

Hoke County High School

"Changing the Brand through Accountability"



Student/Parent Handbook

2023-2024

**505 South Bethel Road
Raeford, North Carolina 28376**

(910)875-2156

Website: [Hoke County High School](#)

Dr. Thomas Benson III, Principal

The 2023-2024 Hoke County High School Parent and Student Handbook is provided as an information source for Hoke County High School students and their families.

In any event that inconsistencies arise between this handbook and the Hoke County Board of Education Policy Manual, be advised that the Board of Education Policy manual will take precedence.

MAKE TODAY YOUR BEST DAY!

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Academic Advising and Student Counseling

Students may set up an appointment with a counselor by completing an appointment request form at the guidance reception desk. Appointments with counselors will be scheduled within a 24-hour period after the counselor receives a request for a conference. Exceptions to this rule are made for emergency situations. Appointments may be made before school, after school for the next day, and during a student's assigned lunch period.

****NOTE* Students will not be permitted to be released during instructional time to visit guidance unless there is an emergency situation or notification from a counselor or a student appointment.***

Instructional Practices

- Every course at Hoke High School is expected to be taught at the most rigorous level possible for the students enrolled in the course.
- Literacy skills development and student engagement resulting in the highest quality of student work products through reading, writing, research, collaboration, and presentation practices is expected in every course offered at Hoke High School. Hoke County High School is committed to Literacy Design Collaborative (LDC) Module facilitation across the campus.
- The Math Design Collaborative (MDC) is in place for every math course on the campus. Our objective in math is to develop skills in every student to enhance their ability to work with peers, along with teacher intervention and facilitation, to not only be able to solve the math assignment, but to understand and be able to explain how, why, and where that knowledge is useful.
- The full integration of Digital Instructional Practices throughout the LDC and MDC modules development and facilitation is the 2021-2022 Professional Development focus on the Hoke High campus; pushing the rigor and student engagement higher and higher through quality of instruction and student work products.

“The BIG 4”

Hoke County High School places emphasis on four components known as the “Big 4” to ensure that all stakeholders within the school community are aware of the factors that we believe drive student success.

1. Safety
2. Relationships
3. Accountability
4. Rigor

Expectations for Student Work Products

- Student work products are expected to be completed by every student at that student's best effort with mastery and quality of the assignment evident in the final work product.
- Student performance at less than of the course level requires the student to participate in academic intervention prior to a redo, retest, or resubmittance of the work.
- Every teacher offers tutoring on a regular basis as indicated in the departmental matrix.

Academic Support

****In order to redo a test or other major assignment the student must attend tutoring sessions prior to retaking/redoin the test or major assignment.****

Research shows that rigorous course work requires a comprehensive academic support system.

Examples of **Academic support efforts available to Hoke High students include:**

- ❑ teacher tutoring sessions and peer tutoring
- ❑ student improvement plans
- ❑ on-line academic support and course credit recovery opportunities
- ❑ the “Power of I” (requires student participation in tutoring prior to redo, retest, etc)
- ❑ early identification / intervention efforts per teacher
- ❑ on-going teacher – student – parent updates on academic progress
- ❑ Advanced Placement study sessions

***contact the teacher, guidance counselor, drop-out prevention counselor, or a school administrator.**

ACT Testing

All North Carolina 11th grader students are required to take the ACT at their high school during the March statewide administration. The ACT College Admissions Assessment is part of North Carolina's school accountability program and a requirement for all Juniors. It is an exam used by colleges to determine your readiness for success at their school. The ACT contains four subtests: English, Mathematics, Reading, and Science and the test scores range from 1 to 36.

ACT test results are widely accepted by college admissions offices and considered an accurate gauge of classroom achievement. ACT results may be used at the high school level to identify students who need assistance with certain subject areas or academic skills, evaluate effectiveness of instruction, and make adjustments to curriculum to improve instruction. Colleges use the ACT for admissions decisions, course placement, academic advising and loans and scholarships.

Advanced Placement, College Credit, and Honors Program

Please refer to the **2023-2024 High School Planning Guide** for the most current information regarding Honors and Advanced Placement courses, exams, effect on GPA, and earning college credits while in high school. You may speak with any guidance counselor for additional information.

Honors Courses

Honors level courses are taught at a quicker pace and deeper depth in the material than College Prep level courses. Student work products are expected to be completed at a more in-depth level requiring consistently higher level order skills in both preparation and presentation. Student engagement and collaboration in the lesson is expected on a consistent basis. All literacy skills (reading, writing, speaking, presentations, etc) are required on a daily basis. Students enrolled in Honors level courses are expected to complete more assignments outside of the daily instructional time than in College Prep level courses.

Advanced Placement Courses

Advanced Placement courses are taught at a college level pace and depth in the material and requires an academic commitment from the student that is expected from a first year college student. Students should expect the literacy skills (reading, writing, speaking, presentation, etc) required on a daily basis to be heavy on student produced work products with teacher facilitation rather than teacher provided. Advanced Placement science and math courses require students to use investigative, inquiry, problem-solving, and decision making skills expected at the college freshman level. Advanced Placement assignments and testing expectations are also completed at the college freshman level for grading purposes. All students enrolled in Advanced Placement courses are required to take the AP Exam in that course in May. Successful completion of the course is not complete until the AP Exam has been completed by the student. College credit for the course is dependent on the exam score the student earns on the AP Exam. Hoke County High School offers Advanced Placement Courses for no charge to students including textbook and AP Exam cost. Once a student begins an Advanced Placement course there is no drop option due to the scheduling concessions and cost Hoke County High School assumes in offering these courses.

College Credit Courses (dual credit; College Promise Program)

*College Credit courses are college courses taught on Hoke County High School campus by college instructors employed by Sandhills Community College. Students enrolled in a college credit course are enrolled in Sandhills Community College. Hoke County High School has no responsibility for the course or the grading of these courses. A student must be enrolled in two College Credit courses in the same class period at all times due to the alternating day schedule for these courses. In order to enroll in college credit courses the student must be Junior classification, have at least a cumulative 3.0 GPA, and have met the college readiness benchmark on a standardized assessment such as, but not limited to, Pre-ACT, ACCUPLACER, or ACT. Successful completion of a college credit course carries a college credit and a high school credit. These college credits may count toward credits needed in a two year Associates Degree at Sandhills Community College. College course credits earned through this program can also be transferred to any four year institution of the UNC University System for college credit toward a four year degree requirement. **College Credit courses carry one additional quality point for GPA calculation. Guidance counselors have more information on earning college credits.**

- Hoke County High School offers College Credit courses for no charge to students including textbooks and computer access. Once a student enrolls in a College Credit Course there is no drop option due to the scheduling concessions and cost Hoke County High School assumes in offering these opportunities. **If a Hoke High student stops attending the college course, or is dropped by SCC for poor attendance, the course will remain on the high school transcript and remain in the student's overall GPA calculation.**
- Please refer to the **2023-2024 High School Planning Guide** for the most current information regarding college courses offered by Sandhills Community College on the Hoke High campus, eligibility for the program, pathways available, effect on GPA, and transferring the credits earned to 2 year or 4 year universities. Leslie Baldwin, guidance department, is the Hoke High School liaison with Sandhills Community College

Sandhills Promise Program

Sandhills Community College Promise Program makes it possible for students graduating from Hoke County High School to attend the college tuition free. To qualify for Sandhills Promise Hoke High School students must successfully complete at least four CCP classes with Sandhills Community College with a 2.0 GPA or higher prior to high school graduation. Upon successful graduation from high school, meeting all requirements for and acceptance into the program by SCC, SCC will cover tuition costs, at the in-state rate, for two years at Sandhills Community College. Please see a guidance counselor or the College and Career Ready Coordinator for more specific information on this opportunity. Leslie Baldwin, counselor, is the Hoke High School liaison for enrollment in college credit courses.

Advanced Placement Courses

Every student enrolled in an advanced placement course is **required to participate in the applicable AP Exam in order to receive the weighted GPA credit** for the applicable course. The College Board defines Advanced Placement (AP) courses as “rigorous, college-level classes in a variety of subjects that give students the opportunity to earn college credit while in high school by scoring a 3 or higher (5-point scale) on the AP exam associated with that course.” The 2023 Exams will be administered in school over two weeks in May: May 1-5 and May 8-12.

Chemistry
Spanish Literature & Culture
Psychology
Seminar
Spanish Language & Culture
Art History
Physics 1: Algebra Based
English Literature & Comp
Physics 2: Algebra Based
U.S. Government & Politics
Environmental Science
United States History
Computer Science Principles
Studio Art
Biology
Physics C: Mechanics
Physics C: Electricity & Magnetism
Calculus AB
Calculus BC
English Language & Comp
Macroeconomics
World History
Statistics
Human Geography
Microeconomics
European History

ARRIVAL and DEPARTURE (SAFETY PROTOCOL)

***All students arriving on campus must have a visible school ID.**

Student Drop-Off / Pickup By Vehicle Location

- Students should not arrive on campus prior to 7:45am.
- The drop-off / pickup location for students prior to and after the school day is the Gibson side of campus in front of the media center. Students CANNOT be dropped off or picked up in front of the main office prior to or after the school day.
- The drop-off / pick-up location for students during the school day is the traffic circle at the main office on the MacDonald side of campus.

Students Arriving By School Bus

- Buses will unload and load in the bus parking lot on the Gibson side of campus.
- Students cannot have on headphones while entering or exiting the bus.
- Staff members on duty at the bus parking lot will ensure students have a visible school ID and in dress code.
- Failure to comply with bus procedures will result in disciplinary action.

Students Reporting Late to School

- Students that are tardy to school will report directly to the main office to sign in.
- Students reporting tardy to school must wear a visible school ID.
- A student reporting tardy to class is held accountable under the tardy policy by the classroom teacher.
- If the student has a medical, court, or other documentation (note, letter, etc) that meets the Hoke County Schools Attendance Validation Policy, the documentation should be placed in the attendance verification boxes at Attendance Counselors' offices in the Guidance Office.
- Absence notes / documentation are **NOT** turned in to teachers. Documentation should be turned in at the guidance office.
- Teachers have access to a bus log and will verify arrival times.

Student Sign - Out

- All student sign-out takes place in the main office area.
- A picture ID is required to sign-out students by parents, guardians, etc.
- Only individuals listed on the PowerSchool Contact List may sign-out the student.
- Hoke High School does not allow students to sign-out/sign-in for lunch.
- Please check your student's lunch period time and avoid sign-outs during the lunch period due to the fact it is very difficult to locate the student during the lunch periods.
- Please avoid signing out a student during the middle of a class period, if possible due to the disruption of the instructional time; a few minutes after class begins or before it ends works best for preserving as much instructional time for the student as possible.
- Student Sign - Out closes at 3:15 pm each day.

Cloth Face Coverings (Face Masks)

Wearing cloth face coverings are **optional** by all school personnel, students, and visitors.

- Additional masks will be provided in the main office for students, staff, and visitors.
- Please keep students home that are sick and receive guidance from a medical professional regarding return to school.

For additional information about face coverings please reference the CDC guidelines through the links below:

Athletic Attendance Eligibility Practice

- An athlete must have been in attendance for at least 85% of the previous semester to be eligible for the current semester.
- At the end of each semester, any participant who has failed to attend school 85% of that semester is immediately ineligible.
- An athlete who is declared ineligible because of attendance may appeal for a hardship waiver based on Hoke County School Board of Education Attendance Validation Policy.
- A student must be in membership in the school at the time of the absences in order to appeal for a hardship waiver based on Hoke County Schools Board of Education Attendance Validation Policy.
- The athlete must be in attendance at school for at least one half of the school day on the day of the athletic contest.
- Nelson James, Attendance Counselor, is the contact for an athletic eligibility attendance appeal. Gary Brigman, athletic director, has additional information on eligibility issues and can be reached at extension 6407.

Attendance Policy

- Attendance is per class period; present in class at-least 60 minutes to be coded present.
- Each teacher records attendance for each student in each class period. This includes tardies, absences, and approved school activity/event absences.
- Each student is expected to be present and in their assigned classes every day school is in session.
- A student absent over 7 days in a semester course(14 days year long) is at-risk for attendance failure, which results in loss of academic credit.
- Absences due to school sponsored events or activities are exempt from this policy; however, these students are responsible for completing all assigned work missed.

Students Returning to School After an Absence

- The student must present written documentation which meets the Hoke County Schools Attendance Validation Policy guidelines.
- The documentation must have the student's full name and ID number, and parent's (doctor, or court official) signature.
- All notes must be turned in to Attendance Counselors or Nelson James, in the Guidance Office on the day the student returns to school.
- ABSENCE NOTES / DOCUMENTATION ARE NOT TURNED IN TO TEACHERS.
- Any absences that result in violation of the attendance policy, that cannot be validated per the Attendance Validation Policy, must be made up in order for the student to receive the academic credit earned in the course. (contact Nelson James)

Attendance Validation Policy

Absences due to the reasons below are subject to validation. If validated, these absences do not count against the absence limit each semester to receive course credit. Proper documentation must be submitted and is subject to review. A hand written note for illness is not validated unless it is a doctor note, or in conjunction with a doctor note. Address questions to Attendance Counselors.

- | | |
|--------------------------------------|------------------------|
| *Medical or dental appointments | *Quarantine |
| *Court or administrative proceedings | *Religious observance |
| *Educational opportunity | *Deployment activities |
| *Death in the immediate family | |

Attendance Absence Pre-Approval Request

If parents know the student will be absent due to extenuating circumstances, an Attendance Absence Pre-Approval Request may be submitted for principal approval. The approved request form validates absence(s) prior to the absence. (Contact: *Ms. Marsha Smith in the main office*)

Attendance Make Up

Any student who exceeds the absence limit in a course is in violation of the Hoke County Board of Education Attendance Policy and is required to make up the time missed from class either by attending tutoring with the teacher outside of the regular school day hours, enrolling in after school credit recovery, or by attending Saturday School. Each class period absence over the limit must be made up in order for attendance to avoid an attendance failure for the course. Attendance Counselors (Nelson James) are contacts for attendance make-up.

Beta Club

The National Beta Club chapter at Hoke County High School strives to develop leadership skills in students in grades 9 - 12 who meet the criteria for selection into the Beta Club membership. The Mission Statement of the Beta Club is "To Promote the Ideals of Academic Achievement, Character, Leadership, Service, and among Elementary and Secondary School Students". Contact Ms. Diane Mitchell for information.

Bus Information

Ms. Brittany Blanks, Assistant Principal, is the contact for bus transportation information and issues at Hoke High School. Most bus issues can be avoided by parents and students making sure that the permanent address of the student listed in Power School is accurate. If a family's address changes, a new Request for Bus Services form must be completed by the parent and returned to *Mrs. Brenda Smith, receptionist in Guidance Department (DATA SPREADSHEET OF ALL FORMS TO SUBMITTED TO BUS GARAGE ON DRIVE)*.

*A parent note requesting temporary permission for a student to ride a different bus, or to exit the bus at a different bus stop must be submitted to Mrs. Smith, Guidance Receptionist, before 9:30 a.m. on the day of the request.

Students are expected to be at their assigned bus stop at least 10 minutes prior to their assigned bus stop time. Failure to do so may be considered delaying the bus and may

result in a bus suspension. Further, students may not board or leave a bus with any type of headphones and cannot use any kind of headphones while in the bus parking lot. Violations may result in a bus suspension.

