An A+ School, Celebrating a Legacy of Top Academic Performance:

Our purpose is to ensure that our students learn the skills necessary to become lifelong learners who are productive members of society.

We are a successful community of scholars and leaders, encourages unparalleled student growth through compelling opportunities and innovative use of resources.
Policies, Procedures and Services  (CHS, 2018)

CARTERET COUNTY has policies and procedures for all schools. CROATAN HIGH SCHOOL also has policies and procedures.

1. Carteret County Public School System Parent/Student Handbook
2. Croatan High School Student Handbook

“REFER TO POLICIES AND PROCEDURES” in the CHS HANDBOOK indicates that additional information is given in the Policies and Procedures of the Carteret County Public Schools.

Academic Integrity

Croatan High School prides itself on academic excellence and academic integrity. CHS does not tolerate any forms of cheating, plagiarism, or falsification of documents.

Therefore, CHS wants to remind everyone that the consequences for Cheating, Plagiarism and Falsification of Documents, as stated in the CHS handbook, are as follows:

- No credit given for the assignment
- Six weeks conduct grade of Unsatisfactory resulting in expulsion from various clubs, organizations, and awards (i.e. Beta Club, Academic Achievement)
- Assignment cannot be made up
- Parents and principal notified

The importance of doing honest work and the serious consequences for cheating and plagiarizing cannot be over-emphasized. Many colleges and universities expel students from the school if they cheat or plagiarize. Falsification of documents is illegal.

Academic cheating and plagiarism can take several forms including, but not limited to:

- Copying someone else’s work. This includes copying from books, the internet, magazines, newspapers, or classmates.
- Copying homework.
- Allowing someone to copy work.
- Giving answers to a classmate.
- Claiming credit for work that the student did not actually do.
- Looking at another student’s work answers while in possession of one’s own test.
- Being in possession of and/or using a cheating aid (cheat sheet, written answers/notes, technology device turned-on or on body during test).
- Working together on any assignment meant to be completed independently (teacher will inform student of assignments that may use partners for completing).
- Possessing a test or its answers prior to the test.
- Buying an essay.
- Informing another student of test questions and/or answers from a previously taken test.
- Allowing another person to do one’s assignment.
- Copying another’s words without quotation marks and/or citations.
- Use of someone else’s ideas without giving proper credit/documentation. Allowing another person to write part or all of one’s paper.
Creating false sources.
Forging a signature or initials on any form/document.
Using on-line foreign language translators.

Athletic Participation Requirements:
North Carolina High School Athletic Association General Requirements:
● Attendance—85% of the previous semester in an approved high school.
● Scholastics—Must pass a minimum of three courses the previous semester. Must meet Carteret County Board of Education promotion requirements.
● Eight Semester Rule—Students are eligible for competition on high school teams only during eight consecutive semesters beginning with the student’s entry into grade nine or participation on a high school team, whichever comes first.
● Age—No student may be approved for athletic competition if his/her 19th birthday comes on or before October 16, 2019.

Attendance Policy
All students must be present for a minimum of 91% (82 days) of all classes meetings in order to receive credit for coursework during that grading period. Students must be in class for the entire instructional period to be marked as present.

Students who are sent to ALC during a class will be given an unexcused absence for that class period.

Parents or guardians must provide verifiable reasons for their child’s absence within two school days of the recorded absence.

Credit is not earned in courses in which a student has more than eight absences during a semester, regardless of the reason for absences (excused or unexcused), or a final grade average below 60.

Note the following:
● Any student tardy to class or checking out of class before the dismissal bell is considered absent for that class.
● Students absent from school for two or more absences are not eligible for athletic participation.
● Students who participate in school approved activities off campus are counted as present.
● The principal may waive the attendance requirement in extenuating and verifiable circumstances such as:
  ➢ The student has a prolonged and/or chronic health condition, which is substantiated by a physician
  ➢ The student has achieved national or state recognition in activities which require him/her to be absent
➢ The student has recent or ongoing severe emotional and/or physical trauma documented by a physician, licensed psychologist, or licensed mental health professional

**Students receiving out-of-school suspension will not be eligible for a waiver.** A student with a disability, whose behavior is determined by an Individualized Education Plan Team (IEP) to be a manifestation of the disability, will have the 91% requirement waived if the absences are due to out-of-school suspension.

