accidents

The school is responsible only for immediate first aid. The Board of Education does not pay for medical or hospital bills incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills.

We urge you to avail yourself to the protection afforded through school insurance. You will be given information regarding various insurance plans during the first week of school.

In case of an accident, no matter how minor, the student should report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents notified.

Attendance

There is a direct relationship between school attendance and learning progress. It is very important that each student attends school on a regular basis. Attendance is examined on a weekly basis. There is a

process the school will take to ensure each student is at school regularly. School personnel will be in contact with the parents to discuss absences.

Each time a student is absent she/he must return to school with a note indicating the cause of the absence. We are required to indicate whether absences are "excused" or "unexcused". When a note is not received, the absence will be considered —unexcused. Notes must be submitted to the attendance within 1 week of the absence. A student who accumulates more than 10 unexcused absences will not receive credit for the class. A student must be present in a class at least 75 minutes to be counted present for the class (**This applies to coming in late as well as leaving early**).

The valid/lawful excuses for temporary non-attendance of a student at school are as follows:

1. **Illness or Injury:** when the absence results from illness or injury that prevents the student from being physically able to attend school.
2. **Quarantine:** when the absence results from the isolation of the student as ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** when the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers and sisters.
4. **Medical or Dental Appointments:** when the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings:** when the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal, if the student is a party to the action or under subpoena as a witness.
6. **Religious Observance:** when the absence results from attendance at a religious observance or service where the tenets of a religion to which the student or his/her parent(s) adhere require or suggest such attendance.
7. **Deployment Activities:** when the absence results from the student's attendance at official deployment ceremonies or activities when the student's parent is a deploying member of the U.S. Armed Forces.
8. **Educational Opportunity:** when the absence results from a demonstrated purpose of taking advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence. (16 NCAC 2D.0404)

9. Short Term Suspensions: when the absence results from the student's suspension for ten days or less.

Check-In Procedure

Students coming to school after designated school opening time should bring a note from their parents explaining the reason for the late arrival and must check in at the Attendance Office. A pass will be issued from attendance signed by Data Mgr./person checking students in to report to class. The student must present the slip to the teacher whose class he/she enters. Failure to check in to the Attendance Office will be considered skipping.

Students arriving on late buses must sign in through the Bus Driver. Students will be issued a tardy pass to be admitted to class/or an announcement will be made to admit. If a student arriving late on a bus was absent the previous day(s), he/she may turn in the note to the Attendance Office at this time.

Students who choose to drive private vehicles to school are charged with the responsibility of being punctual and arriving to school on time. Tardiness as a result of problems involving a private vehicle will be unexcused.

Early Dismissal

When a student plans to leave school before the scheduled dismissal time, the student must bring a note from his/her parents in order to leave early and must present the note to the Data Manager in the Attendance Office before the designated school opening. Students will be issued an "Early Dismissal Pass". *Parents will be called to confirm student leaving.* At the time of the student's departure, he/she must sign out in the Attendance Office. **Parents will not be able to call the main office and check their student out for early dismissal over the phone.**

Notes for early dismissal and absences MUST contain the following information:

1. First and last name of the student
2. Dates of the absence/date of early dismissal
3. Parents first and last name and signature
4. Phone number where signing parent may be contacted
5. Grade level of student
6. The date the note is submitted
7. Name of teacher for the period the student will be signing out

A STUDENT MUST BE PRESENT FOR 75 MINUTES TO BE COUNTED PRESENT FOR THAT CLASS PERIOD. A student is considered skipping if he/she does not sign out or sign in.

Late to Class Arrival

Students who arrive to class after the tardy bell are considered tardy and will be assigned a tardy within the administrative system. **No tardy notes from teachers will be accepted by the classroom teacher.**

Students with unexcused tardies will be assigned discipline as followed:

- o 1st offense: Warning
- o 2nd offense: Warning with Parent Contact
- o 3rd offense: Warning with Parent Contact
- o 4th offense: 1 day Project Equal
- o 5th offense: 2 days Project Equal
- o 6th offense: Social Worker Referral and 3 days Project Equal
- o 7th Offense and subsequent days: OSS

Late to School Arrival

All students that come in late must sign in with attendance as tardy, they need to put in the proper reason ex: Doctor/Dentist, court, (proper paperwork or notes to be given to Data Mgr. late bus announced over the intercom system) are all acceptable reasons for being late. If you are just late ex: overslept that is a tardy and is not excused.

