

Havelock High School Student Handbook 2012-13



Over Fifty Years of Excellence in Education

Havelock High School

School Vision

Havelock High School will be the highest performing school in the state of North Carolina.

School Mission

Havelock High School will graduate academically-proficient students with the skills to become successful citizens in the 21st Century.

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
2012-13

July	Citizenship(patriotism)
August	Optimism (cheerfulness)
September	Respect (courtesy, manners)
October	Responsibility (dependabil- ity)
November	Self discipline (self control)
December	Caring (kindness, generosity, service, compassion)
January	Perseverance (endurance)
February	Integrity (honor, honesty, trustworthiness)
March	Good Judgment (goal set- ting, decision making)
April	Fairness (justice)
May	Courage (bravery)
June	Cooperation (tolerance)



H A V E L O C K H I G H S C H O O L

Jeffrey E. Murphy, Principal
101 Webb Boulevard • Havelock, NC 28532
Phone: 252-444-5112 Fax: 252-444-5119
jeffrey.murphy@craven.k12.nc.us

August, 2012

Dear Students,

I want to wish each of you the best luck 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 2012-2013 school year.

Each student needs to be aware of the Craven County School Board Attendance policy. Student 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. Please consult the Craven County Schools High School Curriculum Bulletin and become familiar with the course offerings that most benefit your needs.

I would also like to ask students to participate in sports, clubs, performance ensembles, etc. Students who participate in extra-curricular activities develop meaningful relationships with other students and staff members. Research shows that these kinds of relationships are beneficial for high school students, have a positive influence on academics, and encourage students to stay in school.

The administration, faculty, staff and I are willing to do whatever we can to help you succeed. We have high academic expectations and we expect students to make good decisions in regard to discipline and citizenship.

This handbook is intended to help students understand policies and procedures that will make them successful at Havelock High School. It will be used in conjunction with the Craven County Schools 2012-2013 Student Policies and Regulations manual. It should be understood that this handbook is not all-inclusive, especially in regard to discipline. It should also be understood that policies and procedures might be adjusted during the school year if necessary.

Please study this handbook and share it with your parents so they also understand what is expected from you as a student. We look forward to this school year as we continue to attempt to make Havelock High School the highest performing school in North Carolina. Best wishes on a successful school year.

Sincerely,

Jeffrey E. Murphy, Principal

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Craven County Board Of Education

3600 Trent Road, New Bern, NC 28562
Lane B. Mills, Superintendent

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 (252) 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,

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 Kirkman

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 had 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 70 is required in order to receive credit for a course. According to Craven County Schools 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 should be filled out by the nurse or the teacher that witnessed the accident. All incident reports should be filed in the nurse's office. If medical attention is required, the student's parents will be notified.

After School Detention

Teachers can 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. It is the student's responsibility to notify their

parents. ASD will last from 3:00-3:40. Parents or guardians are responsible for transportation home after ASD. Students who do not attend ASD should 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 3:05, 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 in the cafeteria if they are waiting for a ride or if they are second load bus students. If there is no second bus load routes, students must wait on the front terrace for their rides.

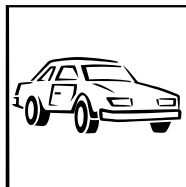
- Students are not to congregate in the hallways, on any terrace, in the parking lot or on the grounds after school. They should be moving, not standing unless they are waiting for a ride or a bus in the cafeteria.
- **If students do not fall in one of the above categories, then they must leave campus.**
- Students who are not moving off campus or toward a supervised after school activity will be assigned Saturday detention.
- Teachers and coaches are responsible for their students between 3:00 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.
- Parents can pick up students in front of the school before 3:15. If there is a second bus route, at 3:15 all students in front of the school will be ushered into the cafeteria and parents will only be allowed to pick up students in the student parking lot. Students must sit at designated tables near the windows so they can see when their ride arrives.
- **Between 2:20 and 3:15, no students can be picked up in the teacher parking lot behind the school for any reason.**
- Students should arrange transportation if they are involved in after school events. All uninvolved students should be picked up no later than 3:25. Parents must understand that there is no adult supervision after the second bus load leaves.
- After school, teachers should approach and refer students who are not in or moving toward a club meeting, supervised meeting, etc. They will be subject 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. Teachers must post the announcements each day. The announcements will also be displayed on the large video screen at the front entrance and on the glass beside the office check-in/checkout window. Students are responsible for information on the daily announcements. Please inform an administrator if your teacher does not read the announcements every day.

