



East Duplin  
High School

*Most*

## *Everything a Parent Should Know About High School*

1. [Attendance](#)
2. [Attendance Notes](#)
3. [Lunch process](#)
4. [Tardies](#)
5. [Schedules](#)
6. [Extracurricular activities](#)
7. [PowerSchool](#)
8. [Cell Phone & Smartwatch Usage](#)
9. [Devices/Hot-Spots/Device Insurance](#)
10. [GPA Calculations](#)
11. [Online Classes](#)
12. [Parent contacts are less frequent than from elementary school](#)
13. [When does the school call parents?](#)
14. [Drivers Education](#)
15. [Bus/Transportation](#)
16. [Drop-off/Pick-up](#)
17. [Check-Out Process](#)
18. [Promotion/Graduation Requirements](#)
19. [Dress Code](#)
20. [What to do if your student is being bullied](#)
21. [Exams](#)
22. [Exam Exemptions](#)
23. [What is the Panther PACT](#)
24. [Who do I call if I have a question or concern?](#)

## 1. Attendance

Attendance in a k-8 school is taken daily ~ one time. At a high school, attendance is taken four times each day ~ once for each period. At the k-8 school, if you pick your student up after 11:30 am, your student is still counted as a present for that school day. In high school, if you pick your student up at 11:30, your student will be counted absent for the last two periods of the day.

Students can have **no more than 3 unexcused absences per grading period** or **no more than 6 unexcused absences in a semester**. If your student accumulates more than 3 unexcused absences in a grading period, he or she will receive an FF for that grading period's final grade unless their actual average is already less than a 60. This will only affect that one grading period and hopefully he or she will get everything back on track for the second grading period. If your student accumulates more than 6 unexcused absences in a semester, he or she will receive an FF for the entire semester grade which automatically results in no credit for that class. Even if your student had earned a 90 for the class, if he or she has over 6 unexcused absences, they will receive an FF in place of the 90. Please make sure that your student is at school every day that they are able to be and if they are unable to be in attendance, please make sure that you send a note back with them once they return. [\[Back to Top\]](#)

## 2. Attendance Notes

When a student returns to school after an absence, he or she should take documentation to the front office in order to get that absence excused. Documentation can be legal documents from a doctor's office or court, it can be a program from a funeral, or even just a handwritten note from home. Students are allowed no more than three handwritten notes per semester. These are the only reasons that we can excuse an absence:

1. Personal illness or injury that makes the student physically unable to attend school;

2. Isolation ordered by the local health officer or the State Board of Health;
3. Death in the immediate family;
4. Medical or dental appointment;
5. Attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
6. A minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;
7. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, **with prior approval from the principal**;
8. Pregnancy and related conditions or parenting, when medically necessary;
9. A minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting; or
10. Rare circumstances as approved by the superintendent.

[\[Back to Top\]](#)

### 3. Lunch Process

We have three lunches. Which lunch a student has depends on where their third period class is located. If their third period class is upstairs or in one of the modular buildings in front of the cafeteria, they'll report to lunch immediately after second period. If their third period class is in one of the Vocational Buildings or in any of the remaining modular buildings, they'll have second lunch. And if their third period class is in the gym, downstairs, or in the Fine Arts Building, they'll have the third lunch. Lots of students worry that the cafeteria will run out of food by the third lunch. Don't worry if you have third lunch, the lunch ladies prepare the same amount of food for each lunch period. [\[Back to Top\]](#)

### 4. Tardies

There are five minutes between each class. Students are expected to be responsible for getting to their next class in this time period. If it takes over five minutes, he or she will be marked tardy. The first two tardies will result in the teacher giving them a verbal warning.

However, after that, consequences will include lunch detention, after-school detention, ISS, and even OSS. Getting to work on time is an important skill that must be mastered and taught. [\[Back to Top\]](#)

## 5. Schedules

Registration is completed by March of the preceding school year. This allows Administration and Student Services ample time to see how many students have registered for each class, how many sections of each class are needed, determine who will teach what course, and begin the process of student placement. It is a very laborious and time consuming process with many, many moving parts. Areas of the schedule that we place a large emphasis on typically involve overlapping classes that create situations in which students must make difficult decisions as to “do I want this class or that class?” Much effort is spent in trying to create a schedule that no one will have to make any decisions such as that. Unfortunately, no matter how much time and effort we put into this, we can’t make every schedule work out perfectly. Our goal is to give every student every class that they signed up for and maintain balanced classes across each period. Balancing classes is important as you would not want your child in an English class that has 34 students when another English class only has 15. The more students that go into a class make it more difficult for the teacher to meet everyone’s individual needs. This is why it’s important to try to balance all classes out the best that we can.

