DARE COUNTY
SCHOOLS

Manteo High School

Student Handbook
2025-2026

Last Updated July 1, 2025

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2025-2026 School Calendar

2025/2026 Dare County Schools Academic Calendar

Grading Pd End *	Report Cards +
October 16	October 24
December 19	January 9
March 12	March 20
June 5	June 5
Interim Reports	
September 19	February 6
November 14	May 1

August 2025

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	OW	OW	16
17	RW	RWPL	RW	RW	RW	23
24	FD	26	27	28	ED	30
31						

September 2025

Su	Mo	Tu	We	Th	Fr	Sa
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19-	20
21	22	23	24	25	26	27
28	29	30				

October 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16*	RW	18
19	20	21	22	23	24+	25
26	27	28	29	30	31	

November 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	RWP	H	12	13	14-	15
16	17	18	19	20	21	22
23	24	25	OW	H	H	29
30						

December 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	ED*	20
21	L	L	H	H	L	27
28	L	L	H			

January 2026

Su	Mo	Tu	We	Th	Fr	Sa
				H	OW	3
4	RW	6	7	8	9+	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6-	7
8	RWPL	10	11	12	13	14
15	RWP	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12*	OW	14
15	16	17	18	19	20+	21
22	23	24	25	26	27	28
29	30	31				

April 2026

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	H	4
5	L	L	L	L	L	11
12	OW	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

Su	Mo	Tu	We	Th	Fr	Sa
					1-	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	ED	23
24	H	26	27	28	29	30
31						

