

**Hickory  
Career & Arts Magnet  
Parent/Student  
Handbook**



**2025 - 2026**

**Robert W. Brown Jr., Principal**

**“PROMOTING ACADEMIC EXCELLENCE... EVERY CLASSROOM, EVERY DAY, EVERY STUDENT”**

## Hickory Career and Arts Magnet High School

### *PARENT AND STUDENT HANDBOOK*

<b>2025-2026 Hickory City Schools Calendar.....</b>	<b>6</b>
<b>Administrative Team &amp; Office Staff Duties Chart.....</b>	<b>7</b>
<b>Student Information.....</b>	<b>8</b>
Student Rights.....	8
Student Responsibilities.....	8
Statement Of Academic Integrity.....	8
Consequences:.....	9
<b>Hickory Career and Arts Magnet Student Enrollment Conditions.....</b>	<b>11</b>
Application:.....	11
Academy Enrollment:.....	11
Academic Expectations:.....	11
Behavioral Expectations:.....	12
Probation:.....	12
Daily Schedule.....	13
One Hour Delay (No AE Time).....	13
Two Hour Delay (No AE Time).....	14
Three Hour Delay (No AE Time).....	14
Shuttle Bus to Hickory High School.....	15
<b>Academics.....</b>	<b>16</b>
Report Cards and Progress Reports.....	16
Grading Scale.....	16
Grade Averages And Rank.....	16
Promotion Requirements.....	17
Early Graduation.....	17
Courses Of Study.....	17
Late Work.....	18
Tardy Policy.....	18
Final Exams.....	19
Final Exam Exemption Guidelines.....	19
<b>Student Fees.....</b>	<b>21</b>
<b>Counseling.....</b>	<b>23</b>
Educational:.....	23
Personal:.....	23
Confidentiality:.....	23
College Applications.....	23
Scholarship Information.....	24

Guidance Office Forms And Applications.....	24
Career/College Days.....	24
<b>Electronic Devices.....</b>	<b>25</b>
Cell Phones:.....	25
HCAM Implementation:.....	26
Computer Use.....	26
<b>Dress Code.....</b>	<b>26</b>
Guidelines.....	26
NON-DISCRIMINATORY ENFORCEMENT.....	29
Consequences Regarding Inappropriate Dress.....	29
<b>Driver Education.....</b>	<b>30</b>
“No Pass, No Drive”.....	30
<b>School Policies and Procedures.....</b>	<b>31</b>
Attendance.....	31
Check In/Out Procedures.....	32
Daily Announcements.....	33
Cafeteria, Lunches, Drinks, Food, Etc.....	33
Water Bottle Procedures.....	33
Hazardous Weather Conditions.....	34
Health Services.....	34
Immunizations.....	34
Medications.....	34
School Jurisdiction.....	35
Visitors.....	35
Conduct And Safety Rules For School Bus Riders.....	36
Student Parking.....	37
Hall Passes.....	38
Safe And Orderly Environment.....	38
Drugs And Alcohol.....	39
Tobacco Products.....	39
Reasonable Force.....	40
Search And Seizure Procedures.....	40
Weapons.....	40
Possession of a Weapon, Firearm or Dangerous Instrument.....	41
Chemical Spray Policy.....	41
Physical Assault Or Cause Of Personal Injury.....	42
Fighting.....	42
Threatening Or Abusive Actions (Intimidation).....	42
Gang Activity.....	42
Destruction Of Property.....	42
Sexual Harassment.....	43
Public Displays Of Affection.....	43
Stealing.....	43
Selling Or Soliciting On School Campus.....	43

Student Accidents.....	43
Lockers.....	43
Lost And Found.....	44
Book Bags.....	44
Protection Of Personal Property.....	44
Eligibility For Extracurricular Participation.....	44
Acceptable Use of Internet/E-Mail.....	44
<b>Hickory Career &amp; Arts Magnet High School Discipline Processes.....</b>	<b>46</b>
Rationale:.....	46
Level I: Warning.....	46
Level II: In-School-Suspension (ISS).....	46
Level III: Out-of-School Suspension (OSS).....	46
Suspension, Dismissal, And Expulsion.....	46
G.S. 115C-391.....	46
Short-Term Suspension.....	47
Long-Term Suspension.....	48
<b>Grievance Procedure.....</b>	<b>49</b>
Student/Parent Grievance Procedure.....	49
Process:.....	49
<b>Family Educational Rights and Privacy Act (FERPA).....</b>	<b>51</b>
Notification of Rights Under FERPA for Elementary and Secondary Schools.....	52
<b>Parent Commitment Statement.....</b>	<b>54</b>



# 2025-2026 Hickory City Schools Calendar



## Hickory City Schools 2025-2026 School Year Calendar

Approved  
1/27/2025

July 2025						
S	M	T	W	Th	F	S
		1	2	3	H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	W	R	R	R	W	16
17	W	R	R	R	W	23
24	[25	26	27	28	29	30
31						

September 2025						
S	M	T	W	Th	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	K8	27
28	29	30				

Key Dates for Students	
First Student Day:	8/25/2025
Last Student Day:	5/22/2026
Winter Break:	12/22/2025 - 1/5/2026
Spring Break:	4/3/2025 - 4/10/26

October 2025						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	W	18
19	[20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	H	12	13	14	15
16	17	18	19	20	21	22
23	24	25	A	H	H	29
30						

December 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	ER
19	20	21	W	A	H	H
22	23	24	A	A	A	
25	26	27	28	29	30	31

Grading and Reporting (38)	
First Grading Period	
Progress Reports Go Home:	September 15, 2025
Report Cards Go Home:	October 3, 2025
Second Grading Period (41)	October 22, 2025

January 2026						
S	M	T	W	Th	F	S
				H	W	3
4	R	[6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	K8
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Progress Reports Go Home:	November 10, 2025
Report Cards Go Home:	December 4, 2025
Third Grading Period (45)	January 8, 2026

April 2026						
S	M	T	W	Th	F	S
			1	2	H	4
5	A	A	A	A	A	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	ER	23
24	H	R	R	W	W	30
31						

June 2026						
S	M	T	W	Th	F	S
			W	W	W	W
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Progress Reports Go Home:	January 29, 2026
Report Cards Go Home:	February 23, 2026
Fourth Grading Period (43)	March 18, 2026



HCAM Graduation  
May 22, 2026 2:00 PM

HHS Graduation  
May 22, 2026 8:00 PM



Student days missed due to inclement weather or other emergencies will be rescheduled on teacher workdays or on Saturdays. Subject to designation by Superintendent.

\*Middle/High schools will be available  
Up to 30 days after the last school day

### Calendar Legend

Holiday = 12 (11) closed students & employees	Employee Annual Leave = 10 no school for students	Required Workday = 11 no school for students	Optional Workday = 16 no school for students
Remote Learning	Early Release	K-8 Mandated Workday = 2	

Any changes (due to inclement weather, etc.) will be posted at [www.hickoryschools.net](http://www.hickoryschools.net)

# Administrative Team & Office Staff Duties Chart

<p><b>Robert Brown- Principal</b></p> <ul style="list-style-type: none"> <li>● 9 - 12th Grade Administrator</li> <li>● AP Site Coordinator</li> <li>● PD Coordination</li> <li>● Front Office Staff</li> <li>● Teacher Evaluations</li> <li>● Counseling Department</li> <li>● Promise Scholars &amp; CVCC Partnerships</li> <li>● Community Outreach/Programs</li> <li>● Staff Development</li> <li>● Fire Inspection Report</li> <li>● PTA</li> <li>● Discipline</li> <li>● Master Schedule Coordination</li> <li>● Crisis Planning and Safety</li> </ul> <p><b>Kendall Melton - Counselor</b></p> <ul style="list-style-type: none"> <li>● School Counselor</li> <li>● Foster Care Designee</li> <li>● Homeless Liaison</li> <li>● 504 Case Manager</li> <li>● Schedules</li> <li>● Edgenuity Online Learning</li> <li>● Homebound</li> <li>● Transcripts</li> <li>● Graduation</li> </ul> <p><b>Rhoda Maynard Yoder</b></p> <ul style="list-style-type: none"> <li>● AP Testing Coordinator</li> <li>● EOC Testing Coordinator</li> <li>● ACT WorkKeys Testing</li> <li>● ACT Testing Coordinator</li> <li>● Benchmarks / Check-Ins</li> </ul> <p><b>Michelle Narlock</b></p> <ul style="list-style-type: none"> <li>● EC Testing Coordinator</li> <li>● EC Case Manager</li> </ul> <p><b>Mike Ollis - SRO</b></p> <ul style="list-style-type: none"> <li>● Parking</li> <li>● Safety Concerns</li> </ul> <p><b>Erin Irvin - CVCC Rep</b></p> <ul style="list-style-type: none"> <li>● CVCC classes</li> <li>● CCP classes</li> </ul>	<p><b>Cindy Brittain - CDC</b></p> <ul style="list-style-type: none"> <li>● CTE Scheduling</li> <li>● VOCATS Testing Coordinator</li> <li>● CTE Staff Development</li> <li>● Assist with WorkKeys Testing</li> <li>● CTE PLC Coordinator</li> <li>● Teacher Evaluations (CTE)</li> </ul> <p><b>Corie Schreiber - Data Mgr / Bookkeeper</b></p> <ul style="list-style-type: none"> <li>● Keys</li> <li>● Front Office Management</li> <li>● Staff List/Birthday cards</li> <li>● Substitutes</li> <li>● Finances/Treasurer</li> <li>● Payroll</li> <li>● Workers Comp</li> <li>● Fundraisers</li> <li>● Purchase Orders</li> <li>● Personnel Records/Files</li> <li>● Donations</li> <li>● Daily Sign-In/Sign-Out</li> <li>● Lockers</li> <li>● Student Attendance</li> <li>● Infinite Campus Parent Portal</li> <li>● Grades</li> </ul> <p><b>Melanie Zimmermann - Technology Facilitator</b></p> <ul style="list-style-type: none"> <li>● Technology Issues</li> <li>● Online and Hybrid Learning</li> <li>● Phones</li> <li>● Phone Extension List</li> <li>● Volunteer Sign-In</li> <li>● Phone Management/Programming</li> </ul> <p><b>Anetia Wright</b></p> <ul style="list-style-type: none"> <li>● Core Coordinator</li> </ul> <p><b>School Nurse</b></p> <ul style="list-style-type: none"> <li>● Vaccinations</li> <li>● Student Health Issues</li> </ul>
---	--

