

SWANSBORO HIGH SCHOOL

Student Handbook

2026–2027

Mascot: Pirate

Colors: Columbia Blue & White



Swansboro High School

Vision: WE RISE

*World Experience, Relationships, Investment,
Support and Engagement*

Mission Statement

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

Onslow County Board of Education

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

School Administration

- Helen Gross, Principal
- Lisa Frazier, Assistant Principal
- Frank Mowell, Assistant Principal

Office Hours & Instructional Hours

Office Hours: 7:00 a.m. – 3:30 p.m.,
Monday–Friday

Instructional Hours: 7:10 a.m. – 2:10 p.m.

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Part 1:

Welcome and School

Information

Arrival Reminder

Students are expected to go directly to breakfast or class upon arrival. No congregating in hallways or common areas before school.

Class/Block	Time
1st Period	7:10 a.m. – 8:35 a.m. (85 minutes)
2nd Period	8:40 a.m. – 10:05 a.m. (85 minutes)
Refresh (break)	10:10 a.m. – 10:40 a.m. (30 minutes)
3rd Period	10:45 a.m. – 12:40 p.m. (85–90 minutes, includes staggered lunch)
4th Period	12:45 p.m. – 2:10 p.m. (85 minutes)

Lunch Schedule

Lunch is staggered into 4 groups during 3rd period:

Lunch Group	Time
Group A	10:45 – 11:10 am
Group B	11:15 – 11:40 a.m.
Group C	11:45 a.m. – 12:10 p.m.
Group D	12:15 – 12:40 p.m.

Directory Information

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

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

Opting Out: If you do not want any or all of this directory information released, you must notify the principal in writing, stating exactly what information should not be released.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records.

Under the law, parents of students or eligible students (age 18 or above) have both the right to inspect records kept by the school about the student and the right to correct the inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents or the student. The Onslow County Board of Education has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the Superintendent's office and in the Principal's and Counselor's office of each school within the unit.

Non-Discrimination Statement

Onslow County Schools does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. The following person has been designated to handle inquiries regarding Title IX:

Title IX Coordinator: Onslow County Schools,
200 Broadhurst Road, Jacksonville, NC 28540.
(910) 455-2211

Part 2: Academics & Graduation

Part 2: Academics & Graduation

Additional Academic Opportunities

Career & College Promise with Coastal Carolina Community College

Juniors and seniors may take Coastal Carolina Community College courses for college transfer credit through the Huskins Bill. Eligibility is based on GPA (minimum unweighted 2.8), attendance, and discipline record. Students must remain enrolled in at least one on-campus class. Course offerings are in the front-office catalog.

Governor's School

A four-week residential summer program for gifted NC high school students. Schools nominate outstanding candidates; state-level screening and audition teams make the final selections.

Boy's and Girl's State

A summer program, after junior year, that lets students experience how state democracy works. Students are nominated based on academic achievement.

NC School of Science and Mathematics

A public, residential high school in Durham for current 10th graders with exceptionally high ability in math and science. Open to NC residents. See the Counselor's office for details.

NC School of the Arts

Combines academics with conservatory-level arts training, leading to a high school diploma with an arts designation. Programs include Dance (grades 9–12 ballet, 10–12 contemporary), Drama (one-year intensive for seniors), Music (instrumental grades 9–12, voice grades 11–12), and Visual Arts (grades 11–12). More info:

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

Advanced Placement (AP)

The College Board sponsors the Advanced Placement (AP) Program, which provides an opportunity for students to earn credit for college-level courses. Students who take AP courses are required to take the AP exam in May. Students who do not take the AP exam will be charged a **\$40 fee in accordance with College Board policy**.

Class Marshals

The top 5% of the Junior Class will be selected and designated as Class Marshals based on the weighted grade point average at the end of the first semester and student attendance. (If multiple students have the same grade point average as the top 5% of class membership, they will be included in the Marshal selection process). Students who hold the highest cumulative average in the class will be chosen with consideration of other qualities such as character, leadership, and citizenship. Students must meet 85% attendance during each semester of their junior year. Students not meeting attendance requirements should show sufficient medical documentation to be approved

for a waiver by the principal's discretion. These students will serve as the school's ambassadors at important academic functions. These students must have a minimum of 3 courses during both semesters of their senior year.

Club Procedures

BOE Policy 3620

All clubs require a staff advisor who is currently employed at Swansboro High School. Students and staff interested in sponsoring a new club must submit a proposal to the strategic planning committee. The proposal will be submitted by the advisor and must include design guidelines, objectives, tentative times and dates for meetings, and present this information to the school principal.

