

Clayton High School

600 S. Fayetteville Street
Clayton, North Carolina 27520
919-553-4064 (office)
919-553-2563 (fax)

Class of 2017

Class of 2018

Class of 2019

Class of 2020

Student and Parent Handbook



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--<https://www.facebook.com/Clayton-High-School-391060924436033/>



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Follow CHS on Instagram: [@chscomets](#)

Mission Statement

Empowering All Students to Become Successful in a Global Society

Vision

The vision of Clayton High School is to:

1. create an atmosphere of inclusion which will foster the acceptance of diverse students
2. promote students to become members of a global community
3. commit to common goals for the improvement and advancement of 21st Century skills to facilitate student success
4. cultivate CHS Faculty members to act as leaders by searching for innovative strategies which will encourage students to become independent learners and leaders.

Quick Facts

Mascot - "Blue Comets"

School - Colors Blue and White

Yearbook - The Clahischo

Newspaper - The Comet Pride

Literary Magazine - TouCHStone

Drama - "The Curtain Call Theatre Company"

Band - "The Marching Comets"

THE CHS WAY -- FACULTY COMMITMENT

- We will work collectively to meet the academic, behavioral, and social needs of all students.
- We will recognize that the status quo promotes stagnation and worse, defeatism in groups of students that are left out -- we will not be the same just for the sake of being the same
- We will communicate effectively with all stakeholders
- We will embrace change as we know that change yields breakthroughs
- We will make decisions that align with our vision of what we want for our school and our students
- We will facilitate opportunities for students to actively serve in our community and will seek to build partnerships with community groups and businesses

Non-Discriminatory Statement

Employees or students of Johnston County Schools who feel that they have been discriminated against because of their sex, race, or handicapping condition should contact:

Dolores Gill

Post Office Box 1336,

Smithfield NC 27577

919-934-6031

COMETS SCHEDULES

DAY 1 -- August 29th, 2016

First Bell	7:10
ADVISORY	7:15- 8:05
1st BLOCK	8:10 - 9:30
2nd BLOCK	9:35 - 10:55
3rd BLOCK	11:00 - 12:55
1st Lunch	11:25 - 11:55
2nd Lunch	11:55 - 12:25
3rd Lunch	12:25 - 12:55
4th BLOCK	1:00 - 2:20

DAYS 2 - 5 (August 30 - September 2)

First Bell	7:10
1st BLOCK	7:15 - 8:35
ADVISORY	8:40 - 9:30
2nd BLOCK	9:35 - 10:55
3rd BLOCK	11:00 - 12:55
1st Lunch	11:25 - 11:55
2nd Lunch	11:55 - 12:25
3rd Lunch	12:25 - 12:55
4th BLOCK	1:00 - 2:20

DAYS 6 - 10 (September 6 - September 12)

First Bell	7:10
1st BLOCK	7:15- 8:45
ADVISORY	8:50 - 9:00
2nd BLOCK	9:05 - 10:35
3rd BLOCK	10:35 - 12:55
1st Lunch	10:35 - 11:05 (Tardy 11:10)
2nd Lunch	11:40 - 12:10
3rd Lunch	12:10 - 12:40
4th BLOCK	12:45 - 2:20

DAILY COMETS SCHEDULE (Day 11 on)

First Bell	7:10
1st BLOCK	7:15 - 8:40
2nd BLOCK	8:45 - 10:10
3rd BLOCK	10:15 - 11:40
COMET TIME	11:40 - 12:50
COMET A	11:40 - 12:14
	Transition Bell from CT A to CT B: 12:14 - 12:16
COMET B	12:16 - 12:50
4th BLOCK	12:55 - 2:20

Academic Important Dates

<i>Progress Report / Grading Period Dates</i> <i>Fall</i>	<i>Report Card Dates</i> <i>Fall</i>	<i>Progress Report Dates</i> <i>Spring</i>	<i>Report Card Dates</i> <i>Spring</i>
PR 1 -- September 19		PR 5 -- February 20	
PR 2 -- October 7		PR 6 -- March 13	
(END OF GRADING PERIOD 1) -- OCTOBER 28	November 8	(END OF GRADING PERIOD 3) -- MARCH 30	April 17
PR 3 -- November 21		PR 7 -- May 1	
PR 4 -- December 15		PR 8 -- May 22	
(END OF GRADING PERIOD 2) -- JANUARY 25	February 6	END OF SCHOOL -- JUNE 8	June 9

Other Important Dates

Monday, September 5, 2016 -- Holiday (Labor Day)

Tuesday, September 13, 2016 -- 5:30 - 7:30 PM -- Open House (Fall)