# Student Information

## ***Student Rights***

All students at Hickory Career & Arts Magnet High School are entitled to certain rights without regard to age, ethnic background, gender, sexual orientation, or socioeconomic status. These rights are listed below:

1. to attend school in a climate that is conducive to learning
2. to attend a school that is free of drugs, alcohol, any illegal substances, weapons, and violence
3. to be respected by fellow students and faculty members
4. to attend school without verbal threats or harassment
5. to seek the assistance of an adult (teacher, counselor, administrator, or school resource officer)

## ***Student Responsibilities***

Hickory Career & Arts Magnet High School students are charged with certain responsibilities in order to help create a better learning climate for all students. These responsibilities are listed below:

1. Be prepared daily for class.
2. Be in assigned areas at all times.
3. Respect the rights of one another.
4. Respect and appreciate the culture and background of other students.
5. Report any weapons, illegal substances, vandalism, or violence to an administrator or School Resource Officer (SRO).
6. Help maintain a climate that is conducive to learning by adhering to all guidelines addressed in this handbook.
7. Be within the dress code.
8. Abide by the statement of academic integrity.

## ***Statement Of Academic Integrity***

We, as an academic institution at Hickory Career & Arts Magnet High School, believe that cheating, plagiarizing, lying, and stealing are unacceptable. It is the responsibility of every student, parent, teacher, and administrators to foster a love of learning in an environment of diligence, civility, honesty, trust, fairness, and respect. In this endeavor we, as an institution, have outlined below the definitions, responsibilities, and consequences regarding cheating, plagiarism, lying, and stealing.

- *Cheating* includes, but is not limited to:

1. Willful giving or receiving of an unauthorized, unfair, or dishonest advantage in school work over other students.
  2. Attempted cheating.
  3. Work that is NOT one's own.
  4. Some examples include but are not limited to: deception; the use of communicating, signs, or gestures during a quiz or test; copying or allowing the copying of an individual assignment; passing quiz or test information during a class period or between class periods to students of the same teacher; trying to obtain information from a student even if he/she is unaware; collaboration on an assignment without the teacher's knowledge or permission; submission of a pre-written assignment when the assignment was supposed to be written in class; illegally exceeding time limits on timed tests, quizzes, or other assignments; unauthorized or attempted use of study aids, cheat sheets, notes, books, technology , data, or other information; computer fraud; sabotaging the projects or experiments of other students.
- *Plagiarism* includes, but is not limited to:
1. Presenting, as one's own, the words, ideas, or the opinions of someone else without proper acknowledgement.
  2. Borrowing or summarizing the sequence of ideas, the arrangement of materials, or the pattern of thought of another without proper acknowledgement.
  3. Some examples: having someone else write an essay or do a project which is then submitted as one's own; failing to use proper documentation as directed by the teacher; copying phrases, sentences, or paragraphs from another's work or website without citing.
- *Lying* includes, but is not limited to:
1. Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.
  2. Some examples: lying or failing to give complete information to a teacher; feigning illness to gain extra preparation time for tests, quizzes, or assignments due.
- *Stealing* includes, but is not limited to:
1. Taking or receiving materials or information without the right or permission to do so, with the intent to keep or make wrongful use of the academic property or materials of another student or the instructional materials of the teacher.
  2. Some examples: stealing copies of tests or quizzes; illegitimately accessing the teacher's answer key for tests or quizzes; stealing the teacher's edition of the textbook; obtaining a teacher's edition of a textbook via a purchase; stealing another's homework, notes, workbook, or lab notebook.

### **Consequences:**

All of the consequences below (daily work AND major assignments) are cumulative for the school year, regardless of the teacher involved. Students disciplined for honor code violations two or more times (regardless of the teacher) will not be eligible for any honor societies, and Student Government, or will be removed from these organizations if currently a member. The

student's name will be placed on the consequences list (regardless of the type of work) along with the number of violations.

**Daily work (this includes, but is not limited to, homework, class work, and quizzes):**

- 1st Offense. A grade of zero will be assigned and an administrator and/or the teacher will contact parents.
- 2nd and further Offenses. A grade of zero will be assigned, an administrator and/or the teacher will contact parents, and student may receive additional disciplinary action as outlined in the Hickory City Schools Code of Conduct.

**Major assignments (this includes, but is not limited to, research papers, tests, lab work, and projects):**

1. 1<sup>st</sup> offense: Students will receive a grade of zero on the assignment. An administrator and/or the teacher will contact the student and their parents.
2. 2<sup>nd</sup> (and any further) offense: Students receive a zero on the assignment. An administrator and/or the teacher will contact the student and their parents. Students will be removed from any academic honor societies and student leadership positions and student may receive additional disciplinary action as outlined in the Hickory City Schools Code of Conduct.

# Hickory Career and Arts Magnet Student Enrollment Conditions

Hickory Career and Arts Magnet (HCAM) is a magnet school with a specific focus on creative arts and instruction to improve academic performance. At HCAM, students engage in creative learning activities and career academies for success both during high school and after graduation. As a magnet school, student enrollment is voluntary and based on an application process and acceptance rather than a student living within a specific school attendance area. Because HCAM is a special interest magnet school, HCAM limits its enrollment to students who meet stated requirements. These requirements include:

- a completed application
- enrollment acceptance based on application
- enrollment in a specific academy of study
- meeting behavioral expectations
- meeting academic expectations

## **Application:**

Students must apply for enrollment at HCAM by completing an application. The application period is during the spring semester for the following academic year. Student selection is competitive to fill open admissions in each career/creative academy. Students may list more than one academy on the application in order to increase their enrollment opportunity.

## **Academy Enrollment:**

Students enroll in a specific learning academy when they apply and are accepted at HCAM. A freshman may discover that they have a greater interest in another learning academy. Students are allowed to request a change in a learning academy ONE time prior to the beginning of their sophomore year. An academy change will be accommodated only if there is an available seat in the requested academy. In order to remain enrolled in the selected academy, students must meet stated academic and behavioral requirements. A junior or senior may not change their academy. If a student fails to meet the academic requirements of their academy, enrollment at HCAM ends and the student must enroll at their district designated home school.

## **Academic Expectations:**

Students must meet academic standards for continued enrollment. To remain academically eligible as an HCAM student, students must maintain an overall grade point average (GPA) of 2.0 for each semester. (Grade point average is the average of the grades a student receives in all of their courses. A grade point average of 2.0 is a "C" average in all classes.) Student academic performance will be reviewed at the end of the first 9 weeks grading period. Students who fall below a 2.0 GPA at the end of the semester will be placed on probation for the following semester. At the end of the probationary period, student academic performance will be reviewed again. If a student on probation has not improved their grades to earn an overall 2.0

GPA, they will be dismissed from enrollment at HCAM and the student must enroll at their district designated home school.

Students who meet the 2.0 GPA requirements in the first semester have demonstrated their ability to meet the academic standard at HCAM. If a student drops below a 2.0 GPA for the second semester, their continued enrollment will be based on their end of the semester grades. These students must meet the 2.0 GPA requirement based on semester final grades.

**Students enrolled in a CVCC-based academy must maintain a 3.0 GPA to remain enrolled in that academy.** Student performance will be reviewed at the 9 weeks and semester mark, as specified by each CVCC academy. For students enrolled in CVCC-based academies, enrollment at HCAM is dependent on continued enrollment in the CVCC academy.

### **Behavioral Expectations:**

HCAM students are involved in a range of creative and college-level learning experiences. In order to succeed in such an environment, students must demonstrate emotional and behavioral maturity. As a magnet program with selective enrollment, students must meet specific behavioral requirements for continued enrollment.

Any severe and/or ongoing disciplinary problems could result in dismissal from HCAM. This may include a single violent or very serious disciplinary incident. This may also include a series of disruptive events or an ongoing pattern of behavior that prevents the students or others from accessing their learning. Each disciplinary incident will be reviewed for severity.

### **Probation:**

Student academic records will be reviewed at the conclusion of each semester and student disciplinary records will be reviewed at the end of each 9-weeks. Students who do not meet HCAM expectations at the end of the appropriate period will be placed on probation. If students meet probationary requirements, they may continue enrollment at HCAM. If students do not meet the probationary requirements, they will be dismissed and must return to their district-determined homeschool.

