

# WEST HOKE MIDDLE SCHOOL PARENT/STUDENT HANDBOOK WHMS.HCS.K12.NC.US

Welcome to West Hoke Middle School and the upcoming school year! We believe that every student here is special and unique with individual needs, interests, and abilities. Realizing that our students have special needs and characteristics of pre- and early adolescence, we aspire to provide appropriate experiences to help them develop mentally, culturally, physically, socially, and morally. We strive to provide for the individual differences in our students and offer guidance and counseling to help them through this critical period in their lives. As a middle school, we offer a program that provides transition from elementary to high school. Our standards are high at WHMS, and you may find the workload and social adjustments reflect these high expectations. This school year will be filled with excitement and many new opportunities for your child. We appreciate your support and look forward to a great year!

Sincerely,  
Dr. Mary McLeod, Principal  
Dr. Franklin Bowden, Jr., Assistant Principal  
Ms. Deidre Gales, Assistant Principal

## Hoke County Schools Vision Statement

The Hoke County School System, as a trusted community partner, will ensure an inclusive and supportive environment that cultivates positive relationships and authentic learning opportunities which inspire and empower future-ready students.

## Hoke County Schools Mission Statement

The Hoke County Schools creates a student focused learning community that fosters high expectations for all stakeholders, promotes lifelong learning, provides individual support, and prepares students for success.

## West Hoke Middle School Vision Statement

West Hoke Middle School community will inspire, motivate, empower, and educate lifelong learners in a safe, respectful, and nurturing environment.

## SCHOOL DAY

All students are expected to be on campus by 8:30 a.m. School will dismiss at 3:30 p.m. If your child is a car rider, please drop them off by 8:25 and pick them up at 3:30. All students need to be in their classes by 8:30 a.m. (Please note that there will be no supervision prior to 7:30 a.m.)

## ATTENDANCE

All students should be in school unless they have a severe illness. Please note the following:

1. Lawful absences are identified as illness, death in the immediate family, and/or doctor appointments. **A note from the parent or doctor is required when your child returns to**

**school stating the reason for the absence. Parents will receive notification of excessive absences regardless of reason.**

2. Unexcused absences are identified as family trips, baby-sitting a younger child, missed bus, etc.
3. A student must be in school at least one-half of the day to be marked present (11:30 a.m.).
4. **Any student who misses more than 20 days of school, whether excused or unexcused, may be retained.**
5. The school social worker will notify the parents of children that have accumulated excessive absences.

### **TARDIES**

Students should always be on time for school. This enables them to have a productive day and reduces classroom interruptions. Please try to schedule appointments after school whenever possible.

### **DROPPING OFF IN THE AM**

Please pull up to the curb in front of the school in a single file line behind the car in front of you. Students should exit cars on the right side by the sidewalk as quickly and safely as possible. Bus transportation is available for all students in our attendance area that are in bus pick-up zones. Students cannot be dropped off any earlier than 7:30 a.m. due to lack of adult supervision. West Hoke Middle School will not be held responsible.

### **PICKING UP IN THE PM**

All cars must remain in a single line to help ensure the safety of the students. Students are to refrain from inappropriate behavior such as horse playing. In order to maintain order during the school day, please do not request your child be called out of class after 3:00 p.m., due to teachers wrapping up the school day with students. If you would like for your child to be a car rider for that particular day, give his/her name and your request to the receptionist and your child will be called to the front office when the afternoon announcements are made. The information will be given to him/her at that time.

### **SCHOOL RESOURCE OFFICER**

Our school resource officer (SRO) will be assigned by the Hoke County Sherriff's Department. The SRO is a law enforcement officer specifically trained to work in a school environment. The responsibilities of the SRO include assisting in the safety and well-being of the students and staff at the school.

### **IN SCHOOL SUSPENSION (ISS)**

Students who do not follow school rules may be sent to the ISS, and a parent will be notified. The ISS is supervised at all times. In the ISS, students write a plan to improve their behavior and become more responsible. Student work will be sent to the ISS when possible, but it is the responsibility of the student to make up all missed class work. Serious infractions outlined in the *Hoke County Code of Student Conduct* will result in suspension from school and possible legal actions.

