

DIXON HIGH SCHOOL

STUDENT HANDBOOK

2025 – 2026



Dixon High School
LOVE - SERVE - CARE

Home of the Bulldogs

Dixon High School

160 Dixon School Rd. Holly Ridge, NC 28445

Phone: 910-347-2958

<https://www.onslow.k12.nc.us/dixonhs>

X: @Dixon_Bulldogs Instagram: @Dixon.BulldogS

Office Hours: 6:30 am-3:00 pm

Principal: Page Highsmith, page.highsmith@onslow.k12.nc.us

Assistant Principal: Zachary Clark, zachary.clark@onslow.k12.nc.us

Assistant Principal: Monique Marshall, monique.marshall@onslow.k12.nc.us



Mission: At Dixon High School, we are on a mission to Love, Serve, and Care.

Vision: We D.R.I.V.E. Determine your path, Reach for success, Invite challenges, Value people, Enjoy the moment.

GOALS:

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

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

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

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

ONslow
COUNTY
SCHOOLS



excellence in education

<http://www.onslow.k12.nc.us>

X: @OnslowSchools

Purpose Statement

To educate students for a successful future.

Mission Statement

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

Vision Statement

Excellence in Education.

OCS DISTRICT GOALS

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

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

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

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

SECTION 1: GENERAL INFORMATION

Appeals Procedures

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

Arrival to School

The building opens at 6:45 AM each morning to welcome all students. All students and visitors are expected to enter campus through one of the Weapons Detections Systems checkpoints, located in the Main Gym lobby, the Front Office Lobby, and the Annex Lobby. Students that arrive after 7:05 AM will need to report to the Front Office Lobby to move through the system checkpoint, sign in to school, and get a pass to class. Students arriving after 7:05 AM, are not permitted to enter campus at any other door other than the Front Office door.

Attendance-Onslow County Board of Education Policy

Attendance in school and participation in class are an integral part of academic achievement and the teaching- learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a misdemeanor. ***Students absent from school cannot participate in any school event (includes dances, athletics, clubs, etc.)***

A. Attendance in Grades 9-12

The following procedure will be implemented each semester:

1. First and second absences: Make-up work shall be assigned by the student's teacher as deemed appropriate. All make-up work shall be completed within a reasonable amount of time as determined by the child's teacher.
2. Third – tenth absences: Make-up work shall be assigned by the student's teacher as deemed appropriate. All make-up work shall be completed within a reasonable amount of time as determined by the child's teacher. If absences are consecutive, more time may be allowed at the teacher's discretion. Parents will be notified after the third, sixth, and tenth absences.
3. Eleventh absence: In grades 9 – 12, a student who misses more than 10 days in a semester shall not be awarded course credit except by determination of the principal/designee upon careful review of the student's records. Make-up work shall

be assigned by the student's teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the teacher.

4. When total absences (lawful and unlawful) exceed 10 days per semester, further documentation will be required (doctor's statements, court documentation, etc.)
5. Schools shall offer incentives to provide recognition of perfect attendance. The superintendent or designee will develop administrative guidelines to implement this policy.
6. Students must be present in class for a minimum of 60 minutes to be counted present for class.

B. Lawful Absences

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

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

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

C. Unlawful Absences

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

D. School Related Activities

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the Board of Education that classes missed be kept to an absolute minimum

through close scrutiny and a monitoring system on the part of the principal. The following school-related activities will not be counted as absences from either class or school:

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

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

E. Excessive Absences

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

Students that Fail Due to Attendance

Students who exceed 10 absences in any course must submit an attendance waiver with documentation for review. Students whose attendance is not waived will receive an F in place of their final grade. Students with F's will be put on an Attendance Contract, agreeing to maintain 10 or fewer unexcused absences for the following semester. Students who successfully meet the terms of the contract will have their F's removed from their transcript and earn the original final grade. Students who do not meet the terms of the contract will need to retake the course or complete Credit Recovery to earn the credit. Students who have earned two F's in the same course will need to complete Credit Recovery to earn credit for the course. Final decisions are at the discretion of the principal.

Please note: F's for attendance impact a student's GPA until removed. Successfully retaking a course with an F will remove the unsuccessful attempt from the student's GPA calculation. Credit Recovery will not change a student's GPA.

Cell Phones and Personal Electronic Devices (headphones, ear buds, smartwatches, etc)

Students are permitted to have cell phones and other wireless communication devices on campus, so long as the devices are not activated, used, displayed, or visible during the instructional day. DHS's instructional day is from 6:45 am – 2:10 pm.