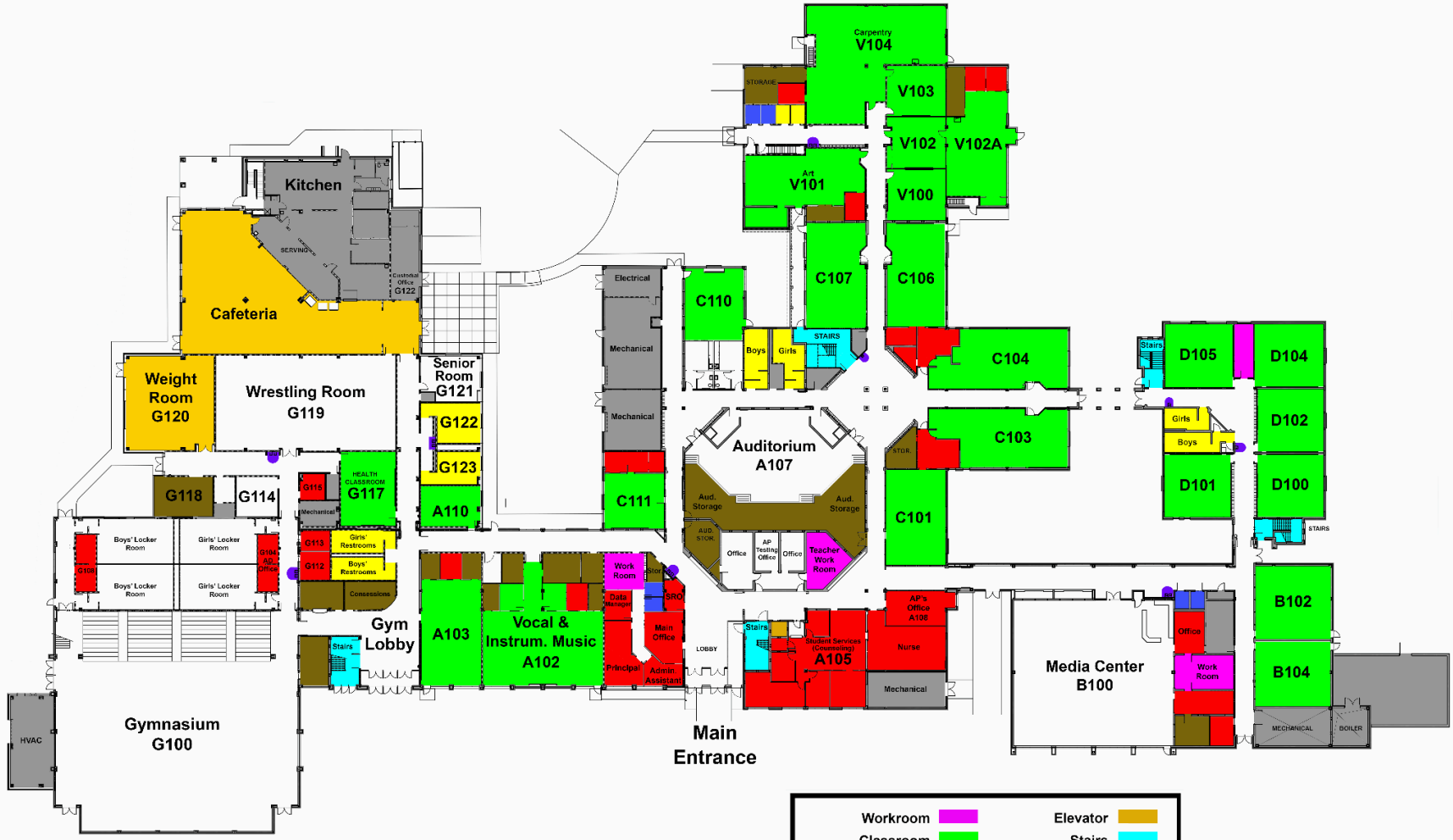
June 2026

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	LD/ED*	6
7	RW	RW	OW	11	12	13
14	15	16	17	18	29	20
21	22	23	24	25	26	27
28	29	30				

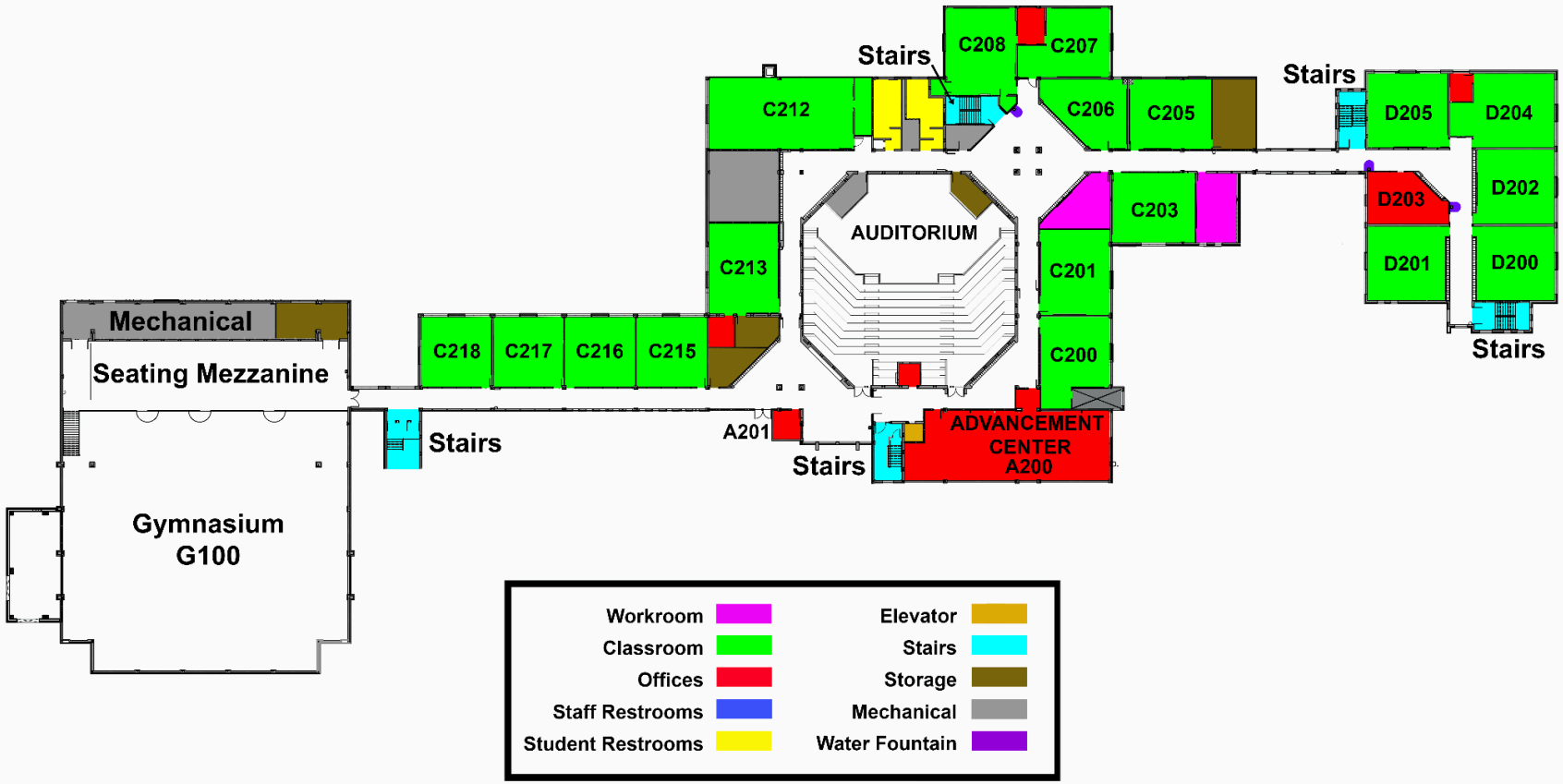
FD/ LD	First Day for Students | Primer día para estudiantes	H	Holiday (no classes) | Día Festivo (no hay clases)	RWPL	Required Workday Prof. Learning (no classes) | Día Laboral Obligatorio Aprendizaje Profesional (no hay clases)
FDC	First Day of Class at COA/Primer día de clases en COA	ED	Early Dismissal | Salida temprana	*	Grading Period | Período de Calificaciones
OW	Optional Workdays (no classes) | Día Laboral Opcional (no hay clases)	L	Leave Days (no classes) | Vacaciones (no hay clases)	+	Report Cards | Boletas de Calificaciones
RW	Required Workdays (no classes) | Día Laboral Obligatorio (no hay clases)	RWP	Required Workday Parent Conferences (no classes) | Día Laboral Obligatorio Conferencias de Padres (no hay clases)	-	Interim Reports | Reportes de Progreso

