

# Dixon High School

## Home of the BULLDOGS

[160 Dixon School Rd. • Holly Ridge, NC 28445 • \(910\) 347-2958](https://www.onslow.k12.nc.us/dixonhs)

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## 2021-2022 Student Handbook

### GOALS

**Goal 1:** Every student at Dixon High School has a personalized education and graduates from high school prepared for work, further education, and citizenship.

**Goal 2:** Every student at Dixon High School has excellent educators, every day.

**Goal 3:** Dixon High School has up-to-date, effective and efficient financial, business, and technology systems to serve its students, parents and educators.

**Goal 4:** Every student at Dixon High School is healthy, safe, and responsible.



excellence in education  
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### **Purpose Statement**

*To educate students for a successful future.*

### **Mission Statement**

*The Onslow County Schools community will prepare students to be globally competitive leaders and responsible citizens.*

### **Vision Statement**

*Excellence in Education.*

### **Goals**

**OCS-1:** Every student in the Onslow County School System has a personalized education and graduates from high school prepared for work, further education and citizenship.

**OCS-2:** Every student in the Onslow County School System has excellent educators, every day.

**OCS-3:** The Onslow County School System has up-to-date, effective and efficient financial, business, and technology systems to serve its students, parents and educators.

**OCS-4:** Every student in the Onslow County School System is healthy, safe, and responsible.

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## GENERAL INFORMATION

### **Appeals Procedures** ([BOE Policy 1740/4010](#))

All students have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right without fear of recrimination. It is for this purpose that a grievance procedure is established. The grievance procedure may be used to address any situation occurring within the operation of normal procedures of the school which causes a student and/or a parent to believe he/she has been wronged, except in the case of long-term suspension. Students and parents are encouraged to discuss their concerns informally with the person(s) involved before invoking formal grievance procedures. The entire grievance procedure is outlined in the Student Related Board of Education Policies and School Bus Safety Regulations Handbook. Students are presented a new handbook at the beginning of each school year. Handbooks are also available at each school and may be picked up by the student and/or parent.

### **Assault on another Student** ([BOE Policy 4331](#))

No student shall assault, cause or attempt to cause bodily harm, verbally or physically threaten, fight, or intimidate another student. *Any student who engages in a fight, is determined to have provoked a fight, or does not take reasonable steps to prevent a fight will be suspended from school up to ten days depending on the seriousness of the fight. The sheriff's department may be notified and charges may be filed.*

### **Attendance-Onslow County Board of Education Policy** ([BOE Policy 4400](#))

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of North Carolina (*G.S. 115C-378*) requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a misdemeanor. (*G.S. 115C-380*).

#### **A. Attendance in Grades 9-12**

The following procedure will be implemented each semester:

1. First and Second Absences: Make up work shall be assigned by the student's teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the child's teacher.
2. Third- Tenth Absences: Make up work shall be assigned by the student's teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the child's teacher. If absences are consecutive, more time may be allowed at the teacher's discretion. Parents will be notified after the third, sixth and tenth absences.
3. Eleventh Absence: In grades 9-12, a student who misses more than 10 days in a semester, shall not be awarded course credit except by determination of the principal/designee upon careful review of the student's records. Make up work shall be assigned by the student's teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the child's teacher.
4. When total absences (lawful and unlawful) exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation, etc.)
5. Schools shall offer incentives to provide recognition of perfect attendance. The superintendent or designee will develop administrative guidelines to implement this policy.
6. Students must be present in class for a minimum of 60 minutes to be counted present for class.

#### **B. Lawful Absences**

When a student must miss school, a written note of explanation for the absence signed by a parent or guardian must be presented to the front office on the day returning after an absence. An absence may be lawful for the following reasons:

1. Personal illness or injury which makes the student physically unable to attend school;
2. Isolation ordered by the state board of health;
3. Death in the immediate family;

4. A medical or dental appointment
5. Participation under subpoena as a witness in a court or administrative proceeding;
6. A minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal;
7. Participation in a valid educational opportunity, such as travel, with prior approval by the principal. Five days prior to the absences, the parent or legal guardian must present to the school principal a written statement requesting the absences be lawful.
8. The principal shall use his/her discretion on the reasonable number of days the student may be excused from school; or
9. Absence due to pregnancy and related conditions or parenting, when medically necessary.

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional absences at the discretion of the Superintendent or designee to visit with his or her parent or legal guardian. Five days prior to the absences, the parent or legal guardian must present to the school principal a written statement requesting the absences be lawful. The principal shall use his/her discretion on the reasonable number of days the student may be excused from school. Extended illnesses generally require a statement from a physician. In the case of lawful absences and out of school suspensions, the student will be permitted to make up his or her work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

### **C. Unlawful Absences**

A student's absence from school for any reason other than those listed under "Lawful Absences" will be considered unlawful.

### **D. School Related Activities**

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the board of education that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. The following school-related activities will not be counted as absences from either class or school:

1. Field trips sponsored by the school;
2. School-initiated and scheduled activities;
3. Athletic events requiring early dismissal from school;
4. In-school suspension; and/or
5. Job shadows and other work-based learning opportunities and Career and Technical Education student organization activities approved in advance by the principal.

Assignments missed for these reasons will be completed by students. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

### **G. Excessive Absences**

When a student has accumulated ten (10) unexcused absences, the principal will conduct an investigation to determine if the parent or guardian has made a good faith effort to comply with the law. Dependent upon the outcome of the investigation, the principal may notify the District Attorney and the Director of Social Services.

### **Bomb Threat** ([BOE Policy 4333](#))

House Bill 517: Three types of bomb threats now represent a serious crime in North Carolina, and therefore involve serious penalties that can be administered by the school system, or local and state law enforcement agencies.

- Making or communicating a false bomb threat in any form, even including computer messages, is a felony.
- Perpetrating a bomb threat hoax by bringing a fake explosive device onto school property (buildings, buses or grounds) or into school-sponsored events or activities is now a felony.
- Encouraging or aiding a minor to bring onto school property any true explosive device is a felony.

