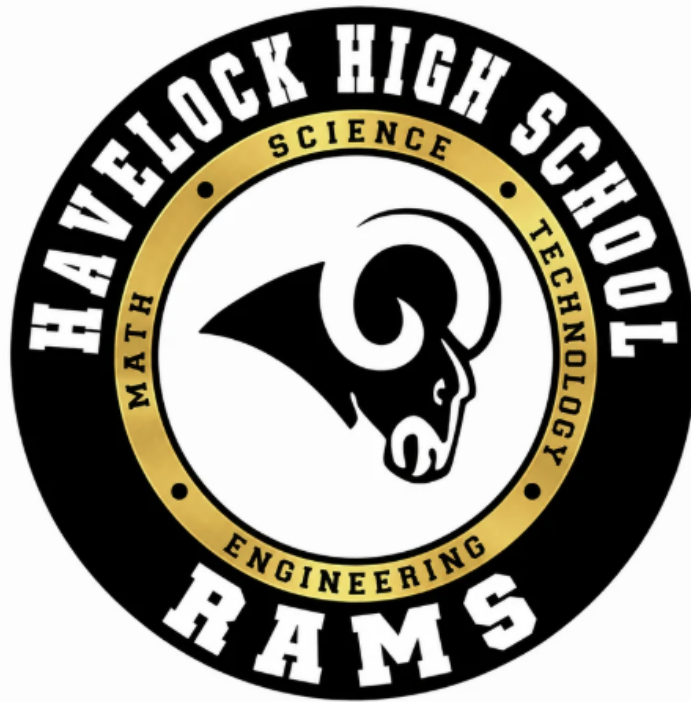




HAVELOCK HIGH SCHOOL
2026-2027 STUDENT HANDBOOK

2020

2021

2022

2023

2024

2025

2026

2027

2028

2029

2030

2031

GENERAL POLICIES AND PROCEDURES

Non-Discrimination & Student Conduct Policies

TITLE XI & 504 COORDINATORS

Dr. Emily Pake

Assistant Superintendent, Human
Resource Services
3600 Trent Road
New Bern, NC 28562
(252) 514-6367

Jerome Williams

Director, Facility Support Services
1822 Hazel Avenue
New Bern, NC 28560
(252) 514-6380

Dr. Hillary Boutwell

Director of Exceptional Children's
Services
3600 Trent Road
New Bern, NC 28562
(252) 514-6374

Dr. Lakesia Boone

Director of Student Services (Title XI),
3600 Trent Road
New Bern, NC 28562
(252) 514-6341

Americans with Disabilities Act (ADA)

The Craven County Board of Education believes that its employees and students should lead healthy, wholesome, and productive lives, lives that are free from illegal drugs and other substances. The Craven County Board of Education further believes that the use of illegal drugs and other substances has a detrimental effect on one's physical, emotional, social, and intellectual well-being. Therefore, the Craven County Board of Education prohibits, on all its properties, the unlawful possession, use, distribution, or manufacture of a controlled substance by any person employed by or enrolled in this school system.

Violations of any of the Craven County Board of Education's drug policies by its employees or students will result in punitive action.

This belief statement is issued by the Craven County Board of Education to comply with Subpart C Section 86.200 and 86.201 of the Drug-Free Schools and Communities Act of 1986.

Referenced Policies:

710.1813 - Drug-Free Workplace Environment Drugs and Alcohol

913.02 - Drugs and Alcohol

1013 - Student Discipline: Code of Conduct-Section MS

GENERAL POLICIES AND PROCEDURES

TABLE OF CONTENTS

Accidents
Advanced Placement and Honors Classes After School Procedures
Alternative Educational Opportunities - PASS
Announcements/Facebook/Twitter
Arrival at School
Ascent (Career, College, and Wellness Center)
Assistant Principals Athletics
Attendance
Bell Schedule
Buses
Check-In Procedures
Checkout Procedures
Communication with Teachers Counseling Center Credit
Recovery—Remediation Curriculum
Dances
Directory Information
Driver's Education
Early Release and Late Arrival
Extracurricular Activities
Fees Owed
Field Trips
Fight Song
Force Failures
Grades
Graduation Fee
Graduation Information
Inclement Weather Schedule Changes
In-School Suspension (ISS)
Internet Access
Laptop Computers/Devices
Lunch
Media Center
Medication
Out-of-Bounds
Out-of-School Suspension (OSS)
Parking for Students
Parent Portal

GENERAL POLICIES AND PROCEDURES

TABLE OF CONTENTS

Passes
Principal's List/Honor Roll
Progress Reports
Prom
Proof of Residence
Telephones
Visitors

GENERAL POLICIES AND PROCEDURES
TABLE OF CONTENT FOR DISCIPLINE POLICIES AND PROCEDURES

Student Discipline Expectations
CCS Infraction and Consequences (Addendum) Affection
Cell Phones
Defacing or Abusing School Property
Dress Code
Drugs and Alcohol
Failure to Give Name or Falsification of Information;
Fighting/Affray/Assault; Harassment/Threats/Bullying;
Insubordination/Disrespect
Lunch Disruptions
On Campus after Dismissal
Passes
Profanity
Prohibited Items
Skipping
Smoking/Possession of Tobacco/Vapes
Tardy Policy
Video Recording
Violence Terms Defined

GENERAL POLICIES AND PROCEDURES

HAVELOCK HIGH SCHOOL ADMINISTRATIVE TEAM

Ms. Claudia E. Casey, Principal
claudia.casey@cravenk12.org

Mrs. Lea Davis, Assistant Principal
lea.davis@cravenk12.org

Mr. Billy J. Townsend, Assistant Principal
billy.townsend@cravenk12.org

GENERAL POLICIES AND PROCEDURES

Accidents

If a student injury occurs during the school day, the student should notify the nearest faculty/staff member. The faculty/staff member will immediately notify an administrator and the nurse. The nurse or the teacher who responded to the accident will complete an incident report. The nurse will maintain and file all incident reports and notify the parents.

