

Southwest High School

Student Handbook

2025-2026

School Mascot—Stallions

School Colors—Orange, Black, and White



1420 Burgaw Highway
Jacksonville, NC 28540
(910) 455-4888

Onslow County Board of Education

Elbert Garvey, Chairman
Bradley Williams, Vice-Chairman
Michele Halley
Bill Lanier
Susanne Long
Angie Todd
Phillip Williams

Please see the Onslow County Schools website for the following information:

- OCS Board Policies
- School Directory
- OCS Board News
- School Calendars
- Child Nutrition
- 1:1 Initiative
- Student Services

Please visit www.onslow.k12.nc.us

Administration

Shawn Lovitt, Principal
Kristen Puzino, Assistant Principal
Hannah Hill, Assistant Principal

Southwest High School Office Protocol

Office Hours: 6:45 am -- 3:00 pm
Monday -- Friday

Instructional Hours



2025-2026

Onslow County Schools

2025-2026 School Year Calendar

HIGH SCHOOL - TRADITIONAL & OVS

2025-2026

| July 2025 | | | | | | |
|-----------|----|----|----|----|--|--|
| M | TU | W | TH | F | | |
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| 7 | 8 | 9 | 10 | 11 | | |
| 14 | 15 | 16 | 17 | 18 | | |
| 21 | 22 | 23 | 24 | 25 | | |
| 28 | 29 | 30 | 31 | | | |

| August 2025 | | | | | | |
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| 18 | 19 | 20 | 21 | 22 | | |
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| September 2025 | | | | | | |
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| October 2025 | | | | | | |
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| November 2025 | | | | | | |
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| 24 | 25 | 26 | 27 | 28 | | |

| December 2025 | | | | | | |
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| January 2026 | | | | | | |
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| 26 | 27 | 28 | 29 | 30 | | |

| February 2026 | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | | |

| March 2026 | | | | | | |
|------------|----|----|----|----|--|--|
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| April 2026 | | | | | | |
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| 20 | 21 | 22 | 23 | 24 | | |
| 27 | 28 | 29 | 30 | | | |

| May 2026 | | | | | | |
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| June 2026 | | | | | | |
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| 15 | 16 | 17 | 18 | 19 | | |
| 22 | 23 | 24 | 25 | 26 | | |
| 29 | 30 | | | | | |

Holiday (H) - No school for students and all staff.

Teacher Workday (W) - No school for students.

Leave Day (L) - No school for students and 10-month staff.

Professional Development Day [Prof Dev Day] (PD) - 3-hour early release for students with professional development for staff.

Make-up days may be **Teacher Workdays** or **Leave Days**.

Additional make-up days to be determined as needed.

Legend

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

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 required 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
- College Endorsement
- College/UNC Endorsement
- NC Academic Scholars Endorsement
- Global Languages Endorsement
- Arts Proficiency Endorsement
- Citizenship Proficiency Endorsement

To learn more about these endorsements, please visit—[High School Diploma Endorsements | NC DPI](#)

Weighted Courses

High school students have the option of taking courses that have a higher “weight” than regular coursework. These courses have prerequisites which are listed in the Onslow County Schools Secondary Course of Study. Courses that are listed as honors courses carry a maximum of 4.5 quality points. Courses listed as Advanced Placement carry a maximum of 5.0 quality points.



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.

**Any questions in regards to graduation requirements, diploma endorsements, weighted courses, and/or Onslow County Sponsors for Academic Talent should be directed to your student's counselor:*

Dale McCallister—Last Names A-K
Jennifer Grunden—Last Names L-Z

Essential Student Information

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.