During this time electronic devices must be powered off and stored in a safe place out of sight. Students are encouraged to comply and secure the phones and devices in their backpack. Storing phones and devices in clothing pockets, is not considered securing the phone/device out of sight. Phones not turned off, or seen on a student, are in violation of the OCS Board policy. Staff members are directed to act under the "See it, Hear it, Take it" rule for all personal electronic devices. Consequences for violating the Personal Electronic Devices policy are found within the student discipline section.

In emergency situations students will be able to call parents using the phone in the front office.

DHS is not responsible for any loss or theft of any electronic device. Students are expected to secure their electronic devices at all times.

Note: Electronics are prohibited in test settings on exam days at the end of each semester. In the event that a student has a cell phone/electronic device on campus, test administrators will collect these items prior to the administration of the final exam and return all electronics when the front office announces that testing is complete. Failure to comply with this policy will result in disciplinary action.

Child Nutrition

Meal Benefit Applications are available throughout the school year. A new application is required EACH school year beginning August 1. Applications may be completed online using www.lunchapplication.com (Applications for the new school year open on August 1). Please plan to complete ONE application per household prior to the school start date if you believe you qualify for Free or Reduced-price meals. Approved applicants are still responsible for accrued changes.

Breakfast is \$1.25 and Lunch is \$2.50 for all grade levels. Reduced prices are as follow: Breakfast – Free; Lunch -\$.40. Adult meals are sold at a la carte pricing. All student lunch meals must contain a fruit or vegetable choice to count as a meal.

Students who bring meals from home may purchase milk at the a la carte price of \$.50, even if the child is qualified for free meals. Milk is included as a meal component for all pay statuses. Online meal payments are available at www.lunchprepay.com.

Clubs/Organizations

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

Driving Privileges in NC

In North Carolina, according to State Law, drivers under the age of 18, must make adequate academic progress in school to qualify for driving privileges. Students are required to pass at least 70% of their classes to be considered making adequate academic progress. Dixon is on a semester schedule, so students need to pass 3 of 4 classes to demonstrate adequate academic progress. DHS is required to submit grade information after each semester.

Early Checkouts and Signing In/Out

Early checkout is strongly discouraged. Students miss valuable instruction and may be counted absent. We understand that it will occasionally be necessary for a student to leave during the school day. Students will not be released to anyone but a parent, legal guardian, or emergency contact (as listed on the Student Emergency Data Sheet) without written approval from the parent for a third party to pick up the child. A parent or guardian is required to come into school, show proper ID and sign the student out. We cannot verify a person's identity over the phone, so we will not sign a student out based on a parent or student-initiated phone call.

Students who need to leave before the dismissal time must present to the Front Office a written note from the parent/guardian upon arrival at school the morning they plan to leave early. Phone calls will be made to verify each note that is turned into the Front Office. Notes from the parent or guardian requesting an early release from school must contain the following information:

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

Early checkout times should be arranged to coincide with class changes as much as possible. All individuals picking up a student should be prepared to show proper identification when they come for a student during the school day. The person picking up the child must come into the office to sign the student out of school. Students cannot leave campus without being signed out from the main office. Failure to do so will result in disciplinary actions.

Family Educational Rights (FERPA)

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

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

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students or eligible students have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the 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, as well as in the offices of the principal and counselors of the school.

Fees

The Onslow County Board of Education has passed a policy concerning the payment of school fees and sets the fee schedule each school year. Payment of fees is a prerequisite for driver education, participation in athletics, marching band, parking passes, extracurricular activities, and graduation exercises. Fees should be paid during the first week of each

semester. Note: Fees are to be paid online. <https://onslow.schoolcashonline.com>

Fee Waiver Policy

Students whose families meet eligibility criteria to receive free lunch under rules and regulations established by the United States Department of Agriculture are entitled to make application for a waiver of required fees. **Note: Fee waiver forms must now be accompanied with the approval form for free/reduced lunch from the district office.** The principal is authorized by Board of Education Policy to investigate claims for fee waivers and to determine the amount of fees waived. Fee waivers only cover the fees accrued in the academic year for which they were applied. Waivers cannot be retroactively applied to previous fees.

Field Trips and School Activities

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

To participate in non-academic field trips, students must have a passing grade in ALL current classes and have 10 or less unexcused absences in the previous and current semester.

Forgery and Violation of Copyright Laws

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

Grading Scale System

Grades and grade point average calculations will be applied as follows:

A: 90 – 100 = 4.0

B: 80 – 89 = 3.0

C: 70 – 79 = 2.0

D: 60 – 69 = 1.0

F: <59 = 0.0

Incomplete Coursework

A student may be assigned an *Incomplete* for a course based on principal discretion due to extenuating circumstances. The *Incomplete* must be removed within three weeks of the end of the grading period in question or the *Incomplete* converts to the grade earned.