Arrival to School

Parents are permitted to drop students off in front of the school (Webb Blvd by the flagpole) prior to school. **There have been several accidents in the student parking lot involving parents. At no time should students be dropped off in the student lot or in the teacher parking lot.** The purpose of this policy is to ensure the safety of students, staff and parents. **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 7:45 in the morning without a note from a teacher. At 7:30 students may wait on the terrace between the Gym and the performing arts center until the first bell. When the first bell rings students should move into the building and should proceed directly to class. Students are not allowed to loiter outside or in hallways before school and **shall not leave campus for any reason once they have arrived. Students who leave will be assigned a discipline consequence.**



Assistant Principals

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

- Mrs. Simmons is located in room 230 (last door on the left on the main hallway when moving toward the science hallway),
- Mr. Snead is in room 530 (third door before the end of the science hallway when moving toward the teacher parking lot)
- Mr. Olander 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 who wish to meet with a specific assistant principal should report to their office to arrange an appointment.

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
 - 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)
 - must have passed six courses the preceding year
 - must have been promoted at the end of the Spring semester
- 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:

Boys:

Football Golf
Basketball Track
Baseball Soccer
Tennis Cross Country
Swimming Wrestling

Girls:

Soccer Track
Basketball Volleyball
Softball Cross Country
Tennis Swimming
Golf

Attendance

(See Ten Days)

Bell Schedules

Seminar Daily Schedule	
(See the Seminar Schedule explanation beginning on page 18)	
Period 1	7:55-9:20
Period 2	9:25 – 10:50
Period 3	10:55-12:50
Lunch A	10:55 -11:20
Lunch B	11:24-11:50
Lunch C	11:54-12:20
Lunch D	12:24-12:50
Period 4	12:55-2:20
Monday-First Period Seminar	2:25-2:55
Tuesday-Second Period Seminar	
Wednesday-Third Period Seminar	
Thursday-Fourth Period Seminar	
Friday-All students dismissed at 2:20	



Two-Hour Delay Schedule		Staff Development Schedule	
Period 1	10:00-10:45	Period 1	7:55-8:45
Period 3	10:50-12:55	Period 2	8:50-9:40
Lunch A	10:50-11:17	Period 3	9:45-10:35
Lunch B	11:22-11:50	Period 4	10:40-11:30
Lunch C	11:55-12:22	Lunch	11:35-12:00
Lunch D	12:27-12:55		
Period 2	1:00-1:50		
Period 4	1:55-2:55		



Bicycles

Students who ride a bicycle to school should chain it to the bike rack next to the cafeteria terrace. **Bicycles, and other two wheeled vehicles are not to be chained to signposts or light posts.** Havelock

High School will not assume responsibility for lost, stolen, or damaged bicycles.

Breakfast

Food purchased in the cafeteria at breakfast must be consumed in the cafeteria. Students must be served prior to 7:50 and cannot be late to class because they are eating breakfast. **Students are not to take food or drinks to classrooms or to the terrace.**

Full Price	\$1.15	Reduced Price	.30
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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 ride the second load should report to the cafeteria immediately after school and **must be seated**. Second load students who are out of bounds (see page nineteen) when they should be in the cafeteria may lose their bus riding privileges or may be subjected to other administrative consequences.

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 7:55 A.M. Failing 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:

- **It is our intention to reduce classroom interruptions. 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 six and seven 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. **There will be no warning given!**
- If there is a question, contact an administrator.

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://schools.craven.k12.nc.us/HHS/> **Parents should include the word "parent" in the subject line.** E-mail addresses for most teachers use the following structure:



firstname.lastname@craven.k12.nc.us

- 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 teaching, in a meeting, or otherwise unavailable.
- Call Susan White (463-1505) in the Guidance Office to schedule an appointment with one or more of your child's teachers. Mrs. White or a counselor will schedule an appointment for you with the requested teachers.