Friday, September 23, 2016 -- Student Early Release

September 26 - 30, 2016 -- Homecoming Week

Tuesday, October 18, 2016 -- Student Early Release

Wednesday, October 19, 2016 -- PSAT Administration

Monday, October 31, 2016 -- Teacher Workday

Tuesday, November 8, 2016 -- Election Day, Student Early Release

Friday, November 11, 2016 -- Holiday (Veteran's Day)

November 23 - 25, 2016 -- Thanksgiving Holiday Break

Friday, December 16, 2016 -- Early Dismissal (Faculty and Students)

December 17 - January 1, 2017 -- Holiday Break

Monday, January 2, 2017 -- Teacher Workday

Monday, January 16, 2017 -- Holiday (Martin Luther King Day)

January 19 - 25, 2017 -- 1st Semester Exams

Thursday, January 26 & Friday, January 27, 2017 -- Teacher Workdays

Thursday, February 23, 2017 -- Student Early Release

Friday, March 31, 2017 -- Teacher Workday

April 10 - 14, 2017 -- SPRING BREAK

Friday, April 28, 2017 -- Prom, 7 - 11 PM @ Raleigh Crabree Marriott

Monday, May 29, 2017 -- Holiday (Memorial Day)

June 2 - June 8, 2017 -- 2nd Semester Exams

Thursday, June 8, 2017 -- Last day of school, Early Dismissal

Friday, June 9, 2017 -- GRADUATION DAY!

SECTION 2 -- SCHOOL PROCESSES

Student Arrival

Students may enter the building at 6:45 daily and should be in class by 7:15. Any students that arrive after 7:20 must report to the front office to check in through our attendance procedures.

Carpool:

If you are a car rider, remember that car riders can be dropped off either at the front door or beside the main gym starting at 6:45. A map detailing these two patterns can be seen [HERE](#). All student drop offs should enter the campus from the Fayetteville Street entrance. Dropping off students on the streets or other parking lots is not permitted.

Buses:

All buses will unload and load in the lot near the tennis courts. Students that have bus issues should see Mr. Chapman or report to the guidance office to report address or route concerns.

Student Drivers:

Students who drive and park in the N lot near the greenhouse should also enter off of Fayetteville Street. All other students who drive to campus should enter from Robertson Street entrances. Students who park near the soccer or baseball fields should enter near Walgreens and those who park in the softball lot should enter between the baseball and softball fields. Please allow yourself time to drive safely and please be patient in the event of long lines. The Johnston County Sheriff's Department and the Clayton Police Department will help to move traffic as efficiently as possible.

Student Departures

Carpool Dismissal:

Car riders should be picked up from 2:25 - 2:45. We are implementing a new dismissal process this year. 9th and 10th grade students should be picked up outside the front office and breezeway areas. 11th - 12th grade students being picked up should be picked up beside the main gym. Hopefully, this will reduce the number of backups created by parents and students not being in the same location. Staff will be on site to assist in keeping traffic moving.

Bus Rider Dismissal:

Students that ride the bus should report immediately after the dismissal bell to the tennis court lot to load the buses for departure.

Student Driver Dismissal:

Students who drive should follow the signs and directions for leaving campus. Students should not drive vehicles across lanes and should not utilize non-approved exits.

Early Dismissal From School:

If you know in advance that you will be leaving early, you should bring a note from your parent/guardian to the attendance counselor on A hall prior to 7:10 AM and get an early dismissal form. **If you are tardy to class as a result of going to the Attendance office, you will not be excused, and a tardy will be issued.** When the time for departure comes, you will show the form to your teacher and report to the front office to sign out. If you are driving yourself, you may then leave after signing out. If your parent/guardian is coming to get you, that individual will sign you out once he/she arrives.

If you do not know in advance that you will be leaving (i.e. sickness), an early departure form will be filled out in the front office and signed by you once an adult has made phone contact with your parent/guardian and permission to leave has been granted. If a parent/guardian comes to school to pick you up unexpectedly, an early departure form will be filled out in the front office and you will be called to the front office to sign out.

For dismissals or late arrivals during the school day, all students and parents must enter through the main entrance at the front of the building. Students will not be allowed to check out after 2:00pm due to traffic and release safety considerations.

Forged Notes

Students discovered turning in forged notes will no longer be allowed to turn in a parental note following an absence. Instead, parent contact will be required to excuse an absence. **Forgery is also a discipline problem, and the student will be referred to administration.**

School Buses

Riding a public school bus is a privilege. Students who do not comply with the rules and regulations may lose this privilege. If a student loses his/her privilege to ride the school bus, the parent or legal guardian will be notified by an assistant principal. The Johnston County Code of Student Conduct applies to any student who is on a school bus, activity bus, or at a bus stop.

If you have any questions regarding a school bus, such as which bus you should ride, or where a bus stop is located, please see an administrator. Only students who have completed a Transportation Information Management System form are permitted to ride a school bus. If you need one of these forms, see an administrator. Students wishing to ride home with another student must provide a note from their parent and this note must be signed by an administrator before riding.