In addition to legal consequences that accompany the above felonies, the following penalties also apply:

- A second conviction of either of the first two crimes within 5 years of a first conviction is a felony crime.
- Conviction of any of the three crimes will result in the loss of one's driver license or permit.
- Possible restitution and financial liability for the costs or damage experienced by the school or school system in having to deal with the threat. Parents who are found to be negligent with regard to their children who commit either of the above crimes may be required to pay up to \$25,000.00 in costs associated with a false bomb threat or hoax, and \$50,000.00 in costs associated with damages resulting from a discharged explosive device.

**Onslow County School Board Policy 4333, Section B states:**

- Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school district property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property. No student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a teacher or the principal immediately.
- Long Term Suspension will be recommended by the Principal for any student who:
  - a. Makes a false report that there is a bomb or bomb-like device located on school property or at a school-related or school-sponsored activity; or
  - b. Conceals, places or displays a device on school property or at a school-related or school-sponsored activity with the intent to cause others to believe the device is a bomb.

A student who violates this section also will be referred to the criminal justice and/or juvenile system.

**Bullying (BOE Policy 4331)**

The term "bullying" is defined as deliberate verbal, nonverbal, and/or physical abuse of a student by one or more students. This type of behavior is repetitive in nature and the victim/offender remains the same. Bullying includes, but is not limited to:

- Derogatory, demeaning, intimidating, or defaming statements and/or gestures to or about a student;
- Intentional emotional harm to a student by exclusion and/or isolation;
- Hostile comments about another student's race, religion, disability, ethnicity, gender, and/or sexual orientation for the purpose of causing them to feel disliked or humiliated; and
- Unwelcome and uninvited physical contact or threats of physical contact that demean or offend the victim and result in a hostile environment for the victim.

*Violation of this section may result in suspension. A determination of the appropriate consequence will be made by the administration.*

**Bus Transportation (BOE Policy 4316)**

Riding a school bus is a privilege, not a right. Students are assigned a bus number and the appropriate pick-up and delivery point on the bus route. Students must present a written note from a parent or guardian by the end of the third lunch period requesting any bus change. All requests must have prior approval from the administration before the change can take place. Repeated use of school bus transportation to a destination other than the student's home will not be allowed.

**Cellular Telephones/Personal Electronic Devices**

Dixon High School is not responsible for lost, damaged or stolen cellular telephones. Cellular phones are not to be used on campus except before school, during class transition, during lunches and after school. Teachers are directed to "See it, hear it, take it" regarding cell phones. All students have 1:1 laptop device for internet access.

**Consequences:**

- 1<sup>st</sup> Offense:** Warning
- 2<sup>nd</sup> Offense:** Phone taken by teacher and returned at end of class.
- 3<sup>rd</sup> Offense:** Phone taken by teacher, turned into front office and parent must pick up.
- 4<sup>th</sup> Offense:** Banned from campus.

**Additional offenses** will result in ISS/OSS days to be determined by the administration.

\*Failure to surrender a cell phone to any staff member is deemed INSUBORDINATION and as such will carry consequences to include banning the phone from campus.

Any unlawful usage of a cell phone will be handled by the school's SRO. Unlawful cell phone usage includes sending inappropriate text messages (threats, information that incites inappropriate behavior on this campus, a bus, an activity bus, or at any school function at DHS or any other school campus) or pictures.

\*Note: Headphones/Ear Buds are not to be used during instructional time. The only exception to this would be by approval of the teacher for educational purposes.

- *Any video, audio, or photographic recording in classrooms or other areas designated for student learning without prior consent from the teacher and/or school administration is strictly prohibited.*
- *Any video, audio, or photographic recording in restrooms, locker rooms, or any other areas where privacy is an expectation is impermissible. Violations of this rule may result in criminal charges.*

**Child Nutrition** ([BOE Policy 6200](#))

Meal Benefit Applications are available throughout the school year. A new application is required **EACH** school year beginning August 1. Applications may be completed online using [www.lunchapplication.com](http://www.lunchapplication.com) (you may apply after August 1 only) Please plan to complete ONE application per household prior to school start date if you believe you qualify for Free or Reduced price meals. Approved applicants are still responsible for accrued charges.

**Breakfast is \$1.25 and Lunch \$2.25 for all grade levels. Reduced prices are as follows: Breakfast-Free; Lunch-\$0.40. Adult meals are sold at a la carte pricing. ALL Student Lunch meals must contain a fruit or vegetable choice to count as a meal.**

Onslow County Schools provides nutritious breakfast and lunch meals designed around the United States Department of Agriculture (USDA) Dietary Guidelines of MY PLATE. Guidelines restrict the amount of fat, sodium and sugar in our meal selections and encourage increased consumption of fresh fruits, vegetables, whole grain products, and calcium rich foods. Potable water is available for cup dispensing at all locations as well as bottled water for purchase.

A student breakfast may include three of four items: 2 breads and/or 1 bread and 1 meat, two fruit, and a milk choice. Often times, the entree is equal to two items (combination meat/grain or two grains). Students may decline any one component of the four items offered. All breakfasts must have a minimum of 1/2 C of fruit.

*Students who bring meals from home may purchase milk at the a la carte price of .50, even if the child is qualified for free meals. Milk is included as a meal component for all pay statuses. Online meal payments are available at [www.k12paymentcenter.com](http://www.k12paymentcenter.com)*

**Cheating/Plagiarism** ([BOE Policy 4310](#))

Students are prohibited from cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work; plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work;

**Consequences:**

- 1<sup>st</sup> Offense:** After School Detention and student will be given an alternate assignment.
- 2<sup>nd</sup> Offense:** 1 Day of ISS and student will be given an alternate assignment.
- 3<sup>rd</sup> Offense:** 3 Days of ISS and student will receive an alternate assignment.



