

Havelock High School

Student Handbook 2016-17



**Sixty Years of
Excellence in Education**



HAVELOCK HIGH SCHOOL

Dr. Jeffrey E. Murphy, Principal
jeffrey.murphy@cravenk12.org

August, 2016

Dear Students,

I want to wish each of you the best as you begin, or as you continue your educational endeavors at Havelock High School. It is my desire that all of you experience success in everything that you attempt during the 2016-2017 school year.

Each student must be aware of the Craven County School Board Attendance policy. Students who miss more than ten days in a course during a semester will lose credit for that course. This includes excused and unexcused absences. This policy will be strictly enforced and improving attendance will continue to be a focus at Havelock High School.

I would like to encourage students to take full advantage of the academic opportunities that are offered at Havelock High School including Advanced Placement and honors courses, music and art courses, and career and technical education courses. Please become familiar with the course offerings that most benefit your needs by perusing the Craven County Schools website.

There is a preponderance of research that concludes that participation in extracurricular activities is academically beneficial for high school students. Benefits include increased engagement, higher academic achievement, higher attendance, and reduced suspensions. Students who participate in extracurricular activities are also less likely to drop out of school. For this reason, I want each of you to participate in sports, performance ensembles, academic clubs etc. according to your interests.

The administrative team, faculty, and I are willing to do whatever we can to help you succeed. We have extremely high expectations for you regarding academic achievement and behavior. Our ultimate goal is for each of you to graduate from high school.

This handbook is intended to help you understand policies and procedures so that you will be successful at Havelock High School. It will be used in conjunction with the Craven County Schools 2016-2017 Student Policies and Regulations manual that is available on the Craven County Schools website. It should be understood that this handbook is not all-inclusive, especially in regard to discipline. In addition, the principal has the right to adjust rules and policies as needed during the school year.

It is my expectation for you to work hard so that you will be successful in all that you endeavor. Please study this handbook and share it with your parents so they will understand what is expected of you as a student. Best wishes on a successful school year.

Sincerely,

Dr. Jeffrey E. Murphy
Principal

Havelock High School

School Vision

To maximize each student's potential through academic and personal growth.

School Mission

Havelock High School will inspire students to be life-long learners, prepared for post-graduation opportunities and committed to
RAM PRIDE.

Core Beliefs

We believe:

- in assisting students to be successful in a global and multi-cultural society.
- in leading the way by setting examples of character through actions and words, which reflect high morals and values.
- in providing a safe and inviting environment that fosters trust and confidence.
- in encouraging students to effectively apply their knowledge and skills.
- in involving all of our stakeholders in the process of continuous improvement.
- in collaborating with school and community partners, which will enable students to utilize their education in life experiences.
- in helping students develop leadership potential, assisting students in exploring personal interests, fostering respect for diversity, encouraging artistic creation, recognizing the value of the individual, and teaching students to find their role in society as an American citizen.

Craven County Schools
CHARACTER EDUCATION
Monthly Traits

July	Citizenship
August	Optimism
September	Respect
October	Responsibility
November	Self-discipline
December	Caring
January	Perseverance
February	Integrity
March	Good Judgment
April	Fairness
May	Courage
June	Cooperation

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Board Of Education

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August 1, 2016

Notice to Parents

As a parent of a student in the Craven County School System, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the North Carolina Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the North Carolina Department of Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether the teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the Human Resource Services Division at 514-6367. As always, we welcome your suggestions, questions and comments. We value your continued involvement in the quality education of your child and look forward to an exciting year of continued excellence.

Sincerely,

Dr. Wendy A. Miller
Assistant Superintendent
Human Resource Services

Notice to Employees and Students

Students have an equal opportunity to an education and can participate in activities without regard to race, color, national origin, gender, disability, parental or marital status, age or religion.

Title IX Coordinator and Americans with Disabilities Act

Wendy Miller

Assistant Superintendent
For Personnel (Personnel Issues)
3600 Trent Road
New Bern, NC 28562
(252) 514-6367

Danny Skinner, Director

Facility Support Services
1822 Hazel Avenue
New Bern, NC 28560
(252) 514-6380

504 Coordinator

Sandy Carlaccini

Director of Federal Programs
3600 Trent Road
New Bern, NC 28562
(252) 514-6374

Title IX Coordinator

Debbie Hodges

Director of Student Services
3600 Trent Road
New Bern, NC 28562
(252) 514-6341

The Craven County Board of Education believes that its employees and students should lead healthy, wholesome, and productive lives; lives that are free from illegal drugs and other substances. The Craven County Board of Education further believes that the use of illegal drugs and other substances have a detrimental effect on one's physical, emotional social and intellectual well-being. Therefore, the Craven County Board of Education prohibits, on all its properties, the unlawful possession, use, distribution, or manufacture of a controlled substance by any person employed by or enrolled in this school system.

Violations of any of Craven County Board of Education's drug policies by its employees or students will result in punitive action.

This belief statement is issued by the Craven County Board of Education to comply with Subpart C Section 86.200 and 86.201 of the Drug-Free Schools and Communities Act of 1986.

Referenced Policies:

710.1813	Drug-Free Workplace Environment
913.02	Drugs and Alcohol
1013	Student Discipline: Code of Conduct-Section MS

GENERAL POLICIES AND PROCEDURES

Absences

Attendance is required of every student every day. Students are not allowed to miss (cut, skip) classes. Regular and consistent attendance for all students in grades 9-12 and a minimum academic grade of 60 is required in order to receive credit for a course. According to Craven County Board of Education policy, an absence for grades 9-12 is defined as the failure to be in attendance for at least 90% of the required allotted daily instructional time per period. The school principal may designate whether the 90% will be at the beginning or the end of the class period. This policy includes the regular class and the seminar class. Students will be counted absent on days that they are assigned seminar if they miss more than eleven minutes of the class or the seminar period. Students will be counted absent on non-seminar days if they miss more than eight minutes of the regular class.

Absence Procedures

The following procedure will be implemented each semester:

- First – Tenth Absences – The student will be responsible for making up class work within five school days. Parents will be notified after the sixth absence.
- Eleventh Absence - Course credit will be denied.
- Students who lose credit for excessive absences may have their driving privileges revoked by The North Carolina Department of Motor Vehicles (See Loss of Credit and Driver's License Guidelines).
- **It must be understood that students who have more than ten days absent will lose credit whether the absences are excused or unexcused, regardless of the final grade earned in the course.**

Accidents

If a student is injured during the school day, the closest faculty/staff member should be notified. The faculty/staff member will immediately notify an administrator and the nurse. An incident report will be completed by the nurse or the teacher that witnessed the accident. All incident reports will be filed in the nurse's office. The student's parents will be notified.

Advanced Placement, Honor Classes

Multiple advanced placement and honors courses are offered at HHS **All AP students are required to take the AP exam.** Students who fail to take the AP exam will not receive the weighted GPA points at the end of the semester. Also, because of small enrollments for AP and Honors classes, **students will not be allowed to drop an AP or honors class for any reason after the first day of school.**

After School Detention

Teachers may assign After School Detention (ASD) for students who do not meet classroom expectations. ASD may be utilized as part of each teacher's Classroom Management Plan and/or for tutoring purposes. Teachers must provide students at least twenty-four hours notice when assigning ASD. Students are responsible for notifying their parents. ASD will last from 2:35-3:05. Parents or guardians are responsible for transportation home after ASD. Students who do not attend ASD will be referred to an administrator and will be assigned a Saturday Detention, ISS, or OSS depending on the student's discipline record.

After School Procedures

All drivers and walkers must leave campus immediately after school. Beginning at 2:30, students must be in one of the following locations: with their coach/director/faculty sponsor of an after school organization, with a teacher for learning center or detention, or on the front terrace until their rides arrive.