Graduation Requirements

The Board of Education recognizes the importance of setting rigorous graduation requirements to help ensure that students are receiving an education that will prepare them to

be productive members of society. To graduate from high school, students must meet the following requirements:

1. Successful completion of all course unit requirements as mandated by the State Board of Education,
2. Successful completion of cardiopulmonary resuscitation (CPR) instruction; and,
3. Successful completion of all other requirements mandated by the Board of Education, as provided in this policy.

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

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

Students must demonstrate mastery of concepts in previous courses in order to be eligible for advanced courses such as honors, AP and college level classes. Administration reserves the right to modify a student's schedule if the student is not meeting the expectations.

Graduation (Early/Three Year Graduation)

Early Graduation is a major decision that requires principal approval. Choosing to graduate early may have a significant impact on available post-high school education and employment options. Students may choose to graduate a semester early or after three years of successful high school course work. The decision should be well-planned and thoughtfully made only after careful consideration by both the student and the parents. The school's guidance counselor will be able to provide post-secondary options available to early graduates. The state policy on Early Graduation is below.

NC State Board of Education Policy GRAD-001: A high school student in a public school unit who is at least 16 years of age and desires to graduate after three years may request to graduate after three years of being in high school accordance with the following procedures:

1. The student shall complete and sign a request form provided by the local board. The form must be signed by the student's parent or legal guardian, unless the student is at least 18 years of age or has been emancipated in accordance with Chapter 7B, Article 35 of the General Statutes.
2. An administrator from the student's high school or the local school administrative unit shall meet with the student and, if the student is under 18 years of age and not emancipated, the student's parent or legal guardian, to discuss the implications of graduating in three years. The administrator shall address, at minimum, the following topics in the discussion:
 - a. Plans for transitioning into higher education, employment, or enlistment in the armed forces;
 - b. Discontinued access to high school services and programming, including extracurricular activities and interscholastic athletics; and
 - c. School support structures which will no longer be available to the student,

such as nutrition and school counseling services.

3. The local school administrative unit shall verify that the student has met the minimum graduation requirements established by the State Board and submit the request to the local superintendent for final approval.

4. The local superintendent shall approve the request upon verification of the student's eligibility and compliance with the procedures set forth above, no later than 45 school days after receipt of a request.

The student's grade classification will be based on the OCS high school promotion standards. Diplomas are awarded only at the end of the school year.

Hall Passes

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

Instructional Time

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

Media Center Usage

Media Center Hours: 6:45 AM – 2:45 PM

Occasional changes in hours will be posted on the doors of the Media Center. Arrangements with the Media Specialist may be made for extended hours. The Media Center offers support to the school's instructional program with a primary function to assist students with research and investigative inquiry. Students are encouraged to use the Media Center for leisure reading, study, and research. Quiet business-like conversation is acceptable. Students that are using the Media Center during class time must have a hall pass from their teacher and must sign in at the front desk upon arrival.

Medication

ALL prescription medication must be registered with the school nurse. The nurse or other designated staff member will dispense the medication as prescribed. Students are NOT permitted to carry any type of drug or medication (including over-the-counter medications) or controlled substance in their possession at any time. Exceptions to this could be diabetic needs, epi pens, inhalers, etc.; however, the school nurse will make the final determination on accepted medications that may be carried by a student. Students that need to take a medication must have a pass granting permission to leave class at the time indicated on the medication label.

North Carolina Academic Scholars Program

Students must meet each of the following requirements to qualify as a North Carolina Academic Scholar upon graduation:

1. The student shall complete the Future-Ready Core mathematics sequence of Math I, II, and III; Algebra I, Geometry, Algebra II; or Integrated Math I, II, III, and a fourth-level mathematics course that meets the University of North Carolina system Minimum Course Requirements that include a mathematics course with either Math III, Algebra II, or Integrated Mathematics III as a prerequisite.
2. The student shall complete three course credits of science including an Earth/Environmental science course, Biology, and at least one physical science course that must include either physics or chemistry.
3. The student shall complete four course credits of social studies.
4. The student shall complete two course credits of a world language (other than English).
5. The student shall complete four elective course credits in any one subject area, such as Career and Technical Education (CTE, JROTC, PE, Arts Education, World Languages, or in another content area)
6. The student shall have completed at least three higher-level courses during junior and/or senior years which carry quality points such as Advanced Placement, International Baccalaureate, or Dual Enrollment courses, Advanced CTE and CTE credentialing courses; honors level courses or Project Lead the Way courses; and
7. The student shall earn an unweighted GPA of at least 3.50.