Because of all of the time and effort put into creating our final schedule, it can create a lot of issues when someone wants to change a class. For this reason, we only change schedules when one of the following issues are present:

- 1) A class is out of sequence (such as English III is scheduled before English II),
- 2) A senior needs a specific course for graduation,
- 3) Less than four classes have been assigned, or
- 4) A student is assigned to a class that they already have credit for.

If one of the above issues are not present in a request, it is very likely that the request will not be honored. All schedule change requests must be submitted through email to the principal at [sballard@duplinschools.net](mailto:sballard@duplinschools.net). [\[Back to Top\]](#)

## 6. Extracurricular Activities

We encourage all students to get involved somehow in our school outside of the classroom. This is not only where great high school memories are made, it is also research-proven that involved students have higher grades, better attendance, and better school-wide behavior. We have many clubs, organizations, and teams that should meet the needs of just about every student on our campus.

[\[Back to Top\]](#)

## 7. PowerSchool

PowerSchool is the program that our state uses to maintain all student data. From PowerSchool, a parent can see how their student is performing each day as well as keep track of their period attendance. Parents can have their own account in which they can monitor their students as often as they wish. Many parents, however, will just have their student show them their PowerSchool information from the student account. Either way you want to view this, whether it's from your own account or your student's account, we highly recommend that each parent monitor PowerSchool as often as possible. This is truly a game changer when it comes to keeping an eye on your child's progress or lack of progress. If you are interested in setting up your own account, all you need to do is set up an appointment with our school's Data Manager, Ms. Wanda Faircloth, or go to the following link and complete the process online:

[Parent Portal Request Form](#). [\[Back to Top\]](#)

## 8. Cell phone & Smartwatch Usage

Students are no longer allowed to use their cell phones or smartwatches at school from 7:30 am until 3:05 pm. If you feel that your student should have their cell phone or smartwatch with them during this time, they must keep those devices turned off and out of

sight. Cell phone usage has created such a massive distraction to our school's learning environment due to students bullying one another, the passing of inappropriate pictures and/or videos, videoing disruptive behaviors, cheating, communicating with other students during class, and other distracting usages. Besides cell phones and smartwatches, students are not permitted to have earbuds or other types of headphones. If you have a documented health related reason in which your student needs their cell phone, please reach out to administration so that we can come up with an appropriate plan.

[\[Back to Top\]](#)

#### 9. Devices/Hotspots/Device Insurance

All students will be issued a Chromebook device to use with their daily school work. These devices are intended to be used with their school work from school as well as home. If the internet is an issue at your home, the school can provide a free hotspot so that they can have full access to the internet and school assignments. If you wish for your student to take advantage of this, he or she will need to.... While these devices are assigned to your student, he or she will be responsible for them and their upkeep. Any lost, stolen or damaged devices will be the responsibility of your student. Insurance is available to cover many issues. More information on this insurance and how it can be purchased can be found at the following link:

[Student Device Insurance](#)

[\[Back to Top\]](#)

#### 10.GPA Calculations

Your student's GPA is a way of calculating their overall class average. It includes all classes that they take while in high school. GPAs are used by colleges to determine the likelihood of their acceptance, they are used to determine class rank, and they are used to determine eligibility in different classes. If these are important areas to you or your student, then it is important for your student to do their best to keep their GPA as high as possible. GPAs are calculated using simple math.

A ~ 90 - 100

B ~ 80 - 89

C ~ 70 - 79

D ~ 60 - 69

F ~ 0 - 59

A=4.0 for all regular classes

A=4.5 for Honors

A=5.0 for college/AP

B=3.0 for all regular classes

B=3.5 for Honors

B=4.0 for college/AP

C=2.0 for all regular classes

C=2.5 for Honors

C=3.0 for college/AP

D=1.0 for all regular classes

D=1.5 for Honors

D=2.0 for college/AP

F=0.0 for all regular, Honors, and college/AP courses

A student has the following classes and final grades for the 1st semester:

1st period Honors English

89 (B) which gives him a 3.5 for this class

2nd period Regular Math

91 (A) which gives him a 4.0 for this class

3rd period AP Biology

87 (B) which gives him a 4.0 for this class

4th period AP World Hist.

