

CAPE HATTERAS SECONDARY SCHOOL OF COASTAL STUDIES

Post Office Box 948
Buxton, North Carolina 27920
(252) 995-5730
Fax: (252) 995-6161

2015-2016 Student Handbook



DAILY SCHEDULE

HIGH SCHOOL BELL SCHEDULE

Block 1	8:00-9:30
Hurricane Watch	9:33-9:53
Block 2	9:56-11:26
Period 3	11:29-12:29
Lunch	12:29-12:54
Period 4	12:57-1:57
Period 5	2:00-3:00

MIDDLE SCHOOL BELL SCHEDULE

Period 1	8:00-8:55
Period 2	8:57-9:52
Period 3	9:54-10:49
Period 4	10:51-11:46
Lunch	11:48-12:09
Period 5	12:11-1:06
Period 6	1:08-2:03
Period 7	2:05-3:00

1 – HOUR DELAY SCHEDULE

HIGH SCHOOL BELL SCHEDULE

Block 1	9:00-10:00
Hurricane Watch	10:03-10:23
Block 2	10:26-11:26
Period 3	11:29-12:29
Lunch	12:29-12:54
Period 4	12:57-1:57
Period 5	2:00-3:00

MIDDLE SCHOOL BELL SCHEDULE

Period 1	9:00-9:40
Period 2	9:42-10:22
Period 3	10:24-11:04
Period 4	11:06-11:46
Lunch	11:46-12:09
Period 5	12:11-1:06
Period 6	1:08-2:03
Period 7	2:05-3:00

2 – HOUR DELAY SCHEDULE

HIGH SCHOOL BELL SCHEDULE

Block 1	10:00-10:45
Hurricane Watch	10:45-11:00
Block 2	11:03-11:48
Period 3	11:51-12:29
Lunch	12:29- 12:54
Period 4	12:57-1:57
Period 5	2:00-3:00

MIDDLE SCHOOL BELL SCHEDULE

Period 1	10:00-10:30
Period 2	10:32-11:02
Period 3	11:04-11:46
Period 4	11:46-12:09
Lunch	12:11-12:52
Period 5	12:54-1:35
Period 6	1:37-2:18
Period 7	2:20-3:00

3- HOUR DELAY SCHEDULE

HIGH SCHOOL BELL SCHEDULE

Block 1	11:00-11:40
Block 2	11:42-12:22
Period 3	12:24- 1:04
Lunch	1:04- 1:34
Period 4	1:36-2:08
Period 5	2:10-3:00

MIDDLE SCHOOL BELL SCHEDULE

Period 1	11:00-11:30
Period 2	11:32-12:00
Lunch	12:00-12:30
Period 4	11:06-11:46
Period 5	1:32-2:00
Period 6	2:02-2:30
Period 7	2:32-3:00

Early Dismissal

HIGH SCHOOL BELL SCHEDULE

Block 1	8:00-9:00
Block 2	9:03-9:57
Period 3	9:57-10:27
Period 4	10:30-11:00
Lunch	11:00-11:30
Period 5	11:30-12:00

MIDDLE SCHOOL BELL SCHEDULE

Period 1	8:00-8:30
Period 2	8:32-9:02
Period 3	9:04-9:34
Period 4	9:36-10:06
Lunch	10:06-10:31
Period 5	10:33-11:01
Period 6	11:03-11:31
Period 7	11:33-12:00

Academic Honesty

The staff at Cape Hatteras Secondary School condemns academic dishonesty of any kind. Any type of academic dishonesty will not be tolerated. In order to insure that the opportunity for excellence exists for every student, the following standards have been adopted by both faculty and administration in regard to academic honesty:

Cheating is defined as any attempt to receive academic credit for work done by someone else. This includes but is not limited to the following:

- looking at another student's paper or quiz;
- copying another student's work on a test or assignment;
- turning in term paper, report, essay, project, computer program, etc. or any work submitted to meet class requirements, written or prepared by another (including cutting and pasting another person's work from the internet);
- using a textbook, notebook, information from the Internet copied and pasted without having permission or citing the work
- downloading materials without citing or giving credit to the owner of the original material

Enabling others to cheat is also cheating. This includes, but is not limited to:

- allowing one's work to be copied and turned in by another student as his/her own
- allowing one's test quiz, or assignment to be copied by another student writing a paper, report, essay or preparing a project, etc., for another student
- obtaining unauthorized information about a test or quiz and or spreading this information

Plagiarism

- stealing information from any source and trying to pass it off as one's own work

Cheating violations will be addressed in the following manner:

The teacher will notify parents, issue a failing grade, and will reissue an alternate assignment.