Actions of the principal may be appealed to the Superintendent. and then the Board of Education.

**Procedure for the Coding of Absences**

Students must provide a lawful reason for an absence **within two school days** before it can be coded excused. If a reason is not provided, the absence will be recorded as unlawful (unexcused).

The following are lawful (excused) reasons for an absence but each absence counts towards the 8 absences that a student is allowed before credit is not earned:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical or dental appointments
- Court or administrative procedures
- Religious observance
- Educational opportunities
- Absence related to military deployment activities

When a student is absent due to a medical appointment, notes from the medical professional’s office are required.

Notes for absences written by a parent must have the following information:

- First and last name of the student
- Exact date of the absence AND date of the note
- Specific reason for the absence
- Signature of parent/guardian
- Phone number where the parent/guardian can be reached during the day

The following are unlawful (unexcused) reasons for an absence:

- A student’s willful absence from school with or without the knowledge of the parent
- A student’s absence from school for any reason other than those listed above under lawful (excused) absences.
Truancy
Students who are failing a class or who have lost credit due to excessive absences must attend class. Failure to do so is truancy. Appropriate disciplinary actions will occur.

Make-up Work
- Assignments missed due to absences must be made up satisfactorily.
- Students are required to contact individual teachers within two days of the absence to make arrangements to complete all assignments.
- Students who miss class because of school activities or sports are responsible for their assignments. Students may be required to turn in work in advance of missing a class.

Junior - Senior College Visitation Policy Guidelines
A total of two (2) school days are allowed for college visitations.
Juniors and seniors must notify their teachers the day before the visitation and are responsible for making up assignments.
College documentation of the visit(s) is required. Documentation must be a letter (form) signed by a college official to waive the absence.
Visiting a local (Carteret, Craven, Onslow, Lenoir, Pamlico) Community College does not qualify for a college day.
Students may be denied college days during the last two weeks of the semester due to exams and exam review periods. Should a student find a college day is absolutely necessary during the final two weeks of a semester, they must get approval from an Administrator.

Check-In
- Students arriving at school after the 8:00 tardy bell (with or without a note) must report to ALC. All notes must be from a parent or guardian stating the reason for the late arrival and must be presented at the time of check-in.
- Parents who accompany students for check-in will do so in the front office.
- Students will be marked absent for any class period missed.

Check-out
- To be counted present, students must be in attendance the entire class period.
  - Example: If a student is checked out at 2:40, the student will be marked absent for the entire class period (BOE Policy)
- Students leaving school between 8:00 and the end of the final period of the day must check out through the front office. This check-out can only be done by a parent or guardian. Student age (18) is irrelevant to checking in or out of school.
- No checkouts are permitted for errands.
- On days of special events such as homecoming assemblies, the day prior to a school holiday, etc., parents must come in the front office in order to check a student out of school. Phone calls will not be acceptable on such days.
Tardy Policy

- Teachers begin class when the tardy bell rings.
- Late students must report to ALC and will be marked absent from that class.
- Students who are tardy for a school-related reason receive a pass to class.
- Students tardy on a test day may be required to take the test in ALC and/or the same day after school.
- The first tardy will result in the student remaining in ALC for the class period and marked absent.
- Subsequent unexcused tardies will be assigned ISS as a consequence. Consequences are cumulative.

Books

- Books are issued at no charge.
- Fees will be charged for damaged or abused books.
- Replacement cost is charged for a lost book.
- Teachers may collect books which are being damaged or abused.
- CHS does not provide textbooks for online AP or dual enrollment courses.

