

# East Lincoln High School

*Home of the Mustangs*

## **2017 – 2018 Handbook of Information for Students and Parents**

6471 Highway 73 Denver, NC 28037 704-736-1860 Main office 704-483-6751 Fax  
<http://www.lcsnc.org/ELHS>

Principal Marybeth Avery

Assistant Principals Jennifer Huskey Lee Rice

Vision Statement East Lincoln High School will ensure that each student will graduate with 21st century skills and the capacity for lifelong learning.

Dear Students,

Welcome to East Lincoln High School! I am excited and honored to be your principal! I look forward to watching each of you grow in many ways throughout this year. The opportunities for you to excel academically, athletically, and socially are beyond measure. I encourage you to find the area that meets your niche and get involved. The extracurricular activities available to you will provide you with a well-rounded high school experience.

The expectations for East Lincoln High School are for every student. You are expected to give your all and try your best in your classes. You should seek the guidance of your teachers and counselors who are working diligently to prepare you for life beyond high school. Our goal is to prepare you to be academically and globally competitive to excel in the 21st Century. Your teachers will utilize technology, project based learning, and cooperative learning to enhance your learning experiences. You should embrace these opportunities, pay attention in class, and meet established deadlines. Remember, your behavior and attitude choices will directly impact your success. You are encouraged to be respectful at all times. This will help our school to meet the goals of keeping everyone safe and graduating in four years. East Lincoln embraces a laser focus on teaching and learning while facilitating a student-centered environment. We are here for you!

The 2017 – 18 school year will be challenging and rewarding! Embrace the opportunities that are presented to you and prepare for the positive outcomes that will come your way!

Sincerely, Mrs. Marybeth Avery ELHS Principal

### **Expectations of Students**

- 1. Take pride in East Lincoln High School and be proud to be a Mustang. 2. Be in school and class every day.**
- 3. Be an active participant of every class. 4. Be respectful of yourself and others.**
- 5. Get involved in extracurricular activities. 6. Adhere to all school and classroom rules.**
- 7. ACT THE BEST! LOOK THE BEST! BE THE BEST!**

**ELHS Regular Bell Schedule Warning Bell 7:52 1st Period  
7:55-9:25 2nd Period 9:30-11:00 SMART Lunch**

Tutorial A 11:00 – 11:25 Tutorial B 11:30 – 11:55 3rd Period 12:00 – 1:30 4th Period 1:35 –  
3:05

**LCST Regular Bell Schedule 1st Period 7:50-9:10 2nd  
Period 9:50-11:12 3rd Period 11:40-1:05 4th Period None**

ELHS provides shuttle bus service to/from ELHS from/to LCST for all three periods at the following times: First Period Leaves ELHS-7:25 Departs LCST-9:10 In class at ELHS by 9:45 Second Period Leaves ELHS-9:25 Departs LCST-11:12 In class at ELHS by 11:47 Third Period Leaves ELHS-11:10 Departs LCST-1:05 In class at ELHS by 1:40

**WEATHER DELAY SCHEDULES** If the start of the school day should be delayed (due to inclement weather, etc.), one of the following schedules will be implemented:

**Delay Schedules**

**ELHS 2-Hour ELHS 3-Hour LCST 2-Hour LCST 3-Hour**

**Day 1 Day 1**

1st Pd: 9:55 – 11:10 2nd Pd: 10:55 – 11:10 1st Pd: 9:58 – 11:12 1st Pd: None

3rd Pd: Regular 3rd Pd: Regular 3rd Pd: Regular 2nd Pd: None

4th Pd: Regular 4th Pd: Regular 4th Pd: Regular 3rd Pd: Regular

**Day 2 Day 2**

2nd Pd: 9:55 – 11:10 2nd Pd: 9:58 – 11:12

3rd Pd: Regular 3rd Pd: Regular

4th Pd: Regular 4th Pd: Regular

## **Grading Periods and Report Card Days Grading Periods Progress Report – 4.5 Weeks Report Card Distribution**

First Semester 1st Quarter August 28 – October 27 October 2 November 6 2nd Quarter October 31 – January 22 December 4 January 29

Second Semester 3rd Quarter January 24 – March 28 February 26 April 16 4th Quarter April 9 – June 8 May 7 Final report card date to be announced.

### **Exam Exemption Policy (Policy 3400-R)**

In order to encourage excellent attendance, a student may be exempt from teacher-made exams if he/she meets the following qualifications:

1. "A" average at the end of the semester, have four or fewer absences, and no more than four tardies for the semester.
2. "B" average at the end of the semester, have three or fewer absences, and no more than three tardies for the semester.
3. "C" average at the end of the semester, have two or fewer absences, and no more than two tardies for the semester.

The issue of excused vs. unexcused absences is not considered in determining exam exemption. The number of absences, regardless of reason, the academic average, and cumulative tardies for the semester are the qualifying factors for exam exemption. Assigned days in ISS (in-school suspension) or OSS (out-of-school suspension) are considered as absences under the exam exemption policy. All work missed because of absences should be made-up within five days of the absence.

If the student meets the above qualifications and desires to take the exam, the exam may improve but not diminish the student's final grade. Tests required by the state may not be exempted; neither may Advanced Placement exams administered by the College Board be exempted.

# STATE REQUIREMENTS AND GRADES

**FOR NINTH GRADERS ENTERING IN 2012-13 AND LATER – Two Courses of Study Leading to One Diploma**

**CONTENT AREA FUTURE-READY CORE Course of Study Requirements**

**FUTURE-READY OCCUPATIONAL Course of Study Requirements**

## **English 4 Credits**

I, II, III, IV or a designated combination of 4 courses

4 Credits OCS English I\*, II\*, III, IV

## **Mathematics 4 Credits**

*Math I, II, III and a 4th Math Course to be aligned with the student's post high school plans A student, in rare instances, may be able to take an alternative math course sequence as outlined under State Board of Education policy. Please see your school counselor for more details.*

3 Credits OCS Introduction to Mathematics OCS Algebra I\* OCS Financial Management

## **Science 3 Credits**

A physical science course, Biology, Environmental Science

## **2 Credits**

OCS Applied Science OCS Biology\*

## **Social Studies 4 Credits**

American History: Founding Principles, Civics and Economics; World History; American History I and American History II OR AP US History or other college-level courses that are appropriate\*\*; additional social studies course\*\*

## **2 Credits**

OCS Social Studies I (Government/US History) OCS Social Studies II (Self- Advocacy/ Problem Solving)

## **World Languages**

Not required for high school graduation. A two-credit minimum is required for admission to a university in the UNC system.

