

Swansboro High School

Student Handbook

2024-2025

School Mascot—Pirate

School Colors—Columbia Blue and White



Swansboro High School

School Website: <https://www.onslow.k12.nc.us/swansborohs>

Facebook: <https://www.facebook.com/swansboro.high.98>

Twitter: Swansboro Athletics @SBHS_Pirates

Vision Statement:

***WE RISE: World Experience, Relationships, Investment,
Support and Engagement***

Mission Statement:

Invest in yourself; invest in each other; invest in our future

Onslow County Board of Education

Ken Reddic, Chairman
Bradley Williams, Vice-Chairman
Bill Lanier
Melissa Oakley
Elbert Garvey
Louis Rogers
Angie Todd

Administration

Helen Gross, Principal
Nelson Blair, Assistant Principal
Lisa Frazier, Assistant Principal

Swansboro High School Office Protocol

Office Hours: 7:00 am -- 3:30 pm
Monday -- Friday

Instructional Hours

7:10 am -- 2:10 pm

***** Students are expected to go directly to breakfast or class upon arrival. No congregating !**

24/25 Bell Schedule			
TIME	CLASS	TIME	
7:10-8:35	1 st period	85 minutes	
8:40-10:05	2 nd period	85 minutes	
10:10-10:40	Refresh	30 minutes	LUNCH
10:45-12:40	3 rd period	85-90 minutes	A. 10:45- 11:10 B. 11:15- 11:40 C. 11:45- 12:10 D. 12:15- 12:40
12:45-2:10	4 th period	85 minutes	

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Onslow County Schools
2024-2025 School Year Calendar
HIGH SCHOOL and OVS 6-12

HIGH SCHOOL
AND OVS 6-12

HIGH SCHOOL
AND OVS 6-12

Legend

- First Day for Students
- Holiday
- Teacher Workday
- Leave Day
- Prof Dev Day
- Exams
- Last Day for Students
- Interim Reports
- End of Grading Period
- Report Cards

Interim Reports Grading Period Report Cards

Grading Period 1	9/16/2024	10/7/2024	10/15/2024	
Grading Period 2	10/29/2024	11/20/2024	12/2/2024	Semester 1
Grading Period 3	12/16/2024	1/17/2025	1/29/2025	
Grading Period 4	2/12/2025	3/6/2025	3/13/2025	
Grading Period 5	3/28/2025	4/28/2025	5/5/2025	Semester 2
Grading Period 6	5/19/2025	6/6/2025		

Make-up days may be Teacher Workdays or Leave Days.
Additional make-up days to be determined as needed.

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High School Graduation Requirements (BOE Policy 3460):

From the time students enter kindergarten, they are preparing for high school graduation. To make sure students stay on track for a high school diploma, students must meet state course and credit requirements in addition to any local requirements. School counselors are available to answer any questions you may have about what is needed to reach the goal of high school graduation.

Content Area	FUTURE READY CORE
English	4 Credits
Mathematics	4 Credits
Science	3 Credits
Social Studies	4 Credits
World Language	Not required for graduation, but 2 levels are recommended for admission to the UNC system.
Health and Physical Education	1 Credit Students must complete CPR overview.
Electives	6 Credits
	2 elective credits of any combination from either: Career and Technical Education (CTE), Arts Education or World Languages.
	4 elective credits strongly recommended in either a career cluster or concentration.
	<i>Students following the occupational course of study should meet with their case manager for course requirements.</i>
Total	22 Credits

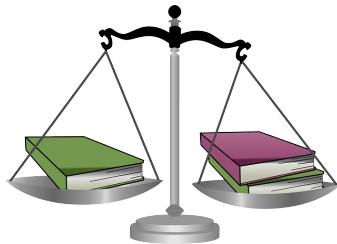
NORTH CAROLINA HIGH SCHOOL DIPLOMA ENDORSEMENTS

Students in North Carolina public schools and public charter schools may receive one or more endorsements on their high school diploma. These endorsements indicate that students have completed specific course concentrations preparing them to be ready for college or careers. The five endorsements are:

- **Career Endorsement** indicating completion of a rigorous course of study that includes a Career Technical Education concentration;
- **College Endorsement** indicating readiness for entry into community colleges;
- **College/UNC Endorsement** indicating readiness for entry into a four-year university in the University of North Carolina system;
- **NC Academic Scholars Endorsement** indicating that students have completed a balanced and academically rigorous high school program preparing them for post-secondary education (see next page for details);
- **Global Languages Endorsement** indicating proficiency in one or more languages in addition to English.

Weighted Courses

High school students have the option of taking courses that have a higher “weight” than regular coursework. Courses that are listed as honors courses carry a maximum of 4.5 quality points. Courses listed as Advanced Placement or CCP carry a maximum of 5.0 quality points.



NC Academic Scholar’s Program

The North Carolina State Board of Education, believing that the success of our state and nation depends on the full development of our youth and that some students should be encouraged to pursue a well balanced but more vigorous high school program, has instituted the North Carolina Scholar’s Program. Students satisfactorily completing the requirements enumerated below with an unweighted GPA of 3.5 or higher, shall be named North Carolina Scholars and shall receive from the State Board of Education an appropriate seal of recognition.

Courses	Credits
English	4
Mathematics (Math I, Math II, Math III, and one unit of Adv. Math)	4
Science (Biology, Chemistry or Physics and an Earth and Environmental Science course)	3
Social Studies (Sequence according to 9th Grade entry date—World History, Civic Literacy, American History, and Economics and Personal Finance)	4
World Languages (Two credits of the same language)	2
Health & Physical Education	1
Elective credits which constitute a concentration or cluster from CTE, Arts Ed, World Language or another subject area	4
Higher level courses which carry 4.5 or 5 quality points	2
Total	24

Onslow County Sponsors for Academic Talent

This program guarantees scholarship money to every student in our county who meets the following requirements prior to January 31st of their senior year:

\$750.00 scholarship to students who:

- Maintain a cumulative high school GPA of **3.5** on the weighted scale.
- Achieve a minimum score of 1100 on the SAT (composite of verbal and mathematics) or 23 composite on ACT.
- Complete the required application.
- Complete 75 community service hours at approved agencies (20 hours during senior year) .