Student Attendance & Expectations

Consistent and regular attendance is vital for academic success. Please do everything that you can to ensure students attend school. Should a student miss a class, students are expected to make up work with teachers within the timeframe established by teachers. Below are details about student attendance:

- Students cannot miss more than 4 days (excused or unexcused) in a nine week term and receive a passing grade without a waiver. Students are given the opportunity to make up absences during COMET TIME.
- A student who attends COMET “earns” back an absence for every two tutorials s/he attends,

but this prevents a student from being eligible to receive any perfect attendance awards at the end of the school year.

- Any student that was absent the previous day does not have to produce a form from the Attendance Office. If a student is absent, quite simply they were absent. The reason does not matter except for in the waiver process (with the exception of a school function).
- **ANY STUDENT THAT MISSES MORE THAN 4 CLASS PERIODS IN A 9 WEEKS MUST COMPLETE A WAIVER FORM**
- The waiver form is the responsibility of the student
- The only notes that will be accepted for the purpose of waivers is a professional note from a licensed medical professional or a legal document from court.
- Each teacher has the right to determine the grace period for students to make up missed work due to absence, but this grace period can not be any shorter than two days for each day the student was absent. All makeup work should be completed during the grading period in which the work is assigned unless there are extenuating circumstances recognized.
- A list of students who will be absent from class due to participation in school-related activities is published and distributed to the faculty and administration by the sponsoring teacher at least five days prior to the event. Students participating in school related activities are counted present although they are absent from class. The student's absence is to be noted in the teacher's records in case there are questions at a later date concerning the student's performance in that class. Before leaving school on the day of the trip, the sponsoring teacher gives the Attendance officer and the PowerSchool data manager a list of any students who are absent from the scheduled trip.
- Students who are not performing well may not be allowed to attend school trips.
- A student must be present for at least half of the class (45 minutes) to be counted present for that class.
- Two tardies constitute one absence.
- If after the waiver process, the student has more than 4 absences for the 9 weeks or 8 absences total for the course, the highest grade that the student can earn is a 59.
- Please remind any student athletes of the attendance rule to be eligible for athletics (no more than 13 per semester).

Homework Assignments During Absences

If a student knows that he/she will be absent for several days, it is possible for homework assignments to be sent home. Arrangements for assignments must be made through the Registrar, Ms. Mullins. Any student who is truant, skips class(es), or leaves school without permission could receive a "0" for class(es) missed.

TARDIES

Reporting to class after the tardy bell has rung will result in you being counted tardy. **You are expected to be in the classroom ready to work when the bell rings.** If you are less than 5 minutes late to first block, you should go directly to class. In this situation, your teacher will simply admit you to class and document that you were tardy. If you are more than five minutes late, you must first report to the front office to be processed. You will be given an admit slip to class after being processed, and you will need this slip in order to be admitted to class. **REMEMBER, IF YOU MISS MORE THAN THIRTY (30) MINUTES YOU ARE CONSIDERED ABSENT, NOT TARDY!!** For all of your classes, including homeroom, two tardies equal one absence. You cannot miss more than eight (8) days in a semester without a waiver. Therefore, it is very important that you get to class on-time. If you accumulate several absences (either due to tardies or regular absences from school, or a

combination of the two) you will need to make up some of those absences by attending **tutorials during COMET TIME**. At the end of the semester, any absences due to tardies **will not** be considered an “unusual situation.”

Repeated tardies could result in the suspension of driving/parking privileges!!!

Tardy Policy

- 1st - Warning, ½ COMET detention (possible)
- 2nd - Warning, ½ COMET detention (possible)
- 3rd - One day centralized COMET detention
- 4th - One day centralized COMET detention
- 5th - Two day centralized COMET detention
- 6th - Two day centralized COMET detention
- 7th - Discipline referral to Admin

Signature Verification Cards:

Signature verification cards are required in order for the office to accept a valid absence request or early release request. The card should be signed by both the student and the student's parent(s) or guardian(s). The card must be signed at school. These cards may be signed during Open House, on parent visits, and during pre-registration. Signature verification cards must be in place before early release notes or absence notes can be accepted. They may not be taken home to be signed. All notes are subject to signature verification. Forging a note will result in appropriate disciplinary action by the administration.

Educational Opportunity Absences:

Seniors who wish to visit colleges and universities should do so on teacher workdays, vacation days, and holidays if at all possible. If the visit absolutely must be scheduled on a school day, it must be pre-approved by the principal in order to be counted as an educational opportunity rather than an unexcused absence.