Book Bags

Book bags/cinch sacks are allowed for transporting books to and from school but are not to be used during the school day.

Students must leave book bags/cinch sacks in their lockers.

Cafeteria

- Report to the cafeteria during the lunch period assigned according to third period class.
  
  **Students must remain in the cafeteria area, unless they have a pass.**

- Line cutting is not permitted.
- Food/Drink is NOT permitted in the hallways or classrooms.
- **ALL HALLWAYS ARE CLOSED** during lunch periods.
- Students are to clean their table area as they leave.
- Students are required to leave their table area clean, free of trash and food.

Class Dues

All students must pay class dues. Annual class dues are collected at the beginning of each school year. This is done in conjunction with securing a locker.

This $10 annual assessment is used throughout the student’s high school tenure to help fund events such as the Prom, Project Graduation, Commencement, locker refurbishing, as well as other class activities.

Unpaid dues are transferred to student fee sheets, which must be reconciled prior to student transferring schools, attending special school activities, and/or graduating.

Driver’s Education

Driver’s Education is a service offered to all Carteret County students at designated public school sites after school hours and during the summer. The driver’s education program consists
of 30 hours of classroom training and six hours of behind-the-wheel driving. The $25 cost of drivers education is the student's responsibility.

Students must meet the following criteria:
- Must be a resident of Carteret County
- Must be at least 14.5 years old.
- Must be actively enrolled in school.

There is a driver’s education contact person at each high school to notify students of classes, proficiency tests and give general information about driver’s education. Vision tests will be given by the Division of Motor Vehicles.
- Students can be removed from Drivers Ed for disciplinary reasons and will have to repeat it at a later date.
- If absent from school, students are not permitted to attend Driver’s Education class that day.

**Drop / Add**
Student may not drop a class after the fifth day without consequence.
A class dropped after day 5 will count as a withdraw failing, which has the same effect as an F.
Students may not add classes after the fifth day, except as pertains to the Alternative Learning Program.
Any class with a final mark of incomplete will be expected to be completed including the grades already in place for that class.

**Emergency Drills**
- For students’ safety, all students are to remain silent during the entire time of an emergency drill.
- Classes are to evacuate as directed.
- Instructions differ for various drills. All students are to follow teacher’s specific instructions for the type of drill.
- All students are to remain with the class to which they are assigned at the time of drill.

**Fees**
There are many Board approved school and activity fees. All students are required to pay student fees and technology fees. If a student is financially unable to pay their fees, see a counselor or a member of the administration. Please see the list below for the 2018-19 Approved High School Fees. Fees / dues may not be charged if not on approved list.

