

PARENT/ STUDENT HANDBOOK

2025 - 2026

WELCOME

MESSAGE

Dear Students and Families,

Welcome to another exciting year at SandHoke Early College High School — home of the Lions! As members of The Pride, we believe in excellence, resilience, and community. Together, we are building a legacy rooted in high academic achievement, strong character, and bold futures.

At SandHoke, our mission goes beyond the classroom. We're preparing students not only for college, but for life — encouraging every Lion to lead with purpose, compassion, and integrity. Whether you're a new face in our hallways or a returning member of our family, know that **you belong here** and your success is our priority.

This handbook is designed to be a helpful guide as we navigate the year together. Inside, you'll find important policies, expectations, and resources that ensure a safe, supportive, and engaging learning environment for all.

Let's make this year unforgettable. Stay focused, stay proud, and stay connected — because together, we are stronger, we are SandHoke, and WE ARE THE PRIDE!

-Mrs. Neal

THIS HANDBOOK SERVES AS AN INFORMATION SOURCE FOR SANDHOKE EARLY COLLEGE HIGH SCHOOL STUDENTS, PARENTS, AND STAFF. IN THE EVENT OF ANY INCONSISTENCY BETWEEN THIS HANDBOOK AND THE HOKE COUNTY SCHOOLS BOARD OF EDUCATION POLICY MANUAL, THE BOARD OF EDUCATION POLICY MANUAL SUPERSEDES. THIS IS A LIVING DOCUMENT, SUBJECT TO REVISIONS FOR THE BETTERMENT OF STUDENTS, PARENTS, AND STAFF.



VISION

To be a school of excellence where every student and staff pursues their powerful potential.

MISSION

To provide every student equitable access to an innovative, rigorous, and high-expectations learning environment, fostering personalized learning, professional personnel, and positive relationships that support the development of essential competencies and skills for post-high school success.

KEY CONTACTS

PRINCIPAL: MRS. LESLIE NEAL
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TO REACH ANY STAFF MEMBER, EMAIL THEM DIRECTLY OR CALL THE SCHOOL AT 910-878-5806.

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Key Policies and Practices

Health and Safety Plan: SHEC aims to provide a clean and sanitized environment to limit infectious diseases. The school follows District medical policies, overseen by a School Nurse. Students are not permitted to carry medications; all prescribed medications must be submitted to the School Nurse with a doctor's prescription and directions. Unauthorized medication will be confiscated. Students feeling ill should not attend school. Parents/guardians must coordinate pick-up for ill students during school hours. Prior documentation and a valid picture ID are required for early pick-up. Early release for students with only online college classes requires an authorized form and scanning out before 3:30 PM.

Attendance: Students verified sick by a doctor should remain out until symptom-free for at least 24 hours without medication. Documentation for absences should be submitted within three days of returning to school. Missing more than 40 minutes of a class period results in an absence for that period.

Identification Badges (IDs): All students and staff must wear IDs daily. IDs are issued annually and are required for access to school resources (e.g., breakfast, lunch, computers, buses). Seniors and Super Seniors receive IDs from Sandhills Community College.

Daily Schedules: The daily schedule is found below. Fridays include a mandatory Advisory period from 8:30-10:10 AM for all 9th-11th grade students. Seniors must attend all scheduled Seminars on Fridays. There are no college classes held on Fridays.

Mon-Thurs

Time	Activities
7:30 - 8:00	Breakfast
8:00 - 8:30	ROAR
8:30-10:10	1ST PERIOD
10:10 - 10:20	Second Chance Breakfast
10:20-11:55	2ND PERIOD
11:55-12:40	Lunch
12:40-2:15	3rd PERIOD
2:15-2:25	Power-Up
2:25-4:00	4th PERIOD

Friday

TIME	Activities
7:30 - 8:00	Breakfast
8:00-8:30	ROAR
8:30-10:10	Advisory/Study Hall/WIN
10:10 - 10:20	Second Chance Breakfast
10:20 - 11:25	1ST PERIOD
11:35 - 12:40	2ND PERIOD
12:40 - 1:25	Lunch
1:25- 2:35	3rd PERIOD
2:35 - 2:50	Power-Up
2:50 - 4:00	4th PERIOD

Student Academic Support Practices and Strategies: SHEC employs various strategies to foster student success, including:
Systemic rubrics, annotations, discussion boards, presentations, and essay writing.
Data tables for monitoring student growth.
A culture of high expectations, scholarly behaviors, and interdisciplinary projects.
ACT Prep, Advisory, student reflections, and project-based learning.
Tutoring, recorded lessons, and digitally accessible materials.
Conferencing, Socratic Seminars, and research methods.
Performance/skill-based grading, chunking material, and student-centered projects.
Advisory-SEL practices, brain-breaks, and community service encouragement.
Individualized student plans and tutoring sessions.
Use of MTSS Framework.
A wide range of extracurricular activities and clubs.