Medication

- All prescription medication should be brought to Ms. Julia Bucklin (school nurse) or the main office in its original container with a note from the doctor describing how to dispense it.
- Students who are on medication or prescription drugs of any type should notify the office. That notification should be in writing from their parent/guardian and physician. If it is necessary for a student to bring medication of any type to school, it should be left in the office to be administered at the appropriate time. Documentation from a physician will be required in order to dispense prescription medications. Possession of prescription medication on campus is a serious offense and may result in suspension.
- Any students with a chronic illness should notify Ms. Bucklin and/or the grade level counselor.

SECTION 3: STUDENT CODE OF CONDUCT

Non-Negotiables

Appendix A of this Handbook list the Student Code of Conduct. In an effort to simplify much of this information, the expectations of this school include 4 non-negotiables (i.e. offenses that will result in significant consequences up to and including Long-Term Suspensions and Recommendations to Alternative School). In addition, violation of these rules will in most cases, result in legal charges being pressed by the school.

1. **Drugs** -- The selling, distribution, use, or sharing of illegal drugs or illegal prescription medication will not be tolerated. Students are encouraged to be vigilant in reporting any drug activity to trusted adults in the building including teachers, administrators, and/or the School Resource Officer.
2. **Gangs** -- Any students that engage in gang type behavior including representing, recruitment, wearing of gang affiliated colors or dress, hazing, or physical or verbal intimidation of others is grounds for immediate out-of-school suspension and/or placement at alternative school/expulsion.
3. **Fighting** -- In a school the size of ours, it is inevitable that some people will not get along. However, you will not solve problems or disagreements at this school by physically pushing, hitting, grabbing, striking, kicking, or any other manner becoming combative with another student, faculty member, or adult. You must learn to manage your emotions without becoming involved in verbal or physical altercations. In addition, the videotaping, recording, streaming, or even instagating any disruption to normal school activities will result in consequences as well.
4. **Disrespect of Faculty/Staff** -- The faculty and staff of CHS have committed to helping all students be successful. If you feel that a staff member is not helping you then that does not give you the right to be disrespectful. It is the expectation that all students follow directives of adults. Failure to do so will result in consequences.

Dress Code

Students are expected to dress in clothing that is appropriate for school. Clothing that disrupts the educational process will not be tolerated. If in doubt, don't wear it. Students will be warned and asked to comply if they are in violation of the dress code. Further infractions will result in disciplinary action. Please refer to the dress code policy located in the handbook.

Cell Phones and Electronic Devices

Student use of cell phone is permissible during the following times utilizing the proper procedures:

- Students can NOT be on the phone talking on a cellular device
- Students MAY have phones out during class changes and use them provided they follow these simple guidelines:
 - No music or videos playing out loud -- earbuds must be used
 - One earbud must be out at all times for safety concerns
 - Students may not live stream, record, take unsolicited photographs, etc.

- Any student that posts to any social media site any thing that is lewd, violates the rights of others, including adults, or depicts the school in a negative manner is subject to disciplinary action
- **USE OF CELL PHONES IN A CLASSROOM IS ONLY ALLOWED AT THE DESCRETION OF THE TEACHER -- THE TEACHER'S RULES AND EXPECTATIONS ARE TO BE FOLLOWED WHEN IN THAT CLASS!**
- Devices Causing Noise or Disturbance--Bringing into a school building or using during the regular school day any whistle, bell, digital paging device, beeper, walkie-talkie, cellular telephone, tablet, laptop, MP3 player, iPod, scanner, laser pointer, or other device used to create noise or disturbance without the written permission from the principal of the school shall face disciplinary action. The parent/legal guardian shall sign the permission form and the school shall have no liability for any lost, damaged, or stolen items.
- Students may not employ the photographic, videographic, audio recording or reproduction capacity of any electronic device for the purposes of photographing, video capture, recording of reproduction of the same of any student or staff person without the express consent of the staff person, or under the supervision of a teacher or administrator. This section applies at all times while on school premise including school buses or at school sponsored events regardless of location.
- Telephones are **NOT TO BE USED** by students during class time. If you need to call home, in the case of an emergency, you should get permission to go to the ACC to make a call. At no time is a student allowed to use a classroom phone unless teacher permission has been given.

Social Media

Students should be aware the postings on any type of social media the result in the disruption of any school processes or functions can lead to school disciplinary consequences as well as, possibly legal ramifications. Students should be wise in how they utilize social media. Actions like cyberbullying and abusive communication will not be tolerated.

Discipline

Students are expected to follow all CHS rules at all times. Students who are referred to the office for disciplinary action will receive a copy of the referral detailing the infraction and the punishment they received. **The student is responsible for sharing that information with the parent(s).** Parents will be contacted by the administration in the event of ISS or OSS, or when circumstances warrant.