1. Sign in at Attendance Office
2. Have Doctor/Dentist notes or Court Subpoenas upon coming to school (will report to class w/tardy note) exception late bus will be announced to let into class
3. If a student has a note from the administration or front office, they will not be considered tardy.
4. All students tardy to class will be reported tardy in PowerSchools.

Make-up Attendance

Students who have missed 10 or more absences will not receive credit for the course. Students may take advantage of making-up absences by attendance make-up sessions. Students are required to sign-up for these sessions in the Student Services department. The makeup sessions will be held on the following days:

- o 1st six weeks: 10/1, 10/2, 10/3, 10/4
- o 2nd six weeks: 11/12, 11/13, 11/14, 11/15
- o 3rd six weeks: 1/7, 1/8, 1/9, 1/10
- o 4th six weeks: 2/25, 2/26, 2/27, 2/28
- o 5th six weeks: 4/8, 4/9, 4/10, 4/11
- o 6th six weeks: 5/27, 5/28, 5/29, 5/30

Sickness Dismissal

A student is considered skipping if he/she does not sign-in or sign-out. A student who is sick will not be allowed to leave school until we contact his/her parents and permission is given for the

student to leave school. Once parent permission is received by a school official, the student must check out through the Attendance Office before leaving school.

Withdrawal Procedures

A student planning to withdraw from school should notify the Student Services Office of his/her intentions two or three days in advance. All fees should be paid and all books including library books should be turned in. A parent should come to the school to complete all withdrawal paperwork on the student's last day of attendance.

Announcements

Morning announcements will be made first thing in the morning. All announcements must be signed by a faculty sponsor or staff member. Announcements will also be daily posted on the AGHS website for parents and students to view.

Change of Address or Telephone Number

It is very important to notify the school when your address or telephone number changes. Accurate information for an emergency or discipline situation is most important when the school is trying to contact a parent. **Please notify the school immediately if your address or phone number changes.**

Child Custody

If you and your spouse are separated or divorced, and you have been granted custody of your child through a court order, affidavit of hardship or deed of separation, please advise the school principal, secretary, and the teacher of this fact. Also, provide us with a copy of the custody order. **Without a copy on file, we cannot withhold a child from a parent.**

Dress Code and Appearance Policy

Shirts and Tops:

- Must have a collar and be any solid color.
- With the exception of manufacturer's logos/labels, shirts/tops may not contain insignias, logos, labels, graphics, embroidery, words, or pictures.

- Must be appropriately sized and long enough to cover the midriff, chest and back of the body when sitting and standing.

Bottoms (Jumpers, Pants, Capris, Shorts, Skorts, and Skirts) and Dresses:

- Must be solid khaki, black or navy in color.
- Must be sufficient length. May not be above the student’s fingertips when the student’s arms are relaxed at his/her sides.
- Denim bottoms must be khaki, black or blue (**“blue jeans” are permitted**) and contain no holes or cuts.
- With the exception of manufacturer’s logos/labels, bottoms and dresses may not contain insignias, logos, labels, graphics, embroidery, words or pictures.
- Must be appropriately sized. No baggy or saggy pants or shorts are allowed. No “low-rise” clothing is allowed. Pants and shorts must be worn with the waistband at or above the hipbone.
- Dresses must have collars and sleeves.
- Footed tights may be worn under pants, capris, shorts, skorts, skirts, dresses or jumpers. No fishnet stockings allowed.
- If belts are worn, they must not be oversized and must be buckled.
- Shoes must be worn at all times. Must conform to requirements for specific classes or activities as necessary such as PE, JROTC,, science labs, etc. No bedroom slippers allowed. If shoes have laces, they must be laced and tied.

Outerwear:

- Solid color sweatshirts, sweaters, jackets, coats, hoodies, and vests may be worn over school attire. With the exception of manufacturer’s logos/labels, outerwear may not contain insignias, logos, labels, graphics, embroidery, words or pictures.
- Hoodies and hooded jackets may not have the hood covering the head while in the building. Violation may result in not being allowed to wear a hoodie at school.

Spirit Wear and School Club Wear:

- Spirit wear must have Ayden-Grifton logo or name on it in order to be considered spirit wear.