Instructional Practices: Canvas is the primary platform for coursework, syllabi, assignments, quizzes, and exams. Students access Canvas via Rapid Identity. Parents can access Canvas through student-provided codes. High school-issued Chromebooks are required for high school classes to ensure compatibility and Go Guardian functionality. Late work may be accepted with a deduction, and continuous late or no submissions will result in parent contact.

Academic Recognition: Academic achievement is celebrated quarterly. Graduation awards include Superintendent's Award, Principal's Awards, and Lion's Paw Award. Honor cords are awarded for participation in National Honor Society, Beta Club, Math Honor Society, Speech and Debate, Science Honor Society, Student Advisory Council, Science Olympiad, and Battle of the Books. Graduation honors (Summa cum laude, Magna cum laude, Cum laude, Honors) are based on GPA.

Grading Scale & GPA: SHEC uses a 10-point grading scale (90-100=A, 80-89=B, etc.). College courses are weighted at 5.0 GPA, and Honors high school courses at 4.5 GPA. College course letter grades are converted to numerical grades for GPA calculation (A=95, B=85, C=75, D=65, F=55). Students can provide verification for a higher grade than the converted score to have it posted on their transcript.

Grade Classification Requirements:
Sophomore: 6 units, including English I.
Junior: 13 units, including English I and II.
Senior: 20 units, including English I, II, and III. Mid-year promotion occurs only to meet state mandates.

Advisory/Seminar: Mandatory weekly sessions on Fridays for 1st-3rd year students, fostering personalized relationships with staff and reviewing academic progress. Specifically, this time is designed to strengthen understanding of high school and college requirements, academic behaviors, and social-emotional skills. These activities are tailored to each grade level. Advisory/Seminar attendance is mandatory as it supports SHEC's personalization goals and interdisciplinary projects.

Labs: Labs provide mandatory academic support for students in online courses or those requiring additional assistance in their high school or college classes. Lab facilitators monitor student academic progress weekly, offering individualized support and guidance to ensure timely completion and submission of assignments. The labs are designed to help students develop effective time management skills and succeed in their coursework. Students are permitted to use headphones. Students may be assigned a lab at any point in the semester. Attendance will be taken and is mandatory.

Conferences: Conferences can be coordinated by parents or staff as needed. Students are required and encouraged to lead conferences to develop self-advocacy skills. To schedule, contact the school at 910-878-5806 and coordinate with the teacher, School Counselor, or Principal. Phone conferencing is also encouraged.

Multi-Tier Student Support (MTSS): SHEC utilizes MTSS as a preventative and interventive strategy for academic or social behaviors. The MTSS team reviews student performance bi-monthly and identifies support strategies.

P.A.S.S. (Providing Academic Support for Student Success): Held twice annually, P.A.S.S. sessions promote parent/instructor collaboration for student support. Activities include transcript reviews, assessment reviews, student showcases, PowerSchool training, student-led conferencing, and technology training. Information is posted on the school website and communicated via email, text, messenger, and Facebook.

Interdisciplinary Project: Annually, SHEC instructors design an interdisciplinary project integrating all academic content, culminating in a visual and written presentation, a product, and a whole-school forum. Students are assigned project facets through their Advisory. This mandatory project (September-March/April) develops college readiness skills and behaviors.

Check-in Policy: Official sign-in procedures are critical for student safety and accountability.

- Campus Entry/Re-entry: Students must scan their ID card upon every entry and re-entry to campus (e.g., for lunch, appointments, or breaks in schedule).
- Late Arrival (SHEC): Students arriving after 8:30 AM must sign in at the front desk by scanning their ID to receive a tardy pass. Instructors will not admit students without a tardy pass.
- Hoke Campus College Courses (4th/5th Year): Students attending college courses at the Hoke Campus must use their SCC ID to sign in and out daily as applicable.
- Seminars: Students attending seminars will have a separate sign-in process at the seminar location.