## Daily Schedule

Monday - Wednesday - Friday		Tuesday - Thursday	
8:40	Staff Arrival, Student Breakfast	8:40	Staff Arrival, Student Breakfast
9:00 - 10:35	2nd Block	9:00 - 10:25	2nd Block
10:40 - 12:45	3rd Block	10:30 - 11:00	AE Time
11:00 - 11:25 1st Lunch <i>ISS, CORE</i> 11:45 - 12:10 2nd Lunch <i>Eng, CTE, Theater</i> 12:15 - 12:40 3rd Lunch <i>Math, Sci, SS, WL, PE</i>		11:10 - 1:00	3rd Block
12:45 - 2:20	4th Block	11:10 - 11:35 1st Lunch <i>ISS, CORE</i> 11:55 - 12:20 2nd Lunch <i>Eng, CTE, Theater</i> 12:35 - 1:00 3rd Lunch <i>Math, Sci, SS, WL, PE</i>	
2:25 - 4:00	5th Block	1:05 - 2:30	4th Block
4:00 - 4:15	PM Duty	2:35 - 4:00	5th Block
4:30	Staff Dismissal	4:00 - 4:15	PM Duty
		4:30	Staff Dismissal

## One Hour Delay (No AE Time)

9:30 am	Staff Arrival, Student Breakfast
9:40 - 9:55 am	AM Duty
10:00 - 11:25 am	2nd Block
11:30 am - 1:00 pm	3rd Block
11:50 am - 12:05 pm 1st Lunch <i>ISS/HPS-CORE/ Day Treatment</i> 12:05 - 12:30 pm 2nd Lunch <i>English, CTE, Theater, Art</i> 12:35 - 1:00 pm 3rd Lunch <i>Math, Science, Social Studies, World Language, Phys. Ed.</i>	
1:05 - 2:35 pm	4th Block
2:40 - 4:00 pm	5th Block
4:00 - 4:15 pm	PM Duty
4:30 pm	Staff Dismissal

### ***Two Hour Delay (No AE Time)***

10:30 am	Staff Arrival (may or may not have breakfast)
10:40 - 10:55 am	AM Duty
11:00 am - 12:05 pm	2nd Block
12:10 - 1:40 pm	3rd Block
12:10 - 12:25 pm 12:40 - 1:05 pm 1:15 - 1:40 pm	1st Lunch <i>ISS/HPS-CORE/ Day Treatment</i> 2nd Lunch <i>English, CTE, Theater, Art</i> 3rd Lunch <i>Math, Science, Social Studies, World Language, Phys. Education</i>
1:45 - 2:50 pm	4th Block
2:55 - 4:00 pm	5th Block
4:00 - 4:15 pm	PM Duty
4:30 pm	Staff Dismissal

### ***Three Hour Delay (No AE Time)***

11:30 am	Staff Arrival (no student breakfast)
11:40 - 11:55 am	AM Duty
12:00 - 1:15 pm	2nd Block
12:00 - 12:10 pm 12:15 - 12:40 pm 12:50 - 1:15 pm	1st Lunch <i>ISS/HPS-CORE/ Day Treatment</i> 2nd Lunch <i>English, CTE, Theater, Art</i> 3rd Lunch <i>Math, Science, Social Studies, World Language, Phys. Education</i>
1:20 - 2:10	3rd Block
2:15 - 3:05 pm	4th Block
3:10 - 4:00 pm	5th Block
4:00 - 4:15 pm	PM Duty
4:30 pm	Staff Dismissal

## ***Shuttle Bus to Hickory High School***

<b>Monday - Wednesday - Friday</b>		<b>Tuesday - Thursday</b>	
1st Block	Leave HHS at 9:00 Leave HCAM at 9:05	1st Block	Leave HHS at 9:00 Leave HCAM at 9:05
2nd Block	Leave HHS at 10:45 Leave HCAM at 10:50	2nd Block	Leave HHS at 11:05 Leave HCAM at 11:10
3rd Block	Leave HHS at 12:50 Leave HCAM at 12:55	3rd Block	Leave HHS at 1:00 Leave HCAM at 1:05
4th Block	Leave HHS at 2:25 Leave HCAM at 2:30	4th Block	Leave HHS at 2:25 Leave HCAM at 2:30

- At 7:15 AM, the shuttle will leave from HHS to transport students with a 0-period class at HCAM.
- HCAM students will be picked up in front of the school.
  - Students waiting for the shuttle or for their class to begin will wait in the lobby area.
- HHS students will be picked up at the Celery Stalk lot.
  - Students waiting for the shuttle will or for their class to begin will wait in the mall.

# Academics

## ***Report Cards and Progress Reports***

<b>Progress Reports</b>	<b>Report Cards</b>
Sept 15, Oct 3, Nov 10, Dec 4, Jan 29, Feb 23, Apr 15, May 5	Oct 22, Jan 8, Mar 18

## ***Grading Scale***

**A = 90-100      B = 80-89      C = 70-79      D = 60-69      F = Any grade below 60**

1. Beginning with the graduating class of 1995, all North Carolina Public Schools were required to use a standardized transcript that must meet the standards listed below.
2. *All* courses are to be included in the QPA (Quality Point Average).
3. Numerical grades will be converted to a 4.0 system and weighted points will be added at the time of conversion in order to determine QPA and class rank.

Courses offered at HCAM that are eligible for 1/2 point of weight include *all* Honors courses.

\*Unweighted numerical grades will appear on the report card and the transcript.

Numerical grades are converted as follows:

**90– 100 = 4.00      80-89 = 3.00      70-79 = 2.00      60-69 = 1.00      Below 60 = 0.00**

## **Grade Averages And Rank**

Seniors will be ranked on or before October of their senior year for college application purposes. This will be a cumulative average over six (6) semesters. Exact weighted cumulative numerical rank (0-100) is used to determine the top graduates and junior marshals for the Graduation ceremony at the end of the third nine week grading period. Final rank is computed at the end of the second semester in June (after all final senior grades are submitted).

## Promotion Requirements

In order to be promoted from the present homeroom level to the next grade level, a student must satisfactorily pass the following units:

<b>To Become a ...</b>	<b>To Become an ...</b>	<b>To Become a ...</b>	
<b><u>10th Grader</u></b>	<b><u>11th Grader</u></b>	<b><u>12th Grader</u></b>	<b><u>To Graduate</u></b>
6 total units	12 total units	20 total units	28 total units

## Early Graduation

- A student may graduate at the end of the first semester of the senior year if all graduation requirements are met as determined by the state of North Carolina and Hickory Public Schools.
- The intention to graduate early must be declared as a junior (during the February/March registration for senior year).
- A diploma will NOT be issued to the early graduate until spring graduation; HOWEVER, the principal or a designee will provide a final transcript and letter certifying graduation requirements have been met in January following the completion of the fall semester.
- Early graduates are actually withdrawn from HCAM on the school day following the last exam of the first semester. Such students are allowed NO privileges of participation in HCAM activities occurring after their graduation (other than Spring graduation) including, but not limited to, visitation on campus without reporting to the main office for permission; attendance at awards and/or athletic banquet; continued involvement in any club, sports activity, or team; admission to the Prom, etc.

## Courses Of Study

North Carolina high school students are expected to meet specific course and credit requirements in order to receive a high school diploma. These requirements differ depending on when students entered ninth grade for the first time. Over the past few years, the State Board of Education has changed graduation requirements to better reflect the skills and knowledge students need for success in the workplace, and in community colleges, colleges and universities. Our goal is for students to be prepared for whatever they want to do after high school graduation.

So, what do students need to do in order to receive a high school diploma from a North Carolina public school? The answer to that question depends entirely on when the student enters high school for the first time as a ninth grader. Depending on when they entered as a ninth grader, students must meet specific course and credit requirements. Some districts and schools require students to successfully complete additional courses and credits and/or a graduation project or other assignment in order to earn a high school diploma. Please contact the counseling center for detailed information regarding your child's required course of study.

## Late Work

We want to provide your students with every opportunity to be successful. Therefore, all work is expected to be made-up regardless of the reason for absence. Make-up work cannot fully compensate for the total learning experience that is lost when students are absent from school. This is particularly true when absences are excessive.

Schoolwork missed due to absence, late arrival, or early dismissal will be made up on the student's own time and/or at the convenience of the teacher. The student is responsible for contacting the teacher, completing make-up work, and making arrangements with the teacher for completion upon returning to school.

Make Up Work: students will receive full credit if turned in by the established due date. Work turned in after that date may receive reduced credit

Missing Work (due to absence or suspension)	The number of days allowed for the completion of make-up work shall be <u>one day greater than the number of days the student was absent/suspended</u> . Extended due dates and/or exemptions can be determined by the classroom teacher.	Students must be allowed to make up any work due to an absence. Student receives full credit for assignments turned in by established due date.
--	---	---

Late Work: each day that an assignment is late shall result in a 20% grade reduction.

## Tardy Policy

A "tardy" is defined as not being in the classroom seat or in the classroom when the tardy bell sounds as determined by the teacher. If a student comes to school late or departs early, he/she is required to check in/out with appropriate personnel in the main office. Students will receive a warning on the 1st through 4th tardies. Beginning with the 5th tardy in a class, students will be subject to disciplinary action which may include ISS, OSS, and potential revocation of parking privileges.

Students are responsible for making up any work missed when they are tardy for class. A note must accompany all tardies to the first period. If a student is detained by a teacher, he/she must produce a note from that teacher to receive an excused tardy to his/her next class. If he/she does not have a teacher note, his/her tardiness will be unexcused. Each teacher will explain his/her class tardy policy at the beginning of each semester.

## Final Exams

### State-Mandated Exams

- Under HCS Policy 3410, students are required to take all state-mandated exams. These include courses for which there is an End-of-Course (EOC) assessment. Also included are Career and Technical Education (CTE) courses for which there is a post-assessment.
  - Some CTE courses allow students to earn a credential, which replaces the CTE post-assessment.
- The final exam will count as twenty percent (20%) of the overall course grade.

### Advanced Placement (AP) Courses and College Level Courses

- Students taking an AP course are expected to take the AP exam for the course.
- Student scores on AP exams are not received in time to be factored into the overall course grade.
- The student's course grade will consist of grades received during the course. At the beginning of the course, teachers will provide a syllabus outlining how course grades are calculated.
- For other college-level courses offered by Institutions of Higher Education (IHE), the student will follow the expectations of the IHE or instructor.

### Other Academic Courses

- Cumulative reviews for other academic classes will count as twenty percent (20%) of the overall course grade.

## Final Exam Exemption Guidelines

- If the course has a state-mandated exam, is an AP course, or is a college-level course that requires an exam, there will be no exemption.
- Students can be exempt from cumulative reviews of academic courses if they do not exceed **five (5) absences** (excused or unexcused) and have a final course average of "C" or higher. Also, two unexcused tardies documented in Infinite Campus will equal one absence regarding exam exemption. Any violation of the Hickory City Schools Student Code of Conduct resulting in ISS or OSS during the class period for the semester negates the student's exam exemption opportunity. Classes missed for school-sponsored activities or administrator-approved college/military visits will not count against the student's attendance.

