



PHS 15/15 Rule 2023-2024

- Students are not allowed out of the classroom during the first 15 minutes and last 15 minutes of class.
- Students **may not** leave class to:
 - Go see another teacher or another class
 - Go get something from another class
 - Go to talk to counseling without an appointment (unless the teacher deems it an emergency and with confirmation)
 - Go to call home (unless the teacher deems it an emergency)
 - Go to the bathroom/get water (unless it is an emergency)
 - Go to their locker
 - Go give *something* to *someone*

All students out of class during regular class time must have a pass

Bathroom and Pass Policy

- Students are allowed up three bathroom passes per day, for a total of 15 per nine weeks
 - All students must use the electronic pass system in order to create a pass.
 - Bathroom passes will be assigned at 5 minutes each.
 - Students should use the restroom during passing periods and during lunch.
 - All students must take the classroom pass to the restroom.
 - Students must use the bathroom in their zone, noted by color.
- Students out of zone will be subject to removal of pass and additional consequences may be used.
 - Electronic passes will be assigned at 5 minutes per pass.



PHS Tardy Policy 2023-2024

Tardy to School (first block)

- First block tardies will be monitored by classroom teachers.
- Tardy passes are given out for late buses starting at 8:50am.
- Students will report to their first block if they are tardy between 8:55 am and 9:15am (with a bus note excused, without a bus note, not excused)
- At 9:15 students will not be allowed access to the building without checking in late and will be required to sign in at the attendance office. Teacher will receive a check in slip from attendance for any student who signs in at 9:15 or after.
- First block teachers should submit a referral at 4th tardy.
 - Consequences may include: Lunch detentions/Sat School/ISS/After School Detention
 - **DRIVERS:** A 5th tardy to school will result in the loss of Driving Pass for at least the rest of the quarter or 30 days (whichever is greater).

Tardy to Class (2nd, 3rd, 4th blocks)

- Hallway Sweeps will be conducted daily before 2nd, 3rd, and 4th blocks and Success Academy. Teachers with planning should help the team sweep students to back commons for 600 building.
 - Teachers should contact parents after the second tardy.
 - Staff should review the time on the tardy pass to ensure direct report form the tardy table. Staff should take and keep the tardy pass.
- Every 4th tardy will result in school consequences to include:
 - Lunch detentions/Sat School/After School Detention/ISS
- There are NO administrative sweeps during lunch changes. Teachers should mark student tardy back to class and submit a referral following the process of first block tardies. Again, no passes will be issued during lunch.

Students that are late for class without a tardy note cannot be admitted. Students who are more than 5 minutes late without a note OR 5 minutes past the time on the pass are considered to be skipping and teacher should make a call to the office.



PHS Phone and Portable Electronic Device Policy 2023-2024

- Students may not have their phone out during classroom instruction.
- Secure and locked phone cases are provided for each classroom with a key for each classroom teacher.
- Students will need to place their phone in their assigned and labeled slot at the start of each class.
- Students will receive their phone back at the end of class.
- If staff observe any device in use at an inappropriate time, the device will be secured by the teacher in the phone safe until the end of class.
- Earphones/pods should not be worn in the classroom.
 - **1st Offense:** Phone locked in secure phone safe for remainder of class.
 - **2nd Offense or failure to comply initial consequence:** Rest of day confiscation by administrative team. The student's electronic device will be confiscated and placed in the main office. Additional consequences may be given.
 - **3rd Offense:** Daily phone turn in or no phone allowed at school.
 - **Additional offenses will be subject to additional consequences.**

- In case of emergency, the classroom teacher will take the box with them and distribute phones at a safe location.
- Occasions may exist where teachers will permit students to use the electronic devices for educational purposes as outlined in their lesson plan.

Due to communication needs, the electronic device may be released to students at the end of the day with parent communication. For multi-day confiscations the student must return the same phone to ATTENDANCE each day to be signed in or signed out.



PHS Dress Code 2023-2024

Students shall not wear attire which interferes with the operation of the school or which infringes upon the general health, safety, and welfare of the students and staff. The dress code is in effect every day of the school year, including exam days.