Check-out Policy

- Authorized Pickup: Parents/guardians or authorized emergency contacts must present a photo ID to check a student out of school.
- Procedure: All parents/guardians must report to the SHEC front office to officially check out their child. Do not pick up students from outside.
- Student Drivers: Parents may notify the school, in writing, to authorize student drivers to sign themselves out for appointments. Verification will be completed prior to release.
- During Instructional Day: Students will use their IDs to sign in and out during the instructional day. To be counted present for a class period during which they check out, students must complete at least 75 minutes of instruction. Documentation (e.g., medical waiver) must be provided upon return for absences to be coded accordingly.

College Classes: Students will not be called out of college classes for checkout. Prior arrangements must be made with the student if they need to leave during a college course, as college attendance is governed by SCC policy.

Category Weights: Students will have the same category weights in all content areas.

Category List

Category	Weight
Classwork	20%
Homework	10%
Project/Lab	20%
Quiz	20%
Test	30%

Student Dress Code Policy: Students in violation of the dress code will be required to change attire immediately to minimize disruption to instructional time. Students may contact a parent/guardian for a change of clothes. This policy applies to all students, regardless of campus location (SHEC or SCC main campus) or transportation method (personal vehicle or school bus). School buses are an extension of the school environment, and students out of dress code will not be permitted to use school transportation to SCC main campus.

Attire Requirements:
No spaghetti straps, razorback tops, or tank tops (for both male and female students).
Undergarments (including bras, sports bras, underwear) must not be visible.
Shorts, skirts, and dresses must be no more than 4 inches above the knee; anything shorter requires leggings or opaque tights underneath.
Midriffs must be covered; no belly shirts.
No sleep attire, loungewear, or bedroom slippers.
No gaping holes in clothing 4 inches above the knees that expose skin.
No inappropriate signs, emblems, or language on clothing (e.g., alcohol/drug advertisements, weapons, sexual connotations, racially insensitive phrases/pictures).
No see-through tops or bottoms.
Leggings/jeggings may be worn if the top covers the torso down to the top of the thigh area.

Accessories & Headwear:
No neck or wrist chains with spokes, spikes, or similar dangerous embellishments.
No sunglasses worn inside classrooms, unless prescriptive.
Bandanas construed as gang paraphernalia are prohibited; appropriate hair headbands are permitted.
Wave caps, doo rags, and bonnets are not permitted.
Hats/ball caps are authorized but must not be pulled low to cover eyes or ears.
Hoods/hoodies are not permitted to be worn on heads inside classrooms at any time.

Presentations: For presentations requiring business attire where the dress code (e.g., length of skirts/dresses) may be temporarily adjusted, students must bring a change of clothes that meets the standard dress code. Students are asked to change into presentation attire shortly before the presentation and change back immediately afterward.

Campus Arrival and Departure Protocol

To ensure the safety and supervision of all SHEC students on campus, the following guidelines for arrival and departure must be strictly observed:

I. Campus Arrival

- Earliest Arrival Time: Students are permitted to arrive on campus beginning at 7:30 AM.
- Supervision: Students arriving before this designated time will not be under direct school supervision and should not be dropped off.

II. Campus Departure

- Latest Pick-Up Time (Standard): All students must be picked up from campus by 4:30 PM.
- Exceptions for Supervised Activities:
  - Students participating in an official school club meeting or tutoring session may remain on campus past 4:30 PM only if they are under the direct supervision of a teacher or authorized staff member.
  - Students involved in such activities are expected to go directly to their club meeting or tutoring location at the conclusion of their last class.
  - Parents/guardians are responsible for coordinating pick-up times directly with the supervising teacher for these extended activities.
- Unsupervised Students: Students who remain on campus after 4:30 PM without direct teacher supervision for an approved activity will be considered unsupervised and are the responsibility of their parent/guardian.

III. Student Responsibilities

- Students are responsible for knowing and adhering to these arrival and departure times.
- Students participating in after-school activities must ensure they transition directly to their supervised activity and remain with their supervising teacher until pick-up.
- Students should communicate pick-up arrangements clearly with their parents/guardians.