Attendance

Attendance in school and participation in class are an integral part of academic achievement and the teaching and 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 and legal guardians have the responsibility of ensuring the 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 class 1 misdemeanor. (G.S. 115C-380).*

Attendance Records

School officials will keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

Lawful Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the office upon their return to school. An absence may be excused for the following reasons:

1. personal illness or injury that makes the student physically unable to attend school (extended illnesses generally require a statement from a physician);
2. Isolation ordered by the local health officer or the State Board of Health or isolation or quarantine that is a required state or local control measure;
3. Death in the immediate family;
4. Medical or dental appointment;
5. Attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
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 or legal guardian;
7. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, if the parent or guardian submits a written request to the principal for the absence;

8. pregnancy and related conditions or parenting, when medically necessary;
9. a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's 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; or
10. any other reason as approved by the board in a board resolution.

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 done. The student is responsible for finding out what assignments are due and completing them within the specified time.

Unlawful Absences

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

School-Related Activities

While recognizing the importance of classroom learning, the board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities
3. school-initiated and scheduled activities;
4. athletic events requiring early dismissal from school; or
5. Career and Technical Education student organization activities approved in advance by the principal

In addition, students participating in disciplinary techniques categorized as in-school suspension will not be counted as absent.

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

Teachers are expected to personally account for attendance in their classes as stated in B.O.E. Policy Code 4400. Attendance at SWHS will be taken for each class period using Infinite Campus. To support the accuracy of regular daily attendance, a list of all reported absentees and tardies will be sent to each teacher at the end of each day. This list will also include early check-outs. All teachers will review this list and make attendance changes in Infinite Campus for the Data Manager. Teachers are responsible for the documentation of any student who was absent and whose name does not appear on the attendance/absentee list.

The Data Manager's office will complete absence reports for each student, keep documentation of lawful/unlawful absences, and report this information to teachers, the school's social worker, the administration, and parents. If a student fails to bring a note, the absence may be deemed unlawful.

Both late start students and early out students should pick up a Late Start/Early Release form from the front office to complete and return with parent signature ensuring that the parent is aware of the late start or early out. This form will be kept on file in the office and will permit students to arrive/leave without signing in or out of the office. Students starting their school at the beginning of second period should wait for the bell in the lobby of the auditorium. Students with early check out should leave campus immediately following their last class.

Early Check Outs

(BOE Policy 4400) Students who need to leave school before the dismissal time may be checked out in the following manner:

1. Checked out by a parent, legal guardian or emergency contact in the front office (identification will be required).
2. A written note, email sent to maria.exley@onslow.k12.nc.us, or fax to (910) 455- 4888 from a parent at the time of checkout. Phone calls will be made to verify the validity of the note, email, or fax. Notes from the parent or guardian requesting an early release from school must contain the following information:
 - a. Date and time for early check-out;
 - b. Reason the student needs to check out of school;
 - c. Telephone number where the parent can be contacted;
 - d. Doctor's name if the student is checking out for a medical appointment, AND
 - e. a Parent's signature.

Students must be in attendance for at least one hour of class to receive attendance credit. OCS Board Policy 4400 expects that students/families produce an excuse note on the day of return from absence. SWHS will accept notes up to five days after the student's absence. Parents will be notified after a student's third, sixth, and tenth absence. Excessive tardiness and/or early checkouts adversely impact academic performance and will be used in the consideration for issuing or withholding course credit).

Early checkout times should be arranged to coincide with class changes as much as possible.

Seniors with early out status due to reduced course load must complete an "early out" form to have on file in the office. Seniors who are released early must be off campus.

SWHS Tardy Policy

All students are expected to be in class prior to the ringing of the tardy bell. The amount of time between classes is five minutes and therefore adequate time exists to move from one class to another.

Late Arrival to School

Unless a student's schedule is without a 1st period due to dual enrollment, an internship, late entry, etc., all students must report to the office to check in after arriving at school and having missed any portion of a scheduled class. If a student is late due to a medical or dental appointment, a doctor's note should be presented. If this becomes habitual, a referral will be made to the school social worker. The office will issue a printed late entry slip to be delivered to the teacher.

Late Versus Truant/Skipping

After arrival, students who enter class up to 10 minutes late will be marked tardy by the teacher. Beyond 10 minutes and without a reasonable excuse, teachers will mark the student tardy and should follow up with a referral for skipping.