Advanced Placement and Honors Classes

Havelock High School offers multiple advanced placement and honors courses. Students who take AP courses are required to take the AP exam. Students who fail to take the AP exam will not receive weighted GPA points at the end of the semester. Students who fail to take the exam will be charged *The College Board* fee for returning the unused exam. A requested exam day change may result in additional fees by The College Board.

After School Procedures

Beginning at 2:45, students must be in one of the following locations: with their coach/director/faculty sponsor of an after-school organization, ALP/tutoring, or on the front terrace until their ride arrives.

- If students are not involved in a supervised school activity or waiting for a ride or bus, they must leave campus.
- Teachers and coaches are responsible for their students between 2:45 pm and the end of practice/rehearsal/meetings/tutoring/ALP.
- Directors, teachers, and coaches who do not begin meetings, practices, or rehearsals directly after school will provide a quiet area for students to start their homework. During the school day, parents are not to enter the student or the faculty parking lot to pick up or drop off students.
- All students must be picked up/dropped off in front of the school, no earlier than 6:45 am/no later than 2:55 pm. Failure to adhere to the drop-off/pick-up policy may result in consequences for the student.
- Students must arrange transportation after extracurricular events. The school will not provide adult supervision for students who are not involved in a school activity after this time.

GENERAL POLICIES AND PROCEDURES

Announcements/Facebook/Twitter/Instagram

Daily announcements will take place at the beginning of first period. In addition, the school will post announcements on the school website and social media accounts, and project them on the cafeteria monitors during lunch. Students are responsible for the information for the daily announcements.

Arrival at School

Students may not enter any part of the school building without a teacher's note until 7:15 in the morning, except the cafeteria. At 6:45, students may wait on the back terrace between the gym and the Performing Arts Center or be seated in the cafeteria until the first bell. When the first bell rings, students should proceed directly to class. Students are not to loiter in the cafeteria, on the terrace, or in hallways before school. Students are not permitted to leave campus for any reason once they have arrived, except when checked out by a guardian. Students who leave without signing out in the front office will be assigned a disciplinary consequence. Breakfast will be served in the cafeteria between 7:00 a.m. and 7:15 a.m.

Ascent (Career, College, and Wellness Center)

The mission of “The Ascent” is to provide a safe, calm space to support emotional management, promote mental health awareness, and help students meet their post-secondary goals. Students are encouraged to identify their academic strengths, skills, and social-emotional needs, and build resilience to support their overall well-being for a healthy, well-balanced lifestyle. “The Ascent” will create and support a culture of well-being in the school community. It gives students practical tools they can use every day to manage emotions and stress, so they can re-engage with the school community as lifelong learners.

Why would I go there? (Social-Emotional, Post-Secondary Support)

How does it work?

1. All students must check in at the Counseling Office with Ms. Jenkins, Counseling Secretary. Teachers cannot send students directly to the Ascent, and students cannot report there without checking in.
2. Students must meet with their counselor before using the space for the first time.
3. Once you and your counselor have created a plan for using THE ASCENT, please scan the QR code to check in each time you use the space.
4. Spend 15-20 minutes on a chosen activity unless your plan states differently. If more time is needed, students will need to check back in with the Student Support Coordinator.
5. Scan the QR code to check out upon leaving, then return to class promptly.

GENERAL POLICIES AND PROCEDURES

Assistant Principals

Assistant principal offices are located in two of the main hallways on campus and are marked.

Mrs. Davis (A-N) is located in room 306-A (in the 400 hallway, across from Room 400).

Mr. Billy J. Townsend (O-Z) is in room 312 (First door past the library in the 300 Hallway when moving towards the small commons).

Athletics

- Students who wish to try out for an athletic team at Havelock High School must meet the following requirements:
- All required paperwork, including a physical form, must be on file in **Dragonfly**.

Academic: For a student to be academically eligible to participate in a sport, the student:

- must have been promoted the year before
- must pass 70% of their courses from the preceding semester

Attendance:

- must have been present for 85% of the preceding semester

All incoming 9th-grade students are eligible to play sports in semester 1.

If a student-athlete does not have medical insurance, it is recommended that they subscribe to the school insurance plan.

Student Insurance Link:

<https://www.cravenk12.org/student-life/insurance-for-students>

GENERAL POLICIES AND PROCEDURES

Attendance

Attendance is required of every student, every day, 7:20 am-2:40 pm. Regular and consistent attendance for all students in grades 9-12 and a minimum academic grade of 60 is required to receive credit for a course. Students will be counted present if they are in class for 50% of the day's allotted instructional time.

Following a school absence, students must upload documentation using the QR code posted on our website and in the front office. This must be uploaded within 5 days following the absence. You may also use this link: <https://forms.gle/TpWdhfSLs6dzvGJD6>

All absences are marked unexcused until the absent student uploads proper documentation. Here is a list of possible excused absences and the necessary documentation:

- Illness or Injury – Letter or note from the doctor's office
- Quarantine – Letter or note from the doctor's office or hospital
- Death in Immediate Family/Funeral – Funeral program, copy of an obituary, copy of the death certificate
- Medical or Dental Appointment – Letter or note from doctor's office, Court or Administrative Proceedings – Letter from court, attorney, or government office
- Pre-Approved Religious Observance-Copy of program/church bulletin, College visit (juniors and seniors) – Letter from the college admissions office and **pre-approval by Ms. Casey**
- Educational Opportunity – Letter from the college admissions office or involved entity, and **pre-approval by Ms. Casey**
- Military deployment-related activities– Copy of orders/program and **pre-approval by Ms. Casey**

Excused and Unexcused absences are counted in determining exemptions for teacher-made exams. Students are allotted 5 total absences and must have a grade of 80 or higher to be eligible for teacher-made exam exemptions.