Last Updated July 1, 2025

Manteo High School
1st Floor Plan



Manteo High School
2nd Floor Plan



Last Updated July 1, 2025

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that governs the maintenance and release of student records. Under this law, parents of students or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct the inaccuracies in the records.

Federal law requires that Dare County Schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from any student's education records. Student records will be released promptly when a student transfers to another school and in other circumstances specifically required or permitted by law. Federal laws require local education agencies that receive assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings - unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. In addition, Dare County Schools may make public appropriately designated "directory information" without written consent, unless a parent, guardian or student (age 18 or older) notifies school officials in writing of an objection to the disclosure.

If you do not want Dare County Schools to disclose directory information from your child's education records without your prior written consent, you must notify school officials in writing. School Board Policy 4700c, Dare County Schools has designated certain information as directory information (*See DCS code of student conduct and annual parental notification for details*).

Parents also have the right to withhold consent for their child to participate in certain extracurricular, counseling and information-gathering activities that are detailed in School Board Policy 4002.

Copies of all policies may be found in the office of the Superintendent, on the school system's website, and in the Principal's office of each school within the Dare County School system.

STUDENT ENROLLMENT/DOMICILE LAW

Ordinarily, the domicile of an unemancipated minor is that of his/her parents. THE CHILD CANNOT INDEPENDENTLY CHANGE HIS DOMICILE. If the parents are deceased, the child takes the domicile of his/her natural guardians such as grandparents or his or her court-appointed guardian. A student is able to establish his or her own domicile if he or she is at least eighteen years old, is married, or is a sixteen or seventeen years old who has been emancipated by court order.

The following are the exceptions to the Domicile Requirement: Children who live in a group home, foster home or with a legal custodian. A legal custodian is defined as a person or agency that has been awarded legal custody of the child by a court. The term usually is applied when a social service agency has been granted custody. If there are any questions, check with your guidance counselor.