B.Y.O.D: Bring Your Own Device

Possession and Use of Smartphones and Personal Electronic Devices by Students
Students are permitted to possess and use such devices on school property so long as such possession or use does not interfere with student instruction or the maintenance of good order and discipline within the school, or otherwise violates Board of Education policy, including without limitation the prohibitions against bullying, harassment, and disruption of instructional time. Possession or use of smartphones or other personal electronic devices by students during the school day shall at all times remain subject to the **direction, discretion, and authority of school personnel**. In the event that students’ possession or use of smartphones or other personal electronic devices **interferes with instructional time, is detrimental to the maintenance of good order and discipline in school, or otherwise violates the Code of Student Conduct or Board Policy**, the rules and expectations listed in the “Hoke County Schools Code of Student Conduct Handbook”, as well as applicable portions of the Hoke County High School Student/Parent Handbook, Code of Student Conduct, shall apply. Disciplinary consequences for violations of the BYOD practice may range from “minor” to “major” depending on the offense and student’s prior record of such offenses.

Breakfast

The following procedures will be followed for breakfast each school day:

- Breakfast will be served in the Gibson cafeteria Monday-Friday beginning at 7:30am
- Student IDs must be visible to expedite service

Lunch

The following procedures will be followed for lunch each school day:

- Students will report to lunch at their designated time during 3rd period.
- Student IDs must be visible to expedite service
- Students must remain with their class during lunch
- Students are not allowed to receive lunch deliveries during lunch or any part of the school day.
- Students are not allowed to leave campus for lunch.

Hoke High School Calendar of Events
2023 - 2024

August 17	SIT retreat
August 14-18	Optional Work Days for Teachers
August 21-25	Required Work Days for Teachers

August 21	Town Hall meetings for Freshmen Class
August 22	Town Hall meetings for Sophomores Class
August 23	Town Hall meetings for Juniors Class
August 24	Town Hall meetings for Seniors Class
August 28	First Day of School for Students/1st Quarter Begins
August 28	MTSS meeting
September 4	Holiday (no school)
September 6	Staff meeting
September 18	SIT meeting
September 19	PD (Planning periods)
September 25	MTSS meeting
October	Staff meeting
October 16	SIT meeting
October 19	Grading period ends (1st quarter)
October 20	Required Teacher Workday
October 23	Grading period begins (2nd quarter)
October 23	MTSS meeting
October 24	PD (Planning periods)
November 10	Holiday
November 18	PD (Planning periods)
November 20	SIT meeting
November 22	Optional Teacher Workday
November 27	MTSS meeting
November 23	Optional Teacher Work Day
November 23-24	Holiday (no school)
December 11	MTSS meeting
December 18	SIT meeting
December 19	Grading period ends (2nd quarter)/1st semester ends (early release)
December 20	Optional Teacher Workday
December 21-22	Annual Leave Day
December 25-27	Holiday
December 28-29	Annual Leave Day
January 1	Holiday
January 2	Annual Leave Day
January 3	Required Teacher Workday
January 4	Grading period begins (3rd quarter)/ 2nd semester begins
January 15	Holiday (no school)
January 16	SIT meeting
January 22	MTSS meeting
January 23	PD (planning periods)
February 16	Early release for students
February 19	Optional Teacher Workday
February 20	SIT meeting
February 26	PD (Planning periods)
February 26	MTSS meeting
March 14	Grading period ends (3rd quarter)
March 15	Required Teacher Workday
March 18	Grading period begins (4th quarter)
March 18	SIT meeting

March 25	MTSS meeting
March 26	PD (Planning periods)
March 29	Holiday
April 1-5	Spring Break (Annual Leave)
April 9	PD (Planning periods)
April 15	SIT meeting
April 22	MTSS meeting
April 26	Optional Teacher Workday
April 24	MTSS meeting
May 13	MTSS meeting
May 20	SIT meeting
May 27	Holiday (no school)
May 30	Grading period ends (4th quarter)/Early release for students
May 31	Graduation (Required Teacher Workday)
June 3-4	Required Teacher Workday
June 5-7	Optional Teacher Workday

ADMINISTRATOR CONTACT INFORMATION

Administrator	Role	Extension
Dr. Thomas Benson	Principal	4105
Mrs. Sabrina Finkbeiner	Associate Principal	5214
Ms. Amber Douse	Assistant Principal	6200
Ms. Brittany Blanks	Assistant Principal	5000
Mr. Steven Kershaw	Assistant Principal	4201
Mr. Seth White	Assistant Principal	6717

Student Services Team

Staff	Role		Extension
Annette Jones	Lead Counselor	Student Services Department Chair	4204
Sharonda Ballard	Counselor	Student 9-12 Caseload Last Names: S-Z	4290
Justina Carter Stewart	Counselor	Student 9-12 Caseload Last Names: I -McM	4203
Zachary Covington	Counselor	Student 9-12 Caseload Last Names: McN-R	4206

Russell Duncan	Counselor	Student 9-12 Caseload Last Names: A - Cr	4210
Vacant	Counselor	Student 9-12 Caseload Last Names: Cs - H	5215
Terraine Francois	Drop-Out Prevention Counselor		
Nelson James	Drop-Out Prevention Counselor		4207
Christopher Leach	Drop-Out Prevention Counselor		5217
Jackie McLean	Drop-Out Prevention/Behavior Intervention Center (PIC) Coordinator		6302
Leslie Baldwin	College and Career Readiness Coordinator (CCP/Sandhills Classes)		4113
Brandon Locklear	College and Career Ready/Scholarship Coordinator		4112
Angela Goslee	Social Worker A-L		4201
Jeanette Flores Tyler	Social Worker M-Z		4209
Nicolle Simpson	Registrar		4205
Brenda Smith	Guidance Receptionist		4211

Support Team

Marsha Smith	Administrative Assistant to the Principal	4102
Melissa Diaz	Receptionist	4100
Wendy Hendrix	Finance	4104
Theresa Mott	PowerSchool Data Manager	4103
Jessica Patterson	Nurse	4110
Carl Purcell	Head Custodian/Maintenance Supervisor	
David Patterson	Computer Labs (PIC Supervision)	
Jackie McLean	Behavior Intervention Center Coordinator	
Donald Livingston	Security	5215
SRO Office (McDonald)		4108
SRO Office (Gibson)		6104
Regena McLaughlin	Yearbook	5043
Terraine Francois	Behavior Intervention Center Coordinator Tr#3	6303
Gibson Cafeteria		6604
McDonald Cafeteria		5024

Career-Technical Education Program

Dr. Dana Chavis	Director	6272
Anita Grove	CTE Coordinator	6273
Callie Graham	CTE Coordinator	6274

Media Services Team

Media Center	Media Specialist	6000
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Exceptional Children

Nekia Shaw

Coordinator

6250

Campus Telephone Numbers

Main Office	910-875-2156	
District Office	910-875-4106	
Guidance	910-875-2156	ext. 4211
Technology	910-904-6536	
Field House	910-875-2156	ext. 6901/6902
Transportation	910-875-3585	
Band Room	910-875-2156	ext. 5431
Food Services	910-875-4106	
JROTC	910-875-2156	ext. 6603
Career Technical Education	910-875-6862	
Fax (Main Office)	910-878-7800	
Fax (Guidance)	910-904-1644	

Campus Wide Expectations For All Individuals At All Times

- **Be in Assigned Teaching / Learning Area On Time**
- **Be Sure to Display Your Hoke High Picture I.D.**
- **Follow one-way signage on campus**
- **Be Responsible For Your Actions and For Your Learning**
- **Be Respectful of The Person and Possessions of Others**
- **Be Proactive In Seeking Assistance / Intervention With Concerns**

Class Rank

Class rank is officially run in PowerSchool for all grade levels:

- At the end of the first semester
- At the end of the second semester
- At the end of summer school

Parents and students are cautioned that the data in Power School is “live” data meaning that it may change daily based on grades in, or not in, the system. Student GPA and rank is not official until all grades for all students are final for each semester and after summer school.

Clubs and Organizations

Establishment of a club or organization on the Hoke High Campus requires completion of the application process and approval by Student Government and the school administration. Each student organization/club must complete the required documents and keep all documents up to date through the main office (Marsha Smith).

- Each club or organization at Hoke High School must have a Hoke High staff member as sponsor/monitor.
- All clubs / organizations must meet outside of the regular school day hours.

- All club meetings or activities must take place on the campus unless prior administrative approval has been obtained
- Any non-student/staff member visitor to a club meeting or activity must have prior written permission from the principal to be present.
- The only clubs / organizations sponsored by, and permitted to use the “Hoke County High School” official designation are curriculum, academic, or civic based approved entities.
- Membership in clubs / organizations sponsored at Hoke High School is available only to current Hoke High students and members must adhere to all school policies.
- Non-academic/curriculum/civic based clubs exist solely at the school level and are not approved for affiliation with any individuals or organizations beyond the local level.
- Non-academic/curriculum/civic clubs/organizations are “student initiated and student led” and must adhere to all club/organization policies, rules, and procedures.
- Each club/organization’s charter/existence is dependent on equal access and a non-discriminatory policy to all students.
- Non-compliance to the club/organization policy, administrative guidelines, or disruptive, unsafe behavior promoted by the organization will result in the organization’s charter being rescinded and the organization disbanded.

Skills U.S.A.

Future Business Leaders of America (FBLA)

Association of Marketing Students (DECA)

Key Club

Dance Club

PBIS Student Organization

Art Club

Drama Club

Future Teachers of America (FTA)

BETA Club

Health Occupations Student Association (HOSA)

Marching Band (MMB)

Hoke County High Chorus

Future Farmers of America (FFA)

Native American Student Association

Students Against Drunk Drivers (SADD)

Science Olympiad

National Honor Society (NHS)

Speech and Debate Club

Forensics Club

Family, Community, Career Leaders of America (FCCLA)

National Technical Honor Society (NTHS)

Student Council Association (SCA)

Fellowship of Christian Athletes (FCA)

JROTC Drill Team

JROTC Raiders

JROTC Color Guard

Gospel Choir Club

Gaming Club

Vocals Club

Law Enforcement Club

Student Leadership Organization

A² Administrative Advisory Team

Technology Club

Ambassadors for Success

Photography Club

B PHI B Step Team

Ladies of Total Image (LTI)

Men of Distinction (MOD)

Spanish Club

History Club

Japanese Anime’ Club

Community Support Club

Mentorship Club

Anthropology Club

Guitar Club

Mock Trial Club

College Visit Days

Seniors are granted two college days per term. Juniors must have prior approval from the principal to receive a college day visitation waiver. To request a college day:

- Pick up a College Visit Day Permission Form in the College/Career Readiness Center.

- Return the form with parent signature and the signatures of applicable teachers to the College/Career Readiness Center prior to the day of the college visit.
- Once the student returns from a college visit, the student submits a signed statement verifying the visit on college letterhead to the College/Career Readiness Center; including contact information for the admissions office and the date / time of the visit.

Concerns and Complaints

Students, parents, and all staff members have the right to approach the Superintendent's Office to seek a solution to a problem or concern. The proper and requested method of resolution is to begin with the person directly involved. If the problem remains unresolved, the complaint should proceed to the school principal. If, after meeting with the principal, the problem or concern is still unresolved, the complaint may be filed with the superintendent's office in writing.

Conferences

Parents are encouraged to schedule frequent conferences with teachers, administrators, and student services personnel to discuss the progress of students. Conferences are beneficial to all parties concerned. Conferences may be scheduled with the teacher during a planning period or after school. Conferences with teachers will not be scheduled during instructional time. Parents should contact Guidance Reception at ext 6698 to schedule a conference.

Credit Recovery (APEX Learning)

Hoke High School offers a computer-based learning system that links students with curriculum as an opportunity to regain credits for courses in which the students have failed to master objectives. This program is designed to reduce the drop-out rate, assist students in reclaiming credits needed for graduation, and to support students in efforts to refocus their learning skills in order to improve student achievement. Contact DOP located in guidance for APEX information.

Daily Schedule

Buses Unload	8:00 AM
Breakfast	8:00 AM - 8:22 AM
Warning Bell	8:22 AM
1st Period + Walking Breakfast	8:30 AM – 10:15 AM
Walking Breakfast	8:00 AM - 9:30 AM
(Intervention 8:30 - 9:15 Monday and Wednesday)	
2nd Period	10:23 AM – 11:53 AM
3rd Period +Lunches	12:01 PM – 2:02 PM
4th Period	2:10 PM – 3:40 PM

***Please note, students cannot arrive on campus prior to 7:45am.**

2-Hour Delay

Buses Unload	10:00 AM
Warning Bell	10:22 AM
1st Period + Breakfast	10:30 AM – 11:30 AM

2nd Period	11:37 AM – 12:37 PM
3rd Period +Lunches	12:44 PM – 2:33 PM
4th Period	2:40 PM – 3:40 PM

Early Release

Buses Unload	8:00 AM
Warning Bell	8:22 AM
1st Period + Breakfast	8:30 AM – 9:30 AM
2nd Period	9:37 AM – 10:37 AM
3rd Period +Lunches	10:44 PM – 11:44 AM
A Lunch	11:51 PM -12:16PM
B Lunch	12:26 PM - 12:51 PM
C Lunch	1:05 PM - 1:30 PM
4th Period	11:51 AM – 1:30 PM

Distribution of Literature / Intercom / Bulletin Boards

- The school intercom system, bulletin boards, information boards, online calendar, web sites, and broadcast programs are not free speech zones for public access or forum.
- Only information pertaining to school sponsored events and activities, approved by the principal, may be posted on school property and only in approved posting areas.
- No pamphlets, posters, or literature of any kind that is not school sponsored may be copied or distributed on school grounds without prior approval by the school principal.
- Material posted without the “Approved Stamp” will be removed. **A maximum of 5 approved items are allowed per posting.** Removal of postings is also required.
- Any items posted on windows or doors will be removed.
- Any applicable disciplinary actions will also be taken if non-approved material, poster, pamphlet, or literature violates the Student Code of Conduct.

Driver Education

Driver Education is offered through a contracted, non-school vendor. Information on Driver Education is available in the Guidance Office from **Nelson James**.

Early Graduation Application

The Hoke County Board of Education authorizes students who have successfully met the school system’s graduation requirements to graduate early by as much as one full semester. Listed below are the procedures to qualify for early graduation:

- Written permission from a parent or legal guardian
- All graduation requirements must be completed prior to the early graduation date.

- All outstanding fees and obligations must be cleared prior to the early graduation date.
- The student must submit a written request to the school principal prior to the beginning of the senior year stating a reasonable plan for early graduation including future plans.

Early Graduation requests are coordinated by the student through the guidance counselor.

Once all documentation, credits, clearance of fees, obligations and other requirements, etc are verified by the counselor the principal will approve or deny the application. A student denied permission to graduate early may appeal the decision to the superintendent of schools.

Early graduates are responsible for up-to-date information regarding the Senior Trip, the Prom, Senior Awards, and end of the year graduation dates and times by frequent contact with counselor. Participation in the graduation ceremony is contingent on meeting all graduation requirements and having all financial accounts cleared at Hoke County High School.

Driver Education General Information

- A student must be at least 14 ½ years old and classified as a high school student to register for Driver Education class.
- All registrations are completed online at www.ncdrivingschool.com
- Parents will receive an email from NC Driving School confirming the student's registration
- Contact NC Driving School for registration issues, specific issues meeting the attendance requirements, or specific questions regarding Driver Education class or "behind the wheel" instruction at 252-321-6700.
- All classes for the year will be listed on the nc driving school website. If one class is filled, the student can register for the next session.
- Class held Monday - Thursday; 3:55 pm - 6:55 pm
- Students enrolled in the class must meet all attendance and other course requirements to remain in the course.
- Students who do not complete the classroom instruction, or fail to pass the classroom instruction phase will not be re-enrolled back into the course.
- Hoke County Schools is allotted State funding per student for the course. This means that allowing a student to repeat the course would eliminate an opportunity for another student.
- The classroom instruction will take place in room G601 in Gibson Gym at Hoke County High School.
- Students must be picked up at the traffic lane on Gibson Side, Hoke County High School at 6:55 pm sharp
- If school is not in session due to weather, etc or on an early release no class will be held on that day.
- Mr. James in Guidance at Hoke County High School is on-campus contact for Driver Information. 910-875-2156 ext 6695
- Dr. Chad Hunt, 910-875-2416, is the district Driver Education contact.