Other Clothing Items or Accessories:

- Clothing must be worn as intended.
- Undergarments may not be visible at any time. No see-through or mesh clothing permitted.
- Gang-related clothing or accessories are not permitted.
- Headwear, sunglasses and bandanas are not permitted.
- Solid color, patterned or striped ties may be worn.

Noncompliance with this policy is a violation of the Student Code of Conduct and will be subject to the consequences therein. See full policy 4316 for details on religious or medical waivers, special activity accommodations, and principal exceptions.

Drug Free Policy

The Pitt County Board of Education is committed to the operation of safe, drug-free campuses. To achieve this goal a collaborative relationship will be maintained with law enforcement officials in establishing effective drug search policies and procedures. To determine whether school grounds are being used to facilitate the possession, use or distribution of drugs, specific areas will be subject to unannounced searches. The systematic use of certified narcotics detection dogs trained to detect controlled substances will be employed and procedures for such use developed and maintained.

Fees

All students are expected to pay school fees for the current year. The money is used to purchase additional instructional supplies to enhance the curriculum. **Total: \$10.00**

Students will not be permitted to obtain a parking pass, a prom ticket or Graduation Tickets until their school fees have been paid.

All students taking any of the courses or participating in any of the activities listed below are required to pay the fee(s) indicated.

Title of Fee	Period Covered	Amount of Fee
*Club Fee	Year	\$1.00
Workbooks	Year	Will vary w/the course
PE Uniform	Year	\$20.00
**Graduation	Year	\$15.00
Parking Permits (Required of all students who park a car on campus)	Year	\$50.00
School Insurance (Required of athletic team member, optional for all other students)	Year	School Time \$10.00-\$32.00 24 Hour \$47.00-\$144.00

****Clubs dues may exceed \$1.00 only when the club is affiliated with the National or State organization.***

*****Seniors must purchase an approved cap /gown unit individually. Approved cap/gown units are required to participate in Awards Day and graduation.***

Students should request a receipt for any fees paid. Receipts should be kept for future reference in case a misunderstanding develops. Students who fail to pay approved fees by the County Board of Education or fail to pay for damages, lost property or for items purchased and who do not return borrowed school property will not be permitted to graduate until all financial accounts have been settled.

Cafeteria

Breakfast and lunch are served in the cafeteria daily. Menus are sent home on a monthly basis. Students may pay on a daily, weekly, or monthly basis or bring their lunch. Please send money by your child in a sealed envelope. Free or reduced-price lunches and breakfast are available for those who qualify. An application can be obtained in the school office at any time during the school year. Each student is given a lunch number that he/she tells to the cashier in the cafeteria. Students pay for their lunches as they go through the cafeteria line. The money is deducted each time the student purchases a meal or extra item. The account may also be flagged to indicate “no charging allowed” or “no snacks”. This request needs to be sent to the Cafeteria Manager in writing.

Breakfast Prices

Paid Student - \$ 1.00
Reduced - .30

Lunch Prices

Paid Student - \$ 2.25
Reduced - .45

Returned Check Fee

All Non-Sufficient Funds (NSF) checks will be handled by the Federal Automated Recovery System (FARS).

School Insurance (optional)

School Coverage Ranges from \$11.00 - \$39.00

24 Hour Coverage Ranges from \$50.00 - \$165.00

Since the school does not carry insurance on your child, you may wish to purchase this optional insurance if you do not have other health coverage in the event your child is injured at school.

Field trips

Field Trips are to serve an instructional purpose that is an extension of the NC Standard Course of Study goals and objectives. All field trip forms are to be completed prior to a student attending a field trip.

Students are not allowed to drive private vehicles on field trips.

Media Center

1. Students are encouraged to read. There is open book check out time daily. Students who lose or damage books are subject to a fine or replacement charge and may not check out books or receive any type of tickets ex: (prom/graduation) until the debt is paid.
2. The Media Center is a learning station equipped with books and computer. The Media Coordinator works with the teachers to develop appropriate instructional strategies to enhance student learning.
3. Teachers' may sign up for class time with media personnel. Each class period is divided into 2-45 minute sessions and all classes will meet downstairs. The teacher is to remain with his or her class at all times, enforce proper behavior and leave all areas clean.
4. Appropriate media center behavior includes:
 - a. **Keeping the noise level down so that others are not distracted.**
 - b. **Refraining from eating or drinking to protect computers.**
 - c. **Disposing of all trash into proper receptacles.**
5. Students will be allowed to come to the media center during class if prior arrangements have been made. If space is available, media will allow walk-in students to work on an assignment the classroom teacher has provided to the media staff. Students will remain downstairs, media staff will be checking periodically to see if students are doing assignments. If students are not they will be asked to leave and lose all privileges to the

media center.