POLICY OF NON-DISCRIMINATION

Dare County Public Schools does not discriminate on the basis of handicapping conditions, sex, age, color, religion, national origin or race in admission, treatment or employment in its program and activities.

VISITORS

All visitors must be identified through the outside monitor and allowed to enter after the doors are unlocked via the remote security system. Visitors must then report to the main office and sign in immediately upon arrival. The administration must approve all visits to the school during regular school hours. All visitors must be on official school business. Any unauthorized visits to the campus may be viewed as trespassing. **Students are not allowed to bring guests with them for the school day**. Students are NOT allowed to bring infants or babysit small children while at school.

ATTENDANCE PROCEDURES

EXCUSED ABSENCES

The following categories are considered excused absences by the State Board of Education and only these will be considered excused upon written notification within **3 days**:

- Illness or Injury
- Quarantine
- Death in the Immediate Family (parents, grandparents, brothers, sisters)
- Medical or Dental Appointments
- Court or Administrative Proceedings
- Religious Observance
- Educational Opportunity **-** Approval for such an absence must be granted by the principal five days in advance of the absence.
- College Days - Juniors and Seniors are allowed to take two college days per school year. College Day Forms are available in the main office and should be completed and returned to the office at least 5 days before the visit. Approval must be granted prior to the absence. If these procedures are followed, this will not count as an absence from school.

ABSENCES—Written Excuses

In the event of any absence, all students are required to present a note explaining the absence. All absences are considered "unexcused" until the note is presented. These procedures should be followed:

1. A note from a parent/guardian, physician or dentist, or other professional person as to

why the absence should be considered "excused." The note must contain:

- The printed legal name of the student
- The reason for the absence
- The date of the absence and the date the note was written
- The class period(s) the student was absent
- The phone number where of the person signing the note can be reached for verification

2. Students have 3 days after their return to school to submit written excuses. Students are to turn in notes to the main office personnel before school. Upon receipt of the note in the Attendance Office and when the written justification is considered an excused absence, the Data Manager will update the student's attendance record reflecting the absence as excused.
3. Parents and teachers are encouraged to verify attendance in PowerSchool by contacting the Attendance Office. Any discrepancy in attendance records that are noted by parents, teachers, or students should be immediately addressed to the Attendance Office. Any requested changes should be documented in writing for inclusion in the student's attendance folder.
4. If the parent/guardian is going to be out of town, he/she should provide the main office emergency contact and temporary guardianship information in case of an emergency.
5. If you intend to pick your student up from school during the school day, you need to provide a note which your student must bring to the office at the beginning of the school day. Your student will then be given an "early dismissal" note allowing him/her to leave the classroom at the appointed time.

EXCESSIVE ABSENCES — Board of Education Policy 4400-R

Students must attend at least two-thirds of class (60 minutes) to be counted as present in that class.

Any student who misses more than five (5) days for any reason in any semester class or ten (10) days in any year-long class has exceeded the Dare County attendance regulation requirements. These students are subject to suspension of privileged activities (e.g., extracurricular activities, parking, attendance at prom, graduation ceremony, etc.) until such time as work is completed to the teacher's and Principal's satisfaction**.**

LATE ARRIVALS

Students arriving after 8:30 a.m. should report directly to the main office. Students will receive after-school detention on the 5th tardy and every tardy thereafter and will not be eligible for perfect attendance. Excessive tardies will result in further disciplinary action which could include loss of school privileges.

EARLY DISMISSALS

Approved early dismissals for students require a parent/guardian note. Students must bring the note to the office at the beginning of the school day. Students will then be given an "early dismissal" note allowing them to leave the classroom at the appointed time. Please include a valid telephone number where the school can reach the parent/guardian who is making the early dismissal request. **Before any student leaves the building, whether or not**

escorted by a parent, he/she must sign out in the main office. Students will not be allowed to leave class after 3:00 p.m. for early dismissal. All students leaving early must leave by 3:00 p.m.

TRANSPORTATION

BUSES AND TRANSPORTATION

Riding the school bus is a privilege, not a right, for students in North Carolina public schools. School bus policies and rules are strictly enforced. The suspension of bus transportation privileges does not permit, nor provide an excuse for the absence of a student from school.