The principal and the staff advisor will meet with the Strategic Planning Team (SPT) within 30 school days to present the new club and have the SPT vote on the new club proposal.

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

The principal will retain the right to make final decisions regarding the organization, activities, and guidelines of the proposed club.

Good Attendance Incentives

Strong attendance unlocks privileges throughout high school.

Grade Level	Incentives (if attendance criteria are met)
9th Grade	• Purchase homecoming tickets (if fewer than 5 absences/tardies since the start of school) • Attend Prom as a guest (fewer than 10 absences/tardies since 2nd semester began) • Go on field trips, if other criteria are met
10th Grade	• Purchase homecoming tickets (if fewer than 5 absences/tardies since the start of school) • Attend Prom as a guest (fewer than 10 absences/tardies since 2nd semester began) • Go on field trips, if other criteria are met • Purchase an on-campus parking pass (fewer than 10 absences the previous semester) • Receive free parking pass for perfect attendance the previous year
11th Grade	• Purchase homecoming tickets (if fewer than 5 absences/tardies since the start of school) • Purchase Prom tickets (if less than 10 absences and tardies since start of 2nd semester) • Go on field trips, if other criteria are met • Purchase an on-campus parking pass (fewer than 10 absences the previous semester) • Receive free

Grade Level	Incentives (if attendance criteria are met)
	parking pass for perfect attendance the previous year
12th Grade	• Purchase Homecoming Dance tickets (if less than 5 days absent and tardy since beginning of school) • Purchase Prom Tickets (if less than 10 absences and tardies since start of 2nd semester) • Go on field trips if other criteria met. • Purchase an on-campus parking pass (if less than 10 absences in the previous semester) • Receive free parking pass for perfect attendance the previous year

Grade Classification Requirements

Grade Level	Credits Needed
Grade 10	6 credits earned
Grade 11	12 credits earned
Grade 12	Enrolled in enough courses to graduate

High School Graduation Requirements

BOE Policy 3460

Students must meet the following state and local course/credit requirements (the “Future Ready Core”) to graduate:

Content Area	Requirement
English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	4 credits
World Language	Not required for graduation, but 2 levels of the same language are recommended for UNC system admission.
Health & Physical Education	1 credit (students must also complete a CPR overview)
Computer Science	1 credit (required for freshmen entering in 2026-27; will fulfill one of the 6 elective credits)
Electives	6 credits — at least 2 from Career & Technical Education (CTE), Arts Education, or World Languages; 4 more strongly recommended in a career cluster or concentration
Total	22 credits

****Students following the Occupational Course of Study should meet with their case manager about specific course requirements. School counselors can answer any questions about staying on track to graduate.*

Honor Societies

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

Late Work

Students have up to 5 days to turn in late work for partial credit, with a 10% deduction per day late. After 5 days, the work can no longer be turned in for credit.

Exception: Students who do not actively participate, refuse to work, or are caught skipping are not covered by this late-work policy.

Make-Up Work and Tests

Make-up work is due within 2 days of a student's return to school. Teachers may use discretion to allow additional time in extenuating circumstances or cases of illness. Teachers will adhere to Student Services feedback regarding additional time.

North Carolina Academic Scholars Program

NC Academic Scholar's Program

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

Course Area	Credits
English	4
Mathematics (Math I, II, III, and one unit of Advanced Math)	4
Science (Biology, Chemistry or Physics, and an Earth/Environmental Science course)	3
Social Studies (sequence depends on 9th-grade entry year: World History, Civic Literacy, American History, Economics & Personal Finance)	4
World Languages (two credits of the same language)	2
Health & Physical Education	1

Course Area	Credits
Elective concentration (CTE, Arts Ed, World Language, or another subject area)	4
Higher-level courses worth 4.5 or 5.0 quality points	2
Total	24

North Carolina High School Diploma Endorsements

Students in North Carolina public schools and public charter schools may receive one or more endorsements on their high school diploma. These endorsements indicate that students have completed specific course concentrations that prepare them for college or careers. (More information is available on the NC DPI website.)

The six endorsements are:

- **Career Endorsement** — completion of a CTE concentration
- **College Endorsement** — readiness for community college
- **College/UNC Endorsement** — readiness for a four-year UNC system university
- **Global Languages Endorsement** — proficiency in one or more languages in addition to English
- **NC Academic Scholars Endorsement** — indicating that students have completed a balanced and academically rigorous high

school program preparing them for post-secondary education

- **NC Arts Proficiency Endorsement** — recognizes students who demonstrate strong achievement in the arts

Onslow County Grading Scale

Letter Grade	Numeric Range
A	90–100
B	80–89
C	70–79
D	60–69
F	59 or below

- The lowest grade average given for any grading period is 40.
- The highest grade average given is 100.
- Final exams count for 25% of the final semester grade.