\$1,500.00 scholarship to students who:

- Maintain a cumulative high school GPA of **3.5** on the weighted scale.
- Achieve a minimum score of 1100 on the SAT (composite of verbal and mathematics) or 23 composite on ACT.
- Complete the required application.
- Complete 100 community service hours at approved agencies (20 hours during senior year). Students can begin accumulating hours the summer following 9th grade.

See Mrs. Nicole Rains with any questions.



Grade Classification Requirements

Grade 10	Six (6) Credits
Grade 11	Twelve (12) Credits
Grade 12	Must be taking enough subjects to graduate

Onslow County Grading Scale

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 or Below

It is the policy of the Onslow County Board of Education that:

- ♦ **The lowest grade average for any grading period will be 40.**
- ♦ **The highest grade average to be given will be 100.**
- ♦ **Final exams will be counted as 25% of the final semester grade.**

Period Attendance

- Teachers will maintain a record of attendance in each class period.
- **The minimum time a student must attend class in order to be counted present is one (1) hour.**
- Students will be counted present for a school sponsored event.
- Parent reported absence notes must be submitted within five (5) business days after the absence occurred. Doctor reported absence notes are accepted at any time after the absence.
- The absent student is responsible for making up all assigned work regardless of the reason for the absence.
- Please see Onslow County Schools website to review the Onslow County Schools Board Policy 4400 regarding attendance and for additional consequences outlined.

Good Attendance Incentives

9th Graders

- Purchase Homecoming Dance tickets (if less than 5 days absent and tardy since beginning of school)
- Attend Prom as a Guest (if less than 10 absences and tardies since start of 2nd semester)
- Go on fieldtrips if other criteria met

10th Graders

- Purchase Homecoming Dance tickets (if less than 5 days absent and tardy since beginning of school)
- Attend Prom as a Guest (if less than 10 absences and tardies since start of 2nd semester)
- Go on fieldtrips if other criteria met.
- Purchase an on-campus parking pass (if less than 10 absences in the previous semester)
- Receive free parking pass for perfect attendance the previous year

11th Graders

- Purchase Homecoming Dance tickets (if less than 5 days absent and tardy since beginning of school)
- Purchase Prom Tickets (if less than 10 absences and tardies since start of 2nd semester)
- Go on fieldtrips if other criteria met
- Purchase an on-campus parking pass (if less than 10 absences in the previous semester)
- Receive free parking pass for perfect attendance the previous year

12th Graders

- Purchase Homecoming Dance tickets (if less than 5 days absent and tardy since beginning of school)
- Purchase Prom Tickets (if less than 10 absences and tardies since start of 2nd semester)
- Go on fieldtrips if other criteria met.
- Purchase an on-campus parking pass (if less than 10 absences in the previous semester)
- Receive free parking pass for perfect attendance the previous year
- Participate in graduation practice and ceremony and receive graduation tickets (if less than 10 absences and tardies based on 2nd semester)
- Attend Project Graduation if other criteria met (if less than 10 absences and tardies based on 2nd semester)

Honor Societies

Honor societies and student organizations will provide detailed guidelines on the school website. Please see the website for information: https://www.onslow.k12.nc.us/swansboro_h

Advanced Placement

The College Board sponsors the Advanced Placement (AP) Program which provides an opportunity for students to pursue and receive credit for college-level courses. Students who take AP courses are required to take the AP exam in May. **Students who do not take the exam will incur a fee of \$40 in accordance with College Board fees.**

Valedictorian and Salutatorian (BOE Policy 3450)

Class rankings is one method of measuring academic performance. The board also recognizes other means of evaluating student achievement, including grade point average, courses completed, the rigorousness of the curriculum, results of tests and assessments and recommendation letters. High schools may compile class rankings periodically and make the information available to the student, his or her parents or guardians, and to other institutions, at the request of the student or his or her parents or guardians. High schools may designate a valedictorian and salutatorian in accordance with regulations and procedures established by the superintendent or designee. The board encourages the principal, with input from teachers, parents and students, to develop alternative or additional means for recognizing academic achievements.

Principals will be responsible for ensuring that class ranking is computed in a fair and consistent manner with adequate notice to student and parents. The superintendent or designee will establish regulations for selecting a valedictorian and salutatorian, including procedures on how students with equal grades or grades that may be perceived as equal will be treated. Nothing in this policy provides any legal entitlement to a particular class rank or title. The board encourages parents, students and the principal to attempt to reach a resolution on any matters related to class rank.

Class Marshals

The top 5% of the Junior Class will be selected and designated as Class Marshals based on the weighted grade point average at the end of first semester and student attendance. (If multiple students have the same grade point average as the top 5% of class membership, they will be included in the Marshal selection process). Students who hold the highest cumulative average in the class will be chosen with the consideration of other qualities such as character, leadership, and citizenship. Students must meet 85% attendance during each semester of their junior year. Students not meeting attendance requirements should show sufficient medical documentation to be approved for a waiver by the principal's discretion. These students will serve as the ambassadors of the school at important academic functions. These students must have a minimum of 3 courses during both semesters their senior year.

Club Procedures (BOE Policy 3620)

All clubs require a staff advisor who is currently employed at Swansboro High School. Students and staff interested in sponsoring a new club must submit a proposal to the strategic planning committee. The proposal will be submitted by the advisor and must include 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 (SPT) within 30 school days to present the new club and have the SPT vote on the new club proposal.

The principal may require parental permission for student participation in any club.

The principal will maintain the right to make final decisions regarding the organization, activities and guidelines for a proposed club.