Emergency Drills

During emergency situations/drills students and teachers must move quickly and orderly to designated "safe" areas and remain with the assigned group in assigned areas. See Mr. Sabrina Finkbeiner, Associate Principal, for additional information.

Emergency Health Agreement

Parents/guardians are responsible for completing an emergency health agreement at the beginning of each school year. It is imperative that parents notify the school of any changes in this information throughout the school year.

Illness / Injury at school: Students who become ill, or are injured at school, must report to the school nurse. Indications of serious illness or injury will be referred to the office, parent, and/or doctor. Students must sign out before leaving school grounds. Students should not stay in the restroom when they are ill. Because of new health requirements, any child who is injured at school and is bleeding, may be required to go home and change if he/she has blood on his/her clothing.

Chronic Health Conditions: Parents are requested to notify the school nurse if their child has asthma, epilepsy, bee sting or fire ant allergies, or any other chronic medical condition that we need to be aware of in order to provide care for their child. Students who may need to carry their inhalers on their persons or diabetic students who may carry glucometers and self-monitor blood sugars must have forms completed by their physicians stating these needs. These forms are available from the school nurse, who will keep the completed forms on file. Students with bee stings, fire ant, or other insect allergies should obtain a plan of care form from their physicians for such occurrences to be kept in the nurse's office during the school year. Students must have physician documentation to carry epipens at school.

Dispensing of Medication: The nurse does not keep Tylenol, Pepto Bismol, Advil, etc. to dispense to students. Parents are reminded that over-the-counter drugs must be brought to the nurse in original containers. Parents of a student who needs medication during the school day or on any school-sponsored trip must:

- Fill out the **Authorization to Administer Medication** form and file the form with Nurse.
- Bring the medication in the original container properly labeled by a registered pharmacist.
- Any change in medication dosage and/or time to be given requires a new request form.

Aspirin, cough medicines, and other over-the-counter medicines will not be dispensed at school without a written doctor's prescription stating the medication, dosage, and specific time(s) to be given. Over-the-counter medication must be presented in the original labeled container and request form completed. Unclaimed medication will be destroyed.

Exam Schedules (specific test dates / times TBA)

Specific Final Exam and EOC Exam schedules for Fall Semester and Spring Semester will be posted for students and parents when released by the NC Department of Public Education. However, the windows for testing for general planning purposes are:

****Fall Semester Final Exam Window**

January 13-20, 2023

****Spring Semester Final Exam Window**

May 25- June 1, 2023

Exceptional Children Program

Ms. Nekia Shaw is the on-campus contact for information, questions, concerns, etc. regarding services for students with IEP's. She can be reached at ext. 6250.

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the accuracy and privacy of student educational records.

- The definition of educational records includes all records, files, documents, and other materials containing information directly related to a student.
- Without prior parental consent, only the parent, student, and authorized individuals will have access to a student's educational records.
- However, unless a request in writing is made to the contrary, we may release, without consent, directory information from the student's educational records: name, address, telephone listing, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height, athletic team membership, degrees and awards received, and most recent previous educational agency or institution attended.
- The written request should be received by the school (guidance counselor) within ten (10) days of the child's enrollment at HCHS.
- The rights described herein are transferred to the child upon the eighteenth (18th) birthday, or admission to an institution of post-secondary education.
- The parent may receive a copy of Hoke County School's policy on student records from: Superintendent, Hoke County Schools, 310 Wooley Street, Raeford, NC 28376
- The parent has a right to challenge information in the child's educational records for inaccurate, misleading or inappropriate information.
- Challenges must be addressed in writing to the principal.
- The parent may make an appointment to inspect the child's educational records.
- The principal has ultimate responsibility for all educational records and will periodically review student educational records for the purpose of correcting and deleting any inaccurate, misleading, or inappropriate information.
- Complaints that Hoke County High School failed to comply with FERPA may be made in writing: Superintendent, Hoke County Schools, 310 Wooley Street, Raeford, NC. 28376.

Field Trips

No Field Trips will be approved to take place during instructional time that remove students from multiple class periods, if that Field Trip can take place after the school day ends or on Saturday, Teacher Workdays, etc. No Field Trips will be approved during Benchmark Windows, WorkKeys Testing Windows, week prior to Pre-ACT test date and ACT test date. No Field Trip will be approved during January or May. Instructional time is valuable in every course. A field trip that removes students from instructional time must justify the loss of instructional time. The only field trips that will be approved during instructional time are ones with a measurable positive impact on student achievement that outweighs the student missing instructional time. Each student participating in the field trip must return a completed parental permission form to the teacher. Students on the field trip are responsible for all course work missed. **Each teacher affected by students missing class due to the field trip must receive a final list of students approved for the field trip at-least 5 school days prior to the trip. No students will be added to the trip roster once the final list is released.** School policies and Student Code of Conduct are in effect on field trips.

504 Contact

Mrs. Angela Goslee, school social worker, is the campus contact for information, questions, concerns, etc, regarding students with a 504 plan.

Food / Beverage Products

No “Homemade” food or beverage items are allowed to be shared with, distributed to, or consumed by any other student(s) on the campus other than the specific student who brought the food items for his/her consumption. This includes individual students sharing as well as classwide or group sharing. This policy supports recommendations of Health Agencies in regard to the “safe handling of food products” to avoid possible food poisoning and diseases. Violation of this policy will be handled as a disciplinary action under “inappropriate items on school property” section of Student Code of Conduct.

Fundraisers

- Fundraisers must follow Board of Education policy and Hoke High procedures.
- Only Hoke County High School sponsored organizations will be approved to conduct fund- raising activities.
- No class, club, other group, individual student, or individual staff member may begin a campaign to raise money without the prior approval of the principal.
- Non-school groups/individuals are not allowed to conduct fundraising on campus.
- Fund raising by a student or staff member to directly benefit the individual is not allowed.
- Approval forms must be completed and approved by the principal.
- Fundraisers are conducted under the supervision of Hoke High certified staff members.
- The fundraiser must have a definite start and end date as approved by the principal.
- All fundraiser monies must be deposited with the school finance office each day.
- 8% of a fundraiser is moved to the school general fund to support campus initiatives.
- No fund raising activities are allowed to take place at any time prior 4:10 pm.
- “Smart Snacks in School Rule” is in effect on any fundraiser involving food/beverage.
- Violations of the fundraising policy will result in confiscation of all items, transfer of any funds to the school general fund, any applicable disciplinary actions.

Grade Calculation

Semester		Full Year	
First Nine Weeks	37.5%	First Semester Average	37.5%
Second Nine Weeks	37.5%	Second Semester Average	37.5%
Final Exam	25%	Final Exam	25%

Grade Classification Requirements

Sophomore	6 credits including English I
Juniors	13 credits including English I and II
Seniors	20 credits including English I, II, and III

Grading Policies

Please refer to the guidance counselor and the **High School Planning Guide** for the most current information regarding grading policy and grade point average. The planning guide can be found on the Hoke County High School website. Hoke County High School evaluates each student's academic progress using a report card. Each teacher informs students in writing regarding the grading policy. The grading scale and policies are included in each course syllabus and are posted in each classroom. Grades are assigned numerically with 60 the lowest passing grade. Each subject area PLC develops a common grading policy per assignment %. The grading policy is constant with all teachers in the subject area PLC.

Grading Disclaimer: *Parents and students must be cautioned that the grades showing in PowerSchool on a daily basis are "live data" meaning that the current grade showing is based on the grades in, or not in, the system at that point in time and the "weight" of those specific grades at that point in time. Thus, grades are not final until all grades for all students are final for the semester.*

Grading Scale

Honor Roll Requirements

90-100	A	"A" Honor Roll- 90 Average or higher in all classes.
80-89	B	"B" Honor Roll- 80 Average or higher in all classes.
70-79	C	
60-69	D	
59-less	F	

Grade Point Average (GPA)

A student's GPA is cumulative, including all courses taken beginning with 9th grade through the final semester of the senior year. All coursework taken in grades 9-12 for which final grades are earned will be used in calculating a student's grade point average. Final grades earn quality points according to whether the course is "unweighted" or "weighted".

Academic Course Level

Standard Honors courses AP / College Credit Courses

Final Course Grade

Total Quality Points

	Unweighted	Weighted (+.5)	Weighted (+1)
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0

****Class of 2018 Only**

Academic Course Level

College Prep Honors/College Credit Courses AP Courses

Final Course

Total Quality Points

Grade	Unweighted	Weighted (+1)	Weighted (+2)
A	4	5	6
B	3	4	5
C	2	3	4
D	1	2	3
F	0	0	0

The above GPA information makes it clear that students must take rigorous course work and do their very best beginning with every course in 9th grade through the end of the 12th grade year in order to have the types of course credits and GPA, along with Pre-ACT, ACT, SAT, and WorkKeys, or Accuplacer results to meet the college and career readiness standards necessary to pursue each student's individual post-secondary goals.

Graduation Requirements

FUTURE READY CORE

FUTURE READY OCCUPATIONAL (OCS)

English	<u>4 Credits</u> I, II, III, IV	<u>4 Credits</u> I, II, OCS III, OCS IV
Mathematics	<u>4 Credits</u> Math I Math II Math III, and a 4th Math Course aligned with post-secondary plans.	<u>3 Credits</u> OCS Intro to Math Math I OCS Financial Management
Science	<u>3 Credits</u> Environmental Science Biology Physical Science (Physical Sci, Chemistry or Physics)	<u>2 Credits</u> OCS Applied Science Biology
Social Studies	<u>4 Credits</u> Civics and Economics World History American History I and American History II, or Advanced Placement US History and an additional Social Studies course.	<u>2 Credits</u> OCS Social Studies I (Government / US History)
Health/Physical Education	<u>1 Credit</u>	<u>1 Credit</u>
World Languages	Not required for high school graduation. A two-credit minimum is required for admission to a university in the UNC system.	
Electives, and other requirements	<u>6 Credits</u> 2 elective credits of any combination from: -Career and Technical Education (CTE) -Arts Education	<u>10 Credits</u> 6 Credits Occupational Prep: -OCS Preparation I, II, III, IV -Elective credits/completion of

-World Language	IEP objectives/career
4 elective credits recommended from following: (four course concentration)	-Portfolio required
-Career and Technical Education (CTE)	4 Credits in Career/Technical Education electives (CTE)
-JROTC	
-Arts Education	
-Any other subject areas	

Local Requirements	<u>6 Credits</u>	<u>6 Credits</u>
	Electives courses from any areas of interest to the student.	

Total	28 Credits	28 Credits
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Students are encouraged to discuss course planning with the guidance counselor to consider course choices that will meet academic credit and/or elective credit graduation requirements from courses offered on campus as well as dual enrollment courses taught by Sandhills Community College on Hoke High School campus, on-line courses from NCVHS, and weighted course options on campus.

Grievance Procedure

The Hoke County Board of Education recognizes that a wholesome environment free from unfair, impartial treatment is essential if students are to achieve their maximum potential. The board has adopted a grievance for students to ensure that each student has the opportunity to have his/her complaints heard and his/her problems dealt with by the leaders of the school district. Students who feel they are victims of discrimination or mistreatment at Hoke County High School, at any HCHS affiliated event, or from any organization sponsored by Hoke County High School or any activity under the jurisdiction of the Hoke County Board of Education are encouraged to bring this matter to the attention of the school principal. The principal, upon hearing the grievance, shall maintain appropriate documentation and provide a decision to the student within five days after the complaint was made. If the student wishes to appeal the principal's decision, the following applies:

- The student must contact the Associate Superintendent of Schools in writing. The associate superintendent shall review all written documentation from the principal and the student. The associate superintendent will then decide if any specific policy, rule, or law was violated. The associate superintendent shall maintain appropriate records and notify the student within five school days of the action taken.
- If the student or principal is dissatisfied with the decision of the associate superintendent, both may appeal that decision to a special hearing committee to be appointed by the Superintendent within five school days of the appeal. The Hoke County Schools Grievance Committee shall be composed of at least three certified school personnel. All members of the committee shall be disinterested parties from schools other than the school involved in the charge. The superintendent or his designee shall serve as the presiding officer of the committee and shall vote only to break a tie. A decision from the hearing committee will be delivered to the student and principal within five school days after the hearing.
- The student or principal may within ten days, appeal the decision of the School Grievance Committee to the Superintendent. The superintendent will conduct a complete

investigation of the grievance from all parties involved. The superintendent shall within ten days notify the student and principal of any action taken.

- If the student or principal wishes to appeal the decision of the superintendent, the request should be made within five days to the Hoke County Board of Education.
- Questions, concerns, complaints, or requests for additional information regarding the Student and Parent Grievance Policy, please contact the school principal. The full text of the policy is published on the District webpage www.hcs.k12.nc.us.

Hall Pass

No student is allowed out of class during instructional time without an **Approved Hall Pass** issued by the teacher. An **Approved Hall Pass** is only to be used in an emergency situation. Instructional time is a precious commodity valued by students and teachers at all times. A student in violation of the **Approved Hall Pass** policy is considered to be off-limits. Discipline consequences apply. Any student out of class without an Approved Hall Pass accepts complete responsibility for this action. The policy pertains to all students out of class traveling to any destination.

Home Base / PowerSchool

Home Base is the student information system, data system, and school/parent/student communication system. Access to the system requires a unique password for each parent and each student. Information on Home Base features, access, and unique password information for parents and students is available from Theresa Mott or Portia Payne (Data Managers).

Homework

The primary purpose of homework is to increase student academic achievement. An effective homework assignment will act as a natural extension of the classroom experience and an opportunity for students to practice and further develop all levels of thinking skills. Students are expected to complete homework and/or class work assignments as assigned by the teacher. Academic behaviors are addressed as disciplinary issues. Homework guidelines and how homework fits into the grading policy is a part of each course syllabus.

Library

Library hours are 7:55am –4:15pm Monday–Friday, but are subject to change.

- The mission of the Hoke County High School Library is to provide a safe, welcoming space and a global toolbox of resources for the development of future-ready citizens who embody a lifelong love of reading, innovative thinking, proficient research skills, and collaborative work relationships. The Library also supports faculty and staff by providing guidance and support in technology and reading selections designed to enhance the physical and virtual classroom.
- The goal of the Library is to provide a safe, welcoming space for students and teachers to Read, Explore, Learn, and Think.
- All students must sign into the Library unless they are coming with a class. Students must have a Library Pass from the classroom teacher in order to use the Library during class

time.

- Students must have their Student ID on and visible in the Library at all times.
- Be respectful of everyone using the Library. Disturbing other patrons is prohibited.
- Student use of the Library during lunches is dependent on whether the Library has been reserved for class or meetings, and is limited to no more than 25 students, which could be lower, depending on current social distancing guidelines.
- Eating and/or drinking in the Library is prohibited.
- Restrooms located in the Library are only for the use of students using the Library.
- Violation of Library use rules will result in a loss of Library privileges, applicable disciplinary and/or legal charges, and restitution as required.
- **The purchase price will be charged for lost books. Students may not register for the new school year or participate in the graduation ceremony until all fines are paid.**

Lockers

Lockers are issued through Steven Kershaw, Assistant Principal. Student fees must be paid in order to be issued a locker/lock. The school issued lock is the only lock allowed to be used on a Hoke High locker. Any non-school lock found on a locker will be cut off. If a locker is jammed, please report the malfunction to an administrator. The school cannot assume responsibility for articles taken from a locker. School lockers may be searched when there is reasonable suspicion that a locker may contain contraband, illegal substances, weapons, or materials that can be injurious to the health, safety, or welfare of students. The Student Code of Conduct governs items, material, substances, etc in lockers.