- **If students are not involved in a supervised school activity or waiting for a ride or bus, they must leave campus.**
- Students are not to congregate in the hallways, on any terrace, in the parking lot or on the grounds after school. They should be moving, not standing unless they are waiting for a ride in front of the school.
- Students who loiter or remain on campus will be assigned Saturday detention without warning.
- Teachers and coaches are responsible for their students between 2:30 and the end of practice/rehearsal/meetings/learning center. Directors, teachers and coaches who do not begin meetings, practice or rehearsal etc. directly after school must provide a quiet area for students to begin their homework. Directors and coaches should require a pass from students who meet with a teacher after the seminar period.
- **During the school day from 6:45 until 2:45 P.M, parents are not to enter the student or the faculty parking lot to pick up or drop off students.**
- **All students must be picked up/dropped off in front of the school no later than 2:45.** Students should explain to their parents that failure to adhere to the drop off/pick-up policy will result in Saturday Detention for the student.
- Students must arrange for transportation home after school events. All uninvolved students must be picked up no later than 2:45. There will be no adult supervision for students not involved in a school activity after this time.
- After school, teachers should approach and refer uninvolved/loitering students who remain on campus. They will be subjected to the following consequences:
 - First offense - Saturday School/Parent Contact
 - Second offense - Saturday School/Parent Contact
 - Additional offenses – OSS

Announcements

Announcements will be read every day in each second period classroom and the announcements will be posted on the school website and on the glass beside the office check-in/check-out window. Students are responsible for information on the daily announcements. **Please inform Dr. Murphy if your teacher does not read the announcements every day.**

Arrival to School

Parents are to drop students off in front of the school (Webb Blvd by the flagpole) prior to school, **not in the student lot or in the teacher parking lot.** **Students should explain to their parents that failure to adhere to the drop off/pick-up policy, will result in Saturday Detention for the student.** Students may not enter any part of the school building except the cafeteria until 7:20 in the morning without a note from a teacher. At 7:00 students may wait on the terrace between the gym and the performing arts center or in the cafeteria until the first bell. When the first bell rings students should proceed directly to class. Students are not to loiter outside or in hallways before school. **Students are not permitted leave campus for any reason once they have arrived without checking out. Students who leave will be assigned a discipline consequence.**

Assistant Principals

Assistant principal offices are located in three of the main halls on campus and are clearly marked.

- Ms. Carson is located in room 530 (third door before the end of the science hallway when moving toward the teacher parking lot),
- The new assistant principal will be in room 312 (First door past library in the 300 hallway when moving towards the small commons),
- Mr. Byland is in room 606 (located in the small commons).

Having the assistant principals in various locations around the building makes them more accessible to students and teachers. Students must arrange an appointment to meet with their assigned assistant principal.

Athletics

Students who wish to try out for an athletic team at Havelock High School must meet the following requirements:

- Academic: In order for a student to be academically eligible to participate in a sport the student:
 - must have been promoted from the middle school to the ninth grade, or
 - must have passed three courses the preceding semester (students who exceed the ten-day policy and receive failures or forced failures will not be eligible), and
 - must have been promoted the previous year

- The student must have a current physical form on file with his/her coach.
- The student must subscribe to the school insurance plan or have a properly prepared waiver on file.
- The student must meet individual sport requirements as designed by individual coaches.

The following sports are available at Havelock High School:

Men	Men	Women	Women
Football	Track	Soccer	Track
Basketball	Soccer	Basketball	Volleyball
Baseball	Cross Country	Softball	Cross Country
Tennis	Wrestling	Tennis	Swimming
Swimming	Club Lacrosse	Golf	Cheerleading
Golf		Club Lacrosse	

Attendance

(See Ten Days)

Bell Schedules

Daily Schedule (See Seminar Schedule explanation on page 24)	
Period	Times
Period 1	7:30-8:55
Period 2	9:00-10:25
Period 3	10:30-12:25
Lunch A	10:30-10:55
Lunch B	11:00-11:25
Lunch C	11:30-11:55
Lunch D	12:00-12:25
Period 4	12:30-1:55
Monday - (See Monday Focus Schedule) Tuesday - First Period Seminar Wednesday - Second Period Seminar Thursday - Third Period Seminar Friday -Fourth Period Seminar	2:00-2:30

Bell Schedules (Continued)

Inclement Weather Delay Schedule		Staff Development Schedule	
Period 1	9:30-10:25	Period 1	7:30-8:20
Period 3	10:30-12:25	Period 2	8:25-9:10
Lunch A	10:30-10:55	Period 3	9:15-10:00
Lunch B	11:00-11:25	Period 4	10:05-10:55
Lunch C	11:30-11:55	Lunch	11:00-11:30
Lunch D	12:00-12:25	Buses Depart	11:30
Period 2	12:30-1:25		
Period 4	1:30-2:30		

Monday Focus Schedule	
Period	Times
Period 1	7:30-8:55
Monday Focus	9:00-9:30
Period 2	9:35-11:00
Period 3	11:05-1:00
Lunch A	11:05-11:30
Lunch B	11:35-12:00
Lunch C	12:05-12:30
Lunch D	12:35-1:00
Period 4	1:05-2:30

Bicycles

Students who ride a bicycle to school must chain it to the bike racks next to the cafeteria terrace. **Bicycles and other two wheeled vehicles are not to be chained to signposts, light posts or railings.** Havelock High School will not assume responsibility for lost, stolen, or damaged bicycles. Students who ride mopeds, motorcycles etc. must purchase a parking pass and park in an assigned parking space.

Bluetooth Speakers

Bluetooth speakers and other equipment used to amplify music in the hallways, on the terraces or in the parking lots are not to be brought on campus and will be considered contraband. Students amplifying music may be suspended out-of-school.

Breakfast

Food purchased in the cafeteria at breakfast must be consumed in the cafeteria. Students must be served prior to 7:20 and cannot be late to class because they are eating breakfast. **All breakfast meals must contain a fruit item (1/2 cup). Students are not to take food or drinks to classrooms or to the terrace.**

Full Price \$1.25	Reduced Price Students will receive free breakfast until further notice from the district office.
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Buses

Bus transportation is available for students who reside one and one half miles from school or further. All Craven County and Havelock High School policies are in effect from the time the student arrives at the bus stop until the student returns home. Students who do not follow bus policies may be suspended from riding the bus temporarily or indefinitely depending on the offense. Students should remember that riding the bus is a privilege, not a right.

Students should follow all of the driver's rules in addition to the rules listed below:

- Talk quietly. No yelling or distracting noises.
- Remain seated while the bus is in motion.
- No food or drink may be consumed on the bus.
- Students are not to put any body part out of the window.
- Students must be waiting at their bus stop when the bus arrives.
- Students who wish to ride a bus different from their assigned bus must bring Ms. Morgan or Ms. Carson a note from their parent that includes a phone number in the AM. A permission note will be issued if there is room on the bus.
- No transportation changes will be granted on Friday.

Check-In Procedures

All students must check in at the front office window and should sign the check-in sheet at the window when they arrive at school after 7:30 A.M. Failure to check in at the office will result in a referral for failing to follow a school policy. Students must sign in regardless of their reason for being tardy.

Check out Procedures

In order to leave campus during the school day a student must check out in the school office. The following check out procedures must be followed:

- **Minimizing classroom disruptions is a priority at HHS. Unless there is an emergency situation, students should only check out-of-school during class changes. Parents should refer to the school schedules listed on page 6-7 of this handbook to determine when our class change times occur.**

- Only custodial parents/legal guardians may check students out-of-school or give a student permission to check out-of-school.
- The parent must come by the office window and pick up the student and should fill out the check-out sheet in the office before leaving. Parents may be asked to show ID. Parents may call in advance to check out a student who drives to school. The parent should speak to the office staff member who answers the phone. The student must come to the office window and sign the check- out sheet prior to leaving school.
- A parent may designate another person to check their child out. This must be done in advance and in writing, and the parent must bring the note to the office in person prior to the day of checkout.
- Students who are eighteen or older who attend Havelock High School are still required to follow this policy and must be checked out by a parent or legal guardian.
- Students who leave without following check out procedures and signing the check out sheet will be referred to an administrator for failing to follow a school policy and will be assigned Saturday Detention. **No warning will be given!**

Communication with Teachers

Havelock High School has established effective communication systems for parents and teachers. **Parents are encouraged to initiate contact** with teachers if they have any questions or comments. Listed below are several effective ways to contact a teacher:

- The most effective way to contact teachers is through E-mail. Teacher E-mail addresses are listed on the HHS website at:
<http://havelockhigh.weebly.com>

Parents should include the word “parent” in the subject line. E-mail addresses for most teachers use the following structure:

firstname.lastname@cravenk12.org

- Call the school (444-5112) and ask to speak to a teacher. A message will be placed in the teacher’s mailbox if they are in class, in a meeting, or otherwise unavailable.
- Call the secretary in the Counseling Center (463-1505) to schedule an appointment with one or more of your child’s teachers. An appointment will be scheduled with the requested teachers.
- Parents and students are encouraged to use the PowerSchool Parental Portal to regularly check student progress. Student logins are shared with students when they enroll at HHS. Parents must create their own accounts and provide log in information at that time. Parents who have not created an account should see someone in the front office for their specific new account log in. Additional help can be accessed on the school website at:

<http://havelockhigh.weebly.com>

Community College Waivers

Students who choose to drop out of high school must wait six months before being admitted to a community college. The administration at Havelock High School does not make exceptions to this policy.