Prohibited Items on Campus

Students may not possess any item that poses a threat to the safety and orderly conduct of others on the Dixon High School campus. These items may not be present on school grounds or at school events. These items include, but are not limited to the following:

- Lighters/matches/smoking papers/paraphernalia
- Fire starters/fireworks
- Boxcutters or other sharps
- Skateboards, roller skates, wheelies, etc.
- Throwing objects (wasps, spitballs, etc.)
- Lewd materials from magazines, books, or the internet
- Pepper spray/mace
- BB guns, water guns, any toy gun or fashioning of a weapon
- Drugs, vapes, alcohol, tobacco products

Restricted and Non-Restricted Areas

Certain areas are off limits to students during all school hours. Restricted areas include but are not limited to behind the annex, parking lots, areas behind learning cottages, areas behind the vocational building, sporting fields, and areas behind the cafeteria. Students must report to designated class assignments or non-restricted areas immediately upon clearing the weapons detection systems upon arrival each morning. Students are not permitted to go to the parking lot during the school day without administrative permission and a designated escort.

During lunch periods, students are permitted in the cafeteria, the cafeteria lobby, and the outside breezeway area. Students should not sit on the benches in the lobby area by the front office, and they should not sit in any area outside that is not covered. Unless a student has a pass from a teacher, students are restricted from the classrooms and classroom hallways during lunch periods. Students in restricted areas during school hours may receive consequences.

Following dismissal, any students remaining on campus should be under the direct supervision of a staff member. Students are not permitted to wander around campus waiting for a late afternoon/evening athletic event or extra-curricular activity.

School Counselor Services

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

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

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

School Insurance

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

School Safety

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

Parents/Guardians/Visitors must report to the front office to check in upon arriving on campus.

Student Driving and Parking on Campus

School officials may search vehicles parked on the DHS campus. Parking on the Dixon High School campus is a privilege, and certain conditions are attached to that privilege. Students who fail to uphold those conditions will be subject to the loss of driving/parking privileges and are subject to disciplinary action by the school and law enforcement.

- A student must be eligible to purchase a parking pass (\$25.00) at the time of the request.
- All current and prior fees must be paid prior to the request for a parking permit.
- Parking pass eligibility is determined by presenting the following information to the office:
 - Signed and dated DHS Campus Parking paperwork
 - A valid NC Driver's license
 - Proof of Insurance
 - A valid vehicle registration form in the student's name or the name of a parent, guardian, or other person that has presented a notarized letter giving the student permission to drive the vehicle
 - Clearance of all school fees: technology fees, Media Center fees, athletic fees, band fees, club fees, or cafeteria fees.
- The parking pass must be purchased prior to parking a vehicle on campus. **Permits are non-transferrable.** You cannot give your pass/parking spot to someone else.
- The parking pass must be hung on the rear-view mirror with parking spot number facing out. The pass must be visible.
- The parking pass will be assigned to a reserved number in a designated parking lot. Students may not park on the grass, a sidewalk, any road area, or any area NOT assigned with a parking pass. Vehicles parked in the wrong space or in an unauthorized area may receive a citation.
- Vehicles may NOT be left on campus overnight unless permission has been granted by administration.
- The speed limit on campus is NOT to exceed 10 MPH. Drivers and passengers should wear their seat belt. Citations may be issued for a speeding violation and/or a seat belt violation.
- Vehicles should be secured at all times. Students are cautioned NOT to leave valuables in their vehicles.
- Students must enter the building through the weapons detection system check point upon arriving on campus. Loitering in vehicles or in the parking lot may result in a citation.
- Students are expected to leave campus promptly upon arriving at their car after dismissal. Students are not to loiter in their cars after dismissal.
- Permission must be given by the administration for a student to return to their vehicle during the school day. Students should be escorted by a designated staff member when returning to their vehicle with administrative approval.
- Vehicles parked on campus are subject to search. This may be done without consent or notification.
- Students may NOT leave campus for lunch, homeroom, or any unauthorized time during the school day.
- Students are NOT permitted to PASS another vehicle in the parking lot or while entering or leaving campus.

- Students with attendance issues, habitual tardiness, and/or discipline issues may have their parking privileges suspended or revoked until such issues are resolved.
- Cars illegally parked or without a paid permit will be towed at the owner's expense. Violations of the above regulations will result in revocation of the driving/parking privileges on campus.
- Students are not permitted to drive from one parking lot to another during the school day to be closer to their class. Students will only be assigned one parking space.

Frequent/Common Parking Violations

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

*Violations of the above parking/driving guidelines will lead to consequences that may include:

- 1st violation: Written Warning
- 2nd Violation: 5-day school parking suspension
- 3rd Violation: Revocation of parking permit without refund.

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

Technology

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

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

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 Resource 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.