Students shall observe the directives of the bus driver at all times while riding a school bus or other school vehicle. Failure to do so will subject the student to loss of school bus privileges. The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or school:

- Delaying the bus schedule.
- Fighting, smoking, using profanity or refusing to obey the driver's instructions.
- Tampering with or purposely damaging the school vehicle.
- Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle as outlined in Board Policy.
- Getting off at an unauthorized stop.
- Distracting the driver's attention by participating in disruptive behavior while on the bus, boarding the bus, or exiting the bus.
- Failing to observe established safety rules and regulations.
- Purposely trespassing upon another bus without permission.
- Violating any other rule of the Code of Student Conduct while on the school bus or other school vehicles.

Students may ride only the bus assigned by the transportation department. A student can only be assigned to one school bus. Students cannot ride one bus in the morning and another in the afternoon on a permanent basis unless it is a planned route by the Transportation Department of the Dare County Schools.

PARKING

Students will park in the properly assigned areas of the student parking lot and will not be allowed to loiter in or around cars at any time. Students must enter the building when requested to do so by an adult **(Students may go to the parking lot during the school day only if they have received permission from an administrator)**. Parking permits are to be purchased by all students who park on campus. A permit may be purchased for $25.00. Parking permits will be issued to seniors first and then juniors. Sophomores will be issued permits on a space-available basis. Students must have a Drug Testing Consent Form on file in order to purchase a parking permit.

Permits will be hanging tags attached to rear view mirrors. It will be the student's responsibility to transfer the tag to his/her temporary vehicle if for some reason he/she cannot drive the vehicle to which the tag was originally assigned. **Students will be held**

responsible for any vehicle in which their parking permit is located.

Students who park vehicles on campus without a permit may be subject to school discipline, a violation sticker, or towing at the expense of the owner of the vehicle. Students must park in designated parking spaces only. Vehicles that are parked in unauthorized areas may be subject to school discipline, a violation sticker, at the expense of the owner of the vehicle.

Driving is a privilege and the same safe driving rules that apply to the highway apply to the parking lot. Careless and reckless driving or exceeding safe speed will lead to revocation of driving privileges on campus and may result in a citation.

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to patrol student parking lots at any time, without notice or consent. The interior of a student's motor vehicle parked on the school premises may be searched if a school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. The school is not responsible for damages to or theft of vehicles or property therein while parked on school grounds. **Students with excessive tardies or other behavior issues may lose parking privileges.**

Students who take other students off-campus during the school day may lose their parking privileges.

ACADEMICS

HONOR POLICY

Students participating in sharing work, cheating, plagiarism or any kind of dishonest representation of one's own work will not be tolerated.

The Honor Council has been initiated to establish a process to bring students who are repeatedly a disruption to the academic process or who violate the rules of academic honesty before a council made up of teachers, administration, select students, and the guidance counselor. Student cases will be brought before the council in order to establish alternate consequences or support efforts to assist students with mainstreaming successfully back into the classroom environment.

The adopted pledge of Dare County Schools is the following:

"***On my honor I have neither given nor received any unauthorized assistance on this assignment***."

Tiers	Interventions

Tier 1	• Teacher Responsibilities
	  ○ Contact Parent
	  ○ Allow student to redo the assignment/alternative assignment
	  ○ Write a minor incident in Infinite Campus
	• Student Responsibilities
	  ○ Redo the assignment/alternative assignment

Tier 2	• Teacher Responsibilities
	  ○ Contact Parent
	  ○ Allow student to redo the assignment/alternative assignment
	  ○ Write a referral in Infinite Campus
	• Administrative Responsibilities
	  ○ Assign 1 day of ISS
	  ○ Revoke National Honor Society Privileges (if applicable)
	• Student Responsibilities
	  ○ Redo the assignment/alternative assignment

Tier 3	• Teacher Responsibilities
	  ○ Contact parent
	  ○ Write a referral in Infinite Campus
	  ○ Score the assignment as a 0%
	• Administrative Responsibilities
	  ○ Assign 2 days of ISS
	  ○ Revoke National Honor Society Privileges (if applicable)