Counseling Center

School counselors are available to assist students with various concerns in regard to school. If a student wishes to speak with a counselor, he/she should stop by the Counseling Center to request an appointment. Counselors are assigned based upon student last names:

Mrs. Sadler, A-Gn	Jessica.sadler@cravenk12.org
Mrs. Harrelson, Go-N	michelle.harrelson@cravenk12.org
Mrs. McCoy-Speight, O-Z	angela.mccoy@cravenk12.org

There are resources available to students who are experiencing academic or personal issues. Some of these include:

- **Peer Tutors** with the National Honor Society
- **Voluntary attendance to Seminar** classes with the teacher's approval
- **After School Learning Centers:** Students may arrange to meet with teachers after school if teachers are available
- **National Suicide Prevention Lifeline:** If you or someone you love is at risk call (1-800-273-TALK). Get the facts and take appropriate action because with help comes hope. Call or visit this website: www.suicidepreventionlifeline.org

Credit Recovery—Remediation

The purpose of Credit Recovery at Havelock High School is to provide remediation for students who have failed a course. It is hoped that the student will complete an abbreviated curriculum that will reconcile the failing credit to a passing credit.

A student will be eligible for Credit Recovery if:

- He/She has failed one or more courses in a previous semester.
- Students can only be assigned to Credit Recovery within the first ten days of the semester.
- Students taking credit recovery during the school day must attend class for the entire semester, even if they have completed the course and all teacher assignments.
- If the student successfully completes the Credit Recovery course with a passing grade, credit for the course will be awarded. The failing grade from a previous semester will be listed on the transcript in addition to a "P" that indicates that course credit was achieved.

- Students who skip Credit Recovery classes or who exceed the county attendance policy may be exited from the program and may not receive credit.
- Discipline problems will not be tolerated in Credit Recovery classes.
- There will be no mid-semester promotions based on completion of a credit recovery course.
- The principal retains the right to revise or make exceptions to Credit Recovery procedures.
- Students are expected to follow the Craven County Schools Acceptable Use policy. Any violations will result in the revoking of computer privileges which could cause failure in a Credit Recovery class.

Curriculum

All students at Havelock High School will be instructed according to the curriculum established by the North Carolina Department of Public Instruction. For a complete explanation of graduation requirements, course descriptions and more, see the Craven County Schools 2016-2017 High School Course Description and Registration Handbook available at:

<http://www.craven.k12.nc.us>

Dances

Dances are intended to be fundraisers for the school. **Only current Havelock High School students will be allowed to attend the homecoming dance and any other dances approved by the principal.** No guests from other schools or non-students will be permitted. The only dance where this rule does not apply is the Prom. See the Prom section of this handbook for further information about the prom on page 22.

Directory Information

It is the parent's obligation to inform the school data manager when family demographic information changes. Examples of demographic information include: address, home and cellular phone numbers, parents' work numbers, etc. It is important that family demographic information is kept up to date so parents can be contacted in case of an emergency and so they can receive text messages, email and/or recorded messages from the school.

Discipline

See the Discipline Policies section of the handbook (pages 28-37).

Dress Code

Students are responsible for using sound judgment in dress, grooming, and personal hygiene. The principal/designee has the authority to regulate student dress especially if the dress is disruptive, obscene, offensive, unsafe, or otherwise inappropriate. Example: Appropriate footwear is required at all times for safety reasons. All school staff shall strictly enforce all student dress code requirements.

See the Discipline Policies section of the handbook for violation consequences (pages 28-37). **The dress code is shared during second day assemblies each semester by the principal. Students who are referred for a dress code violation after the assembly, will be assigned administrative consequences.**

Therefore, the following is included:

- Only shirts or blouses with a sleeve will be permitted. There must be fabric that extends beyond the seam at the shoulder or the shirt or blouse will not be allowed. No spaghetti strap tops or dresses, tube tops, exposed sports bras, inappropriate athletic clothing (including gym shorts and soccer shorts), or tank tops allowed.
- Blankets may not be used at school. Students may bring a jacket, sweater, coat, etc.
- Net shirts, off the shoulder garments, bare midriffs, see-through or sheer blouses, or tight fitting clothes (i.e. pencil skirts), and dresses or other revealing attire (i.e. exposing cleavage) are not acceptable.
- Skirts, dresses, and shorts may not be shorter than mid-thigh. Mid-thigh is defined as halfway between the hip bone and the middle of the knee.
- Pants or shorts designed with fashion holes, rips, fake holes, or frayed fabric are unacceptable and may not be worn to school. This rule applies even if there is fabric underneath the holes.
- Pants and shorts must be worn at the waistline. No undergarments shall be revealed.
- Long shirts and baggy, sagging pants are not allowed.
- Headgear, hats, do-rags, headbands and sunglasses are not to be worn in the building at any time unless approved by the principal or his designee.
- Clothing, jewelry or buttons with letters, initials, symbols or wording that is obscene, alcohol, drug, weapons or violence related, offensive, inflammatory, or detrimental to the instructional process or otherwise inappropriate are not allowed.
- No gang related clothing, accessories, or symbols as identified by local law enforcement agencies or the school administration will be allowed.
- Bandanas of any color or pattern are not permitted under any circumstances (i.e. worn as headbands or hanging from the pants pocket or displayed in any way).
- There shall be no jewelry, plastic or metal spacers, or any other object piercing the skin affixed to a student's nose, tongue, lip, chin, cheek, or eyebrow. Jewelry cannot be inverted and worn as a spacer.
- Bandages may not be worn to cover facial jewelry.
- No bedroom slippers, pajamas or sleepwear are to be worn unless permitted on special occasions by the school principal.
- Footwear deemed as inappropriate by the principal shall not be worn.
- Chains are not to be worn on clothing, attached to wallets, belts, etc. Only light jewelry chains worn around the neck will be permitted.

- Gang related or offensive tattoos must be covered by clothing while at school.
- Studded leather neck bands/wristbands are not permitted.

Driver's Education

In order to participate in Driver Education a student must be 14 ½ years old. Driver's Education is not taught during the school day. The course includes 30 hours of classroom instruction and six hours of on-road instruction. Students must obtain a "Driver Eligibility Certificate" in order to receive a driver's permit or license. **If a student does not pass 70% of his/her classes each semester, the Driver's permit or license will be revoked.** Students and parents who have questions should contact Mr. Jorge Benitez, the school coordinator for the Driver's Education program at 252-444-5117. The schedule for Driver's Education courses at Havelock High School will be announced. A \$45.00 fee will be collected for on the first day of class.

Early Release and Late Arrival

All students will have a full schedule during the fall semester and only seniors will be allowed an early release or late arrival schedule during the spring semester. Students who have early release or late arrival schedules must **leave** campus during the periods that they do not have a class. They may **not** wait in the lobby, cafeteria, front terrace, media center, or in a teacher's classroom.

If early release students wish to do research in the library, they must have permission from the principal. Early release students involved with after school activities should return to the parking lot and wait in their cars for the bell prior to the 2:30 bell. **After 2:30 vehicles cannot enter the student parking lot until the conclusion of the afternoon transition because both lanes are used as an exit.**

Late arrival students who arrive prior to their class time must congregate in the cafeteria or on the terrace a few minutes before the bell. They may not walk through the halls; go to their lockers or the media center, etc. **These rules also apply to students who are enrolled in evening school.**

Students with early release who cannot arrange transportation will be assigned additional classes to complete their schedules.

Evening School

An Evening School has been established at Havelock School to provide an option for students who may benefit from a different educational setting. The school administration may assign students based on their academic performance, attendance, conduct or for any reason deemed appropriate. Students who attend the Evening School must adhere to all Craven County and Havelock High School expectations and policies. For additional information about the Havelock High School Evening Center, contact the Evening School Director, Mrs. Leilani Camden at 252-463-1512.

Extracurricular Activities

Students are encouraged to participate in one or more of the extracurricular clubs and organizations at Havelock High School. Club offerings vary from year to year and usually meet before, after, or during school. They are listed below:

Beta Club; Color Guard; Family, Career, Community Leaders of America (FCCLA); EMT Club; Fellowship of Christian Athletes (FCA); Future Business Leaders of America (FBLA); National FFA Organization; FOR Club; Future Teachers of America (FTA); Interact Club; Jazz Ensemble; Junior Civitans; National Art Honor Society; National Honor Society; National Technical Honor Society; National Junior Reserve Officers Training Corps Drill Team; Teen Court; Tri-Club (a club that combines Students Against Drunk Driving; Students Against Violence Everywhere and Teens Against Tobacco Use); various instrumental music ensembles; various vocal music ensembles; and Winter Guard.

Fees Owed

Students who owe fees, i.e. smoking fines, fundraiser fees, library fines, graduation fees, technology fees, etc. may not be allowed to participate in school activities, trips, extracurricular activities etc. until fees are paid and may have their parking passes suspended. Graduates who owe fees will not be allowed to participate in commencement exercises.