Honor Societies

Honor societies and student organizations will provide detailed guidelines on the school website. Please see the website for information:

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)

The valedictorian and salutatorian will be notified of these honors prior to graduation exercises to provide sufficient time to prepare graduation speeches. The public announcement and the awarding for the valedictorian and the salutatorian will be made at graduation practice.

The following administrative guidelines shall apply in accordance with BOE Policy 3450:

- A student shall be enrolled in a high school in the OCS system during the entire senior year to be designated a valedictorian or salutatorian. The student must be enrolled within the first eight days of the school year.
- The valedictorian and salutatorian shall be determined by the class ranking on the North Carolina Standardized Transcript.
- The selection of the valedictorian and salutatorian shall be determined following the second semester exams and final averaging of grades for the senior year.
- 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.
- Early graduates are not eligible.

Class Marshals

Class Marshals for graduation and other school activities shall be the ten juniors with the highest grade-point average through four semesters of high school. The Marshals are expected to assist with all school functions to provide support for guests attending that function/event.



Club Procedures (BOE Policy 3620)

Student activities are an important part of a student's career in high school. Each of the clubs at Southwest High has a major activity and performs a service project for the school or the community. Club meetings are announced during morning announcements and posted in the Student Commons area.

All clubs/organizations must have an adult advisor that is a staff member of the school. Students and staff advisors of new clubs/organization shall submit information to the principal within the first 10 days of school. The principal and the staff advisor will meet with the School Leadership Team (SLT) within 30 school days to present the new club and have the SLT vote on the new club proposal.

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

Please see the athletics/activities section to review the student contract that will need to be signed by student and parent/guardian and placed on file.

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 available in the 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 six-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.



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. To ensure that we maximize the time of all persons, scheduling appointments is highly recommended.

Appeals Procedures

It is the policy of the Onslow County Board of Education that all students shall 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 (Policies 1740/4010) 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 persons 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.

Conferences

Communication between parent and school officials is a key element in the educational process. Parents are encouraged to schedule conferences with their child's teachers any time there is a question regarding student's progress. Please contact your student's teachers directly to schedule the conference. Conferences are scheduled during teacher planning periods whenever possible.

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. **Students will not be allowed to work in the media center if they have a seated class in another location on campus. 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 classes.**

Nurse/Medication/Injuries

Medication

In accordance with OCS Policy 6125, school employees of this district will administer medicines or medication prescribed by a doctor upon the written request of the parent. The office will dispense the medication as prescribed by the physician and in compliance with the Emergency Plan developed with the school nurse. Students are NOT permitted to carry any type of drug/medication or controlled substance in their possession at any time (Board of Education policy). Students that need to take a medication must have a pass issued by the office granting permission to leave class at the time indicated on the medication label.

Students may require use of a medical aids (crutches, slings, casts, splints, prothesis, mental health assists, etc.) either permanently or temporarily due to a medical/mental health condition.

Restrictions: Any student requiring the use of a medical aid must bring a doctor's note to the school with the following information:

1. Diagnosis and/or reason for the medical aid.
2. How long the student will require the use of the medical aid.
3. Physical activity restrictions (PE, recess, etc.).
4. Physician's signature and contact information.

Please visit the News from the Nurses section of the SWHS website (under Families) to see the full explanation of medical aids procedures.

Communicable Diseases and Fever

If a child has a communicable disease, he/she must remain at home until the disease is no longer contagious. Students with head lice are not allowed to return to school until they have been treated and are free of lice and nits. The school nurse or other school official must clear them for re-entry into school. A student with a fever of 100F must be excluded from school and must be fever-free for 24 hours in order to return to school.

Please contact the school nurse if you have any further questions of concerns.



Title IX

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)

Early Graduation

If a student goes into their 3rd year with the intention of completing graduation requirements and graduating, then the student and the parent will sign a contract. At any time the student is not meeting the terms and guidelines outlined in the contract, all senior privileges will be revoked. Students who satisfy graduation requirements will be eligible for graduation at the end of the first semester of their senior year. Students will be able to attend the regular commencement exercises at the end of the year. **It is the responsibility of the student who graduates early to contact the school to obtain information about the prom, senior trip and graduation exercises.**

For more information about Early Graduation, please see your assigned counselor.