6. Students are allowed to come to the Media Center before and after school and at lunch, with a special pass given by the media staff. The Media Center opens at 8AM and closes at 4PM.
7. Students are asked to only print school related materials. There is a charge of \$.25 per colored copy.
8. There is a full computer lab in the Media Center. Students will be encouraged to use the internet for research projects completed throughout the year. **Please read the Internet Acceptable Use Policy.** While using technology in the Media Center and throughout the school, students must adhere to the Pitt County Schools Network/Internet Use policy for Students, which is on the PCS website.
9. **If you do not want your child to be able to participate in the use of the internet, please contact the principal in writing so we can keep on file at the school.**
10. During the school year, many teachers photograph, videotape, and record students for various instructional purposes. Please contact the principal in writing during the first fifteen days of enrollment if you wish for your child not to be photographed, videotaped, or recorded.

Student Activities

Clubs

Clubs are an integral part of the school's educational program and all students are encouraged to become active members. Active clubs will provide opportunities for leadership, self-expression, and student activity.

Club membership, **with the exception of the National Honor Society and CTE Honor Society**, cannot be limited by grade averages.

Students will not be allowed to join a club after its second meeting unless there are extenuating circumstances. If a student misses three club meetings without a legitimate excuse, the sponsor may remove his/her name from the roll.

The following is a list of the presently established clubs, their purposes, and membership requirements:

1. ***AG LINK CREW:*** The purpose of Link Crew is to help incoming freshmen transition into high school. The Link Crew is composed of 10th-12th grade students from each race and

socio-economic group. To become a member of the Crew, a student must complete an application and be approved by student services and the administration. Students apply at the end of the school year.

2. *ART CLUB*: The Art Club is designed to stimulate interest in the arts and to encourage talented students to enter some area of the arts as a career. Its membership is open to 9th-12th graders who are enrolled in an art class.
3. *FUTURE BUSINESS LEADERS OF AMERICA*: The purpose of the FBLA is to develop competent, aggressive business leadership and to promote cooperation, loyalty, and confidence. Membership is open to students currently or formerly enrolled in a business course.
4. *FUTURE FARMERS OF AMERICA*: The purpose of FFA is to develop competent, aggressive, rural and agriculture leadership, to strengthen the confidence of students in vocational agriculture in themselves and their work, to create more interest in the intelligent choice of agricultural occupations, and to participate in worthy undertakings for the improvement of agriculture. Students in grades 9-12 who are enrolled or have been enrolled in an agricultural course are eligible for membership.
5. *FAMILY CAREER AND COMMUNITY LEADERS OF AMERICA*: The goal of the FCCLA is to help youth assume roles in society through family and consumer sciences education in areas of personal growth, family life, vocational preparation, and community involvement. Membership is required for all students enrolled in a family and consumer science course. Failure to participate in FCCLA will affect the student's grade. Membership is also available to any student who has completed a family and consumer science course in the past.
6. *HEALTH OCCUPATIONS STUDENTS OF AMERICA*: Students in HOSA elect leaders and participate in a variety of activities involving volunteer work, fundraising and competition with other HOSA Chapters at the regional, state and national levels. The club's membership is limited to students enrolled or formerly enrolled in allied health courses.
7. *KEY CLUB*: The Key Club is a service organization which provides leadership training on campus and in the community according to the objectives of the Kiwanis International. The organization promotes fellowship, scholarship, and personal development through a spirit of service for the improvement of human relationship.
8. *BOOK WARS*: The purpose of the Book Wars club is to encourage reading by all students at the high school level. Students are exposed to quality young adult literature representing a variety of literary styles and viewpoints by prominent authors.

Students read a list of 15 titles throughout the year. The club meets weekly to discuss the books and to practice questions from each title. The club also competes in the spring against the other county high schools. The winner will then go on to compete at the state level.