Lose Control / Lose Your License

Lose Your License (N.C. Law) directs schools to notify the North Carolina Division of Motor Vehicles whenever a student receives a suspension, or expulsion for more than 10 Consecutive days; or is assigned to an alternative educational setting for more than 10 consecutive Days for one of the following if occurring on school property :

- Possession or sale of an alcoholic beverage or an illegal, controlled substance.
- Possession or use of a weapon or firearm resulting in disciplinary action.
- Physical Assault of a teacher or other school personnel.

A Student's driver's license will be suspended for **1 year** as a result of any of the above actions. More information is available from Drop Out Prevention located in the guidance office.

Lost and Found

Items found should be taken to the main office. Students may check in main office to claim small articles, books, backpacks, and clothing before or after school or during lunch. Unclaimed articles, without identification, will be turned over to a community organization periodically. Proper identification will be required to establish ownership.

Make-up Work Due to Absence From School Policy Under Normal Circumstances

NOTE: This policy is not meant to override the "Power of I" policy that is mandatory on the Hoke High School Campus For Assignment Grades of "F".

Class work, homework assignments, and tests must be submitted within 5 school days after the

student returns to school **unless other arrangements have been made with the teacher.** Prior arrangements should be made if a student is expecting to have an extended absence. Pop quizzes will not be counted against students who are absent at the time the pop quiz is given. In cases of extenuating circumstances, including documented medical or family hardship, the teacher and student may work out appropriate make-up work due dates. A student who knows in advance he/she will be absent must check with his/her teachers to determine what assignments must be completed. This applies to all school-sponsored activities and any other pre-arranged absences. It is the student's responsibility to contact the teachers as soon as possible if there is a documented hardship that conflicts with a final exam date. The approval of the principal is required before any arrangements can be made to alter the student's final exam schedule. There is no guarantee that, due to North Carolina testing requirements, this policy will apply to any State, Federal, or Local Mandated Testing.

Marshal Requirements

Marshals are determined using the following criteria:

- All course work from courses taken in grades nine through the end of the first nine weeks of the second semester of the junior year.
- The calculations will be carried to 3 decimal places.
- A total of 15 marshals will be chosen; including a chief and 14 marshals.
- A student must be enrolled at Hoke High School for at least two full terms prior to the grade averaging deadline to be considered for selection as a marshal.
- A "term" is defined as a school year

Medication Violations

Students in possession of prescription drug(s) in violation of the procedures of the Authorization to Administer Medication Policy have violated the Controlled Substances provision of the Student Code of Conduct and face disciplinary consequences consistent with this policy. Possession of Over The Counter Medications in violation of the Authorization to Administer Medication Policy will also face disciplinary action.

National Honor Society

The National Honor Society provides special recognition for those students who have demonstrated superior performance during high school in scholarship, leadership, character, and service. Successful achievement in any of these areas does not guarantee membership in the National Honor Society. Qualified students become eligible for the membership process as 10th or 11th graders. Members of the National Honor Society (NHS) are selected by a majority vote of a faculty council appointed by the principal. Members are required to maintain the standards of excellence used in the selection criteria to remain in the NHS. All NHS guidelines must be upheld to retain membership in the Society. Members must attend all meetings during the year. NHS dues are required for membership. NHS bylaws are available to each member.

National Honor Society Criteria

Scholarship: At the time of induction, candidates must have a cumulative, unweighted grade point average of at least 3.5 on a 4.0 scale.

Leadership: Roles in the school or community may be considered. Leadership may be shown where candidates are directly responsible for directing or motivating others.

Character: The positive aspects of character shall be considered such as: honesty, responsibility, fairness, courtesy, tolerance, and cooperation.

Service: Candidates for membership must also demonstrate service to school, classmates, and community. Four categories of service are considered: School Activities, Leadership Positions, Community Activities, and Work Experience.

Members must complete one individual and one group project during each school year to remain in good standing as a NHS member.

Criteria For Dismissal From National Honor Society

A member is never automatically dismissed for failing to maintain standards. Members who fall below the standards which were the basis of their selection shall be warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. A student who is dismissed or who resigns may never again become a NHS member. The procedure for dismissal shall be determined by the faculty council and comply with the rules and regulations of the National Honor Society as stated in the chapter by-laws. A written description of the dismissal procedure shall be provided to all members.

New Student Enrollment

Students who need to enroll at Hoke County High School should follow the procedures outlined below:

- No new enrollment will be allowed out the car without being directed by staff member
- New students that have not be enrolled and not completed paperwork, will be directed to return home and appointment must be made or contacted to return
- All guest will have to have mask and temp checks prior to entering any part of school
- All students that have completed the registration process to start school and have not been assigned a schedule and show up, will be sent to the McDonald Cafeteria to maintain social distance
- Students that do not have registration completed and parents accompany will be directed by the staff to stay in the car and given a number, or cell number taken by guidance staff to be contacted on when to exit car to building

North Carolina Scholars Program

To be recognized as a North Carolina Scholar by the State Board of Education at graduation, students must have followed a defined rigorous course of study and maintained an overall unweighted grade point average of at least 3.5. Please refer to the **2023 – 2024 High School Planning Guide** or school counselor for more specific information on NC Scholars Program.

Off - Limit Areas

General Information regarding students being off-limits:

- Students are not allowed to leave school grounds during the school day unless the student has signed out through the main office.
- Once a student arrives on campus, he/she must remain on school grounds unless a parent or guardian signs them out through the main office.
- Student drivers/passengers must exit vehicles and parking lot upon arrival on campus.
- Parking lots are off-limits during school day unless student has signed out of school and is leaving campus as to school policy.
- **Students who use a vehicle to leave campus during the school day, in violation of the sign-out policy, may have the parking pass suspended. Disciplinary action for Off-limits or Leaving Campus in Violation of Sign Out Policy may also apply.**
- Students are not allowed to interrupt a classroom to deliver an item, speak to, or visit another student during instructional time.

Certain campus areas are off-limits to students at times during the school day:

A.M. Off-Limits Areas (prior to 8:30 am)

- Once students arrive on campus in the morning they are not allowed to leave campus and return. This is considered being Off-Limits and will result in Disciplinary Action.
- The following areas are approved for students from 8:00 – 8:30 am:
 Gibson Cafeteria
 Gibson Courtyard
 Baucom Courtyard
 MacDonald Building Main Hallway Only as a Passageway
 MacDonald / McAllister Buildings' Courtyard Areas
 Media Center

All other campus areas are off-limits for students prior to 8:30 am unless the student has a **tutoring pass** or **detention pass** from a teacher.

Lunch Period Off-Limits Areas

- Students should be in their assigned cafeteria or in the courtyard during lunch.
- Campus areas beyond the yellow lines are off-limits to students during the lunch period unless under the direct supervision of a teacher at all times.
- Off-limits areas also include all parking lots.
- Cafeteria assignments are based on 3rd period class enrollments. Students should eat in the assigned cafeteria in order for all students to be served. **Students violating this policy are considered off-limits.**
- There is no excused tardy back to a class from lunch. No tardy passes are issued.
- Students attending tutoring or other support sessions during lunch periods must have a Tutoring Pass from the teacher offering the assistance.
- Hoke High School does not recognize an “open lunch” for students to leave campus and return. Students leaving campus during lunch without permission are in violation of sign-out policy.
- Parking permit suspension may also be a consequence.

P.M. Off-Limits Areas

- All students must either be on a bus going home, in the assigned student pick-up area waiting for their ride, or in the direct supervision of a HHS staff member after 4:00 pm.
- All other areas inside and outside the buildings are considered off-limits. Students are not admitted to tutoring after 4:00 pm without a pass from a staff member.

One to One School Issued Device Guidelines

(Chromebook distribution, orientation, abuse policy requirements)

- Refer to Hoke County Schools 1:1 Handbook Booklet in which the student and the student's parent/guardian acknowledged they will comply with all terms and conditions which will govern the student's possession and use of a technology device ("the Device"), issued to the student by Hoke County Schools ("HCS"), at all times while the Device is in the student's possession or under the student's control.

Parent – Teacher Student Organization (PTSO)

The PTSO at HHS is active and involved in promoting Parent/Family Involvement at Hoke High School including: Communication, Parenting, Student Learning, Volunteering, School Decision Making and Advocacy, and Collaborating with Community. This effort is accomplished through volunteer opportunities, parent information meetings, and activities supporting Hoke High School students, staff, and parents. Dues are \$6 for student or parent; \$10 for two family members. Meetings are in HHS Media Center at 6:00 pm on the 3rd Thursday of each month

Multi-Tiered System of Support (MTSS)

The main focus of a multi-tiered system of support (MTSS) at Hoke County High School is to provide a clear framework of processes for all students school-wide. Hoke County High School teachers, administrators, support personnel, and staff members work collaboratively in using the MTSS framework to provide targeted support to students. MTSS is a screening model that identifies, addresses, and intervenes the specific behaviors of students (attendance, academics, behavior, and social-emotional) to ensure students have the resources and support needed to be successful.

Picture Dates

Check student email and school website for school picture dates. Contact for school pictures, including all senior related pictures is Regina McLaughlin, 910-875-2156.

Pre-ACT Testing

All sophomores will be tested on Pre-ACT on (TBD). Every 10th grade student in the state of North Carolina will take the Pre-ACT on that day. This test measures student knowledge in math, science, social studies, and Reading. These results assist students in preparing for course work and academic areas needing improvement moving toward the junior year. The Pre-ACT is a predictor for success in rigorous coursework such as advanced placement and honors level courses as well as indicating areas of weakness and strength for students prior to taking the ACT during the junior year. The Pre-ACT is also a measure of college readiness for enrollment in the College Promise Program. More information on the Pre-ACT and College Promise can be obtained from guidance counselor.

"Power of I"

Faculty and staff at Hoke County High School believe that every student is able to learn and that we have the skills necessary to provide a quality education for every student. Each student must accept responsibility for his or her own learning by completing each assignment to the best of his or her ability. To assist students who are experiencing difficulties, the educators of Hoke High have enacted policies that will provide students a second chance to improve a grade below 60% on assignment. The “Power of I” is mandatory practice that allows a student to attend tutoring with the teacher and to resubmit an assignment scored below 60% in order to improve that failing grade to a passing grade. **The “Power of I” is not designed to provide an excuse for missing assignments, and if abused, the teacher may remove this provision.**

- A student who scores below 60% is required to redo the assignment, or assessment under the “Power of I” policy.
- Tutoring attendance prior to retesting/redoing is a mandatory piece of “Power of I”.
- The teacher will determine the proper grade based on the quality of the redo work, number of days it takes the student to complete the redo, attendance at the mandatory tutoring required in “Power of I”, and the effort given by the student.
- A maximum 10 day window deadline is provided for a resubmit unless there are extenuating circumstances.
- N.C. Final Tests, N.C. EOC Exams are excluded from the “Power of I”.

Prom

The 2024 Senior Prom is scheduled for the Spring. A date and location to be determined. Guests must be at least high school age and cannot be more than 20 years of age at the time of the prom. More information regarding the 2024 Hoke High Prom will follow during the school year. All school fees must be cleared to be eligible to purchase a Prom ticket. Only students classified as a Junior or a Senior may purchase a Prom ticket and one guest ticket.

SAT Testing

SAT testing dates and locations and registration information can be found online at **collegeboard.org** or from the Guidance Department or College & Career Ready Center.

Saturday School

- Students may make up 4 hours in a.m. session and 4 hours in p.m. session.
- Students tardy to Saturday School will not be admitted.
- Hoke High does **not** provide breakfast or lunch for students attending Saturday School.
- Students attending Saturday School must bring assignments and materials to work the entire 4 hour session.
- Credit is only awarded if the entire 4 hour session is completed.
- Students not prepared to complete academic work or who violate the discipline code will be dismissed from Saturday School.

Schedule Change Policy

*****Only Four Possible Legitimate Reasons Exist For a Schedule Change Request:***

- The student failed a pre-requisite for the course, or

- The student needs a different course to complete graduation requirements, or
- The student has previously taken and earned the credit for the course.
- A student enrolled in Math I, Biology, or English II who has not met the pre-requisite for the course must be removed from the course by the 10th day of the semester.

The school counselor is the best resource to assist students with understanding scheduling, course prerequisites, course pathways, and graduation requirements. The master schedule of course offerings and teacher assignments are developed based on the registration numbers of students in each subject area. The Advanced Placement and College Credit courses are offered at no cost to students and require scheduling concessions and cost absorption by Hoke County High School. **Thus, there is no drop option for an Advanced Placement or College Credit course once the student is enrolled in the course.**

Hoke High School expects students to enroll in the most rigorous courses available supported by teacher academic interventions. Successful completion of rigorous coursework requires student effort and time commitment beyond the regular class time.

The final date to request a course change for Fall Semester 2023 is Friday, September 8, 2023, and Thursday, January, 18, 2024 for Spring Semester 2024. *This does not guarantee a change in your schedule.

School Improvement Team (SIT)

The School Improvement Team is representative of all Hoke High School stakeholders including parents, students, and community/business members interested in serving as a member of this oversight group dedicated to continuous improvement in all services offered at Hoke High School. A limited number of spaces are available in the various stakeholder roles. The School Improvement Team meets each month. Please contact Amber Douse, Assistant Principal, for more information on the School Improvement Team.

The School Improvement Team (SIT) will meet on the following dates (3rd Tuesday of each month unless otherwise noted with an *):

August 17, 2023 (Retreat)

September 18, 2023

October 16, 2023

November 20, 2023

December 18 2023

January 16, 2024*

February 20, 2024*

March 18, 2024

April 15, 2024

May 20, 2024

School Nurse

The School Nurse is available to assist students with medical attention as needed. Students with serious illnesses, injuries, or medical conditions are asked to see the school nurse at the beginning of the school year to establish emergency health procedures. Having a medical

professional on campus equipped with vital information such as the names of medications being taken, recent or pertinent medical procedures, known allergies, and emergency medical contact information could save a student’s life. In order to visit the school nurse a student must have a teacher hall pass to the nurse’s office. Students who arrive in the main office area without a teacher hall pass and Student ID will not be permitted to visit the nurse unless the situation is a medical emergency.

School Resource Officers (SROs)

The School Resource Officer is a sworn law-enforcement officer who is assigned to a public school on a long-term basis to provide assistance in maintaining the safe and orderly environment of the school. As law-related counselors, SROs at Hoke High guide students, staff, and parents in seeking solutions to law-related problems. They provide advice to parents and students concerning legal matters, and ultimately offer another caring adult for students who need someone to listen and to assist students in finding positive solutions to their problems. SROs might also be called upon as law-related educators to provide opportunities for students to learn about the role of police in a free society, to educate students about the consequences for unacceptable behavior both in school and the community, and to promote high moral standards, good judgment, and responsible citizenship. While the SRO is an important asset to our campus, responsibility for disciplinary actions due to violations of school rules remains an administrative duty unless the violation of the school rule also constitutes a violation of law. In this case, the SRO will conduct his or her own investigation and take appropriate action according to law enforcement agency policies and procedures. All legal actions are separate from school administered disciplinary actions.

School Sponsored Activities Expectations

Hoke High School is committed to providing worthwhile activities outside of the classroom instruction which allow students opportunities to pursue a variety of interests. Each of these school sponsored activities carries academic, attendance, and behavioral requirements as well as expectations for students to remain “in overall good standing at Hoke County High School” for participation eligibility. The Hoke County Schools’ Student Code of Conduct provides disciplinary and legal consequences for inappropriate student behavior associated with participation in all school sponsored activities, including athletics.