Valedictorian and Salutatorian

The Valedictorian and Salutatorian will be notified of these honors at graduation practice. The following administrative guidelines shall apply:

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

Visitors

Visitors must report to the main office when they arrive on campus to sign in and receive a Visitor's Pass. Visitors should sign out as they leave the school's campus. Visitor passes must always be worn while on campus. Anyone sighted on campus without a Visitor's Pass will be trespassing and the proper authorities will be summoned.

Appointments for conferences with teachers must be arranged through the main office or with the teacher. Administrators do not accept walk-in meetings with parents/guardians, they must schedule an appointment. Students from other schools are not permitted to visit the campus unless approved by the administration. Visitor parking is located on the front row of the parking lot located in front of the school's main campus.

Weapons Detection System

OCS has purchased Weapons Detection Systems for all OCS High Schools. At Dixon HS these will be located in the Annex lobby, Gym lobby, and outside the Front Office. Every day, upon arrival at school, students will need to enter through one of these entrances to pass through the detection system before going to class. Students are expected to comply with this process each day and at any other time when systems are in use.

Weather Watch

When inclement weather occurs, the district office will announce school closings or delays via phone call, social media, website, email. If no announcement is made, school will start at the regular time.

SECTION 2: STUDENT DISCIPLINE

Statement of Purpose

Dixon High School is a place where students can come to concentrate on their academic pursuits, while having the opportunity to interact socially with their peers, participate in

extracurricular activities, and be a part of a school community. It is our desire as the staff of Dixon to ensure that this atmosphere is positive, and most of all, conducive to student learning. The policies are designed to provide students with structured rules and consequences which are fair and equitable to the entire school population.

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

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

Academic Dishonesty

Students are prohibited from all forms of academic dishonesty to include cheating, giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work. Plagiarizing includes the copying of the language, structure, idea and/or thought and representing it as one's own original work. This includes the unauthorized usage of AI technologies to complete assignments. Teachers retain the right to have students redo assignments when AI is used without teacher permission.

Consequences:

- 1st Offense: Detention and student will be given an alternate assignment.
- 2nd Offense: Up to 1 day of ISS and student will be given an alternate assignment.
- 3rd Offense: Up to 3 days of ISS and student will be given an alternate assignment.

Bullying/Cyberbullying/Harassment

Any behavior that creates or is certain to create a hostile learning environment, including encouragement of such behavior, by students, employees, volunteers, and visitors is prohibited.

Bullying is deliberate conduct intended to harm another person or group of people. It is characterized by repeated unwanted aggressive behavior that typically involves a real or perceived imbalance of power, such as a difference in physical size, strength, social standing, intellectual ability, or authority. It may consist of either physical, verbal, or nonverbal behavior.

Cyberbullying is a form of bullying that is carried out using electronic communication media, such as words, action, or conduct conveyed through email, instant messages, text messages, tweets, blogs, photo or video sharing, chat rooms, or websites, and may exist in the absence of a power imbalance typical of other forms of bullying.

Harassing behavior is conduct that is intimidating, hostile, or abusive, or unwelcome conduct of a sexual nature. Harassing behavior may violate this policy even if no harm is intended to the target and no power imbalance is evident.

Bullying or harassing behavior includes conduct that is, or reasonably appears to be, motivated by actual or perceived differentiating personal characteristics, or by a person's association with someone who has or is perceived to have a differentiating personal characteristic. Differentiating personal characteristics include, but are not limited to race, color, religion, ancestry, national origin, gender,

socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Bullying and harassing behavior can violate this policy regardless of a student's motivation.

These examples are not exhaustive but are intended to illustrate the wide range of behavior that may constitute bullying and harassing behavior.

Consequences: Loss of privilege using or possessing Cell Phones and Electronic Devices (cyberbullying), ISS, OSS, and/or Report to Law Enforcement

Bus Transportation

Riding a school bus is a privilege, not a right. Students are assigned a bus number and the appropriate pick-up and delivery point on the bus route. Students must present a written note from a parent or guardian to the front office by the end of the first period requesting any bus change. All requests must have prior approval from the administration and transportation coordinator before the change can take place. Repeated use of the school bus transportation to a destination other than the student's home will not be allowed. The Dixon Transportation Coordinator is Susan Silance (phone: 910-347-6708). Violations of bus conduct rules will result in bus suspension. Violations of school rules on a school bus will result in school consequences.

Consequences: Bus Suspension, OSS

Cell Phones and Personal Electronic Devices (headphones, ear buds, smartwatches, etc.)

Students are permitted to have cell phones and other wireless communication devices on campus, so long as the devices are not activated, used, displayed, or visible during the instructional day. DHS's instructional day is from 6:45 am – 2:10 pm.