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 is not inclined to waive this policy.

Counseling Center

Guidance 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 Guidance Office to request an appointment. Counselors are assigned based upon student last names:

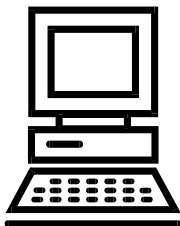
Jessica Sadler, A-GI
Kathy Ellers, Gm-N
Angela McCoy-Speight, O-Z
Caleb King, Drop Out Prevention Coordinator

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 courses. 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.
 - For an EOC Credit Recovery, the failed course must be from a previous semester, and the student must have taken the EOC test. If the test was not taken the student must repeat the entire semester course in a regular classroom setting.
 - Students may only take one period of Credit Recovery during the school day. During that period two credit recovery courses can be taken.
- Students can only be assigned to Credit Recovery within the first ten days of the semester.
 - The principal will review all Credit Recovery referrals and determine placement.
 - Upon approval, the student will be scheduled for up to two credit recovery courses during one period.
 - 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 Credit Recovery grade and the failing grade from a previous semester will be listed on the transcript.

- 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 High School Curriculum Bulletin.

Dances

Dances are intended to be used as fund raisers for school organizations. **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.



Directory Information

Students or parents should call (444-5112) or visit the school any time that family demographic information changes to provide the data manager with the new information. Examples of demographic information include: address, home and cellular phone numbers, parents' work numbers, etc. It is important that all student information is kept up to date so parents can be contacted in case of need or emergency.

Discipline

See the Discipline Policies section of the handbook (pages 26-37).

Dress Code

Students are responsible for using sound judgment in dress, grooming, and personal hygiene so that health and safety problems are not created and the educational process is not materially or substantially disrupted. 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 abide by and strictly enforce all student dress code requirements.

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, spandex or tight fitting clothes, and dresses or other revealing attire (i.e. exposing cleavage) are not acceptable.
- Short dresses, mini-skirts, or short shorts will not be allowed. A skirt cannot be shorter than mid-thigh. Mid-thigh is defined as halfway between the hip bone and the middle of the knee. This rule applies even if tights or leggings are worn under the shirt or dress.
- Pants or shorts with holes above mid-thigh are unacceptable and may not be worn to school.
- 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, and sunglasses are not to be worn in the building at any time unless approved by the principal.
- 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.
- 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 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 will be permitted.
- Gang related tattoos must be covered by clothing while at school.
- Studded leather neck bands are not permitted.

See the Discipline Policies section of the handbook for violation consequences (pages 26-37).

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 twelve 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 Assistant Principal Jeff Snead who is the school coordinator for the Driver's Education program. The schedule for Driver's Education courses at Havelock High School is as follows:

Date or Course	Time
September 17-October 3, 2012	3:00-6:00 P.M.
October 29-November 19, 2012	3:00-6:00 P.M.
January 28-February 13, 2013	3:00-6:00 P.M.
March 4-March 20, 2013	3:00-6:00 P.M.
April 9-April 25, 2013	8:00 A. M.-2:00 P.M.
May 7-May 23, 2013	3:00-6:00 P.M.

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 during the spring semester. Students who have early release or late arrival schedules must not be on campus during the periods that they do not have a class. They may not wait in the lobby, media center, or with a teacher who has a planning period.

If early release students wish to do research in the library, they must have permission from an administrator. Early release students involved with after school activities may not return to campus until 2:55.

Late arrival students who arrive prior to their class time can only 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, etc. This rule also applies to students who are enrolled in evening school. Students with early release who cannot arrange transportation off the campus will be assigned additional classes to fill their schedules.

Evening School

An Evening School has been established at Havelock School to provide an alternative setting for students who may benefit from a different education setting. The School administration must approve all placements to the evening center and 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 252-463-1520.