### **Code of Student Conduct – Violations and Consequences**

The faculty and staff of West Hoke Middle School believe that effective discipline is essential to learning. We are certain that students' pride in their school and accomplishments, together with respect for themselves and for others, will provide a successful experience at WHMS. Students can expect a positive, nurturing relationship with our faculty, staff, and administration. Each student is legally entitled to an education free from distractions caused by inappropriate behavior. We further believe that the role of the school is to support parents, guardians, and the community in teaching responsible behavior.

The Hoke County Board of Education has established the *Student Code of Conduct Handbook* that formulates and sets forth rules with regard to the conduct of students in the Hoke County Public Schools. The *Student Code of Conduct* shall apply to every student, at any time, on school property or while participating in any school sponsored event. The Hoke County Schools *Student Code of Conduct Handbook* is a general set of rules. Within this handbook, administrators and teachers have the right to enhance these rules for the betterment of the campus or classroom. These violations will result in disciplinary action as determined proper by the building administrators that include but are not limited to in-school suspension (ISS Room), short-term suspension, long-term suspension, and other disciplinary measures as deemed necessary.

When a school official learns or reasonably believes that any student has violated any Board or school policy, rule or regulation that may also be a criminal violation of the laws of the United States or the State of North Carolina, he/she shall determine whether it is necessary or appropriate to report such violation to law enforcement. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution.

<b>Violations</b> This includes, but isn't limited to:	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third and Repeated Offenses</u></b>
Integrity <ul style="list-style-type: none"> <li>● Cheating</li> <li>● Falsification of information</li> </ul>	May result in short-term suspension	May result in short-term suspension or assignment to alternative education program	Will result in assignment to alternative education program or long-term suspension
Dress Code Violation	Student may contact parent(s) for change of clothing	Assigned to ISS	Administrative Decision
Disruptive Behavior <ul style="list-style-type: none"> <li>● Disrespect</li> <li>● Excessive Talking</li> <li>● Failure to keep hands, feet, objects to self</li> <li>● Horseplay</li> <li>● Profanity</li> <li>● Writing/Marking on self, others, or clothes</li> </ul>	Administrative Decision	Administrative Decision	Administrative Decision

Fighting	3 - 5 days Suspension	3 – 10 days Suspension (Recommendation for reassignment)	Will result in assignment to alternative education program or long-term suspension
Cellphones <ul style="list-style-type: none"> <li>• Are not to be seen nor heard.</li> <li>• They should be powered off before the student enters the building.</li> <li>• They should be stored in the student’s locker during the instructional day.</li> </ul>	The phone will be taken and brought to the front office. The student will receive a warning, and the parent will be notified. The phone will be returned at the end of the school day.	The phone will be taken and brought to the front office. The student will receive a 2nd warning, and the parent will be notified. The phone will be returned at the end of the school day.	The phone will be taken and brought to the front office. The student will receive ISS for 1 day, and the parent will be notified. The phone will be returned at the end of the school day. Further violations will result in out-of-school suspension.
Theft/Damage to Property	1 – 10 days ISS or short-term	3 – 10 days ISS or short-term	Administrative Decision
Communicating Threats to a Student	3 - 5 days ISS or short-term	3 – 10 days short-term	Administrative Decision

### **SCHOOL BUSES**

**Riding a school bus is a privilege.** Students are expected to follow school rules while riding the bus. Students should sit in assigned seats and remain seated at all times. **Students may only ride the bus they are assigned.** Disruptive students make the bus unsafe for everyone. If a child does not follow these simple rules, he/she will lose the privilege of riding the bus. If a student continues to be disruptive on the bus, he/she will be suspended from the bus for the remainder of the current school year. **All school rules apply on the bus and at the bus stop.**

### **VISITORS/VOLUNTEERS**

We welcome all parents to visit and volunteer at West Hoke Middle School. **All visitors, volunteers, and parents must report to the main office to get a visitor’s badge before going anywhere on campus.** In order to reduce interruptions in class, we ask parents to make an appointment to meet with your child’s teacher(s) either during their planning time or before or after school. Appointments must be made by calling the main office or emailing your child’s teacher. All email addresses can be found within our school’s website. It is important that all available time be dedicated to teaching and learning during the course of the school day, and unscheduled visitors interrupt the learning process. Students are not allowed to bring guests to school. We will begin enlisting volunteers through PTO once the school year begins.