IV. Parent/Guardian Responsibilities

- Parents/guardians are responsible for ensuring their student arrives on campus no earlier than 7:30 AM.
- Parents/guardians are responsible for picking up their student by 4:30 PM unless the student is under the direct supervision of a teacher for an approved club meeting or tutoring session.
- Parents/guardians should communicate directly with supervising teachers regarding pick-up times for after-school activities.

Adherence to this protocol is vital for maintaining a safe and secure learning environment for all SHEC students.

Hallway Expectations for Students

To maintain a respectful, productive, and safe environment for all members of our community, students are expected to adhere to the following guidelines when in hallways, common areas, or any spaces outside of a scheduled class:

- No Sleeping: Hallways and common areas are not designated sleeping areas. The use of blankets is strictly prohibited.
- No Horseplaying or Running: Horseplaying, running, pushing, or engaging in any rough physical activity is strictly prohibited in hallways and common areas.
- Maintain Quiet and Respectful Volume: Keep conversations at a low and respectful volume. Loud conversations, shouting, or disruptive noise can disturb ongoing classes, and study sessions.
- No profanity. Be mindful of what you are saying and to whom you are saying it. This is an academic setting.
- Avoid Disruptive Behavior: Any behavior that is disruptive to the learning environment or the orderly flow of campus activity is not permitted. This includes, but is not limited to, blocking pathways, loitering in large groups that impede traffic, or engaging in activities that draw undue attention.
- Be Mindful of Others: Remember that our hallways are shared spaces used by a diverse population of students, faculty, and staff. Be considerate of others who may be trying to study, work, or move through the building.
- Keep Hallways Clear: Do not leave personal belongings unattended in hallways, and ensure pathways remain clear for foot traffic and emergency access.
- Cleanliness: Do not leave trash behind when leaving a designated area on campus. Clean up after yourself.

Lunch Procedures

1. **Lunch Ordering**
   - All students must order their lunch in advance using a Google Form that is distributed weekly by the Data Manager.
   - Students are required to submit their lunch orders by the specified deadline each week to ensure accurate meal preparation.
2. **Lunch Pickup**
   - Students must present their school ID at the lunch service point to receive their lunch.
   - Only students who have submitted a lunch order will be served during the initial lunch period.
3. **Second Chance Lunch**
   - Students who did not place an order will have an opportunity to receive lunch during the "Second Chance" period, which occurs after all pre-ordered lunches have been served.
   - Availability of lunch during Second Chance is based on remaining supplies.
4. **Designated Eating Areas**
   - Students may eat in the following locations:
     - Outside areas designated for lunch
     - Hallways as supervised
     - Classrooms, only with teacher permission
     - The multipurpose room
   - Students are expected to maintain cleanliness and respect in all eating areas.
5. **General Expectations**
   - Students should follow all staff directions during lunch periods.
   - Proper disposal of trash and recycling is required to maintain a clean environment.
   - Students are responsible for their belongings and should keep their lunch areas tidy.

Community Service Graduation Requirement

We believe in fostering well-rounded students who contribute positively to their communities. Community service is a vital part of your growth.

I. Service Hour Requirement

- Annual Minimum: You must complete a minimum of 10 hours of community service each school year to graduate.
- Definition: This is unpaid work benefiting others or the community, usually through non-profits, schools, or public initiatives. It's not for personal or family gain.

II. Examples of Service Opportunities

Consider your interests and local needs. Here are some ideas:

- Animal Welfare: Volunteer at shelters or rescue groups (e.g., walking dogs, cleaning).
- Environment: Participate in park clean-ups, trail maintenance, or community gardens.
- Support for Seniors: Visit residents at nursing homes, read aloud, or help with activities.
- Helping the Needy: Volunteer at food banks, soup kitchens, or assist with drives.
- Youth & Education: Tutor younger students, help with after-school programs, or assist at libraries.
- Community Events: Assist at local events, festivals, or with non-profit organizations.
- Faith Based Volunteerism: Assist your local house of worship in meeting internal and external needs.

III. Documentation & Recognition

- Documentation: You must regularly submit documentation of completed hours to the Assistant Principal. This should include:
  - Your full name and student ID.
  - Organization/event name.
  - Date(s) of service.
  - Number of hours completed for that activity.
  - Brief description of tasks.
  - Name, title, and contact information of the supervising adult.
- Special Recognition: Students who complete over 100 hours of community service during their high school career will receive special recognition at graduation.