During this time electronic devices must be powered off and stored in a safe place out of sight. Students are encouraged to comply and secure the phones and devices in their backpack. Storing phones and devices in clothing pockets, is not considered securing the phone/device out of sight. Phones not turned off, or seen on a student, are in violation of the OCS Board policy. Staff members are directed to act under the "See it, Hear it, Take it" rule for all personal electronic devices. Consequences for violating the Personal Electronic Devices policy are found within the student discipline section.

In emergency situations students will be able to call parents using the phone in the front office.

DHS is not responsible for any loss or theft of any electronic device. Students are expected to secure their electronic devices at all times.

Note: Electronics are prohibited in test settings on exam days at the end of each semester. In the event that a student has a cell phone/electronic device on campus, test administrators will collect these items prior to the administration of the final exam and return all electronics when the front office announces that testing is complete. Failure to comply with this policy will result in disciplinary action.

Violation of the policy regarding cell phones and personal electronic devices will result in the following:

Consequences: The following consequences will be assigned for violations each semester:

- 1st Offense: Confiscate- student pick up at end of day
- 2nd Offense: Confiscate- parent/guardian pick up
- 3rd Offense: Confiscate- parent/guardian pick up and 1 day ISS
- Repeat Offenses: Confiscate- parent/guardian pick up and additional ISS or OSS as deemed appropriate by administration.

Refusal to surrender any electronic device to a staff member upon request will result in ISS. Refusal to surrender any electronic device to an administrator will result in OSS. For repeated offenses, Administration has the right to revoke/suspend all privileges of electronic devices to include school-issued laptops.

DHS is not responsible for any loss or theft of any electronic device. Students are expected to secure their electronic devices as at all times.

Note: Electronics are prohibited in test settings on exam days at the end of each semester. In the event that a student has a cell phone/electronic device on campus, test administrators will collect these items prior to the administration of the final exam and return all electronics when the front office announces that testing is complete. Failure to comply with this policy will result in disciplinary action.

Conduct/Public Display of Affection

Students are expected to act as responsible, mature, young adults and use self-discipline throughout the day in all areas while on the school campus, while attending a school-sponsored event, while riding a school bus, and/or activity bus. Shouting, running, and other elevated behaviors are not acceptable conduct. Public displays of affection are not acceptable behaviors.

Consequences:

- 1st Offense: Up to 1 day of ISS
- 2nd Offense: Up to 2 days of ISS
- 3rd Offense and beyond: Administrative discretion
 - Any behavior that is excessive or extreme will be considered individually.

Destruction of School Property

The loss, destruction or defacement of school property shall be paid by the offender, and additional consequences may be imposed by school administration.

Consequences: ISS, OSS, Report to Law Enforcement, and/or charged for the cost of replacement/repair.

Detention: Lunch /After School Detention

Teachers and school administrators may assign lunch or after school detention as a consequence. After school detention will be served with the assigning teacher/staff member from 2:15 – 2:45 PM. Adequate notice will be given if after school detention is assigned so that

transportation arrangements can be made. If a student fails to attend the assigned detention the following consequences will occur:

Consequences:

- 1st Offense: Detention time doubled and reassigned
- 2nd Offense: 1 day of ISS
- 3rd Offense and Beyond: additional ISS or OSS at administration's discretion

Disorderly Conduct

No student shall engage in disorderly conduct on a school bus/activity bus, on school grounds, or at any school function at, or away from, school. Disorderly conduct includes but is not limited to profanity, arguing, shouting, verbal altercations causing a disturbance, or encouraging others to fight. Disorderly conduct also includes conduct that creates the threat of imminent fighting or other unacceptable behavior. Making or using an utterance, gesture, display, or abusive language which is intended to (or likely to) provoke retaliation and thereby cause a breach of the peace and order of the school is also considered disorderly conduct. This includes being around and/or encouraging others to fight or argue. If a fight starts, students should leave the area. Blocking the free entry or use of school facilities is also a violation. Students are expected to maturely work out their problems with each other or get the help of a school counselor or administrator.

Consequences: ISS, OSS, Report to Law Enforcement

Disrespectful Behavior to Faculty Members

No student shall behave in a manner that is considered to be disrespectful to a staff member. Such behavior includes but is not limited to the following: talking back to a faculty member, use of profane or vulgar language to/in the presence of staff members, or disrespectful gestures or body gestures directed toward staff members. Aggressive behavior towards staff members will not be tolerated and may result in OSS. Any physical aggression towards staff members will result in OSS and possible change of placement.