### **Closed Campus** ([BOE Policy 4215](#))

A closed campus means students are not to leave the grounds of the school at any time during school hours unless they have permission of the administration. Students are **NOT** permitted to go **off** campus for lunch. Students are **NOT** allowed to have lunches delivered to them on campus or dropped off in front of the school. **Lunch is not permitted to be brought into the cafeteria from an outside establishment. Leaving campus without permission during lunch will result in consequences determined by administration and may include the loss of parking privileges.**

### **Clubs/Organizations** ([BOE Policy 3620](#))

Student activities are an important part of a student's career in high school. Each of the clubs at Dixon High has a major activity and performs a service project for the school or the community. Students and staff shall meet with school administration to submit ideas for a new club within the first ten days of the school year. Students and staff shall submit in writing detailed information about the new club and the advisor within the first twenty days of the school year. The advisor must be a staff member at DHS. The advisor and interested students must design guidelines, objectives, tentative times and dates for meetings, and present this information to the school principal. *The principal and the staff advisor will meet with the Strategic Planning Team (Leadership Team) within the first 30 school days to present the new club and have the Team vote on the new club proposal.* The principal will maintain the right to make final decisions regarding the organization, activities and guidelines for a proposed club as per Onslow County School Board Policy 3620.

### **Conduct /Public Display of Affection** ([BOE Policy 4300](#), [4315](#))

Students are expected to act as responsible, mature, young adults and use self-discipline throughout the day in all areas while on the school's campus, while attending a school-sponsored event, while riding a school bus, and/or an activity bus. Kissing, hugging, shouting, running, and excessive noise is not acceptable conduct. ***Repeated violations will result in a discipline referral.***

### **Damage or Destruction of School Property** ([BOE 4330](#))

No student shall willfully damage, deface, or destroy any building, property, grounds, supplies, furnishings or equipment belonging to the school. ***A violation will result in disciplinary action that may include office detention, in-school suspension, or out-of-school suspension. Criminal charges may also be filed. Restitution will be made to the school before the student will be allowed to participate in extra-curricular activities or graduation exercises.***

### **After School Detention**

At least twenty-four hours' notice will be given before detaining students before or after school. Notice is given in order for students to make arrangements for transportation, etc. Students who have jobs or obligations after school are not exempt from this process. If students are assigned to after school detention, they must stay or face further disciplinary action. After school detention will be served with the assigning teacher **from 2:15-2:45 pm.**

#### Detention: Failure to Serve

Students assigned after school detention, may not participate in extra-curricular activities until after 2:45 pm. Parents or guardians will be notified immediately by the teacher issuing the detention for any student that does not serve their detention. At that time, parents or guardians will be informed of the failure to serve, the consequences for not serving the detention (detention time doubled), and new detention dates will be set. Parents or guardians will be reminded that transportation arrangements must be made prior to serving detention. **Failure to serve the second assigned detention will result in one day of in-school suspension. Each further violation will result in one day of out-of-school suspension. If a student is absent on the day he/she is to serve detention, he/she is to serve detention on the next available detention day.**

### **Disorderly Conduct** ([BOE Policy 4300](#), [4310](#), and [4315](#))

No student shall engage in disorderly conduct on a school bus/activity bus, on the school grounds, or at any school function at or away from school. Disorderly conduct includes, but is not limited to profanity, arguing, shouting, verbal altercations causing a disturbance, or encouraging others to fight. Disorderly conduct also includes conduct that creates the threat of imminent fighting or other unacceptable behavior. Making or using an utterance, gesture, display, or abusive language which is intended to (or likely to) provoke violent retaliation and thereby cause a



breach of the peace and order of the school is also considered disorderly conduct. This includes being around and/or encouraging others to fight or argue. If a fight starts, students should leave the area. Blocking the free entry or use of school facilities is also a violation. Students are expected to maturely work out their problems with each other or get the help of a school counselor or administrator. ***Violation will result in disciplinary action based on the extent of the student's misconduct and prior discipline referrals. Disciplinary action may include office detention, in-school suspension, out-of-school suspension and/or arrest.***

### **Disrespectful Behavior to Faculty Members** ([BOE Policy 4300](#), [4310](#), [4315](#))

No student shall behave in a manner that is considered to be disrespectful to a staff member. Such behavior includes, but is not limited to, talking back to a faculty member, use of profane or vulgar language to or in the presence of staff members, or disrespectful gestures or body gestures directed toward staff members. ***Violation will result in disciplinary action based on the extent of the student's misbehavior and prior discipline referrals. Disciplinary actions may include in-school suspension or suspension from school for up to 10 days.***

### **Disrespectful Behavior to Other Students** ([BOE Policy 4300](#), [4310](#), [4315](#))

No student shall behave in a manner that is considered to be disrespectful to fellow students. Such behavior includes, but is not limited to, use of profane or vulgar language to or in the presence of fellow students, disrespectful gestures or body gestures directed toward other students, ridicule or any other act which damages another student's reputation. ***A violation will result in disciplinary action based on the extent of the student's misbehavior and prior discipline referrals. Disciplinary action may include office detention, in-school suspension, or suspension from school for up to 10 days.***

### **Disruption/Violation of Classroom Rules** ([BOE Policy 4300](#), [4315](#))

No student shall behave in a manner that prevents the teacher from teaching and students from learning. Students will adhere to classroom rules as established by the teacher as well as those defined by the Board and school. ***Students referred to the office will receive appropriate disciplinary action based on the extent of the disruption and previous disciplinary problems. Disciplinary action may include detention, in-school suspension, or out-of-school suspension.***

### **Dress Code** ([BOE Policy 4303](#))

The dress and appearance of students has a significant effect upon conduct and behavior while at school. It is expected that students will be dressed and groomed in a reasonable manner conforming to standards generally considered acceptable for the age group of the individual. Students shall abide by the published dress code of the school. Those guidelines are discussed under the dress code section in this handbook. ***Students considered in violation of the intent of this policy first shall be advised, and then suspended from attendance in school if the condition is not immediately corrected. (Students will be sent to ISS or the office until a parent or guardian brings the student a change of clothing or if suspended, removes the student from campus. Class time that is missed will be considered unlawful/unexcused. All work must be made up.)***