92 (A) which gives him a 5.0 for this class

$$3.5 + 4.0 + 4.0 + 5.0 = 16.5$$

$$16.5 \div 4 \text{ (total number of classes)} = \text{GPA of } 4.125$$

At the end of the 2nd semester, that same student adds the following:

1st period Regular PE

99 (A) which gives him a 4.0 for this class

2nd period Honors Hort.

91 (A) which gives him a 4.5 for this class

3rd period Regular Spanish

85 (B) which gives him a 3.0 for this class

4th period College Class

84 (B) which gives him a 4.0 for this class

$$4.0 + 4.5 + 3.0 + 4.0 = 15.5$$

$$\text{Both semesters} \sim 16.5 + 15.5 = 32.0$$

$$32.0 \div 8 \text{ (total number of classes)} = \text{GPA of } 4.0$$

[\[Back to Top\]](#)

## 11. Online Classes

There are many opportunities that students today have over students from even ten years ago. Online classes have opened up many avenues for students to take college classes or other high school

classes that we are unable to have face-to-face here at EDHS. Because of the popularity of these classes, it has created an overcrowding in the online classroom as well as an atmosphere that is not the most conducive to learning. For these reasons, we have had to limit the number of periods that students can be in the online classroom to no more than one period per semester. Even though they can only be in the online classroom for one period, they are still able to take one, two, or three classes during this time period from any combination of available online courses. We highly encourage students (and parents) to work with Student Services to make sure that the classes that your student is taking are beneficial to their long-term goals and not just taking classes because they are “college classes”. We have found that a majority of our most successful university-bound students have limited their online classes to no more than three per year for the junior and senior years, while also taking advantage of our face-to-face AP classes. Many students that have taken a heavy dose of college classes in high school have struggled once they get to the university level. We highly recommend that you work closely with Student Services to make sure that any online classes that your student signs up for are going to benefit them in the long run. [\[Back to Top\]](#)

## 12. Parent contacts are less frequent than from elementary school

High school teachers tend to make fewer contacts with the home than what parents are accustomed to from k-8 schools. This is in large part by design. Students in high school are older and need more responsibilities in order to help create independent young adults. Remember that we are working with young adults that within forty-eight months of entering our school, will leave us and possibly their homes to begin their own lives. We have to do what we can, while we have them, to prepare them for whatever direction they move in. Although our teachers will probably not call you over a bad test grade or missing too many class days, parents still have access to their student’s grades and attendance through PowerSchool that can be checked daily. [\[Back to Top\]](#)

### 13. When does the school call parents?

There are times in which you will absolutely hear from us; if your student gets injured or sick, if he or she has been suspended, and/or if law enforcement comes out to question your student. Parents also get an automatic phone call each time that your student is absent. These are all of the reasons that you will absolutely be called. There are many other situations, though, in which we will try to make contact with the home. Please keep in mind that, unlike the elementary school teachers, our teachers can work with up to 200 students a year. That's a lot of kids to try to monitor and plan for. It is a lot easier for you, as the parent/guardian, to reach out to the teacher when you begin to have concerns or questions. However, please make sure that you have spoken with the teacher before going to administration. Remember that there are always two sides to every coin ~ typically parents hear from their student and their perspective first. Make sure that when there are concerns from what you've heard from your student, check with the teacher to see what their perspective is. Gather all available information before forming your opinion. Nine times out of ten, once parents and teachers have talked, concerns have been swept away! [\[Back to Top\]](#)

### 14. Driver's Education Classes

Classes are typically held three to four times per school year. The first class will be held soon after school begins. Winter time may see one or two different classes depending upon the need. The last class is typically around the last two weeks of June. ConnectED messages and Morning Announcements will be made concerning the classes. These classes are open to anyone 14 ½ years of age or older, whether they are East Duplin students, homeschooled, or attend a private school. Once a student signs up for classes, it is their responsibility to make sure they have all of the information necessary to begin classes on the first day that the class will be held. These classes are not directly affiliated with East Duplin High School. We do provide assistance through providing classrooms for the instruction, providing

times throughout the school year for them to be held, and signing students up for the classes. Any questions or concerns regarding Driver's Ed should be directed to Ms. Johnnie Boyette at [jboyette@duplinschools.net](mailto:jboyette@duplinschools.net). [\[Back to Top\]](#)