Consequences:

- 1st Offense: Up to 3 days of ISS
- 2nd Offense: Up to 2 days of OSS
- 3rd Offense and Beyond: Up to 5 days of OSS/Report to Law Enforcement

Disrespectful Behavior to Other Students

No student shall behave in a manner that is considered to be disrespectful to fellow students. Such behavior includes but is not limited to the following: use of profane or vulgar language to or in the presence of fellow students, disrespectful gestures or body gestures directed toward another student, ridicule or any other act that damages another student's reputation. Aggressive behavior may result in immediate OSS.

Consequences:

- 1st Offense: Up to 3 days of ISS

- 2nd Offense: Up to 2 days of OSS
- 3rd Offense and Beyond: Up to 5 days of OSS/Report to Law Enforcement

Disruption/Violation of Classroom Rules

No student shall behave in a manner that prevents the teacher from teaching and students from learning. Students will adhere to classroom rules as established by the teacher as well as those defined by the Board of Education in Onslow County and Dixon High School.

Consequences:

- 1st Offense: Detention, Period ISS, ISS
- 2nd Offense: Period ISS, ISS, OSS
- 3rd Offense and Beyond: ISS, OSS

Dress Code

The purpose of the Dixon High School dress code is not to censure individual expression but to help maintain a positive atmosphere conducive to learning.

If a student wears inappropriate clothing, they must change for the rest of the day. If no alternative clothes are available, the student will go to ISS until proper attire is provided; parents will be contacted to bring suitable clothing. Missed class time is unexcused, but all work must be completed. On exam days, students must change before testing or will be sent home.

The dress code below applies to all Dixon High School students during the instructional day, including exam days:

- All bottoms must cover all area from waist to midthigh at all times to include sitting, standing, squatting and walking with backpack. Undergarments should not be visible due to short lengths, sagging pants, sheer clothing, etc. Rips in clothing must also be below midthigh.
- All tops must appropriately cover the torso region from shoulders to waist at all times including bending or reaching. Tops should have a shoulder width of at least 2 inches and cover undergarments. No stomachs or cleavage should be shown.
- Students are not permitted to wear spaghetti strap tops/dresses, cropped tops, tube tops, one shoulder tops/off the shoulder tops, halter tops/dresses, or open back tops/dresses.
- Hard soles shoes must be worn throughout campus.

The following attire is considered unacceptable and is prohibited for DHS Students:

- Clothing which advertises alcohol/breweries/distilleries/producers of alcohol.
- Clothing which advertises tobacco, nicotine, or vape products.
- Clothing which advertises illegal items, or other items not permitted at school.
- Clothing that depicts violent behavior or contains inappropriate or suggestive language.

- Clothing which is representative of gang affiliation. This includes rags, bandanas, or handkerchiefs hanging from a pocket, scarves or bandannas tied around arms/legs/necks, one pant leg up, baseball caps tilted one way, gang lettering/language, gang numbers, gang symbols, and/or colors.
- Clothing with any symbols, styles, flags, or attire frequently associated with intimidation, bullying, violence, and/or violent groups.
- Clothing with offensive, obscene, or vulgar writing or pictures on any item being worn or any item being carried by the student. This includes book bags.
- Clothing that is intended to be an undergarment, worn as an outer garment. (Undergarments may not be visible).
- Bedroom shoes/house slippers are prohibited except through approved medical exception.
- Any adornment such as chains, bracelets, spikes, that reasonably could be perceived as or used as a weapon. "See it/Take it" procedures will be followed.
- Clothing that covers any part of the face, except for religious reasons.
- Blankets are prohibited.
- Sunglasses are prohibited from being worn inside the building.
- Any clothing that is a disruption to the learning environment is prohibited.

Consequence: When student apparel does not meet dress code standards for Dixon High School, a change of clothing is required. Students without a change of clothing/refuse a change of clothes will be sent to ISS until a change of clothing is obtained or for the remainder of the day.

Drugs or Alcohol: Possession, Sale, Use, or Under the Influence

No student shall possess, use, sell or consume prior to nor while attending school or any school functions, transmit or be under the influence of alcohol, narcotic drugs, hallucinogenic substances or any other substance defined as a controlled substance (pursuant to Chapter 90 of the North Carolina General Statutes) while in any school building or on any school premises, at any school function or event before, during, or after school hours or during any period of time when the student is subject to the authority of school personnel unless the substance is prescribed by and taken in accordance with the prescription of a physician. Students are not permitted to be in possession of/use CBD gummies, edibles, or any other substances that alter a student's state anytime while attending school or school related function. Facsimiles of prohibited substances are also subject to disciplinary action.