Examples of School Sponsored Activities May Include (but are not limited to):
“Athletics, Marching Band, Clubs, Organizations, Field Trips, Internships, Community Service, Cadet Teacher Field Experience, Academic / CTE Competitions, Senior Trip, Prom, etc”.

Class of 2023 Important Dates

Senior Movie	TBA
Senior Breakfast	TBA
Senior Trip	TBA
Senior Field Day/Picnic	TBA
Prom	TBA
Senior Awards	TBA

* Senior Awards attendance is required in order to participate in Graduation Ceremony

Graduation	
Graduation Practice	TBA
* Graduation Practice attendance	is required in order to participate in Graduation Ceremony
Graduation	TBA
*rain date for graduation	TBA

Senior Student Responsibilities At Graduation

Valedictorian:	Presents an address during the graduation ceremony. Speech must be approved by the school principal.
Salutatorian:	Presents the welcome during the graduation ceremony.
Senior Class President:	Presents the farewell during the graduation ceremony.
Senior Class Vice President:	Leads the "Turning of the Tassel".

Senior Trip 2024

- All school fees must be cleared to be eligible for the 2024 Hoke High Senior Trip.
- The Student Code of Conduct is in effect during the Senior Trip.
- Senior Trip information including cost, departure/return times, and itinerary of the trip is available from Mrs. Regina McLaughlin.
- Once the trip is booked the number of students traveling is set with the vendor and no refunds are possible because the per person cost of the trip is set by the number of students who have committed to making the total trip payment.
- Hoke County High School has no school based funds available or permissible to be used on such activities. This type of student activity is completely dependent on student provided funds.
- In order to participate in the Senior Trip seniors must be in "good standing" at Hoke High School; on track to meet on-time graduation requirements; and have no major discipline incidents or repetitive discipline incidents for the school year.
- The principal may deny the senior trip opportunity based on out of school suspension(s) or ongoing disciplinary actions.

Smart Snacks in School Rule

No food or beverage products of any kind are allowed to be sold to students on the Hoke County High School campus by any individual, group, team, club, etc prior to **4:10 pm** each school day. Hoke County Schools has implemented the Smart Snacks School Rule standards of the Healthy, Hunger-Free Kids Act of 2010 law on all campuses, including Hoke County High School. Non-compliance with this policy by any individual at Hoke County will not be tolerated and will result in confiscation of food/beverage items and deposit of any funds collected into the school's general account. Applicable disciplinary action or Human Resource actions for violation of a federal law will also be pursued.

Note: The "Smart Snacks" standards do not apply to foods and beverages sold to adults, nor do they apply to foods and beverages sold in the evening / weekend extracurricular activities, or activities that take place off campus. These standards do not apply to foods and beverages that students bring from home as part of a bag lunch.

Sports equipment/Oversized equipment

Oversized sports equipment such as bats, helmets, balls, bags, rackets, etc. must be stored in a locker at the beginning of each day and retrieved at the end of the day. These items cannot be brought into the classroom. The use of skateboards is prohibited on campus. Skateboards must be stored in a locker at the beginning of the school day and retrieved at the end of the school day. See above for locker information. Failure to comply with the sports equipment/oversized equipment policy will result in disciplinary action.

STUDENT CODE OF CONDUCT

Hoke High School Administrative Safe School Intent Statements

Administrators reserve the right to use all available disciplinary measures to address violations of the Student Code of Conduct to most effectively meet the demands of the particular situation. Measures may include periodic random searches and inspections of classrooms, buses, vehicles, and/or lockers. **Any type of behavior taking place off-campus which results in violation of the Student Code of Conduct, including creating an unsafe school environment, will be addressed as any such on-campus behavior would be addressed.**

Administrators reserve the right to consider any violation not listed in the Student Code of Conduct under the category which is most closely related to the offense in question. Administrators reserve the right to take applicable, appropriate action as necessary to safeguard the safety and well-being of students and staff and to maintain a safe and orderly learning environment. Action may include, but is not limited to, the immediate removal of a person or persons from campus with investigation to follow at a later date.

Hoke County High School Discipline

A safe environment is essential to learning. Each student has the right to learn through positive, nurturing interaction with faculty, staff, and administration and the right to be free from distractions caused by the inappropriate behavior of others.

The **Hoke County Schools Code of Conduct** defines the school system's expectations for appropriate behavior in order to:

1. Create an orderly environment in which students can learn.
2. Teach expected standards of behavior.
3. Help students learn to accept and be accountable for the consequences of their behavior.
4. Provide students with the opportunity to develop self-control.

General Provisions

The purpose of the student code of conduct is to present system-wide policies on the acceptable conduct and behavior of students attending Hoke County Schools. This code shall apply to all students in the system before, during, and after school hours on any school property, in any school building, in any school owned or approved vehicle used to transport students to and from any school sponsored/approved activity, or during any period of time students are subject to the authority of school personnel. Any student who refuses to comply with reasonable rules, regulations, or directives imposed by any administrator, teacher or other school employee shall be held in violation of this code of conduct.

Due Process

A student referred for a disciplinary offense has the right to be informed what the alleged offense is, has the right to respond to the allegation, and has the right to offer information or witnesses in his behalf. Appeal of disciplinary action must be directed to the principal.

Safe School Interventions

Hoke High teachers and administrators employ a variety of interventions to encourage and support appropriate student behavior, interactions, and a safe, clean, and orderly academic focused environment. This pro-active stance toward school discipline relies on all stakeholders as members of the support system at Hoke High. Examples of this effort are:

Academic Support

Research shows that students who experience academic success and show consistent progress toward earning the high school diploma are less likely to be involved in disciplinary situations than students who do not earn course credits in a consistent manner.

Behavior Contract

A student assigned a short-term suspension (less than 10 days) from school for a Level 1 or Level 2 Minor Offense will be placed on a Behavior Contract upon returning to school. This contract outlines the behavior necessary for the student to remain in good standing at Hoke High School and is signed by student, parent, and administrator. Another discipline offense of the same or higher level as the original offense resulting in the contract will void the contract, and may result in a recommendation for Turlington Alternative School (Level 1, or Level 2, Minor Offense) or Long-Term Suspension (Level 2 Minor Offense).

Drop-Out Prevention / Attendance Counseling, Intervention

Attendance Counseling / Drop-Out Prevention also provides intervention and support services that impact the disciplinary process at Hoke High School. The Drop-Out Prevention Referral process, after school and Saturday school sessions are aimed at students who have attendance issues resulting from excessive tardies or skipping / cutting class. This type of behavior impacts the student's academic progress and as a result is a graduation concern.

Guidance Intervention Efforts

Counselors monitor student discipline records in order to intervene and offer strategies to students for avoiding misbehavior which may result in a loss of instructional time for the student. Counselors use individual counseling and small group focus sessions as support.

Mediation Agreement

Student Services personnel engage students who are experiencing conflict in a mediation process with a signed mediation agreement as the outcome. Students who violate the mediation agreement face disciplinary action for any continued conflict actions.

Parents

Parents play a vital role in support of the discipline process. Parents should expect contact from school personnel when an incident occurs. Each teacher is empowered to maintain discipline in

the classroom following the progressive steps outlined in this chapter. Parents are encouraged to contact teachers frequently in order to stay abreast of student academic, attendance, and behavior status. Parent participation in the learning process is vital to the child's success.

Peer Mediation Program

Peer Mediation is a student-based, voluntary process for resolving conflict among students mediated by trained student peer mediators and coordinated by trained school personnel. Disputes include: gossip, rumors, relationship difficulties, minor harassment / confrontations. Peer Mediators support safe teaching and learning environments by increasing student responsibility for behavior and decreasing the time spent on discipline.

Referrals to Peer Mediation can be made by students, teachers, parents, administrators, and other staff members by completing a Peer Mediation Form found in Student Services offices, including guidance counselors, social worker, drop-out prevention, teacher workrooms, main office, and administrator offices. Peer mediation referral forms must be submitted to social worker, guidance counselors, or administrators.

Administrators attempt to use Peer Mediation to avoid assigning students to Detentions, ISS or OSS, but if the peer mediation does not resolve the conflict, disciplinary action will follow.

Departmental / Subject Area PLC "In-House" Behavior Interventions

Each Department on campus must develop and implement alternative interventions to minor classroom misbehavior prior to entering discipline referrals for such behavior (unless the student is causing a disruption of the instructional process or is exhibiting potentially unsafe behaviors). Examples of an "in-house" intervention might include: "Bounce" policy, re-grouping, parent contact, student conference with another teacher, etc.

Positive Behavior Interventions and Supports (PBIS)

The main focus of the Positive Behavior Interventions and Supports (PBIS) effort at Hoke High School is to provide a clear system for all expected behaviors at Hoke High School.

Student Assistance Team

The Student Assistance Team is a group of counselors, teachers, support personnel, and administrators, who meet on a regular basis to formulate a plan of action for students who may be having problems with school, family, drugs, alcohol, depression, or other concerns. This program is based on a team approach to problem-solving. Students may be referred to SAT by administrators, parents, teachers, other school personnel, student, or themselves. Once a referral is made, the SAT will meet, discuss possible solutions to the problem, look at the available resources, and formulate a plan of action to assist the student.

Positive Intervention Center (PIC)

The purpose of the Positive Intervention Center is to provide alternative intervention and discipline for students who violate school rules and or policies which involve removal from the regular classroom setting. Students are assigned by administration. PIC is a de-escalation and problem-solving center which provides positive alternatives to similar situations, individualized instruction, and resources. PIC is designed to keep students in school versus out of school suspension. The instructors provide feedback and positive reinforcement for appropriate behavior and academics. (Mr. Patterson and Ms. McLean)

LEVEL 1 MINOR VIOLATIONS OF THE CODE OF STUDENT CONDUCT

Minor disciplinary violations are less severe infractions involving a lower degree of unsafe behavior under normal conditions. However, **administrators may take more severe disciplinary action to address any situation that escalates beyond “normal conditions”**. Examples of minor violations include, but are not limited to:

A. Dress Code Violations

Consequences (under normal conditions):

- **1st Offense – Warning / Opportunity to Correct Dress to Meet Policy / Placed in ISS Room until Corrected / Parent Contact**
- **Repeated Offenses – ISD (1 or more periods); or ISS (1 or more days); or OSS (less than 10 days); or PIC (2 or more days).**

Note: A student who repeatedly refuses to comply with the Dress Code Policy will be disciplined for “Insubordination” and applicable disciplinary consequences will apply.

A Dress Code policy is intended to provide a safe, orderly, and instructionally focused learning environment for students and staff.

Examples of dress code violations include, but are not limited to:

- Presenting a bodily appearance, wearing any sort of clothing, headwear, accessories, jewelry, symbols, or styles which are intended to be, or are, intimidating, harassing, disruptive, vulgar, profane, provocative, offensive, obscene, excessively tight, revealing, excessively loose/baggy fitting, or which endangers the health or safety of the student or others is prohibited.
- Attire or jewelry of any kind with messages or illustrations that are unlawful, lewd, vulgar, indecent, derogatory, degrading, or that promote violence or an unsafe environment.
- Advertise any conduct or service not permitted by law or board policy on school property, including activities and events held on campus after school hours. Examples may include, but are not limited to: weapons, drugs, alcohol, criminal acts, or sexual conduct;
- Bandanas, “skull caps”, stocking head wear, “do-rags”, etc, or other group identifying head wear is not allowed to be worn or displayed on campus at any time, including activities and events held on campus after school hours;
- Any sort of “group” attire, etc intended to intimidate or to insinuate violence, or disrupt the safe, orderly, educational focus of the campus, including activities and events held on campus after school hours.

Disciplinary action may be taken if a student’s dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates the dress code policy.

Hoke County High School’s Dress Code Policy (Updated 2022)

Shirts

- Shirts must have a strap on each shoulder that is at least 2 fingers wide to include tank tops for all students. They must not expose under-garments, cleavage, or the midriff area in the front or back at any time.
- Shirts cannot have cut-out sides or backs. See-through clothing is not permitted
- Clothing or dress, tattoos or adornments may not contain or display explicit language or graffiti relating to (but not limited to) the following: alcohol, tobacco, drugs, weapons, sex or gangs.

- Clothing with lewd, indecent or vulgar messages or illustrations
- Outerwear should not be above the belly button, all undergarments should be concealed.

Dresses, Shorts & Pants

- Dresses & Shorts must be reasonable with concealed undergarments
 - o 4 inches from your inseam
 - o Leggings should be modest and reasonable
- Jeans may have rips and tears

Miscellaneous

- No pajamas, onesies, or pajama pants will be permitted
 - o Bedroom slippers not permitted
 - All shoes should have a hard bottom sole.
- Hats are permitted
- Almost all of headgear are allowed
 - o Teacher discretion while in class
- NO bandanas regardless of color!
- Waist chains are allowed (chain belts or wallet chains)

B. Hoke High School Student I.D. Badge Violations

Consequences:

- **1st Offense – Warning / Opportunity to Meet Policy / Parent Contact / Repeated Offenses – ISD(1 or more periods); or ISS(1 or more days); or OSS (less than 10 days); ; or PIC (2 or more days).**
- **Repeated offenses for “no ID” may result in applicable disciplinary consequences for “Insubordination”.**

Student IDs:

- Each student must have a student ID made during orientation.
- New enrollees have the student ID made in Guidance at the time of enrollment.
- A student may have a replacement ID made in Guidance or Main Office.
- Replacement card, a **\$10.00** replacement fee is required from the student to cover the cost of each replacement card.
- Must be displayed at all times during the instructional day at Hoke High School.
- I.D. Badge is required to access Media Center resources;
- Required to enter the Cafeteria serving lines and inside eating areas; (administrators may assist students with extenuating circumstances)
- Visit a Guidance Counselor, Nurse, or the Main Office.
- Students picked up in hallways during a class period without a hall pass and valid HHS Student I.D. displayed may be placed in ISD Room until the end of the class period or for additional class periods if necessary.

C. Inappropriate Items on School Property (possession, use, distribution)

Consequences: (depending on relationship to school safety)

- **1st Offense - Warning / Confiscation of the Inappropriate Item / Parent Contact/ ISD / ISS / OSS / Assignment to Alternative Education Program**
- **2nd and Repeated Offenses - ISS; PIC (2 or more days), or OSS (less than 10 days); or Assignment to Alternative Education program**

D. Profanity (Not Directed at an Adult, or Which Does not Communicate a Threat); Inappropriate Language;

Consequences (under normal conditions)

- **1st Offense - Warning / Parent Contact / ISD; or ISS; or PIC (2 or more days); or OSS (less than 10 days); depending on severity and specific offense**
- **2nd and Repeated Offenses - ISD; or ISS; or PIC (2 or more days); or OSS (less than 10 days); or Assignment to Alternative Education Program**

E. Possession/Use of Tobacco Products, E-Cigarettes, Personal Vaporizers, Electronic Nicotine Delivery Systems, Any Other Devices/Items that simulate the use of Tobacco Products, or Inclusion of Nicotine in a Non-Tobacco Product/device.

Consequences:

- **1st Offense (Possession) - Warning / Confiscation of the Inappropriate Item / Parent Contact/ISD / ISS / OSS**
- **Repeated Offenses (Possession) - ISD/ISS/OSS (less than 10 days); and/or Assignment to an Alternative Educational Placement**
- **1st Offense (Use) - OSS (minimum of 2 days);**
- **Repeated Offenses (Use)- OSS (minimum of 2 days); and/or Assignment to an Alternative Educational Placement**

For the purpose of this policy, “tobacco product” includes cigarettes, vapes, e-cigarettes, cigars, pipes, chewing tobacco, snuff, dip, or any other items containing tobacco and intended for human consumption, cigarette wrapping papers, and any type of “simulator” of tobacco/nicotine use:

- on any school campus or school building or property, including school buses / vehicles
- at any school related activity, including athletic events, and field trips.;
- at any time when the student is subject to the supervision of school personnel.