Additional Academic Opportunities for Students

Career & College Promise With Coastal Carolina Community College

Junior and Senior students are afforded the opportunity to take specific courses offered at Coastal Carolina Community College and receive college transfer credit. This is made possible through the Huskins Bill. The course offerings and times are offered through the course catalog available in the front office. Students must be approved based on success in high school classes. (GPA, attendance and discipline will be considered.) GPA must be a minimum of unweighted 2.8 to be considered for Career & College Promise.

Governor's School

The Governor's School of North Carolina is a four-week residential program for gifted North Carolina High School students. Each school nominates outstanding candidates to the superintendent and his committee. State-level screening and audition teams select from the county nominees those students demonstrating the greatest achievement and potential.

Boy's and Girl's State

These two programs are designed to give students the opportunity to experience the work of democracy in our state. Students are selected to participate in this summer program after their junior year. Students are nominated based on academic achievement.

NC School of Science and Math

The North Carolina School of Science and Mathematics, in Durham, is a public, residential co-educational high school of juniors and seniors with exceptionally high intellectual ability. It was established by the General Assembly to provide challenging, educational opportunities for boys and girls with interest and potential for high achievement in the sciences and mathematics.

Admission to the school is open to current tenth grade students whose parents or legal guardians are legal residents of the state of North Carolina. Additional information is available from the Counselor's office.

NC School of the Arts

The high school program at the University of North Carolina School of the Arts combines top-tier academics with immersive conservatory training in the arts. In this unique program, you will earn a high school diploma with an arts designation as you refine your art and academic skills alongside talented peers, undergraduate and graduate students. The combination is unparalleled.

Dance – Ballet for grades 9-12 and Contemporary for grades 10-12

Drama – Intensive one-year program for high-school seniors

Music – Instrumental for grades 9-12 and Voice for grades 11-12

Visual Arts – Grades 11-12 (School of Design & Production)

<https://www.uncsa.edu/high-school/index.aspx>

Administrative Contact

The school administration will return contacts from parents and other stakeholders within a 24 hour period. If no contact has been made within 24 hours, please feel free to contact the school again. In order to best serve the students on campus, administration will not be available for walk-in conferences until after 7:30 am. To ensure that we maximize the time of all persons, scheduling appointments is highly recommended.

Messages

In order to avoid disruptions to the learning environment, you should communicate all personal messages to your child prior to them coming to school. It is against school policy to relay personal messages to students during the regular school day.

Checking In/Checking Out (BOE Policy 4400)

In order to protect students' instructional time, checking in and out of class is highly discouraged. Students with doctor's appointments should try to schedule their appointments after school or on teacher workdays and holidays. In the event that this is not possible, students must check in upon returning from an appointment with a doctor's note. Students may not check themselves out of school regardless of age. **No phone call checkouts will be permitted.** Written parent permission will be required for students to leave on their own to attend appointments. We will not take permission over the phone. This is a safety concern. If a student needs to check out for an appointment, the student must bring their note to the office in the morning before school begins. Failure to sign in and out is considered skipping and will result in disciplinary action. Excessive checkouts before 2:00 pm will be reported for truancy. Parents/Guardians must present driver's license to check out student.

Conferences

We encourage conferences to be made throughout each semester. Teachers and school counselors are available to discuss student progress immediately after school is dismissed. Appointments are necessary and can be made by contacting the front office at 326-4300 or you can visit our Swansboro High School website to email your child's teacher. Virtual meetings can be scheduled via our Teams platform.

Media Center Hours

The Media Center will be open from 7:00 am -- 3:00 pm Monday -- Friday. Students are encouraged to use the media center before and after school to meet their academic needs. **Late arrival and early release students are not permitted to be in the Media Center during their late arrival or early release times. Coastal Carolina students must leave campus for their scheduled class(s).**

Student Discipline Regulations and Procedures

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.

Students who demonstrate repeated or serious violations of Swansboro High School’s discipline policies may be suspended from school at the discretion of the administration, and may also be recommended for placement in an Alternative Learning Program.

- ISS -- In-School Suspension**
- OSS -- Out-Of-School Suspension**
- ASD -- After-School Detention**

ISS -- During the time that a student is assigned ISS, they are expected to complete assignments provided. Students are considered present for classes. Students may not participate in extracurricular activities during the days assigned. This applies to athletic games/practices, club activities, field trips, and other school sponsored events.

OSS -- During the time a student is assigned OSS, assignments will be provided and students are counted absent. Students **ARE NOT allowed** on any Onslow County Schools Campus during the days assigned. This applies to athletic games, club activities, field trips, and other school sponsored events.

Behavior Expectations Matrix

	Students	Teachers	Parents
WE World Experience & Work Ethic	Be prepared for class and always give best effort! Actively participate and be a good citizen	Be prepared for class Differentiated instruction and talk to every student in class, every day	Encourage and support good attendance and great grades Be involved!
R Respect	Use respectful language - Respect others’ thoughts & opinions - Be respectful of everyone’s time		
I Investment & Ownership	Review grades weekly and adhere to attendance policies Be accountable for your actions – take ownership of successes and mistakes	Deliver instruction aligned to standards Engage students bell to bell and monitor students throughout class Update grades - 5 days for homework/ classwork/quizzes, 7 days for tests and 10 days for projects/ papers	Attend school sponsored events Communicate positively with school staff Advocate for your student
S Support & Professionalism	Be on time to class Complete quality work on time Dress appropriately for school	Communicate clear expectations regularly Keep students and families informed Update grades weekly and post learning targets and agenda daily	Monitor grades weekly and review updates from school and teachers weekly Reinforce school expectations at home
E Empowered & Engaged	Adhere to all school policies Be positive in your words and actions towards others – BE KIND Establish and maintain contact as soon as possible with concerns		

Technology Misuse Consequences Guidelines

(These are only guidelines. The infractions are not all inclusive. While we will follow the guidelines as much as possible; administration has the authority as they deem appropriate to deviate from the below outlined level of consequence and consequence examples.)