Onslow County Sponsors for Academic Talent (S.A.T.)

This program guarantees scholarship money to every Onslow County Schools student who meets the requirements prior to January 31 of their senior year. See Mrs. Nicole Rains with any questions.

Award	Requirements
\$750 scholarship	· Maintain a cumulative high school GPA of 3.5 on the weighted scale. · Achieve a minimum score of 1100 on the SAT (composite of verbal and mathematics) or 23 composite on ACT. · Complete the required application. · Complete 75 community service hours at approved agencies (20 hours during senior year)
\$1500 scholarship	· Maintain a cumulative high school GPA of 3.5 on the weighted scale. · Achieve a minimum score of 1100 on the SAT (composite of verbal and mathematics) or 23 composite on ACT. · Complete the required application. · Complete 100 community service hours at approved

Award	Requirements
	agencies (20 hours during senior year). Students can begin accumulating hours the summer following 9th grade.

Period (Class) Attendance

- Teachers keep an attendance record for every class period.
- A student must attend at least one (1) hour of a class period to be counted present.
- Students are counted present when attending a school-sponsored event.
- Parent-reported absence notes must be turned in within 5 business days of the absence. Doctor's notes are accepted at any time.
- The absent student is responsible for making up all assigned work, regardless of the reason for the absence.

Please visit the Onslow County Schools website to review Board Policy 4400 for the full attendance policy and additional consequences.

Valedictorian and Salutatorian

BOE Policy 3450

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

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

Weighted Courses

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

Part 3:

Daily Procedures

Part 3: Daily Procedures

Checking In and Checking Out

BOE Policy 4400

To protect instructional time, checking students in and out during the school day is strongly discouraged. Whenever possible, medical appointments should be scheduled after school, on teacher workdays, or during holidays. If a student must leave school for a doctor's appointment, a written note from a parent or guardian must be submitted to the office before school begins that morning. Students who return to school after an appointment must check in through the office and provide a doctor's note. Students may not check themselves out of school, regardless of age. For safety reasons, phone checkouts are not permitted, and written or emailed checkout requests will not be accepted after 8:30 a.m. Checkouts after 8:30 am will require a parent/guardian's presence. All students must properly sign in and out through the office. Failure to do so will be considered skipping and may result in disciplinary action. Refresh checkouts will be recorded as a period absence. Excessive checkouts before 2:00 p.m. may be reported for truancy. Parents or guardians checking out a student must present a valid driver's license.

Conferences

We encourage conferences to be made throughout each semester. Teachers and school counselors are available to discuss student progress immediately after school is dismissed.

Appointments are necessary and can be made by contacting the front office at 326-4300 or you can visit our Swansboro High School website to email your child's teacher. Virtual meetings can be scheduled via our Teams platform.

Contacting the Administration

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

Early Release, Late Arrival, and Coastal Carolina Students

A typical schedule has four class periods plus Refresh.

- Late-arrival students may not be on campus during 1st period; late-arrival seniors must wait in the front lobby before moving to 2nd period. Late-arrival students are not allowed on campus before 8:35 a.m.
- Early-release and Coastal Carolina students must leave campus immediately after the

dismissal bell for their 3rd-period class, and may not return before 2:10 p.m. dismissal.

- Students taking Coastal Carolina Career & College Promise classes must attend Refresh, but may not stay on campus for any other period.
- Early-release students who transport other students off campus who are scheduled to attend class will be disciplined.
- Students returning from the Skills Center must wait in the front lobby.

Electronic Devices

BOE Policy 4318 — Use of Wireless Communication Devices

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

Students may have phones, headphones, AirPods, and earbuds on campus, but they must stay off and out of sight during the school day.

- No personal electronic devices, headphones, AirPods, or earbuds out at any time after 7:10 a.m., unless a teacher is directly supervising their use for a class project (the teacher will post a sign on the door).
- Smart devices are prohibited after 7:10 a.m. unless needed for a documented health condition.

- The school is not responsible for lost or stolen devices.

Offense	Consequence
1st Offense	Device confiscated; parent must pick it up in the front office.
2nd Offense	Device confiscated; parent pickup, plus 1 day of ISS.
Repeat Offenses	Device confiscated; additional ISS/OSS days at administration's discretion.
Refusing to Surrender a Device	Referral to administration; may result in OSS.