ACT/PLAN/SAT

PLAN assesses students' academic readiness for college and career and is given to every student in grade 10 in the fall. The ACT test, given in the spring to every grade 11 student, uses the same scale score making the ACT and PLAN compatible to measure a students' academic progress.

The PSAT will be given to every student in grade 11 in October.

The SAT test is available at Cape Hatteras Secondary School three times over the course of the school year for students interested in taking the test. Please see the Guidance Office for more detail.

Explore Testing

The EXPLORE test will be given to all 8th graders and as a pre-cursor to the PLAN and ACT. The Explore will provide good early instructional feedback to staff across disciplines, as well as planning information for parents and students.

Basic Rights and Responsibilities

Cape Hatteras Secondary School provides opportunities for students to participate in a sound educational program. Students are encouraged to contribute to the learning environment by being prepared for daily classes. Students are expected to have all assignments and homework completed in a timely manner. Another important part of school is participating in the extra curricular activities within the school. Students are encouraged to take advantage of the academic and extra curricular activities. It is the student's responsibility to abide by all policies, regulations and school guidelines during the course of the school day and during any school function. Additionally, students are expected to participate in creating a positive school environment that creates a climate conducive to learning.

Acceptable Use of the Internet

Students will be given assignments requiring the use of the Internet to support educational objectives. It is the responsibility of the student not to access inappropriate or questionable material online. Students are prohibited from accessing social networking sites, proxies, and other sites not related to the educational objectives set forth by the teacher. Additionally, students may not use personal devices to access these sites within the building as they are still using the Dare County Schools server to obtain this information.

Assignments

Students are expected to turn in all assignments on time.

Students not turning in work are required to complete missing assignments during Hurricane Watch or after school hours. If a student has more than three missing assignments, teachers will contact the parent/guardian immediately to alert them of the student's missing work. Student athletes missing work or having a cumulative grade less than a 77% may be contacted by the athletic director so that a contract can be created and followed. Student athletes will not travel to away games until all assignments are completed and the grade average has improved. Athletes continuing to experience low averages and missing assignments will be subject to further consequences.

Attendance

Attendance in school and participation in classes are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the state between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

Students and parents should refer to the Dare County Schools Code of Conduct for the Board of Education's Attendance Policy 4300A.

*****Please note that students who regularly miss assignments or have high rates of absenteeism may lose privileges until their work is made up satisfactorily.**

Student Behavior Policies

All decisions related to student behavior are guided by the Dare County School Board's educational objectives to teach responsibility and respect for cultural and ideological differences and by the School Board's commitment to create safe, orderly and inviting schools. Student behavior policies are provided in order to establish expected standards of student behavior. The purpose of managing student behavior is to create an orderly environment where students can learn, to teach expected standards of behavior, to help students learn to accept the consequences of their behavior, and to provide students with the opportunity to develop self-control.

Students must follow all Board of Education's policies and school procedures in all of the following circumstances:

- While in any school building or on any school premises before, during or after school hours
- While on any bus or other vehicle as part of any school activity or event
- When subject to the authority of school personnel activity
- Any time or place when the student's behavior has a direct and immediate effect on maintaining order and discipline in the schools

- **After School Detentions**

Students and parents must be given 24 hours notice before being required to serve a detention. Students who fail to serve a detention are referred to the administration.