Level	Example Infractions	Level of Consequence	Consequence Examples
I	Off-Task (e.g. playing games vs. working on assignments) Improper handling of device* Searching for inappropriate content	Classroom Teacher	Review of AUP Review of proper device care and maintenance procedures Review of Digital Citizenship expectations Documented Parent/Guardian contact
II	Repeated Level I Infractions Negligent/Intentional damage to device** Intentional or attempted bypass of content filter Accessing or possessing inappropriate content	School Administration	Documented Parent/Guardian contact Charge of repair or replacement cost Digital Citizenship and/or AUP review assignment Short-term loss of privileges (may include loss of ability to take device home) ISS/OSS
III	Repeated Level II infractions Hacking/Illegal Activity Intentional destruction of device Possession or transmission of inappropriate/illegal content	School Administration District Administration Law Enforcement (if applicable)	Documented Parent/Guardian contact Charge of repair or replacement cost OSS Referral to law enforcement (if applicable) Permanent loss of privileges

*Examples of improper handling: carrying device by the screen; storing the device in a careless manner;

** Examples of negligent/intentional damage to device: spilling liquid in/on device; removing keys from keyboard; breaking earphone plugs off in audio port by jerking them out.

Academic Dishonesty/Plagiarism (BOE Policy 4310/4302)

Any student caught cheating on any test or assignment may be required to attend a conference consisting of, but not limited to, parent, administrator/counselor, teacher and student. Any instances of academic dishonesty/plagiarism to include inappropriate use of AI, will result in notification to other relevant staff members. Student may be given an alternate assignment by the teacher. Disciplinary actions will be taken as determined.

1st Offense	Period ISS
2nd Offense	1 day ISS
3rd Offense	2 days ISS
4th Offense	3 days ISS

Affection (BOE Policy 4300/4315)

Social development between students is very important and is an integral part of our educational process. However, students are always expected to conduct themselves in an appropriate manner. **KISSING IS NOT ALLOWED. Hug and release is the rule.** Students are not to stand in the hugging position. This is a violation of the policy. Kissing and close bodily contact will result in the following disciplinary action:

1st Offense	Official administrative warning
2nd Offense	Parent Contact
3rd Offense	Detention After school
4th Offense	Administrative Discretion

Disrespect (BOE Policy 4300/4315)

Students and staff should work to respect each other. Students who are disrespectful to any school staff member will be disciplined. **Students giving false information, refusing to give his/her name, or refusing to follow a reasonable request of any staff member may result in OSS.** Administrative discretion will be used.

1st Offense	Period ISS/1 day ISS
2nd Offense	1 day ISS/2 days ISS
3rd Offense	2 days OSS (minimum)

BULLYING/HARASSMENT (BOE POLICY 4331)

The term “bullying” is defined as the abuse of a student by one or more students. The abuse will not be tolerated regardless of how it is delivered: verbally, written, gestures, physical, social media, and/or multi-media. Bullying/harassment includes, but is not limited to:

- a. derogatory, demeaning, intimidating, or defaming statements and/or gestures to or about a student;
- b. intentional emotional harm to a student by exclusion and/or isolation;
- c. 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;
- d. 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.
- e. Racism—prejudice, discrimination and derogatory statements made towards any race or ethnic group is not tolerated and is a form of bullying.

Swansboro High School has an online form located on the school website for reporting bullying/harassment. Documentation is important. Law enforcement will be involved.

1st Offense	2 days ISS/or OSS (minimum)
2nd Offense	3 days ISS/or OSS (minimum)
3rd Offense	3 days OSS (minimum)

To report an incident of Bullying

a confidential form can be located on the Swansboro High School website. **Follow the link on the families tab to the SBHS Concern Form.**

Dress Code (BOE Policy 4303)

Swansboro High School will maintain an atmosphere conducive to learning and free of distractions. As a result, the following dress code must be adhered to by all students:

- Shoes must be worn at all times. Slippers are not permissible.
- Shorts **must reach mid thigh** to be acceptable. Skirts and dresses must still be within 1 inch of the top of the knee, when in the standing position, in order to be considered acceptable. The use of see-through hosiery or see-through leggings does not make the length acceptable. The outer garment must still meet the dress code of mid thigh for shorts or within 1 inch of the top of the knee for skirts and dresses.
- Jeans and other outer garments with holes above the mid thigh are not acceptable. Holes in jeans must adhere to the mid thigh rule without exposed skin.
- Spaghetti straps, thin straps, and halters (tops or dresses) are not allowed. Tank tops, tank dresses, sleeveless blouses, cold shoulder tops, dresses, or tops with collars, crew necks, or turtlenecks are acceptable as long as there is not more than 2 inches from shoulder to edge of shirt. No sleeveless blouses with arm holes greater than 1” below the arm hole are permitted.
- Shirts, dresses, pants, or shorts must completely cover undergarments (males & females) [Hint: You should be able to lean over, put on your book bag, or raise your hands without exposing your under garments, bare backside or midriff]; Under garments may not be worn as outer garments.
- Bare midriffs, see-through shirts, net shirts, or revealing attire is not acceptable.
- Prohibited on clothing, jewelry, book bags, jackets, etc. are gang lettering/language or gang symbols to include bandana prints of any sort and offensive, obscene, or vulgar writing or pictures. Items that are suggestive, or advertise/display or otherwise advocate alcoholic beverages, tobacco, or illegal substances are not allowed. **This includes any items that result in a disturbance at a school sponsored event.**
- Any display of symbols promoting violent acts or hate crimes are not permitted.
- No sweatshirt/ jacket hoods are to be worn on the head inside the school buildings. This is considered a safety issue. **However, while other headgear may be permissible in the school building; classroom teachers have the prerogative to have a no headgear policy within their individual classroom.**

Dress Code (BOE Policy 4303) cont.

- Sunglasses must not be worn over the eyes inside the school building.
- No pajamas or bedroom shoes are to be worn to school. Bringing pillows and/or blankets is prohibited.
- Dangling chains or choker chains will not be allowed and will be confiscated.
- Studded apparel with any type of points is not permitted.
- PE Dress Code: students should wear athletic footwear, athletic shorts that come to at least mid thigh or pants. No sagging is permitted. PE athletic shirts will cover the upper body to include the shoulders, midriff and all under garments. No shirts with arm holes greater than 1" below the arm hole is permitted.