Hall Passes

Except during class changes and lunch, students are expected to remain in class throughout the school day. If a student needs to leave class, they must obtain a hall pass from the teacher and sign out on the classroom log. Students may not be in the hallways without an official hall pass. During the Refresh block, students may leave class one at a time with a hall pass. Students not at the location designated on their pass will be considered to be skipping class. Students visiting the nurse must have an official Health Room Pass signed by their teacher, or they will be sent back to class.

Lunch

BOE Policy 6200/4215

Swansboro High is a closed campus for lunch.

- Students must stay in the cafeteria and courtyard areas during lunch.
- All trash must be cleared from tables. Food is not allowed in hallways.
- Students may not eat in classrooms during lunch unless supervised by a teacher with written permission completed in advance.
- Outside food delivery (DoorDash, Uber Eats, Grubhub, or similar) is not allowed.
- Students may not leave campus during lunch without checking out. Leaving without permission is treated as skipping and may also result in suspension of parking privileges.
- If a parent drops off lunch, it will be held in the office for pickup during the student's assigned lunch period; students will not be called out of class for it.
- Students who arrive late with outside food or drink must eat it in the cafeteria.

Media Center Hours

Open 7:00 a.m. – 3:00 p.m., Monday–Friday, for students who want a quiet place to study before or after school.

⚠ Important: Late-arrival and early-release students may not use the Media Center during their late-arrival or early-release time. Coastal Carolina Community College students must leave campus for their CCP classes (see Early Release & Late Arrival section).

Messages for Students

To avoid disruptions to the learning environment, you should communicate all personal messages to your child before they come to school. It is against school policy to relay personal messages to students during the regular school day.

Parking

BOE Policy 4316

Driving to school is a privilege, not a right.

- Each driver is issued a parking pass and assigned a space; vehicles must be registered with the school, and drivers are required to pay a non-refundable \$25 parking fee.
- Outstanding fees/fines must be cleared before a permit is issued.
- Unregistered vehicles or vehicles in unauthorized spaces may be towed at the owner's expense.
- Students may not visit their cars or sit in them during the school day; doing so is treated as skipping class.
- Students who didn't pass 75% of coursework the previous semester will not be issued (or may lose) a parking pass.
- Scoring 23+ on the ACT earns a free parking spot the following year.
- No loud music; cars must be parked in assigned areas only; no parking behind the gym or auditorium during instructional hours is permitted.
- Inappropriate stickers, items, or license plates (as determined by administration) are not allowed.
- Transporting an unauthorized student off campus, or leaving campus without permission, can lead to suspended parking privileges.

- Erratic driving in the lot can also cost a student their parking privileges.
- More than 10 absences in the current or previous semester can result in revoked parking privileges, at administration's discretion (no refunds).
- Excessive tardiness may also cost a student their driving privileges, at administration's discretion.
- Student vehicles are subject to search at any time.

School Buses

BOE Policy 4316

Riding the bus is a privilege. Students must be waiting at their stop when the bus arrives and must follow all bus rules in the Onslow County Policy Manual.

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

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

School Technology

BOE Policy 3225/3226/4205/4312/6523/7320

Using school technology is a privilege that comes with responsibility. Students must follow all Board policies, regulations, and school rules, including copyright, trademark, and confidentiality laws.

- Technology is provided for school-related learning and teaching only.
- Inappropriate use includes (but isn't limited to) downloading proxies, and playing music, videos, or games at the wrong time.

School Telephones

Office phones are available to students only in emergencies, and only with permission from office staff.

Visitors on Campus

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

Part 4:

Student Conduct & Discipline

Part 4: Student Conduct & Discipline

Onslow County Schools and Swansboro High School are required to maintain a safe and orderly school environment. Discipline topics are listed in alphabetical order so you can find a topic quickly. Two terms used throughout this section:

- **ISS — In-School Suspension:** the student completes assigned work and is marked present, but may not take part in extracurricular activities (games, practices, clubs, field trips, and other school events) on the assigned day(s). Lunch detention does not count as ISS.
- **OSS — Out-of-School Suspension:** the student is given assignments but marked absent and is not allowed on any Onslow County Schools campus, including for games, club activities, field trips, or other school events.

Students who repeatedly or seriously violate these policies may be suspended at administration's discretion and may be recommended for an Alternative Learning Program.

Academic Dishonesty / Plagiarism

BOE Policy 4310/4302

Cheating, plagiarism, or inappropriate use of AI may require a conference with the student, parent/guardian, teacher, and an administrator or counselor. The teacher may assign an alternate assignment, and discipline will follow as appropriate. Relevant staff members may be notified. Repeated or serious violations may result in suspension for up to 10 days.