Technology and Resources

College Resources (Textbooks): Textbooks are distributed based on course enrollment and are available for pickup the week before and the first two weeks of classes. Students are responsible for picking up their textbooks. All textbooks must be returned in reusable condition, as verified upon sign-out. Failure to return textbooks in their issued condition or not returning them at all will result in a charge for replacement cost. If a student changes classes during the initial 10-day high school period or college drop/add period, all textbooks for dropped courses must be returned before new ones are issued.

Bring Your Own Device (BYOD): Students may bring personal electronic devices (laptops, cellphones, iPads, smartwatches) to school.

- Laptops: Personal laptops may be used during instructional time with instructor approval, but students must ensure their software is compatible with school systems and that work can be submitted on time.
- Cellphones/iPads/iPods/Smartwatches: Permitted before school, during lunch, during breaks, and after school. Use during instructional time is strictly prohibited. Students are expected to place thier phones in the phone home in each classroom.
    - Students who refuse to comply with this directivel:
        - 1st offense: phone confiscated by Administration until the end of the day
        - 2nd offense: phone confiscated by Administration and picked up by a parent
        - 3rd ofense: phone confiscated and a school-level consequence for insubordination
    - Failure to hand over a phone to Administration is grounds for immediate school-level consequence for insubordination.
- Charging: Personal devices should be charged at home. Limited charging is available in MP/hallway outlets during downtime/breaks.
- Headphones/Visibility: Students should not enter classrooms with headphones or earplugs in their ears or phones visible.
- Noise: Device use must not be loud or intrusive (e.g., singing aloud, imposing music/videos on others).

School-Issued Devices & Monitoring: All students will have the opportunity to sign out a school device for use at school and home, provided a completed technology form is submitted by a parent/guardian to the front office. These devices will be distributed at Open House.

- Care & Damage: Students are expected to care for devices properly. Damages will be charged to the student's account. Loaner devices are provided for devices under warranty sent for repair. All devices must be returned at the end of the school year.
- Internet Filters: SHEC internet servers have filters to protect students from inappropriate sites. SCC's network does not have these filters.

Monitoring (High School): For high school courses, guardian software monitors student computer activity. Instructors will request students to log off or turn off devices if off-task. Continued inappropriate use may result in loss of technology privileges.

Misuse of Electronic Devices: Misuse of electronic device privileges, including accessing unauthorized websites, emailing, or social networking during instructional time, will result in device confiscation. A parent must pick up the confiscated device. Students are expected to immediately surrender devices upon request without resistance. While school personnel will take reasonable precautions, all risk of loss or damage to the device is assumed by the student and their parent(s). Repeated violation of this policy may result in the confiscation of the device.

Smartwatches & Testing: Smartwatches, Fitbits, and similar devices must be turned off or placed in dormant mode during instructional time due to their distracting nature. During any testing, smartwatches are prohibited. For state assessments/final exams, students are required to remove smartwatches, turn them off, and store them in a backpack or purse. Failure to comply with these requirements will result in test misadministration. This policy also applies when devices are submitted to teachers for abuse of electronic use policy.

Student Fees

Annual student fees contribute to supporting various school activities, events, and instructional materials throughout the year.

- **Standard Fees:**
  - Freshmen $50
  - Sophomores: $75
  - Juniors: $100
  - Seniors (non-graduating): $125

- **Additional Fees (as applicable):**
  - Parking
  - Extra costs for specific trips (determined per trip).
  - International and local travel.
  - Technology replacement/damage fees.

  For a complete list of potential fees, please refer to the HCS fee schedule.

- **Payment Information:**
  - Payment Hours: The SandHoke Early College High School bookkeeper is available to accept fee payments when school is in session.
  - Installments: Parents may pay school fees in monthly installments from August to February. All fees must be paid in full by the end of February.
  - Graduation Fees: Graduation fees must be paid no later than the third week of January to meet reservation and ordering deadlines for graduation activities. These fees do not cover the cost of caps, gowns, stoles, pictures, or other personal graduation accessories.

Senior Pictures: There is no sitting fee for senior pictures taken at SHEC on scheduled days for yearbook inclusion.