Failure to comply with the dress code will result in the following consequences:

1st Offense File Discipline Report (warning), contact parent; arrangements made to make necessary clothing changes; Students will be offered alternative clothing, if available, in the front office to avoid missing class.

2nd Offense 1 Day ISS.

3 or more 2 Days ISS, Repeated offenses or refusal to comply with the dress code may result in OSS.

Administrative Discretion will be used when reviewing all dress code violations.



Drugs, Alcohol and Other Felonies (BOE Policy 4325)

Alcoholic beverages and illegal drugs are prohibited on campus or school sponsored events. Students who have been charged with felonious possession or selling of narcotics or any other serious violation of the criminal law while on or off the school grounds may be expelled from the school by the principal upon the approval of the superintendent.

Students taking prescription medication must submit a completed Permission for Prescribed Medication form and check their medication in with the school receptionist or nurse. It will be locked in the health room until they need to take their medication. This includes over the counter medications as well. Students who attempt to sell or pass along fake alcohol or drugs will be disciplined as if the contents were real. Students caught with alcohol, drugs, prescription medication or a facsimile of a drug will be disciplined as follows:

1st Offense Up to 10 Days OSS – Notify Law Enforcement, alternative placement or long term suspension

2nd Offense Long Term Suspension will be pursued contingent on the approval of the Superintendent.

Early Release/Late Arrival and Coastal Carolina Students

A student's class schedule consists of four class periods and refresh sessions. Late arrival students may not be on campus during 1st period. Seniors with late arrival must wait by the front office before moving to 2nd period. **All early release and Coastal students must leave campus immediately following the class dismissal bell for their 3rd period class. Early release and Coastal students may not return to campus until after dismissal at 2:10 pm.** Any early release student transporting students off campus who are scheduled to attend classes will be disciplined. Students returning from the skills center must also wait in the front lobby. Students with late arrival are not permitted on campus until 8:35 am. Students with Coastal Carolina Career and College Promise classes are not permitted to stay on campus.

Electronic Devices

Board Policy Code: 4318 - Use of Wireless Communication Devices

Students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel.

Therefore, **NO electronic devices, airpods or earbuds for personal use should be out between the beginning and end of the school day.** No electronic devices, airpods or earbuds after 7:10 am during the school day unless under direct supervision of a teacher for instructional purpose. Teachers will place a sign on the door stating that devices are being used for a class project. Smart devices of any kind are prohibited after 7:10 am unless used for a health condition or issue. The school is not responsible for lost or stolen electronic devices.

Consequences for Inappropriate usage:

1st Offense – Confiscate. Parent pick up in the front office.

2nd Offense: Confiscate. Parent pick up and one day ISS.

Repeat Offense: Confiscate. Additional offenses will result in ISS/OSS days as determined by the administration.

Failure to surrender a cell phone or electronic device at any time will result with a referral to administration and may result in OSS.



Fighting (BOE Policy 4331)

Any student who incites a fight, engages in a fight and who is determined to have either provoked it or who could have reasonably prevented it from happening will be disciplined and reported to law enforcement. Fighting is unlawful on public property and may result in criminal prosecution. During altercations, if students are asked to disperse and they do not, they will be disciplined for failure to follow a reasonable directive as determined by administration.

1st Offense Up to 10 Days OSS – Law Enforcement Notified

2nd Offense Further Administrative Action Pursued

****Any student involved in videoing/taking pictures of a fight and/or circulating the contents to others through Facebook, Youtube, Twitter, Instagram, Snapchat or any other social media outlet will be subject to administrative action.**

Graduation Exercises (BOE Policy 3465)

Any senior who violates school rules, damages school property, or engages in any conduct which interferes with, or disrupts school operations, may be prohibited by the principal from participating in graduation exercises. Students must clear all fees owed prior to graduation.



Hall Passes

Except during class changes and lunch, students should be in class the entire school day. However, should the occasion arise that a student needs to leave class, it is the responsibility of the student to get a pass from the teacher and sign out of class on the classroom log. **No students will be allowed in the hallways without an official hall pass.** Students may leave class during the Refresh block, one at a time, with a hall pass. The school-wide hall and office pass should be used by all students. Students who are not in their designated area according to their pass will be considered to be skipping class.

Homecoming Dance/Prom/Field Trips

Students who are assigned ISS or OSS within 2 weeks of a school sponsored event may not be permitted to attend. Administrative Discretion will be used. Reimbursement will not be provided.

Lunch (BOE Policy 6200/4215)

Students are to remain in the cafeteria and courtyard areas during lunch. Students may not be in classrooms during lunch unless they are supervised by a teacher. This includes a written permission that is completed prior to the lunch period. Food is not permitted in the hallways. Swansboro High School is a closed campus for lunch. **Parents/Students are not allowed to order outside food to be delivered to the school.** This includes but not limited to DoorDash, Uber Eats, and/or Grubhub. Students may not leave campus during lunch without being checked out. If a parent drops off a student lunch, it will be available for pick up, in the office, during students' assigned lunchtime. Students will **not** be called out of class. **Any student caught leaving campus during lunch will be disciplined for skipping and risk having their parking privileges suspended.**

All trash should be removed from tables and discarded.

Parking

Driving to school is a privilege. Each student will be issued a parking pass and assigned a space. Students who drive a private vehicle to school must register their automobile with the school and pay the non-refundable \$25.00 parking fee for a space. **All prior unpaid fees and fines must be cleared before a parking permit will be issued to a student. Unregistered vehicles parked on campus and vehicles parked in unauthorized spaces are subject to being towed at the owner's expense.** Students are not allowed to visit their cars during the school day. Any student caught in the parking lot will be disciplined for skipping class. Students that do not pass 75% of their academic coursework from the previous semester will not be issued nor be allowed to retain their parking pass. Students must also comply with the attendance guidelines.