Buses

Bus transportation is available to students who reside 1.5 miles or farther from the school. All Craven County and Havelock High School policies are in effect from the time the student arrives at the bus stop until the student returns home. Riding the bus is a privilege, not a right. Administrators may temporarily or indefinitely suspend students from riding the bus if they do not follow bus, school, or driver rules.

Students should follow all of the driver's rules in addition to the rules listed below:

- Talk quietly. No yelling or distracting noises
- Remain seated while the bus is in motion
- Students are not to consume food and drinks on the bus
- Students are not to put any body part or anything else out of the window.

GENERAL POLICIES AND PROCEDURES

- Students must be waiting at their bus stop when the bus arrives.
- Students may not use wireless communication devices on school buses to capture audio, video, or still pictures of other students and/or employees in which such individuals can be personally identified, nor share such recordings or pictures in any way, without the consent of the other students and/or employees.

Check-In Procedures

All students arriving after 7:20 am must report to the front office for a tardy pass to class. Students who fail to check in at the office will be disciplined for violating school policy. Students must sign in regardless of their reason for being late. This includes students taking College classes.

Checkout Procedures

To leave campus during the school day, a student must check out at the front office kiosk.

- Minimizing classroom disruptions is a priority. Unless there is an emergency, students should only check out during class changes.
- Parents/Emergency Contacts must come to the office window to sign the checkout sheet when picking up their child and should be prepared to show ID. Parents may call the office in advance to check out a student who drives to school. Office staff may call back to verify that the caller is truly the custodial parent. The student must come to the office window and sign the checkout sheet before leaving school.
- A parent who wishes to designate a non-parental adult to check out their child must provide a written request in advance and must bring the note to the office in person before the day of checkout.
- Students who are eighteen or older are still required to follow the checkout policy, and the parent or legal guardian must check them out.
- Students taking College classes must check out at the front office kiosk and get a pass. They should be prepared to show that pass before entering the student parking lot.
- Once properly checked out, students must exit the building using the front doors or back terrace doors. The cafeteria doors are not to be used during the school day.
- Students who fail to follow checkout procedures and/or do not sign out at the kiosk will receive a disciplinary consequence for violating a school policy.

Communication with Teachers

Havelock High School has established effective communication systems for parents and teachers. Parents are encouraged to initiate contact with teachers if they have any

GENERAL POLICIES AND PROCEDURES

questions or comments. Listed below are several effective ways to contact a teacher:

- Email: The school website lists teacher email addresses. **School website URL:** <https://hhs.cravenk12.org/>
- Parents should include the word “parent” in the subject line to avoid web filters. E-mail addresses for most teachers use the following structure: firstname.lastname@cravenk12.org
- Parents and teachers may schedule a parent-teacher conference at any time, and a counselor or administrator may sit in.
- Parents and students are encouraged to use the Infinite Campus Parent Portal to monitor their child’s academic progress. Students receive login information when they enroll at HHS. Parents must create their own accounts and provide login information at that time.
- Parents who have not created their Parent Portal in Infinite Campus should see someone in the front office for their specific account login information. Additional help can be accessed on the school website at: <https://hhs.cravenk12.org/>
- Class Dojo is a new communication tool for teachers to parents/parents to teachers.

Counseling Center

School counselors are available to assist students with issues at school. If a student wishes to speak with a counselor, they should email their counselor from their school email to request an appointment. Counselor assignments are alphabetical and based on students' last names as follows:

Ms. Christi Mendes A-Gn	christi.medes@cravenk12.org
Ms. Aliyana Martinez Go-N	aliyana.martinez@cravenk12.org
Ms. Lindsay Slocum O-Z	lindsay.slocum@cravenk12.org
Mrs. Jenkins (Counseling Secretary)	Michelle.jenkins@cravenk12.org

Resources are available to students experiencing academic or personal issues. Some of these include:

- Peer Tutors
- Tutor.com for military-connected students
- Academic Support Sessions
- ALP (Alternative Learning Program)/Teacher Tutoring: Students may stay for ALP/Tutoring to work on Credit Recovery courses or receive tutoring from teachers.
- 988 Suicide & Crisis Lifeline: If you or someone you love is at risk, call or text 988. Get the facts and take appropriate action because with help comes hope. Visit this website for further information: <http://988lifeline.org/>

GENERAL POLICIES AND PROCEDURES

Credit Recovery - Edmentum

The purpose of Credit Recovery at Havelock High School is to provide students with the opportunity to recover the credit for a failed course. Credit recovery students will complete their failed course in Edmentum, thereby reconciling the failing credit to a passing credit.

A student will be eligible for Credit Recovery if:

- He/She has failed one or more courses in a previous semester with a 50 or higher (50-59).
- Students taking credit recovery during the school day must attend class for the entire semester, even if they have completed the course and all teacher assignments.
- To achieve credit, students must complete 100% of the online course. The course grade will be determined by a 60/40 average of the failed course grade and the credit recovery grade. This average must be 60 or higher and will be noted on their transcript.
- The principal retains the right to revise or make exceptions to Credit Recovery procedures.
- Students must follow the Craven County Schools Acceptable Use policy. Any violations will result in the revocation of computer privileges, which could cause failure in a Credit Recovery class

Curriculum

At Havelock High School, all students are instructed according to the curriculum and standards established by the North Carolina Department of Public Instruction. For a complete explanation of graduation requirements, course descriptions, and more, see the Craven County Schools 2026-2027 High School Course Description and Registration Handbook.

Dances

Dances are fundraisers for the school. Only current Havelock High School students can attend the homecoming dance and any other dances approved by the principal. Students from other schools and non-students cannot attend dances. The only dance where this rule does not apply is the Prom. See the Prom section of this handbook for further information.