Graduation Fee: \$25.00 (all seniors see page 15)

Technology Fee: \$20.00 (all students see page 26)

Field Trips

Various classes or organizations may take approved educational field trips during the school year. Information on the purpose, the cost, and the schedules of the trip will be shared with parents prior to departure. Parental permission slips will be required for all students who leave campus during the school day for a field trip. Students attending field trips must be in good standing for all classes they will miss.

Fight Song

The Havelock High School fight song is based on the trio section of the famous American march "Our Director" by Frank Bigelow. The words to the fight song are as follows:

**We're from Havelock High School, we need no help;
We've got that spirit and we've got that pep,
there is no doubt about it;
Fight for Havelock High School, never give in;
Fight to the finish Rams, we're out to win!**

Grades

Grades on report cards will be numerical. Any grade below a 60 will be considered a failing grade.

Grading Scale:

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

Graduation Fee

Seniors will be assessed a graduation fee of \$25.00, payable by November 1, 2016. Funds generated are intended to defray costs for senior activities and graduation.

Graduation Honor Cords and Sashes

Students graduating with all A's will receive a yellow cord to wear during the graduation ceremony. All students must have a robe and hat that fit and the sash for the current year. Students who receive A-Team recognition, final GPA of 3.625 or higher, from the Craven County School District will receive a white cord to wear during the graduation ceremony. Beta Club members will be issued a black cord. A National Honor Society sash will be provided for members as well. No other cords, sashes, medallions, or badges may be worn during the ceremony.

Inclement Weather

Parents and students will be able to find information about school closings, delays, or early dismissals on local radio and television stations due to inclement weather. A Blackboard Connect message will be sent from the Board of Education to phone numbers that has been provided to the school. **It is important for parents and students to keep demographic information (phone numbers and email addresses) updated to ensure that they will receive these messages.** Parents can also call 252-514-6300 for a recorded message when school is delayed, dismissed early or closed due to weather. Additionally, school closing information will be posted on the Craven County Schools website at:

<http://www.craven.k12.nc.us>

It is the parents' responsibility to make arrangements in advance to provide transportation for students who usually walk to and from school. Opportunities to use school phones on inclement weather days will be limited.

When schools are dismissed early, not all schools will be dismissed at the same time. The make-up days for students shall be the days indicated on the school calendar adopted by the Board of Education unless otherwise designated by the Board of Education.

In-School Suspension (ISS)

Students who disregard or violate county and school policies may be assigned In-School Suspension (ISS) by an administrator. In-School Suspension is a short-term alternative placement in which students will be expected to complete assignments from their regular classes. Parents will be notified if their child is assigned to ISS. Students in attendance to ISS are not counted absent from school.

Insurance Information

Student insurance policies are underwritten by QBE Insurance. Options for premium payments include:

- Enroll on-line with a credit card at:

https://www.hsri.com/K12_Enrollment/Main/default.asp

- Or pick up an enrollment form in the front office at Havelock High, complete the form, and mail it along with a check or money order to the address indicated.
- Other information is available at:

info@younggroup.biz.

Internet

Use of the World Wide Web as an information source can only occur if students and parents have signed an Internet Agreement Form. Very specific guidelines for Internet use can be found in the Craven County School System Student Policies and Regulations handbook.

Laptop Computers

Students are not to use personal laptops or other devices on campus without permission from the principal.

Lockers

First semester second period teachers will issue lockers to students. **Students are not permitted to share lockers.** Lockers are the property of Craven County Schools and may be inspected by the school administration at any time without notice to the student. Students who enroll after the opening of school are to see their second period teacher for locker assignments.

Loss of Credit and Driver's License Guidelines

The state of North Carolina has high standards in regard to obtaining and maintaining a driver's license for students. According to Lose Control: Lose License Guidelines outlined in G. S. 20-11, there are several ways a student can have their license revoked.

- Not enrolled (drop out)

- Not making progress toward obtaining a high school diploma or its equivalent (must pass 3 out of 4 classes on the block schedule)
- Expulsion
- Suspension for more than 10 consecutive days
- Assignment to an alternative educational setting for more than 10 consecutive days
- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property that results in disciplinary action
- The bringing, possession, or use on school property of a weapon or firearm that resulted in disciplinary action under G. S. 115C-391(d1) (gun, rifle, pistol, other firearm of any kind, dynamite cartridge, bomb, grenade, mine or powerful explosive. This does not apply to fireworks, BB gun, stun gun, air rifle or air pistol) or that could have resulted in that disciplinary action if the conduct had occurred in a public school
- The physical assault on a teacher or other school personnel on school property.

Students who are included in one of the categories above will be reported to the North Carolina Department of Motor Vehicles and may/will not be able to apply for a North Carolina driving permit or license.

Lunch

- During lunch, students may be in the cafeteria or one of the bathrooms in the cafeteria. Students caught in other areas of campus will be considered out-of-bounds (see page 21) and disciplined for skipping.
- Students may not order delivery food items (pizza, Chinese food, etc.) at any time during the school day.
- **Students may not eat lunch in a teacher's classroom, the band room, field house or ROTC room or any other part of the building.**
- If a teacher wishes to see a student during lunch, the teacher must write a pass, and the student should present it to an administrator or teacher on lunch duty. Only students who have checked out with parental consent through the school office will be permitted to leave school on foot or in an automobile.
- Students who leave campus on foot or in a car during lunch and who have not properly checked out-of-school will be disciplined for skipping and will have their parking pass revoked.
- Students who break in line for any reason, including **"talking to a friend"** or leave their trays/garbage on the table will be assigned Saturday detention.
- Reminder that all lunch meals must include a ½ CUP FRUIT or VEGETABLE CHOICE.
- High school students may take an entrée, bread, up to 1 cup of fruit and 1 cup of vegetables in a variety of combinations, and milk. A high school student meal must include a minimum of 3 items including a fruit/vegetable to count as a meal.

- Students will continue to see whole grain breads this school year. 100% Whole Grain Products will be utilized for school lunch and breakfast for the 2016-2017 school year.
- Students with special dietary needs must have a Doctor Signed Diet Order completed each school year.
- Water is available during meal time at all schools by a water fountain or dispensed by pitcher. Bottled water is available for purchase.
- Menus, Diet Order Forms, and the Free and Reduced Meal Application for 2016-2017 will be available on the Craven County Schools Website – Child Nutrition Section.
- No other competitive foods will be consumed, sold, or provided until after the last child has been served lunch (Craven County Schools Policy 1016.08).
- The New Smart Snack Rules will be in effect until 30 minutes after the end of the school day. All ala carte items offered from the cafeteria will meet those guidelines set by USDA.
- Students/Customers may prepay for their meals/a la carte items through the cafeteria. The Cafeteria/Child Nutrition Department will only accept checks of \$250.00 or less. Monies will transfer with the Student to schools within the Craven County School System. Refunds must be requested through the Child Nutrition Office.

Full Price \$2.25	Reduced Price	\$.40
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Media Center

Hours of Operation:

7:30 a.m. – 3:00 p.m. Monday through Thursday

7:30 a.m. – 2:30 p.m. Friday

Media Center Website address:

<http://www.wix.com/kimbennet0/hhsmediacenter>

Media Center Use

Students are welcome in the media center whenever it is open. Students need to have a media center pass completed and signed by a teacher to use the media center before school and during the school day, but do not need one after school. During lunch, students do not need a pass if they come directly to the media center when the bell rings. If students go to the cafeteria before coming to the media center, they must have a pass. Once students arrive in the media center during lunch, they must stay for the remainder of the lunch period. Any teacher may issue the student a pass to come to the media center before school. **No food, drinks, or backpacks are allowed in the media center.** All backpacks must be left by the entrance. All students coming to the media center without a teacher must sign in and sign out when entering and exiting. Students who are taking tests are required to check in and out with a member of the media staff. When in the media center, students are expected to follow all school rules as well as

the posted Media Center Management Plan. Students who have a reduced schedule are not allowed to be on campus when they do not have a class; therefore, students are not allowed to go to the media center when they do not have a class without permission from the principal.

Media Center Materials

The media center has a large collection of books, periodicals, videos, DVDs, and other materials available for student and staff use. All materials are arranged according to the Dewey Decimal System and are indexed on the online catalog. Books may be checked out for two weeks. Reference books and magazines may be checked out for overnight use only. Students should see media staff about viewing videos and DVDs. Students who have overdue materials or outstanding fines may not check out additional materials until all obligations are met.

Online Catalog and Resources

The HHS media center online catalog can be used to search for all library books and videos and is accessible from home as well as from any school computer. The online address is <http://books.craven.k12.nc.us/>. Select Havelock High School. Materials may be searched by title, author, subject, keyword, series, or call number. Access the online catalog from the desktop icon on the media center computers. We have access to NC WiseOwl and Gale online resources which are available from both school and home. Links to these and additional online resources are available on the HHS Media Center web page. Ask media center staff for home access information.