**Carteret County Public School System  2019-2020 High School Fees**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Replacement Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Parking Fee (prorated)</td>
<td>Not to exceed $40.00</td>
</tr>
<tr>
<td>Parking Permit Replacement Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Locker Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Lost Lock Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Locker Damage Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Class Dues</td>
<td>$10.00</td>
</tr>
<tr>
<td>PSAT for 9th, 10th and 12th Graders</td>
<td>Cost of exam</td>
</tr>
<tr>
<td>Service/Club/Activity</td>
<td>Cost/Details</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>AP Exams</strong></td>
<td>Cost of exam</td>
</tr>
<tr>
<td>Library Late Fee</td>
<td>$0.10 per school day</td>
</tr>
<tr>
<td>Drivers Education Fee</td>
<td>Not to exceed $65.00</td>
</tr>
<tr>
<td>Marching Band (fees vary by HS because of enrollment)</td>
<td>Not to exceed $300.00</td>
</tr>
<tr>
<td>Color Guard/Winter Guard (fees vary by HSI because of enrollment)</td>
<td>Not to exceed $225.00</td>
</tr>
<tr>
<td>Physical Education/Weight Training Uniform</td>
<td>Not to exceed $30.00</td>
</tr>
<tr>
<td><strong>Sports Classes</strong></td>
<td></td>
</tr>
<tr>
<td>Bowling</td>
<td>(per day) $4.00</td>
</tr>
<tr>
<td>Swimming</td>
<td>(per day) $2.00</td>
</tr>
<tr>
<td>Golf</td>
<td>(per day) $3.00</td>
</tr>
<tr>
<td><strong>Student Transcript (former students/graduates)</strong></td>
<td></td>
</tr>
<tr>
<td>Charge per each request/address</td>
<td>$10.00</td>
</tr>
<tr>
<td>Charge per each additional copy mailed with initial request</td>
<td>$5.00</td>
</tr>
<tr>
<td>Graduation Verification Request from Employer</td>
<td>$7.00 – digital $10.00 – mailed</td>
</tr>
<tr>
<td><strong>National Art Honor Society (NAHS)</strong></td>
<td>$15.00</td>
</tr>
<tr>
<td>Beta Club – initial membership</td>
<td>$20.00</td>
</tr>
<tr>
<td>National Technical Honor Society</td>
<td>$50.00</td>
</tr>
<tr>
<td>African-American History Club</td>
<td>$15.00</td>
</tr>
<tr>
<td>Drama Club/International Thespian Society</td>
<td>$10.00</td>
</tr>
<tr>
<td>Drama Production Fee (can be reduced through fundraising)</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>AP (Advanced Placement)</strong></td>
<td>Courses Up to $10</td>
</tr>
<tr>
<td>Elective Science Lab Fees</td>
<td>$10.00</td>
</tr>
<tr>
<td>(Ex. Honors Biology II, Marine Science, Honors Marine Science, Forensic Science,</td>
<td></td>
</tr>
<tr>
<td>Honors Forensic Science, Anatomy &amp; Physiology, Chemistry II, Honors Physics,</td>
<td></td>
</tr>
<tr>
<td>Honors Anatomy &amp; Physiology)</td>
<td></td>
</tr>
<tr>
<td>Art I – Art IV</td>
<td>$10.00</td>
</tr>
<tr>
<td>Performing Arts Club</td>
<td>$5.00</td>
</tr>
<tr>
<td>Family, Careers, Community Leaders of America (FCCLA)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Future Business Leaders of America (FBLA)</td>
<td>$20.00</td>
</tr>
<tr>
<td>The National FFA Organization (FFA)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Distributive Education Clubs of America (DECA)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Future Teachers of America (FTA)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Naval Junior ROTC (NJROTC)</td>
<td>$6.00</td>
</tr>
<tr>
<td>Interact Club</td>
<td>$5.00</td>
</tr>
<tr>
<td>Photography Club</td>
<td>$10.00</td>
</tr>
<tr>
<td>Quiz Bowl (all subjects)</td>
<td>$15.00</td>
</tr>
<tr>
<td>NC Science Bowl</td>
<td>$15.00</td>
</tr>
<tr>
<td>NC Ocean Science Bowl</td>
<td>$15.00</td>
</tr>
<tr>
<td>Science Olympiad</td>
<td>$25.00</td>
</tr>
<tr>
<td>Skills USA</td>
<td>$20.00</td>
</tr>
<tr>
<td>Speech &amp; Debate Club/National Forensic League Team</td>
<td>$20.00</td>
</tr>
<tr>
<td>Foreign Language Club</td>
<td>$5.00</td>
</tr>
<tr>
<td>Key Club</td>
<td>$25.00</td>
</tr>
<tr>
<td>Model UN Club</td>
<td>$10.00</td>
</tr>
<tr>
<td>Student Council Club</td>
<td>$10.00</td>
</tr>
<tr>
<td>Students Against Destructive Decisions (SADD)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Health Occupations Students of America (HOSA)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Fellowship of Christian Athletes (FCA)</td>
<td>$10.00</td>
</tr>
<tr>
<td>History Club</td>
<td>Not to exceed $20.00</td>
</tr>
</tbody>
</table>
Notes: Athletic teams, cheerleading teams and Color Guards may require the purchase of essential individual uniform items or equipment. List may not include state or national membership dues for certain clubs. Fees/Dues for some clubs are set by national organization.