### **SCHOOL FEES**

**School fees are \$15.00.** Please pay these fees the first week of school. All school fees are used in your child’s classroom for additional materials and supplies. The student locker is included in the school fees. If a student should lose or damage a lock, the replacement cost is \$7.00.

## **OUR SCHOOL RULES**

West Hoke Middle School will continue to be a safe and orderly school. Therefore, we expect all students to follow the school rules listed below:

1. Respect the rights and responsibilities of ourselves and others.
2. Respect your property and the property of others.
3. Follow your class schedule, be prepared for class with all classroom required items, and be on time.
4. Follow all directions when given.
5. No chewing gum.
6. No writing/markings on yourself or others.
7. No smart watches, air pods, MP3 players, headphones, pagers, radios or other electronic devices during school or after school unless approved.
8. School issued ID badges and lanyards are to be worn at all times.

## **ID BADGES**

It is the policy of Hoke County Schools that students are to wear their school issued ID at all times while on campus and on the bus. Additionally, students are to scan their ID badges for lunch, boarding buses, exiting buses, checking out materials from the media center, and other activities as determined by school administration.

The initial ID badge and lanyard will be issued with no cost to the student. Lost, broken, or defaced ID badges must be replaced. The current replacement cost is \$5.00 for the ID badge and \$2.00 for the lanyard.

## **TELEPHONE/CELL PHONE USE**

Please make sure your child understands where he/she is to go in the afternoon before they leave home each morning. Students will not be allowed to receive phone calls or to make information calls nor will texting be allowed during the school day. We discourage students from bringing cell phones on campus as they can be a disruption and are often lost or stolen.

## **PROGRESS REPORTS**

September 27, 2023  
November 15, 2023  
February 7, 2024  
April 17, 2024

## **REPORT CARDS**

October 25, 2023  
December 19, 2023  
March 20, 2024  
May 30, 2024

## **GRADES**

A=90 – 100    B=80 – 89    C=70 – 79    D=60– 69    F= 59 and below

Teachers give students many opportunities to make acceptable grades by providing study guides, reviewing material, giving additional assignments, retaking tests, etc. However, it is the student's responsibility to know the assigned work and to complete and turn in work on time. An agenda has been provided for each student. The student is to use his or her agenda to record

homework assignments. **Please check your student's agenda nightly.** This is an excellent way to communicate with your child's teachers. The agenda is also used for hall passes. Agenda replacement fee is \$5.00 and may be purchased through the Bookkeeper.

### **HOMEWORK**

Homework is a review and reinforces skills and content presented in class. Students should spend 60-90 minutes on homework each night, including 30 minutes of reading. Homework should be completed and submitted on time. Team procedures will be shared with all students.

### **PROMOTION STANDARDS**

West Hoke Middle School will follow the state and local compliance guidelines for promotion.

**\*Students who fail to meet the attendance requirements or who do not demonstrate proficiency at the levels indicated above shall not be promoted, unless determined otherwise by the school principal in consultation with the teacher(s).**

### **SCHOOL FOOD SERVICES**

All students are encouraged to eat breakfast and lunch in the school cafeteria. There will be no cost to students.