Campus Facilities and Access

SHEC operates on the Hoke campus, a satellite of SandHills Community College (SCC). Students are required to wear their school ID at all times on either campus and maintain appropriate conduct.

General Campus Conduct:

- Students are authorized only in areas related to their scheduled classes.
- The Upchurch computer lab is restricted unless for a college course.
- The lobby in Johnson Hall is for awaiting class transitions, not for extended socializing or meal consumption.
- The designated lunch area is the gazebo up to the SandHoke building. Students must minimize noise to avoid disrupting classes in Mobile Learning Cottages (MLC) and Johnson Hall (JH).
- Maintain cleanliness by utilizing trash receptacles.
- No food is permitted in SCC classrooms.

Limited Access Areas (No Loitering/Gathering Unless Supervised/Scheduled Class):

- Back door to Upchurch administrative offices (including vending machines).
- Emergency fire lane behind Johnson Hall (one-way street).
- All wooded areas on campus.
- Designated smoking area in front of campus.
- Tables outside of Upchurch (both sides).
- Parking lots (before, during, and after school until 4:30 PM).
- Johnson or Upchurch Hall when not attending a college class.

Authorized Areas:

- Basketball Court & Adjacent Field: Open for play during lunch and during Flipped Fridays when coordinated/supervised by staff. Appropriate sportsmanship and behavior are expected; misconduct will result in loss of privileges. These areas are managed by the Health and Physical Education Instructor and have priority for H/PE classes.
- Gazebo: Open before classes and during lunch. Students not in college classes, online labs, or Seminar may use the gazebo. Maintain cleanliness.
- Classrooms: Open no later than 7:45 AM with teacher supervision. Students should not be in classrooms alone with a teacher unless there is clear external visibility. Breakfast and lunch may be consumed in classrooms, provided the area is cleaned afterward. During instructional time, students are only authorized in their scheduled class; no loitering.
- Campus Security: SCC Campus Security enforces SCC law on both main and Hoke campuses. SHEC also has access to Hoke County Sheriff SRO Officers, and the campus is under local police jurisdiction.

Visitors

To ensure campus security and maintain a focused learning environment:

- Guest Policy: Students are not permitted to bring guests onto either the SHEC or SCC campus between 8:00 AM and 4:15 PM on school days without prior administrative approval.
- Visitor Sign-In: All visitors must report to the SHEC main office, sign in, obtain a visitor's pass, and sign out upon departure. Individuals not enrolled in SCC courses are not permitted to loiter on SCC campuses.

Parental Visits: Parents are welcome to share breakfast or lunch with their student. All food brought into the school must be in non-commercial, non-descript containers, in compliance with Child Nutrition policy. Parents may visit classrooms. Please notify your child’s teacher prior to your visit. Please follow our guest policy.

Parking

All SandHoke students who drive to school must register their vehicle with SandHoke.

- **Registration:**
  - Priority: 4th and 5th-year students using district transportation to attend classes at the main campus have parking priority. Remaining spots will then be available to all other students.
  - Procedure: Students must provide vehicle make, model, year, and license plate information, and pay a $50.00 parking fee in addition to school fees. Vehicle registration is not permitted directly at the SCC main campus.
  - Decals: Properly registered vehicles will receive an SCC parking decal and a SandHoke decal, which must be displayed at all times when the vehicle is on either campus.
  - Compliance: Students must adhere to SCC driving rules. Failure to comply may result in a citation, which must be paid or cleared before the next registration period to avoid blocking future registration. Failure to properly register vehicles as per SandHoke policy will result in SCC decal revocation.

- **Sign-In:** Students parking in the SHEC parking lot are required to sign in at SandHoke upon arrival.

- **Designated Parking Areas:**
  - **Hoke Campus:** Students must park in their assigned numbered slot in the parking lot behind the SandHoke building. Parking in any other area on the Hoke Campus is prohibited.
  - **SCC Main Campus:** Students driving to SCC main campus must park only in designated areas.

- **Liability:** Sandhills Community College and SandHoke Early College are not responsible for vehicle damage, theft, or items left in vehicles.

- **Student Transportation:** Students are strictly prohibited from transporting another student off campus without prior written permission from both students' parents/guardians.

- **Infractions:** Infractions of parking privileges, including unauthorized student transport, inappropriate parking lot behavior, excessive tardies, or bringing commercially packaged food to students, may result in the suspension of campus parking privileges.