Gymnasium and Physical Education Venues
The standards of conduct for the classroom extend to the gym. Students not assigned to the gym for classes should not be in the gym during the school day. Food and drinks are not allowed in the gym.

Lockers
Students should understand that the locker is the property of the school and is assigned to the student only upon the student’s agreement to the following terms and conditions:

- Only school locks may be used on CHS lockers.
- Replacement lock is $5.00.
- School personnel will not open lockers or provide combinations to students for any locker that does not belong to them (ie, locker sharing).
- Students are to care for lockers properly to prevent damage to school property and to ensure the safety of personal belongings.
- The student is responsible for all property placed in the locker. The locker shall be used only for storage of such property as is reasonably necessary for the student’s school activities such as school books, school projects, gym clothes, etc.
- The administration has the right to randomly search lockers. In addition to the items that are prohibited as set forth above, the school authorities may open and remove from the lockers overdue library books and old food or items that may endanger the health, safety and welfare of the students or school personnel. In the case of illegal items stored in the locker, the items may be used as evidence by school authorities in any disciplinary proceedings brought against the student or in any court proceedings involving the student.

Media Center
Croatan High School students are encouraged to visit their media center often. In addition to finding books for research and pleasure reading, or using the computers students are encouraged to use the media space for collaboration and product development. The media center is open during the school day and usually before and after school. Media center hours are 7:30-3:30 M-TH and 7:30-3:00 on Friday.

Media Center Guidelines:
- A student will need to pay for any book lost or damaged while it is checked out to him/her.
- Appropriate behavior is expected while the student is in the media center.
- Food and/or drink is not permitted.
Phone Use
● Students are not to leave class to make phone calls.
● Students will not be called from class for a phone call. The office staff will relay brief, emergency messages.
● Students are not permitted to use cell phones to send or receive texts or calls from parents.
   ○ Students or parents who indicate such communication are subject to the CHS discipline plan.

Promotion Requirements
All students are to be enrolled in eight courses per year. Exceptions are made for seniors who qualify for reduced schedules during second semester.

Grade placement for high school students will be determined by the following criteria:
* Sophomore – To be placed in grade 10, a ninth grade student must have successfully completed 4 units.
* Junior – To be placed in grade 11, a tenth grade student must have successfully completed 12 units.
* Senior – To be placed in grade 12, an eleventh grade student must have successfully completed 20 units.
   - Seniors must have twenty credits or be eligible to graduate that year.

Student Parking
Knowing which vehicles belong on campus is one step in ensuring the safety of students and staff at Croatan High School. Visual identification of authorized vehicles assist in this effort. Therefore, before any vehicle may be parked on the campus of Croatan High School, a parking permit must be applied for and obtained.

Obtaining a Parking Permit
● Parking permits are available from the SRO or Principal’s designee.
● To obtain a parking permit, a student needs to present to the SRO or designee, a completed and signed parking permit application, a valid driver’s license, registration card, and $40.00 for the parking fee (non-refundable).
● Notify the SRO of any change in vehicle or tag number.
● If a student driver has his/her license revoked by the state or is unable to drive, the parking permit should be returned to the SRO.
● Replacement cost for a lost or stolen permit is $20.00.

Displaying a Parking Permit
● Once issued, the parking permit must be displayed so as to be clearly visible from the front of the vehicle at all times.
● Parking pass is to remain on registered vehicle only.
● Parking pass is to be displayed prior to the second week of school.
● If a vehicle is driven onto campus that does not have a parking tag it is the student driver’s responsibility to immediately contact the SRO or an Administrator to make proper arrangements to park on campus.
Accidents, Thefts, and Contraband

- If a vehicle is illegally entered into, damaged, or involved in an accident on campus, notify the SRO or an Administrator immediately.
- Students are advised to keep vehicles locked at all times.
- All vehicles on Croatan High School campus are subject to periodic searches. Refer to Policies and Procedures of the Carteret County Public Schools Handbook.