- **Cars must be parked in assigned areas only.**
- Students achieving a 23 or higher on the ACT will receive a free parking spot the following year.
- Students are not permitted to sit in cars.
- Once a student arrives on campus he/she is not permitted to leave without permission.
- No playing loud music.
- **Cars may occupy only the assigned parking space.**
- Inappropriate stickers, items displayed on or inside the vehicle, and/or license plates will not be allowed to park on campus. School administration will determine the appropriateness.
- Students are not to park behind the gymnasium or auditorium during instructional hours.
- Students who are caught leaving campus without permission, (skipping class), or transporting an unauthorized student off campus will be subject to suspension of their parking privileges.
- Students who drive erratically in the parking lot may lose parking privileges.
- **Parking privileges will be revoked for any student with more than 10 absences during the current or previous semester at the discretion of administration. There are no refunds for revoked parking passes. Students who have excessive tardiness may lose driving privileges at administrative discretion.**
- **Student vehicles are subject to search at any time.**

Profanity or Inappropriate Language

The use of profanity in school is strictly prohibited. Please respect yourself and those around you. Students caught using profanity on campus will receive the following disciplinary action:

Not directed toward a staff member

1st Offense	Lunch Detention/ISS (parent notified)
2nd Offense	1 day ISS; parent notified
3rd Offense	3 days ISS

Profanity directed toward a staff member

1st Offense	Up to 2 days OSS;
2nd Offense	Up to 5 days OSS;
3rd Offense	Up to 10 days OSS/recommend alternative discipline placement

Administrative Discretion will be used.

School Technology

(BOE Policy 1710/3225/3226/4205/6523/7320)

The use of technology in school is a privilege. Students must comply with all applicable board policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Students are expected to use technology appropriately at all times. Inappropriate use includes, but is not limited to, downloading proxies, playing music, playing videos, playing games and using technology at inappropriate times. Failure to use school technology appropriately will lead to consequences listed in the aforementioned Technology Misuse Consequences Guidelines.

Skipping School or Class

Any student who is absent without their parent’s consent (i.e. doctor’s appointment or illness) is considered skipping. Failure to sign in or out during the day for any reason, or leave the classroom without the teacher’s permission is considered skipping. Students who are not in their assigned locations are considered skipping. While on campus students are expected to follow their assigned schedules. Leaving campus without proper permission is considered skipping school, even if you return at a later time. The loss of driving privileges will be considered on an individual basis.

<u>Skipping</u>	<u>Class/Refresh</u>	<u>School</u>
1st Offense	Lunch Detention	1 Day ISS
2nd Offense	1 Day ISS	2 Days ISS
3rd Offense	2 Days ISS	2 Days OSS
4 or more Offenses	Administrative Discretion	

Tardy (to school or class)

(Documented by 6-weeks)

Being on time to school and class is an important quality for students to possess in order for them to be successful in the classroom and beyond high school. A student is considered tardy if he or she **is not** in the classroom when the tardy bell rings.

- **If a student is tardy to school; the student must check in at the front office and receive an admit to class pass.**

1st Tardy:	Documentation
2nd Tardy:	Administrative Warning
3rd Tardy:	Lunch Detention
4th Tardy:	Refresh ISS/Lunch Detention (x2)
5th Tardy:	1 day of ISS
6th Tardy:	2 days of ISS
7th Tardy:	1 day of OSS
8 Tardies:	2 days of OSS
9 Tardies:	Administrative Discretion



Threatening Acts

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, but is not limited to, disruption in the cafeteria, common areas, parking lots, hallways, and classrooms.

Student to Student Offenses:

1st Offense	2 days ISS (minimum)
2nd Offense	3 days OSS (minimum)
3rd Offense	5 days OSS (minimum)

Student to Staff Offenses:

1st Offense	3 days OSS (minimum)
2nd Offense	5 days OSS (minimum)
3rd Offense	Referral to OCLC



Bomb Threat (BOE Policy 4333)

The board will not tolerate the presence of weapons or destructive devices, bomb, biological, or chemical threats or actions that constitute a clear threat to the safety of students and employees. 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. Except where certain consequences for misbehavior are required by law, principals are expected to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standard or rules.

A. Prohibited Behavior

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 perpetuate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetuate a bomb hoax must notify a teacher or the principal immediately.

B. Consequences

1. General Consequences

The disciplinary consequences for violations of this policy shall be consistent with Section B of policy 4302, School Plan Management of Student Behavior.

2. Specific Consequences Mandated by Law

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies in writing, the required 365-day suspension for an individual student on a case-by-case basis. The superintendent shall not impose a 365-day suspension if the superintendent determines that the student (1) took or received the firearm or

Bomb Threat (BOE Policy 4333) cont.

destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun that will, is designed to or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle or an air pistol. For the purpose of this subsection, a destructive device is an explosive, incendiary or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine or (6) similar device.

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.



Tobacco/E Cigarette Devices (BOE Policy 4320)

The use or possession of tobacco products, chargers, tobacco related paraphernalia, vapors and electronic cigarettes by students will not be permitted on school property (including parking lot, school buses and bus stops). If a student has these products in his/her possession he or she will be considered to be using it, this includes lighters and matches. Non-compliance with this policy shall subject the student to the following disciplinary action as well as successful completion of a Dangers of Vaping class:

1st Offense	5 days OSS
2nd Offense	7 days OSS
3rd Offense	10 days OSS
4 or more Offenses	Administration Discretion

Vandalism/Theft (BOE Policy 4330)

Any student found guilty of stealing, vandalism, and/or destruction of school property will be disciplined by the school, pay restitution, and be referred to law enforcement officials. Students that are in possession of items/property that does not belong to them will be disciplined accordingly.

1st Offense	Up to 5 Days ISS/OSS – pay restitution, notify law enforcement
2nd Offense	Up to 10 Days OSS - pay restitution, notify law enforcement

Administrative Discretion will be used.