College Course Management

Dropping College Courses: Students are strongly discouraged from dropping college courses. Here at SHEC, we believe that our students are capable of rigorous, college-level work. All students are expected to work diligently to successfully complete their coursework.

- Impact on Transcripts: Courses dropped after the Drop/Add period will be listed on college transcripts. Students can drop courses without GPA penalty through 65% of the semester; however, dropping courses after the 10% mark is discouraged due to limited replacement options. To avoid an "F" on college transcripts, students must adhere to SandHills Community College's (SCC) drop course deadline. A "DR" (Drop) will appear on the college transcript.
- Process to Avoid High School Transcript Impact: To prevent a "DR," "WP" (Withdraw Pass), or "WF" (Withdraw Fail) from impacting high school transcripts as a "55" (which affects college readiness assessment, driving license eligibility, and sports eligibility), students must follow these steps in the prescribed order:
  a. Conference with a School Counselor to develop a plan for improving performance. This conference will be documented.
  b. Conference with the college professor regarding academic performance.
  c. Complete 15-20 hours of tutoring through the college's tutorial program (main campus) or with high school instructors (Hoke Campus), providing documentation of attendance (the tutoring center can provide the student with a printout as documentation).
  d. Seek advisory with the College Liaison (the sole authority for SCC schedule changes). The SCC Liaison will not proceed with dropping the class unless the aforementioned steps have been taken. This advisory will be documented.

Professor-Initiated Withdrawal: Professors may withdraw students due to academic performance, attendance, or behavior. Students must immediately notify the High School Counselor and College Liaison upon receiving a withdrawal form. Refer to the SandHills Catalog under Academic Policies and Procedures for more details on college grading.

Retaking Courses:

- **High School Courses:** Students must retake any failed high school course required for their diploma. Students may retake a high school course via credit recovery.
- **College Courses:** Students enrolled in college courses at Hoke Campus may retake failed courses one time. Courses requiring a "C" or higher prerequisite for progression towards an associate degree (typically natural science and math) must be retaken if a lower grade is earned.
- **Expectation & Impact:** Students are expected to pass college courses with a "C" or higher. "D" grades for courses not fulfilling high school electives or prerequisites cannot be retaken. Earning below a "C" impacts the college GPA, potentially dropping it below the 2.0 minimum; leading to academic probation or discontinuation of college course enrollment. Failed college courses will not factor into the high school GPA if retaken and passed.

Failure to Demonstrate Sustained College Readiness:

- **Performance Contract:** Students who fail two or more college courses in a single semester will be placed on a performance contract outlining expectations for academic improvement.
- **Discontinuation of College Enrollment:** Students who continue to fail college courses, or whose college GPA falls below 2.0 (but no lower than 1.8), will be placed on contract. Failure to raise the GPA will result in discontinuation of college course enrollment, with efforts focused on the earliest possible high school graduation.
- **Behavioral Impact:** Students demonstrating inappropriate decision-making or disruptive behavior in college or high school courses will not transition to the SCC main campus. Those already transitioned who exhibit such behavior will return to the Hoke Campus to complete their high school diploma or prepare for graduation.
- **Oversight:** Counselors, the College Liaison, the Assistant Principal, and the Principal will continuously review student performance to ensure progress toward the associate degree.

Core Principle: Both institutions emphasize that the pursuit of knowledge requires honesty and strictly prohibit sharing work or account access (PowerSchool/Gmail).

Sandhills Community College (SCC) Honor Code Violations and Consequences:

- **Violations:**
  - Copying: Copying another's work, providing work to be copied, or giving advance notice of test/assignment information.
  - Collaboration: Working with another person on assignments (tests, papers, projects, etc.) without explicit authorization and without acknowledging collaboration.
  - Plagiarism: Presenting another's work as one's own, or failing to cite sources for ideas, information, or words not originating from the author.
  - Cheating: Unauthorized use of books, notes, and/or electronic devices in assignments, activities, projects, and examinations without explicit professor permission.
- **Consequences:** Governed by SCC policies. However, SHEC Administrators will decide if students violating SCC honor code policies can continue their college course enrollment.
- **Resource:** Students are directed to read the Sandhills Community College student handbook at www.sandhills.edu/student resources.