Parking Violations

Operation of student vehicles on Croatan High School campus is a privilege. Improper parking, driving or violation of the terms and conditions in the Student Vehicle Contract will result in loss of driving privileges as follows:

- 1st offense---------------- 5-30 school days
- 2nd offense---------------- remainder of the year.

On-Campus Fundraising

- Food item sales by school clubs are limited to after school hours.
- Sales for outside organizations or individuals are not to be conducted in school.

Student Grievances (Follow this order)

- Discuss the problem with a teacher, coach, or club sponsor.
- Discuss the problem with a counselor.
- Discuss the problem with an administrator.

Student Conduct Guidelines (CHS, 2019-20)

Carteret County Public School System

School disciplinary procedures are designed “to provide a safe and productive learning environment, to continually teach students to respect themselves, others, and property, and to conduct themselves in a manner that fosters their own learning and the learning of those around them” (N.C.G.S. 115C-390.1). Students must respect the law and the rights of others while on any school building or bus, school campus, grounds, recreational area, athletic field, or other property under the control of the local board of education. These standards also apply with respect to student conduct not occurring on educational property when misconduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

- The administrator may recommend longer suspensions on a case-by-case basis with approval from the superintendent and his/her designee, such as for students with multiple offenses across categories or when a single behavior is particularly severe.
- The administrator may also choose alternative consequences in lieu of suspension on a case-by-case basis, such as in-school suspension, restitution (to the extent permitted by law), mediation, peer mediation, conflict resolution, after-school detention, Saturday School, and/or others.
- Any out-of-school suspension will include school counselor notification and reasonable attempts to hold a parent conference (in person or by phone).
The administrator may recommend one day of out-of-school suspension for any minor disciplinary infraction after the student has previously served 10 days of in-school suspension for other violations in the current school year.

Conduct violations listed in Carteret County School Board Policy 4335, Section C, must be reported to law enforcement by the principal. Other misbehaviors listed below will be reported to law enforcement by the principal based on the nature and severity of the offending behavior. Misbehaviors are succinctly defined in the chart below.

Please refer to the designated Carteret County School Board Policy for a complete and proper understanding of a violation. Policies can be accessed on the school system’s web site at www.carteretcountyschools.org or from the school’s main office.

**Types of Discipline Consequences**

1. In School Suspensions (ISS) is only assigned for the whole day. This is applicable to all students full time, early out, or partial schedule.
2. Out of School Suspension-A phone call and letter will be sent home to notify parents of actions and the consequences.
3. Long Term Suspension or Expulsion- Can only be assigned with permission from the Superintendent.

**Assault**
Refer to Carteret County Schools Policies and Procedures

**Cell Phones**
Cell phones are not to be seen or heard in the school from the time the student enters in the morning until 3:15.
1st offense – 1 day of ISS
2nd offense – 2 days of ISS
3rd and subsequent offenses – 1 days OSS and/or Principal Discretion

**Cheating, Plagiarism, Falsification**
Refer to Carteret County Schools Policies and Procedures

*Students who violate the policy will receive the following:*
- No credit given for the assignment
- Six weeks conduct grade of U
- Assignment cannot be made up
- Parents and principal notified

**Disruption of School**
Refer to Carteret County Schools Policies and Procedures

**Dress Code**
Extreme styles in clothing and grooming may be detrimental to the education process, discipline, and morale of the school. Therefore, students are expected to dress appropriately. Students who violate dress code are subject to disciplinary measures.
The following are considered inappropriate for school: bare midriffs, strapless tops/dresses, short shorts/skirts, spaghetti straps, tank tops with straps less than 2 fingers wide, sunglasses, hats, bandanas or other headgear, low-cut tops; skin-tight skirts/dress outfits, skin-tight leggings/yoga pants (lycra, spandex, etc.), visible undergarments; pajamas, house clothes or house shoes; and pants worn below the waist.