Dress must comply with the health and safety codes of the State of North Carolina and the Onslow County Board of Education Dress Code Policy 4303. The basic responsibility for the appearance of the students at Dixon High School rests with the parents and students themselves. The dress and appearance of students has a significant effect upon conduct and behavior while at school. The purpose of the Dixon High School dress code is not to censure individual expression but to help maintain an atmosphere conducive to learning and free of distractions. If dress is inappropriate, the student will conceal or remove the inappropriate attire for the remainder of the school day or a parent will be called and arrangements will be made for students to change the inappropriate attire. Students who are referred for a dress code violation will have an alternate setting until a change of clothing is obtained. A student's appearance must not disrupt the teaching and learning process. **ALL students and parents are asked to assist the school in carrying out this policy.**

The following attire shall be the dress code for **ALL** Dixon High School students during the instructional day which includes exam days:

- ✓ The shoulder width of shirts, blouses, or dresses must completely cover undergarments. Students ***are not*** permitted to wear spaghetti strap tops/dresses, tube tops, altered shirts, one shoulder tops or completely off the shoulder, halter tops/dresses, or open back tops/dresses.

- ✓ Shorts, skirts and dress ***must*** fall to mid-thigh when standing even if leggings are worn underneath the garment. High/low dresses must meet the dress code; the underskirt must be to mid-thigh.
- ✓ Any student dressed inappropriately on exam days will be required to change prior to taking the exam or will be sent home.

**The following attire is considered unacceptable and is prohibited for DHS students.**

- Clothing which is obscene, sexually suggestive, revealing, advertises tobacco products, alcoholic beverages, drugs or other illegal items, violent behavior, or contains inappropriate language.
- Clothing which is representative of gang affiliation. This includes rags, bandannas, or handkerchiefs hanging from a pocket, scarves or bandannas tied around legs/arms/necks, one pant leg up, baseball caps tilted one-way, gang lettering/language, gang numbers, gang symbols, and/or colors that are associated with gang affiliation.
- Any symbols, styles, flags, or attire frequently associated with intimidation, bullying, violence and/or violent groups.
- Offensive, obscene, or vulgar writing or pictures on any item being worn or any item being carried by the student. This includes book bags.
- Shirts must either be tucked in or fall below the belt (waistline) far enough so that when bending or reaching above the head the midriff is not exposed. Mesh shirts, midriffs, half-shirts, see-through shirts or revealing attire is not acceptable.
- Shirts, t-shirts, and blouses that do not overlap at the top of the shorts, pants, and/or skirt when the student is standing.
- Undergarments being worn as outer-garments. (Undergarments may not be visible).
- Bedroom shoes/house slippers. (Doctor’s note required if student must wear a bedroom shoe or house slipper.)
- Pajamas.
- Clothing unbuttoned or cut to reveal the chest, the midriff, or a part of the body that is expected to be covered like high thigh area.
- “See-through” clothing, biking shorts or tight/form fitting clothing.
- Any adornment such as chains, bracelets, spikes, that reasonably could be perceived as, or used as a weapon. “See It/Take It” procedures will be followed.

**Drugs or Alcohol: Possession, Sale, Use or Under the Influence** ([BOE Policy 4325](#))

No student shall possess, use or consume prior to nor while attending school or any school functions, transmit or be under the influence of alcohol, narcotic drugs, hallucinogenic substances or any other substance defined as a controlled substance (pursuant to Chapter 90 of the North Carolina General Statutes) while in any school building or on any school premises, at any school function or event before, during, or after school hours or during any period of time when the student is subject to the authority of school personnel unless the substance is prescribed by and taken in accordance with the prescription of a physician. ***Violation of this rule will result in a minimum of 5 days out-of-school suspension and arrest for an alcohol-related offense and a minimum of 10 days out-of-school suspension and arrest for a drug-related offense.***

**Early Checkouts and Signing In/Out** ([BOE Policy 4400](#))

Early checkout is strongly discouraged. Students miss valuable instruction and may be counted absent. Occasionally, we understand that it will be necessary for a student to leave during the school day. Students will not be released to anyone but a parent, legal guardian, or emergency contact (as noted on the student emergency data sheet) without written approval from the parent for a third party to pick up the child. A parent or guardian is required to come into the school and sign the student out if a note is not provided. ***We cannot verify a person’s identity over the phone or email so we will not sign a student out based on a parent or student initiated phone call.***

Students who need to leave school before the dismissal time must present a written note first thing in the morning to the front office (phone calls will be made to verify note) from a parent. Notes from the parent or guardian requesting an early release from school must contain the following information:

- Date and time for early check-out,
- Reason the student needs to check out of school,
- Telephone number where the parent can be contacted,
- Doctor's name if the student is checking out for a medical appointment and a
- Parent's signature.

Early checkout times should be arranged to coincide with class changes as much as possible. All individuals picking up a student should be prepared to show proper identification when they come for a student during the school day. The person picking up the child must come into the office to sign the student out of school.

### **Early Release/Late Entry (Seniors)**

Each student's scheduled class day consists of four periods and a homeroom. For a student to be granted an early release or late entry, one parent must sign a release form. There are several conditions to this policy:

1. Only seniors can be released early or have late entry.
2. The student must leave and arrive at campus at the designated time or the release agreement is forfeited, which can mean reassignment to classes. Seniors will not be allowed to remain on campus or return to campus until designated times. Students who violate this rule will be handled as a trespasser.
3. A student may stay after their own classes are over under the following circumstances ONLY:
  - a pass from a teacher to include date, time, period & the destination of the student during that period.
  - if the teacher is not responsible for teaching a class during that period.
  - Students must sign in the front office as a visitor and display visitor pass. There will be NO exceptions to this.