Exempt students still have the option to take the final exam and it will count only if it improves the overall grade. All teacher-made exams will count 20% of the final grade. Students cannot be exempt from NC End of Course and State CTE Final Exams.

# Student Fees

	Hickory High	HCAM	
<b>Instructional Fees</b>	\$15.00	\$15.00	R
<b>CVCC Classes</b>	\$40 \$80 Book Fee	\$40.00 \$80 Book Fee	R (paid directly to CVCC)
<b>Parking</b>	\$35 full year \$20 2nd Semester	\$35.00 (\$10 If purchasing at both HHS and HCAM)	O
<b>Senior Fee</b>	\$35.00	\$35.00	R
<b>Driver Education</b>	\$35.00	\$35.00	R
<b>Graduation Fee (Paid to Herff Jones)</b>	\$50.00+	\$50.00+	O
<b>Clubs</b>			
<b>Art</b>	\$15.00		R
<b>Science Lab</b>	\$10 per semester		R
<b>French Honor Society</b>	\$20.00		R
<b>Interact</b>	\$15.00		
<b>National Honor Society</b>	\$30.00 New Member	\$30.00	R
	\$15.00 Returning	\$15.00	R
<b>Key Club</b>	\$20.00		R
<b>Beta Club</b>	\$42.00 New Member \$10 Renewal	\$25.00	R
<b>Student Council</b>	\$10.00		
<b>Literary club</b>	\$12.00	\$12.00	R
<b>Skills USA</b>	\$20.00	\$20.00	R
<b>Nat'l Technical Honor Society</b>	\$35.00 New Member	\$35.00 New Member	R
	\$10.00 Returning	\$10.00 Returning	R
	\$15.00 Grad Cord	\$15.00 Grad Cord	O
<b>Athletics</b>			
<b>Swimming - caps/suits</b>	\$40-\$60		R
<b>Activities</b>			
<b>Band</b>	\$50.00		R

<b>Band</b>	\$200 To Band Boosters		R
<b>Chorus</b>	\$45.00		R
<b>Orchestra</b>	\$45 per semester		R
<b>Other Fees and Costs</b>			
<b>AP Exams</b>	\$93	\$93	* AP fees may be waived if funding is provided from the Department of Public Instruction
<b>Yearbook</b>	\$70 plus	\$50.00	O
<b>Pictures</b>	\$13.00+ Paid to Photographer	\$13.00+	O
<b>Chromebook Damages/Replacement</b>			
<b>*Case</b>	\$40.00	\$40.00	
<b>*Charger</b>	\$20.00	\$20.00	
<b>*Replacement</b>	\$445.00	\$445.00	
<b>*Repairs</b>	TBD	TBD	

- If a student drives to school, a parking permit is required (see parking regulations/procedures).
- To join a club is optional. However, if a student joins a club that requires a fee, the fee is not optional.
- ALL student fees should be cleared yearly. **Report cards, transcripts, and/or schedules may be held until fees are met each year.**
- All waiver requests for fees are to be turned in by 9-20-2024
- **Seniors must meet all financial obligations in order to walk at graduation.**

# Counseling

The Counseling Department is designed to meet the needs of students in all areas necessary for the successful completion of high school. Students may make appointments with the counselor throughout the year.

## **Educational:**

**Graduation Requirements:** Students meet with counselors to review courses completed, those in progress, and those still needed. Since each student's situation is unique, all questions regarding course requirements should be directed to the student's counselor. All students will be required to meet the state minimum standards plus Hickory Career & Arts Magnet (HCAM) High School requirements. All financial obligations must be met before a student can participate in any graduation activity or graduation ceremony.

## **Personal:**

Personal problems often prevent a student from doing his/her best work in class. Helping with these personal problems is a main concern of the counselors. Problems with self-concept, friends, dating, sex, drugs, alcohol, family, criminal behavior, etc. will be discussed in strictest confidence. Counselors assume parental consent to personal counseling services but will withhold services upon written request. Counseling will inform parents of formal counseling services; these include group, long-term counseling. The Counseling Office will be glad to make an appointment to see any student. If the problem is of an emergency nature, the counselor will see the student as soon as possible.

## **Confidentiality:**

It is the policy of HCAM that all conferences between counselor and student are confidential unless the safety or well-being of the student is at risk. Also, confidentiality of all school records are maintained in compliance with the Family Rights and Privacy Act. In accordance with this act, no records regarding a student, except directory information, will be given to colleges, athletic, and military recruiters; prospective employers; etc. without written consent of the parents of students under 18 years of age or of the student if the student is 18 or older.

## **College Applications**

Seniors planning to further their education at a college or university should complete applications by the end of November of their senior year. The counselor or principal will write a letter of recommendation upon request. Students are responsible for providing a stamped envelope for mailing each application. Two transcripts will be provided free of charge by the school. Additional transcripts will cost \$5.00 each. Seniors are responsible for informing the counselor regarding where to mail final transcripts.

### **Scholarship Information**

Scholarship information may be obtained from the student's counselor, morning announcements, or other web resources. In addition, students are encouraged to visit colleges and inquire onsite about college scholarships.

### **Guidance Office Forms And Applications**

The Guidance Office has applications for SAT, ACT, Financial Aid Forms, local scholarships and loans. College catalogs are available for use in the Guidance Office. Please inquire about additional resources available to you when you meet with your counselor.

### **Career/College Days**

Seniors are allowed 4 days during the school year to visit prospective colleges. Seniors must make a request prior to the visit to their counselor. The counselor will contact the college and set up the visit. College visits will be made during the first semester unless the counselor determines there are extenuating circumstances. A college/Career Day form must be completed at the time of the visit and returned within two days of the visit. All information on the form must be completed before the absence will be approved.

# Electronic Devices

The state of North Carolina has enacted new legislation in regards to cell phones in schools. ([House Bill 959](#)) This legislation codifies changes in how schools are required to deal with students and cell phones. Please read the information below so that you/your student are prepared.

Electronic devices include cell phones, media players, computers, headphones, speakers, cameras, etc. These are **not** to be used during instructional time (9:00-4:00 during a class period), unless specifically allowed by a teacher in the classroom for instructional purposes. When allowed, these devices should not interrupt student learning. Electronic devices must be put away and turned off during instructional time. Any use of a cell phone, camera, or any other electronic device during a testing situation will be considered an academic misconduct offense. A student possessing an electronic device will assume responsibility for its care. At no time will Hickory City Schools or HCAM be responsible for preventing theft, loss, or damage to electronic devices brought onto its campus.

HCAM is NOT a charging station for personal devices. Students are expected to charge their devices off campus and NOT during instructional time.

For safety reasons, headphones should never be used during the school day with the exception of a student's lunch time and only in the cafeteria or picnic area. It is important that a student can hear someone speaking to them. Not using headphones includes but is not limited to, class changes as students move through the halls. Speakers are not to be used during the school day.

## Cell Phones:

- Students may not **use, display,** or have a cell phone **turned on** during instructional time
- School districts must outline and enforce consequences for violations
- Exceptions include:
  - Teacher-authorized instructional use or emergency situations
  - A documented medical condition
  - Requirements in a student's IEP or 504 Plan

We are committed to creating safe, focused learning environments while meeting the requirements of the law.

**HCAM Implementation:**

- Beginning on the first day of school
- Students may use phones **between classes and during lunch**
- During class, phones must be **turned off and placed in bookbags**
- Consequences will apply for violations

HCAM is required to implement and enforce this new legislation.

To support a focused, respectful learning environment, personal devices - including phones, smartwatches, headphones, and earbuds - must remain **off and stored in a backpack** during class unless the teacher specifically permits their use.

- **Devices may be used between classes, during lunch, and before or after school.**
- Devices must remain off and stored in backpacks during instructional time, unless approved by the teacher.
- Headphones and earbuds must also remain stored during class.
- Repeated violations will lead to escalating consequences including teacher confiscation, office referral, and parent/guardian pick-up.

*At the beginning of each class, **students will receive a reminder** to store their devices properly.*

Offenses will result in the following consequences:

Offenses will result in the following consequences:

Offense	Consequence
<b>1st Offense</b>	The teacher confiscates the device until the end of the class period. Student - Teacher Conference (Student picks up the device.)
<b>2nd Offense</b>	The office confiscates the device until the end of the school day. Parent/Guardian - Teacher Conference (Student picks up the device.)
<b>3rd Offense</b>	Office referral. The device is held in the office until parent/guardian conference

	Parent/Guardian - Admin Conference (Parent/Guardian picks up the device.)
--	---

## **Computer Use**

Each day, all students are expected to use the school-provided device and bring the device charged. Students will be permitted to use their devices only for academic purposes assigned by the teacher. Consequences for failing to follow this policy:

- 1st-4th offenses-warning
- 5th offense-student becomes a restricted user
- 6th offense-loss of privileges for the remainder of the semester.

## **Dress Code**

The Hickory Public School Board believes that a safe and disciplined learning environment is essential to operating successful schools. To this end, the Board may authorize schools at one or all grade spans (high school, middle school, elementary school) to implement programs in which students and/or faculty and staff are required to adhere to a standardized dress code during the school day.

### **Guidelines**

The clothing regulated by this Policy shall not be see-through, revealing, advertise drugs/alcohol, display obscene, offensive, or pornographic words or otherwise be disruptive. All shirts, blouses and top garments shall cover the back and torso and have necklines and arm cuts that are not disruptive or distracting. Athletic apparel is permissible when worn during periods of athletic activity.

Therefore, students attending the Hickory Public Schools in grades 6 through 12 will adhere to the following standardized dress code each school day during the entire school day.

### **Tops**

All tops are acceptable as long as they fall under the above guidelines. Shirts are not required to be tucked in. However, untucked shirts may not extend below the student's mid-thigh.