Not required

## **Health and Physical Education**

1 Credit Health/Physical Education

1 Credit Health/Physical Education

## **Electives or other requirements\*\*\***

6 Credits required 2 elective credits of any combination from either: – Career and Technical Education (CTE) – Arts Education – World Languages 4 elective credits strongly recommended (four course concentration) from one of the following: – Career and Technical Education (CTE)\*\*\*\* – JROTC – Arts Education (e.g. dance, music, theater arts, visual

arts) – Any other subject area (e.g. social studies, science, mathematics, English)

6 Credits Occupational Preparation: – OCS Preparation I, II, III, IV\*\*\*\*\* – Elective credits/ completion of IEP

objectives/Career – Portfolio required

**CONTENT AREA FUTURE-READY CORE Course of Study Requirements**

**FUTURE-READY OCCUPATIONAL Course of Study Requirements**

**Career/Technical**

**4 Credits Career/Technical Education electives**

**Arts Education (Dance, Music, Theatre Arts, Visual Arts)**

**Recommended: at least one credit in an arts discipline and/or requirement by local decision**

**Total 22 Credits plus any local requirements**

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*\* OCS courses aligned with Future Ready Core courses in English I, English II, Algebra I/Integrated Math I, and Biology*

*(New Common Core State Standards and new NC Essential Standards implemented in the 2012-13 school year). \*\**

*A student who takes AP US History instead of taking US History I and US History II must also take an additional social studies course*

*in order to meet the four credits requirement. \*\*\* Examples of electives include JROTC and other courses that are of interest to the student. \*\*\*\* For additional information on CTE courses that meet requirements for selected Courses of Study, refer to the*

*CTE Clusters chart located at: <http://www.ncpublicschools.org/docs/cte/standards/careerclusters2012.pdf>. \*\*\*\*\* Completion of 300 hours of school-based training, 240 hours of community-based training, and 360 hours of paid employment.*

## **High School Graduation Requirements**

North Carolina's high school graduation requirements are outlined below for students entering ninth grade in 2012-13 or later. To make sure students stay on track for a high school diploma, please remember that every high school student must meet state course and credit requirements in addition to any local requirements. Beginning with the 2015-16 school year, North Carolina will have a standard high school grading scale and letter grades for students in grades nine through 12. This information is below the requirements chart. (Requirements for students who entered ninth grade before 2012-13 are online:

<http://www.ncpublicschools.org/docs/curriculum/home/graduationrequirements.pdf>)

See your school counselor for additional information or assistance about reaching high school graduation.

## **High School Grading Scale, Grade Point Average Calculations**

In October 2014, the State Board approved a standard 10-point grading scale to begin with the 2015- 16 school year for all high school students. This scale will not include "pluses" or "minuses." Grades from prior years will not be altered retroactively.

Local school districts are required to follow the new scale at the high school level (grades 9-12). Although it is not required at grades K-8, local school districts may use the scale in lower grades if desired.

Under the new scale, grades and grade point average calculations will be applied as follows:

A: 90-100 = 4.0

B: 80-89 = 3.0

C: 70-79 = 2.0

D: 60-69 = 1.0

F: < 59 = 0.0

Quality Points: In addition to the grade scale change, new standards for quality points also take effect in the 2015-16 school year. These new standards affect only ninth graders in the fall of 2015- 16 and all students entering high school after that year. This change does not affect students who will be in grades 10, 11 or 12 in 2015-16.

The new quality points standard will provide an additional .5 quality point to Honors courses and a 1.0 additional quality point to Advanced Placement (AP)/International Baccalaureate (IB) courses, community colleges courses, or four-year university or college courses taken in high school. This eliminates discrepancies between AP/IB and community college or college/university courses and quality points and provides the same additional quality point to all college-level coursework.

For example, a student who earns an A in an AP course would receive a weighted 5.0 grade for that particular course. A student who earns an A in an Honors course would receive a weighted

4.5 grade.

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## **Non-Diploma Exit Documents**

During the fall of 2009, the State Board of Education (SBE) amended its policy on exit documents for students leaving high school without a diploma. For selected students with disabilities, a student who does not meet graduation requirements may exit high school with a Graduate Certificate and participate in graduation exercises. Students with disabilities who are impacted by this action include: 1. Those for whom the Occupational Course of Study (OCS) is too rigorous and are enrolled in

content courses specifically designed to meet their needs 2. OCS students who may have met the course requirements for graduation but may need longer to

complete the 360 hours of competitive employment 3. Students who have met the course requirements but may not have successfully completed all testing requirements.

## **High School Promotion Policy**

Grade level is determined as follows: Freshman: Promoted from grade 8 Sophomore: Earned 6 credits Junior: Earned 13 credits Senior: Earned a total of 20 credits

## **Weighted Courses and Class Rank**

Lincoln County high schools currently use a weighted grading scale and transcript as mandated by Senate Bill 1028. Grade Point Average (GPA) and class rank are calculated by a standard method utilized by public high schools in the state. All courses attempted in grades 9-12 are used in computing averages and rank and are included on the state transcript. Only honors level and Advanced Placement (AP) courses are weighted. Class rank is based on weighted grade point averages.

## **Valedictorian/Salutatorian/Junior Marshall Honors**

The valedictorian and salutatorian must have been in membership in Lincoln County Schools for the last four semesters of the student's high school career. The student who has the highest weighted grade point average at the end of the senior year will be named valedictorian and the student who has the second highest weighted grade point average will be named salutatorian. Junior Marshals are the top 12 students from the junior class who have the highest weighted academic averages through the 3rd nine weeks of their junior year.

## **Course Availability**

Courses offered by Lincoln County Schools are open to students regardless of their race, color, creed, sex, national origin or handicapping condition. Counseling materials and/or activities will not direct or urge any student to enroll in a particular career or program based upon the students' race, color, national origin, sex, or disability. Career and Technical Education (CTE) courses are career oriented; they follow a sequential pattern, are elective in nature, and are open to all students.