9. *NATIONAL HONOR SOCIETY*: The purpose of the Ayden-Grifton Chapter is to encourage principles of honesty and to promote high scholastic ideas of service and leadership to our school and community. Members qualify for nomination following the sophomore year based on the rigorousness of courses taken, a 3.6 GPA, and evidence of leadership and service.
10. *NORTH CAROLINA CAREER AND TECHNICAL HONOR SOCIETY*: The purpose of the Ayden-Grifton Chapter is to recognize high scholastic achievement in career & technical courses and to promote the ideals of service and leadership in both school and community. Members qualify for the nomination following the sophomore year based on a 2.5GPA and no career and technical grade any lower than 88 in grades 9-12 (See advisor for additional requirements)
11. *STUDENT GOVERNMENT ASSOCIATION*: The Student Government Association promotes high standards of conduct in leadership, honesty, loyalty, and courtesy, promotes cooperation among student body and the faculty for better school spirit, strengthens relations with neighboring schools and between the different ethnic groups, serves as a liaison among the faculty, students, and school; and promotes respect for both public and private property. Members of the SGA are elected by the student body. The Ayden-Grifton Chapter is open to all interested students in grades 9-12.
12. *QUIZ BOWL*: Membership to Quiz Bowl is limited. Information concerning Quiz Bowl will be furnished upon request to Will Tyer.
13. *MERC/SCIENCE CLUB*: The goal of the Merc/Science Club is to compete in the Science Olympiad and to provide access to STEM activities and to advance students understanding of mathematics, engineering, robotics and coding.
14. *SASI (Student Athlete Summer Institute)*: SASI helps student athletes develop leadership skills, to serve as peer educators about alcohol, tobacco and other drug abuse, as well as develop mentoring skills. *Dream Team (Daring to Role Model Excellence as athlete mentors)*: Selected student athletes promote positive leadership skills and healthy lifestyles to elementary and middle school students. Criteria for team selection begins with a commitment from the student athlete to remain drug-free.

Additional clubs and organizations designed to encourage the participation and support of parents, students, faculty and staff are:

15. *ATHLETIC BOOSTERS CLUB*

16. *BAND BOOSTERS CLUB*

17. *CHANTIN CHARGERS*

18. *TOMORROW'S TECHNICIANS*

19. *GAME CLUB*

Team Sports

Listed below are the sports that are available at Ayden-Grifton High School. Students must meet all eligibility requirements in order for them to participate in sport. Sports listed with an * beside them require that you must try-out for that sport.

Fall

Cheerleading
Cross Country
Football
Girls Tennis
Soccer
Volleyball

Winter

Basketball
Cheerleading
Wrestling

Spring

Baseball
Boys Tennis
Golf
Softball
Track

Picture Dates

Underclassmen -- September 19th (called by 1st pd)

All Make-Up: October 11th

Cap-N-Gown-February 20th

Student Conduct

Members of the Ayden-Grifton student body are expected to adhere to the rules and regulations set forth by the **Pitt County Schools Code of Student Conduct**, published under a separate cover. Please refer to the Code of Student Code for explanation of disciplinary actions that may be assigned to a student. **Students who have had 3 or more out of school suspensions will not be permitted to attend extracurricular activities.**

Student Conduct Policies:

Cafeteria: Boisterousness is not permitted in the lunch line or in the cafeteria. Students must return all trays and dishes to the trash cans after eating. Plates and trays are NOT to be taken outside the cafeteria. Students are not permitted to break lines. Misbehavior in the cafeteria, line braking, failure to return soiled dishes or the taking of plates and trays outside the cafeteria will result in students being assigned to cafeteria duty during their lunch period. If offenses continue, students will be placed in SMC or suspended from school.

Board of Education policy calls for a closed lunch period. This means that students cannot leave school to go off campus to eat lunch. **Visitors, early dismissal students and late arrivals are not to bring food onto campus at any time.** Requests for food to be brought in for special occasions will be considered by the principal. Students are permitted to eat only during their assigned lunch period

Entering the Building: The building will open to students at 7:45 AM. Students are to enter from the student drop-off/ pickup and bus parking areas. No students should be dropped off out front except: students with special needs or students who come to school after the bell rings. Students are to report to the cafeteria/commons area only. An instructional bell will ring at 8:15 AM and the tardy bell will ring at 8:20 AM.

Cell Phones: Students are permitted to use their cell phones in the student commons prior to the 8:15 AM bell. They may also use phones during their lunch in the cafeteria. While in the classroom students are not allowed to use or have cell phones in sight. Failure to comply with cell phone use will result in the following disciplinary action.