Hall Passes

Students should NOT be outside of a classroom during class time without an official hall pass. Students will be stopped and asked for a pass whenever they are in a non-class area during class time. All teachers have been instructed to issue hall passes to students whenever they are going on an errand, to the office, to the library, etc. It is the responsibility of the student to have a proper hall pass. If a student is stopped and does not have a proper pass, the student will be held responsible for being in an unassigned area. Hall passes will be monitored by the administration.

Unauthorized Areas For Students

No student should be in a teacher lounge or teacher restroom for any reason. No student should be in the teacher workroom unsupervised. Teacher mailboxes are off-limits for all students, including Teacher Assistants. Students should not be in the parking lots or the halls during lunch. Being in any of these unauthorized areas could result in disciplinary action.

Due to the CTL Academy, CHS students should not enter lower D hall. The only exception to this may be students taking Health Science classes.

The school **does** have jurisdiction over the dirt parking lot across from CHS on the corner of Hamby and Fayetteville Street. You **are not** allowed to smoke in this area or go over there after school and then return to school. If you do and are caught, you are subject to disciplinary action.

Students should not congregate in areas designated as off-limits throughout the day. Teachers and staff will help to identify these areas.

Leaving Campus/Skipping Class

Students who leave campus after being on school grounds, skip class or found in an unauthorized area on campus will be subject to the following consequences: Students that violate this rule will face consequences up to and including out of school suspension.

Student ID Cards

Students are expected to have their identification cards with them at **ALL TIMES** while on campus or any campus event. **ID cards will be needed when purchasing lunch, checking books out of the media center, and checking students into or out of, school.** All students will be provided with an ID card at the beginning of school free of charge. If any student needs a replacement card for any reason during the school year, there will be a five dollar replacement fee. If you need a replacement card see the guidance counselor registrar.

STUDENTS ARE NOT PERMITTED TO USE ANOTHER STUDENT'S CARD, OR TO LET SOMEONE ELSE USE THEIR CARD.

If a faculty/staff member asks a student to present their card, they must comply with this request. Failure to do so could result in disciplinary action.

TOBACCO-- SMOKING/CHEWING/E-CIGARETTES

The use or possession of tobacco products in any form on the school premises or school bus by any student is not permitted. Johnston County has adopted a policy prohibiting the possession and/or use of tobacco by anyone on the school campus. Students who violate this policy may expect the following procedures:

- The product will be confiscated.
- The parents and guardians will be notified.
- Student will face disciplinary consequences up to and including out-of-school suspension

SECTION 4: GENERAL INFORMATION

Lunch/Cafeteria

The cafeteria is open on a daily basis for use by all members of the Clayton High family. Students are allowed to eat their lunches in the dining room, outside in the courtyard and in teacher's classrooms **as long as their trash is disposed of properly**. Students **SHOULD** have their ID cards with them every day in order to keep the lines moving as quickly as possible. Students may not borrow another student's ID card. **Whether eating in the cafeteria or not, students are not allowed to have delivered fast food from off-campus**. Failure to comply with these rules will result in disciplinary action being taken.

Meal Prices for the 2016-2017 School Year

Breakfast	Full Price	Reduced	Lunch	Full Price	Reduced
K-12	\$1.35	Free	9-12	\$2.30	\$0.40

Adult-breakfast and lunch = A la carte per item.

During lunch, students are to be in the following places only (during the 3 lunch schedule)

1. Cafeteria
2. Courtyard area between cafeteria, football field, and building
3. Hallway between gym and cafeteria (during inclement weather)

NO ONE SHOULD BE IN THE LOBBY OF THE OLD GYM

4. Media Center

Food and Drink

Students are allowed to bring food into the classroom during classes at the discretion of the teacher and during COMET TIME. Students may **NOT** eat in the hallways and are expected to clean up trash after themselves.

Clayton High School Policy on Cheating

The first time a student is discovered cheating, a zero may be given, the teacher will write a referral to the appropriate administrator, and appropriate action will be taken. This may include In-School or Out-of-School Suspension. That student's work will be kept on file and the administrator will contact the student's parents. If a second offense occurs in any class, a zero may be given, a referral will be written to the appropriate administrator, the work will be kept on file, a parent conference will be held, and Out-of-School Suspension will be assigned. All subsequent offenses, in any class, may result in additional Out-of-School Suspension.

Locks AND Lockers

Each student who wishes to use a locker will be assigned a lock and locker by his or her homeroom teacher. There is a \$2.00 fee for using a lock and locker. Students must have the lock on their locker at all times. Failure to have a lock on your locker at all times may result in loss of personal property and the loss of your use of a locker. Lockers will be checked at the end of school to ensure that they are clean and that the original lock is still in place.