#### 15. Bus/Transportation

All students that have ridden a bus in the previous school year are automatically assigned to a bus at East Duplin once they are in 9th grade. Bus assignments and scheduled pick-up/drop-off times can be found on one of the walls in the main lobby during Freshman Orientation and Open House. If a student's name has been left off, you will need to contact our Assistant Principal, Mr. Timothy Jenkins, in the main office or through email at [tjenkins@duplinschools.net](mailto:tjenkins@duplinschools.net). It is important to note that the beginning of the school year takes up to two weeks for the bus times to settle down. We recommend that students are at their bus stop at least fifteen minutes before the stated time and expect to wait fifteen minutes after the stated time. High school students ride the bus one day and find a ride the next. They get their license and a car one day and need the bus again two weeks later. There is rarely a consistent roster on high school buses. For these reasons, it takes time for the routes to settle down to more consistent times. At any point you have any questions or concerns regarding buses, please contact the main office at (910)298-4535. [\[Back to Top\]](#)

#### 16. Drop-Off/Pick-Up

The drop-off/pick-up area is directly in front of our cafeteria between two large blue lines. Please do not drop-off or pick-up anyone before getting to the specified area. Your student may tell you very convincingly that it is alright to drop them off by the pine trees ~ they are wrong. Please do not use any other area other than the designated area in front of the cafeteria. Stopping prior to this area can easily cause traffic to back out into the highway which is extremely dangerous. In the afternoons, please do not use the left lane unless traffic gets backed up past the first curve in our driveway.

This allows the left lane to still be utilized for through traffic. One last piece of information concerning pick-up times. We ask that you **do not arrive in the afternoon until at least 2:50 pm**. You may feel that you want to be one of the first in line so that you can get out faster. There is some faulty thinking in this plan. We have found that it takes no longer than fifteen minutes from the 3:05 bell for all traffic to be gone from our front drive. Arriving after 2:50 means that you will be in line less time. It is also a safety concern having vehicles filling up the driveway early. Clogging up the driveway affects afternoon deliveries, visiting high school athletic traffic, and potential emergency vehicle needs. If there was a fire alarm, students would have to navigate through the traffic. [\[Back to Top\]](#)

#### 17. Check-Out Process

Any student that must leave campus prior to the end of the school day has two options of being checked out early. Option 1) A responsible adult that is listed on the student's PowerSchool contact list can come to the front office with a legal ID and sign the student out on the Check-Out computer, or Option 2) an email can be sent to [edhscheckout@duplinschools.net](mailto:edhscheckout@duplinschools.net) prior to 9:30 am requesting the student be checked out early. All emails will need to be sent from a parent or guardian's personal email and will be followed up by a confirmation phone call from the school. Without both the email and phone contact, the student will not be allowed to sign out early. **No emails will be accepted after 9:30 am on the day of the check-out. Please remember that only adults already on the student's PowerSchool contact list can check a student out of school early.** [\[Back to Top\]](#)

#### 18. Promotion/Graduation Requirements

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

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

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

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

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

## 19.Dress Code

Many people are confused when their student gets Dress Coded yet the student looks fine ~ they aren't dressed indecently and would fit in fine anywhere, including church. We totally get that! Our students have a dress code that they have to follow just like we, as adults, have a dress code that we have to follow. What I typically wear on the weekends or when I go off with my family does not typically fit my work dress code. At work, I must wear a tie with a dress shirt and dress pants. This is not what I typically wear outside of work. Students must follow the same expectations. What they typically wear on the weekends or when they go off with their family or friends is not typically part of their work dress code. If they wear shorts that are above their fingertips and get Dress Coded, we're not saying that they are indecent. We're saying that they are not wearing what their work dress code specifies.

To eliminate 95% of dress code violations, you should make sure that your students are following this cheat sheet for dress code:

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

The County Dress Code can be found on our website under Quicklinks. [\[Back to Top\]](#)

## 20.What to do if your student is being bullied

If at any time you feel that your student is being bullied either at school or online, make sure that he or she has made an adult aware of the issue. We highly recommend that screenshots of messages, texts, or any posts be taken, saved, and shared with administration as quickly as possible. We take bullying seriously and deal with every situation that we are aware of. There are times where these situations can shift over from bullying (which is one-sided) to a more back-and-forth (which is two-sided). When this happens, it goes from one student being in the wrong to two students being in the wrong. This is why these situations need to be dealt with as quickly as possible. We even encourage students to use our See Something/Say Something app, which everyone will receive annual training on in either late August or early September. [\[Back to Top\]](#)

## 21. Exams

Final exams will typically be given on the last five days of each semester. Exam grades will be calculated as 25% of a student's overall final grade for the semester so it is very important that they be well prepared for these assessments. Testing environment is critical to everyone's best interest so we limit student movement to only what is absolutely necessary until all testing is complete. This means that even if a student has completed their exam, he or she cannot be allowed to leave school until all testing sites have finished. Communication will be sent out through ConnectED messages almost daily making sure that everyone knows what to expect on each testing day. Students with a driver's license may drive to school on exam days even if they do not have an EDHS parking tag.