## **Criteria for Honors/Advanced Placement Level Courses**

Please note: Course content, pace, and academic rigor of Advanced Placement (AP) and Honors courses require high expectations for students and surpass standards set by the North Carolina Standard Course of Study. Such courses demand a greater independence and responsibility. In order to enroll in an Honors level course, a student must meet the prerequisite course criteria.

## **North Carolina Academic Scholars Program**

In July 2009, the State Board of Education revised the Academic Scholars Program requirements to bring them into alignment with Future Ready Core graduation requirements and incorporate options for innovative high schools. These requirements are in effect for students who enter the ninth grade for the first time in or after 2009-2010. Students who complete the requirements for an academically challenging high school program will be named North Carolina Academic Scholars and receive special recognition.

Interested Students are required to:

- Begin planning for the program before entering ninth grade to ensure they obtain the most flexibility in their courses.
- Complete all the requirements on the Future Ready Core Course of Study and receive a North Carolina High School Diploma
- Have an overall four-year un-weighted grade point average of 3.500

The students who qualify for this special recognition

- Will be designated by the State Board of Education as North Carolina Academic Scholars.
- Will receive a seal of recognition attached to their diplomas.
- May receive special recognition at graduation exercises and other community events.
- May be considered for scholarships from the local and state business/industrial community.
- May use this special recognition in applying to post-secondary institutions. (Candidates are identified by the end of grade 11 and their candidacy can be included in application forms and/or transcripts sent to these institutions.)

## **N.C. High School Athletic Association Requirements**

### **Protect Your Eligibility; Know the Rules: To represent your school in athletics, YOU:**

- Must be a properly enrolled student at the time you participate, must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at that school.
- Must meet local attendance standards for the previous semester.
- Must not have exceeded eight consecutive semesters or have participated more than four seasons in any sport since entering grade 9. That includes only one sport season for a participant per academic year – you can't play soccer in one season out of state and play it again upon moving to North Carolina in the same academic year.

- Must not have graduated from high school.
- Must be under 19 years of age on September 1, 2016.

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- Must live with your parents or legal custodian within the school administrative unit. A student is eligible if he has attended within that unit the previous two semesters (if eligible in all other respects) and meets LEA standards.
- Must have passed the minimum academic load during the previous semester, and meet local promotion standards. Students in a “block schedule” must pass three courses per semester and meet local promotion standards; students in the “traditional schedule” must pass at least five courses and meet local promotion standards. These are courses for credit, not audited courses. Hybrid schedules have different requirements.
- Seniors must also pass that minimum load, even if they need fewer for graduation.
- Must have received a medical examination by a duly licensed physician, nurse practitioner, or physician’s assistant within the previous 365 days; and if you miss five or more days of practice due to an injury, you must receive medical release before practicing or playing. Students with potential head injuries must receive medical release by a physician before readmittance to practice or games.
- Must not have been convicted of a felony, or an offense that would have been a felony if committed by an adult.
- Must not accept prizes, merchandise, money or anything that can be exchanged for money as a result of athletic participation within the amateur rule limit. THIS INCLUDES BEING ON A FREE LIST OR LOAN LIST FOR EQUIPMENT, ETC.
- Must not have signed a professional contract or have played for a college team of any sort.
- May not receive team instructions from your school’s coaching staff during the school year outside your sport season (from first practice through the final game). Instruction is limited to coach and athletes in SKILL DEVELOPMENT SESSIONS. THESE SESSIONS IN NUMBER ARE USUALLY LIMITED TO ONE LESS THAN A TEAM ON A DAILY BASIS, AND MAY NOT BE HELD DURING CERTAIN PRESCRIBED “DEAD PERIODS” OF THE YEAR.
- Must not be guilty of unsportsmanlike conduct, or ejected from the previous contest.
- May not usually, as an individual or on a team, practice or play during a school day (from the first contest through the conference tournament).
- May not play, practice or assemble as a team with your coach on Sunday.
- May not dress for a contest or practice if you are not eligible to participate.
- Must not play more than three games in one sport per week, (some sports have exceptions) and no more than one contest per day (exception baseball, softball, and volleyball).
- Must meet the NCHSAA transfer requirement, if applicable.

## **Requirements for College Athletics**

Student athletes who are interested in financial assistance (athletic scholarships) need to be aware of changes that have been made in admission regulations. In order to be eligible to practice, participate, or receive financial assistance during the first academic year of college, a student entering a Division I or II NCAA school must be registered with NCAA Clearinghouse (preferably in junior year).

The following requirements must be met in order for a student to be able to practice, play and receive a scholarship at an NCAA Division I or II college or university.

### **Division I:**

1. Graduate from high school
2. Complete a minimum of 16 core courses
  - a. 10 core courses completed before 7th semester; 7 of the 10 must be in English, Math, or Science
    - i. These grades are “locked in” at the start of the 7th semester.
3. Earn a core-course GPA of at least 2.300
4. Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale.

Division I Core-Course Breakdown:

- 4 years of English
- 3 years of Mathematics (Algebra I or higher)
- 2 years of natural or physical science (including one year of lab science if offered by your high school)
- 1 extra year of English, Mathematics, or natural or physical science
- 2 years of social science
- 4 years of extra core courses from any category above, foreign language, or comparative religion/philosophy

### **Division II:**

1. Graduate from high school
2. Complete a minimum of 16 core courses
3. Present a minimum 2.00 core-course grade-point average (GPA)
4. Present a minimum 820 SAT score (critical reading and math only) or 68 sum ACT score

Division II Core-Course Breakdown:

- 3 years of English
- 2 years of Mathematics (Algebra I or higher)
- 2 years of natural or physical science (including one year of lab science if offered by your high school)
- 3 additional years of English, Mathematics, or natural or physical science

- 2 years of social science
- 4 years of extra core courses from any category above, foreign language, or comparative religion/philosophy

\*Guides, complete with sliding scale, can be picked up in the guidance office.