1st Offense -- Student is given warning and may pick up phone at the end of the school day.

2nd Offense - 2 days Project Equal and parent must sign for the phone

3rd Offense - 4 days Project Equal and parent must sign for phone

4th Offense and beyond - 3 day out of school suspension

Changing Classes: Students are expected to change classes promptly and quietly. KEEP MOVING. Running in the halls or classrooms will not be tolerated. ***No loitering at the intersection of the 500/400 and 500/300 wings.***

Field Trips: Students are not allowed to drive private vehicles on fieldtrips. See Board of Education 10.613 procedure. All field trip forms should be obtained from the secretary in the front office.

Flowers and Balloons: Ayden-Grifton High School **will not** accept deliveries of flowers,

balloons, etc. Students are not to bring flowers, balloons, etc onto the school campus. The only exception will be school sponsored activities.

Food and Drinks: Food and drinks are not to be taken into the classrooms. All food and drinks purchased in the cafeteria must be consumed in the cafeteria. **No commercial food is allowed in the cafeteria.** Board Of Education Policy 6230

Fundraising/Selling Activities: All school fundraising items must be approved prior to the sale by the school administration. No food items can be sold until the end of D Lunch. THE SALE OF FOOD OR ARTICLES FROM OUTSIDE AGENCIES IS PROHIBITED. The sale of food or any articles without permission from the administration is forbidden on the school grounds and in the building, these items will be confiscated and returned only after a parental conference at the school.

Hands Off Policy: Play consisting of tagging, touching, pushing or pinching others is not allowed, Birthday “spanking” will not be tolerated. Keep hands off of others. Students are not permitted to hold hands/kiss or maintain any physical contact in the school building or on the school campus.

Leaving the Building: As soon as students have completed their work for the day, they are expected to leave the building promptly and quietly. Loitering in the building after school hours will not be permitted. Students will not be allowed on campus after the dismissal unless under the direct supervision of a staff member. The building will be secured at 3:45 PM and students will not be allowed to re-enter the building unless under the direct supervision of a staff member.

Lunch: During lunch students are to remain in the cafeteria and Student Commons. Students are not allowed in the 100,200,300,400,500, 600 or 700 wings, or Auditorium Lobby during lunches. Some students may have a pass to go to the media during lunch (they should already have pass at lunch).

Protecting Personal Property: Never bring **large** sums of money, jewelry or other valuables to school. Be vigilant and careful in leaving assigned textbooks and/or library books in unprotected places.

Student Assembly Conduct: There are certain standards of auditorium conduct which are applicable in every audience situation (whether in an assembly in the cafeteria, gym, or the auditorium).

MISCONDUCT WILL NOT BE PERMITTED:

1. All students are expected to attend all school-sponsored assemblies.
2. Students are expected to report to assemblies promptly and quietly.
3. Students are expected to remain until program is concluded.

4. Students are expected to conduct themselves appropriately and courteously. (Teachers are expected to report with their students to assemblies and remain during the entire assembly).

School Grounds Behavior: While on school grounds, students are expected to refrain from boisterous and unbecoming conduct.

Student Passes to Leave Class: A student pass is needed to go to the library, to guidance, to the office, restroom or any point in the building or on school grounds except during class changes. The student pass must be properly signed in ink by the teacher issuing the pass and the one receiving it. Staff should not write unnecessary passes.

NOTE: Students are NOT ALLOWED IN THE Student Parking Lot/Bus Parking lot unless they have written permission from the office.

Students in Building After Hours: Students will not be in the building after **3:45 PM** unless they are receiving “extra” academic help from teachers or working directly under the supervision of a faculty sponsor or coach. Violation may result in suspension from school.

Teacher’s Lounge/Bathroom: Students are not permitted in the teacher’s lounge/restrooms. Teachers will not direct students to the lounge for any reason.

Telephone Use: Teachers are not to issue hall passes for students to come to the front office for students to use the phone during class periods. Students who are sick and need to call home may use the phones in the classrooms. If the parent gives them permission to leave the parent must call the front office to give permission before the student will be permitted to leave campus. **OFFICE PHONE:** If a call needs to be made for a teacher or for a club activity, the teacher must certify that the call is school-related in a written note to be sent to the secretary in the front office.