GENERAL POLICIES AND PROCEDURES

Directory Information

School-to-parent communication is only effective if parents maintain current student demographic information in school databases. Examples of demographic information include address, home, and cellular phone numbers, parents' work numbers, email addresses, etc.

Correct demographic information allows the school to contact parents or send messages and announcements via phone, text message, and email.

Driver's Education

To participate in Driver Education, a student must be 14.5 years old. Craven County Schools provides Driver's Education outside of regular school hours. The course includes 30 hours of classroom instruction and six hours of on-road instruction.

Students and parents who have questions about driver's education should contact Mr. Jorge Benitez, the Driver's Education coordinator, at benitezhhs@gmail.com. Students must pay the required fee on the first day of the driver's education class.

Early Release and Late Arrival

All students arriving late or leaving early for any reason must check in or out at the front office kiosk and receive a pass. Any student in the parking lot should have a pass from the kiosk indicating that they have checked out. Students without a pass will be considered skipping.

When off-campus college classes are not meeting, students will report to the media center on time and check in with Mrs. Nesbit. Students who begin their day at the college but arrive at HHS before their high school class begins must report to the cafeteria. They may not walk through the halls, go to a classroom, or go to the media center.

College students who are involved in after-school activities may return to the parking lot and wait in their cars for the bell a few minutes before 2:40. Both lanes are used as an exit from 2:40 to 2:55. For this reason, returning students cannot enter the student parking lot until the conclusion of the afternoon transition.

Extracurricular Activities

Students are encouraged to participate in one or more of the extracurricular clubs and organizations at Havelock High School. Club offerings vary from year to year and usually meet before, after, or during school. Examples are listed below:

Art, Color Guard, Fellowship of Christian Athletes (FCA), Future Business Leaders of

GENERAL POLICIES AND PROCEDURES

America (FBLA), National FFA Organization, Future Teachers of America (FTA), Jazz Ensemble, Photography, National Honor Society, National Technical Honor Society, National Junior Reserve Officers Training Corps Drill Team, Theatre, various instrumental music ensembles, various vocal music ensembles, Video Game, Winter Guard, and Writing.

Fees Owed

Students must settle all financial obligations before purchasing a parking pass, purchasing a Prom ticket, or participating in graduation commencement ceremonies. **All students are required to pay a \$5 technology usage fee annually.** This is payable in the front office by cash or check, made out to HHS.

Field Trips

Various classes or organizations may take educational field trips during the school year. The principal and Craven County Schools must approve all field trips in accordance with Board of Education policy. Students must submit signed parental permission slips to the trip sponsors before departure. Students who wish to participate in school field trips must be in good academic standing in all of their current classes.

Fight Song

The Havelock High School fight song is based on the trio section of the famous American march “Our Director” by Frank Bigelow. It is a long tradition for students to learn the fight song. The words to the fight song are as follows:

**We’re from Havelock High School, we need no help;
We’ve got that spirit, and we’ve got that pep,
There is no doubt about it;
Fight for Havelock High School, never give in;
Fight to the finish, Rams, we’re out to win!**

Grades

Grades on report cards will be numerical. Any grade below 60 will be considered a failing grade.

Grading Scale:

A=90-100 B=80-89 C=70-79 D=60-69 F=59 and below

GENERAL POLICIES AND PROCEDURES

Grading weights are as follows:

- Test/Projects: 30%
- Quizzes: 25%
- Student Work (same as Classwork/HW): 45%

Students who earn less than 50 as a final grade in a class will be reseated in that class. Students who earn 50-59 may receive credit through credit recovery.

Graduation

Graduation is scheduled for May 21, 2027, at 8:30 am. More details will be posted on the school website and social media by March 2026. Any questions about graduation may be directed to Mrs. Merideth at jennifer.merideth@cravenk12.org

Graduation Fee

All graduating seniors must pay a \$25 senior fee. Senior fees help offset the cost of graduation. Fees are used for, but not limited to, diploma covers, program printing, cords, plants, and class gifts.

Inclement Weather Schedule Changes

Parents and students can find information about school closings, delays, or early dismissals on local radio and television stations. Craven County Schools will also send a School Messenger telephone/email message to available parent/student phone numbers/email addresses.

Individual schools may also send messages containing school-specific information. Parents and students must regularly update their demographic information (phone numbers and email addresses) to ensure they receive these messages. CCS will provide a recorded message at 252-514-6300 with information regarding school delays, early dismissals, and closings. Additionally, Craven County Schools will post school-closing information on its website and Facebook page.

In-School Suspension (ISS)

In-school suspension is a short-term alternative placement where students can complete assignments from their regular classes in a separate classroom. School administrators will assign students who disregard school or county policies to the ISS classroom and will attempt to notify parents by phone or email with the details that led to the ISS assignment. If a student is sent to ISS more than once in a week, they may receive an additional referral.

GENERAL POLICIES AND PROCEDURES

Internet Access

The Internet is available on all school devices. All students must follow the Craven County Schools Internet User Agreement, and failure to do so may result in loss of school-issued devices. Students who do not have internet access at home are encouraged to see Mrs. Nesbit in the media center.

Laptop Computers/Devices

Students may only use school-owned laptops/devices on campus. Exceptions require principal approval.

Lunch

- During lunch, students must be in the cafeteria only. Students caught in other areas of campus will be considered out of bounds.
- Students may not order delivery food items (DoorDash, GrubHub, etc.) at any time during the school day. **This includes parents delivering fast food.**
- Students may not eat lunch in a teacher's classroom, the band room, the field house, or the ROTC room.
- If a teacher wishes to see a student during lunch, the teacher must write a pass, and the student should present it to the administrator, counselor, or teacher on lunch duty.
- Only students who have checked out with **parental consent** through the school office will be permitted to leave school on foot or in an automobile during lunch.
- **Students may not bring outside food back into the building.**
- Students who leave campus on foot or in a car during lunch and who have not properly checked out of school will be disciplined for skipping and may have their parking pass revoked.
- Menus, Diet Order Forms, and the Free and Reduced Meal Application forms for the 2025-2026 school year will be available on the Craven County Schools Website – Child Nutrition Section.
- No competitive foods will be consumed, sold, or provided during the school day.