For consistency, Croatan students have a general guide for shorts, jeans, skirts, and dresses:

- Shorts may not be shorter than your closed fist with arms rested by your side.
- Skirts and dresses may not be shorter (front or back) than your extended fingertips with arms rested by your side.
- Leggings may be worn with a top or dress, but those tops and dresses must not be shorter (front or back) than your extended fingertips with arms rested by your side.
- Jeans with small tears are permitted but holes, tears or rips are only allowed below the fingertips. Jeans with large rips and holes are not permitted. Shorts may not have holes, rips, or tears.

School policy prohibits messages, designs, gestures, or pictures, which are disruptive to the education process, OR contain, but are not limited to any of the following:

- profanity/obscenity
- beer or liquor, references to alcohol use
- tobacco
- drugs, drug paraphernalia
- sexual connotations
- gang related apparel
- Confederate flags

Physical Education Classes
Croatan policy is that all students will wear approved PE uniforms or approved attire. Students who do not wear appropriate PE attire will be sent to ALC. Since they are not in PE class, the period will count as an unexcused absence. Repeated PE dress code violations will be considered insubordination.

Students in violation of the dress code requirement will be sent to the Student Center and will remain until the end of the day. This does not include students who are in violation of the Physical Education Dress Code. Absences from classes during this time will be UNEXCUSED.

Electronic Devices
Personal electronic devices are not permitted in the building and classrooms. School issued Chromebooks are for educational use only. Chromebook use is not permitted in the cafeteria during lunch periods. Headphones in the cafeteria and hallways are not permitted.

Gambling
Gambling is prohibited

Inappropriate Language
Inappropriate language and gestures will not be tolerated.
Insubordination
Students are expected to comply with the directions of the principal, teachers, substitute teachers, teacher’s assistants, and school personnel in authority.

Narcotics, Alcohol, Controlled Substances
Refer to Carteret County Schools Policies and Procedures

Public Displays of Affection
Public displays of affection are inappropriate on the school campus, school buses, or at sponsored activities.

Skipping
Includes:
- Not reporting to class or other required location.
- Going somewhere other than the destination directed by a teacher, other school personnel including being sent to ALC room, or as required by the schedule.

Suspension
Students who have been suspended from any Carteret County school may not go on any school campus or participate in any school-sponsored activity during the time of suspension.

Schoolwork missed during the suspension may be made up in a timely manner within parameters established between teacher and student. The student is responsible to make the arrangements.

Tardies
Unexcused tardy to school or class
- 1st offense – Sent to ALC-Warning
- 2nd offense – 1 day ISS
- 3rd and subsequent offenses – 2 days ISS

Theft and Damage
Refer to Carteret County Schools Policies and Procedures

Threats
Refer to Carteret County Schools Policies and Procedures

Tobacco
Refer to Carteret County Schools Policies and Procedures

Trespassing
Refer to Carteret County Schools Policies and Procedures
Bell Schedules