Enrollment Procedures

The following information is required in order to enroll your child:

1. A certified copy of your child's birth certificate
2. Proof of guardianship (such as custody order, pre-adoptive orders, or simply having your name listed on the birth certificate as a parent)
3. Proof of address such as:
 - current water or electric bill in parent's name that is no more than 30 days old,
 - affidavit of residency (provided by the school) notarized by the person with whom you are residing. This person will need to provide proof of address.
4. A photo ID of the parent or legal custodian
5. Your child's immunization record
6. Any custody documents
7. **A notarized discipline affidavit (provided by the school) is required before a child can attend school**

While not required, the following information would be helpful when enrolling your child:

1. Name, address, and phone number of the previous school (if applicable)
2. Any student records provided by the student's previous school such as the most recent report card
3. Any special programs information such as a copy of an IEPs, 504 plan, ESL/LEP information, or DEP (for gifted students)



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 Southwest High School's discipline policies may be suspended from school at the discretion of the administration, and may also be recommended for placement at the Onslow County Learning Center (OCLC).

ISS -- In-School Suspension

OSS -- Out-Of-School Suspension

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.

All actions and consequences align with the 4000 series (Students) in the OCS Board Policies. Please visit OCS website to review board policies.

Stallion Standards

It Takes The ...

Hard Work

Enthusiasm

Accountability

Respect

Trustworthiness

Of a Stallion to be Successful!



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.

Aggressive Behavior/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, disruptions or instigation of a situation that could result in a fight. This includes, but is not limited to, disruption in the cafeteria, common areas, parking lots, hallways, and classrooms.

1st Offense Up to 3 days ISS

2nd Offense Up to 5 days OSS

3rd+ Offenses Up to 10 days OSS and Multidisciplinary Team referral

Alcohol, Drugs and Other Felonies

No students 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, vapes containing THC or weed stick (pens) 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.

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.

Assault/Fighting

Physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person to include engaging in fight, hitting, shoving, blocking passages, throwing objects, instigation, making comments intended to cause others to fight or resulting in a fight or to cause physical harm, and/or does not take reasonable steps to prevent a fight.

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 10 Days OSS, Law Enforcement and Multidisciplinary Referral
2nd Offense OCLC referral

Any student involved in circulating a video of a fight to others through Facebook, YouTube, Twitter, Instagram, Snapchat or any other social media outlet will receive 3 days OSS.

Instigating a situation that results in a fight:

1st Offense Up to 3 days OSS
2nd Offense Up to 5 days OSS
3rd+ Offenses Up to 10 days OSS and referral to Multidisciplinary Team

Disciplinary actions for students who instigate a fight that does not result in a fight will follow Aggressive Behavior/Threatening Acts.

Bomb Threat

Making, aiding, and/or abetting in making a threat or perpetuating a bomb hoax against school district property by making a false report that a device designated to cause damage or destruction by explosion, blasting or burning located on school property. **Students will receive a 365 suspension along with a referral to law enforcement.**

Bullying/Harassment

Harassment and bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

1. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
2. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. This can also include racism, which is the prejudice, discrimination and derogatory statements made towards any race or ethnic group.

Sexual harassment is unwelcomed sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a school employee to a student or when made by a student to another student. Sexual harassment may include but is not limited to the following: continued remarks having a sexual connotation, pressure for sexual activity, deliberate unwelcomed touching, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats.