Medication

All prescribed medication must be registered with the school nurse. Students are not to have medication in their possession unless they have consulted with the nurse and filled out the required forms. Students who do not comply with this policy may be subjected to discipline referrals and/or law enforcement referrals. Students may have over-the-counter medications in their possession as long as they are in the original packaging.

GENERAL POLICIES AND PROCEDURES

Out-of-Area

Students should be in class, on their way to class, or with a teacher when on campus. If they are not with a teacher, they must have a pass and be en route to the location written on the pass. Students who are not where they should be (e.g., athletic fields, hallways, parking lots) will be disciplined for skipping/out-of-bounds.

Out-of-School Suspension (OSS)

Students who disregard county and school policies may be assigned Out-of-School Suspension (OSS) by an administrator. Attempts will be made to notify parents when a child is assigned to OSS. Students will be allowed to make up quarterly, semester, or grading period examinations while suspended. Students are expected to make up all work missed due to suspension.

When a student is assigned an out-of-school suspension, the student cannot be on any Craven County School campus for the duration of the suspension. While suspended, students may not attend or participate in any school activity or athletic event. Suspended students who violate this rule will be referred to law enforcement for trespassing.

Parents may contact the Area Day Reporting Center in New Bern at 252-638-6542 to inquire about possible attendance in the program if their child is suspended out of school.

Parking for Students

All students wishing to park on campus must purchase a parking decal before parking. Parking passes are \$60 per school year, \$30 per semester. The first decal is included in the parking pass fee. Additional decals for extra vehicles and/or new vehicles can be purchased for \$10. Temporary parking passes are available in the front office for vehicles driven for no more than five consecutive days. Parking an unregistered vehicle on campus can result in the loss of parking privileges and towing off campus at the owner's expense. There are no refunds for withdrawals or loss of parking privileges. Parking passes are non-transferable.

Reserved spaces (spots 1-70) will be available to Seniors ONLY on a first-come, first-served basis and will be assigned in numerical order. Seniors assigned to these spots can paint their parking space after paying the fee and having their design approved. The application will be distributed in August as parking passes are being sold.

GENERAL POLICIES AND PROCEDURES

Underclassmen (and seniors not wishing to have a reserved space) will purchase a parking decal and can park in any non-reserved space (spots 71-209). Parking decals will be available on a first-come, first-served basis.

Students may not leave their vehicles on campus overnight. Students must secure their vehicles at all times. Craven County Schools and Havelock High School are not responsible for lost or stolen items. **Students must enter through the back terrace doors or the front doors and check in at the front office upon arriving on campus after 7:20 am.** Loitering in vehicles or parking lots is not allowed. Students must receive a pass from the main office to return to their vehicles during the school day. Being in the student parking lot during the school day without a pass is considered out of bounds and can result in being written up and the loss of their parking pass.

The following situations may cause a student to lose the privilege of parking on campus:

- Excessive tardies
- Excessive unexcused absences
- Fails two or more subjects during one nine-week period
- Leaves campus without properly signing out in the main office
- Takes other students off-campus
- Drives or has riders who ride recklessly or in a way deemed unsafe by administrators, SRO/Law-Enforcement Officials
- Possesses alcohol or other controlled substances in their vehicle while on campus.
- Fails to maintain insurance or proper registration on the vehicle
- Any vehicular occupant is not properly belted in

Please note that this is not an all-encompassing list. School administrators reserve the right to revoke parking privileges for any safety violations that would jeopardize the safety of the students and staff of Havelock High School. The SRO reserves the right to cite/arrest for any violation of North Carolina General Statutes pertaining to careless and reckless driving, including DWIs. **Reminder: Both lanes are used as an exit from 2:40 to 2:55.**

Parental Involvement

To the extent practicable, parents and students will be provided advanced notice of classroom discussions, activities, or assigned reading so that the parent has the opportunity to request that the student be excused from such classroom discussion, activities, or assigned reading in accordance with policy 3510, Religious-Based Exemptions from School Programs.

GENERAL POLICIES AND PROCEDURES

Parent Portal

Parents may monitor student progress by creating an account in the Infinite Campus Parent Portal. For directions on how to create or access an account, contact our front office at (252) 444-5112.

If your child's grades are not updated weekly in Infinite Campus, please contact your student's teacher.

Passes

Students who need to leave the classroom must request a Hall Pass through **Infinite Campus** using their **school-issued iPad**.

- **Permission** will be granted by the teacher using their **access code**.
- Once approved, students must **take the designated classroom lanyard** with them when exiting.
- Students may only use the bathroom corresponding to the color of their lanyard.

Principal's List/Honor Roll

Principal's List: All grades 90 or above at the end of a semester. Honor Roll: All grades 80 or above at the end of a semester.

Progress Reports

Progress Reports are sent home with students after the fourth week of each quarter. Parents can access their student's progress at any time through the Infinite Campus Parent Portal.

Prom

The HHS Prom will be in the spring at the Havelock Tourist and Event Center on April 17, 2027.

Proof of Residence

Havelock High School students must be domiciled in the Havelock High School attendance area to attend the School or be approved through the out-of-district approval process. Parents and students should be prepared to provide proof of residence from time to time to ensure that students attending Havelock High School are living in the attendance area.

GENERAL POLICIES AND PROCEDURES

Ram's Closet

The Ram's Closet is designed to help meet the needs of our students. The closet contains school supplies, clothing, toiletries, and food. Students should see a member of the front office team for assistance. Ram's Closet is open during class transitions and before/after school.

Telephones

Students may only use school telephones in the office for emergencies. Students must have a pass from a teacher and permission from the school receptionist to use the telephone.