<table>
<thead>
<tr>
<th>Regular Daily Bell Schedule</th>
<th>2-hour Delay Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period 1</strong> 8:00 – 9:30</td>
<td><strong>1st Period</strong> 10:00-11:00</td>
</tr>
<tr>
<td><strong>Period 2</strong> 9:35 – 11:05</td>
<td><strong>3rd Period</strong></td>
</tr>
<tr>
<td><strong>Period 3</strong> 11:10 – 1:07</td>
<td><strong>1st lunch:</strong> lunch 11:00-11:27</td>
</tr>
<tr>
<td><strong>1st Lunch:</strong> Lunch 11:05 – 11:32</td>
<td><strong>Class</strong> 11:32-12:32</td>
</tr>
<tr>
<td>Class 11:37 – 1:07</td>
<td><strong>2nd lunch:</strong> class 11:05-11:35</td>
</tr>
<tr>
<td><strong>2nd Lunch:</strong> Class 11:10 – 11:42</td>
<td><strong>Lunch</strong> 11:35-12:00</td>
</tr>
<tr>
<td>Lunch 11:42 – 12:07</td>
<td><strong>Class</strong> 12:02-12:32</td>
</tr>
<tr>
<td>Class 12:09 – 1:07</td>
<td><strong>3rd lunch:</strong> Class 11:05-12:05</td>
</tr>
<tr>
<td><strong>3rd lunch:</strong> Class 11:10 – 12:40</td>
<td><strong>Lunch</strong> 12:05-12:32</td>
</tr>
<tr>
<td>Lunch 12:40 – 1:07</td>
<td><strong>2nd Period</strong> 12:37-1:37</td>
</tr>
<tr>
<td>Period 4 1:12 – 2:45</td>
<td><strong>4th period</strong> 1:42-2:45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Early Release</th>
<th>Afternoon Activity Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Period</strong> 8:00-8:45</td>
<td><strong>1st Period</strong> 8:00-9:16</td>
</tr>
<tr>
<td><strong>2nd Period</strong> 8:50-9:35</td>
<td><strong>2nd Period</strong> 9:21-10:37</td>
</tr>
<tr>
<td><strong>3rd Period</strong> 9:40-10:25</td>
<td><strong>3rd Period</strong></td>
</tr>
<tr>
<td><strong>Announce</strong> 10:30-10:33</td>
<td><strong>1st lunch:</strong> 10:37-11:04</td>
</tr>
<tr>
<td><strong>4th period</strong> 10:33-11:18</td>
<td><strong>Class</strong> 11:09-12:25</td>
</tr>
<tr>
<td>Only lunch 11:18-11:45</td>
<td><strong>2nd lunch:</strong> 10:42-11:17</td>
</tr>
<tr>
<td></td>
<td><strong>Lunch</strong> 11:17- 11:42</td>
</tr>
<tr>
<td></td>
<td><strong>class</strong> 11:44-12:25</td>
</tr>
<tr>
<td></td>
<td><strong>3rd lunch:</strong> 10:42-11:58</td>
</tr>
<tr>
<td></td>
<td><strong>Lunch</strong> 11:58-12:25</td>
</tr>
<tr>
<td></td>
<td><strong>4th period</strong> 12:30-1:49</td>
</tr>
<tr>
<td></td>
<td><strong>Activity</strong> 1:53-2:45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 hour Delay</th>
<th>Early Release Activity Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Period:</strong> 9:00-10:15</td>
<td><strong>1st period</strong> 8:00-8:35</td>
</tr>
<tr>
<td><strong>2nd Period:</strong> 10:20-11:35</td>
<td><strong>2nd period</strong> 8:40-9:15</td>
</tr>
<tr>
<td><strong>3rd Period</strong></td>
<td><strong>3rd period</strong> 9:20- 9:55</td>
</tr>
<tr>
<td><strong>1st lunch:</strong> 11:35-12:02</td>
<td><strong>4th period</strong> 10:00-10:38</td>
</tr>
<tr>
<td>class 12:07-1:22</td>
<td><strong>Activity Period</strong> 10:38-11:18</td>
</tr>
<tr>
<td><strong>2nd lunch:</strong> class 11:40-12:10</td>
<td>Students not participating will stay in 4th period.</td>
</tr>
<tr>
<td>Lunch 12:10- 12:37</td>
<td></td>
</tr>
<tr>
<td>class 12:42-1:22</td>
<td></td>
</tr>
<tr>
<td><strong>3rd lunch:</strong> class 11:40-12:55</td>
<td></td>
</tr>
<tr>
<td>Lunch 12:55-1:22</td>
<td></td>
</tr>
<tr>
<td><strong>4th period</strong> 1:27-2:45</td>
<td></td>
</tr>
</tbody>
</table>

**Schedule changes due to special events will be communicated prior to the event.**
(Awards Day, Picnics, Special Celebrations, etc.)