F. Tardy Policy

A tardy is defined as arrival to class within the first ten (10) minutes after the tardy bell rings. Students must be in their seats when the tardy bell rings. Arrival to class 10 - 29 minutes after the tardy bell will constitute Skipping. Arrival to class 30 minutes or later will constitute an unexcused absence. Students are expected to arrive at each class on time each day.

Tardiness is unacceptable.

Consequences: (under normal conditions)

Teachers may address tardiness by:

- Verbal and/or Written Warning
- Parental Contact

- Lunch detention
- Before or After School Detention with the Teacher
- Referral to Guidance Counselor, Attendance Counselors
- On-time to class Contract
- Discipline Referral to Administrator after **Documented Teacher Interventions**

Tardy 1 - 4

Teacher discretion...teacher records the tardy in powerschool and informs the student of the number of tardies they have accumulated. Teacher discretion can include verbal warning, teacher detention, natural consequences/grade impact, seat change, extra assignment/packets, student/parent conferences, and others (as approved by department administrator).

Tardy 5

Referral to Assistant Principal's office. Student assigned lunch detention. Parents notified by the teacher. Student returns back to class after lunch detention is assigned.

Tardy 6

Referral to Assistant Principal's office. Student assigned to In-school suspension (ISS). Parents notified by the Assistant Principal. Students sent back to class after ISS has been assigned.

Tardy 7

Referral to Assistant Principal. Student assigned ISS (one or more periods).

Tardy 8+

Student assigned Positive Intervention Center (PIC) or Out-of-school suspension (OSS). Student will be placed on a behavior contract. Parents contacted by the Assistant Principal.

A student must have prior permission and a hall pass to be out of class after the tardy bell rings. Students out of class after the class period starts may be assigned to the ISS room for the remainder of the class period, or additional class periods **by an administrator**. Repeated tardiness may be addressed through disciplinary consequences for "Insubordination".

G. Skipping/Cutting Policy

A student is considered skipping anytime he or she is present at school, but does not report to the appropriate destination as required. Students are considered cutting school if they violate the sign-out policy, are in an unauthorized area, or are on campus, but not in class.

Consequences: (under normal conditions)

Note: Students who use a vehicle to leave campus during the school day, in violation of the sign-out policy, may have the parking pass suspended (1 to 10 days) in addition to any applicable disciplinary actions.

Teachers may refer students who skip class through a discipline referral. Teachers are also encouraged to notify parents if a student skips class as well as Attendance Counselors. Administrators may address skipping school / class with a variety of consequences, depending on the previous interventions, severity of the situation and/or cumulative number of offenses:

- Referral to Attendance Counselors, Guidance Counselor
- Verbal and/or Written Warning

- Parental Contact
- DOP After-School Detention assignment
- ISD assignment
- Attendance Contract
- Full Day ISS assignment
- OSS
- PIC assignment (2 or more days)
- A Combination of the Above Interventions

A student must have prior permission and a hall pass to be out of class after the tardy bell rings. Students out of class after the class period starts may be assigned to ISS room for the remainder of the class period, or additional class periods as determined by an administrator.

H. Off – Limits

Certain campus areas are off-limits during specific times of the school day. Students are not allowed to leave school grounds during the school day unless the student has signed out through the main office. **Once a student arrives on campus, he/she must remain on school grounds unless a parent or guardian signs them out through the main office.** A student violating the sign-in/sign-out policy or who leaves school grounds without administrator permission will receive disciplinary consequences for leaving campus without permission or skipping school. This includes being out of class during class time without an approved hall pass.

Consequences: (under normal conditions)

- **1st Offense - Warning; Parent Contact; ISD; ISS; OSS (depending on severity)**
- **2nd Offense - ISD; ISS; or OSS (less than 10 days) + Behavior Contract**
- **3rd Offense + - ISS; or PIC (2 or more days); or OSS (less than 10 days) or Assignment to an Alternative Education Program**

I. Off-Task Behavior During Instruction

*includes unapproved use of smartphone or personal electronic device, and also misuse of any school issued devices during instructional time

Consequences: (under normal conditions)

- **1st Offense - Teacher Discretion; Parent Contact; Administrative Referral**
- **Repeated Offenses - Administrative Referral**

*Additional interventions, disciplinary actions, including confiscation of the device, may also apply per Hoke County Schools "Student Possession and Use of Smartphones and Personal Electronic Devices" Rules.

J. Unprepared for Instruction and/or Not Completing Assignments;

Consequences: (under normal conditions)

- **1st Offense - Teacher Warning & Parent Contact; Teacher Assigned Detention; ISD or ISS**
- **Repeated Offenses - Guidance Referral; ISD; or PIC (2 or more days), or OSS (less**

than 10 days; Behavior Contract; Repeated Off-Task may be referred as “Insubordination” and carries more severe disciplinary action

***Additional interventions, disciplinary actions, including confiscation of device, may also apply per Hoke County Schools “Student Possession and Use of Smartphones and Personal Electronic Devices” Rules.**

K. Violations of Standards of Integrity (Honor Code)

- **cheating**, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of unfair advantage on any form of academic work;
- **plagiarizing**, including copying the language, structure, ideas and/or thoughts of another and representing it as one’s own original work;
- **violating copyright laws**, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;

Consequences:

**1st Offense – a. Loss of Credit for the Assignment in Question, and;
b. Parent Contact by Teacher, and;
c. ISD; or ISS; or PIC (2 or more days); or OSS depending on severity of situation**

2nd and Repeated Offenses – OSS (less than 10 days) + Loss of Credit + Parent Contact

L. Violations of Standards of Civility

- **cursing** or using vulgar, abusive or demeaning language toward another person; and
- **abusive** or dangerous tricks or otherwise subjecting a student or employee to personal indignity.

1st Offense – ISD; or ISS; or PIC (2 or more days), or OSS (less than 10 days + Behavior Contract); or Assignment to Alternative Education Program (depending on severity of situation)

2nd Offenses – Assignment to Alternative Education Program

M. Public Display Of Affection

Public Display of Affection is defined as, but is not limited to, full body contact, hugging, or kissing. PDA is inappropriate behavior at school and is subject to disciplinary action.

Consequences for PDA fall under the Minor Violations Policy. Repeated violations of the policy may result in Out-of-School Suspension. *Sexual intimacy, a more serious offense, will not be tolerated, and is addressed under the Serious Violations Policy with more severe consequences.

Level 2 Minor Violations Of The Code Of Student Conduct

Minor disciplinary violations are less severe infractions involving a lower degree of unsafe behavior. Examples of minor violations include, but are not limited to:

A. Harassment

Consequences:

Note: Applicable Legal Charges will be pursued in addition to any disciplinary actions.

1st Offense - Parent Contact and ISS; or PIC (2 or more days), or OSS (less than 10 days) with Behavior Contract; or Assignment to Alternative Education Program. Other interventions may be appropriate including Peer Mediation and Guidance / Administrator Conferencing depending on severity and consistency of offense(s).

2nd Offense - Remote Learning (2 or more days), or OSS (less than 10 days); and/or

Assignment to Alternative Education Program

B. Bullying

Bullying falls under the Assaults, Threatening Acts, and Harassment Policy. Any form of bullying is not tolerated. Bullying may be verbal, or non-verbal, physical or mental/emotional, and also technological such as cyber (social media, email, etc.) and through wireless devices such as cell phones (texting, pictures, voicemail, etc). Harassment or threatening acts that take place away from campus may result in disciplinary actions through the school if such actions cause disruption or safety concerns at school.

Guidelines to address the issue of Bullying implemented for Hoke High School include:

- Anonymous Reporting: When bullying is occurring on campus, students, staff members, and parents are encouraged to report such actions to school administration.
- Anonymous reporting will be accepted, but any person who abuses the reporting provisions of this policy is subject to the consequences authorized by this policy, beginning at 2nd offense level, or as authorized by law, or contract provisions.
- Parents and guardians of both the alleged aggressor and victim must be notified and provided a copy of the investigation.
- Parents must be informed of their due process rights, the date of the hearing, and the possible consequences.
- When appropriate (by age of the students) the students involved should also receive the notification, a copy of the due process standards, the date of the hearing, and potential consequences.
- The students may be represented by legal counsel.
- A written summary of the hearing and the conclusion of the findings of fact must be filed with the appropriate district offices.
- An intervention plan will be developed with the parents of the aggressor and victim, the students, and appropriate school personnel.
- The principal must maintain a list containing the number of verified acts of teasing, bullying, and harassment occurring at the school site or at school-related events.
- This list must be available for public inspection.
- All reported incidents are to be investigated by the principal or designee, and a written summary of the investigation prepared.
- The district staff will train teams of appropriate school and district personnel to provide support group facilitation for students found guilty of teasing, bullying, or harassment.
- The district staff will review all character education and related curricula to strengthen components intended to reduce teasing, bullying, and harassment.

The following consequences are authorized and required:

- 1st Offense - Referral to support group program; Intervention plan developed in conjunction with the school administrator, student, parents, and appropriate school staff; **1-5 days ISS, or PIC (2 or more days), or may result in Out-of-School Suspension (OSS) depending on severity**
- 2nd Offense- **PIC (2 or more days) or 5 day OSS required for the aggressor(s); Review and strengthening of the intervention plan**
- 3rd Offense - **10 day OSS and recommendation for Long-Term Suspension (LTS); Parent Conference; Referral for Mental Health Center; Convene meeting of the Student Assistance Team; Referral to Juvenile Services Department and/or Law Enforcement will be made as applicable.**

C. Minor Physical Altercations

Consequences (under normal conditions)

Note: Applicable Legal Charges will be pursued in addition to any disciplinary actions.

1st Offense – PIC (2 or more days), or OSS (less than 10 days) and return on Behavior Contract; or Assignment to Alternative Education Program (depending on severity)

2nd Offense – OSS (less than 10 days) and Apply Terms of Behavior Contract;

Assignment to Alternative Education Program

NOTE: A physical altercation situation involving more than two individuals may result in Assignment to Alternative Education Program on first offense, depending on severity and level of disruption, for all participants.

D. Communicating Threats to a Student / Aggressive Behavior

Consequences (Legal Charges may be pursued in addition to disciplinary actions.)

1st Offense : ISS; PIC (2 or more days); or OSS (less than 10 days) with Behavior Contract(depending on severity)

2nd Offense: OSS (less than 10 days) with Behavior Contract; or Assignment to Alternative Education Program (based on severity or if Behavior Contract already in place)

E. Insubordination

Consequences: (depending on severity of offense)

1st Offense - ISD; or ISS; or OSS (less than 10 days) with Behavior Contract

2nd Offense - PIC (2 or more days); or OSS (less than 10 days) with Behavior Contract; Apply Terms of Behavior Contract

3rd Offense- OSS (less than 10 days); Apply Terms of Behavior Contract; or Assignment to Alternative Education Program

F. Theft

Consequences (full restitution and applicable legal action is included in consequences)

1st Offense - OSS (less than 10 days) with Behavior Contract and Restitution

2nd Offense - OSS (less than 10 days); Apply Terms of Behavior Contract; or Assignment to Alternative Education Program and Restitution

3rd Offense - Assignment to Alternative Education Program and Restitution

*Theft involving school owned technological and/or electronic devices will result in Assignment to Alternative Education Program and Restitution on first offense, if the device is not immediately recovered in undamaged, uncompromised state. Applicable legal actions will also be pursued.

Serious Violations Of The Student Code Of Conduct

- Serious violations that threaten to substantially disrupt the educational environment may result in **Long-Term Suspension**.
- Serious violations that threaten the safety of students, school employees, or school visitors may result in **Long-Term Suspension** or **Expulsion**.

- Violations involving firearms or explosive devices will result in a **365 Day Suspension**.

A. Assaults, Threats and Harassment

- Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in a way that could reasonably cause injury to another person.
- Assault includes engaging in a fight.
- Students are prohibited from directing toward any other person any language that threatens force, violence, or disruption, or any sign or act that constitutes a threat of force, violence or disruption.
- Students are prohibited from engaging in or encouraging any form of harassment, including bullying of students, employees or other individuals on school grounds or at school related functions.
- Harassment includes any unwanted, unwelcome, or uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim.
- The hostile environment may be created through pervasive or persistent misbehavior, or a single incident, if severe enough.

Consequences for Assaulting, including engaging in a fight, Threatening Acts, or Harassment may include: Out-of-School Suspension (OSS); Long-Term Suspension (LTS); Alternative Placement; or Expulsion. A violation of this rule will be reported to law enforcement for applicable legal consequences as well.

Note: A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to free himself or herself from the attack and immediately notify proper school authorities. A student who exceeds this reasonable force allowed in self-defense may be disciplined even though he/she may not have provoked or initiated the fight. This policy specifically prohibits physical retaliation against a person who provoked or initiated such fights.

*Students and parents are specifically encouraged to notify school authorities of disagreements, harassment, confrontations, bullying behavior, or any other type of interpersonal conflict which may lead to a confrontation.

B. Disrespect To School Staff Which Disrupts The Educational Environment

No students shall direct toward any school employee any language which threatens force or violence or which is abusive or any sign or act which constitutes a threat of force or violence or which is abusive. This rule addresses disrespectful words or actions directed toward a school employee who is within the physical presence or earshot of the student engaging in the prohibited words or actions.

Examples of words or actions which are prohibited by this rule include, without limitation:

- Cursing or otherwise directing profanity toward a school employee; or
- Directing racial or ethnic epithets towards a school employee;
- Personally insulting a school employee by, for example, engaging in derogatory references to the employee's age, race, ethnicity, appearance, gender, or personal life;
- Engaging in obscene or vulgar signs, acts, or gestures directed to a school employee;
- Actively encouraging other students to demonstrate disrespect to a school employee which substantially disrupts the educational environment;
- Screaming or shouting at a school employee, or not allowing a school employee to communicate with others in the course of their official duties.

Consequences for this level of disrespectful behavior fall under the Standards of Civility;

Consequences for Threats and/or Harassment; and/or Disruptive Behavior Policies. Consequences may include: Remote Learning (RL), Out-of-School Suspension (OSS); Long-Term Suspension (LTS); or Alternative Placement depending on severity and circumstances of the violation. All applicable legal actions will be pursued through law enforcement as well.

C. Possession Of Weapons And Weapon Like Items:

No student shall knowingly possess, handle, or transmit, whether concealed or openly, any instrument or object that would reasonably be considered a weapon or could be used as a weapon. Knowingly may be inferred from surrounding circumstances. Weapons include, without limitation, the following:

- **Any loaded or unloaded firearm, including a gun, pistol or rifle
- **Explosives, including dynamite cartridges, bombs, grenades, or mines
- Knives, including pocket knives, bowie knives, switchblades, dirks, and/or daggers
- Slingshots
- Canes, leaded canes, or any other similar item made of any type of material
- Blackjacks
- Metal knuckles
- BB guns, Air rifles, or air pistols
- CO₂ cartridge guns
- Stun guns, tasers, or other electronic shock weapons
- Ice pick
- Razors or razor blades
- Chains
- Mace
- Pepper sprays
- Machetes
- Bows and arrows, crossbows, or blow guns
- Box cutters and other types of utility blades
- Lighters and other incendiary devices
- Shivs or shanks or any type of handmade weapon
- Any other object that is intended as a weapon

No student may knowingly or willfully cause, encourage, or aid any student to possess, handle, use or transmit, any of the weapons described above. To do so is a violation of this rule. A student who finds a weapon, who witnesses another student, or other person with a weapon, or becomes aware that another student or other person intends to possess, handle, or use a weapon, must notify proper school authorities immediately. Failure to immediately notify proper school authorities and immediately turn over any weapon found constitutes a violation of rule.