Sweatshirts with or without hoods may be worn, but hoods must not be raised or worn during school hours.

## **Jackets/Coats/Vests**

All jackets, coats and vests are permitted as long as they fall under the above guideline, except those that extend below the student's mid-thigh.

## **Bottoms/Dresses**

Acceptable bottoms include:

- Pants, skirts, shorts, skorts and capris
- Dresses are permissible but must not be sleeveless or have spaghetti straps.
- Blue jeans are permissible but must not contain holes above the knee.
- No cargo pants,
- Jeggings, leggings or tights shall not be worn as the primary bottom. Solid colored tights and leggings may be worn underneath appropriate bottoms.
- Shorts, dresses, skorts, and skirts shall be no shorter than two inches above the top of the kneecap, except during periods of athletic activities.
- Belts must be standard hook and eye or contain interlocking rings. The belt tail cannot hang lower than four (4) inches. Large belt buckles are prohibited.
- Athletic shorts are permissible during periods of athletic activities.

## **Shoes/Footwear**

For health and safety reasons, appropriate footwear must be worn at all times. Bedroom slippers are prohibited. Socks are not considered to be footwear for purposes of this policy.

## **Hats/Headgear**

Hats and headgear are not permitted to be worn during school hours. Hats and headgear worn to school must be stored in the student's locker or backpack during school hours.

## **Masks/Face Coverings**

Protective facemasks and coverings are considered for purposes of this article to be articles of clothing and subject to the guidelines and regulations set forth in this policy.

## **Exceptions**

Reasonable exceptions will be considered when medically necessary. Each school retains the ability to make exceptions to this Policy during its Spirit Week

## **Non-Compliance**

Each school shall require full and consistent compliance of the standardized dress code with the least amount of disciplinary action.

Penalties for non-compliance to this policy shall be established by the school's disciplinary policies.

### **Exemptions**

Exemptions will be considered and determined by the Superintendent or his/her designee when compliance with this policy interferes with the student's sincerely held religious belief or customs.

No other exemptions will be considered.

To ensure compliance with this Policy, the Hickory Public School Board shall provide for the following:

- Provisions for the purchase of an adequate number of items for use in the "clothes closet" for use by students who are not in compliance;
- Provisions for the purchase of clothing for students who, because of financial hardships, are unable to purchase the required clothing (may be based on free and reduced lunch eligibility);
- Provisions that ensure that a student's sincerely held religious beliefs are not substantially burdened;
- Provisions for the involvement of parents;
- Provisions for the enforcement of the implementation of the standardized dress code policy, including disciplinary consequences for students failing to comply;
- Provisions to implement a procedure for evaluating the standardized dress code policy on a yearly basis
- Provisions to consider reasonable exceptions when medically indicated
- Details of standardized dress codes implemented at specific grade spans shall be attached as an appendix to this policy for reference.

### **NON-DISCRIMINATORY ENFORCEMENT**

Each school to which this policy applies shall be administered in a manner that does not discriminate on the basis of sex.

Students, parents and staff who believe this policy has been enforced in a manner which discriminates on the basis of sex may contact the Hickory Public Schools Title IX Coordinator to initiate a grievance under Policy 1720/4030/7235 (Title IX Non Discrimination of the Basis of Sex).

This policy shall be reviewed annually or as often as the Hickory Public School Board deems necessary.

Legal References: G.S. 115C-47, -390.2

Cross References: Student Behavior Policies (policy 4300), School Plan for Management of Student Behavior (policy 4302), Disruptive Behavior (policy 4315)

Adopted: November 19, 2007

Revised: November 4, 2022

## **Consequences Regarding Inappropriate Dress**

Students in grades 9-12 of Hickory Public Schools System are expected to follow the standard dress code starting the first day of school. The only accepted dress worn by students during the school day is found at [www.hickoryschools.net](http://www.hickoryschools.net). Any student choosing not to wear apparel outlined in the HCS School Board Policy will face the following consequences at Hickory Career and Arts Magnet:

- 1<sup>st</sup> offense – Parent contact, required to change clothing.
- 2<sup>nd</sup> offense – Parent contact, required to change clothing.
- 3<sup>rd</sup> offense – Parent contact, required to change clothing, all day in-school suspension (ISS).
- 4<sup>th</sup> offense and thereafter – Parent contact, Out of School Suspension (OSS)

# Driver Education

The Hickory Public Schools has contracted with North Carolina Driving School, Inc. to provide Driver Education at ***no cost to the student***. Students must be at least 14 ½ years old and enrolled in a public, private, or homeschool. It is very important for students to sign up shortly after they reach 14 ½ years of age. We use the first-come, first-serve method of selecting the oldest applicants to participate in the classroom and behind-the-wheel instruction. After class work completion students will be selected by class first and then by age, with the oldest student in each class selected first to drive. Please take advantage of this opportunity to attend driver education classes as early as possible. Each student needs as much driving practice as possible after he/she receives a learner's permit.

The Driver Education course consists of 30 classroom hours and six (6) hours of behind-the-wheel instruction. Classes will be scheduled immediately after the regular school day for two hours each day for 16 regular school days. Additional classes are offered during the summer. Saturday and summer class times are from 8:00 a.m. until 2:30 p.m. The behind-the-wheel instruction will be scheduled between 3:15 p.m. and 8:45 p.m. on school days and between 7am and 7pm on Saturdays and during the summer. If you have any questions about Driver Education classes, please contact the driver education coordinator at HHS.

## ***“No Pass, No Drive”***

A dropout prevention bill became effective August 1, 1998. This legislation requires public schools, nonpublic schools, and community colleges to notify the N.C. Department of Motor Vehicles when a student drops out of school or is not making adequate academic progress. Upon notification, DMV will revoke the student's driver's permit or license. “Adequate progress” is defined as passing three out of four classes each semester for schools on a “four-by-four” or block program, or five out of six courses for schools on the traditional six-period day. Students who are unable to meet this standard will lose their permit or license. Major points of the legislation include:

1. Hardship rules for special cases. This would be for those students who need a license due to a sick or ailing parent, students who need to pursue work that contributes significantly to the family welfare, or students who have an extended illness.
2. Issuing Driving Eligibility Certificates. Carrie Jones will issue a Driving Eligibility Certificate when a student gets his/her initial permit or license at the DMV. This certificate will verify that the student is making adequate progress in school and is required by the DMV to process a permit or license.

For further information, please contact North Carolina Driving School, Inc. at 828-465-9800.

# School Policies and Procedures

Note: *Any Hickory City Schools policy contained in this school handbook may not be the complete version of the policy as formally adopted by the Hickory City Schools Board of Education and is intended for informational purposes only. For the complete text of all Board policies that pertain to students, please refer to the district-wide student handbook or the Board of Education's website at [www.hickoryschools.net](http://www.hickoryschools.net).*

## **Attendance**

The Hickory Public School Board recognizes that regular and punctual Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. Students, parents, and school personnel are encouraged to recognize their individual responsibilities governing the attendance of children in school.

### A. ATTENDANCE RECORDS

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

### B. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);

7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

**Note:**

If a student misses over 30 minutes during a class, the student will be considered absent for that class.

## ***Check In/Out Procedures***

It is extremely important for students to be in every class, every day in order to be successful.

The following guidelines will be followed without exception:

- 1) Check in/check out will be done through the main office only.
- 2) A student checking out must present a written note from a parent BEFORE SCHOOL with the following: Student's name, date, the time the student needs to check out, a home phone number, parent's work phone number, and parent's cell phone number if appropriate.
- 3) A student, who presents a note before school and checks out for a doctor or dentist appointment, court appearance, etc., must bring proper verification to the main office immediately upon return for it to be excused.
- 4) No student will be allowed to check out without a note submitted before the school day or a parent signs them out in person, except for verifiable emergencies. If a student is sick, the school nurse will determine the need to go home and contact the parent.
- 5) The school secretary will issue the appropriate (excused or unexcused) check in or check out slip.
- 6) Students will not be allowed to sign out without a parent's presence or verbal consent.

- 7) If someone comes to the school to pick up a student, proper identification, such as a driver's license, will be required. That person will also have to be listed on our computer system as having authorization to check out that student.
- 8) A daily log will be kept in the office of ALL students who check out or check in.
- 9) Checking in and checking out must be done properly to avoid discipline referrals.
- 10) Students and Parents may not order food to be delivered during the school day. Parents can drop off lunch to their child during lunch periods.

### ***Daily Announcements***

Announcements will be made at the beginning of first period each day and subsequently throughout the day on the Campus Televisions. It is the students' responsibility to check announcements daily for important information.

### ***Cafeteria, Lunches, Drinks, Food, Etc.***

- Students are to remain in the cafeteria or picnic area during lunch.
- Students may not be in a classroom during lunch unless with permission of and supervised by a teacher or staff member.
- Restrooms available to students during lunch are those located in the magnet hall.
- **Students may not leave campus during lunch.** Any student caught leaving campus during lunch will be disciplined (suspension) for skipping. Student drivers will also lose parking privileges.
- **Delivery of outside food.** Students are discouraged from bringing outside beverages of any kind and food into the school building. All beverages brought from outside of the building are subject to inspection by school administration. No outside food can be delivered to the student. Any food that is delivered will be kept until the end of the school day. The cafeteria provides a nutritious lunch for all students; however students may choose to bring their lunch with them from home. Students are to refrain from interrupting class by having food or drink brought in or delivered to them.

### ***Water Bottle Procedures***

As part of our ongoing safety efforts, **all middle and high school students must use a clear, see-through water bottle**—not tinted. Brands like Stanleys or Yetis that are not see-through will not be permitted.

- Each student will receive one HCS-branded clear water bottle at the beginning of the year, or they may bring their bottle as long as it's clear.
- Replacement HCS-branded clear water bottles can be purchased for \$5 from the school.

These steps help us maintain a safe and distraction-free learning environment for all students. Thank you for your cooperation and support.