Student Services

School Counselors are assigned at each school to provide on-site services and essential student services coordination. Counselors provide developmental, preventative, and responsive direct services to students through individual and group counseling, group guidance, academic and career planning, student assessment, and consultation, referral, and follow-up. Indirect services include the coordination of support services within the system and from outside agencies, assisting teachers integrating guidance goals into classroom instruction, and consultation and collaboration within schools, with parents and the community to address students’ needs.

Appointments with Counselors-Students who visit the counselor, other than those with

scheduled appointment slips, **must obtain a note from their subject teacher**. Appointments may be made by requesting a referral from a teacher, the secretary, or a counselor. If a counselor is unavailable, the secretary will send the student back to class and notify the counselor that the student needed to be seen. Because of the heavy schedule of student services personnel, appointments may need to be made several days in advance for non-emergency matters.

Student Parking

Procedures for Student Parking

1. Students will park on the south campus next to the auditorium. Only vehicles registered and displaying an appropriate Ayden-Grifton High School parking tag will be permitted to park in the student parking lot.
2. Students are to back into space.
3. Any improper parking in the student parking lot will result in a violation ticket being placed on your windshield.
4. All grassy areas in or around the student parking lot are not part of the authorized parking area.
5. In the event of a school suspension or a revocation of driving privileges, any automobile brought to campus by the student being discipline will be towed at the owner's expense.
6. Penalties for speeding or driving in a reckless manner will be accessed at the discretion of an authorized faculty member.
7. Tampering with another student's vehicle could result in a minimum of 1 day ISS and the individual's driving privileges being suspended. In addition the person will pay for any damages inflicted upon the vehicle. For serious offenses the principal should have discretion on the punishment given.
8. Students are forbidden to loan their tags to another student for use in their vehicle violation of this regulation will result in the suspension of parking privileges of the parties involved for a period of five days.
9. Students should leave their locked vehicle as soon as they arrive on campus in the morning by immediately coming into the building. Students will not congregate in the parking lot in the morning, at lunch time or in the afternoon. Any infraction of this regulation may result in the revocation of the student's driving privileges.

10. Valuables should not be left on display in your vehicle. Use your trunk to secure valuable items. The school does not assume responsibility for lost or stolen items from vehicles.
11. Once a student has parked his/her vehicle he/she may not return to the vehicle during the day without special permission from the principal, assistant principal, or designee. Students may return to their vehicles after the bell rings at the end of the day. Any infraction of this regulation will result in suspension or revocation of the student's driving privilege.
12. Students are forbidden to leave the school campus, carry other students off campus, or loan their automobiles to another student to leave school during the school day unless they have a valid permission slip from the principal/assistant principal's office. Any infraction of this regulation will result in the suspension of driving privileges and possible suspension from school.

Penalties for improper parking, parking in an unauthorized area and/or not displaying a parking decal are:

1st offense ---warning

2nd offense ---suspension of driving privileges on campus for ten(10) days

3rd offense ---suspension of driving privileges on campus for the remainder of the year

Procedures for Vehicle Registration

Driving to school is a privilege extended to students. When student drivers fail to adhere to the established procedures and regulations, their driving privileges may be revoked. This includes leaving school without permission. Students who desire to drive to Ayden-Grifton High School must have a parental consent letter (obtained from Driver's Education Coordinator's office). Parents and student drivers agree to adhere to the procedures and regulations outlined in the current Student Handbook prior to a valid driving permit being issued for \$50.00. All students vehicles must be registered during the first 10 days of school. Students should follow these procedures to register their vehicles:

1. Parental consent form signed.
2. Student signature that they have read and agree to abide by the procedures and regulations governing driving privileges to Ayden-Grifton High School.
3. Payment of \$50.00 for each parking decal.
4. License plate number with NC Registration for all vehicles registered to the same family.
5. New parking decal is to be displayed on the windshield in the lower right corner.
6. Students will have 10 days from the opening day of school to purchase parking decals.
7. Students will not be assigned a parking pass until school fees have been paid.

Students who choose to drive private vehicles to school are charged with the responsibility of being punctual and arriving to school on time. **TARDINESS AS A RESULT OF PROBLEMS INVOLVING A PRIVATE VEHICLE WILL BE UNEXCUSED.**

Parking Tag Replacement

In the event you sell or trade vehicles after purchasing a parking tag, you must complete a new vehicle registration form. You may obtain this form from the Driver's Education Coordinator's office. If your parking tag is lost or stolen. The replacement fee is \$5.00.