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### **Random Drug Testing for Student Athletes**

The Lincoln County Board of Education has revised Policy 3623/4343 to begin randomly drug testing student athletes. In order to be able to participate in athletics the student and parent will need to sign the consent form. Student names are randomly chosen and will be tested at the school site, during the school day. Any student-athlete that tests positive for drugs will be suspended immediately from athletic participation for 90 days.

### **Student Driver's License Revocation**

In North Carolina, students under 18 can lose their driver's license if they:

- Drop out of school;
- Fail to make adequate progress toward earning a high school diploma;
- Commit certain offenses resulting in long-term suspension.

### **Dropout Prevention/Driver's License Legislation**

State law requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is defined as passing 70 percent of all courses and is determined by first semester grades and second semester grades for schools on block scheduling.

In rare cases, there may be circumstances beyond the control of the student or his/her parents that qualify as a hardship. If a hardship exists, the student may request a waiver. If a waiver is granted, the student would not be affected by the legislation. Hardship cases are rare and are reserved for extreme situations.

### **Lose Control, Lose Your License Legislation**

State law requires that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons: 1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school

property. 2. The possession or use on school property of a weapon or firearm that resulted in disciplinary

action under G.S. 115C-391(d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school. 3. The physical assault on a teacher or other school personnel on school property. School

property is the physical premises of the school, school buses, or other vehicles under the school's control or contract and that are used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school. The law applies to students who engage in the prohibited conduct after July 1 before the school year in which the student enrolled in the eighth grade or after the student's fourteenth birthday, whichever is earlier.

A student whose license is suspended pursuant to this law may not be eligible to drive for a full

calendar year.

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## **General Information and Policies**

A. ASD (After-school-detention) now LD (Lunch detention) ELHS administrators will assign LD. (Teachers who choose to assign LD may do so in their own classrooms and are responsible for supervising the same.) LD will operate Monday through Thursday from 11:00 – 11:30am. Locations will be announced. Once the door is closed at 11:05, students not in attendance (or whom leave early for any reason) are counted absent and will be assigned a day of ISS as consequence for missing LD. Students may not pass notes, use any electronic devices or communicate in any way with any individuals other than the LD Supervisor while in LD. (Failure to do so will mean automatic dismissal from LD and assignment to ISS.)

Disruptions of any kind will not be tolerated. (Failure to adhere will result in automatic dismissal from LD and assignment to ISS.)

B. Attendance Procedures Students are expected to be in their assigned places either when the bells sound or when directed by a teacher or administrator to do so. Attendance will be checked in each class. Students must be in attendance for a minimum of 60 minutes to be counted present for that class. Students who are absent for documented reasons such as doctor/dentist appointments, court appearances, or the death of an immediate family member (mother, father, brother, sister, grandparents), must turn in that documentation or to the Main Office upon returning to school.

Students who are serving ISS for either a period or all day should not be counted as absent from classes. When a student misses six days from a class, parents will receive notification from our attendance office via mail. For all absences from class, the initial grade will be zero, 0, until the assignment is made up within the 5 days of allotted time.

C. Building Access East Lincoln High School is equipped with a security system. The system is connected to the local police department. Students should not plan to be in the building or on the halls before 7:45 or after 3:30 unless they are under the supervision of a teacher. Clubs and sports teams should always be under the supervision of their coach or a designated person on staff. Team members should not be in the halls after school without a coach.

D. Cafeteria Policy Students are expected to behave in a respectable manner while dining in the cafeteria. Visitors are not allowed to dine with students in the cafeteria. Fast food may not be brought in the cafeteria during breakfast and lunch. Students may purchase lunch from the cafeteria and/or bring a bag lunch from home. Microwaves are available for student use in the cafeteria.

E. Career Development Coordinator (CDC) The Career Development Coordinator provides services in helping students enrolled in vocational education programs make a smooth transition from education to work or further education. Major functions include the coordination of job placement activities, employable skills training, evaluation and follow-up. The CDC is located in the Guidance office.

F. Deliveries/Messages Only emergency messages from parents/guardians will be delivered during class periods. Parents will need to state the emergency before delivery. We will not call students out of class to the Main Office to receive personal messages. The school will NOT accept student deliveries. Personal items such as balloons and flowers will not be accepted.

G. Early Dismissals Students who need to leave school before the end of the day will follow these procedures for early dismissals: On the day of the early dismissal, the student must report to the Main Office between 7:45AM and 7:55AM with a note from the parent/guardian explaining the reason for the early dismissal. The note should provide a working telephone number of the parent/guardian for verification. Students who become ill or have an emergency during the day are expected to report to the Main Office to receive their early dismissal. The student's parent/guardian will be contacted to arrange for an early dismissal.

Any students leaving school without following these procedures will be considered skipping and will face disciplinary consequences.

H. Early Graduation Students interested in early graduation must meet with the school counselor and complete an application by the end of the third nine weeks of their junior year. In order to graduate early, students must pass English III in their junior year.

I. Fire Drills Upon hearing the fire alarm signal, students will vacate the rooms using procedures posted in each classroom. Fire drills must be taken seriously at all times with all movement being done in a neat and orderly manner. After all is clear, the call to return to classes will be given over the P.A. System.

J. Hall Passes Students are expected to be in class for the entire period. It is occasionally necessary to excuse a student for personal or emergency reasons. When this becomes necessary, the teacher must create a written hall pass. The pass should include the student's name, time of departure and destination. Upon return, the teacher should note the time. Limiting the use of hall passes will control interruptions during teaching time.

K. Illness during the School Day If a student becomes ill during the day, he/she is to get a pass from the teacher to the Nurse's Office or Main Office. If the condition warrants, parents will be called or the nurse will take the student home. A prolonged stay in the restroom because of illness is considered skipping class. At the onset of illness, a student must get a pass from the teacher to the Nurse's Office or main office if ill. If a student leaves campus for any reason and does not have school and parental permission, the absence will be considered skipping and will face OSS consequences.

L. Immunization The school will follow the state law in regard to the health regulations relating to immunization and school attendance.

M. Inclement Weather In the event of inclement weather, delay and closing information will be made through:

- All district and school websites;
- Blackboard rapid communication system;

If school is canceled early in the day, due to inclement weather, students will follow their normal dismissal procedures, i.e. bus riders will board buses and car riders will wait for pickup.