Overdue Fines

Overdue fines are charged on all late library materials. These are calculated using the number of school days rather than calendar days and are \$.10 per item per day for books that can be checked for two-weeks and \$.25 per item per day for reference materials and magazines that can only be checked out for overnight use. One day's grace period is given for all overdue materials. Damage fees are assessed as needed. Report cards are not issued to students who have overdue library materials or fines.

Computer Usage

Computers are available for student use in the media center. We recommend that all students have access to a flash drive for saving information and work. Every student also has a school Google account and can create and save documents using that account. **Students are required to follow all Craven County Schools and Havelock High School computer usage policies and are required to read and follow the media center instructions for computer use and sign the sign-in sheet next to the computer before using it.** After using the computer, record your time out on the same sheet. Violation of this policy can result in the loss of computer privileges in the media center. Printing is available with the charge of \$.10 per page.

Internet Access

The Internet is available on all media center computers. All students and their parents must read and sign the Craven County Schools Internet User Agreement for Middle and High School Students at the beginning of each school year. **A current signed copy of the Craven County Schools Parental Agreement Form must be on file in the media center before a student can access the Internet on any school computer at Havelock High School.** In addition, Craven County Schools Board of Education policy requires that **each student sign in at the computer each time before** using the computer or accessing the Internet.

Media Center Use during Seminar

Students who are not required to attend a teacher's seminar because they have an eighty-five or higher average may come to the media center during seminar if they follow proper procedures. Students must go to the front office **during their lunch period** to get a pass to come to the media center during seminar, and they must report immediately to the media center and stay the entire period. **Students may not get a pass from a teacher to come to the library during seminar.**

Medication

All medication must be registered with the school nurse. This includes non-prescription medications. Students are not to have medication in their possession unless they have consulted with the nurse and filled out the required forms. Students who do not comply with this policy may be subjected to discipline referrals and/or law enforcement referral.

Monday Focus

We will provide a weekly ACT focus every Monday for thirty minutes. After first period, students will report to their Monday Focus classroom for a 30-minute lesson in Reading, Math or Science. Monday Focus classes will be scheduled according to student grade and instructional materials will be grade level appropriate. All students in grades 9-12 will participate in order to prepare for the ACT college entrance exam that is given to juniors during the first week of March.

After the first week of March the process will be continued as students practice extended reading passages and other trainings in various topics. Students in grades 9-11 will benefit by being more prepared for the ACT. Seniors will benefit by reviewing for college entrance exams or college course placement exams and by participating in other activities that may assist them with college applications and senior related issues.

Moving Not Standing Policy

Students are expected to be moving with purpose during class changes and after school, not standing. During class changes, students should not be standing in the hallway or classroom doorways; they must be moving

with purpose to the restroom, the classroom, or other approved destinations. Mobile students are less likely to be tardy.

Out-of-Bounds

Students should be in class, on their way to class, or with a teacher when on campus. If they are not with a teacher, they must have a pass and be in route to the location written on the pass. Students who are not where they should be (i.e. athletic fields, hallways, parking lots, etc.) will be considered **out-of-bounds** and will be disciplined for skipping. Students must be in a seminar classroom, in the gym, or off school grounds during the seminar period. Students who are in other locations will be considered out-of-bounds.

Out-of-District Students

Students who do not live in the Havelock High School attendance area were required to submit an Out-of-District form prior to June 1, 2016. Out-of-District students must have timely and reliable transportation, must have good attendance, must make academic progress, and cannot have discipline issues. Students who do not meet these guidelines may be reassigned to the high school in their home attendance district.

Out-of-School Suspension (OSS)

Students who disregard county and school policies may be assigned Out-of-School Suspension (OSS) by an administrator. Parents will be notified if their child is assigned to OSS. Students will be allowed to make up quarterly, semester or grading period examinations while suspended, but other work can only be made up with the individual teacher's approval.

When a student has been assigned out-of-school suspension, the student is forbidden to be on any Craven County School campus. This includes all Craven County schools. Suspended students may not attend or participate in any school activity or athletic event.

Parents may contact the Area Day Reporting Center in New Bern at 252-638-6542 to inquire about possible attendance to the program if their child is suspended out-of-school.

Parking for Students

Student parking will be made available to juniors and seniors on a first-come, first-serve basis. Later in the school year, sophomores may purchase parking passes if spaces are available. All motorized vehicles including motorcycles and mopeds must purchase a parking pass. **The cost of a parking pass is \$60.00 if the pass is purchased during the first semester. Passes purchased after January 25, 2017 will be \$30.00 and will be valid until the end of the school year.** The parking fee will not be refunded for any reason (including early graduation, transfer, revocation by the administration, etc.). Students who graduate in January may not sell their parking passes to other students.

Students and parents must sign a Student Parking Agreement form that includes a list of all expectations and rules that govern student parking. Students, who owe money to the school for smoking fines, lost/damaged text books, technology fees, graduation fees or for any other reason, cannot buy a parking pass until they have taken care of these obligations. Students who drive oversized vehicles that do not fit into a parking space will not be allowed to park in the student lot. **Students who do not follow direction, are unsafe, or leave campus in a student car without permission (skipping) will have their parking passes revoked without refund.**

Parent Portal

Parents may monitor student progress and by creating an account in the PowerSchool Parent Portal. For directions on how to create and access and account go the Havelock High School website or go directly to the parent portal login at:

<https://craven.powerschool.com/public/home.html>

Principal's List/Honor Roll

Principal's List: All grades 90 or above

Honor Roll: All grades 80 or above

Progress Reports

Interim reports are available after the fourth week during each semester and then again approximately every two weeks through the end of the semester via the PowerSchool Parent Portal. A schedule for progress reports is printed on the Seminar Calendar in this handbook. Parents may notify teachers to request a paper copy of the progress reports if necessary.

Prom

The HHS Prom will take place on April 29, 2017 at the Havelock Tourist and Event Center from 8 P.M. until midnight. Tickets will be sold during all lunches for a five-day period prior to the prom. Only **Havelock High School** juniors, seniors and January graduates may purchase tickets.

HHS juniors, seniors and January graduates may bring **one guest**. Students who wish to bring a guest who is not a Havelock High School student must submit a Prom Guest Request Form to the principal. Prom Guest Request Forms will be made available prior to the prom and a deadline for returning the forms will be established. The principal will review the forms and approve or disapprove the requested guests. Havelock High School dropouts and students who have dropped out of other high schools will not be permitted to attend the prom.

There will be no refunds!! If for some reason a student decides to not attend the prom, the student must find an eligible junior or senior who is willing to purchase their tickets. If a student wishes to sell their tickets, Mrs. Murphy in the chorus room must approve the transaction and an adjustment

must be made to the master list. Students who are not on the master list will not be allowed in the prom. In order to be admitted to the prom, students and guests must present their ticket and a picture ID at the door.

Proof of Residence

Havelock High School students must be domiciled in the Havelock High School attendance area in order to attend Havelock High School or must be approved via the out-of-district approval process. Parents and students may be asked to provide proof of residence from time to time to ensure that students attending Havelock High School are living in the attendance area.

Returned Checks

Havelock High School will gladly accept your checks, but the receipt of non-sufficient (NSF) checks is a time consuming and costly issue. NSF checks will be processed by Checkredi (ph. 866-433-7334) The bank account of writers of NSF checks will be electronically debited or bank drafted for the amount of the check plus any applicable fees. The use of a check implies acknowledgement and acceptance of this policy and its terms and conditions.

Please include the following information on all checks: Full Name, Street Address, Phone Number or Cell Phone Number.

Saturday Detention

Students who disregard or violate school or district policies may be assigned Saturday Detention by an administrator or other designated staff. An attempt will be made to notify parents if a student is assigned to Saturday Detention. Saturday detention is an alternative to out-of-school detention. Students should come to the school cafeteria no later than 8:00 A.M. on the assigned Saturday and should bring assignments to complete during the detention session. Use of electronic devices are not permitted during Saturday Detention. **Students who skip Saturday Detention, are late for Saturday Detention, or who are discipline problems in Saturday Detention, will be assigned one day of out-of-school suspension. Students who opt to not attend in advance will be assigned one day of OSS as well. If students skip Saturday Detention, the resulting day of OSS will count against the 10-day attendance policy.**

School Hours

School begins at 7:30am and ends at 2:30 P.M. Students who are excused from seminar will be allowed to leave campus at 1:55 according to seminar procedures. **Parents should be aware that supervision of students will begin at 7:00 A.M. Students should arrange transportation when staying after school. Supervision of students waiting to be picked up will end when buses leave in the afternoon. Students who are not involved in a school sponsored activity must leave or be picked up by 2:40 P. M.**

Seminar Schedule

The seminar schedule at Havelock High School provides an incentive for students to maintain an eighty-five in each of their classes. It also provides students who do not maintain an eighty-five average with an opportunity to receive remediation/guided practice during the school day. Seminar is incorporated into the daily schedule so all students, including those who ride a bus, are able to participate.