## ***Hazardous Weather Conditions***

During hazardous weather conditions, natural disasters, or other emergencies, it may be necessary for a decision to be made concerning the closing of schools. The superintendent will determine and announce when schools will be closed, open late, or dismiss early.

The decision to open or close schools will be made only after much inquiry and consideration. Any action taken will always be made in good faith. When a delay is called and at the time school is scheduled to open, if you feel that conditions remain unsafe for your child to drive, we encourage you to bring your child to school. Since it is impossible to make a decision that would be convenient or agreeable to everyone, we ask for your cooperation and understanding when these situations arise.

Please follow these procedures:

1. Consult one of the following media in the late afternoon or early morning for the decision on school closings.
  - a. AM Radio Stations - WHKY (dial 1290), WNNC (dial 1230), WIRC (dial 630)
  - b. Television Stations - WHKY (Channel 14), WBTW (Channel 3), WCNC (Channel 36), WSOC (Channel 9)
  - c. The district website ([www.hickoryschools.net](http://www.hickoryschools.net))
2. The school district and HCAM will send a SchoolStatus / ClassTag message as soon as possible.
3. The absence of any announcement means that the schools will operate as usual.
4. School officials need uninterrupted telephone service in order to maintain necessary communication with other officials and agencies. If you and hundreds of others attempt to call, vital communication will be delayed.

## ***Health Services***

Students at HCAM have access to a variety of health services. HCAM and HHS share the services of a registered nurse to provide care and consultation for acute and chronic illness and minor injuries.

## ***Immunizations***

Immunizations are required by law to attend school in NC. Parents/guardians must provide a *Certificate of Immunization* from the doctor's office or clinic where the shots were received within 30 days of enrollment in school. Students not meeting the requirements of this law will be excluded from school. The School Nurse will review your teen's immunizations and may contact you if additional shots are required.

## ***Medications***

Medications will be administered by the school nurse or trained school personnel under the

following conditions:

1. The medication is required to be given during school hours.
2. The medication is prescribed by the student's physician.
3. A *"Parent/Guardian Request for Medication/Physician's Authorization"* form is completed and signed by the parent and physician. (This form is available in school office)
4. Prescription medication is brought to the school in an original container from the pharmacy. The container must have a current label with the student's name, doctor's name, name of medication, and directions for how the medication is to be given. The container must be kept in the main office or nurse's office. Students may not carry prescription or non-prescription medications at any time while on campus. Medications may not be kept in backpacks, purses, lockers, or any other container/area.

Students requiring emergency medications and supplies (inhalers, EPI pens, insulin) may carry them as ordered by their physician. All other medication is stored in a locked area in the office. Please see the main office for the required documentation.

Students **MAY NOT** carry prescription or non-prescription medications with them EXCEPT as indicated above.

### ***School Jurisdiction***

Students become the school's responsibility when they board the school bus or when they arrive on school property. They remain under the school's jurisdiction until they exit the bus at the bus stop or leave school grounds after an official dismissal. Any student who leaves campus before the school day begins will be disciplined in the same manner as any student who leaves during the school day without permission. A student is under the jurisdiction of the school while he/she is in attendance at a school-sponsored activity regardless of where the activity takes place.

### ***Visitors***

Regulations regarding visitors apply to all school buildings, buses and all parts of the campus at all times.

1. All visitors must report to the main office to obtain permission to visit before proceeding to any other part of the building or campus. All visitors will be provided with a visitor's pass that must be displayed while they remain on the HCAM campus. All visitors should check-out with the main office personnel as they leave the building.
2. Permission:
  - a. Permission will be granted to those persons wishing to see a member of the administrative staff.
  - b. In the event of an emergency, parents or other family members who find it necessary to see a student will wait in the main office while the student is called.

- c. Parents who wish to discuss a student’s work with the teacher should make an appointment.
- d. Permission to visit a class session will be granted only by the principal and only in special cases.
- e. No visitors will be allowed to ride a school bus.
- f. The gymnasium is a classroom during the school day and is not available for unsupervised student or visitor use.

## ***Conduct And Safety Rules For School Bus Riders***

Riding the school bus is a privilege extended to every student living within the district beyond a radius of a mile and half of the school. This privilege is contingent upon **good behavior** and **observance** of the following rules and regulations. The driver will report a student who violates any of these rules to the principal or his designee. Failure to abide by these rules may result in a loss of riding privileges. Additional consequences may apply depending on the severity of the offense.

***All regulations for student behavior as outlined in the Handbook apply on any type of school-sponsored transportation.***

### **1. Meeting and Entering Bus**

- a. Students should select the safest route. If there is no sidewalk, they should walk on the left facing traffic.
- b. Passengers must be on time at their assigned bus stop.
- c. Passengers should stand off the street or roadway and wait until the bus comes to a complete stop.

### **2. Once on the Bus**

- a. Students should board quickly and take their assigned seat. Students are to remain seated throughout the bus ride.
- b. Students should not throw objects or try to attract the attention of others outside the bus.
- c. A passenger should never eat or drink in the school bus.
- d. If personal belongings are carried, they should be kept on the lap or put under the seat. Arms and legs must be kept out of the aisle at all times.
- e. Passengers must never use profane or inappropriate language, tobacco, controlled substances, or alcoholic beverages while riding a bus.
- f. Passengers should not be loud or boisterous nor should they distract the driver’s attention in any way.
- g. Passengers must never tamper with the emergency door or any other part of the bus.
- h. Passengers must never damage the bus in any way.
- i. No one is permitted on the bus except students assigned to that bus or authorized school system employees. Any contact with the driver from a parent

or non-school employee should be made through the principal's office. Any person boarding a bus without express permission from the principal is subject to prosecution for trespassing.

*Reference: G.S. 115C-245; 115C-339.*

## ***Student Parking***

Driving to school and parking on campus is a privilege. As such, there are certain rules and regulations that must be followed:

1. Any student who drives to school must register their vehicle in the office within the first 10 days of school.
2. Students must present a valid driver's license in order to obtain a parking permit.
3. It is the student's responsibility to notify the main office any time the vehicle is traded for another or any time he/she is driving a different car.
4. All student vehicles must be registered on campus and are required to have a current, valid parking permit for a total fee of \$35. This fee is non-refundable. A separate fee of \$10 applies to students that drive from Hickory High School.
5. The parking sticker should be adhered to the front windshield on the lower passenger side of the vehicle.
6. Parking permits are not to be transferred by any means to another student.
7. Students who drive or ride to school must leave their car immediately upon arrival to school and must not return until the end of the school day, unless permitted to do so by an administrator. Students found in the parking lot during the day subject themselves to the loss of parking privileges and disciplinary action for "being in an unauthorized area".
8. Once a student drives or rides onto campus, he/she is under school jurisdiction. If the student(s) leaves the school grounds after already having been on the grounds, driving privileges may be revoked and disciplinary action taken.
9. Vehicles should always be locked to prevent theft and vandalism. HCAM is not responsible or liable for the care, protection, safety, or welfare of any vehicle parked on its campus. If a vehicle is damaged while it is parked on school grounds, it is the responsibility of the owner to determine who damaged the vehicle and to file a claim with the person or persons responsible for the damage.
10. Students should drive with caution at all times. The speed limit on campus is 10 miles per hour.
11. Playing loud music and/or cruising around campus is not allowed.
12. All vehicles on the HCAM campus are subject to search by school personnel, in accordance with **Policy Code: 4342 Student Searches**

13. Students are only to park in the student parking lots and in their assigned space. If vehicles are improperly parked, they will be subject to the following consequences:
- a. 1<sup>st</sup> offense – Students will receive a warning ticket.
  - b. 2<sup>nd</sup> offense – Students will receive a \$10 fine that will be placed on their account.
  - c. 3<sup>rd</sup> offense – Students will be subjected to having wheel locks applied to their vehicle. A fee of \$20 will be charged to have them removed.
  - d. 4<sup>th</sup> offense – Students will be subjected to having their vehicle towed at the owner’s expense. The student will also lose parking privileges for the rest of the school year.
14. Students who continuously violate the school’s parking policies are subject to having their parking privileges either suspended or revoked.

### ***Hall Passes***

Except during class changes and lunch, students should be in class the entire school day. However, should the occasion arise that a student does need to leave class it is the responsibility of the student to get a written pass from the teacher with the date, time, and destination recorded on the pass. No students will be allowed in the hallways after the tardy bell without an official hall pass. The hall pass will permit the student to go to a designated area(s) only.

### ***Safe And Orderly Environment***

In order to create an atmosphere that is safe, orderly, and conducive to learning, the following behaviors will not be tolerated. A student who chooses to engage in any of the behaviors listed below will receive consequences from an administrator.

1. Disruption of school, riotous action, or disorderly conduct. (G.S. 14-288.4) Disorderly conduct is a public disturbance intentionally caused by any person who disrupts, disturbs, or interferes with the teaching of students at any public or private educational institution or engages in conduct that disturbs the peace, order, or discipline at any public or private educational institution or on the grounds adjacent thereto.
2. Willful, malicious destruction of property (School or Private).
3. Assault or fighting.
4. Misconduct on a bus—conduct that distracts the attention of the driver and violates regulations for passengers or causes an accident. Suspension from the bus and suspension or expulsion from school may result.
5. Verbal disrespect, insubordination, disruption of the learning environment, profanity, or physical assault to a teacher or staff member.
6. Possession of weapons and dangerous instruments.
7. Violation of School Board policy (i.e., drugs, alcohol, or tobacco).
8. Leaving campus without permission from the proper school official.

9. Repeated violation of school rules and failure to comply with the direction of teachers, staff, and administration of the school.
10. Illegal act.

### ***Drugs And Alcohol***

No student shall possess, use, transmit, or be under the influence of: 1) any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other drug defined as a controlled substance pursuant to Chapter 90 of the North Carolina Statutes; 2) any alcoholic beverage or fortified wine or other intoxicating liquor; 3) any inhalant or ingested chemical or product with the intent of bringing about a state of exhilaration or euphoria while in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, function, or event before, during or after school hours, or during any period of time he/she is subject to the authority of school personnel, unless such possession, use, or transmission are authorized by law and school regulations. In addition, the possession of drug paraphernalia is prohibited at school or at school-sponsored activities.

