

Policies, Procedures and Services (CHS, 2011)

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

- Students need two books:
 1. *Carteret County Public School System Parent/Student Handbook (hard copy).*
 2. *Croatan High School Student Handbook (online).*
- **STUDENTS AND PARENTS SHOULD READ BOTH BOOKS.**
- To avoid repetition, county policy is not presented in detail in the Croatan High School 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.*

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.

Book Bags

- Book bags are allowed for transporting books to and from school but are not to be used during the school day. Students must leave their book bags in their locker.

Cafeteria

- 🕒 Report to the cafeteria during the lunch period assigned according to third period class. Students must remain in the cafeteria area.
- 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.

Drop / Add

- **Student may not drop a class after the fifth day without consequence.** This is state policy.
- A class dropped after day five 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.

Gymnasium and Physical Education Venues

- The standards of conduct for the classroom extend to the gym.

- **Students who do not have appropriate attire for PE will be sent to ALC. This will be counted as an unexcused absence from the class. Repeated offenses will result in ISS.**
- 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:

- Lockers are available to students.
- *Only school locks may be used on CHS lockers.*
- Replacement lock is \$5.00.
- 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.

The Media Center

Croatan High School students are encouraged to visit their media center often. In addition to finding books for research and pleasure reading, students can read magazines or use the computers. The media center is open during the school day and usually before and after school.

Guidelines:

- Students may check out three books for two weeks, unless the book is a reference book. Reference books may only be checked out "overnight".
- 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.

Telephones

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 TO SEND OR RECEIVE TEXTS OR CALLS FROM THEIR PARENTS.

- Students or parents who indicate such communication are subject to the CHS discipline plan.

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 \$25.00 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 \$1.00.

Displaying a Parking Hang Tag

- Once issued, the parking permit must be hung from the rearview mirror, so as to be clearly visible from the front of the vehicle at all times.
- Parking tag is to remain on registered vehicle only.
- Parking tag 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 days
 - 2nd offense----- 30 days
 - 3rd offense----- remainder of the year.

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 state will pay the tuition for each student to take driver's education only once.

Students must meet the following criteria:

1. Must be a resident of Carteret County.

2. Must be at least 14.5 years old.
3. 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. If a student is removed from the program for disciplinary reasons or drops out for any reason, the student will have to pay a private driving school for instruction if the student chooses to repeat it at a later date.

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 fire drills and tornado 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.

On-Campus Fund Raising

- Candy 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

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