Making remediation/guided practice part of the academic expectations for each class has had a very positive effect on student performance. Seminar increases the pace of regular classes which benefits students who understand the material the first time and provides necessary assistance and additional individualized instruction for students.

Special Features of the HHS seminar schedule are listed below:

- All regular classes (Periods 1-4) last 85 minutes long.
- There is one weekly 30-minute seminar class for each of the four class periods during the school day. Teachers use this time to assist students, provide guided practice and to reinforce materials that are covered during the week.

Advantages of the seminar schedule include the following: Students have an incentive for maintaining an eighty-five average in each of their classes, and students who cannot maintain a "B" average have a daily structure that allows them to receive additional help. Also, students are able to monitor their grades and receive teacher feedback every two weeks. Students who do not have to be at seminar and participate in after school activities are able to work on homework. In addition, after school activities can begin and end earlier, allowing more family time, rest, work, homework, etc. for involved students.

The seminar schedule is implemented in the following way:

- Seminar attendance is mandatory for any student who has a class average below 85% in a class. Teachers may also require students to attend (regardless of their class average) for smaller group, course related instruction approved in advance by the principal. Teachers are required to inform parents and students of the schedule for these sessions well in advance.
- Seminars may be attended by any student who needs to make up or finish class assignments due to absences and any student who chooses to receive additional instruction.
- During the first four weeks of each semester, every student must attend seminar according to the weekly seminar schedule regardless of their class average. Additional instruction and guided practice will be given during this time.

- At the end of the first four weeks, progress reports will be available on the Parent Portal in PowerSchool. The class average will indicate who will be required to attend seminar during the next two weeks. This same process will occur every two weeks for the remainder of the semester. Students on the list will go to seminar after fourth period Tuesday-Thursday (Mondays will be reserved for the ACT Prep session). Students will only attend seminar for classes in which their average is below 85%.
- A Blackboard Connect message may be sent to remind parents to check the Parent Portal so that they will know their child's schedule for the next two weeks.

Seminar Procedures

- Each day at 2:00 students must be in seminar, the gym, the library (if they have a pass) or outside of the building leaving campus. Students who are out-of-bounds in the hallways, or standing, not moving in the parking lot after 2:00 will be disciplined for being out-of-bounds.
- Students who are waiting for a ride must wait at the front entrance. Students who wait for rides in other areas of the campus will be disciplined for being out-of-bounds.
- When the bell rings at 1:55, walkers and drivers who are not on a seminar list must leave campus or go to the gym where supervision is provided. Students must leave campus or be seated by the 2:00 bell. Students who are not seated by 2:00 must register a tardy.
- Students may obtain a media center pass during lunch at the front office window each day on a first come first served basis. Students reporting to the media center must be there by the 2:00 bell or must register a tardy. Students who choose to go to the media center must remain there until the 2:30 bell.
- Bus students and students waiting for an after-school activity or a ride home with another student who is attending seminar must be seated in the gym by the 2:00 bell or they will be required to register a tardy at the front office window.
- Students are not to leave campus (and return) during seminar if they wish to ride the bus home.
- Students seated in the gym may do the following: spend time with friends, talk softly with those sitting near them, and use the time to finish homework, or use electronic devices. These devices may be confiscated if students become disruptive with them. Headphones must be used for listening devices. Electronic devices cannot be seen, heard or used until students are seated in the gym.
- Students who are being picked up after fourth period must wait on the terrace in front of the building when the bell rings at 2:00 P.M. If their ride has arrived, they may leave. If they have not been picked up by 2:05 they will be escorted back into the gym. Parents who arrive between 2:05 and 2:30 will have to come to the front office to check out students.

- When the tardy bell sounds at 2:00, all students required to attend seminar must be in their seminar classroom. The hallways will be clear. Students must register a tardy if late for seminar class.
- Attendance at seminar is included in the Board of Education Ten Day Attendance Policy, and there will be academic and/or discipline consequences for students who are tardy or who skip seminar (the same as being tardy or skipping other classes). Students who are “out-of-bounds” after the seminar tardy bell will be assigned Saturday detention.

Sports Tickets

Prices for tickets purchased at the gate are set by the Coastal Conference, not the school administration. Admission for sporting events is as follows: \$7.00 for varsity football and \$6.00 for all other sports. Pre-sold student tickets for home Varsity Football will be available in advance at all eight Havelock schools on game days and will cost \$5.00. Pre-sold tickets may only be used by CCS students who attend Havelock area schools.

All-Sports passes provide admission for any HHS sporting event during the **2016-2017** school year and cost \$110.00 for an adult pass and \$75.00 for Havelock area students. These passes do not cover admission to playoff games, endowment games, cultural events, fundraiser events, concerts or other events not related to Havelock Athletics.

Single season sports passes provide admission to both Junior Varsity and Varsity Home games for a single season. Prices are:

Football - \$40.00	Soccer - \$40.00
Volleyball - \$35.00	
Basketball - \$50.00	
Baseball/Softball – \$45.00	

Student Services Management Team (SSMT)

The Student Services Management Team is comprised of faculty/staff members directed by an assistant principal. The purpose of the SSMT is to meet with and monitor students who are experiencing issues with academic performance, discipline problems, attendance or excessive tardiness.

Technology Fee

Craven County Schools is implementing a non-refundable self-insurance technology fee of \$20.00 for all students. This fee is good for one school year and is intended to ensure access to instructional devices for all students, to sustain, protect and maintain technological investments, and to protect parents and their children from being charged for accidental damage to school technology devices. **This fee must be paid by each student no later than September 16, 2016.**

Telephones

Students may only use school telephones in the office for emergencies. Students must have a pass from a teacher and permission from the school receptionist to use the telephone. A pass to use the school phone does not give students permission to use their cell phones.

School Phone: 444-5112 School Fax: 444-5119

Ten Days

The Craven County Board of Education attendance policy states that students who are absent more than ten days will lose credit for the course. **This includes excused and unexcused absences.** Poor attendance has a very negative effect on academic performance. It is the goal of the administration and faculty of HHS to improve academic performance by improving attendance.

Testing Schedules

There are multiple school-wide testing schedules that are implemented throughout the school year. They include the ACT, End-of-Course tests, the Plan test, the Workkeys test, North Carolina Final Exams and various other tests. Testing windows are specific and are designed to comply with state and local regulations.

Schedules will be published in advance via the school website and will be shared with students at school. If parents wish for their child to test outside of the established testing schedule, they must fill out the Testing Special Request Form and submit it to the assistant principal in charge of testing (Room 312) approval. **It is the parent/student responsibility to correspond with teachers in regard to testing for specific courses, especially if the student will be leaving the Havelock area prior to the scheduled testing administration.**

Textbooks

Statewide reductions in textbook funding continue to limit the availability of textbooks. Many courses use online resources or classroom sets of older textbooks, supplemented by workbooks and other materials. If a student is issued a textbook, they are financially responsible for that book, even if the book is left in the classroom. If books are lost or damaged, the student must pay for the book or pay a damage fee.

Transferring or Withdrawing Students

Parents who wish to withdraw their student should call or visit the counseling center for an explanation of proper procedures. The main phone number for the counseling center is 252-463-1505.

Visitors

All visitors must check in at the school office. Upon check in, visitors will be issued a visitor's badge that they must wear at all times while on

campus. Visitors are only allowed to visit the area or classroom that was approved by the office and must not wander the halls. Visitors cannot report directly to an assistant principal's office, the counseling center, a classroom, an exceptional children classroom, the band room, NJROTC room, or the field house without following the check in procedure.

Visitors to Classrooms or the Cafeteria

Only custodial parents or legal guardians may visit classrooms. When parents wish to visit a classroom, they must register their visit by phone or in person at least twenty-four hours in advance in the school office. An administrator will be notified to ensure that the visit is scheduled at an appropriate time and is not disruptive to the learning process.

Due to concerns for space and security in the cafeteria, parents are encouraged to check their children out-of-school during lunch for special occasions. Any visitation during lunch time must be cleared by the principal or his designee 24 hours in advance. **Individuals who are not parents/guardians wishing to visit with students during lunch must complete a form that includes parent signatures.** All visitors who are not parents must be approved by the principal in advance. Forms are available in the school office.