### **HOKE COUNTY SCHOOLS STUDENT DRESS CODE**

All students who attend Hoke County Schools are expected to maintain a neat and well-groomed appearance. The purpose of the dress code is to promote style of dress which helps to create a positive image for all students. The administration and staff will be in charge of making sure the dress code is enforced. This policy is addressed thoroughly in the Hoke County Student Code of Conduct

- Bandanas, skullcaps, sweatbands, etc. may not be worn to school.
- Hats, toboggans, head scarves, hoods, sunglasses, etc. must not be worn inside buildings.
- Clothing that advertises a product illegal for students or depicts offensive statements, promotes school violence, pictures, or remarks must not be worn.
- Shorts, skirts, skorts, and dresses must be at least mid-thigh. Clothes may not be torn or have holes above the fingertips.
- Pants and shorts must be sized appropriately, including waist and length, with no undergarments exposed. Leggings are not permitted unless the top comes to mid-thigh and covers the bottom.
- Shirts must have an obvious shoulder line. Halter tops or spaghetti straps are not permitted – midsection must be covered at all times.
- Leggings must be covered by shirts down to students' mid-thigh.
- Oversized shirts are not permitted unless tucked in.
- Heavy chains of any sort, i.e., wallet chains, chain belts, etc. may not be worn.
- Any garment or accessories that disrupt(s) the instructional program or may inflict harm may not be worn, i.e. grills, body piercings, such as, nose, lips, etc.
- Appropriate neckline must be evident at all times.
- Footwear must be appropriate for school activities. (No flip flops, slides, etc...)

### **INCLEMENT WEATHER**

Listen to radio and television stations for decisions on school closings. Local radio stations usually announce this information more frequently than television stations. Most of these announcements are made around 6:30 a.m.

### **ATHLETICS**

While the primary focus of school is academic in nature, we recognize that there are heavy responsibilities for social, emotional and physical well-being of our students. All athletes must be in good academic standing, demonstrate appropriate behavior, and have excellent attendance. Athletes must provide proof of a physical and insurance coverage before tryouts. School insurance can be purchased at the beginning of the year. All athletes are responsible for turning in their uniforms and equipment at the end of the season or they will have to pay replacement costs. Admission to games is \$3 for adults and students K-12. This donation to the athletic program helps with the cost of uniforms and maintenance of the fields.

1. Any athlete assigned to ISS three times during the sports season may be removed from the team.
2. Any student suspended from school may be removed from the team immediately.
3. Students must maintain satisfactory academic progress to remain eligible to participate.
4. Any athlete who is assigned to ISS may not participate in a game that day.
5. Any athlete who does not come to practice, or is uncooperative and detrimental to the well-being of the team, may be removed.

### **AFTER SCHOOL EVENTS**

Transportation for after school events should be established **before** attending the event. Parents and students should not wait for the event to end before calling for a ride home. Times for pick up will be advertised by morning announcements, the website, and Blackboard Connect.

**Students must be picked up within 30 minutes of the advertised time or they will not be allowed to attend future after school events.**

### **CLUBS**

There are a variety of clubs offered at West Hoke Middle School. Students will be informed about club meetings and opportunities via the morning announcements, the school website, and the use of Blackboard Connect.

### **PTO**

The goals of the PTO are to promote the welfare of the children, to bring into close relation the home and the school so that parents and teachers may cooperate intelligently in the training of the child, and to develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and social education.

### **NON-DISCRIMINATORY STATEMENT**

The Hoke County School System is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, disability, or national origin.

### **What is Title I?**

The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments.

(1) ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement; (2) meeting the educational needs of low-achieving children in our Nation's highest-poverty schools, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance; (3) closing the achievement gap between high- and low-performing children, especially the achievement gaps between minority and nonminority students, and between disadvantaged children and their more advantaged peers; (4) holding schools, local educational agencies, and States accountable for improving the academic achievement of all students, and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education; (5) distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest; (5) improving and strengthening accountability, teaching, and learning by using State assessment systems designed to ensure that students are meeting challenging State academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged; (7) providing greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance; (B) providing children an enriched and accelerated educational program, including the use of schoolwide programs or additional services that increase the amount and quality of instructional time; (9) promoting schoolwide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content; (10) significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development; (11) coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families; and (12) affording parents substantial and meaningful opportunities to participate in the education of their children.

### **What is MTSS/PBIS?**

MTSS, or Multiple Tier System of Supports, is a framework used to provide targeted support to struggling students. This includes, but is not limited to, social-emotional learning, school-wide support, academic progress monitoring, and behavior progress monitoring. PBIS, or Positive Behavior Interventions & Supports, is a framework used to reinforce, highlight, and address positive behavior and productive citizen lifestyles.