- **In School Suspension**

In-school suspension is assigned when a student's behavior warrants removal from classes for a period of time, but suspension or expulsion from school is not recommended. It is an alternative to suspension or expulsion and gives the student another chance to change the misbehavior. Students assigned to ISS will be given credit for completed class work as assigned by their teachers. Students will not be allowed to attend or participate in any extracurricular activities on the day of the assigned ISS (this includes practices, performances, games, etc...) unless authorized by the administration.

- **Out of School Suspension**

When warranted, students may be assigned Out of School suspension by the administration. Students assigned to OSS may not participate in any school activities and are not to be on CHSS property from the time of the suspension until re-entry.

- **Authority of School Personnel**

The principal has the authority and responsibility to investigate and take appropriate action regarding any anti-social or criminal behavior and any other behavior appropriately referred to her. A student's person and/or personal effects (e.g., purse, book bag, etc...) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material.

The teacher has the authority to manage student behavior in the classroom while students are under his/her supervision. The teacher is expected to implement the student behavior management plan and any other school standards or rules. The

teacher may develop other standards or rules consistent with the direction provided by the board and school.

The teacher has the authority to have disruptive or dangerous students removed from his/her classroom.

Students will comply with all directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such personnel. Be reminded, the principal has the final authority on decisions within the jurisdiction of the said school.

Legal Reference: G.S.-115C-47

Bullying

Cape Hatteras Secondary School is committed to providing a safe learning environment. Students are expected to behave in a manner that shows respect for others at all times. Bullying and harassing behavior will not be tolerated. Any student being bullied at school should report the offense to the administration as soon as it happens so that quick action may be taken.

Students and parents should refer to Dare County Schools Code of Conduct for the Board of Education's Harassment and Bullying Policy (Policy Code 1760) adopted December 8, 2009.

Cafeteria Regulations

- Breakfast and lunch will be provided in the cafeteria
- Glass bottles are not permitted on the school premises.
- Each student is responsible for returning his/her tray or trash to the disposal areas.
- Students are not allowed to break in line or save places in line for friends.
- It is expected that all students will observe the common rules of courtesy and good eating habits.

Free and Reduced meal applications will be available upon request.

Student Costs:

Middle & High, Paid Student Lunch, \$3.00

Below are the other meal prices that are not changing from the prior year:

Reduced price breakfast, \$0.00 (The price is zero due to state funding.)

Paid Student Breakfast, \$1.25

Reduced Price Student Lunch, \$0.40

Cell Phones

Cell phones shall not be used at any time during the instructional day unless permitted by the teacher for an instructional activity. Any student in possession of a cell phone and using for personal use interfering with the instructional practices of the classroom is in violation of this policy will have the phone confiscated and placed in the school office until the end of the day.
DCS Code of Student Conduct Rule 5

Digital Learning

Dare County Board of Education is committed to helping students to graduate on time and prepared for college and career. In order to help with this vision, laptops will be provided to every high school student. Students and parents must read the laptop agreement form, along with policy 3225/7320-R in the Dare County Schools Code of Conduct; pay an insurance fee of \$25 for the year, and a laptop will be issued for student use.

Dress Code

Students at Cape Hatteras Secondary School are expected to adhere to Rule 4 of the Dare County Schools Code of Student Conduct and Annual Parental Notification:

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

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

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

Examples of items prohibited (not all inclusive):

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

Drug Testing

Students may be subject to random drug testing. Consult Dare County School’s Code of Conduct for more information.

Students' Eligibility to Drive

North Carolina has legislation that reflects a coordinated statewide effort to motivate and encourage students to complete high school. The revocation of a student's driving permit or license will result if a student is unable to maintain adequate academic progress or drops out of school. The law, in effect since August 1, 1998, directs the Department of Public Instruction, Division of Motor Vehicles, Division of Non-Public Schools and the Community College System to work as partners in its implementation.

Students who drop out of school lose their driving eligibility immediately. Adequate academic progress will be evaluated at the end of each semester for enrolled students. A student must pass 4 out of the 5 classes to qualify to receive a Driving Eligibility Certificate. Students who do not meet these requirements will be reported to the DMV and will have their permits or licenses revoked.