Offense	Consequence
1st Offense	Period ISS
2nd Offense	1 day ISS
3rd Offense	2 days ISS
4th Offense	Administrative discretion (repeated/serious violations may mean up to 10 days suspension)

Affection (Public Displays of Affection)

BOE Policy 4300/4315

Social development matters, but students are always expected to act appropriately. Kissing is not allowed; “hug and release” is the rule (no standing in a hugging position).

Offense	Consequence
1st Offense	Official administrative warning
2nd Offense	Parent contact / lunch detention
3rd Offense	1 day ISS
4th Offense	Administrative discretion

Aggression/ Threatening Acts

BOE Policy 4331

Students may not direct language, signs, or actions that threaten force, violence, or disruption toward anyone — in the cafeteria, common areas, parking lots, hallways, or classrooms.

Student-to-student offenses:

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

Student-to-staff offenses:

Offense	Consequence
1st	3 days OSS (minimum)
2nd	5 days OSS (minimum)
3rd	Referral to OCLC (Onslow County Learning Center)

Bomb Threats & Destructive Devices

BOE Policy 4333

The board will not tolerate the presence of weapons or destructive devices, bombs, biological, or chemical threats, or actions that constitute a clear threat to the safety of students and employees. Any student who violates this policy will be removed from the classroom or school for as long as necessary to ensure a safe and orderly learning environment. Except where certain consequences for misbehavior are required by law, principals are expected to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standards, or rules.

Prohibited Behavior

Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school district property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property.

No student may knowingly or willfully cause, encourage, or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetuate a bomb hoax must notify a teacher or the principal immediately.

Consequences

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

Specific Consequences Mandated by Law:

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies in writing, the required 365-day suspension for an individual student on a case-by-case basis. The superintendent shall not impose a 365-day suspension if the superintendent determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle or an air pistol. For the purpose of this subsection, a destructive device is an explosive, incendiary or poison gas (1) bomb, (2)

grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine or (6) similar device.

Bullying / Harassment

BOE Policy 4329/7311

The term “bullying” is defined as the abuse of a student by one or more students. The abuse will not be tolerated regardless of how it is delivered: verbally, in writing, by gestures, physically, on social media, and/or multi-media.

Bullying/harassment includes, but is not limited to:

- derogatory, demeaning, intimidating, or defaming statements and/or gestures to or about a student;
- intentional emotional harm to a student by exclusion and/or isolation;
- hostile comments about another student’s race, religion, disability, ethnicity, gender and/or sexual orientation for the purpose of causing them to feel disliked or humiliated;
- unwelcome and uninvited physical contact or threats of physical contact that demean or offend the victim and result in a hostile environment for the victim.
- Racism—prejudice, discrimination, and derogatory statements made towards any

race or ethnic group are not tolerated and are a form of bullying.

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

 **How to Report**
Report bullying using the confidential SBHS Concern Form, linked under the Families tab on the school website.

Disrespect

BOE Policy 4300/4315

Students and staff are expected to respect each other. Providing false information, refusing to give your name, or refusing a reasonable request from staff may result in OSS.

Offense	Consequence
1st Offense	1 day ISS
2nd Offense	1 day OSS
3rd Offense	Administrative discretion

Disruptive Behavior

BOE Policy 4300

An orderly school environment is necessary for teachers to teach and for students to learn. Students are encouraged to participate in efforts to create a safe, orderly, and inviting school environment. Students also are entitled to exercise their constitutional right to free speech as part of a stimulating, inviting educational environment. A student's right to free speech will not be infringed upon; however, school officials may place reasonable, constitutional restrictions on time, place, and manner to preserve a safe, orderly environment.

- Intentional verbal or physical acts that result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;
- Appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others;
- Possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;
- Engaging in behavior that is immoral, indecent, lewd, disreputable, or of an overly sexual nature in the school setting;

- Failing to follow established safety rules, standards, and regulations, including horseplay and other unsafe conduct in classrooms, common areas or on school buses.
- Interfering with the operation of school buses.

Disruptive behavior in the classroom will not be tolerated. Administrative discretion may be used depending on the severity of the behavior.

Offense	Consequence
1st Offense	Lunch detention
2nd Offense	Period ISS
3rd Offense	ISS

Dress Code

BOE Policy 4316

Swansboro High maintains an atmosphere free of distractions. All students must follow these rules:

- Shoes must be worn at all times.
- Shorts must reach mid-thigh. Skirts/dresses must come within 1 inch of the top of the knee while standing. See-through hosiery or leggings don't make a shorter garment acceptable — the outer garment itself must meet the length rule.