To help prevent the theft of your belongings:

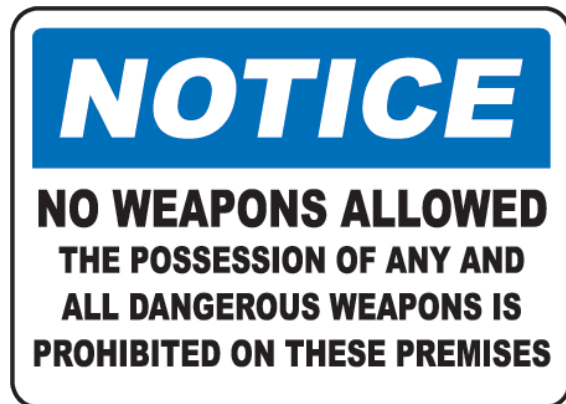
- Label or tag them.
- Do not give your locker combination to another student.
- Make sure all of your belongings are put away and secured before leaving the locker room.
- **DO NOT LEAVE VALUABLES IN THE GYM OR UNSECURED GYM LOCKER (Give them to your teacher).**
- **The school is not responsible for lost, stolen, or damaged personal property, nor will the school be held responsible to conduct searches that impact or interrupt instruction of other classes. Please leave valuables at home.**

Visitors on Campus

Students **may not** receive visitors anywhere on campus. All visitors to the Swansboro High School campus, including previous students must be approved by the administration and check in at the school office before entering the rest of the building. Visitors must present photo ID/driver's license to be scanned. Visitors must always check-in and wear a visitor pass while on campus. Any visitor who does not report to the office may be charged with trespassing. Parents/Guardians are the only acceptable visitors. Student may not order or receive food from delivery service companies.

Weapons

Each student is specifically prohibited from bringing or having in his/her possession a device, instrument, or object which can reasonably be considered a weapon. No pepper spray or mace may be brought on the school campus. This includes possession on a school bus, school premises or a school-related function on or off the Swansboro High School campus. **The punishment will be suspension from school for up to ten (10) days and may result in long term suspension. Criminal prosecution will occur.**



Student Policies and Procedures

Athletics

Swansboro High School is a member of the Coastal 3A Conference and is proud of its athletic program. Participation on a uniformed athletic team is a privilege for qualifying students. High school athletes should remember that they are students first and all academic requirements must be fulfilled before participation in athletics will be allowed. **All fines and fees must be cleared before a student can participate in the SHS athletic program.**

Student athletes represent the school in a very obvious way when in uniform or traveling as a group. Athletes should strive to show pride and respect toward themselves, their school, and the opposing team **at all times.**

- **Fall:** Students must have passed 70% of their courses in the previous spring semester, and met local promotion requirements to be eligible to participate in a fall sport.
- **Spring:** Students must have passed 70% of their courses the previous fall semester to be eligible to participate in a spring sport.
- All students participating in athletics are required to obtain a physical packet. This must be turned into the coach and kept on file in the athletic director's office.
- Students participating in athletics must purchase insurance or parents must sign an insurance waiver showing proof of personal family insurance.



Athletics cont.

- NCHSAA regulations require that a student athlete must be enrolled in 3 courses during the semester that they are involved in athletics.
- Athletes that are assigned In-School Suspension (ISS) are not allowed to practice or dress for a game on the day(s) serving ISS. This includes both period(s) ISS or full school day(s).
- An athlete that receives OSS may not practice or travel with the team on the day(s) assigned.
- Ejections from a game are subject to school level discipline.
- In the event of a concussion or a lengthy illness that causes a student to miss more than 5 days, a Return to Play form must be signed by a licensed doctor before being allowed to return to practice or competition. This form can be found on the Onslow County Schools website, as well as on the NCHSAA website www.NCHSAA.org
- A student cannot participate in athletics in any capacity if he/she has been convicted of a felony, or any criminal offense that would have been a felony if committed by an adult. A plea of No Contest will have the same results as being found guilty. Any student with pending felony charges will not be allowed to participate in any athletic contests until the case is adjudicated or charges are dropped. Furthermore, a student who is actively participating on a school team and has any pending criminal charges (other than minor traffic tickets) filed against him/her will not be allowed to participate in any contests until the case is adjudicated. The head coach, in consultation with the school's administration, will determine if the student can remain on the team while awaiting adjudication of the case. It is the responsibility of any student who has any pending criminal charges (other than minor traffic tickets), or is on probation, or is in the deferred prosecution program to notify his/her coach of the violations and any subsequent disciplinary action stemming from those legal proceedings.

Athletics cont.

- Athletes may be permitted dual participation on two school teams in the same sport season provided the athletes and coaches involved can resolve all conflicts in advance regarding expectations, practices, and participation in games or contests. **Furthermore, the athlete must agree that if they quit or are dismissed from one of the dual sports they will not be allowed to continue in the other dual sport for the remainder of that sport season.** The school's athletic director and principal must approve in advance dual participation during the same sport season of any athlete.
- No student-athlete may quit one team in order to begin participating on another sports team at the school during the same sport season, unless by the mutual agreement of the athlete, the coach of the team the athlete is leaving and the school's athletic director. Quitting a sport is not to be viewed as a penalty that prevents an athlete from being allowed to participate on other sport teams. **However, the athlete who quits a team cannot participate in another sport until the season of the team they quit has ended. No athlete may quit one sport and then participate in off-season workouts or skill development for another sport during the same season that the athlete quit.**



Testing Requirements

The NC Department of Public Instruction requires students to participate in the following assessments. These tests are indicators of student progress and are also part of the state's accountability system for schools. Students must be present on days when required state tests are administered. Specific dates for state testing will be available on the SHS website. Morning appointments and out-of-town travel should not be planned to take place on exam days in January or June (see calendar on page 3):

PreACT	10th Grade	1st Semester
ACT	11th Grade	2nd Semester
WORKKEYS	12th Grade	TBA
MATH I/EOC	ALL Enrolled	End of Semester
MATH III/EOC	ALL Enrolled	End of Semester
BIO/EOC	ALL Enrolled	End of Semester
ENG II/EOC	ALL Enrolled	End of Semester
CTE Exams	ALL Enrolled	End of Semester

Other testing opportunities may be offered such as the PSAT, ASVAB & AP Exams.