Use of a drug authorized by a valid medical prescription from a registered physician shall not be considered a violation of this rule when the person for whom the drug was prescribed takes the drug. Students who require medication to be administered by school personnel during school hours should notify the school nurse or office receptionist (see section on Medication). Students taking prescribed medicine requiring the use of needles should follow the procedures established for administering medication at school.

When a school employee has reasonable suspicion that a student has violated this policy, the employee shall report this information to the principal or assistant principal. The first violation of this policy shall result in expulsion of the student from Hickory Public Schools for the remainder of the school year. An exception may be made only when an alternative to expulsion, designed by the superintendent, has been agreed to in writing by the parent, student, and principal and involves corrective education and/or counseling. This alternative shall apply only to this policy and the first offense of this policy.

### ***Tobacco Products***

The possession or smoking of tobacco in cigarettes, cigars, or pipes and the possession or use of smokeless tobacco is prohibited at school and at school sponsored activities. Any types of synthetic tobacco or material and/or e-cigarettes are prohibited at school and at school sponsored events. Smoking and other use of tobacco products shall be strongly discouraged in the Hickory Public Schools through an educational program of instruction focusing on the effects of using tobacco products. The Board of Education encourages students to participate in school and community programs designed to prevent and cure tobacco addiction. In the event of violation by a student of Board Policy JCDA, as outlined above, the principal or designee of the principal shall enforce the consequences in the Discipline Continuum.

## ***Reasonable Force***

North Carolina law (*G.S. 115C-391*) provides that “school personnel may use reasonable force”...to control behavior or to remove a person from the scene in those situations when necessary

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects on the person or within the control of a student;
3. For self-defense; or
4. For the protection of persons or property.
5. To maintain order on school property, in the classroom, or at a school related activity on or off school property.

## ***Search And Seizure Procedures***

The school and school facilities are the property of the Hickory Board of Education. No items in violation of the civil laws or school policies should exist on school property (such as drugs, weapons, etc.). North Carolina law (*G.S. 115C-398*) states that “Students and their parents/legal guardians may be liable for damage to school buildings, furnishings, and textbooks...”

1. **Lockers:** In a continuing effort to assure the health, safety, welfare, and educational process, the general policy of the schools will include locker searches. Principals and assistant principals will have the duty to inspect lockers when needed.
2. **Automobiles:** Students are permitted to park on school premises as a matter of privilege, not of right. School administrators may conduct routine patrols of student parking lots and inspections of the exteriors of students’ automobiles. School administrators may inspect the interior of a student vehicle when there is reasonable suspicion that illegal or unauthorized materials are contained inside.
3. **Personal Searches:** When a school official has reasonable suspicion to believe that a student possesses a dangerous, illegal, or stolen item on his/her person, the principal shall request the student to produce the suspected material. Law enforcement officials and/or parents may be contacted if the student refuses or denies possession.
4. **Personal Property Searches:** Personal property searches (e.g., purse, book bag, etc.) may be conducted when there is reasonable suspicion to believe the student may possess a dangerous, illegal, or stolen item.

**At the request of school officials, a special K-9 unit of the local law enforcement may conduct searches on the school campus.**

## ***Weapons***

*Hickory Career & Arts Magnet High School rules, regulations, and penalties concerning weapons are based on current United States and North Carolina law. Any changes made in either United States or North Carolina law will result in an identical change in our policies effective at the*

*same time the law goes into effect. The list of weapons includes those specifically identified in the law and any object used for other than its original intent.*

### **Possession of a Weapon, Firearm or Dangerous Instrument**

Students shall not possess or conceal or transport any weapon, firearm or dangerous instrument that could cause or that is intended to cause bodily injury or other harm to another.

For the purpose of this Code of Student Conduct, the following definitions apply:

- **Weapon** – Any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air pistol, ammunition, power loads, fireworks, knives, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades, box cutter and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.
- **Firearm** – Any gun, rifle, shotgun, pistol, starter pistol, firearm silencer, or part thereof, or any powerful explosives, including dynamite, nitroglycerin, trinitrotoluene, blasting cap, or any firearm or destructive device defined by G.S. 14-269.2 (b) and (g).
- **Dangerous instrument** – Any object or substance that is possessed, handled, transmitted, or used for the purpose of causing or attempting to cause physical injury.
- **Destructive device**: An explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Any student who has knowledge that another student possesses or intends to bring a firearm or destructive device on any school campus or to any school activity shall report this information to school or law enforcement authorities immediately. Any student who possesses a firearm on school property or at a school-sponsored curricular or extracurricular activity off campus shall receive a consequence up to expulsion.

Any student age 14 or older who possesses or transmits a firearm or destructive device on school property may be expelled.

### **Chemical Spray Policy**

Displaying or discharging chemical sprays such as mace or pepper spray on the campus of HCAM or on any school bus is prohibited. Possession of chemical sprays such as mace or pepper spray is prohibited on school grounds and at school sponsored events. Discharging of these chemical sprays is potentially harmful to other people and will be treated as a serious offense. No student shall display or discharge chemical sprays such as mace or pepper spray while he/she is in any school building or on any school bus. The administration shall subject any student who violates this regulation to disciplinary action ranging from an Out-of-school suspension to long-term suspension.

### ***Physical Assault Or Cause Of Personal Injury***

No student shall assault, cause, or attempt to cause physical injury to, or intentionally behave in such a manner as could reasonably cause physical injury to any student or school employee on or off campus, on school-sponsored transportation, or any school-sponsored event, including out-of-state trips or work experience supervision.

### ***Fighting***

No student shall resolve a disagreement or attempt to resolve a disagreement with another student through a struggle or with the use of physical force (i.e., blows, slapping, hair pulling, etc.). Students engaging in aggressive behavior of this type will be suspended from school from one (1) to ten (10) days. The Hickory Police Department may arrest or remove from school any student who is fighting on school property. Additional discipline may be assigned if deemed necessary by the school administration.

### ***Threatening Or Abusive Actions (Intimidation)***

No student shall bring materials or take part in actions that disrupt the educational process. Threats, hazing, or harassment will not be tolerated. Students should report any incident to an administrator immediately.

### ***Gang Activity***

The principal will follow established procedures and regulations to ensure that any student exhibiting behavior symbolizing gang membership or causing and/or participating in activities that intimidate or negatively affect the attendance of another student shall be subject to disciplinary action. No bandanas or other items that administration deems inappropriate or disruptive to the learning environment may be worn or carried by any student. School administration has discretion when determining whether items are disruptive to the environment.

### ***Destruction Of Property***

No student shall destroy or deface property on campus, on school-sponsored transportation, or at any school-sponsored event, including out-of-state trips. If a student damages property, the parent/guardian will receive a payment schedule for making restitution.

## ***Sexual Harassment***

Because HCAM recognizes its responsibility to provide a safe learning environment, sexual harassment by any individual will result in legal and/or school imposed penalties. The following are examples of sexual harassment, but are not inclusive: comments, jokes, photos or gestures that have sexual connotations and touching, grabbing, or pinching in a sexual way. School staff will actively investigate all reported sexual harassment complaints.

## ***Public Displays Of Affection***

Public display of affection includes hugging, kissing and any other intimate contact. Each individual should refrain from inappropriate touching of others. Such behavior may result in disciplinary action.

## ***Stealing***

No student shall steal or attempt to steal from a fellow student, from a faculty or staff member, or from the school itself. No student shall be in possession of stolen items at school, on school sponsored-transportation, or at school-sponsored activities. The Hickory Police Department may assist in investigations of theft. Laws pertaining to theft will be enforced accordingly.

## ***Selling Or Soliciting On School Campus***

No student is allowed to sell any items or to solicit business for individuals or any group for any reason without the express written consent of the principal.

## ***Student Accidents***

All accidents must be reported and documented immediately to the office.

## ***Lockers***

Students are assigned lockers per request, by their Homeroom teachers. Students are encouraged not to share lockers or give their combination to anyone else. Students are cautioned not to keep money and other valuables in their lockers. The administration reserves the right to hold unannounced periodic inspections of any locker. Any items found in a student's assigned locker will be considered the assigned students' property.

## ***Lost And Found***

Any item that may be lost should be reported to the office as soon as possible, and likewise, any item found should be turned in to the office. Items will be held by the office for identification and picked up by the owner.

## ***Book Bags***

In light of increased class sizes at HCAM and for the safety of all, book bags, backpacks, purses, etc., need to fit the space under one's desk or be put in a locker. Students will be required to put their oversized items in their locker.

## ***Protection Of Personal Property***

Students are responsible for labeling personal items for identification and for securing those items to prevent theft. We highly discourage students from bringing valuable items or large sums of money to school.

## ***Eligibility For Extracurricular Participation***

Extracurricular activities are non-credit activities conducted primarily after school. Extracurricular activities include the arts, clubs, student council, and athletics at HCAM & HHS. A student assigned to out-of-school suspension is ineligible for extracurricular participation for the entire period of the suspension.

A student in grades 9-12 must have passed a minimum of three out of four courses during the preceding semester to be eligible for extracurricular participation at any time during the current semester. A student who receives an incomplete in a subject that causes him/her not to meet minimum scholastic requirements may become eligible during the semester if that course is satisfactorily completed and passed.

A student in grades 9-12 who becomes ineligible for extracurricular participation in the second semester of the school year may repeat the course. Summer school work used to make up part of the minimum load must be applied in the most recent semester. The HPS/HCAM attendance policy will be utilized for eligibility purposes.