- Holes in jeans or other outer garments above mid-thigh are not allowed; any holes must follow the mid-thigh rule with no exposed skin.
- Shirts must cover the shoulders and midriff. No armholes more than 1 inch below the natural armhole. No bare midriffs, see-through or net shirts, or otherwise revealing attire.
- All undergarments must be fully covered at all times.
- No gang lettering/symbols (including bandana prints), or offensive, obscene, or vulgar writing/pictures, on clothing, jewelry, bags, or jackets. No items that advertise alcohol, tobacco, or illegal substances, or that cause a disturbance at a school event.
- No symbols promoting violence or hate crimes.
- No hoods worn on the head inside school buildings (a safety rule).
- No sunglasses inside the building.
- No pillows or blankets.
- PE Dress Code: students should wear athletic footwear, athletic shorts that come to at least mid-thigh or pants. No sagging is permitted. PE athletic shirts will cover the upper body, including the shoulders, midriff, and all undergarments. No shirts with armholes greater than 1 inch below the armhole are permitted.
- Please note that dress code expectations may be more stringent for field trips or

when representing SBHS at competitions/events.

- Specific classes or activities may require additional safety gear.

Offense	Consequence
1st	Warning, documented as a Minor; parent contacted; student offered a clothing change (alternative clothing provided if available) to avoid missing class.
2nd	1 day ISS
3 or more	2 days ISS; repeated offenses or refusal to comply may lead to OSS. <i>Administrative discretion will be used when reviewing all dress code violations.</i>

Drugs, Alcohol, and Other Felonies

BOE Policy 4325

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

Students taking prescription medication must submit a completed Permission for Prescribed Medication form and check their medication in

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

Offense	Consequence
1st Offense	Up to 10 days OSS; law enforcement notified; alternative placement or long-term suspension possible
2nd Offense	Long-term suspension pursued, pending Superintendent approval

Fighting

BOE Policy 4331

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

Offense	Consequence
1st Offense	Up to 10 days OSS; law enforcement notified
2nd Offense	Further administrative action pursued

⚠ Important: Recording a fight on video or photo, or sharing it on Facebook, YouTube, X, Instagram, Snapchat, or any other platform, is also subject to administrative action.

Hazing or Extortion

BOE Policy 4331

No student or group of students shall subject another student to physical injury as part of an initiation, or as a prerequisite to membership in any school group, athletic team, or other similar group. No student shall be involved in forcing or threatening another student in order to obtain money or other valuables or to participate in humiliating acts. No student shall bully other students for any reason.

⚖️ Minimum Consequence: Violation results in a minimum of 3 days out-of-school suspension and/or arrest.

Profanity or Inappropriate Language

Profanity is strictly prohibited at school. Please respect yourself and those around you.

Not directed at a staff member:

Offense	Consequence
1st Offense	Lunch detention or 1 day ISS
2nd Offense	1 day ISS
3rd Offense	3 days ISS

Directed at a staff member:

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

Skippping School or Class

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

Offense	Consequence (Class/ Refresh)	Consequence (School)
1st Offense	Period ISS	1 day ISS
2nd Offense	1 day ISS	2 days ISS
3rd Offense	2 days ISS	2 days OSS
4 or more offenses	Administrative Discretion	

Tardy (to School or Class)

Arriving on time to school and class is essential for success both in the classroom and beyond high school. A student is considered tardy if they are not in the classroom when the tardy bell rings.

Students arriving at school after the initial morning intake process must check in at the front office and obtain an admit-to-class pass before reporting to class.

Offense	Consequence
1st Tardy	Administrative warning
2nd Tardy	Lunch detention
3rd Tardy	1 day ISS
4th or More	Administrative discretion

Technology Misuse Consequences Guidelines

These are guidelines only — the examples below aren't a complete list of every possible infraction. Administration has the authority to deviate from this matrix as appropriate.

Level	Example Infractions	Handled By	Example
I	Off-task (e.g., playing games instead of working); Improper handling of device*; Searching for inappropriate content	Classroom Teacher	Review of Acceptable Use Policy (AUP), proper device care, and Digital Citizenship expectations; documented parent/guardian contact
II	Repeated Level I infractions; Negligent/intentional damage to device**; Intentionally bypassing the content filter; Accessing or possessing inappropriate content	School Admin	Documented parent contact; charge for repair/replacement; Digital Citizenship/AUP review assignment; short-term loss of privileges (may include losing the

Level	Example Infractions	Handled By	Example
			ability to take the device home); ISS/OSS
III	Repeated Level II infractions, Hacking/illegal activity; Intentional destruction of device; Possessing or sharing inappropriate/illegal content	School & District Admin; Law Enforcement (if applicable)	Documented parent contact; charge for repair/replacement; OSS; referral to law enforcement (if applicable); permanent loss of privileges

* Examples of improper handling: carrying the device by the screen; storing it carelessly.