Students are permitted to park on school premises as a matter of privilege, not of right. Parking privileges can be revoked as a disciplinary measure. The school retains authority to patrol student parking lots at any time, without notice or consent. The interior of a student's vehicle parked on the school premises may be subject to search through the Dare County Sheriff's Office if drug dogs are deployed to the school site. Additionally, if the officials have reason to believe the vehicle parked on school property contains illegal, unauthorized or contraband items, the vehicle will be searched without prior notice.

For more information, please contact Terry McGinnis, Director of Administrator Services for Dare County Schools, at 480-8888.

Emergency Closing of Schools

In the event that weather conditions might cause bus travel to be unsafe or school attendance unwise, the Superintendent of Dare County Schools will make a decision to cancel school, delay its opening, or release students early. A decision will be made as early in the day as possible. Parents are asked NOT to call their children's schools because such calls may tie up needed phone lines. Instead, when weather conditions might affect school operation, parents, employees, and others are asked to check the Dare County Schools website or the school's Face Book page.

Emergency/Disaster Drills

Drills are conducted throughout the school year. An escape route from each classroom is posted on the wall by the door. If a drill begins and no teacher is in the classroom, students should look at the evacuation route on the door and proceed according the specific route. If a fire drill, tornado drill or lock down drill is being conducted

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the students is limited and generally requires prior consent by the parents of the student. Please refer to the Parent Notification/Code of Student Conduct booklet for more information.

In accordance with FERPA, 29 U.S.C. 1232G, it is not the practice of Cape Hatteras Secondary School to release any student information to any outside organization unless authorized by a parent/guardian or ordered by a court. Copies of this policy may be found in the office of the Superintendent and in the Principal's office of each school within the Dare County School system.

Complaints about failures of the Dare County Schools to comply with the Family Educational Rights and Privacy Act may be made in writing to the FERPA Office, Federal Building No. 10, 600 Independence Avenue, SW, Washington, D.C. 20202.

Grading Scale

The North Carolina State Board of Education has adopted a new 10 point scale for all middle and high school students. Beginning in the 2015-2016, the new scale will be implemented:

Old	Grade	New- 2015-2016
100-93	A	100-90
92-85	B	89-80
84-77	C	79-70
76-70	D	69-60
Below	F	Below

Information Technology Acceptable Use Regulation

According to Dare County Schools Board of Education Policy 3225/7320-R, information technology resources will be used to improve teaching and learning consistent with the educational goals of Dare County Schools. Access to the information technology is a privilege, not a right. Any users of these resources must comply with the user responsibilities listed in BOE Policy 3225/7320-R. Failure to comply may lead to serious disciplinary action.

Late Arrival/Early Dismissal

Students arriving at school after 8:00 AM must report to the Guidance Office for an admission pass. If a student plans to leave school early, he/she must have a written note or parent/guardian phone call prior to leaving. Upon returning to school after the early dismissal, the student must follow the same procedure as if he/she were absent for the entire day. The student must report to the Guidance Office and get a note in order to be admitted to class. Students will be released only to another adult when the school has been notified in writing by the parent/guardian that they have granted permission for someone else to pick up their child/children. The parent/guardian or authorized person must come to the office sign him/her out properly.

Leaving School Grounds Without Permission

No student may leave the school grounds after arriving on the school premises without the approval of an administrator (including during Hurricane Watch and lunch). Students who violate this rule are subject to disciplinary action per the Dare County Code of Student Conduct.

Lockers

Lockers are assigned to students and are the property of the school, not the student. A student may only use the locker that is assigned to him/her. No structural modification may be made to lockers nor may they be damaged or defaced in any manner. A locker may be used only by the student to whom it is assigned. This student is responsible for any damage to the locker. The school will not be responsible for lost or stolen items. Student lockers may not be used to store illegal, unauthorized contraband. Inspections of lockers may be conducted by school authorities for any reason consistent with board policies or school rules at any time, without notice, without consent, and without a search warrant.

Passes- student location

Students in the hallway between classes must either be accompanied by a teacher or have a student note stating the reason for being in the hall. Students who are in the hallway or another teacher's classroom without permission from the responsible teacher without a note will be escorted back to the classroom.