Extracurricular Activities

Students are encouraged to participate in one or more of the extra curricular clubs and organizations at Havelock High School. These clubs and organizations meet before, after, or during school. They are listed below:

Color Guard, Winter Guard, Family, Career, Community Leaders of America (FCCLA), Fellowship of Christian Athletes (FCA), Future Business Leaders of America (FBLA), National FFA Organization, Future Teachers of America (FTA), Graphics Club, Health Occupations Association (HOSA), Hunter's Safety Club, Junior Civitans, National Art Honor Society, National Honor Society, Shooting Team, Teen Court, Travel Club, Tri-Club (a club that combines Students Against Drunk Driving, Students Against Violence Everywhere and Teens Against Tobacco Use), Students 2 Students, and Varsity Club.

Field Trips

Various classes or organizations may take 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

All grades on report cards will be numerical. Any grade below a 70 will be considered a failing grade.

Grading Scale:

A=93-100 B=85-92 C=77-84 D=70-76 F=69 and below

Graduation Honor Cords

Students graduating with all A's, final GPA of 4.0 or higher, will receive a yellow cord to wear during the graduation ceremony. 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. Only cords issued by Havelock High School may be worn during the graduation 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. An Intouch message will be sent from the Board of Education to the primary phone number that has been provided to the school. **It is important for parents and students to keep demographic information (phone numbers) updated to ensure that they will receive Instant Alert messages.** Parents can also call 252-514-6300 for a recorded message when school is delayed, dismissed early or closed due to weather. 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 extremely limited.

When schools are dismissed early, it is a possibility that 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 Sentry Life Insurance. Options for premium payments include:

- Enroll on-line with a credit card at www.k12specialmarkets.com 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.
- Claim forms may be found at <http://www.theyounggroupinc.com> . Premiums and claims should be handled as indicated on the flyer or at the website.



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 strict 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 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 bulleted 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 19) 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.
- 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.
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Full Price	\$2.25	Reduced Price	\$.40
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Media Center Student Guidelines

Hours of Operation:

7:30 a.m. – 3:30 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, they 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/>. Begin your search by selecting 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's 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

Thirty 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. 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 com-

puter 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 a 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 85 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 so that students are not roaming the halls



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.

Moving Not Standing Policy

Students are expected to be moving during class changes and after school, not standing. Students who congregate in the hallways during school contribute to problems with the flow of students in the narrow hallways of Havelock High School. Students who are moving are less likely to be tardy as well. Students should not be standing in the hallway; they should move with purpose to the restroom, the classroom, or other approved destinations.

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 cafeteria, or leaving the 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 but have received the superintendent's approval to attend HHS must provide timely and reliable transportation, must have good attendance, must make academic progress, and must not be discipline problems. Students who do not meet these guidelines may be reassigned to another Craven County high school.

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 be able to purchase parking passes if any are still available. All motorized vehicles including motorcycles and mopeds must purchase a parking pass. **The cost of a parking pass is \$50.00 regardless of when the pass is purchased.**

The parking fee will not be refunded for any reason (including early graduation, transfer, revocation by the administration, etc). Students and parents will have to sign a Student Parking Agreement form that includes a list of all expectations and rules that govern student parking. Funds from the sale of parking passes will be used for the maintenance and improvement of safety and security measures at HHS.



Students, who owe money to the school for smoking fines, lost/damaged text books, 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 leave campus in a student car without permission (skipping) will have their parking passes revoked without refund.**

Parent Assist

Parents are now able to access current grades and attendance for their child by going to the Parent Assist website <https://pam-pilot.ncwise.org/dc5/>. This site can also be accessed via the Havelock High School Website at <http://www.craven.k12.nc.us/HHS/> and clicking the Parent Assist link at the bottom of the page. The Parent Assist User Name consists of the first four letters of first name, the first four letters of the last name and the last four numbers of the home telephone number. An example for a parent named John Smith would be: JohnSmit1234. Passwords will be the same as last year. New student passwords will be available at the New Student orientation or delivered by mail. Questions should be directed to the HHS data manager, Cheryl Borton at 444-5112.

Principal's List/Honor Roll

Principal's List: All grades 93 or above and satisfactory conduct grades in all subjects

Honor Roll: All grades 85 or above and satisfactory conduct grades in all subjects



Progress Reports

Students are given interim reports after the fourth week during each semester and then again approximately every two weeks through the end of the semester. A schedule for progress reports is printed on the Seminar Calendar in this handbook.