GRADING AND REPORTING POLICY

1. All passing and failing grades will be recorded numerically in Powerschool.
2. When assigning student grades, teachers will incorporate a variety of measures to determine mastery of learning objectives.
3. All students enrolled in courses that have state mandated end-of-course tests will be required to take the tests regardless of exemption policies. The exam/end-of-course test will constitute 20% of the final grade.
4. If work is late due to an **excused absence**, then a student will have up to 5 days to turn in all work for all classes within five days of their return to school without penalty. All other late work will be accepted and graded on its academic merit. This work will be subject to a 10% deduction per day that it is late up to a maximum of 50%.
5. Report cards will be issued on a quarterly basis. **Parents may request a printout of grades from teachers at any time during the semester.**
6. Students may be exempt from exams as per Policy 4400 (see below).
7. The North Carolina grading scale is as follows:
   A = 90-100, B = 80-89, C =70-79, D = 60-69, F = Below 60

EXAM EXEMPTION POLICY

As a reward for attendance and academic performance students are exempt from an exam provided the following conditions apply:

1. The exam may not be a state-required test (EOC or CTE).
2. The student must have earned a "90" average or above for the course and have no more than three absences for a semester course or 6 absences for a year-long course; **or** must have earned an "80" or above for the course and have no more than two absences for a semester course or 4 absences for a year-long course; **or** must have earned a "70" or above and have no more than 1 absence for a semester course or 2 absences for a year-long course.
3. Students with any absence(s) in a class due to out-of-school suspension will not be exempt.
4. Students with more than three tardies in a semester course or six tardies in a year-long course will not be exempt from that course.
5. Parents must sign and return an exam exemption permission form for each course from which a student is exempt.

HONOR ROLL AND PRINCIPAL'S LIST

The Principal's List will consist of students who have taken a minimum of three academic classes and who make all A's in a marking period. The Honor Roll consists of students who have taken a minimum of three academic classes and who have all A's and B's for the marking period.

GRADUATION—participation in graduation ceremony

In order to participate in the graduation ceremony, a student must complete all course requirements for the State of North Carolina and Dare County Schools. It is important to keep close contact with the school counselor to insure graduation. In order for a student to participate in graduation, all school debts must be paid, all attendance requirements must have been met, Chromebooks and chargers must be returned, and he/she must be present at graduation practice unless prior permission to miss practice has been granted by the principal. Appropriate attire is required in order to march. Participation in graduation is a privilege, not a right. Students who graduate early may participate in the prom and graduation exercises, but during the spring semester may not participate in activities that take place during the school day. **Students who are involved in malicious or destructive vandalism, senior pranks or serious violations of school policy may lose the privilege of marching in graduation exercises.**

NATIONAL HONOR SOCIETY SELECTION

The National Honor Society is an organization that recognizes students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. The NHS Faculty Council determines membership based on the following election procedures:

Scholarship: To be eligible for selection, the candidate must be a member of the junior or senior class for at least one full semester and have a cumulative grade point average of at least 3.65.

Leadership: Candidates must have demonstrated a high degree of leadership through a combination of the following: being an active member of clubs and organizations, serving

as an officer and/or committee chairperson, athletic involvement, employment, and/or classroom leadership as noted by the teacher.
Service: Service must be demonstrated through projects in school and/or community organizations. Involvement should show an ongoing commitment to service in the community over the course of the year.
Character: NHS Members are expected to be positives role models and should have no occurrences of the following infractions: cheating/stealing, altercations with the law other than minor traffic violations, and any other offense that could result in an out-of-school suspension and other violations that could result in out of school suspension.

Academically eligible students will be notified, and those interested in membership will be required to submit a student information form and two community recommendations. All information must be completed and submitted by the announced date. The faculty council will determine membership by reviewing for student information, attendance, discipline records, and faculty comments.

STUDENT BEHAVIOR

BULLYING
Bullying in any form is not acceptable behavior. For more information, see Policy 1760 located in the Dare County Schools Code of Student Conduct.