STUDENTS MAY NOT LOITER IN THE FRONT OFFICE OR FOYER AREA AFTER 10 MINUTES OF THEIR CLASS BEING OVER. IF THEY ARE HERE WITH NO PASS AFTER THE 10 MINUTE TIME PERIOD, THEY WILL GO TO ISS UNTIL THEIR RIDE ARRIVES.

### **Family Educational Rights (FERPA)**

Pursuant to the Family Educational Rights and Privacy Act, the Onslow County Board of Education publishes the Board of Education policy statement regarding student records.

To all parents of students currently attending the Onslow County Schools who have reached the age of 18:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students or eligible students have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the students. The Onslow County Board of Education has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the Superintendent's office, in the principal's and counselor's office of the school.

### **Fees (BOE Policy 4600)**

The Onslow County Board of Education has passed a policy concerning the payment of school fees and sets the fee schedule each school year. Payment of fees is a prerequisite for driver education, participation in athletics, marching band, and graduation exercises. Fees should be paid during the first week of each semester. **NOTE: Fees may now be paid online. Check the school website for the link.** If a parent writes a check for fees, a separate check should be written for each fee as schools are not allowed to cash checks and teachers are not allowed to collect fees for classes other than the class they teach. Fees include those assessed for all classes, programs, and county required instructional fees. Students MUST have all owed fees paid to participate in extra-curricular activities, to obtain a parking permit, participate in athletics, and to participate in **graduation exercises**. Visit the school's web page for fees list.

### **Fee Waiver Policy** ([BOE Policy 4600](#))

Students whose families meet eligibility criteria to receive free lunch under rules and regulations established by the United States Department of Agriculture are entitled to make application for a waiver of required fees. **NOTE: Fee waiver forms must now be accompanied with the approval form for free/reduced lunch from the district office.** The principal is authorized by Board of Education Policy to investigate claims for fee waivers and to determine the amount of fees waived.

### **Field Trips and School Activities** ([BOE Policy 3320/3620](#))

All school rules and expectations apply when students participate in field trips and school-sponsored activities both on and off the campus. All students are to be in good behavioral standing to attend field trips. All staff members are to correct student behavior whenever and wherever necessary. Problems that are observed outside the classroom by teachers will be immediately referred to the administration. These situations will be resolved in accordance with policy outlined in this handbook.

To participate in non-academic field trips, students must have passing grades in ALL current classes and have 10 or less unexcused absences in a previous semester; and ALL classes in the current semester leading up to the point of the day of field trip.

### **Forgery and Violation of Copyright Laws** ([BOE Policy 4310](#))

Students will not forge the signature of faculty, staff, parents, guardians, or any person serving in an official capacity. Plagiarism will be considered cheating. Forgery or falsifying documents for the purpose of deceiving personnel is a school violation. Copyright laws must be followed. Administration will determine the consequence based on the offense.

### **Grading Scale System**

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

Grades and Grade-Point Local school districts are required to follow the new scale at the high Average Calculations school level (grades 9-12). Under the new scale, grades and grade point average calculations will be applied as follows:

- A: 90-100 = 4.0
- B: 80-89 = 3.0
- C: 70-79 = 2.0
- D: 60-69 = 1.0
- F: < 59 = 0.0

### **Incomplete Coursework**

A student may be assigned an *Incomplete* for a course. The *Incomplete* must be removed within three weeks of the end of the grading period in question or the *Incomplete* converts into the grade earned.

## **GRADUATION REQUIREMENTS** ([BOE Policy 3460](#))

The board recognizes the importance of setting rigorous graduation requirements to help ensure that students are receiving an education that will prepare them to be productive members of society. In order to graduate from high school, students must meet the following requirements:

1. successful completion of all course unit requirements mandated by the State Board of Education (see Section A);
2. beginning in the 2014-2015 school year, successful completion of cardiopulmonary resuscitation instruction; and
3. successful completion of all other requirements mandated by the board, as provided in this policy.

For students who have transferred to the school system during high school or who, for other reasons, have completed course work outside of the school system, the principal shall determine what course work will be applied as credit toward graduation.

The actual course and credit requirements to earn a North Carolina High School Diploma for the Future-Ready Course of Study or the Occupational Course of Study differs based on when a student enters 9<sup>th</sup> grade for the first time. Please click on the following link to access the NCDPI website to ascertain the requirements to the type of respective diploma that is specific to the year the student first entered 9<sup>th</sup> grade. <https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements>

### **Graduation (Early)**

Early Graduation is a major decision that requires principal approval. Choosing to graduate early may have a significant impact on available post-high school education and employment options. The decision should be well-planned and thoughtfully made only after careful consideration by both the student and parents. The school's guidance counselor will be able to provide post-secondary options available to early graduates. Students who have completed all graduation requirements may request to graduate early, either at the mid-year of their senior year or the end of their junior year. The student's grade classification will be based on the OCS high school promotion standards. Diplomas are awarded only at the end of the school year.

### **Hall Passes**

Students should not leave class during instructional time. **Students will not be permitted to receive a hall pass during the first 10 minutes and last 10 minutes of class.** Students who need to take care of matters in the front office, in guidance, or with administration should do so during class changes, during lunches, or, before or after school. Students are required to have a pass signed by a teacher or an administrator if they are out of class during instructional time. No students will be allowed in the hallways without an official hall pass. Students that need to access their vehicles during school hours, shall be escorted by an administrator or designee.

### **Hazing or Extortion** ([BOE Policy 4331](#))

No student or group of students shall subject another student to physical injury as part of an initiation, or as a prerequisite to membership into any school group, athletic team, or other similar group. No student shall be involved in forcing or threatening another student in order to obtain money or other valuables or to participate in humiliating acts. No student shall bully other students for any reason. ***Violation will result in a minimum of 3 days out-of-school suspension and/or arrest.***

### **Instructional Time**

One important way that a school can have a positive and direct impact on student achievement is through the protection of instructional time. For this reason, no visitors will be allowed to classrooms during the school day unless they are a guest speaker and part of a planned instructional activity or approved by administration. Anyone wishing to meet with a teacher must do so by appointment.