N. ISS A student who receives in-school suspension (ISS) as punishment will report to the designated room immediately after arriving at school or class period. All assignments will be completed while in ISS. Teachers may send students to the ISS room to “chill-out” in order to maintain a safe and orderly environment. Students must report on time and come prepared with books, paper, and pencil. Students will be expected to take restroom breaks as a group and report to lunch as a group. ISS students will be escorted to the cafeteria to pick up their lunch at the end of 2nd lunch. Students will be allowed 4 bathroom breaks during the day.

O. Law Enforcement Interviews of pupils by law enforcement officers who show proper identification will be permitted during the school day when interviews during non-school hours are impossible, impractical, or would unduly interfere with law enforcement. Efforts will be made to notify the parent, guardian, or other adult person having the care and custody of the child. In the event that an interview is conducted on the school premises, the principal or his representative may be present during the interview.

Custody and/or arrest may be made by law enforcement officers after proper identification and credentials are shown.

P. Lost and Found If a student loses something, he/she should check in the Main Office. It is a good practice to print the owner’s name on articles of clothing (coats, tennis shoes, etc.) and other valuables.

Q. Nurse Only first aid is given at school. In cases of emergency, parents/guardians will be contacted. Any required medication (under doctor’s direction) must be registered with the school nurse and the counseling office. Any current ELHS students with health problems may receive services from the School Nurse. The Nurse’s schedule is posted on her office door.

R. Parent-Teacher Conferences Parents can contact an individual teacher directly for a conference, preferably by email or phone. If parents have difficulty scheduling a parent conference or wish to meet with multiple teachers, they should contact the Counseling Office. Please note: If a parent arrives and wants to talk to a teacher but does not have a scheduled conference, the receptionist will check to see if the teacher is available. If not, the teacher will contact the parent to establish a conference time. The receptionist will not give a parent a visitor pass to go to meet with a teacher while the teacher is working with students – whether this is during the school day or after school.

S. Parking Student parking is available. We have limited spaces and must issue parking

privileges through an application process. Parking permits are \$45.00 and fees are nonrefundable. Students who

violate parking rules will be subject to towing at owner's expense and possible revocation of parking privileges. Students with drug/alcohol violations will lose parking privileges with no refunds. See ELHS Parking Application for more information.

T. Public Address System The public address system is a vital and necessary part of any school, but its effectiveness is hindered when used too much. All announcements must be of a serious nature and must be approved by the administration.

U. Student Records Student records shall be available under the following circumstances:

- When they are to be used by the professional staff of the school.
- When a school district, employer, or institution requests them if approved by the parent or guardian of the student.
- When they are requested by a State or Federal agency as long as the records do not identify the student.
- When a parent or guardian upon confirmation of identity requests them.
- When they are requested by the pupil who is over the age of eighteen. The parent or guardian has the right to attach a written response to any item in the records when accuracy is disputed.

V. Student Support Services The ELHS Counseling Office offers and organizes services to the school, which enable students to make wise decisions regarding their educational, vocational, and personal growth. Students who need to see a counselor should stop by the department before school, during lunch, or immediately after school, to schedule an appointment. Students who have an appointment will have a pass to leave class and a pass to return to class. If an emergency arises, students should see an administrator.

W. Tardies Tardy is defined as when the tardy bell rings. Anyone who is not in the classroom and ready to begin is counted as tardy or absent. Students who arrive late to school on late buses must report to the front office for an admit slip and should not be counted tardy. \*\*Please note: If a student arrives to class late, he/she must spend at least 60 minutes in class or he/she will be counted absent for that class period.\*\* Students who arrive after 8:00 am need to report to the main office for a Tardy Slip.

If/when a student earns 3 or more tardies in a single class period, he/she will be referred to an administrator.

Consequences:

- 3rd-5th Tardies: Lunch Detention
  - 6th-9th Tardies: Lunch Detention
  - 10th+ Tardies: Out of School Suspension
- Additional Consequences: Parking on campus is a privileged. In addition to the above consequences, excessive tardies to school may result in a loss of parking privileges as follows:
- 3rd-5th Tardies: 5 day loss of parking privileges

- 6th-9th Tardies: 10 day loss of parking privileges
- 10th+ Tardies: Loss of parking privileges for the rest of the semester

X. Technology Acceptable Use Technological resources, including computers, and other devices, program, networks and Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the Board. Students are subject to usage requirements as outlined in LCS Board Policy 3225/7320

Y. Telephones In the event of illness, accidents or emergencies, students may be allowed to use school telephones in the Main Office, when given permission by administration. With the exception of lunch, personal electronic equipment and cellular phones should not be visible or audible during the instructional day (7:55am – 2:55pm). Students are allowed to use electronic devices in the cafeteria only, during their lunch period.

Z. Transcript Request Students requesting a copy of their transcript should make the request to the guidance secretary. The guidance secretary will give the student a time to come back to the Counseling Office to pick up the transcript. All other transcripts are mailed directly from school to school through the Registration Office. Student records are considered confidential. They contain information of a personal nature and are retained for future use by the school.

AA. Withdrawal from School To withdraw, a student must report to the office for instructions and procedure to be followed. Final clearance will be given when the forms are completed and a parent's permission notice is recorded. A student is granted "withdrawal grades" which are used only to transfer to another school. THESE ARE NOT FINAL GRADES.

BB. Visitors Parents/Guardians are welcome to visit East Lincoln at any time to arrange a meeting with administrators, teachers or to pick up their child. Visitors (including parents/guardians) to ELHS must stop by the main office, sign in and receive a visitor's pass. Students are not allowed to have visitors with them at school during the school day.

CC. Vital Statistics/Student Information Students and parents must provide accurate information to the school that will enable the administration to stay in contact regarding matters such as; report cards, attendance, emergency information and other pertinent information. Any changes in the phone numbers, address, or other vital information need be reported to the Data Manager immediately. Requests for changes must be made in person.

## **Dress Code Guidelines**

The dress and personal appearance of students greatly affect their academic performance and their interaction with other students. Students dress must be conducive to learning. The Lincoln County Schools Code of Conduct prohibits any appearance or clothing that does the following:

1. Violates a reasonable dress code adopted and publicized by the school; 2. Is substantially disruptive; 3. Is provocative or obscene; or 4. Endangers the health or safety of the student or others.