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

Tobacco / E-Cigarette Devices

BOE Policy 4320

Tobacco products, chargers, related paraphernalia, vapes, and e-cigarettes (plus lighters and matches) are not allowed anywhere on school property, including the parking lot, buses, and bus stops. If a student has these products in his/her possession, he or she will be considered to be using them; this includes lighters and matches.

Bathroom stalls are expected to be used for single use at all times. Students found sharing a bathroom stall are subject to the same consequences. Non-compliance with this policy shall subject the student to the following disciplinary action:

Offense	Consequence
1st	5 days OSS
2nd	7 days OSS
3rd	10 days OSS
4th or More	Administrative discretion

Vandalism / Theft

BOE Policy 6550/4330

Stealing, vandalizing, or destroying school property results in discipline, restitution, and a referral to law enforcement. Students who are in possession of items/property that does not belong to them will be disciplined accordingly.

Offense	Consequence
1st	Up to 5 days ISS/OSS, pay restitution, law enforcement notified
2nd	Up to 10 days OSS, pay restitution, law enforcement notified

Administrative discretion will be used. To protect your belongings:

- Label or tag your items.
- Never share your locker combination.
- Secure all belongings before leaving the locker room.
- Never leave valuables in the gym or an unsecured gym locker — give them to your teacher instead.

⚠ Important: The school is not responsible for lost, stolen, or damaged personal property, and will not conduct searches that interrupt instruction in other classes. Please leave valuables at home.

Weapons

BOE Policy 4333

Students may not bring or possess any device, instrument, or object that could reasonably be considered a weapon, including pepper spray or mace. This applies on school buses, school premises, and at any school-related event, on or off campus.

⚖️ Consequence: Punishment is suspension from school for up to 10 days and may include long-term suspension. Criminal prosecution will occur.

Part 5:

Athletics, Testing & Recognition

Part 5: Athletics, Testing & Recognition

Athletics

Swansboro High is a member of the Coastal 5A/6A Conference. Being on a uniformed athletic team is a privilege for qualifying students — academics come first, and all academic requirements must be met before a student may participate. All fines and fees must be cleared before participating in SHS athletics.

Athletes represent the school whenever in uniform or traveling as a group, and should show pride and respect for themselves, their school, and opponents at all times.

Eligibility

- Fall sports: students must have met local promotion requirements, passed 70% of courses, and attended 85% of the previous spring semester.
- Spring sports: students must have passed 70% of courses and attended 85% of the previous fall semester.
- All athletes must have a physical packet on file with the coach and the athletic director's office.
- Athletes must purchase insurance, or a parent must sign an insurance waiver proving personal family insurance.

Participation Rules

- NCHSAA requires athletes to be enrolled in at least 3 courses during their sport's semester.
- Athletes assigned ISS may not practice or dress for a game on the day(s) they serve ISS (full-day or period ISS; lunch detention does not count as period ISS).
- Athletes assigned OSS may not practice or travel with the team on the day(s) assigned.
- Game ejections are subject to school-level discipline.
- After a concussion or an illness causing 5+ missed days, a Return to Play form signed by a licensed doctor is required before returning to practice or competition (available on the OCS and NCHSAA websites).
- A student convicted of a felony (or an offense that would be a felony if committed by an adult, including a No Contest plea) cannot participate in athletics in any capacity. Students with pending felony charges may not compete until the case is resolved or dropped.
- A student on a team with other pending criminal charges (besides minor traffic tickets) may not compete in contests until the case is resolved; the head coach and administration decide whether the student may stay on the team while the case is pending.

- Students with pending charges (other than minor traffic tickets), on probation, or in deferred prosecution must notify their coach of the violations and any resulting discipline.
- Dual participation on two teams in the same season is allowed only if the athletes, coaches, athletic director, and principal both approve the participation and resolve conflicts regarding expectations, practices, and participation in games or contests in advance. If the athlete quits or is dismissed from one of the dual sports, they may not continue in the other for the rest of that season.
- An athlete generally may not quit one team to join another during the same season, unless the athlete, the coach of the team the athlete is leaving, and the athletic director all agree. Quitting is not meant to be viewed as a penalty that prevents an athlete from participating in other sports teams. However, an athlete who quits cannot join another sport (or even do off-season conditioning for one) until the season of the team they quit has ended.

Graduation Cord and Medal Eligibility

To preserve the integrity and significance of graduation regalia, the following policy outlines the criteria for students to earn cords and medals for wear during the commencement ceremony. Cords and medals worn at graduation are intended to recognize academic excellence, active participation in an honor society, achievement, and outstanding service to a school club or organization. To ensure consistency and fairness, all clubs and organizations requesting a cord or medal be awarded must submit documentation confirming student eligibility, based on the following criteria:

Membership Duration

Active membership for at least two years, including senior year.