Insurance

The students will be given the opportunity to purchase school accident insurance. This covers the student from the time he/she leaves home in the mornings for school until he/she returns home at the end of school day.

All students participating in athletics are required to purchase insurance or sign an insurance waiver.

School Buses (BOE Policy 4316)

Riding a school bus is a privilege. Students need to be at the bus stop waiting when the bus comes in the mornings and are required to obey all bus rules as stated in the Onslow County Policy Manual.

Students who ride Swansboro High School buses are under the supervision of the bus driver. **If the bus driver turns a student in for misbehaving or being disrespectful to the driver, that person can expect disciplinary action including being restricted from the bus for a period of time for major or repeated offenses.**



When a student needs to ride a different bus than assigned, he/she must be approved by the front office. Students must bring in a note in the morning to the front office. The note should include a parent telephone number for verification and the intended bus number. A bus note must be written for 1 day at a time. If a student is to ride for consecutive days, separate notes are required.

Telephone

Office telephones will be available to students **ONLY IN EMERGENCY CASES**. A student must receive permission from office personnel before using the phone.



Lunch Program

Onslow County Schools provides nutritious breakfast and lunch meals designed to meet the USDA federal guidelines and nutrition standards for school meals. These guidelines limit the amount of fat, sodium, and sugar in meal selections and encourage increased consumption of fresh fruits, vegetables, whole grain products, and calcium rich foods. Well-balanced breakfasts and lunches contribute to the success in the classroom and students' academic performance. Menus are available on the Onslow County Schools website at www.onslow.k12.nc.us and in local media.

Meal prices are \$1.25 for breakfast and are \$2.50 for lunch. Reduced price breakfast is provided at no cost and reduced lunch cost is \$.40. Supplemental a la carte items that meet the Smart Snack guidelines are available for additional purchase. Parents/Guardians may request restrictions for students with a written note sent to the cafeteria. **Families are responsible for all meal costs for food eaten by the student until the new meal application has been approved and any charges accrued until that approval.** A parent/guardian may request a copy of their student's account. For any information, contact the school cafeteria manager at 910-326-4300.

Payment for purchases in the cafeteria may be made by cash or check to the school cafeteria. Please do not send money to the school office. Other methods of payment are debit/credit card online at www.k12paymentcenter.com. Effective March 1, 2017, high school students are not allowed to charge for meals. In order to standardize the practice of meal charges and collections among all the cafeterias within the county, these guidelines are placed into effect.



Lunch Program cont.

Meal applications for free or reduced meals can be found online at www.lunchapplication.com. This is the quickest method. **Only one application per household** should be completed. Return meal applications to the school cafeteria or the school nutrition central office. If you do not receive notification for **all (each individual child)** students in the household, please notify the school nutrition central office immediately.

Onslow County School Fees (BOE Policy 4600)

A good portion of your public education is free because taxes are used to bear the expense. At the same time, there are a few fees that must be paid by students. All fees are set by the Onslow County Board of Education and approved by the State Board of Education. They are set in areas where tax funds cannot sufficiently bear the cost. When a fee is imposed, students are required to pay it as soon as practical so the materials the fee is used to purchase can be obtained early enough to be beneficial. Fee waiver requests must be turned in before the 20th day of school; students submitting a fee waiver request must also complete the Free/Reduced lunch form and present the approved Free/Reduced lunch letter with the Fee Waiver form. All fees should be paid within the first 20 days of the semester.

If a student leaves school by transferring or dropping out, the student is to have all of his/her fees paid and all issued books and materials returned to the teacher who issued them. If they are not, his records will not be sent to another school until the student has cleared his obligations to Swansboro High School.

Our returned checks are now handled through CHECKredi. They get the information directly from the bank. We no longer have any control over this procedure.

They do charge a \$25.00 service charge for all returned checks.



Fee List

Art -- Per Semester	\$7.00
Band/Orchestra/Guitar/Piano -- Per Semester	\$10.00
Vocal Music -- Per Semester	\$5.00
Parking Space	\$25.00
Science Lab -- Per Semester	\$5.00
Technology*	\$25.00



Students who owe school fees, money for lost books, fees for fundraising, or for lost uniforms, etc. will not be allowed to purchase a parking permit or to take part in extracurricular activities, including sports.

Also, student driving certificates will not be signed until indebtedness to the school has been cleared.

***This assessment will help assist the district with costs associated with supporting**

Family Educational Rights and Privacy Act

TO: All parents of students currently attending the Onslow County Schools and all students currently attending the unit 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 (age 18 or above) have both the right to inspect records kept by the school about the student and the right to correct the 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 or the student. 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 and in the Principal's and Counselor's office of each school within the unit.

The Onslow County Board of Education classifies the following as directory information: student's name, school, and grade level. School officials may release this information to any person without the consent of the parents or the student.

In addition, it is the policy of the Onslow County Board of Education to release the names and addresses of seniors to Coastal Carolina Community College and to North Carolina institutions of higher education upon their request. Because of this policy, the Board of Education pursuant to the North Carolina General Assembly ratified House Bill 1332 (1981) must make senior names and home addresses available upon request to official recruiting representatives of the military forces of the state and of the United States for the purpose of informing student of educational and career opportunities available in the military.

Family Educational Rights and Privacy Act cont.

Any parent or eligible student who objects to the release of any or all of this information without his/her consent must notify, in writing, the principal of the school where the records are kept. The objection must state what information the parent or eligible student does not want to be classified as directory information or released.



Onslow County Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. The following person has been designated to handle inquiries regarding Title IX: Title IX Coordinator, Onslow County Schools, 200 Broadhurst Road, Jacksonville, NC 28540, (910) 455-2211.