East Lincoln High School has adopted the following guidelines to ensure students' dress is conducive to learning. Administrators have the authority to determine appropriateness of dress not specifically defined.

### **The following examples are types of clothing are prohibited:**

#### **1. Tops (Shirts, Blouses, Sweaters, etc.)**

- All students must wear shirts on campus
- No sexually explicit or suggestive (no cleavage)
- No promoting illegal substances and/or alcohol.
- No exposed midriff stomach area and/or lower back
- No exposed undergarments
- No shirt straps less than three fingers wide or 2 inches
- No lace up shirts with ties
  - No confederate flags Please note: Shirts do not have to be tucked in but must be long enough to cover skin/undergarments when the student raises his/her arms, or stands up from a sitting position.

#### **2. Bottoms (Pants, Shorts, Skirts/Dresses)**

- When in a standing position, bottoms MUST reach beyond the fingertips
- No words or lettering across the buttocks area of the pants/skirts/shorts.
- No holes or slashes above the knee
- No pajamas and/or bedtime attire.
- Sagging pants or exposing undergarments will not be tolerated.
- No spandex, leggings, yoga pants, workout attire (etc.). This should ONLY be worn in the gym and/or dance rooms if applicable.

#### **3. Shoes/Accessories**

- Shoes must be worn at all times.
- Headwear is not permitted in the building unless approved by administration. This rule applies to males and females. It includes, but is not limited to hats, ball caps, wave caps, sweatbands, toboggans, bandannas, sunglasses, coat or sweatshirt hoods and stocking caps.
- Chains worn around the neck or on clothing must be appropriate length. This rule also applies to heavy gauge chains.

***All rules apply while a student is on school property and/or during school-related activities.***



## **Lincoln County Schools Student Code of Conduct: Specific Consequences for Rule Violations**

Note: Within these rules, the following abbreviations have been used: LD= Lunch Detention ISS= In School Suspension OSS= Out of School Suspension

The school administrator will take the following steps in addressing all cases of alleged misbehavior appropriately referred to his or her office:

1. Investigate the facts and circumstances related to the alleged misbehavior; 2. Offer the student an opportunity to be heard on the matter (due process); 3. Determine whether board policy or school standards or rules have been violated; 4. If a violation has occurred, the school administrator is to implement an appropriate consequence in accordance with the district Code of Student Conduct or applicable board policy; and 5. Parents or guardians will be notified of the misconduct and consequences. 6. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation. (See Board of Education Policy Code 4300.)

1. Assault of Physical Injury to School Employees or Other Personnel Physical assault, injury, shoving, hitting, holding and/or creating a physical barrier to one's personal space.

Minimum: Three days OSS and referral to law enforcement. Maximum: Ten days OSS, possible recommendation for long-term suspension, and referral to law enforcement.

2. Threats Threatening remarks that are assaultive in nature, intimidation toward an employee, student, or visitor.

Minimum: Three days OSS and possible referral to law enforcement. Maximum: Ten days OSS, possible recommendation for long-term suspension, and possible referral to law enforcement.

3. Aggressive, Discourteous or Disrespectful Behavior (including profanity to an employee, student or visitor) First offense: 1 day ISS to 5 days OSS Second offense: Two days ISS to 10 days OSS Third offense: Up to 10 days OSS and possible recommendation for long-term suspension

4. Fighting/Assault (physical blows passed) Students who are provoked into a fight by another student should walk away and report it to a teacher, assistant principal, or principal. Self-defense means blocking, leaving the area, and reporting the incident. If there is an exchange of blows, both are combatants.

First offense: Three to 10 days OSS and possible referral to law enforcement Second offense: Five to 10 days OSS, referral to law enforcement, and placed on a disciplinary contract Third offense: Ten days OSS, referral to law enforcement, and possible recommendation for long-term suspension

5. Discrimination/Harassment/Bullying The Board expressly prohibits unlawful discrimination, harassment or bullying, including on the basis of race, color, national origin, sex, pregnancy, religion, age, sexual orientation, socioeconomic background or disability. Bullying may include a pattern of abuse over time and involves a student being "picked on." Bullying includes cyberbullying, physical intimidation or assault; extortion, oral or written threats; excessive or cruel teasing; putdowns; name calling; threatening gestures or actions; cruel rumors; false accusations; harassment or discriminatory acts; and social isolation, either on or off campus.

First offense: One day ISS to 5 days OSS Second offense: Two days ISS to 10 days OSS Third offense: Up to 10 days OSS and possible recommendation for long-term suspension



6. Stealing Theft, robbery, burglary, or possession of stolen property (including items from the cafeteria) is unacceptable.

First offense: One day ISS to 5 days OSS and referral to law enforcement Second offense: Two days ISS to 10 days OSS and referral to law enforcement Third offense: Up to 10 days OSS, recommendation for long-term suspension, and referral to law enforcement \*Note: Property valued at ten dollars or more may result in ten days OSS, referral to law enforcement, and recommendation for long-term suspension.

7. Skipping Failure to attend assigned classes/school, detention, or presence in an unauthorized area is considered skipping. Unless students have been authorized to be absent from school by a parent/guardian or by the principal (with parent/guardian) or by the principal (with parent/guardian permission), they are expected to be in class or at school. \*Note: Students who leave school without following checkout procedures are treated as skippers (even for illness).

On Campus: Minimum consequence: One day ISS Maximum consequence: Two days OSS

Leaving Campus: Minimum consequence: Two days ISS Maximum consequence: Two days OSS \*Note: Students using vehicles to transport other students off campus will receive a minimum of 3 days of OSS and revocation of parking privileges.

8. Failure to Follow Instructions of Faculty, Staff, or Other Responsible Adults Students shall comply with all directions of the principal, assistant principal, teachers, substitute teachers, teacher assistants, bus drivers, student teachers, and any other school personnel.