Consequences for violations of the Weapons and Weapon-Like Items Policy may include: Out-of-School Suspension (OSS); Long-Term Suspension (LTS); Alternative Placement; or Expulsion depending on the specific circumstances of the violation. A violation of this rule will be reported to law enforcement for all applicable legal consequences as well.

****Note:** As required by law, a student who brings or possesses a firearm or destructive device on school property or a school-sponsored event must be suspended for 365 days.

D. Illegal Drugs, Controlled Substances, and Alcoholic Beverages

Students are prohibited from possessing, using, transmitting, selling, or being under the influence of any of the following substances:

- Narcotic Drug;

- Hallucinogenic Drug;
- Amphetamine;
- Marijuana or other Controlled Substances;
- Synthetic Stimulants and Synthetic Cannabinoids;
- Alcoholic Beverage, Malt Beverage, Fortified/Unfortified Wine or other Intoxicating Liquor;
- Any Chemicals, Substances or Products Procured or Used with the Intention of Bringing about a State Of Exhilaration/Euphoria or otherwise Altering the Mood or Behavior.
- Students are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs while in any school building, on any school premises, on any school bus, or off the school premises at any school activity, function, or event.
- Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission

Possession or use of a drug authorized by a valid medical prescription from a registered physician will not be considered a violation of this rule if, when the drug is possessed or taken only by the person for whom the drug was prescribed and all actions meet the Hoke County Schools Administering Medicines to Students Policy.

Medication Violations

Students in possession of prescription drug(s) in violation of the procedures of the Authorization to Administer Medicines Policy face disciplinary consequences. Possession of Over The Counter Medications in violation of the Authorization to Administer Medication Policy will also face disciplinary action.

Consequences for violations of the Drug and Alcohol Policy may include: Out-of-School Suspension (OSS); Long-Term Suspension (LTS); Alternative Placement; or Expulsion depending on the specific circumstances of the violation. A violation of this rule will be reported to law enforcement for all applicable legal consequences as well.

E. Bomb Threat

Students are prohibited from making, aiding, and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosive, blasting or burning is located on school property.

Consequences for serious violations that threaten to substantially disrupt the educational environment or threaten the safety of students, school employees, or school visitors may result in Long-Term Suspension or Expulsion in addition to any applicable legal charges.

F. Terrorist Threats

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance, or material designed to cause harmful or life-threatening injury to another person is located on school property.

Consequences for serious violations that threaten to substantially disrupt the educational environment or that threaten the safety of students, school employees, or school visitors may result in Long-Term Suspension (LTS) or Expulsion.

G. Clear Threats to Student and Employee Safety

Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of

other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

- theft or attempted theft by using or the threat of using a weapon;
- attack or threatened attack where a weapon is used or is visible;
- an attack on another person that does not result in serious injury, but that is intended to cause or reasonably could cause serious injury;
- an attack on another person that causes obvious severe or aggravated bodily injury;
- confining, restraining or removing another person from one place to another, without consent for the purpose of committing a felony, or for the purpose of holding as a hostage for ransom or as a shield;
- taking or attempting to take item(s) of value from another person by force, threat of force, violence, or through fear;
- any unauthorized, unwanted intentional sexual touching or attempted sexual touching;
- any behavior resulting in a felony conviction on a weapons, drug, assault, or other charge that implicates the safety of other persons; or
- any other behavior that demonstrates a clear threat to the safety of others in the school environment.

Consequences for serious violations that threaten to substantially disrupt the educational environment or that threaten the safety of students, school employees, or school visitors may result in Long-Term Suspension (LTS) or Expulsion.

H. Disruptive Behavior / Disorderly Conduct

Students are prohibited from disrupting teaching, the orderly conduct of school activities, and a safe, orderly school environment. Examples of disruptive behavior include, but not limited to:

- intentional verbal or physical acts that result or have the potential to result in blocking access to school functions or facilities or preventing convening or continuation of school-related functions, including instruction and/or orderly school environment;
- appearance or clothing that:
 - violates the Hoke High School Dress Code Policy
 - is substantially disruptive or disorderly resulting in an unsafe environment for others
 - is provocative or obscene; or
 - endangers the health and safety of the student or others
- possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;
- engaging in behavior that is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting; sexual intimacy
- **failing to observe established safety rules, standards and regulations, including on buses and in hallways; and
- **interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

Consequences for Disruptive Behavior / Disorderly Conduct may range from Minor Violations Consequences to Serious Violations Consequences and, depending on the degree of severity of the violation, may result in Assignment to Alternative Education Program on first offense.

1st Offense - PIC (2 or more days); or OSS (less than 10 days) with Behavior Contract; or Assignment to Alternative Education Program

2nd Offense - Apply Terms of Behavior Contract; Assignment to Alternative Education Program

3rd Offense - Assignment to Alternative Education Program

****Note: Disruptive Behavior taking place on a school bus may result in a loss of bus riding privileges as well as applicable disciplinary action.**

I. Destruction / Vandalism of School Property

Destruction / Vandalism of school property, including any graffiti or writing on walls, damage to doors, windows, and buildings, and destruction to bulletin boards is strictly prohibited.

Consequences for destructive behavior range in severity from suspension, to expulsion, as well as criminal charges being filed with law enforcement. Consequences for destruction / vandalism of school property always includes a restitution fee in addition to applicable discipline / legal consequences (depending on severity) and disruptive nature of the offense.

Consequences for Destruction / Vandalism of School Property may range from Minor Violations Consequences to Serious Violations Consequences and, depending on the degree of severity of the violation, Out-of-School Suspension (OSS); or Long-Term Suspension (LTS); or Alternative Education Program Placement.

J. Verbal Confrontation (loud and abusive, threatening language)

Any confrontation that does not involve physical contact will be considered a verbal confrontation (loud and abusive, threatening language). A verbal confrontation disrupts the safe and orderly environment of the school and disrupts learning, as such verbal confrontations are not tolerated.

Consequences for verbal confrontation fall under the Serious Violations Policy.

Consequences for such behavior may include: Out-of-School Suspension; or Alternative Placement depending on severity of circumstances.

Note: Applicable Legal Charges will be pursued in addition to any disciplinary actions.

Consequence Examples:

1st Offense- PIC (2 or more days); or OSS (less than 10 days); and/or Peer Mediation depending on severity

2nd Offense- OSS (less than 10 days); with Behavior Contract; or Assignment to Alternative Education Program

3rd Offense- OSS (less than 10 days); Assignment to Alternative Education Program

K. Falsification and/or Misidentification

Falsification includes the verbal or written statement of an untruth. Students are prohibited from falsification in any form which includes but is not limited to: forgery, falsification of hall passes, wearing another student's identification, refusing to identify oneself to a school employee; running or fleeing from a school employee.

Consequences for falsification and/or misidentification fall under the Serious Violations Policy as violations of Standards of Integrity and Civility; or Disruptive Behavior.

Consequences for such behavior may include, but are not limited to: In-School Suspension (ISS); or PIC (2 or more days); or Out-of-School Suspension (OSS); or OSS pending Alternative Education Placement (depending on severity)

L. Gang Related Activity

The Hoke County Schools Board of Education and Hoke County High School condemns the existence of gangs and will not tolerate gang-related activity. A gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having

as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors or symbols.

Gang-related activity is strictly prohibited at Hoke High School. Gang-related activity is defined in this policy as:

- any conduct that is prohibited by another board policy and is engaged in by a student on behalf of an identified gang or as a result of the student's gang membership;
- any conduct engaged in by a student to perpetuate, proliferate, or display the existence of any identified gang.

Prohibited Behavior includes:

- wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items with intent to convey membership or gang affiliation;
- communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc) with intent to convey membership or affiliation in a gang;
- (3) tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang; **(Damage to Property)**
- (4) requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity; **(Threatening Acts/ Harassment; Clear Threats to Student and/or Employee Safety)**
- (5) inciting others to intimidate or to act with physical violence upon any other person related to gang activity; **(Assaults/Threatening Acts/Harassment; Clear Threats to Student and Employee Safety)**
- soliciting others for gang membership; and **(Disruptive Behavior)**
- (7) committing any other illegal act or other violation of school system policies in connection with gang-related activity.

(Assaults/Threatening Acts/Harassment; Clear Threats to Student and Employee Safety)
Consequences: Violations of this policy fall under the Serious Violations Policy and shall result in disciplinary consequences as deemed appropriate by the school principal, and may include Out-of-School Suspension (OSS); Long-Term Suspension (LTS) or Expulsion. Repeated violations shall result in progressively enhanced disciplinary consequences. All applicable legal actions available will also be pursued.

****Violations of 3, 4, 5 and 7 are violations of both the Gang Related Activity Policy and other board policies.** The specific range of consequences for such violations will be consistent with disciplinary consequences for the other board policies violated. That the violation was gang-related shall be an aggravating factor when determining appropriate consequences.

M. Hazing

Hazing is prohibited at Hoke County High School. No group or individual shall require any student to wear abnormal dress or costume on campus, annoy another student by playing abusive or ridiculous tricks on him or her to frighten, scold, beat, or harass him or her or subject him or her to personal indignity.

Consequences for Hazing fall under the Serious Violations Policy and may result in Out-of-School Suspension (OSS); Long-Term Suspension (LTS); or Alternative Placement. Any applicable legal actions available under the Serious Violations Policy will also be pursued. A student who is convicted of the criminal offense of hazing (or aiding or abetting in hazing) shall be expelled from school.

N. Sexual Harassment

The Board prohibits sexual harassment by students and school employees in any form including (without limitation) verbal, physical, or visual harassment. Sexual harassment may include (without limitation) any of the following behaviors or any combination of behaviors:

- sexual innuendos or other suggestive comments;
- sexual humor or jokes;
- offensive notes, drawings, or pictures;
- sexual propositions, insults, or threats;
- leering; whistling, suggestive or insulting sounds, or gestures of a sexual nature;
- displaying, viewing, or making reference to pornographic or sexually explicit materials;
- unwelcome or offensive touching of the body including (without limitation) brushing, patting, pinching, or
- any form of sexual assault or threat of sexual assault.

Incidents of prohibited sexual harassment may involve members of the opposite sex or of the same sex. Sexual harassment is strictly prohibited.

Consequences for violating school board policies regarding sexual harassment may include principal's discretion depending on outcome of investigation; Out-of-School Suspension (OSS); Long-Term Suspension (LTS); or Alternative Placement. A violation of this rule will be reported to law enforcement for applicable legal consequences.

Title IX Prohibits Sexual Harassment and Sexual Violence

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Questions, concerns, complaints, or requests for additional information regarding Sexual Harassment and Sexual Violence, please contact a school administrator. The full text of the policy is published on our District's webpage www.hcs.k12.nc.us.

Safety Misconduct On A School Bus

School transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall observe the directives of the bus driver. Prohibited bus conduct :

- stopping, impeding, delaying or detaining a school bus;
- disturbing the peace, order or discipline on a school bus;
- refusing to obey the driver's instructions;
- tampering with or willfully damaging the bus;
- getting on or off a bus at an unassigned or unauthorized bus stop;
- distracting the driver's attention by participating in disruptive behavior while the bus is operating;
- failing to observe established safety rules and regulations;
- willfully trespassing upon a school bus; and
- fighting, smoking, using profanity, possession or using drugs or intoxicating beverages, or otherwise violating any other board policy or school rules while on a school bus.

Consequences for engaging in prohibited behavior may result in temporary or permanent suspension from school transportation services and/or school, in addition to other consequences for violating other student behavior policies. In addition, it is a criminal offense to unlawfully and willfully stop, impede, delay or detain a school or activity bus or to disturb the peace, order or discipline on a school or activity bus. Students who

engage in such activities may be subject to criminal charges.

Student Council

Student government elections for class representatives and campus wide leadership roles take place for each school year. Contact Courtney Blue, G711, for more information.

Student Deliveries

Hoke High will not accept delivery of flowers, balloons, gifts, food, etc. for students. Hoke High will not be responsible for items delivered to the campus, and students will not be called to the Main Office to pick up such items, including delivered lunch items.

Student Fees

Students are responsible for paying student fees each year at Hoke High School. **School Fees should be paid online @ <https://osp.osmsinc.com/HokeNC>** These fees offset the costs of special programs and events at the high school.

CLASSIFICATION	FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
SCHOOL FEES	\$20.00	\$20.00	\$45.00	\$50.00

The school principal authorizes expenditures from student fee funds for the direct benefit of the students. All fees must be paid in a timely manner in order to participate in school sponsored events, activities, field trips, athletics, Prom, Senior Trip, etc.

For seniors, all obligations must be paid in order to participate in any senior events including the graduation ceremony.

Examples of supplies or services purchased are as follows: Defray total costs for prom, senior activities, PBIS Celebrations, diplomas, diploma covers, certificates, diploma endorsements, original transcripts, postal costs, technology upgrades, consumable text materials; science equipment and supplies; art materials; supplemental materials for fine arts; physical education supplies; student incentives; computer software; audio visual equipment and resources; supplemental reading materials; maps; math manipulatives; supplemental software; special mailings; and specialized student programs.

Student Messages

In order to protect the integrity of instruction in our classrooms, we are unable to deliver messages to students except in cases of extreme emergency. Exceptions to this policy require Administrative approval.

Student of the Month

Students of the Month are nominated by teachers each month. Students of the Month receive certificates of recognition, recognized on the Student of the Month Board, and a coupon for

“treats” in the Buck Mart. The MTSS team coordinates Student of the Month.

Student Parking

A vehicle parked on the campus of Hoke County High School during school hours without a valid, current HHS parking permit displayed will be towed at the owner's expense. Parking passes may be purchased from Wendy Hendrix in the main office.

- Vehicles parked in any areas other than the Student Designated Parking areas may receive a Parking Violation/Ticket
- All student fees must be paid in order to purchase a parking permit
- Parking permits are sold on a first come – first served basis.
- The Parking Permit must be **purchased online** prior to parking on campus
- Present the following to pick up your parking permit:
 - Student ID Badge
 - Current Vehicle Registration with license plate #, a N.C. Driver's License a
 - Completed online Parking Application and **\$50 Parking Fee paid on the Online School Fee Portal.**
- The Parking Permit must hang from the rear view mirror.
- Parking Permits are non-transferable.
- Vehicles not displaying a current HHS Parking Permit, parked outside of designated parking areas, speeding in parking lots, or unsafe driving will be issued a parking fine and/or towing(at vehicle owner's expense), and/or loss of parking permit .
- Parking Fines:
 - 1st Violation \$10
 - 2nd Violation \$25
 - 3rd Violation Loss of Parking Pass
 - Outstanding Parking Fine (10 school days) Loss of Parking Pass until paid in full
 - Pay all parking fines to Wendy Hendrix located in main office
- Hoke High School is not responsible for damage, theft, accidents, or injury involving any vehicles on the campus. Operate or park a vehicle on campus at the owner's liability.
- Outstanding parking fines must also be cleared before a student is allowed to participate in school sponsored events or activities, including Prom, Senior Trip, and Graduation.
- The Student Code of Conduct covers vehicles parked on Hoke High School Campus
- Students are not allowed to loiter in parking lots before or after school, or visit the parked vehicles during the school day during or between class periods, or during lunch.
- Parking permits are only for the student/vehicle assigned. Students are not allowed to transfer or sell parking permits to another student.
- Changes to a vehicle during the school year need to be reported to the main office.
- The parking lot speed limit is 5 mph or less.
- Speeding, reckless driving, loitering, horseplay, and/or cruising in the parking lots will result in an immediate loss of parking privileges, disciplinary action, and legal charges, if applicable.
- All accidents must be reported immediately.
- Vehicles left in the lot overnight without administrative approval will be towed at the owner's expense.
- Failure to pay parking fines will result in loss of parking privileges until fines are cleared. Outstanding parking fines must also be cleared before a student is allowed to participate in school sponsored activities including Prom, Senior Trip, and Graduation.