Prom

The HHS Prom is held during late April or early May each year 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 a few weeks before the prom. Listen to daily announcements for information. Only **Havelock High School** juniors, seniors and January graduates may purchase tickets.

HHS juniors, seniors and January graduates may bring **one guest**. Information about all guests must be provided when purchasing tickets. 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 dropout from other high schools will not be permitted to attend the prom.

There will be no refunds!! If for some reason you decide not to attend the prom, you will have to find an eligible junior or senior who is willing to purchase your ticket. If you wish to sell your 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 insure 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 checXchange (ph. 877-343-1823 or www.checXchange.com) 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 county and school policies may be assigned Saturday Detention by an administrator. An attempt will be made to notify parents if a student is assigned to Saturday 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 is not permitted during Saturday Detention. This includes cell phones, iPods, etc. **Students who skip Saturday Detention, who are late for Saturday Detention, or who are discipline problems in Saturday Detention, will be assigned one day of Out of School Suspension. If students skip Saturday Detention, the resulting day of OSS will count against the 10 day attendance policy.**



School Hours

School begins at 7:55am and ends at 2:55pm. Students who are not on the seminar list will be allowed to leave campus at 2:20 on seminar days.

Students should not arrive before 7:15A.M. because adult supervision is not available before that time. Students should arrange transportation when staying after school. Supervision of students waiting for a ride after school will end as soon as all bus loads have left the parking lot. Students who are not involved in some official after school activity must be picked up by 3:25 p.m.

Seminar Schedule

The Seminar Schedule at Havelock High School provides an incentive for students to maintain a "B" average in all of their classes. It also provides students who do not maintain a "B" average with an opportunity to receive remediation/guided practice during the school day. Seminar is a part of 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. The seminar increases the pace of regular classes which benefits students who understand the material the first time and provides necessary remediation or more individualized instruction for students who need reinforcement.

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 a "B" average in all 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 track their averages 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. After school activities start earlier because coaches do not have to wait for learning centers to end to start rehearsals and practices, and after school activities can end earlier. This allows for more family time, rest, work, homework, etc.

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 small 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 sent to parents. The class average on progress reports will indicate who will be required to attend seminars 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. Students will only attend seminar for classes in which their average is below 85%.
- An InTouch message will be sent each time seminar lists are revised reminding parents to check progress reports so that they will know their child's schedule for the next two weeks.

Seminar Procedures

- Each day at 2:25, students must be in seminar, the cafeteria, the library (if they have a pass) or outside of the building leaving campus. Students caught in the hallways, in front of the building waiting for a ride, or standing, not moving in the parking lot after 2:25, will be disciplined for being out of bounds or skipping and may be assigned to attend every seminar class
- When the bell rings at 2:20, walkers and drivers who are not on a seminar list must leave campus or go to the cafeteria where supervision is provided. Students must leave campus or be seated by the 2:25 bell. Students who are not seated by 2:25 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 2:25 bell or must register a tardy and must remain there until the 2:55 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 cafeteria by the 2:25 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 cafeteria may do the following:** spend time with friends, talk softly with those at their table on-

ly, 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 cafeteria.

- Chairs may not be moved during seminar.
- Students who are being picked up after fourth period must be on the front door terrace when the bell rings at 2:25 P.M. If their ride has arrived, they may leave. If they have not been picked up by 2:30, they will be escorted back into the cafeteria and will have to sit with the bus riders. Parents who arrive between 2:30 and 2:55 will have to come into the building to check out students.
- When the tardy bell sounds at 2:25, all students on a seminar list 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 of skipping other classes). Students who are "out of bounds" after the seminar tardy bell will be assigned Saturday detention.

Sports Tickets

Prices for Varsity 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 \$4.00. Pre-sold tickets may only be used by students in grades K-12.

All-Sports passes provide admission for any HHS sporting event during the **2011-12** school year and cost \$110.00 for an adult pass and \$75.00 for Havelock area students. These passes do not cover admission to play off games, endowment games, cultural events, concerts and other events not related to Havelock Athletics.