First offense: One day ISS to three days OSS Second offense: Two days ISS to five days OSS Third offense: Up to ten days OSS and possible recommendation for long-term suspension

9. Academic Integrity (cheating) Cheating includes plagiarism (copying someone else's work or notes), knowingly allowing someone to copy your work or notes, and/or using unauthorized materials or information on an assignment.

Minimum consequence: "0" on assignment, parent notification, LD Maximum consequence: "0" on assignment, parent notification, OSS

10. Inappropriate/Interpersonal Behavior Students shall conduct their relationships in a manner that reflects a positive image for the school and its learning environment. The following are included as inappropriate: intimate kissing, intimate embracing/touching or suggestive entwining.

First offense: LD to one day ISS Second offense: One to three days ISS Third offense: Up to five days OSS

11. Sexual Acts Up to ten days OSS, possible recommendation for long-term suspension, and mandatory reporting to law enforcement.

12. Sexual Harassment Examples include, but are not limited to: sexual advances or propositions; repeated verbal remarks about an individual's body; sexually degrading words used toward another individual; or, to describe an individual, display of sexually suggested objects, pictures or videos. Any incident of harassment should be reported to administration and will be reported to law enforcement.

First offense: Three to five days OSS Second offense: Five to ten days OSS Third offense: Ten days OSS, and possible recommendation for long-term suspension

13. Damage to School or Private Property Students shall respect the property of the school and other persons including, but not limited to, writing on any school property, destroying or damaging school property, or tampering with the property of others. Consequence assigned will be commensurate with amount of damage.

First offense: Restitution, Up to five days OSS, and possible referral to law enforcement. Second offense: Restitution, Up to ten days OSS, and possible referral to law enforcement. Third offense: Restitution, Ten days OSS and possible recommendation for long-term suspension.

14. Dress Code In order to promote a positive learning environment, students are expected to dress appropriately. This dress code prohibits the following types of clothing at school. Please note that this list is not all inclusive, and students, along with their parents/guardians, are expected to use good judgment. All faculty and staff members will monitor the dress code. \*The student will be required to change into appropriate clothing before being permitted to return to class.

First offense: Warning Second offense: Parent notification and LD Third offense: Parent notification and ISS Fourth offense: Parent notification and up to one day OSS

15. Explosives/Destructive Devices No student shall possess or use any explosive device. This definition is not meant to include violations of rule 9. N.C.G.S 115C-390.10 mandates a 365-day suspension for students in possession of explosive devices such as dynamite cartridges, bombs, grenades, mines, or powerful explosives, etc.

Ten days OSS with recommendation to the superintendent for a 365-day suspension or expulsion and referral to law enforcement.

16. Possession/Use of Fireworks (including smoke bombs/stink bombs, sparklers, etc.) First offense: Three to five days OSS Second offense: Five to ten days OSS Third offense: Ten days OSS and possible recommendation for long-term suspension

\*Note: Each offense will result in referral to law enforcement.

17. Weapons, firearms, BB guns, pellet guns, knives, razor blades, chains (over 8") and/or other dangerous instruments (including facsimiles) Weapons, firearms, BB guns, pellet guns, chains (over 8"), anti-personnel sprays, and/or other dangerous instruments (including facsimiles) that can or are used for physical harm are against the law. Those students bringing weapons onto the campus, having weapons on buses, or those who have weapons in their vehicles that are under the jurisdiction of the school will be subject to the following: Parents will be notified, the student will be suspended up to ten days, law enforcement will be notified, and the student may be recommended to the superintendent for long-term suspension. For a firearm violation the student will be suspended for 365 days and referred to law enforcement.

18. Inappropriate items (bullets, explicit materials/objects) First offense: One day ISS to three days OSS

Second offense: Two days ISS to five days OSS Third offense: Up to ten days OSS

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19. Horseplay Students are not to run in the building, make excessive noise in the halls, or disturb any classes/school-related activities. Pushing, shoving, and hitting, even in fun, are prohibited.

First offense: One day ISS to three days OSS Second offense: Two days ISS to five days OSS Third offense: Up to ten days OSS 20. Disruption of School Setting During Any School Activity Students who choose to disrupt the normal operation of the school will be suspended.

First offense: Three to five days OSS and referral to law enforcement Second offense: Five to ten days OSS and possible referral to law enforcement Third offense: Ten days OSS, possible recommendation for long-term suspension, and referral to law enforcement

21. Significant Disruption of School and/or Inciting or Participating in a Student Disorder No student shall engage in conduct that intentionally causes significant disruption of the school or creates student disorder including: walkouts, protests, demonstrations, false fire alarms, etc.

Ten days OSS, possible recommendation for long-term suspension, and referral to law enforcement

22. Arriving Late to School/Dismissal Failure to follow the late arrival/dismissal procedures will result in the following disciplinary action:

First offense: One day ISS to three days OSS Second offense: Two days ISS to five days OSS Third offense: Up to ten days OSS

23. Trespassing Students refusing to depart from the school premises after being warned by authorized personnel or suspended students who are on campus are trespassing. Students who are suspended are not allowed to attend any school function or be on any Lincoln County Schools property or event.

First offense: Three to five days OSS and possible referral to law enforcement Second offense: Five to ten days OSS and possible referral to law enforcement Third offense: Ten days OSS, possible recommendation for long-term suspension, and referral to law enforcement

24. Forgery Forging notes of any type that deal with school matters will not be tolerated. Students that refuse to identify themselves or give misleading or false information to staff members will be treated the same as those forging a note. This will also include calls excusing students from school.

First offense: One day ISS to three days OSS Second offense: Two days ISS to five days OSS Third offense: Up to ten days OSS

25. Disruptive Devices Personal electronic equipment and cellular phones should not be visible or audible during the instructional day. These items may be used in designated areas only. Failure to relinquish the item to the staff member results in OSS.

First offense: Confiscation and possible parent conference; return to student at the end of the day Second offense: Confiscation and LD; return to student at end of the day Third offense: Confiscation and one day ISS to two days OSS

26. Extortion Extortion will not be tolerated. Anyone who through verbal or physical threat extorts anything of value from another person will be subjected to the following consequences:

First offense: Three days OSS and referral to law enforcement Second offense: Five days OSS and referral to law enforcement Third offense: Ten days OSS, recommendation for long-term suspension, and referral to law enforcement

27. **Bus Conduct** Bus conduct must be safety oriented. Rules will be established by the driver of the bus and reviewed by the administration. School rules and consequences also apply to the bus, as it is a continuation of school property. Those students who fail to follow directives of the driver or persons in charge of buses will be subject to the following. Severe offenses may warrant student(s) to be removed from the bus immediately. Riding a school bus is a privilege and safety rules will be followed.