### **Insubordination/Failure to Comply** ([BOE Policy 4300](#), [4301](#))

All students will follow the instructions or directions of any staff member. Students must also correctly identify themselves when asked to do so by any staff member. If a student questions a directive of a teacher, it must be ***in private. The refusal to follow reasonable directives of teachers or other school personnel will be considered disobedient behavior and may result in immediate suspension. Any student who refuses to state their full name to a school employee when asked may be suspended.***

## **Integrity and Civility** ([BOE Policy 4310](#))

All students are expected to demonstrate integrity, civility, responsibility and self control. This expectation is directly related to the board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility and self control also are critical for establishing and maintaining a safe, orderly and inviting environment. *Consequences will be determined by school administration.*

### **PROHIBITED BEHAVIOR**

In addition to any standards or rules established by the schools, the following behaviors are specifically prohibited as violating the standards of integrity and civility:

1. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
2. plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work;
3. violating copyright laws, including unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
4. cursing or using vulgar, abusive or demeaning language towards another person;
5. playing abusive or dangerous tricks or otherwise subjecting a student or personnel to personal indignity; and
6. falsification, which includes the verbal or written statement of any untruth.

## **Lockers**

Each student is afforded the opportunity to rent a locker for a small fee of \$2.00 per school year. The instructional supply fee of \$5.00 **must** be paid before a locker may be rented. Students are not allowed to share lockers. Lockers are school property and remain at all times under the control of the school. The school is not responsible for items or books lost from lockers. DHS will not replace lost or stolen items. **School authorities, for any reason consistent with board policies or school rules, may conduct locker inspections without informing the student.** ([BOE Policy 4342](#))

## **Media Center Usage**

Media Center Hours: 7:00 AM to 3:00 PM

Occasional changes in hours will be posted on the doors. Arrangements with the media specialist may be made for extended time. The media center offers support to the school's instructional program with a primary function to assist students with research. Students are encouraged to use the media center for leisure reading, study, and research. Quiet, businesslike conversation is acceptable. Students that are using the media center during class time must have a pass from their teacher and must sign in at the front desk.

## **Medication** ([BOE Policy 6125](#))

**ALL** prescription medication must be checked in at the main office. The office will dispense the medication as prescribed. Students are **NOT** permitted to carry any type of drug/medication or controlled substance in their possession at any time. Exceptions to this could be diabetic needs, epi pens, inhalers, etc. The nurse will make the final determination on accepted medications that may be carried by a student. Students that need to take a medication must have a pass granting permission to leave class at the time indicated on the medication label.

## **North Carolina Academic Scholars Program**

1. The student shall complete the Future-Ready Core mathematics sequence of Math I, II, III; Algebra I, Geometry, Algebra II; or Integrated Math I, II, III and a fourth-level mathematics course that meets University of North Carolina system Minimum Course Requirements that include a mathematics course with either Math III, Algebra II, or Integrated Mathematics III as a pre-requisite;
2. The student shall complete three course credits of science including an Earth/Environmental science course, Biology, and at least one physical science course that must include either physics or chemistry;
3. For students entering ninth grade in 2012-13 or later, the student shall complete four course credits of social studies;
4. The student shall complete two course credits of a world language (other than English);
5. The student shall complete four elective course credits in any one subject area, such as Career and Technical Education (CTE), JROTC, Arts Education, World Languages, or in another content area;



6. The student shall have completed at least three higher-level courses during junior and/or senior years which carry quality points such as Advanced Placement, International Baccalaureate or Dual Enrollment courses; Advanced CTE and CTE credentialing courses; honors level courses, or Project Lead the Way courses; and
7. The student shall earn an unweighted grade point average of at least 3.50.

### **Restricted and Non-Restricted Areas**

Certain areas are off limits to students during all school hours. **Restricted areas include but are not limited to parking lots, behind learning cottages, behind vocational building, sporting fields, and behind the cafeteria.** Students must report to designated areas immediately upon their arrival to school (designated student wait areas include the cafeteria, the outside breezeway area, the media center; the media center lobby, and the front/back hallways). Students are not permitted to go to the parking lot during the school day without **administrative escort**.

**During lunch periods, students are permitted in the cafeteria and the outside breezeway area. Unless a student has a pass from a teacher, students are restricted from classrooms and classroom hallways during lunch periods.** Materials must be retrieved from lockers prior to the start of first period, during class changes, before the student's lunch period and/or at the end of the day. Students in restricted areas during school hours may receive consequences to include lunch detention, after school detention, ISS or OSS.

### **School Bus Expectations** ([BOE Policy 4316](#))

Riding a bus is a privilege not a right. Students will follow the rules and regulations provided by school officials while riding a school bus/activity bus. The bus driver, subject to the direction of the principal or designee, shall have complete authority over and responsibility for the operation of the school bus/activity bus and for maintaining appropriate conduct of students while on the bus. Student misbehavior on the school bus/activity bus will result in disciplinary action from the school's administration. ***Violation of the rules and regulations for conduct on a public school bus could result in temporary or permanent suspension of the privilege to ride a school bus/activity bus.***

### **School Counselor Services**

The school counselors provide invaluable services for students. These services include advice and information concerning:

- Course planning to facilitate attainment of immediate and long-range career goals, as well as graduation requirements.
- Personal counseling to develop and maintain emotional maturity.
- Entrance requirements for the programs offered by technical schools, colleges, and universities.
- Information on examinations including the PSAT, SAT, ACT, and achievement tests.
- Scholarships and financial aid for higher education.
- The issuance of transcripts.
- Applications for special/summer academic programs.

Students are encouraged to meet with their assigned counselor. Students may stop by the school counselors' office before and after school and/or request an appointment with the receptionist.