Bullying/Harassment Offenses

| | |
|--------------------|--|
| 1st Offense | Up to 3 days ISS |
| 2nd Offense | Up to 5 days ISS |
| 3rd Offense | Up to 10 days OSS and Multidisciplinary Team referral |

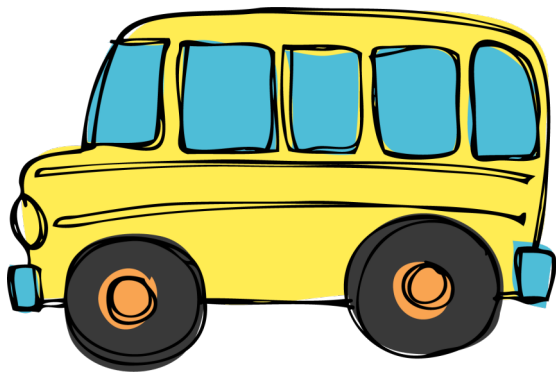
Sexual Harassment Offenses

| | |
|--------------------|---|
| 1st Offense | Up to 10 days OSS and referral to Law Enforcement |
| 2+ Offenses | 10 days OSS, Law Enforcement Referral, and Alternative Placement Referral |

Bus Misbehavior

Riding the bus is a privilege not a right. Students will follow the rules and regulations provided by school officials while riding a school bus. The bus driver, subject to the direction of the principal or their designee, shall have complete authority over and responsibility for the operation of the school bus and maintaining good order and conduct upon the bus.

| | |
|--------------------|---|
| 1st Offense | Driver Warning |
| 2nd Offense | Parent Call |
| 3rd Offense | Bus Suspension for 1 week up to removal from the bus |



Cell Phones/Electronic 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.

In order to protect instructional time, SWHS has adopted a restrictive cell phone policy in the school setting. Students are not allowed to use cell phones, earbuds, or earphones in the classroom, common areas, or transition times.

1st Offense: Confiscate and parent/guardian pick up from office

2nd Offense: Up to 3 days ISS

3rd Offense: Up to 3 days OSS

Repeat Offense: Administrative discretion

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

Dress Code

Dress must follow the health and safety codes of the State of North Carolina and the Onslow County Board of Education Dress Code Policy 4303. The student dress code below applies to all students at ALL school functions. The basic responsibility for the appearance of the students as Southwest High School rests with the parents and students themselves. Parents have the obligation, and within certain prescribed bounds, the right to determine the dress for their child. A student's appearance must not disrupt the teaching-learning process.

1st Offense: Refer to School Counselors

2nd+ Offenses: Refer to School Counselors and
Admin Discretion

Students who refuse to change into clothes that fit within dress code after being addressed by a staff member will receive up to 3 days OSS.

The following attire is considered unacceptable and is prohibited for SWHS students:

- Sunglasses and bandanna should not be worn in the building.
- Headgear, to include hats and caps, must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies will not be allowed in the school building.
- Clothing or anything worn by a student which is obscene, sexually suggestive, revealing, advertises tobacco products, alcoholic beverages, drugs, or other illegal items, contains inappropriate language, or make sexual references.
- Clothing or anything worn by a student which is representative of gang affiliation. This includes rags or handkerchiefs hanging from a pocket, scarves tied around legs/arms/necks, one pant leg up, baseball caps tilted one way, gang lettering/language, gang symbols, bandana printed clothing and/or colors that are associated with a gang. Regardless of gender.
- Any symbols, styles, flags, or attire frequently associated with intimidation, bullying, violence and/or violent groups.
- Sleeveless shirts must cover the shoulder.
- 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.
- Bedroom shoes/house slippers. (Doctor's note required if a 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.
- "See-through" clothing.
- Shorts, dresses, or skirts whose length does not fall in-seam to the mid-thigh when the student is standing (front and back). This includes pants with hole above mid-thigh.
- Sagging.
- Biking shorts, leggings, jeggings, yoga pants or other tight-fitting clothing unless the student's shirt/top falls at the mid-thigh when the student is standing.
- Any adornment such as chains, bracelets, spikes, that reasonably could be perceived as, or used as a weapon.

Student Refusal to Identify Themselves to a Staff Member

Upon request, students will immediately identify themselves by name and grade level to any staff member. **Students refusing to identify themselves are subject to an automatic 3 days of out-of-school suspension** after the staff member has notified administration.