Parents must sign in and obtain a visitor pass in the front office when visiting the school. Classroom visits are not parent-teacher conferences. Parents visiting classrooms should sit where directed by the teacher and should not comment on, contribute to, or disrupt class activities in any way. Parents who wish to schedule parent-teacher conferences should contact Mrs. Deandra Krupey in the counseling center at 463-1505.

DISCIPLINE POLICIES AND PROCEDURES

The Craven County School System discusses discipline policies in detail in the Student Policies and Regulations handbook. The Havelock High School Student Handbook will be used in conjunction with the Craven County Handbook. Each student will receive a copy of HHS Students Handbook at the beginning of the year. The CCS handbook is available on the Craven County website at:

<http://www.cravenk12.org>

It is important that both parents and students become familiar with the policies.

Certain behaviors will not be permitted at Havelock High School. The violation of school or county rules will have specific consequences. This section of the Havelock High School Student Handbook will discuss behaviors and consequences. **The policies described here are not all-inclusive and are not intended to cover all situations.**

The school's jurisdiction begins when the student leaves home in the morning and continues until the student arrives home in the evening. School and county discipline policies also apply at all school-sponsored activities including athletic events, concerts, field trips, etc.

It is the intention of the school administration to provide a safe and orderly environment that is conducive to the educational process. Students, who choose to disobey school and county policies, disrupt class, or break the law will be assigned consequences at the discretion of the school administration. The following policies are designed to provide students with structured rules and consequences that are fair to all students.

When students are assigned Saturday detention, ISS, or OSS, an attempt will be made to contact parents to explain the offenses and consequences. If parents are unavailable, a message will be left on available answering services.

ISS is an abbreviation for In-School Suspension; OSS is an abbreviation for Out-of-School Suspension.

Student Discipline Expectations

- Follow all county, school, and classroom rules and procedures.
- Be on time and be prepared.
- Think before you speak or act.
- Eat and drink only when and where it is appropriate.
- Respect yourself, others, and property.

Consequences for Inappropriate Behavior in the Classroom

- Verbal warning by the teacher
- Parent contact/conference
- Teacher consequences
- Referral to the office
- Administrative consequences

Consequences for Referrals

Teachers who are having discipline problems with a student may eventually refer the student to the school administration after following their classroom management plan. The following is a list of violations and consequences that may be applied to a student who is referred to the office. **It must be reiterated that this list is not all-inclusive and that there is no way for the school administration to anticipate every behavior that may be encountered during a school day.**

Affection

Students are expected to conduct themselves in an appropriate manner when interacting with other students of the same or opposite gender. Have-

lock High School has a strict hands-off policy, and students are not allowed to publicly display affection.

Referrals for public displays of affection will result in Saturday detention, ISS, or OSS depending on the nature of the offense and the student's discipline record.

Cell Phones

Students who bring cell phones to school must turn them off and store them in their locker, purse, book bag, or car. **From 7:20-2:30 (Evening School 2:45-6:45), cell phones are not to be seen, heard or used.** This includes sending or reading text messages, sending e-mails, checking messages, checking the time, looking at missed calls, taking pictures or video, viewing media, etc. Students are not allowed to visibly wear cell phones. They are also not to use cell phones on school grounds during school hours inside or outside of the building unless authorized by the principal or his designee.

As part of the seminar incentive program an exception to this policy has been made. Students who are exempt from seminar and are in the gym may use their phones or other devices with headphones from 2:00 to 2:30. Students must be seated in the gym or cafeteria prior to taking out their devices.

The cell phone policy is strictly enforced, and students who do not follow the policy will receive the following consequences:

First Offense: The cell phone will be confiscated for ten days. If the student has used the picture cell phone or device on school property, the incident may be referred to law enforcement to determine if a crime has been committed.

Subsequent Offenses: Confiscation for thirty days, up to ten days OSS and possible referral to law enforcement.

Students who refuse to give the cell phone to the faculty or staff member will be suspended out-of-school for insubordination.

Cheating

The administration will be notified when students are caught cheating so that a record can be made of this serious academic violation; however, the teacher will be responsible for assigning consequences for cheating. Students caught cheating on assignments/tests or forging grades will receive a zero and will be disciplined at the discretion of the classroom teacher. Teachers will call parents when a child has been caught cheating. Multiple offenses may result in administrative consequences.

Defacing or Abusing School Property

Students who deface school property in any way may be assigned Saturday Detention, ISS, or OSS depending upon the nature of the offense. Intentional damage to school property will be reported to law enforcement, and students may be required to make retribution for damages.

Detention (After School Detention)

Teachers may assign detention for violations of school or classroom policy in conjunction with school discipline policies and classroom management plans. Students will be notified of detention twenty-four hours in advance. Students will be responsible for informing their parents that they have received detention and for arranging their own transportation. Skipping detention will result in Saturday Detention.

Dress Code

When a student is sent to an administrator for a dress code violation or observed by an administrator while in violation of the dress code, **there will be no warning other than during the assemblies by the principal on the second day of each semester.** If the administrator determines that he/she is in violation of the dress code, then the student will receive a consequence. (See page 38 for dress code skirt and dress length example).

Referred students will be sent to an assistant principal's office. If students do not have the necessary clothing to comply with the dress code, they will be allowed to use the telephone to call home for proper clothing. Students who are able to obtain the necessary clothing to comply with the dress code will be assigned Saturday detention and will return to class. Students who cannot obtain clothing to comply with the dress code will be assigned Saturday detention and will spend the remainder of the day in the ISS room.

Additional referrals will result in Saturday detention, ISS, or OSS depending on the nature of the offense and the student's discipline record. **Students who refuse to comply with the dress code (i.e. refusal to remove facial jewelry) will be suspended out-of-school until they comply.**

Drugs and Alcohol

Alcoholic beverages and illegal drugs are prohibited on campus. Referrals for drug possession, selling drugs, alcohol use, alcohol possession, or any other drug related offense will result in suspension for the remainder of the semester, suspension for the remainder of the year, or expulsion and immediate referral to law enforcement.

Further explanation of drug related offenses and consequences can be found in the Craven County School System Student Policies and Regulations.

Failure to Give Name or Falsification of Information

If a student fails to give his/her name or gives a false name when asked by a staff member or substitute teacher, he/she will be sent to an administrator

with a discipline referral. The same will occur if a student falsifies any information requested by a staff member. Referrals for this offense will result in OSS.

Fighting/Affray/Assault

Any student who engages in a fight will be charged with fighting or affray and suspended out-of-school for up to 10 days. Fighting is unlawful on public property and will result in criminal prosecution. See page 36 for a definition of violence related terms.

Students who fail to disperse during an altercation after being asked to do so may be suspended out-of-school and may be referred to law enforcement. Students who use their cell phones to video fights will be suspended and will lose their phone for 10-30 days.

Harassment/Threats

Threatening behavior, comments, words, and/or harassment etc. will not be tolerated. Threat offenses and consequences are explained in more detail in the Craven County School System Student Policies and Regulations.

Referrals for bullying may be made to a school administrator or made anonymously at the Craven County Schools' website:

<http://www.cravenk12.org> or on the Havelock High School website:

<http://havelockhigh.weebly.com/>. Click on the 'Report a Bully' icon to begin the process.

Students who make false reports to this site will receive Saturday detention, ISS, or OSS and possible referral to law enforcement, depending on the nature of the offense and the student's discipline record.

Insubordination/Disrespect

Students are expected to comply with reasonable teacher requests. If a student refuses to do what a teacher asks, the insubordination will initially be dealt with according to the teacher's classroom management plan.

The position of teacher demands a level of respect from students. In order to ensure a safe and orderly learning environment, school staff members must be treated with respect. If a student has a complaint about a teacher, the student should notify the administration or have their parents handle the problem prior to getting into trouble with the teacher. Students should be especially careful about how they address teachers when they are upset. Being upset is not an excuse for insubordination, disrespect or the use of profanity.

Referrals by a classroom teacher to the administration will result in Saturday detention, ISS, or OSS and possible referral to law enforcement, depending on the nature of the offense and the student's discipline record.

Lunch Disruptions

Students must remain seated and must behave during lunch periods. Students are not to attempt to draw attention to themselves or to cause Lunch/School disruptions. Students, who yell, scream, make loud noises, disobey teachers or administrators, or involve themselves in disruptive behavior in the cafeteria, will be suspended out-of-school without warning.

On Campus after Dismissal

When the bell rings to end the school day students should be moving. Students should be moving off campus or moving to a supervised after-school activity. Students are not to loiter anywhere on campus after school without specific teacher supervision and permission. They cannot be in the halls or loitering in a classroom. Additionally, they cannot be in a parking lot, at an athletic field, on the grounds, or on one of the terraces. Students who are caught in one of the places mentioned above will be considered out-of-bounds and will be assigned Saturday detention.