### **School Insurance** ([BOE Policy 4220](#))

The Onslow County School Board Policy states that students participating in athletics must have accident insurance coverage. The insurance may be school insurance or a private insurance. Those students with private insurance must fill out the proper forms and submit them to the appropriate coach or teacher. Regular school insurance covers all sports except Varsity Football.

### **School Safety** ([BOE Policy 1510/4200/7270](#))

Specific procedures are in place to ensure the safety of all students, staff, and campus visitors in the event of a school crisis. Parents/Guardians/Visitors must report to the front office upon arriving on campus. To fully understand these procedures, mandatory drills will be conducted. All students should take all drills seriously. During a drill, students should follow all staff directives moving to assigned "safe" areas inside or outside the school buildings. Students are to remain with their class during safety drills and conduct themselves in an orderly manner waiting quietly for additional instructions. Talking, running, pushing or playing is not permitted during a drill. When the drill is over, students are to return to their class quietly.



## **Student Driving on Campus**

Driving on campus is a privilege and this opportunity will be suspended for students that drive in an unsafe manner. Students are to stay on the pavement and are not permitted to drive on the grass at any time. Students are not to pass another vehicle, including a school bus, while on the school campus. The vehicle speed should never exceed 10 mph. ***In addition to administrative action and/or action taken by the School Resource Officer, improper driving on campus will result in the suspension or loss of the student's driving privileges on campus. School officials may search vehicles parked on DHS campus.***

## **Student Parking on Campus**

Parking on the Dixon High School campus is a student privilege, and certain conditions are attached to that privilege. Students who fail to uphold those conditions will be subject to loss of parking privileges.

- A student must be eligible to purchase a parking pass (\$25.00) at the time of the request; after all current and prior fees are paid.
- Parking pass eligibility is determined by presenting the following information to the office: signed and dated DHS Campus Parking paperwork, a valid NC Driver's license, proof of insurance, a valid vehicle registration form in the student's name or the name of a parent, guardian, or other person that has presented a notarized letter giving the student permission to drive the vehicle, clearance of school fees: technology fees, media center, athletics, band, clubs, or monies owed to the cafeteria.
- The parking pass must be purchased prior to parking a vehicle on campus. **Permits are non-transferrable.** (You cannot give it to someone else)
- The parking pass must be hung on the rear-view mirror with parking spot number facing out. The pass must be visible.
- The parking pass will be assigned to a reserved number in a designated parking lot. Students may not park on the grass, a sidewalk, any road area, or any area NOT assigned with a parking pass. Vehicles parked in the wrong space or in an unauthorized area may receive a citation.
- Vehicles may NOT be left on campus overnight unless permission has been granted by the administration.
- The speed limit on campus is NOT to exceed 10 MPH. Drivers and passengers should wear their seat belt. Citations may be issued for a speeding violation or a seat belt violation.
- Vehicles should be secure at all times. Students are cautioned **NOT** to leave valuables in their vehicles.
- Students must enter the building upon arriving on campus. Loitering in vehicles or the parking lot may result in a citation.
- Permission must be given by the administration for a student to return to their vehicle during the school day.
- Vehicles parked on campus are *subject to search*. This may be done without consent or notification.
- Students may NOT leave campus for lunch.
- Students are NOT permitted to PASS another vehicle in the parking lot or while entering or leaving the campus
- Students with attendance issues, habitual tardiness, and /or discipline issues may have their parking privileges suspended or revoked until such issues are resolved
- Cars illegally parked or without a paid permit will be towed at the owner's expense. Violations of the above regulations will result in revocation of driving/parking privileges on campus.
- Students are not permitted to drive from one parking lot to another during the school day to be closer to their class. Students will only be assigned one parking space.

## **FREQUENT PARKING VIOLATIONS**

- Using more than one space
- Loitering/littering parking lot
- Parking in other than assigned spot
- Improper permit display
- Student in parking lot without a pass
- Inaccurate vehicle registration/license/insurance
- Poor attendance, habitual tardiness, discipline problems

\*Violations of the above will lead to consequences that may include:

- 1<sup>st</sup> violation - Written warning
- 2<sup>nd</sup> violation - 5 day school parking suspension
- 3<sup>rd</sup> violation - Revocation of parking permit without refund

**Dixon High School is not responsible for damages to or theft from vehicles. Parking a vehicle on campus is a privilege. Students may lose the right to park on campus for a specified period of time or indefinitely for any infraction of these rules or for the improper operation of the vehicle on the school's campus. School disciplinary actions may include the loss of campus parking privileges for a specified time or indefinitely. Students who insist on parking a vehicle on campus following the loss of a parking privilege can expect the vehicle to be removed from campus at the owner's expense.**

### **Tardies**

All students are expected to be in class and prepared for the lesson to begin immediately after the tardy bell rings. The amount of time between classes is seven minutes; therefore, students must move quickly from one class to another. Students arriving late to school, after the second tardy bell, will be counted tardy and should report to the front office to check in. If a student is late due to a medical or dental appointment, a doctor's note should be presented.

The following policy concerning students being tardy will be in effect. The number of tardies is cumulative across all periods, not for each respective period.

- Unexcused Tardy #3: Warning, Parent Contacted.
- Unexcused Tardy #4: After school or lunch detention.
- Unexcused Tardy #5: 1 day of period ISS OR loss of parking privileges for 3 days.
- Unexcused Tardy #6: 1 day of ISS OR loss of parking privileges for 5 days.
- Unexcused Tardy #7: 2 days of ISS OR loss of parking privileges for 10 days.
- Unexcused Tardy #8: 3 days of ISS OR loss of parking privileges for the remainder of the grading period or 15 days (whichever is greater)
- Unexcused Tardy >8: Administrative discretion.

Tardies will reset after each grading period.