DRUG TESTING
Students participating in clubs, athletics, or who drive to school are subject to random suspicion less drug testing in accordance with the Dare County Board of Education policy. For more information, see Policy 4326.

STUDENT CONDUCT
Students are expected to use good judgment in their behavior and conduct. Students in Dare County Schools are expected to follow the rules and expectations outlined in the Dare County Code of Student Conduct. Each student will have on file an Acknowledgement of Receipt from the Dare County Schools Code of Student Conduct.

For specifics regarding disciplinary infractions and consequences see the Dare County Schools Code of Student Conduct.

STUDENT DRESS
Students are expected to adhere to Rule 4 of the Dare County Schools Code of Student Conduct and Annual Parental Notification:

"Any type of dress which is disruptive, lewd or sexually suggestive, glorifies or depicts alcohol, tobacco or illegal drugs, or endangers the safety, education, and/or health of another person will not be permitted."

The principal has the authority to exercise appropriate discretion in implementing the school dress code, including making reasonable accommodations based on a student's religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment.

For student dress violations, the Principal or the Principal's designee may require the student to change or modify his or her clothing. For recurring violations, appropriate levels of disciplinary action outlined in the Code of Student Conduct may be implemented.

Examples of items prohibited (not all-inclusive):

- wallet chains or any chains in general, studded or spiked wristbands, dog collars, or any accessories that could cause harm to oneself or others.
- clothing that is too revealing, such as bare midriffs, see-through clothing, low-cut tops, bathing suits, visible undergarments, or pants worn below the hips.
- clothing that is disruptive by displaying sexual images or language, racial statements, gang involvement, or alcohol/drug/tobacco messages.
- hats, hoods, or sunglasses while in the building
- bare feet

OTHER STUDENT RESPONSIBILITIES

TEXTBOOKS

Your textbooks and Chromebook are being loaned to you. They remain the property of the school and must be used by those who follow you. Please take care of your books. Do not mark in them or abuse them in any way. Damage fees will be assessed for anything other than what your teachers consider to be normal wear. A lost book must be paid for before another book will be issued.

CHROMEBOOKS

The Annual Student and Parent/Guardian Authorization Form found in the Dare County Code of Student Conduct must be completed and returned to the school before a Chromebook will be issued. Additional information regarding the use of Chromebooks is located on the aforementioned form.

LOCKERS

No structural modification can be made to lockers nor can they be damaged or defaced in any manner. Each student is responsible for the contents of his or her locker. Lockers should remain locked at all times. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. The loss or damage of any personal item(s)

is the responsibility of the student. Student lockers may not be used to store illegal, unauthorized or contraband materials. Inspections of lockers may be conducted by school authorities for any reason consistent with board policies or school rules at any time without notice, without consent, and without a search warrant. **Students are to use only the locker that is assigned to them.** There will be a $5 charge for any lock not on the locker at the conclusion of the school year.

EXTRA-CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

To participate in any extracurricular activity, including athletics, a student must be in school for at least two full periods. Students who are failing a class **may** not be dismissed from the class they are failing in order to participate in any extracurricular activity, including field trips and/or athletic events, without prior approval from the principal or his designee.

If a student has more than (5) absences in a class and is failing that class, then the student will not be allowed to participate in extracurricular activities. The student will earn their privileges back by improving and maintaining a passing grade; this can only be verified by the Athletic Director or an administrator. A second offense will result in a longer suspension of privileges. A third will result in permanent loss of privileges.

ATHLETIC ELIGIBILITY

North Carolina High School Athletic Association Scholastic Rule for Eligibility

For NCHSAA purposes, eligibility is based on the academic performance of the previous semester.

Example: For the fall, students must have passed 3 of 4 classes the previous spring.

*If a student chooses to **quit** a sport, they will not be permitted to participate in any other sport during the same season. This restriction also applies to sport-specific skill training. They can participate in open sport weight training.

ABSENCES AND ATHLETIC PARTICIPATION

A student-athlete may not practice/play if he/she is absent from school unless he/she:

- Attends school for at least two full periods
- Provides an acceptable parent's or doctor's excuse to the athletic director
- Is granted permission by the Principal.