First offense: Up to five days suspension from riding the bus  
Second offense: Five to ten days suspension from riding the bus  
Third offense: Up to twenty days suspension from riding the bus  
Fourth offense: Up to the remainder of the school year suspension from riding the bus

28. **Buying or Selling from Another Student** Students may not sell or purchase items from another student without written permission from an administrator.

First offense: One day ISS to three days OSS  
Second offense: Two days ISS to five days OSS  
Third offense: Up to ten days OSS

29. **Tobacco Policy** In support of the Board's commitment and state and federal law, students are prohibited from using or possessing any tobacco products, including cigarettes, dip, chewing tobacco, and any product derived from tobacco including electronic cigarettes: (1) in any school building, school vehicle, or on the school grounds at any time; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips.

First offense: One day ISS  
Second offense: One day out-of-school suspension  
Third offense: Up to 3 day out-of-school suspension  
Fourth offense: Up to 5 day out-of-school suspension  
Fifth offense: Up to 10 day out-of-school suspension  
Sixth offense: 10 day OSS and a recommendation long-term suspension for the remainder of the term

30. **Alcohol and Other Drugs** Students are prohibited from possessing, using, transmitting, selling, or being under the influence of any of the following: narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, synthetic stimulants, synthetic cannabinoids or other controlled substances, any alcoholic beverage, malt beverage, fortified or unfortified wine or other intoxicating liquor or any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior. Violations will result in up to 10 day OSS and a recommendation long-term suspension for the remainder of the year.

31. **Gangs** Gang-related activities such as use of symbols or wearing of clothing that are considered to be "gang related" will be subject to the following:

First offense: One day ISS to three days OSS  
Second offense: Two days ISS to five days OSS  
Third offense: Up to ten days OSS \*This includes confederate battle flag, gang colors and gang symbols. Any gang symbol written on school property will be punished with three days OSS and restitution for the damages. Students engaging in gang-related activities such as recruiting, fighting, 'beat ins', etc. will be subject to the following: Up to ten days suspension, recommendation for long-term suspension, and referral to law enforcement.

32. Communicating a False Bomb Report or Perpetrating a Bomb Hoax Students shall not communicate a false bomb report that there is located on any school property or at any school-sponsored event on or off school property any device designed to cause damage by explosion, blasting, or burning. Students shall not perpetrate a bomb hoax by any means, including the concealment, placement, or display or any device, machine, or artifact to cause a person to reasonably believe the item is a bomb.

Minimum: Up to ten days OSS and conference with parent. Maximum: Ten days OSS and possible recommendation for long-term suspension.

33. Causing a Fire or Committing Arson Students shall not set fire to anything unless directed to do so under the supervision of a teacher or administrator for educational purposes.

\*Up to ten days OSS, possible recommendation for long-term suspension and referral to law enforcement

34. False Fire Alarms Tampering with a fire alarm/fire extinguisher/safety equipment or causing a false fire alarm is not only a violation of school rules, but is a criminal offense. It is mandatory that school officials report the individual(s) to the police and the result may be a \$500.00 fine, a jail sentence or both. If a false fire alarm causes a significant disruption it will result in a third offense.

Minimum: Up to ten days OSS and conference with parent. Maximum: Ten days OSS and possible recommendation for long-term suspension.

While a student is suspended from school, he/she may not take part in any school-sponsored events and may not be allowed to be on any Lincoln County Schools campuses. G.S. 115 c 288 All rules apply to student conduct on school property, school buses and bus stops, school-sponsored field trips, athletic events, club events, and all other school activities.

## Consent Form Participation in the Drug-Testing Program

This form must be completed and signed by each high school student-athlete and his/her parent or legal guardian. This form is required for all students who participate in any athletic competition, to include cheerleading. Eligibility for participation will not be granted until this form has been signed and returned to the student's school.

Student-Athlete Name Sex \_\_\_\_\_

School \_\_\_\_\_ Grade Level \_\_\_\_\_

Drug-Testing Consent By signing this form, I, the undersigned student and parent, affirm that I am aware of the Lincoln County Board of Education's drug testing regulations and procedures, which requires the following for any student-athlete who is found to have any tested drug or substance:

- A first positive test may result in a ninety (90) day period of ineligibility from all student athletics. Prior to returning to athletic participation, the student must provide a negative drug test result. The cost of the follow-up drug test is the responsibility of the student.
- A second positive test may result in a 365 day period of ineligibility from all student athletics. Prior to returning to athletic participation, the student must provide a negative drug test result. The cost of the follow-up drug test is the responsibility of the student.
- A third positive test may result in permanent ineligibility for the remainder of the student's career.

I hereby give consent to be tested by an independent, licensed drug-test administrator for the presence of illegal drugs and controlled substances if I am randomly selected, or if there is a reasonable suspicion or cause for a test, or a follow-up test is required for participation in the athletic program. I consent to giving a urine specimen or saliva test for testing upon request by the drug-test administrator. I understand that a refusal to be tested, or any attempt to tamper the test sample will result in a declaration of a positive test. I agree to follow the drug testing procedure that has been set forth in Board Policy 3623-R/4343-R.

I hereby authorize the licensed physician to release the results of my test to the student's parent/guardian and the Superintendent or her designee, who shall notify the student's principal, athletic director and coach. I waive any privilege in connection with the results of the drug test. I understand that the drug-test results will not be shared with law enforcement and that the outcome of the drug-test will not affect my academic career.

By signing this form, I have read and understand Board Policy 3623-R/4343-R and its related consequences. I understand that the Lincoln County Board of Education and its officers, administrators, employees, and agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this form.

Name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of parent(s)/guardian (s): \_\_\_\_\_

Signature of parent/guardian (1) \_\_\_\_\_ Date: \_\_\_\_\_

Home address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code  
\_\_\_\_\_

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