### **What is Title IX?**

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. As provided in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of



Sex, the board will not tolerate sexual harassment in the education program and activities of the school system. The board takes seriously all reports and formal complaints of sexual harassment.

This Title IX sexual harassment policy specifically prohibits sexual harassment as that term is defined under Title IX. It provides a process for students, employees, and others to report such sexual harassment for response by school officials. All incidents of conduct that could constitute sexual harassment under this policy are to be reported and treated in accordance with this policy, whether or not the incidents may also constitute violations of other board policies or standards of conduct.

Individuals who believe they have been subjected to sexual harassment prohibited by this policy or who have witnessed or have reliable information that another person has been subjected to sexual harassment prohibited by this policy should use the process provided in Section C of this policy to report such violations.

The board also provides a grievance process for those who believe they have been victims of sexual harassment that is designed to achieve prompt and equitable resolution of formal complaints of sexual harassment through a formal investigation and adjudication of the allegations in the complaint or thorough informal resolution processes. The grievance process is provided in policy 1726/4036/7237, Title IX Sexual Harassment Grievance Process. Affected individuals are encouraged to report sexual harassment in accordance with the process provided in Section C of this policy before filing a formal complaint to initiate the grievance process.

For the complete Title IX policy, you may find it at <https://bit.ly/3BohI7b>. Printed copies are available upon request.

# MTSS Problem Solving Framework

## Step One:

### Collect and Review Data (Check Core)

Ensure ALL students are receiving core instruction and determine if core is working. (80% of students are demonstrating growth) PLCs/PLTs TIPS framework and agenda to problem solve core instruction or individual student instruction needs.

## Step Two: Is Core Working?

**If Core is NOT working.....**

**If Core IS working.....**

PLCs/PLTs/MTSS Team use ICE guiding questions to hypothesize and test Precise Problem Statement.

**I (Instruction)**

**C (Curriculum)**

**E (Environment)**

\*See Appendix for ICE questions

If any identify which students are NOT making adequate growth.

Ask Why questions?

\*\*\*\*Must have TIPS Meeting Minute Form to document checking of Core (ICE). \*See appendix for form

## Step Three: Create a Plan

<p><b>Test Precise Problem Statement (I.C.E)</b></p>	<p><b>Rule Out Attendance and/or Behavior</b></p>	
<p><b>Review data from tested hypothesis and create solutions for all identified areas of I.C.E. Identify Goal for change. Identify solutions(s) and create implementation plan.</b></p>	<p><b><u>Attendance</u></b></p> <p><b>If the student has missed 10% or more of instruction, investigate, create an attendance action plan if needed.</b></p> <p><b>*Follow Hoke County Schools Attendance Policy. (This includes tardies, removals, and suspensions.</b></p>	<p><b><u>Behavior</u></b></p> <p><b>If the student has 10% or more of office referrals, removals, suspensions.</b></p> <p><b>*Collect data to include a functional behavior assessment.</b></p> <p><b>*Hypothesize behavior after review of data.</b></p> <p><b>*Create a behavior intervention plan. *see appendix</b></p>
<p><b>Step Four: Implementation of Plan</b></p>		
<p><b>Implement plan with integrity, progress monitor and implement fidelity checks (every 30-45 days)</b></p>	<p><b>Implement plan, progress monitor and implement fidelity checks (every 30-45 days)</b></p>	

### **Step Five: Monitoring and Documentation**

**Document impact of solutions and compare effectiveness against goal.**

**Once attendance and/or behavior has been ruled out review data decision rules and begin the TIPS problem solving process. Hypothesize and create a precise problem statement.**

### **Step Six: Next Steps**

**Has the problem been solved? Has the goal been achieved? Make summative evaluation decision to what to do next.**

**Identify a goal and create an implementation plan. Progress Monitor effectiveness of interventions. Use Individual Student Minute Meeting form (TIPS-Individual Problem Solving Form)**

## Team-Initiated Problem Solving II (TIPS II) Model