Consequences:

- Alcohol: 10 days of OSS and Report to Law Enforcement
- Drugs/Controlled Substances (Marijuana, THC, CBD, Delta 8, etc.): 10 Days of OSS and Report to Law Enforcement

Fight/Assault on another Student

No student shall assault, cause, or attempt to cause bodily harm, verbally or physically threaten, intimidate, or fight another student. Any student who engages in a fight, is determined to have provoked a fight, or does not take reasonable steps to prevent a fight may be suspended. Name calling and threats may also result in suspension. A student who physically attacks another individual may be charged with assault, suspended for a minimum of 5 days and/or referred to the Onslow County Learning Center. The second violation of this policy may result in a recommendation for long term suspension. Any student involved in

recording a fight and/or circulating the contents of such a video to others will be subject to serious disciplinary action.

Consequences: OSS, Report to Law Enforcement, Change of Learning Placement

Inappropriate Language/Profanity

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

Not directed toward a staff member

- 1st Offense: Detention/ISS
- 2nd Offense: 1 Day of ISS
- 3rd Offense: 3 days of ISS

Directed toward a staff member

- 1st Offense: OSS
- 2nd Offense: OSS, Possible recommendation for alternative placement

Insubordination/Failure to Comply

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

Consequences: detention, parent conference, ISS, OSS

Skipping / Cutting Class

Upon arrival to campus each day, students are expected to remain on campus until the end of their last scheduled class and are required to attend all classes as scheduled. Leaving campus without permission, even if you return later, is considered skipping school. Students who are not in their assigned locations are cutting class. The following acts are considered cutting class:

- Not attending homeroom or meetings during the homeroom period.
- Leaving class with a teacher pass and not reporting to the assigned destination.
- Visiting another teacher’s classroom during assigned instructional time.
- Remaining on campus but failing to report to your assigned class.

The following acts are considered skipping school:

- Leaving campus without permission.
- Going to your car or parking lot anytime during the school day without permission.
- Staying home from school without parent permission.

Consequences:

	Cutting Class	Skipping School
1 st Offense	• Detention	• 1 Day of ISS
2 nd Offense	• Detention	• 2 Days of ISS
3 rd Offense and Beyond:	• 1 Day of ISS	• 3 days of ISS

Tardies

All students are expected to be in class and prepared for the lesson to begin immediately

after the tardy bell rings. The amount of time between classes is seven minutes; therefore, students must move quickly from one class to the next. Students arriving late to school, after the second tardy bell, will be counted tardy. These students should report to the front office to move through the weapon's detection system and to check in. If a student is late due to a medical or dental appointment, a doctor's note should be presented.

The following consequences will be assigned for tardies each semester per class period.

- Unexcused Tardy 3: Parent contacted by the teacher
- Unexcused Tardy 5-6: detention
- Unexcused Tardy 7: 1 day of ISS or other admin consequence
- Repeated offenses: additional ISS/OSS

*Students may be placed on parking probation or lose parking privileges if continuously late for school.

*Social Worker will be involved for excessive tardiness and absences

Theft

Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property. Failure to turn in any stolen property promptly to the principal or school system administrator will be considered a violation of this section.

Consequences: Report to Law Enforcement, Restitution, ISS, OSS

Threats to School Safety

WEAPONS, BOMBS, BIOLOGICAL OR CHEMICAL THREATS, EXPLOSIVE DEVICES, AND THREATS TO SAFETY.

The presence of weapons, bombs, biological or chemical threats, or actions that constitute a clear threat to the safety of students and employees will not be tolerated. Students who communicate verbal or online threats to the safety of the school that disrupt the learning environment will be in violation of this policy. 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.

Consequences: OSS, Report to Law Enforcement, Long-Term Suspension, Change of Learning Placement.

*Possession of a firearm will result in long-term suspension (minimum 365 days) from school.

Vape/Tobacco & Nicotine Products: Possession and/or Use:

Students are prohibited from using or possessing any vape/tobacco product in the following locations: in any school building, school vehicle, school grounds, at any school sponsored activity, including athletic events; or at any time when the student is subject to the supervision of school personnel, including school trips. The term "tobacco products" includes nicotine vapes, cigarettes, e-cigarettes, cigars, blunts, pipes, chewing tobacco, snuff, smokeless tobacco, oral nicotine pouches (Zyn or other brands of oral nicotine pouches) and any other

items containing or reasonably resembling tobacco or tobacco products or products that create fumes or vapors. Bathroom stalls are expected for single student use at all times. Students found sharing a bathroom stall while in possession of any of the products listed here are subject to the same consequence. If vape detector goes off or if multiple students are in a restroom stall, all students will be searched by administration. If damage results from flushing a device students will be given additional consequences for property destruction and may be held financially responsible for repairs.

Consequence: 5 days OSS

*THC, CBD, Delta 8, are considered drugs and will result in a 10-day OSS assignment and Report to Law Enforcement.

Dixon High School reserves the right to amend this Handbook at any time during the school year.

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

Seniors may lose the right to participate in Graduation exercises.