- Student drivers who are late to school (more than **three** times- unexcused) will result in loss of parking privileges. Refunds will not be given.
- IF YOU DRIVE TO CAMPUS AND YOUR PRIVILEGES ARE SUSPENDED, YOUR PARKING PRIVILEGES WILL BE PERMANENTLY REVOKED.

****Refunds will not be given for suspended or revoked parking permits****

Note: Any vehicle parked off school property on private property or city owned property is liable to towing by the property owner. Hoke High School is not responsible for any damage to vehicles, loss of personal property, or safety of individuals parked off campus during school hours. Students are not permitted to enter and leave school campus during the school day except through approved sign-in/sign-out policy. All others are considered “leaving campus without permission” and are liable for consequences under the discipline policy.

*****NO GUN, RIFLE, PISTOL, EXPLOSIVE, ANY TYPE OF WEAPON, DRUGS OR ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED IN ANY VEHICLE ON SCHOOL PROPERTY. VIOLATION OF THIS POLICY SHALL RESULT IN OUT OF SCHOOL SUSPENSION AND LEGAL CHARGES.**

Student Organization (Creating)

See the form below for Hoke County High School’s Application Form to Create a Student Organization

HOKE COUNTY SCHOOLS

Hoke County High School Application Form to Create Student Organization

This form is to be used by students who want to create an extracurricular student organization or club at Hoke County High School pursuant to Hoke Board of Education Policy 3620. Under Board policies, student organizations must be open to all students at Hoke County High School unless a restriction is justified and has been approved by the principal. Also, student organizations must have a faculty adviser and/or sponsor. Participation in extracurricular activities such as student organizations or clubs is a privilege and not a right, and may be restricted for reasons such as student attendance, student conduct, and performance at grade level by the student.

If the student organization or club is athletic in nature or will involve field trips or travel, additional approvals may be needed from student participants and/or faculty adviser.

This form is to be completed in its entirety and, then, submitted to the principal for approval. If, in the future, there are changes to the information provided here, updates to this document should be submitted to the principal.

NAME OF ORGANIZATION: _____

PURPOSE OF ORGANIZATION: _____

TYPES OF ACTIVITIES: _____

FACULTY ADVISER: _____

IS THIS ORGANIZATION AFFILIATED WITH A NATIONAL ORGANIZATION? _____ YES _____ NO

IF YES, WHAT IS THE NAME OF THE ORGANIZATION? _____

DOES ORGANIZATION OR CLUB DESIRE TO USE "HOKE COUNTY HIGH SCHOOL" OFFICIAL DESIGNATION
AND/OR THE "FIGHTING BUCKS" COMBINATION MARK?

_____ YES _____ NO

STUDENT ORGANIZER(S): _____

SIGNATURE OF FACULTY ADVISER: _____ DATE: _____

ADDITIONAL DECLARATIONS OR CONDITIONS OF ORGANIZATION: _____

FOR HOKE COUNTY HIGH SCHOOL PRINCIPAL USE:

Approved By: _____
Principal

Date: _____

Student Services

The student services personnel at Hoke High are dedicated to meeting the individual needs of all students. Students will find the student services personnel receptive to the academic, attendance, behavioral, safety, physical, and emotional concerns of each student on the Hoke High campus. Students may request services from the student services personnel by appointment. Exceptions are made in emergency situations. Student conferences with the student services personnel are held in strictest confidentiality.

Guidance Counselors

Hoke High School Guidance Counselors serve students as valuable sources of information regarding personal problems, academic issues, and career options. Counselors may assist students with present and future educational / career planning and preparation. Counselors are able to assist students with selecting courses, meeting graduation requirements, applying for college, and searching for scholarships. Additionally, guidance counselors are great sources of advice and are available to assist students when they are dealing with personal issues. Each student is assigned by alpha to a guidance counselor who will serve as an advisor throughout the student's high school career. Students are encouraged to take the time to become well acquainted with their guidance counselors and avail themselves of all the assistance the guidance counselors are able to provide.

School Social Worker

School Social Work is a specialized area of practice within the broad field of the social work profession. School social workers bring unique knowledge and skills to the school system and the student support services team. The School Social Worker contributes to the Student Services Team in providing a setting for teaching, learning, and the attainment of competence and confidence by every student. The School Social Worker focuses on strengthening the home/school/community partnership and strives to reduce barriers to student learning. The School Social Worker promotes student well being and a successful school experience.

Drop-Out Prevention / Attendance Counselors

Hoke High School is fortunate to have two Drop-Out Prevention specialists as members of the Student Services Team. These team members work closely with students on attendance, academic, personal, and/or family issues that may pose challenges for successful completion of a high school diploma. The Hoke High Drop-Out Prevention program monitors student attendance, discipline, and academic data in order to identify potential drop-out situations at an early stage where interventions have the best chance to make a difference for student success.

College and Career Readiness Coordinator

Hoke High students will find support with post-secondary plans including continuing educational plans, career interests, scholarship and financial aid opportunities and procedures, resume' preparation, as well as effective interview techniques in the College and Career Readiness Center. Students are encouraged to contact the College and Career Readiness Center early in the high school career. Future planning can be the difference in the level of opportunities students are prepared to take advantage of upon graduation from high school.

The College and Career Coordinator works closely with guidance counselors and teachers to assist all students in career/college planning and information on scholarships and other financial assistance possibilities for post-secondary education.

Technology Policies and Procedures

The school technology system has been established for a limited educational purpose. The term “educational purpose” refers to career development activities and classroom activities assigned by teachers. The system has **NOT** been established as a public access service or public forum. Hoke High School retains the right to place reasonable restrictions on material accessed or posted through the system. *

Computer and Computer Lab Use

Students are required to have a Student Acceptable Use Policy with parent / guardian and student signature on file and **display their student ID** in order to use computers on campus, including **classrooms, computer labs, media center**. Computers are provided on campus as tools for enhancing instruction and to provide assistance for instruction. Students are prohibited from using school computers to access personal emails, websites, blogs, social networking sites, etc. without express permission and supervision from a teacher. Any computer usage that is not associated with school assignments is prohibited. Personal CDs, disks, and flash drives are not allowed unless authorized under the direct supervision of a teacher or computer lab technician. Violation of this policy will result in confiscation of the item, disciplinary action, and loss of computer privileges. Confiscated items will only be returned to a parent or guardian.

Technology Related Violations and Consequences

Note: Violations, misconduct, etc. involving any technology devices (school devices or personal devices), ranging from minor to major offenses, may be addressed under several areas of the Student Code of Conduct. Administrators reserve the right to place such technology related violations under the sections of the Student Code of Conduct that best match the violation. Violations also may result in legal as well as disciplinary consequences. Pagers; two-way radios; or other similar devices are not allowed on the campus.

Text Books

Textbooks may be assigned to students, or teachers may elect to keep textbooks in the classroom for student use. Textbooks are the property of Hoke High School. Students are responsible for use and care of textbooks and reimbursement for damaged or lost textbooks.

Title IX

TITLE IX NONDISCRIMINATION ON THE BASIS OF SEX

Policy Code: **1720/4030/7235**

The school system does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The board will not tolerate discrimination on the basis of sex, including any form

of sexual harassment as that term is defined under Title IX, in any program or activity of the school system.

A. INQUIRIES ABOUT TITLE IX

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

The contact information for the Title IX coordinator is as follows.

The Title IX Coordinator: Tuwanda McNeill
Office Address: 310 Wooley Street, Raeford, NC 28376
Email Address: tmcneill@hcs.k12.nc.us
Phone Number: (910) 875-4106

The contact information for the Office for Civil Rights with jurisdiction over North Carolina is as follows.

4000 Maryland Ave, SW
Washington, DC 20202-1475
Telephone: 202-453-6020 TDD: 800-877-8339
FAX: 202-453-6021 Email: OCR.DC@ed.gov

B. RESOLUTION OF GRIEVANCES

The board has established grievance procedures that provide for the prompt and equitable resolution of complaints alleging discrimination on the basis of sex (other than sexual harassment) in a program or activity of the school system occurring against a person in the United States. Students and parents or guardians may report such alleged discrimination through the process provided in policy 1740/4010, Student and Parent Grievance Procedure. Employees and applicants may use the process provided in policy 1750/7220, Grievance Procedure for Employees.

The board has adopted additional means for reporting sexual harassment specifically. Any person may report alleged sexual harassment in the education program or activities of the school system occurring against a person in the United States in accordance with policy 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process. Those who believe they have been sexually harassed may also file a formal complaint of sexual harassment in accordance with policy 1726/4036/7237, Title IX Sexual Harassment Grievance Process, to initiate a prompt and equitable resolution through a formal investigation and adjudication or through an informal resolution process. The board encourages students, employees, and applicants to first make a report

of sexual harassment in accordance with policy 1725/4035/7236 before filing a formal complaint.

C. RETALIATION PROHIBITED

Retaliation against any person for the exercise of rights under Title IX or to interfere with those rights in any way is strictly prohibited and will subject the perpetrator to disciplinary action. The identity of any person who has made a report or complaint of sex discrimination or sexual harassment or who is the alleged perpetrator of sex discrimination or sexual harassment will be confidential unless otherwise required or permitted by law. Complaints alleging retaliation may be filed according to the grievance processes established in policies 1740/4010 and 1750/7220. Acts of retaliation may also be subject to policy 1760/7280, Prohibition Against Retaliation.

D. NOTICE OF THE BOARD'S POLICY OF NONDISCRIMINATION BASED ON SEX

The superintendent is responsible for providing notice of the board's nondiscrimination policy to students and their parents or legal guardians, employees, and applicants for admission or employment. The superintendent shall also ensure that each principal or site supervisor makes a copy of this policy available to those persons. In addition, the following must be posted on the school system website and included in all student and employee handbooks: (1) a statement of the board's policy of nondiscrimination on the basis of sex; (2) contact information for the Title IX coordinator; and (3) a statement that Title IX inquiries may be referred to the Title IX coordinator or to the Assistant Secretary for Civil Rights.

Legal References: Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 *et seq.*; 34 C.F.R. Part 106

Cross References: Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Student and Parent Grievance Procedure (policy 1740/4010), Responding to Complaints (policy 1742/5060), Grievance Procedure for Employees (policy 1750/7220), Prohibition Against Retaliation (policy 1760/7280), Staff-Student Relations (policy 4040/7310)

Adopted: August 11, 2020

Transcript Requests

Telephone requests for transcripts will not be accepted. Written requests for transcripts may be completed in the Guidance Office, through the online transcript request system, or via CFNC.org (graduates of 2005 or later). Students who are currently enrolled at Hoke County High School may receive up to three (3) transcripts free of charge. There is a \$1.00 administrative charge for each transcript after three (3) to current students. A **\$10.00** transcript fee applies for each

transcript to graduates of Hoke High. Transcript requests may require up to 10 days for processing. Procedure for requesting a transcript via Scribbles:

- Go to <https://hokenc.scribborder.com/> and complete the instructions for requesting a transcript

* graduating seniors can also request their Final transcript be sent upon graduation*

Tutoring

Each curriculum department is required to post a Tutoring Matrix that includes all teachers in the department. Tutoring is required for students who are not performing at a proficient level in coursework. Each teacher has definite tutoring days/times posted.

Valedictorian And Salutatorian

- Valedictorian and Salutatorian are determined by using all course work from grades nine through the end of the second semester of the senior year.
- Honors courses will receive 1 quality point or weight added to passing grades earned. (.5 for 9th graders entering 2015-2016 and after)
- SCC courses will receive 1 quality point or weight added to passing grades earned.
- AP courses will receive 2 quality points or weight added to passing grades earned. (1 pt for 9th graders entering 2015-2016 and after)
- Calculations will be carried to three decimal places.
- A student must be enrolled at Hoke High School for at least two full *terms prior to the grade averaging deadline to be considered for valedictorian or salutatorian. (a “term” is defined as a school year)
- **Please refer to the 2023 – 2024 High School Planning Guide for More Detailed Information on Class Rank, Honor Graduates, Valedictorian, Salutatorian, and The North Carolina Career and College Promise Program.**

Visitor Procedures While Visiting Hoke High School:

- Visitors must follow signage posted directed toward main office/guidance
- Visitors will not be allowed to visit classrooms (unless approved by Principal)
- Park in Visitor Parking spaces only.
- Vehicles without a HHS Parking Permit are not allowed in campus parking lots.
- Loading/Unloading
 - a. All parties should remain in the vehicle.
 - b. Drop off/pick-up area is Gibson side traffic circle before and after school hours.
 - c. Student drop-off / pick up during school hours is in the main office traffic circle.
 - d. Students may not be dropped off, or picked up in the parking lots or bus lot.
- Sign-in through the Lobby Guard Visitor System in the main office with valid picture I.D.
- The Visitor Pass must be displayed at all times while on campus.
- Visitors must proceed directly to and from the person, or place specified at sign-in.
- Visitors must also sign out prior to leaving the campus after a visit.
- Persons on campus not wearing a HHS visitor ID badge from main office are considered to be trespassing and face all applicable legal consequences.
- It is unlawful for any non-student to be on school grounds at any time without permission of the principal.
- Students who are absent or suspended are not allowed on school premises without the permission of the principal. Suspended students on campus are trespassing.

- Teachers are not available for visitors during instructional time.
- Any prior arranged meeting with a teacher on a planning period must be coordinated with an administrator, counselor, or the teacher and originate in the main office.
- Parent-Teacher-Student Conferences must be scheduled through guidance and usually require 24 hour notice in order to coordinate the desired participants.
- Students are not allowed to bring children or students from other schools to campus or classrooms during the school day.
- Students are never called from class to meet with a visitor, unless the visitor is the parent/guardian of the student, without administrative approval.

Withdrawal From School

When a student is relocating to another school district the parent/guardian must visit a guidance counselor and complete a Hoke High School Withdrawal Form. The withdrawal form is not complete until all outstanding student fees and obligations have been cleared from the student's account and all textbooks, supplemental materials, media center books, resources, school issued equipment, uniforms, etc, including any school issued technology device (Chromebook, laptop, tablet, etc). The student is not officially withdrawn until the form is completed and signed.

Artificial Intelligence Policy

Hoke County High School Artificial Intelligence Policy

With innovation and progress come great ideas, advancement, and responsibility. Recent developments in Artificial Intelligence (AI) such as ChatGPT, Google Bard, and other AI software allow for information technology and users to evolve in their usage and process of information. As AI continues to evolve and become part of our daily lives, there are important measures for its usage in the academic environment at Hoke County High School.

The Hoke County High School AI Policy is based on the concept of ethical and educational usage. Therein, Hoke High students are prohibited from using AI technology without written permission from the classroom instructor and school administration for ANY Hoke High or district-wide endeavor unless so directed by said parties. Students cannot use AI software for coursework or extracurricular activities unless authorized by the instructor and/or administrator.

Some assignments may require students to use AI software. In those instances, students are required to follow the rules of citation for AI, to clarify teacher and/or district requirements, and to check their AI results for academic violations (ex. plagiarism, copyright infringement, other forms of cheating, etc.) that may be construed as academic dishonesty. Moreover, AI shall not be used to violate any other Hoke High policies. It is the student's responsibility to consult with the teacher/school administrator when the student is unsure about acceptable usage of AI as a Hoke High student.