Only the lock issued by the school is allowed on your locker. Any locks not issued by the school will be removed. Stickers, graffiti, etc. are not to be put on, or inside, any locker. Locks and lockers are the property of Clayton High School and are subject to periodic inspection by school officials. Lockers may be opened by school administrators without student consent. Every student is responsible for the contents of his or her own locker and may not permit any other student to use the locker. Anything found in the locker will be the responsibility of the student to whom the locker is assigned. **Sharing of lockers is not permitted.**

Loss of School Property

Clayton High School makes a special effort to keep up with all important belongings. Students losing any school property, textbooks and otherwise, will be charged the fair price of such property. Anytime, except at lunch, that a student's textbooks are found lying around on lockers, in the gym, etc., they will be turned in to Lost and Found, which is located in the main office. The student will have to go to the office to reclaim his/her book(s). Use of locks and lockers will prevent problems of this type from taking place, **especially in PE classes.**

Textbooks

Textbooks are school property. Each student is responsible for the care of his/her textbooks. If a student's textbooks are damaged or lost, the student is required by law to pay for his/her damaged or lost books.

Fees

1. Students will not be required to pay any supply fees in most of their classes.
2. Fees may be charged for individual vocational courses.
3. Student insurance is optional for students.
4. The purchase of school pictures, jewelry, and publications is optional for students.
5. All graduation fees will be included in a packaged price. This package will be given to seniors as soon as it is available.
6. Fees will be charged for lost or damaged textbooks.
7. There will be a \$2.00 locker rental fee required of every student who wishes to use a locker.
8. There is a \$3.00 fee for lost locks.
9. Some clubs require dues.
10. Unpaid fees will prevent the distribution of report cards and/or participating in graduation.

Visitors

CLAYTON HIGH SCHOOL IS A CLOSED CAMPUS. Students are not to invite other people to visit during the school year. All visitors are to report to the main office upon arriving on campus. Any individual on campus, including the parking lots, without an official purpose approved by administration, will be asked to leave campus immediately. Failure to do so will result in prosecution. This policy applies to those who wish to eat lunch with a student here at Clayton High School - Administrative approval is necessary.

School Resource Officer (SRO)

Our School Resource Officer has an office located on the end of B-Hall. The SRO will be available for student counseling as needed. If you need to meet with the SRO, please see an administrator or the SRO to set an appointment.

Severe Weather Information

In the event of a tornado, severe thunderstorm, or other dangerous weather situations, Clayton High School has a plan for moving the student body to areas considered safe. Your teachers will spend time with you during the first month of school going over these areas, and we ask your cooperation in the event of an emergency.

Student Automobiles / Driving Eligibility Certificates

Driving to school is a privilege. With each privilege there is a responsibility. The use of any student automobile resulting in the violation of any school or school system policy may result in the suspension of driving privileges for the offenders. In addition, vehicles on campus are subject to search by school officials and/or law enforcement personnel when there is reasonable suspicion of a school violation.

Remember, driving and parking on campus are privileges. If these privileges are abused, the student may have his/her parking privileges suspended, be assigned time in the ALC, and/or be suspended from school. Any careless or reckless driving by a student on campus or on school entries or exits will be reported to the police.

As of 8/1/98, all students under the age of 18 who have a driving permit or license issued under the Graduated Driver's License guidelines must maintain adequate academic progress in order to keep a driving permit or license. A student who drops out of school or does not make adequate progress each semester will have his/her permit or license revoked.

As of 8/1/98, the Division of Motor Vehicles will not issue a permit or license unless the student has a Driving Eligibility Certificate (DEC). The DEC is issued by the principal's designee. This certificate will be given to students who are enrolled in school and have demonstrated adequate progress.

When coming to the main office for a Driving Eligibility Certificate, you need to bring the following: 1) Driver's Education Certificate, 2) original birth certificate, 3) a copy of your report card from the previous semester (for example: if coming to the office for the DEC in October, bring your report card from May). You will also need to bring your parent/guardian because they have to sign the form in the presence of the designee.

Students must have passing grades on 70% or more of the expected standard course load. For example, students on a 4x4 block schedule must pass three (3) courses each semester.

Please give at least 24 hours' notice when requesting a Driving Eligibility Certificate so that your request can be met in a timely manner.

As of 7/1/2000 House Bill 57 (the "Lose Control, Lose Your License" bill) requires a student's license or permit to be suspended for one year if he/she is given a suspension or placement in an alternative educational setting of longer than 10 days for possession/sale of alcohol or controlled substances on school property, bringing/possessing/using a weapon on school property, or assaulting school personnel on school property.