Pets

No pets of any kind will be allowed on Cape Hatteras Secondary School property during school hours or during extra curricular events such as games. Service animals may be on property with appropriate approval from administration.

Possession of alcohol, drugs, or tobacco products

Possession and use of alcohol, drugs, or tobacco products (including electronic cigarettes) is a threat to safe and orderly schools and will not be tolerated. Additionally, students shall not be permitted to have matches, lighters, pouches, rolling papers, bong, pipes, etc. in their possession on the school campus and/or transportation vehicles.

Respect

Respecting fellow classmates and any authorized staff members is expected. Students are required to help maintain a successful learning environment at all times.

School Bus Procedures

- Unauthorized persons are not allowed on the bus at any time.
- Students planning to ride the bus other than the one to which he/she has been assigned must have written permission from his/her parent. Students should bring parental requests to the main office first thing in the morning. Permission may be granted on a space available basis with appropriate justification. No unscheduled stops will be made.
- Students are subject to all Dare County Schools Code of Conduct rules and regulations at the bus stops, on the bus, and upon arrival at school. Infractions at all bus stops and on the buses will be handled according to the Dare County Schools Code of Conduct.

Skate Boards

Skate boards are not allowed in the school building and must be checked into the office upon arrival. No exceptions!

Student Athletes

Student Athletes are expected to represent our school in a positive manner. Athletes are considered role models and should consider their place on the team a privilege not a right. With this, all athletes are expected to adhere to all rules of the Student Code of Conduct and the Student Athlete contract. Students wishing to play a sport must meet all eligibility requirements of the North Carolina High School Athletic Association including attendance and grade guidelines. The guidelines state that no student shall miss more than 13 ½ days of the previous semester of school. Additionally, students must be in good academic standing. A student athlete may not fail 1 block class or 2 year long classes without combination in the semester prior to the sport being considered. Any student athlete receiving an arrest, ticket or charge for a misdemeanor (other than minor traffic violations, vehicle-related offenses, hunting or fishing violations) or felony charge must report the offense to a principal and coach immediately. Athletes will be placed on suspension for a minimum 20 days beginning with the next contest. Athletes are still required to practice with his/her team.

● Athlete and Spectator Sportsmanship

Sportsmanship is an integral part of athletics. Athletes are expected to show respect to all team members, opponents, officials, coaches, and fans. Athletes displaying poor control or bad sportsmanship will be addressed by the athletic director and principal and could result in suspension from the team. Use of profanity in games will be dealt with by the administration according to the referral process. Profanity during practices will be dealt with by coaches according to their policy.

Tardies

Any student who is not in class when the bell rings is considered tardy. The teacher will address the first three unexcused tardies by parental contact and assigning make up time during Hurricane Watch. Fourth and subsequent unexcused tardies are to be referred to the administration.

Threatening

Students should be cautioned that all verbal or written statements threatening racial violence, the health and/or safety of students, school personnel, and/or school facilities will be considered serious. Such statements will not be tolerated or dismissed as idle comments or jokes.

DCS Code of Student Conduct

Truancy

Truancy is an absence which is intentional and is direct violation of the North Carolina Compulsory Attendance Law. Any student guilty of truancy (skipping classes or staying out of school without permission) will be subject to disciplinary action. Additionally, Dare County Social Services will be contacted to investigate matters of habitual truanies.

Vacations/ Out-of-Town Trips/Educational Travel

Absence for any reason other than those stated in the attendance policy must receive advance permission from the principal. Such requests for absence should be made in writing and should state the reason for absence and the date of the absence. These days will be excused absences and will be counted in the total number of absences. Upon returning to school, the student needs to make up all work based on his/her teachers' guidelines. For educational travel opportunities, please see the Guidance Office to obtain a form.

Acknowledgement of Receipt

I hereby acknowledge that I have received and read the Dare County Schools Code of Student Conduct (15-16) and the Cape Hatteras Secondary School Handbook that contains policies, regulations, authorizations and agreements.

Name of Student (Please Print)

Signature of Student

Signature of Parent

Date