School Phone: 252-444-5112 School Fax: 252-444-5119

Visitors

All visitors must check in at the school office via Raptor. Office personnel will issue a visitor's badge that must be worn while on campus. Visitors can only visit the approved area or classroom and cannot randomly wander the hall.

DISCIPLINE POLICIES AND PROCEDURES

The Craven County School System details the Board of Education Student Discipline policies in the Student Policies and Regulations handbook. Administrators will utilize the Havelock High School Student Handbook in conjunction with the Craven County Handbook. Each student will have access to a copy of the HHS Student Handbook at the beginning of the year. Both parents and students should become familiar with the policies. The CCS handbook is also available on the Craven County website at www.cravenk12.org

The violation of school or Board of Education policies will have specific consequences. This section of the Havelock High School Student Handbook will discuss behaviors and consequences. The policies described here are not all-inclusive.

School administrators can't predict every student's behavior, so parents and students must understand that these rules can't cover every possible situation.

The school's jurisdiction begins when the student leaves home in the morning and continues until the student arrives home in the evening. School and county discipline policies also apply to all school-sponsored activities, including athletic events, concerts, and field trips.

The school administration intends to provide a safe and orderly environment that is conducive to the educational process. Students who choose to disobey school and county policies, disrupt class, or break the law will be assigned consequences at the school administration's discretion, in accordance with established policies and state law. The following policies provide students with structured rules and consequences that are fair to all students.

When administrators assign ISS or OSS, they will call parents to explain the offenses and consequences. If parents are unavailable and have voicemail enabled on their phones, administrators will leave a voicemail or send an email.

DISCIPLINE POLICIES AND PROCEDURES

Student Discipline Expectations

Havelock High School



School-wide Expectation Matrix

	Arrival/Dismissal	Hallways	Classrooms	Bathrooms	Cafeteria
Reliable	- Upon arrival, report directly to the cafeteria or back terrace (cannot remain in vehicle) - Park in your assigned space only (student drivers)	- Be considerate of others and school property - Walk with purpose, on the right side of the hallway, to arrive to class on time - Use a Hall Pass during class time	- Be on time and prepared for class - Display academic honesty - Backpacks remain in the classroom for the duration of the period	- Use the bathroom for its intended purpose - Honor the privacy of others - Clean up after yourself; bathrooms are vandalism-free	- Wait your turn in line - Remain seated until the bell rings - Finish your food before you leave - Throw your trash away
Adaptable	Pickup and drop off is in the front of the building only	Cell phones are put away and not visible	- Cell phones are put away and not visible - Accept and respect differences in others	- Cell phones are put away and not visible - Report anything that needs attention	- Cell phones are put away and not visible - Use your iPad and corded headphones
Memorable	- Encourages peers to do the right things during arrival/dismissal; is a positive role model - Report any incidents	- Encourages peers to do the right things in the hallway; is a positive role model - Report any incidents	- Encourages peers to do the right things in the classroom; is a positive role model - Report any incidents	- Encourages peers to do the right things in the bathroom; is a positive role model - Report any incidents	- Encourages peers to do the right things in the cafeteria; is a positive role model - Thank your cafeteria and custodial staff
Self-Disciplined	- Pick up dropped items and trash from bus and parking lot - At dismissal, report to bus, carpool, or student vehicle immediately - Student drivers will leave right away and athletes will report directly to their assigned locations	- Respect others' personal space and belongings - Use appropriate language and volume - Pick up after yourself	- Respect requests from staff and teachers - Advocate for yourself; ask for help - Use appropriate language and volume	- Restrooms (and the rest of the building) are smoke and vape free - Use appropriate language and volume	- Leave the area cleaner than you found it - Use appropriate language and volume

CCS Infraction and Consequences (Addendum)

LEVEL 1 INFRACTIONS

Dress Code
Disruption
Electronic Devices
Inappropriate Language/Profanity
Insubordination
Plagiarism/Cheating/Falsification
Skiping Class
Tardies
Unacceptable Use of Technology

1st Referral	2nd Referral	3rd Referral	4th Referral
1 day ISS	Up to 3 days ISS	Up to 3 days OSS	Up to 5 days OSS

DISCIPLINE POLICIES AND PROCEDURES

LEVEL 2 INFRACTIONS

Aggressive Behavior (non-physical)
Bullying
Damage to Property
Disrespect to Faculty/Staff
Trespassing
Leaving Campus without Permission
Tobacco Products, E-Cigs/Vapes
Theft and/or Knowingly Possessing Stolen Property

1st Referral	2nd Referral	3rd Referral	4th Referral
Up to 3 days OSS	Up to 5 days OSS	Up to 5 days OSS	Up to 10 days OSS

LEVEL 3 INFRACTIONS

Aggressive Behavior (physical and/or disruptive)
Gang-related Activity
Assault (with or without injury/weapon)
Bomb Threat
Bullying
Fighting
Fire/Arson
Alcohol/Drugs
Possession of Incendiary Devices
Robbery
Sexual Acts and/or Sexual Harrassessment
Weapon Possession
False Alarm (setting off alarm)

1st Referral	2nd Referral	3rd Referral	4th Referral
Up to 10 day OSS	Up to 10 day OSS	Up to 10 day OSS	Up to 10 day OSS

Some of these offenses may result in a recommendation for long-term suspension. |

DISCIPLINE POLICIES AND PROCEDURES

Affection

Students must appropriately conduct themselves. Students cannot publicly display affection.

Cell Phones/Smart Watches/Headphones/Earbuds

Use of Wireless Communication Devices (Board Policy #4309)

The board recognizes that cellular phones and other wireless communication devices have become an important tool for parents to communicate with their children. Therefore, 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. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet connectivity, paging devices, two-way radios, smartwatches, wireless earbuds, and similar devices.