Driving and Parking Regulations

Regulations

1. Student parking assignments will be on a first come basis. We will begin sales with the seniors, followed by the juniors and the sophomores.
2. Each student will have their choice of a parking space as long as that space is available. There are no guarantees for a particular space. When all spaces are sold, the first person on the waiting list will be the next to purchase when a space becomes available.
3. All vehicles parked on campus must be registered and must display a decal for the current year issued by the school. The decal shall be displayed above the inspection sticker on the inside of the driver's side.
4. All decals will be purchased from the school on dates to be announced. Cost for parking will be \$75.00. If a parking space is purchased during the second semester, the price will be half or \$37.50.
5. A replacement decal will be issued by the school only if the vehicle is traded or windshield replaced.
6. Students may not change spaces or let another student use their space.
7. Students are to park in their designated spaces and keep their vehicles locked at all times while on campus. Clayton High School is not responsible for the vehicle or its contents.
8. Student vehicles are subject to being searched if reasonable suspicion exists.
9. There will be no loitering in the parking lot before or after school, unless that student is involved in a school related activity. Students are not allowed in these areas during the day without a pass from administration.
10. There will be no refunds given for any reason once a space is sold.

Violations and penalties

1. Passing a stopped school bus, speeding, or reckless driving can result in the possible loss of parking privileges for remainder of school year.

2. Failing to obey or showing disrespect to a parking attendant or traffic control person: 1st offense-5 day parking suspension, 2nd offense-lose parking privilege for remainder of school year.
3. Not displaying decal: 1st offense-warning, 2nd offense-3 day parking suspension, 3rd offense-vehicle towed at owner's expense.
4. Unauthorized parking: vehicle will be towed at owner's expense.
5. Unnecessary spinning of tires: 3 day parking suspension.
6. Leaving campus without permission: 3 day parking suspension.
7. CHS is a noise free zone. No stereo system should be heard outside the vehicle. 1st offense-warning, each subsequent offense-1day parking suspension
8. Non-driving offenses may include the following: unauthorized persons in vehicle, excessive tardies, and skipping. The penalty for this offense will be at the discretion of the principal.
9. Warning tickets will be issued for minor infractions. After 3 warnings, there will be a 5 day parking suspension. After 4 warnings parking will be suspended for the remainder of the school year.

Parental Responsibilities

Successful student achievement is dependent on the involvement of parents and guardians. Knowledge of the expectations of the school is essential to the successful involvement of parents and guardians. Therefore, by the end of the first month of school, the parent or guardian of each student must meet with their student's teachers in the core academic areas to receive information about the courses, course requirements and expectations for the year. Parents or guardians must sign an accountability contract at the time of the visit acknowledging receipt of the information and agreeing to be a partner in insuring the success of their student in school. Parents of new students entering during the school year must complete this process before their child can begin classes. Student parking privileges may be suspended if the accountability form is not signed by the parent or guardian by the required time.

Graduation Requirements

Graduation from high school is based on the successful completion of a minimum of credits earned in grades 9-12. The requirements of the Johnston County Public School System shall include the minimum requirements set by the North Carolina Department of Public Instruction.

Requirements for Being a Marshal

In order to be a Junior Class Marshal, a student must be in the top ten percent of his/her class.

Immunization Law

The law requires that all students, including out-of-state transfer students, show proof of immunizations as follows:

1. The following basic immunizations are required

- a. 5 DTP (diphtheria, tetanus, pertussis)
- b. 4 oral polio vaccine (OVP) doses
- c. 2 measles (rubella) shot after age one
- d. 2 rubella (German measles) shot
- e. 2 mumps shot.
- f. 1 Tdap shot
- g. 3 Hepatitis B shots

NOTE: MMR (Measles, Mumps, Rubella combined) must be given on or after the first birthday. If given prior to the first birthday, the measles vaccine **MUST** be given again.

2. A certificate of immunizations must include:

- a. name and date of birth of child
- b. name of the parent(s) or guardian(s)
- c. address of the parent(s) or guardian(s)
- d. sex of the child
- e. date of each dose of vaccine given.

NOTE: A physician's written statement regarding adequate immunization, "This child has had all immunizations required by law", but without the date of each vaccine administered, **DOES NOT** satisfy the requirements of the law. Students lacking required documentation may be suspended until documentation is received by the registrar's office.

Student Services

Guidance and Counseling--The Guidance Services are an integral part of the educational program which extends all phases of the student's development and requires the team work of teachers, counselors, support personnel, and administration. The guidance program consists of a group of services for students designed to assist them in securing the knowledge and skills needed in making adequate choices, plans and interpretation essential to satisfactory adjustment in a variety of areas. The program includes providing the student with cumulative evidence about his/her abilities, interests, growth, development, and limitations.

GRADE LEVEL COUNSELORS/ADMINISTRATORS

12th Grade -- Betsy Jenks / Cora Godwin

11th Grade -- Jessica Druzak / Jeff Sullivan

10th Grade -- Lisa Nathan / Williams Chapman

9th Grade -- Jacquelyn Harris / Shawn Bates

Announcements

Announcements will be made at the beginning of 1st block. Students should listen carefully to the announcements to avoid missing information that may be pertinent to them. ***The Comet's Tale*** will also be used to convey important information to students. This will be scrolled throughout the day on the display boards and televisions. It also will be posted daily to the CHS website.