False Fire Alarm

Students who intentionally pull the fire alarm which causes a major school-wide disruption. Students who commit this action will receive **10 days out-of-school suspension and a referral to law enforcements.**

Falsification of Information/Forgery

Verbal or written statement of any truths. Forgery or falsifying documents for the purpose of deceiving personnel is a school violation.

| | |
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| 1st Offense | Parent Conference and up to 3 days ISS |
| 2nd Offense | Parent Conference and up to 10 days OSS |
| 3rd+ Offenses | Administrative Discretion |

Gambling

An illegal act to include playing games for money or for the exchange of items (i.e. shoes, clothing, electronics). This also includes playing cards of any sort.

| | |
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| 1st Offense | Up to 5 days ISS |
| 2+ Offenses | Administrative Discretion |

Inappropriate Language/Disrespect

Cursing or using vulgar, abusive, or demeaning language in the presence of any staff member or student; or heard by and staff member in general conversation with other students as an act of expression or communication to include school and any school related activities.

Inappropriate Language: Student to Student

- 1st Offense** Up to 3 days ISS
- 2nd Offense** Up to 5 days ISS
- 3rd+ Offenses** Administrative Discretion

Inappropriate Language: Student to Staff Member

- 1st Offense** Up to 3 days OSS
- 2nd Offense** Up to 5 days OSS
- 3rd+ Offenses** Up to 10 days OSS and Multidisciplinary Team referral

Inappropriate/Disruptive Behavior

Inappropriate and disruptive behavior is classified as conduct that is unwarranted, unsuitable, and reasonably interpreted to demeaning, offensive, or disruptive in a given setting.

- 1st Offense** Up to 2 days ISS
- 2nd Offense** Up to 3-5 days ISS
- 3rd Offense** Up to 3 days OSS
- 4th+ Offenses** Admin Discretion

Insubordination

Insubordination means refusing to follow directions to teachers, staff, or school rules. It includes not listening or ignoring instructions. This behavior disrupts learning and affects everyone's safety and respect at school. Students are expected to cooperate and communicate politely with all school adults.

- 1st Offense** Up to 3 days ISS
- 2nd Offense** Up to 5 days ISS
- 3rd Offense** Up to 3 days OSS

Lunch

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. Southwest 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 pickup in the office during student's assigned lunchtime. Parents must bring their student's lunch to the front office. 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.

Misuse of Technology

The use of school system technology and internet is a privilege, not a right. The misuse of technology is defined as any behavior that results in violation of the OCS Board Policy and Student Code of Conduct.

- 1st Offense** Up to 5 Day Loss of Computer Privilege
- 2nd Offense** Up to 7 Day Loss of Computer Privilege and up to 5 Days ISS
- 3rd Offense** Up to 10 Day Loss of Computer Privilege and up to 3 Days OSS

Mutual Sex Between Two Students

Any consensual sexual act on school campus, school-related activities, transportation, or school grounds will result in up to **10 days OSS and alternative school placement referral.**

Possession of a Weapon (excluding fire arms/powerful explosives)

Any weapon or weapon like items included in OCS Policy 4333 that is possessed on campus will result in **10 days OSS, law enforcement referral and alternative placement referral.**

Property Damage

Students are prohibited from damaging or attempting to damage any school property or private property. Pursuant to NCGS 115C-523, the parents or legal guardians of any minor student are liable up to \$5,000 for any gross negligence or willful damage or destruction of school property by a minor student.

| | |
|--------------------|---------------|
| 1st Offense | 3 Days ISS |
| 2nd Offense | 5 Days ISS |
| 3rd Offense | 3-10 Days OSS |

Skiping Class

Failing to report to one or more classes, skips part of a class, to include being gone from class for an extended period of time, when given permission to visit restroom to other areas.

| | |
|--------------------|------------------|
| 1st Offense | Up to 3 days ISS |
| 2nd Offense | Up to 5 days ISS |
| 3rd Offense | Up to 3 days OSS |

Skiping School

Leaving Campus without teacher/staff authorization; to include not checking out at the front office if being picked up by a parent/guardian. Students must check out at the main office at all times.

| | |
|--------------------|--|
| 1st Offense | Up to 5 days ISS and 1 week of revocation of parking |
| 2nd Offense | Up to 7 days ISS and 2 week of revocation of parking |
| 3rd Offense | Up to 10 days OSS and revocation of parking permit for remainder of school year. |

Revocation of parking privileges will apply if appropriate.