1. Authorized

In the event of an emergency, administrators, teachers, and staff may authorize individual students to use wireless communication devices when there is a compelling need for such communication.

Although use is generally permitted before and after school, cellular phones and other wireless communication devices may be prohibited on school buses when their noise interferes with safe bus operation. In addition, elementary and middle school students participating in after-school programs are prohibited from using wireless communication devices during those programs.

2. Handling of Cellphones at HHS

All classrooms will have cell phone holders. Students will be assigned a numbered slot by each teacher and are required to place their cell phone in the holders when they enter the classroom.

3. Consequences for Unauthorized Use

School employees may immediately confiscate any wireless communication devices that are on, used, displayed, or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent/guardian after the student's first violation of this policy.

DISCIPLINE POLICIES AND PROCEDURES

The following factors should be considered when determining appropriate consequences beyond the minimum consequences outlined below: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information, or assist students in any aspect of their instructional program in a manner that violates any board policy, administrative regulation, or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

Regardless of grade level, the consequences of violating this policy will be the same. For the first offense, the device will be confiscated and may be picked up by the student at the end of the day. For each subsequent offense, the device will be confiscated and may be returned only to the student's parent/guardian. A student's refusal to surrender the device will result in a 3-day out-of-school suspension.

Use of Wireless Communication Devices (Board Policy #4318)

Students may not use wireless communication devices inside school buildings, at school-sponsored events, or on school buses to capture audio, video, or still pictures of other students and/or employees in which such individuals can be personally identified, nor share such recordings or pictures in any way, without the consent of the other students and/or employees.

Cell Phone Consequences

The cell phone policy is strictly enforced, and students who do not follow the policy will receive the following consequences without warning:

1st Offense: Cell phone confiscated for 1 day; student may pick it up at the front office at the end of the day.

2nd Offense: Cell phone confiscation for 1 day; parent must pick up in the front office.

3rd Offense: Cell phone confiscation for 1 day; parent must pick up in the front office. Student assigned 1 day ISS and begins following the chart on page 20.

Refusing to surrender a cell phone will result in a 3-day Out-of-School Suspension. This same policy applies to AirPods/wireless headphones/earphones.

DISCIPLINE POLICIES AND PROCEDURES

Cheating

The teacher should discipline students who are caught cheating. Students should receive a zero on the test, project, or assignment; a day of ISS (on the second offense); and parents must be contacted. This should also be entered into the disciplinary section of Infinite Campus as a “major referral” for documentation purposes. Other consequences are at the teacher's discretion and may include additional assignments. Teachers should document cheating investigations and may involve an assistant principal, if necessary.

Defacing or Abusing School Property

Students who deface school property in any way may be assigned ISS or OSS depending upon the nature of the offense. Law enforcement will be notified of intentional damage to school property, and students may be required to pay for it.

Dress Code

Students are responsible for using sound judgment regarding dress, grooming, and personal hygiene. The principal/designee has the authority to regulate student dress, especially if the dress is disruptive, obscene, offensive, unsafe, or otherwise inappropriate. Example: Appropriate footwear is required at all times for safety reasons

- The shoulder width of shirts or blouses must completely cover undergarments. No spaghetti strap tops or dresses, tube tops, exposed sports bras, inappropriate athletic clothing, or tank tops allowed.
- Net shirts, bare midriffs, see-through or sheer blouses, spandex or tight-fitting clothes, revealing dresses, or other revealing attire (i.e., exposing the cleavage) are not acceptable. Dresses, skirts, or shorts cannot be shorter than mid-thigh.
- Pants and shorts must be worn at the waistline. No underwear shall be revealed. Headgear, hats, do-rags, bonnets, or sunglasses are not to be worn in the building except for medical and/or safety reasons.
- Clothing, jewelry, or buttons with letters, initials, symbols, or wording that are obscene, alcohol- or drug-related, offensive, inflammatory, detrimental to the instructional process, or otherwise inappropriate are not allowed.
- No clothing that displays or promotes drug, alcohol, sex, or violent behavior is permitted.
- No gang-related clothing, including long shirts/jerseys, baggy pants, trench coats, accessories, or symbols as identified by local law enforcement agencies, will be allowed.
- No bedroom slippers or sleepwear (pajama pants) are to be worn unless permitted by the school principal.

DISCIPLINE POLICIES AND PROCEDURES

- Close-toed shoes are required during physical education.
- No blankets are permitted.

Drugs and Alcohol

Alcoholic beverages, THC/CBD products, and illegal drugs are prohibited on campus. Referrals for drug possession, possession with intent to sell, alcohol use, alcohol possession, or any other drug-related offense will result in an out-of-school suspension, a suspension for the remainder of the semester, a suspension for the remainder of the year, or expulsion and an immediate referral to law enforcement.

Further explanation of drug-related offenses and consequences can be found in the Craven County Schools Student Policies and Regulations Handbook.

Failure to Give Name or Falsification of Information

If a student fails to give his/her name or gives a false name when asked by a staff member or substitute teacher, he/she will be referred to an administrator with a discipline referral. The same will occur if a student falsifies any information requested by a staff member. Referrals for this offense will result in OSS.

Fighting/Affray/Assault

Students who engage in physical altercations may be charged with fighting or affray and suspended out of school for up to 10 days. Fighting is unlawful on public property and will result in criminal prosecution. See page 31 for a definition of violence-related terms.

Students who fail to disperse during/following an altercation may be suspended from school and referred to law enforcement. Students who use their cell phones to record fights may be suspended out of school for up to 10 days.

Harassment/Threats/Bullying

The goal of the school administration is to provide a safe learning environment for Havelock High School students and teachers. The school administration will not tolerate threatening behavior, comments, or harassment. The Craven County School System Student Policies and Regulations manual explains bullying offenses and their consequences in detail. Students and parents can report bullying or threatening behaviors to school administrators or anonymously via the Say Something app on the Havelock High School website.