Search of a Student Vehicle

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search student automobiles under the circumstances outlined below and may seize unauthorized or contraband materials discovered in the search.

As used in this procedure the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this procedure may be grounds for long term suspension. Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school administrator has a reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

If a properly conducted search yields illegal or contraband materials, such finds may be turned over to proper legal authorities for ultimate disposition.

1. While the following rules are recommended, good driving and common sense should prevail at all times:
 - a. **Keep speed low (5 miles per hour)**
 - b. **Park only in numbered spots/back into space**
 - c. **Do not stop to pick up passengers while exiting the parking lot.**
2. Any questions you may have about parking procedures may be directed to the Driver's Education Coordinator's Office.

Supplementary Services

Pitt County Schools strives to provide optimum teaching and learning conditions for all students through a comprehensive education program. It is recognized that in addition to academic challenges, students are at times faced with a variety of social, developmental, emotional, and behavioral issues that may interfere with their educational success. Qualified professional

personnel are available to provide preventative, remedial, and crisis interventions to identify and remove barriers to learning. By utilizing team approach, these professionals partner with other educators, parents, and the community to support students throughout the educational process. The Student Services Team includes: School Counselors, School Social Workers, School Psychologists, School Health Specialists and additional specialized staff.

- **School Social Workers**-have multiple assignments and work in K-12 schools on a weekly and as needed basis. Social Workers serve as a liaison between home, school and community, with a primary focus on encouraging parental input and involvement. Assistance is provided in identifying and addressing concerns through assessment of the influences in a student's total environment that may impact the educational setting. Direct services are provided to students and families in the school and the home that include individual, group, and family counseling, community resource information and referral, and advocacy. Consultation with staff, parents, and community is provided to address students' needs, school board policy and procedures, and family and child welfare laws.
- **School Psychologist** – also serve the K12 schools through weekly and as needed contact at their multiple school assignments. Psychologists provide evaluations and analyze test results to identify students' cognitive learning, strengths, and weaknesses, emotional and behavioral problems. They are extensively involved in all aspects of the Exceptional Children's Program including consultations with staff and parents, behavioral intervention plans, serving as members of School-Based and Administrative Placements Committees, program planning and staff development, and all compliance issues. Additional services include community resource information and referral and coordinating contractual services for assessments.
- **School Health Case Manager** – Vidant is providing the services of a School Health Case Manager, who is a professional nurse, approximately **2 two days a week** for Ayden-Grifton High School. This professional nurse is a Registered Nurse who will provide coordination of health care services such as Health and Wellness promotion/education, evaluation of specific medical concerns affecting student's achievement at school, linking students to health care providers, medication management and compiling health data from health concerns questionnaires. To contact your School Nurse Case Manager, call the office.
- **Homebound Services** – Students who for medical reasons (other than normal pregnancy), will be homebound for four or more weeks may receive instruction at home (so those days will not count as absences). Students or parents should contact Student Services for further information.
- **Hospital Services** – Students who will be in the hospital for two or more weeks may enroll in the Vidant School. Students enrolled in this school are not counted absent. To

acquire more information regarding hospital services please contact Student Services or a hospital teacher through Vidant.

- **Vocational Rehabilitation Counselor** – The Vocational Rehabilitation Counselor can work with any handicapped students who, because of their handicap, may have difficulty finding suitable employment or receiving appropriate training.

To contact any member of your school’s Student Services Team, please call a school counselor.

Textbooks

Textbooks have become a very expensive item for the Pitt County School System. It will be the responsibility of the student and parent(s) to be accountable for the student’s textbooks and to return his/her respective teacher(s) in good condition. Students will be required to pay for lost or damaged books.

Visitors/Volunteers (Please refer to PCS Policy 2.004)

We ask that you observe the following procedures whenever you arrive at the school campus:

1. If you would like to visit/observe/volunteer or meet, please schedule an appointment in advance with the teacher/principal administrator. The office staff will check the teacher’s calendar to make sure the teacher has a scheduled appointment. (Students will be called to the office if you need to see them.)
2. Check in at the office. Secure a visitor/volunteer pass before leaving the office. Anyone without a pass will be asked to return to the office.
3. Please park in a designated parking area.