Out-of-bounds

Students that are out-of-bounds will be referred to an administrator and assigned Saturday detention, ISS or OSS depending on the nature of the offense and the student's discipline record.

Out-of-bounds during Seminar Period

From 2:00-2:30 students are expected to be in seminar class, in the gym/cafeteria, or leaving campus. Students that are in the hallways, on the terraces, or standing in the parking lot will be assigned Saturday detention, ISS or OSS depending on the nature of the offense and the student's discipline record. Students are not to walk around in the neighborhood during seminar. Students who leave during seminar who do not live in the neighborhood will receive a consequence for being out-of-bounds.

Profanity

The use of profanity or abusive language is prohibited at school. Students who use profanity at school may be charged with Disorderly Conduct.

Not directed towards a staff member: Saturday Detention, ISS or OSS, and possible referral to law enforcement, depending on the nature of the offense and the student's discipline record.

Directed towards or in response to a staff member: OSS and referral to law enforcement

Prohibited Items

Music playing devices are not to be seen, worn, or used from 7:20-2:30 during the school day (The only exception is for students who are exempt from seminar in the gym at the end of school), cameras, video cameras, iPods, MP3s, video games, recorders of any kind, any kind of wireless communication device, two-way radios, media players, blue tooth speakers, etc. are not

allowed during the school day. Headphones must be used with all listening devices before and after school. Students who display or use the items listed above or other devices deemed inappropriate will receive the following consequences:

First Offense: The item will be confiscated for ten days. Students amplifying music may be suspended out-of-school.

Subsequent Offenses: Confiscation for thirty days, up to ten days OSS and involvement of law enforcement as deemed necessary. Other prohibited items include the following: Comic books, hats, head covers, headbands, bandannas, laser pointers, pets, animals, chains, studded jewelry with pointed studs, and any item that could possibly be used as a weapon etc., and any other item that is not necessary for educational purposes or processes. All of these items are prohibited on school property. The principal may deem other items inappropriate and may prohibit them at any time.

Confiscated items will be returned unless they are gang related, illegal or deemed to be detrimental to the safety of the students and faculty at Have-lock High School. Multiple offenses or refusal to give an item to an administrator will be considered insubordination and will result in disciplinary consequences. The level of suspension will depend on the nature of the offense and the student's discipline record.

Referrals

Students who are sent from the classroom with a referral will report to the ISS room, room 410. The ISS coordinator will contact the appropriate assistant principal for the referral to be addressed with the students. Assistant principals deal with initial discipline issues in collaboration with the principal. Students are assigned to an assistant principal according to the first letter in their last name. Students are assigned to assistant principals as follows:

A-Gn Ms. Carson Room 530
Go-N: Mr. Byland Room 606
O-Z: The new assistant principal Room 312

School Buses

Riding a school bus is a privilege, not a right. Students are expected to follow the direction of the school bus driver.

Bus referrals will result in up to ten days' bus suspension, year-long bus suspension, Saturday detention, ISS or OSS and possible referral to law enforcement, depending on the nature of the offense and the student's discipline record.

School Disruptions

Students are expected to demonstrate proper decorum while moving through the hallways and terraces, and while attending classes and while sit-

ting in the gym during seminar at Havelock High School. Students, who yell, scream, make loud noises, disobey teachers or administrators, amplifying music via blue-tooth speakers, or involve themselves in disruptive behavior during the school day, will be suspended out-of-school without warning.

Skateboards/Roller Skates/Roller Blades

Skateboards, roller skates, roller blades, shoes with wheels, etc. are not ever allowed on campus. This rule applies twenty-four hours a day, 365 days a year. Skateboards, roller blades, etc. are not acceptable forms of transportation to school and may not be carried on campus or stored anywhere on campus. These items will be confiscated on sight. **Students who are identified skateboarding on campus after hours will be referred to law enforcement and may be charged with trespassing and possibly for damaging school property.**

Skipping

Any student who is not in class and does not have parental consent (illness, doctor's appointment, etc.) to be out of class is considered to be skipping. **Non-adherence to the check-in/check out policy will also result in a skipping violation. Students who leave campus in their cars without permission will lose their parking privileges without refund.**

Referrals will result in Saturday detention, ISS or OSS and possible referral to law enforcement, depending on the nature of the offense and the student's discipline record. Skipping classes may cause students to be exited from remedial programs and may cause a loss of academic credit for the semester.

Students who leave campus in their cars without permission will lose their parking privileges.

Smoking

Possession or use of tobacco products (cigarettes, chewing tobacco, etc.), tobacco paraphernalia (lighters, matches, etc.), e-Cigarettes, and e-Cigarettes paraphernalia is prohibited. Craven County Schools are to be free of tobacco, and possession or use of tobacco or electronic smoking devices is prohibited at all times.

The first offense of possession of tobacco products/paraphernalia/e-Cigarettes will result in confiscation and a \$50.00 fine.

Additional offenses of possession of tobacco products/paraphernalia/e-Cigarettes will result in confiscation and a \$100.00 fine plus possible OSS. **Smoking fines must be paid no later than seven days after the offense. Students who do not pay will have their parking passes revoked and will not be allowed to participate in or attend extra-curricular activities until they pay the fine.**

Tardy Policy

Students are expected to be in class prior to the bell. When the bell rings, all teachers will immediately close their doors. Students who are tardy should follow this procedure:

- Report immediately to the window of the main office.
- Students will have to give their lunch number so an office staff member can register the tardy.
- The office staff member will issue a pass and if necessary a referral for excessive tardies.
- Report immediately to class and present your pass to the teacher. Students will not be admitted to class without a pass.

Tardies will be cumulative for all classes; however, the registration of tardies will start over at the beginning of each nine-week grading period. The following consequences will be assigned to students who are tardy:

First Tardy Warning
Second Tardy Warning
Third Tardy Saturday detention
Sixth Tardy Two days ISS
Ninth Tardy One day OSS
Every third tardy after nine... One day OSS

Students with excessive tardies may be referred to the SSMT and assigned alternative placement.

Vandalism or Theft

Vandalism or theft of public or personal property will not be tolerated. Referrals will result in Saturday Detention, ISS or OSS, and referral to law enforcement, depending on the offense and the student's discipline record.

To avoid having your property stolen, take the following preventive measures:

- Write your name on your belongings.
- Lock up your belongings, especially in the locker rooms.
- Do not give your locker combinations to anyone.
- Make sure that all of your belongings are stored properly when you leave.

Video Recording

Students are not to video record events at Havelock High School without permission from the principal. Students who video altercations and other events may be assigned Saturday detention, ISS, or OSS and possibly referred to law enforcement, depending on the nature of the offense and the student's discipline record.

Violence Terms Defined

Affray (fighting)-An affray is defined as a violent episode that occurs when two or more people willingly participate in a fight. Regardless of who initiates the violence, a fight becomes an affray when one or more participant aggressively engages in hitting, kicking, pushing or in other ways as defined by state law and school policy.

Assault-An assault is defined as when a person intentionally causes harm to another person by hitting, kicking, pushing or in other ways as defined by state law and school policy.

Self Defense-Self defense is defined as when a victim who is attacked moves away in order to stop an attack. Reasonable force may be used to escape an attack, including pushing or hitting if the victim is cornered. Once the victim is free from the attack he/she should not move toward the attacker in an aggressive manner. He/she should seek assistance from a teacher, administrator, school resource officer, etc. If the victim retaliates by hitting, kicking, pushing, or grabbing while moving aggressively toward the attacker, then the episode will be considered an affray.

Weapons

Weapons are defined in the Craven County Schools Student Policies and Regulations handbook.

Possession of a weapon will result in up to ten days OSS, 365 days OSS, expulsion, and referral to law enforcement.



Havelock High School Seminar Session Schedule 2016-2017

Session Number	Dates	Progress Report	Session Number	Dates	Progress Report
1	Aug 29-Sept 29	Sept 29	1	Jan 24-Feb 7	Feb 7
2	Sept 27-Oct 11	Oct 11	2	Feb 8-Feb 24	Feb 24
3	Oct- 12-Oct 25	Oct 25	3	Feb 23-March 8	March 8
4	Oct 26-Nov 9	Nov 9	4	March 9-March 23	March 23
5	Nov 11-Nov 28	Nov 28	5	March 24-April 6	April 6
6	Nov 29-Dec 13	Dec 8	6	April 7-April 28	April 28
7	Dec 14- Jan 13	Exams	7	May 1-May 9	May 9
			8	May 12-June 2	Exams

***Exam dates are tentative**. They will be set during each semester by Craven County Schools. The final session of Seminar will continue until the first day of the exam sessions.

SEMINAR release applies to the Tuesday - Friday seminars. Attendance for Monday, MONDAY FOCUS, is mandatory for all students regardless of the current course grades.