Publications

Clayton High School has a regularly scheduled class for the school newspaper, ***The Comet Pride***, and one for the school yearbook, ***Clahisco***. The newspaper is published regularly, and the yearbook may be purchased in the fall with a May delivery date.

Media Center

The Media Center is open for student use from 6:45 AM - 3:00 PM. Students are encouraged to use the Media Center to read, do research, work quietly, etc. Students are permitted to use the Media Center before and after school as well as during break and their assigned lunch period.

Students must have their student ID with them in order to check out any materials from the Media Center. All items should be checked out from, and returned to, the Circulation Desk. Students may not remove any "Reference" sources from the Media Center. Photocopy service is available for students at the cost of 10 cents per copy. Copy requests are subject to copyright restrictions and should be curriculum-related.

Students are encouraged to have a definite purpose for coming to the library--reading magazines and newspapers, research work, checking out or returning books, etc. No student will be admitted during class time without a note from his/her teacher. Anyone wishing to use the internet must first complete the JCS Internet Guidelines/Contract, and this form must be signed by both student and parent/guardians.

Clubs and Activities

The philosophy of this administration regarding student organizations is that involvement in clubs and activities is a wholesome part of the entire educational process. Active students tend to be more productive students. The importance of clubs can be documented with statistics to show that students who take part in some activity or club tend to do better in their school work and tend to remain in school.

A student may belong to as many clubs as he/she would like. If you wish to start a new club, see an administrator for details

A list of available clubs and their meeting times will be available the first few days of school.

Honor Societies

The **National Honor Society** recognizes students who demonstrate outstanding accomplishments in the areas of scholarship, character, leadership, and service. Selection to NHS is a privilege, not a right. Students do not “apply” for membership, but they do provide information to be used by the Faculty Council to support candidacy for membership. At Clayton High, the induction takes place during the fall semester for seniors only and during the spring semester for sophomores and juniors only. In order to be considered for NHS membership, students must be 10th, 11th, or 12th graders who have maintained a cumulative grade point average of no less than a 3.80. Students who meet this requirement will receive a letter informing them of their eligibility, and they will be requested to complete a student survey to provide information about their participation in service and leadership activities during their high school years. Three teacher’s recommendations will also be required. Members are expected to maintain and extend the qualities that won them selection so that they may make a positive difference in the lives of individuals and in the spirit of the community and school.

CHS sponsors a **Spanish Honor Society**. The Spanish Society awards membership to students who meet the following criteria: a final average in Level 1 of 90 or above; final average in Level 2 of 90 or above; or a final first nine week average in Level 3 of 85 or above.

The **French Honor Society, Societe Honoraire de Francais**, awards membership to students who fulfill the following requirements: enrollment in French III or higher; status of junior or senior (unless enrolled in French in the middle school in early years); enrollment at CHS at least one half semester (if a transfer student); maintenance of an A average in French during the semester of selection as well as a cumulative grade of A for all French work (at the secondary level); maintenance of a B average or higher in all other subjects during the semester of selection as well as a cumulative average of B in all other subjects (at the secondary level).

The **Quill & Scroll International Journalistic Honor Society** recognizes students who are juniors or seniors, who are in the upper third of their class cumulatively or for the school year under consideration, and who are recommended by their advisor for outstanding journalistic work.

The **National Technical Honor Society** has the following criteria; the student will be a junior or senior; complete Tech Prep Completer Requirements; belong to a vocational club; display good character and leadership; have a minimum grade of 85 in the student’s present vocational course, a minimum of 85 in other vocational courses, a minimum GPA of 85 for all classes; have no failures in any class; have no OSS or ISS present; have a recommendation by at least one vocational teacher.

The **National Art Honor Society** recognizes students that have completed three semesters of Art Education. Students must have at least a 94 average for the three semesters in Art Education. Furthermore, the student’s discipline record is considered prior to admission.

Sports Teams

The following is a list of sports teams at CHS. Students must meet athletic eligibility to participate. Please check with your Guidance Counselor or coach to make certain you are eligible to participate.

FALL

Football

Volleyball

Boys Soccer

Cheerleading

Girls Tennis

Girls Golf

Cross Country

WINTER

Boys Basketball

Girls Basketball

Indoor Track

Wrestling

Cheerleading

Swimming

Gymnastics

SPRING

Baseball

Softball

Boys and Girls Track

Boys Tennis

Boys Golf

Girls Soccer

Contacting Teachers

Email is the best way to contact a teacher and get a quick response. Please use the staff directory on the school's website to e-mail a teacher.

Voicemail messages can also be received at the teacher's personal mailbox. You may reach any faculty member by calling the main office or referring to our school website.