This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school’s mission may be prohibited. **No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, implied gang affiliation or encouraging gang activity, violence, or inappropriate activities (as determined by staff).**

Article of Clothing	Acceptable	Prohibited
Tops	<ul style="list-style-type: none"> ● Long and short sleeves ● Shirts that cover the underarm, chest, shoulders, stomach, and back. ● Shirts that do not have rips, cuts, or holes to show any part of the torso. 	<ul style="list-style-type: none"> ● Offensive messages, slogans, or pictures (drugs, alcohol, guns, gangs, profanity, etc.) ● Shirts that expose midriff or cleavage ● See-through shirts ● Backless shirts ● Crop tops ● Tube tops ● Spaghetti strap or Muscle shirts
Bottoms	<ul style="list-style-type: none"> ● Jeans, slacks, and athletic pants worn at the waist ● Dresses, skirts and shorts that are mid-thigh/fingertip in length when a student’s arms are comfortably at his/her side. 	<ul style="list-style-type: none"> ● Sheer pants ● Rips or height (sagging) that expose undergarments
Shoes	<ul style="list-style-type: none"> ● Must be worn at all times ● Appropriate footwear for specific classes and labs 	<ul style="list-style-type: none"> ● House shoes
Accessories	<ul style="list-style-type: none"> ● Appropriate undergarments are to be worn and should not be visible. 	<ul style="list-style-type: none"> ● Sunglasses ● Ski masks ● Earphones in the classroom ● Bandanas

Parents will be contacted to bring appropriate attire to the school if the student’s attire doesn’t adhere to the following dress code. If students have to use clothing from the closet, they trade their inappropriate item until item from the closet is returned. Students will be escorted to ISS and remain there until the student contacts someone to bring appropriate clothing or wears the appropriate clothing provided by the school.



SKIPPING CLASS and CAMPUS SAFETY 2023-2024

All students are expected to be in their assigned classes each day. Data has shown that when students that are in class, they make better grades. Parkland understands that there are times in which a student has to be absent and has established procedures to recognize excused absences. In cases where the student does not have a reason to be out, it is considered an unexcused absence. Another name for an unexcused absence is "skipping," which can be defined by these actions:

- Leaving class without permission.
- Students are not allowed to attend another teacher's classroom for any reason
- Not attending an assigned class or activity during the day.
- Being absent without a parent or guardian's prior knowledge.
- Leaving class without permission or under false pretenses.
- Not reporting to class within the first 5 minutes
- Drivers who leave campus without permission will lose their parking pass.
- Students may not leave campus without being checked out- not to visit a store, a house or their vehicle if off campus.
- Items may not be delivered to school due to safety and supervisory reasons.
- Food may not be delivered to reduce traffic as well as to comply with WSFCS Child Nutrition Policies.

Students who are found to be skipping and out of bounds or off campus will have their items searched.

Students will be marked absent if they miss more than 45-minutes of the class without proper documentation.

Refer to the Code of Conduct for more information.

WSFCS Student Attendance Policy

North Carolina defines chronic absence as a student who is enrolled in a North Carolina public school for at least 10 instructional days at any time during the school year, and whose total number of absences is equal to or greater than 10 percent of the total number of days that such student has been enrolled at such school.

Documentation for an absence may be presented to our Attendance Office. If not, the absence will be coded as unlawful (unexcused). Notes should include the student's full name, dates of absences, reasons for absences, parent or guardian's name and signature. This note should be brought to the Attendance Office before school. Notes for students to check out during the school day should also be brought to the Attendance Office before school begins on the day the student needs to check out early.

Lawful (Excused) Absences. Failure to submit a written excuse will result in the absence being coded unexcused. The school principal determines whether a submitted medical statement is sufficient to excuse a student's absence. An absence may be excused for any of the following reasons:

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| A. Illness or Injury | G. Educational Opportunity |
| B. Quarantine | H. Local School Board Policy |
| C. Death in the Immediate Family | I. Absence Related to Deployment Activities |
| D. Medical or Dental Appointments | J. Child Care |
| E. Court or Administrative Proceedings | K. Natural Disaster |
| F. Religious Observance | |

School-Related Activities. The following school-related activities will not be counted as absences from either class or school:

- A. field trips sponsored by the school;
- B. job shadows and other work-based learning opportunities, as described in G.S. §115C-47
- C. school-initiated and scheduled activities;
- D. athletic events that require early dismissal from school;
- E. Career and Technical Education student organization activities approved in advance by the principal; and
- F. Students participating in disciplinary interventions categorized as in-school suspensions will not be counted as absent.

IX. Makeup Work. In the case of excused absences, short-term out-of-school suspensions, and absences under N.C. Gen. Stat. §130A-440 (for failure to submit a school health assessment form within 30 days of entering school), as well as unexcused absences, the student will be permitted to make up his or her missed work. Assignments missed due to participation in school-related activities also are eligible for makeup by the student.

The teacher shall determine when work is to be made up, however the student/caregiver is responsible for finding out what assignments are due and completing them within the specified time period as set forth by the teacher and/or principal. For excessive absences, students may be assigned to an after-school or weekend program within the school. If the student fails to successfully complete the study program the student may be subject to failing the class.(Policy Code: 5110)