DISCIPLINE POLICIES AND PROCEDURES

Students who make false reports to this site will be assigned ISS or OSS and may be referred to law enforcement, depending on the nature of the offense and the student's discipline record.

Insubordination/Disrespect

State law dictates that students must comply with reasonable teacher requests. If a student fails to comply with a reasonable request from the teacher, the teacher will initially address the insubordination in accordance with the teacher's classroom management plan. If the student remains insubordinate, the teacher will refer the student to the administration.

The position of teacher demands a level of respect from students. To ensure a safe and orderly learning environment, students must treat school staff members with respect. Likewise, the principal expects teachers to treat their students respectfully. If a student has a complaint about a teacher, the student should notify the administration or ask their parents to handle the problem before getting into trouble with the teacher. Students should be especially careful about how they address teachers when they are upset. Being upset is not an excuse for insubordination, disrespect, or profanity.

Referrals by a classroom teacher to the administration can result in ISS or OSS, and possible referral to law enforcement, depending on the nature of the offense and the student's discipline record.

Lunch Disruptions

Students must remain seated and must behave during lunch periods. Students are not to attempt to draw attention to themselves or cause disruptions at Lunch/School. Students who yell, scream, make loud noises, disobey teachers or administrators, or involve themselves in disruptive behavior in the cafeteria will face disciplinary consequences.

Outside Food Deliveries/Drop Off

Outside meals are not to be delivered to campus during official school hours, as such meals are neither Smart Snack-compliant nor USDA School Meal Pattern-compliant.

DISCIPLINE POLICIES AND PROCEDURES

Passes

Students are expected to remain in the classroom for the entire instructional period.

In the event of an emergency or approved need to leave, students must:

1. Request a Hall Pass through Infinite Campus using their school-issued iPad.
2. Obtain the teacher's access code for approval.
3. Take the designated classroom lanyard (pass) when leaving.

Students found without the classroom lanyard or in an unauthorized color zone will be directed to ISS (In-School Suspension).

Profanity

The use of profanity or abusive language is prohibited at school. Students who use profanity at school may be charged with Disorderly Conduct.

Not directed towards a staff member: ISS or OSS, and possible referral to law enforcement, depending on the nature of the offense and the student's discipline record.

Directed towards or in response to a staff member: OSS and possible referral to law enforcement.

Prohibited Items

Except for school-issued iPads, the use of cameras, video cameras, AirPods, video games, laptops, recorders of any kind, wireless communication devices, two-way radios, Bluetooth speakers, etc. is prohibited during the school day unless specific permission is obtained by the administration. The consequences of bringing these prohibited items mirror the consequences of cell phone use.

Additional prohibited items include the following: hats, head covers, bandannas, blankets, laser pointers, pets, animals, chains, studded jewelry with pointed studs, and any weapon-like object, etc. Any other item that is not necessary for educational purposes or processes, and all of the aforementioned items, are prohibited on school property. The principal may deem other items inappropriate and may prohibit them at any time.

DISCIPLINE POLICIES AND PROCEDURES

The administration will decide whether to return confiscated items if they are gang-related, illegal, or detrimental to the safety of the students and faculty at Havelock High School, or may give them to law enforcement officers. Students who refuse to give an item to an administrator may be suspended.

Skipping

Any student who is not in class and does not have consent (e.g., illness, doctor's appointment) to be absent is skipping. Non-adherence to the check-in/check-out policy will also result in a skipping violation.

Referrals will result in ISS or OSS and may lead to a referral to law enforcement, depending on the nature of the offense and the student's disciplinary record. Skipping classes may cause students to lose academic credit for the semester. Students who leave campus in their cars without permission will lose their parking pass and receive no refund.

Smoking/Possession of Tobacco/Vapes

Possession or use of tobacco products (cigarettes, chewing tobacco, etc.), tobacco paraphernalia (lighters, matches, etc.), e-cigarettes, vapes, and e-cigarette paraphernalia is prohibited. Craven County Schools are tobacco-free campuses, and possession or use of tobacco or electronic smoking devices is prohibited. Students who are caught smoking or vaping in the building will be suspended from school.

Students who are caught in a bathroom stall or huddled together with a vape present or evidence of vaping will receive the same consequence.

Tardy Policy

Students who are tardy will report to the front office to receive a pass to class. Every 4 tardies, students will be assigned one day of after-school detention/tutoring, M-Th 2:45 - 4:45 pm. If the student/parent cannot coordinate transportation, the student will be assigned 1 day of ISS. Consequences will increase with every 4 tardies.

Video Recording

Students are not to video-record events or take pictures at Havelock High School without the principal's permission. Students who record altercations and other events will receive ISS or OSS and may be referred to law enforcement, depending on the nature of the offense and the student's disciplinary record. This includes school issued and personal devices.

DISCIPLINE POLICIES AND PROCEDURES

Violence Terms Defined

Affray (fighting) - An affray is defined as a violent episode that occurs when two or more people willingly participate in a fight. Regardless of who initiates the violence, a fight becomes an affray when one or more participants aggressively engage in hitting, kicking, pushing, or in other ways as defined by state law and school policy.

Assault - An assault is defined as when a person intentionally causes harm to another person by hitting, kicking, pushing, or in other ways, as defined by state law and school policy.

Self-Defense - Self-defense is defined as a victim moving away to stop an attack. Reasonable force may be used to escape an attack, including pushing or hitting if the victim is cornered. Once the victim is free from the attack, they should not move aggressively toward the attacker. He/she should seek assistance from a teacher, administrator, school resource officer, etc. If the victim retaliates by hitting, kicking, pushing, or grabbing while moving aggressively toward the attacker, then the episode may be considered an affray.

Weapons

Weapons are defined in the Craven County Schools Student Policies and Regulations handbook.

Possession of a weapon will result in up to ten days OSS, 365 days OSS, expulsion, and referral to law enforcement.