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

Football - \$40.00

Volleyball - \$35.00

Soccer - \$35.00

Basketball - \$40.00

Baseball/Softball - \$40.00

Student Services Management Team (SSMT)

The Student Services Management Team is comprised of faculty members overseen by the school administration. The purpose of the SSMT

is to meet with students and/or parents to develop actions plans that address academic performance issues, repeated discipline problems, and poor student attendance.

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.** The strict enforcement of this policy will be a continued focus for all four high schools in Craven County during the 2010-11 school year. 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.

**10
Days**

Textbooks

When a student is issued a textbook, the student becomes 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. **All textbooks should be covered with a book cover.**



Transferring or Withdrawing Students

Parents who wish to withdraw their student should call or visit the guidance office at 463-1505 for an explanation of proper procedures.

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 and can only go to the area or classroom that was approved by the office. Visitors cannot freely wander the halls and cannot report directly to an assistant principal's office, the guidance office, a classroom, an exceptional children classroom, the band room, ROTC room, or the field house.

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. 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. Forms will be 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. Susan White in the guidance office 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 both booklets at the beginning of the school year, and 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. Havelock 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 or book bag.

From 7:45-2:55, 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, videoing, taking pictures, viewing media, etc. Students are not allowed to visibly wear cell phones on their belts, waistbands, etc. They are also not to use cell phones on school grounds during school hours inside or outside of the building. **An exception to this policy has been made as part of the seminar incentive program. Students who are exempt from seminar and are in the cafeteria from 2:25 to 2:55 may use their phones or iPods. Students must be seated in the 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 PDA on school property, the incident may be forwarded to law enforcement to determine if a crime has been committed.

Subsequent Offenses: Confiscation for thirty days, up to ten days OSS and involvement of law enforcement as deemed necessary.

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

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 par-

ents 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**. If the administrator determines that he/she is in violation of the dress code then the student will receive a consequence.

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 can get the necessary clothing to comply with the dress code will be assigned Saturday detention and will return to class. Students who cannot get 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 notification of 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 32 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 for failure to comply with a reasonable request.

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.craven.k12.nc.us>. Click on the 'Report a Bully' icon under the Information link.

Students who make false reports to this site will receive a Saturday detention for first offenses and up to ten days of OSS for additional ones.

Referrals for other offenses 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.

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 certain 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 or 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.

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 and 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 2:25-2:55 students are expected to in seminar class, in the 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

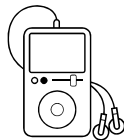
The use of profanity or abusive language is prohibited at school. Students who use profanity at school may be charged with Disorderly Conduct.

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 possible referral to law enforcement

Prohibited Items

Music playing devices are not to be seen, worn, or used from 7:45-2:55 during the school day (The only exception is for students who are exempt from seminar in the cafeteria at the end of school), Cameras, video cameras, PDA's, Palm pilots, iPods, video games, recorders of any kind, any kind of wireless communication device, two-way radios, media players etc. are not allowed during the school day.



Students who display or use the items listed above will receive the following consequences:

First Offense: The item will be confiscated for ten days.



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 Havelock 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 807. 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 Mrs. Simmons 228-230
(Inside room 232)**

**Go-N: Mr. Olander Room 606
O-Z: Mr. Snead Room 530**

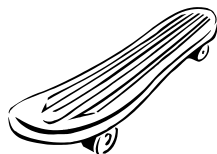
School Buses

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.

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.**

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.) or tobacco paraphernalia (lighters, matches, etc.) is prohibited. Craven County Schools are to be free of tobacco, and possession or use of tobacco is prohibited at all times.

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



Additional offenses of possession of tobacco products/paraphernalia 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 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

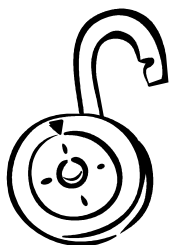
Ninth Tardy One day OSS

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 possible 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.

10 Days Attendance Policy

Students who miss more than ten days in a course will lose credit for that course. This includes excused absences and unexcused absences.

Cell Phone-Electronic Device Policy

Cell phones and electronic devices will be confiscated between 7:45-2:55.

First Offense: 10 day confiscation

**Second Offense: 30 day confiscation
Up to 10 Days Out-of-School Suspension**



Students who refuse to surrender a cell phone will be suspended out of school.

These are Craven County School Board Policies.