Tardy to Class

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.**

| | |
|--------------------|-----------------------------------|
| 1-2 Tardies | Documented in Educator's Handbook |
| 3rd Tardy | Admin Conference |
| 4+ Tardies | Admin Discretion |

Theft

The possession of property that does not belong to the student will result in **5 days OSS and law enforcement referral.**

Tobacco/Cigarette/E-Cigarettes/Lighters/Matches/Vapes (Non-THC)

Any consumption of any form of tobacco on school grounds, building, or any school property to include activity buses, school bus, extracurricular events off campus to include athletics and other school related activities.

| | |
|--------------------|-------------|
| 1st Offense | 3 days OSS |
| 2nd Offense | 5 days OSS |
| 3rd Offense | 10 days OSS |

Visitors

All 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 be worn at all times while on campus. Anyone sighted on campus without a visitor's pass will be considered to be trespassing and the proper authorities will be summoned. *Parents and guardians are welcome to visit; however, visitors are not allowed to interrupt the instructional day for students or staff.* 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 and former students are not permitted to visit the campus unless prior written approval has been granted by the administration.

****Please note that this handbook is subject to change at the discretion of administration in order to fit the needs of our students and community. Administration may also give a consequence that is not specified in the handbook as needed.***



Student Policies and Procedures

Extra Curricular Activities

Southwest High School has a myriad of opportunities for students to participate in extra-curricular activities, including athletics and arts programs. Students wishing to participate in any extra curricular activity at Southwest High **must pass 70% of their course load and be on track to graduate.** Students will forfeit eligibility in these activities **if the student misses more than 13 days, excused or unexcused in the previous semester.**

A current physical and insurance information must be on file at school prior to tryouts for any athletic programs. Students will need to speak to the advisors of other clubs and extra-curriculars about requirements for joining. Students will not be allowed to practice nor participate in an athletic contest and/or extra-curricular events if they are not in attendance for two periods during the school day. Students who have been suspended from school may not participate in athletic games, practices, and/or meetings during the period of suspension. All financial obligations to the school must be settled before students may participate in extra-curricular activities.

In order to represent Southwest High School appropriately, each athletic team and extra-curricular activity will present guidelines for success that must be reviewed and accepted by both the student and the parents/guardians. Consequences for students participating in extra-curricular activities that have made inappropriate and/or unlawful choices are outlined below:

Campus Consequences:

ISS

1st ISS—Coach/Advisor Discretion

2nd ISS—Conference with Admin, Coach/Advisor, and Student

3rd+ ISS—Students may not participate in extracurricular activities during the days assigned. This applies to athletic practices, club activities, field trips, and other school sponsored events.

OSS—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.

Student who participate in extra-curriculars serve as role models on the Southwest High School campus and in the community. Students should understand the behavioral expectations of SWHS and accept the responsibility and privilege of representing SWHS and this community in any capacity.

Active SWHS Athletics, Clubs, and Extra-Curriculars

Athletics:

- Baseball
- Soccer
- Basketball
- Cross Country
- Tennis
- Track and Field
- Golf
- Wrestling
- Football
- Softball
- Volleyball
- Cheerleading

Clubs and Extra-Curriculars:

- Student 2 Student
- Buddy Club
- Battle of the Books
- Marching and Concert Band
- Theatre club
- Chorus
- Orchestra
- Fellowship of Christian Athletes
- Future Farmers of America
- Future Business Leaders of America
- Future Teachers Organization
- Journalism
- National Honor Society
- Student Government
- Table Top Gaming

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 Southwest High 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, not a right. Students are assigned a bus number and the appropriate pick-up and delivery point on the bus route. Students must present to the office a written note from a parent or guardian by 9:00am requesting any bus change, and the request must have prior approval from the office 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.