Active Participation

At least 80% attendance at regularly scheduled meetings/activities throughout membership.

Achievement Criteria

Students must meet at least two of the following, as determined and documented by the club advisor:

A minimum GPA (threshold set by the advisor), a minimum number of volunteer/service hours, and participation in competitions, performances, or school/community events tied to the club's mission.

Administrative discretion may be used.

Graduation Exercises

BOE Policy 3465

Any senior who breaks school rules, damages school property, or otherwise disrupts school operations may be barred by the principal from participating in graduation exercises. All fees must be paid before graduation.

Homecoming Dance, Prom, and Field Trips

A student assigned ISS or OSS within two weeks of a school-sponsored event may be barred from attending, at administration's discretion. No reimbursement will be provided. (See also Good Attendance Incentives in Part 2 for the attendance requirements to attend or purchase tickets.)

Testing Requirements

BOE Policy 3410

The NC Department of Public Instruction requires students to participate in the following assessments. These tests are indicators of student progress and are also part of the state's accountability system for schools. Students must be present on days when required state tests are administered. Specific dates for state testing will be available on the SHS website. Avoid planning morning appointments and out-of-town travel on exam days in January or June.

Assessment	Who & When
PreACT	10th grade, 1st semester
ACT	11th grade, 2nd semester
WorkKeys	12th grade, TBA
Math I End-of-Course	All enrolled students, end of semester
Math III End-of-Course	All enrolled students, end of semester
Biology End-of-Course	All enrolled students, end of semester
English II End-of-Course	All enrolled students, end of semester
CTE Exams	All enrolled students, end of semester

Additional testing opportunities may include the PSAT, ASVAB, and AP Exams.

Part 6: Fees, Insurance, and Lunch

Part 6: Fees, Insurance & Lunch

Onslow County School Fees

BOE Policy 4600

Public education is largely tax-funded, but a few fees — set by the Board and approved by the State Board of Education — cover costs that tax dollars don't reach. Fees should be paid as soon as practical so materials can be purchased in time to be useful.

- Fee waiver requests must be submitted before the 20th day of school, along with a completed Free/Reduced lunch form and the approved Free/Reduced lunch letter.
- All fees should be paid within the first 20 days of the semester.
- Students who transfer or drop out must pay all fees and return all issued books/materials to the issuing teacher before their records will be sent to another school.
- Returned checks are handled through CHECKredi, which gets information directly from the bank (the school has no control over this process) and charges a \$25 service fee for every returned check.

Pay-to-Participate Reminder: Students who owe fees, lost-book charges, fundraising fees, or lost-uniform fees may not purchase a parking permit or take part in extracurricular activities, including sports. Driving certificates will not be signed until all debts to the school are cleared.

Fee List

Fee	Amount
Art (per semester)	\$7.00
Band / Orchestra / Guitar / Piano (per semester)	\$10.00
Vocal Music (per semester)	\$5.00
Parking Space	\$25.00
Science Lab (per semester)	\$5.00
Technology*	\$25.00

* This assessment helps the district cover the cost of supporting devices, including accidental damage.

Insurance

Students may purchase school accident insurance, which covers them from the time they leave home for school until they return home at the end of the day.

Important: All students participating in athletics must purchase insurance or sign an insurance waiver.

Lunch Program

Onslow County Schools serves breakfast and lunch that meet USDA nutrition guidelines, limiting fat, sodium, and sugar while encouraging fruits, vegetables, whole grains, and calcium-rich foods. Menus are posted at www.onslow.k12.nc.us and in local media.

Meal	Price
Breakfast	\$1.25 (free for reduced-price eligible students)
Lunch	\$2.50 (\$0.40 for reduced-price eligible students)

- A la carte items meeting Smart Snack guidelines are available for additional purchase.
- Parents/guardians may request dietary restrictions in a written note to the cafeteria.
- Families are responsible for all meal costs until a new meal application is approved, including charges that build up before approval. Parents may request a copy of their student's cafeteria account by contacting the cafeteria manager at (910) 326-4300.
- Pay by cash or check at the cafeteria (not the office), or by debit/credit card at www.k12paymentcenter.com.

- Since March 1, 2017, high school students may not charge meals, to keep practices consistent across all county cafeterias.
- Apply for free/reduced meals at www.lunchapplication.com — this is the fastest method. Submit one application per household, and notify the school nutrition office if you don't get a notification for every child in the household.