[\[Back to Top\]](#)

## 22. Exam Exemptions

Students with good grades and attendance may exempt their exams under certain situations. ***No student may be exempt from taking final exams in courses requiring North Carolina end-of-course (EOC) tests or Career and Technical Education Proofs of Learning (CTE State Assessment, Credentials, or Performance Based Measures).***

The following criteria will determine if a student is eligible for a final exam exemption in an individual course.

- 80-84 and 0 absence during the semester
- 85-89 and 1 absences during the semester
- 90-94 and 2 absences during the semester

- **95-100 and 3 absences during the semester**

Students may be exempt from an eligible final exam only if they meet the above criteria. If a student exempts a final exam, there will be no final exam score recorded for the student, and their final grade will be made up of the average of the two grading period grades.

**Excused absences are counted in the total number of absences when determining exemptions. Time out of class due to ISS or OSS will be counted as an absence with regard to final exam exemptions.** Time out of class for any school-approved events will not count as an absence with regard to final exam exemptions.

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

#### 23. What is the Panther PACT?

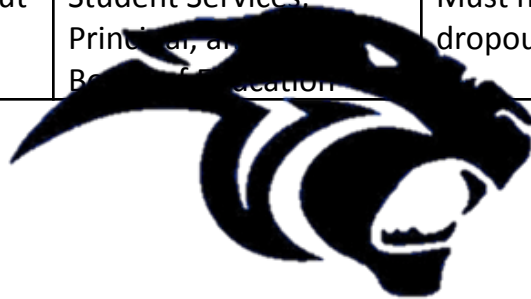
The Panther PACT is a group made up of Parents, Alumni, Community, and Teachers; everyone that has a vested interest in our school. There is no fee to join the Panther PACT and we encourage everyone to become involved in this organization. In its short time in existence, the Panther PACT organized a means of raising funds at football games by selling grilled pork chop sandwiches. This allowed them to purchase items for student incentives throughout the school year. If you would like to help or to contribute to the Panther PACT, please complete the following form at this link: [Panther PACT Interest Form](#). [\[Back to Top\]](#)

#### 24. Who do I call if I have a question or concern?

Most times if you contact the principal about an issue, he typically will just forward your concerns to the appropriate person or department. You can save time and energy by going to that person or department directly. Below are some common issues and the appropriate person to contact. [\[Back to Top\]](#)

SITUATION	CONTACT PERSON	OTHER INFORMATION
Bus issues/questions	Assistant Principal (Mr. Tim Jenkins)	Ridership forms and bus changes must be given to the office before 1 pm

Participation in athletics	Coach Battle Holley or Ms. Heather Houston	Must have a Ticket to Play prior to participation (see Ms. Houston)
Student wants to purchase a parking tag	Bookkeeper (Ms. Ashley Bobbitt)	All school debts must be cleared
Student needs to change address or phone number	Data Manager (Ms. Wanda Faircloth)	Proof of address required
Student wishes to take a class at another institute for credit at East Duplin	Student Services and Principal	Only allowed in situations that may keep student from graduating on time
Student wishes to get an excused absence for a trip	Principal (Mr. Scott Ballard)	Permission must be granted <b>before</b> the trip
Student needs medication at school	School Nurse (Ms. Kim Ramsey)	Medication form must be completed by physician
Drivers Eligibility issue	Student Services (Ms. Cathy Byrd)	Must pass 3 out of 4 classes each semester
Student has attendance issues	School Social Worker (Ms. Amber Tuck)	Appeals take place within the last two weeks of each semester
Drivers Education	Ms. Johnnie Boyette Mr. Russ Lanier	Please email <a href="mailto:jboyette@duplinschools.net">jboyette@duplinschools.net</a> or <a href="mailto:ruianier@duplinschools.net">ruianier@duplinschools.net</a> , as they are not on campus during the day
Student wishes to transfer to or enroll at East Duplin	Principal and then Student Services	Proof of residency and school records
Student wishes to withdraw from East Duplin	Student Services	Must have a parent/guardian to withdraw
Student wishes to change their schedule	Principal and then Student Services	Must meet criteria for changes (see student handbook)
Student wishes to dropout	Student Services, Principal, and Board of Education	Must have a parent/guardian to dropout



**Determined  
Committed  
One Goal**