Lunch Program

Child Nutrition offers healthy meals every school day. Breakfast costs \$1.25; lunch costs \$2.50. Your children may qualify for free meals or for reduced price meals.

If your child was free or reduced last year, it is *not* an automatic approval this year. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the Child Nutrition office notified you in writing that your child is eligible for the new school year. *Use one Free and Reduced-Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to school or mail to the county office at: Child Nutrition Department, P. O. Box 99, Jacksonville, NC 28541 or bring it into our office at 200 Broadhurst Rd, Jacksonville, NC 28541 or (910) 478-3480.

Link for application: LunchApplication.com

Parents *are responsible* for all charges accrued until the date the application is approved. Online meal payments are available at www.k12paymentcenter.com. *Students approved for free or reduced priced meals must choose a FULL meal. Individual items and milk selections result in a la carte pricing. A la carte items are not available for charging.*

Onslow County School Fees (BOE Policy 4600)

Fees should be paid during the first 2 weeks of each semester during homeroom and the class of record for the given fee. If needed, parents may write one check payable to Southwest High School for all fees for each semester. Fees include those assessed for all classes, programs, and county required instructional fees.

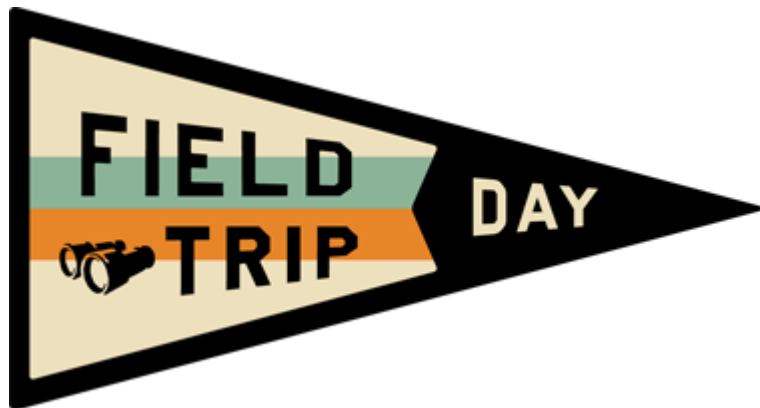
Students **MUST** have all fees paid to obtain a parking permit, receive a driver eligibility form, and participate in athletics, prom, graduation, and other extracurricular activities. Fee Waiver Policy (BOE Policy 4600) Students whose families meet eligibility criteria to receive free lunch under rules and regulations established by the United States Department of Agriculture are entitled to make application for a waiver of required fees. The principal is authorized by Board of Education Policy to investigate claims for fee waivers and to determine the amount of fees waived. Fee waivers must be applied for in writing by the 20th day of enrollment.

| High School Fees | |
|--------------------|---------------|
| Art | \$7.00 |
| Instrumental Music | \$10.00 |
| Vocal Music | \$5.00 |
| Locker | \$2.00 |
| Parking | \$25.00 |
| Science Lab | \$5.00 |
| Jr. ROTC | \$20.00 |
| Technology* | \$25.00 |
| Driver's Education | Up to \$65.00 |

****Please be aware that fees are set by the county and are subject to change.***

Field Trips and Activities

All school rules and expectations apply when students participate in field trips and school-sponsored activities. All SWHS 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. Students who have excessive absences, owe fees or have excessive discipline issues may not be permitted to attend field trips. This includes senior activities such as senior trip, senior lunch, etc.



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.



CORE VALUES

We value:

- A safe and organized environment conducive to learning.
- Rigorous resources which promote mastery of learning and high student achievement.
- An ethical and moral code of conduct.
- Supportive relationships that personalize the educational experience for ALL.
- Experiences and activities that promote positive character development.
- Health and fitness education to improve the quality of life both now and for the future.
- A high school experience that ensures that ALL learners are well-prepared for higher education and work.