## ***Acceptable Use of Internet/E-Mail***

Hickory Public Schools offers electronic network access for students, teachers and staff within the school system to enhance education and communication through the use of computers. Goals for the use of the electronics networks by students are to support the curriculum and to enhance learning opportunities by focusing on information retrieval, searching strategies, research skills, and critical thinking. Access to e-mail and the internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with

Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials that may not be considered of educational value in the context of a school setting.

The use of the Hickory Public Schools networks is a privilege and access to network services is given to students who agree to act in a considerate and responsible manner and who abide by the HPS *Acceptable Use* policy. Inappropriate use will result in possible school disciplinary action and/or limitation or cancellation of user privileges.

Inappropriate use includes, but is not limited to, the following:

- Sharing your password
- Attempting to log into the system as any other user
- Violating copyright laws
- Using network resources to commit plagiarism
- Forwarding personal communications without the author's prior consent
- Using threatening or obscene material
- Distributing material protected by trade secrets
- Utilizing the network for commercial purposes
- Providing political or campaign information
- Mass email distribution
- Installation of software, unless approved by the HPS technology staff
- Using or attempting to use network resources to distribute classroom materials inappropriately
- Using or attempting to use network resources to intrude, or hack, into HPS or other networks

Access to the internet and an e-mail account will be provided through individual schools and users should not assume that files stored on district servers and hard drives will be private. Parents may complete and sign a denial form if they do not wish their child to have internet access or an e-mail account.

# Hickory Career & Arts Magnet High School

## Discipline Processes

### **Rationale:**

Young people need structure and discipline to reach their full potential. A continuum, offering different levels of consequences, will provide the necessary deterrents to prevent students from becoming repeat offenders. This plan also provides a wide range of options that administrators and teachers can use to discipline and rehabilitate students, as needed. Because of the desire of the administration to reduce long-term suspension, we need alternatives to out-of-school suspensions.

### **Level I: Warning**

(Only if deemed appropriate by administration/a higher level of disciplinary action may be required with some disciplinary offenses)

### **Level II: In-School-Suspension (ISS)**

*Purpose:* In-School-Suspension (ISS) provides the administration a way of removing a student from the classroom without totally denying a student an education for the day. It mainly removes the social part of the students' day. Teachers will send assignments in a timely manner, and will visit their students in the ISS room, as needed to provide academic support. It also provides another level of consequences without using OSS.

### **Level III: Out-of-School Suspension (OSS)**

*Purpose:* Out-of-School Suspension is the one of the most severe levels of punishment on the continuum. It is reserved for those offenses that involve severe disruptions to the learning environment or those actions that jeopardize the safety of students and/or staff. During OSS, the student may not be on campus or at school sponsored events, on or off campus.

## ***Suspension, Dismissal, And Expulsion***

The suspension and/or expulsion of a student from school are viewed by the principal as the most serious form of student punishment. The basis for suspension and expulsion of students in public schools is outlined in G.S. 114C-391. The grounds for suspension and/or expulsion shall be a violation of policies as described in the Code of Conduct.

### **G.S. 115C-391.**

The principal of a school or his designee shall have the authority to suspend for a period of ten (10) days or less any student who willfully violates policies of conduct established by the local Board of Education provided that a student suspended pursuant to this subsection shall be

provided an opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

The principal of a school, with prior approval of the superintendent, shall have the authority to suspend for periods of time in excess of ten (10) days, but not exceeding the time remaining in the school year, any pupil who willfully violates the policies of conduct established by the local Board of Education. If the suspension is for more than ten (10) days, the pupil or his parents may appeal the decision of the principal to the local Board of Education. The Hickory Board of Education reserves the right to authorize appropriate disciplinary action against any student (K-12) for the commission of any act(s) in violation of any civil law, even though such act(s) may not be expressly prohibited in the Code of Conduct or otherwise be addressed in Board policies.

Any suspension by a principal shall be reported to the parent of the student. A suspended student is prohibited from entering any school or any school grounds (except for a prearranged conference with an administrator), attending any day or night school functions, including weekend functions, of the Hickory Public Schools, or riding a school bus during the term of the suspension. Violation of this provision shall be cause for additional disciplinary action.

The Board of Education, upon the recommendation of the superintendent, shall have the authority to expel a student from the school system under provisions of G.S. 115C0391 and G.S. 115C-112.

### **Short-Term Suspension**

When a student is suspended for a period of ten (10) days or less,

- a. The student shall be given written or oral notice of the charges against him/her.
- b. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and shall be given an opportunity to present his/her side of the story.
- c. There need be no delay between the time notice is given and the time of hearing the student's side of the story.
- d. If a student's presence poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, he/she may be removed immediately from school. In such cases, the necessary notice and hearing shall follow when practical.
- e. The principal or his/her agent shall make every effort to hold a conference with the parents before or at the time the student returns to school.
- f. The principal or his/her agent shall attempt to secure written statements and keep on file all documents and relevant information received about the student's misconduct.

## **Long-Term Suspension**

When the student is suspended for a period in excess of ten (10) days, the principal must give written notice of such suspension or dismissal to the parents or guardian of the student as soon as possible. The notice shall include:

- a. A statement of the charges against the student.
- b. A statement that the student, his/her parents, and their attorney or representative, may request a full hearing before the Board of Education.
- c. Notice that the student and his/her parents or their representative may examine all exhibits or other evidence against the student including his/her academic file.
- d. Notice that the student has the right at his/her expense to be represented by counsel or other representative at the hearing.
- e. Notice that the student or his/her representative has the right to confront and examine witnesses at the hearing.
- f. Notice that the student or his/her representative has the right to attend the hearing and to present evidence on the student's behalf.
- g. Notice that the student or his/her representative has the right to make a record of the hearing.

# Grievance Procedure

## ***Student/Parent Grievance Procedure***

While the Hickory Public School board encourages resolutions of complaints through informal means, it recognizes that, at times, a formal process may be necessary for certain types of complaints or if the informal process did not produce satisfactory results. Policy [1740/4010 Student and Parent Grievance Procedure](#) provides a complaint procedure that may be used. The procedure for initiating a grievance is outlined below. For additional details, please refer to the board policy, contact the school principal or the office of the superintendent.

### **Process:**

1. A grievance must be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the grievance. Students, parents and guardians should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints.
2. A student or parent or guardian who has a grievance must provide the following information in writing to the principal: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any Hickory Public School board policy, state or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or guardian or student believes has been misapplied, misinterpreted or violated; and (4) the specific resolution desired.
3. Even if the principal is the employee whose decision or action is at issue, the student must submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted or violated, the student may submit the grievance directly to the superintendent or designee.
4. If a student wants to initiate a formal grievance regarding a decision by the superintendent that directly and specifically affects the student, the general process described in this policy will be used, except that the grievance will be submitted to human resources who shall forward the grievance to the Hickory Public School board chairperson.
5. The principal shall schedule and hold a meeting with the student and/or parent or guardian within five school days after the grievance has been filed with the principal. The student may be accompanied by a parent, legal guardian or other person who is in a position of *loco parentis* to the student. The principal shall conduct any investigation of the facts necessary before rendering a decision.
6. The principal shall provide a written response to the student and superintendent within 10 days of the meeting.

7. If the student is dissatisfied with the principal's decision, the student may appeal the decision to the superintendent. The appeal must be made in writing within five days of receiving the principal's decision. The superintendent may review the documents and hold a conference with the involved parties. A written response will be given within 10 days after the appeal.

8. If the student is dissatisfied with the superintendent's decision, he/she may file an appeal to the school board. Please see the local board policy or contact the office of the superintendent for more information.

# Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education. The law stipulates that schools may disclose, without parent consent, "directory" information such as a student's name, address, phone number, date and place of birth, grade level, picture, school activities, honors and awards, and dates of attendance. The law also provides parents with the opportunity to request that the school not disclose information about their child(ren). Parents may contact the school principal by December 10 if they wish to request that the school not disclose directory information.

FERPA requires that Hickory Career and Arts Magnet High School (HCAM), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, HCAM may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hickory Career and Arts Magnet High School to include this type of information from your child's education records in certain school publications, Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - name, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Hickory Career and Arts Magnet High School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by December 10th. Hickory Career and Arts Magnet High School has designated the following information as directory information:

- Student's Name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attendance

## ***Notification of Rights Under FERPA for Elementary and Secondary Schools***

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

# Parent Commitment Statement

I commit to be involved in my child's education. I agree to be accessible and available to the school to discuss my child's academic progress.

I understand HCAM is a 1:1 digital learning environment and my student will be assigned a Chromebook. I further understand I will be required to attend a mandatory orientation/meeting with my student prior to receiving the device and K-64 is providing every student at HCAM with a chromebook.

Additionally, participation in some programs at HCAM may require my child to take online classes and/or courses from Catawba Valley Community College. If my child is enrolled in a course at another institution while still enrolled as a student at HCAM, my child is subject to the policies, procedures and regulations of the institution offering the class, especially those pertaining to grading, drop/add dates, and honor code. Any such course taken by a student will appear on the student's transcript and the grade will be calculated into the grade point average unless that course is dropped according to the drop/add procedures of the outside institution. I understand that there is a GPA requirement of 3.0 to be admitted into the college academies and that to remain in the college courses during the junior and senior year; I must maintain at least a 3.0 GPA. I also understand that my student must maintain a GPA of 2.0 to continue enrollment at HCAM. Students are expected to maintain appropriate behavior while enrolled at HCAM. Inappropriate behavior may be deemed as grounds for dismissal from HCAM.

By submitting this application, I understand the commitment of effort and time my child is undertaking if accepted into Hickory Career & Arts Magnet. This commitment includes agreeing to keep my child in the program for at least one full academic year. If at the end of any high school year my child is unwilling or unable to continue studies at Hickory Career & Arts Magnet, I understand that she/he will be reassigned to the high school of her/his attendance zone. I also understand that any academic, attendance or behavior problems will be sufficient cause to rescind any reassignment that may be granted.

Our signatures below affirm agreement to the parental commitment statement and acknowledge that all information provided in this application is accurate and complete.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_