### **Technology** ([BOE Policy 1710](#), [3225](#), [3226](#), [4205](#), [6523](#), [7320](#))

Students are expected to follow the Responsible Use Guidelines for District Issued and Personally Owned Devices. Students that are provided a 1:1 Digital Learning Device will be required pay a \$25 Technology Usage Fee to help assist the district with costs associated with supporting the devices and peripheral equipment, as well as any accidental damages. The insurance assessment does not cover theft, non-accidental damage, or loss while off school campus.

Students are expected to follow the Digital Learning Class Etiquette Procedures at all times. 1=Teacher time (Screens Down); 2=Interactive Time (Screens at 45 degrees); 3=Student Time (Screens Up)

### **Threatening Acts** ([BOE Policy 4331](#))

Students are prohibited from directing toward any other person any language which threatens force, violence or disruption, or any sign or act which constitutes a threat of force, violence, or disruption. This includes written threats. *Violation of this policy may result in suspension and may be reported to law officials.*

### **Title IX** ([BOE Policy 1741/7221](#))

Onslow County Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. The Human Resources Department at the Onslow County Technical Support Center will receive Title IX inquiries. Letters or phone calls may be made to the Onslow County Schools, 200 Broadhurst Road, Jacksonville, NC 28540 (910-455-2211)

### **Tobacco Products: Possession and/or Use** ([BOE Policy 4320](#))

Students are prohibited from using or possessing any tobacco product (1) in any school building, school vehicle, or on the school grounds at any time; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips. The term “tobacco products” includes cigarettes, e-cigarettes, cigars, blunts, pipes, chewing tobacco, snuff, smokeless tobacco, and any other items containing or reasonably resembling tobacco or tobacco products or products that creates fumes or vapors. This includes possession of lighters and/or matches. ***First offense will result in two days of out-of-school suspension. Each subsequent offense will result in one additional day of OSS.***

### **Truancy: Skipping class, Skipping School, Leaving Class or Campus**

Once a student arrives on campus, he/she should not leave the school grounds during the regular school day without permission from school authorities. Students shall attend all classes assigned and shall remain in the classroom unless a written pass is given which grants permission to be out of the class. ***The first offense will result in one day of period in-school-suspension; the second offense will result in one day of in-school-suspension; Each subsequent offense will result in one additional day of ISS.***

### **Valedictorian and Salutatorian** ([BOE Policy 3450](#))

The valedictorian and salutatorian will be notified of these honors at graduation practice.

The following administrative guidelines shall apply:

1. A student shall be enrolled in a high school in the Onslow county School system during the entire senior year to be designated a valedictorian or salutatorian. The student must enroll within the first 10 days of the school year.
2. The valedictorian and salutatorian shall be determined by the class ranking on the North Carolina Standardized Transcript.
3. The selection of the valedictorian and salutatorian shall be determined following the second semester exams and final averaging of grades for the senior year.
4. For valedictorian and salutatorian ranking purposes, the high school average shall be carried out to the fourth decimal and shall be based on a weighted scale.

### **Visitors**

Visitors must report to the main office when they arrive on campus to sign in and receive a Visitor’s Pass. Visitors should sign-out as they leave the school’s campus. Visitor passes must always be worn while on campus. Anyone sighted on campus without a visitor’s pass will be trespassing and the proper authorities will be summoned. Appointments for conferences with teachers must be arranged through the main office or with the teacher. Classroom visits/observations will be scheduled by the office. Students from other schools are not permitted to visit the campus unless approved by the administration. Visitor parking is located on the front row of the parking lot located in the front of the school’s campus.

### **Weapons, Bomb, Biological or Chemical Threats, Explosives, and Threats to Safety**

([BOE Policy 4333](#)) The presence of weapons, bomb, biological, or chemical threats or actions that constitute a clear threat to the safety of students and employees will not be tolerated. Any student violating this policy will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. Specifically, students shall not possess, handle, transmit, manufacture, or use any explosive device or weapon such as a firearm, knife or any other device perceived to be a weapon. Weapons will be confiscated and turned over to the sheriff’s department. ***Violation of this policy shall result in a minimum of 10 days out-of-school suspension and arrest. Possession of a firearm will result in long-term suspension school.***

### **Weather Watch**

When inclement weather occurs, local radio and television stations will announce school closings or delays. School delays are also announced on the Onslow County Schools “Information Line” at 989-2211, the School Messenger system, Twitter - [@Dixon Bulldogs](#) and the DHS webpage - <https://www.onslow.k12.nc.us/dixonhs> . If no announcement is made, school will start at the regular time.

# DISCIPLINE PHILOSOPHY

## DIXON HIGH SCHOOL

### Student Discipline

#### Statement of Purpose

Dixon High School is a place where students can come to concentrate on their academic pursuits, while having the opportunity to interact socially with their peers, participate in extracurricular activities and be a part of a school community. It is our desire as the staff of Dixon to ensure that this atmosphere is positive and, most of all, conducive to student learning. The policies are designed to provide students with structured rules and consequences which are fair and equitable to the entire school population.

We are charged by the North Carolina General Assembly and the Onslow County Board of Education to provide a safe and orderly learning environment for our students. We take this responsibility very seriously. These policies are designed to ensure that the environment of our school is positive and encouraging to the academic growth of our students. The administrator will consider all information when making a decision about student discipline.

You must always remember that you make choices in your behavior. Only you can control the decisions and choices you make. The rewards and consequences you experience at DHS are based upon the decisions you make. We hope you will always choose to do what is in your best interest and the best interest of your school. The school's discipline program focuses on assisting students to develop the self-discipline needed to make good choices and, thus, create the best possible learning environment for all students.

**DIXON HIGH SCHOOL RESERVES**  
**THE RIGHT TO AMEND THIS**  
**HANDBOOK AT ANY TIME DURING**  
**THE SCHOOL YEAR**

Any student that may violate the rules, policies and guidelines in this handbook may lose: the right to attend the prom, parking privilege, attend school sponsored trips, participate in extra-curricular activities to include sports, or any other school event not specifically listed.

Seniors may also lose the right to participate in the graduation exercise.