SHEC Honor Code Violations and Consequences (for high school courses):

- **Consequences** (one or more penalties may be applied based on severity):
  - Teacher assigns a grade of zero for the work (tests, quizzes, homework, project).
  - Student redoes the assignment, submitting their own work, and receives a grade with point deductions.
  - Parent is informed by the teacher (required).
  - Suspension or permanent removal from academic/leadership programs (e.g., NHS, BC, SGA, S&D).
  - Restriction from future enrollment in college courses.

General Policy on Late Assignments:

- Classwork: Assignments that should be completed in class are generally not accepted if submitted beyond the deadline, unless the instructor specifies otherwise.
- Major Assignments: Major assignments must be submitted, but will incur point deductions for lateness. Failure to submit will ultimately result in a zero.

Point Deductions for Late Major Assignments (Offense-Based):

- First Offense: A deduction of 5 points for each day the assignment is late.
- Second Offense: A deduction of 10 points for each day the assignment is late.
- Third Offense: A deduction of 20 points for each day the assignment is late.

Consequences for Consistent Lateness (Lack of College Readiness):

- Students who show a consistent pattern of not submitting assignments will be considered to be demonstrating a lack of college readiness. As a result, they will not transition to full immersion in college courses or attend courses at the SCC main campus. Instead, these students will shift their focus solely on earning a high school diploma, with the addition of some career points.

Protocol for Transition to Sandhills Main Campus:

To transition to the SCC main campus, students must meet the following criteria:

- **Course Completion:**
  - Completed all essential high school courses, with the exception of **Economic Personal Finance (EPF)** (provided in the fall semester of senior year) and **HIS 131 or 132** (whichever is still required).
- **Academic Qualification & GPA:**
  - Qualified for **ENG 111** and at least **MAT 143**.
  - Maintains a high school and college GPA of at least **2.2**. An exception may be made for students demonstrating overall academic growth relative to college and high school course performance and academic behavior.
- **Attendance:**
  - Maintains **excellent attendance** as a norm, unless medical documentation is provided.
- **Tardiness:**
  - No history of **5 or more late arrivals** to school.
- **Behavior:**
  - No history of **continued disciplinary action or inappropriate behaviors**.

Protocol for Return to Hoke Campus from SCC Main Campus:

A student will be returned to the Hoke Campus from the SCC main campus under the following circumstances:

- **Academic Performance:**
  - Does not consistently pass college courses.
  - Is not maintaining a minimum college GPA of 2.0.
- **Behavior:**
  - Displays inappropriate behavior and poor decision-making skills.

Redemption and Graduation:

- If the high school diploma is in jeopardy: Students will remain at the Hoke Campus and complete required high school courses, either through high school electives or college courses offered on campus.

If the high school diploma is intact, but academic standards in college courses are not met after the probationary period/contract: Students will be graduated at the next authorized graduation date. Graduation dates are in December, May, and July.

Communication Protocol for Student Concerns

General Principle: "Closest Level First" Always attempt to resolve your concern directly with the individual or department most immediately connected to the issue. This is often the most efficient and effective way to find a resolution. If the concern cannot be resolved at the closest level, or if it falls outside that individual's scope, then you should escalate to the next appropriate resource.

I. Communication with Your Teacher/College Professors

Your teacher/college instructor is your primary contact for all course-specific matters.

- When to Contact Your Professor:
  - Questions about course content, assignments, quizzes, or exams.
  - Clarification on grades or feedback received.
  - Absences or anticipated absences from class.
  - Concerns about classroom environment or peer interactions within the class.
  - Requests for extensions on assignments (following syllabus guidelines).
  - Understanding course policies as outlined in the syllabus.

- How to Communicate with your instructor (Expected Student Behaviors):
  - Review the Syllabus First: Many answers are in the syllabus. Read it thoroughly before contacting your professor.
  - Utilize Office Hours: This is the most effective way to get individual attention. Professors dedicate this time specifically for student questions.
  - Professional Email: If you cannot attend office hours, send a concise, professional email.
    - Subject Line: Include course number/name and a brief, clear topic (e.g., "ENG 101 - Question about Essay 2," or "MAT 171 - Absence on Tuesday").
    - Salutation: Address your instructor formally (e.g., "Dear instructor [Last Name]").
    - Be Clear and Specific: State your question or concern clearly and succinctly. Provide relevant details (e.g., "I'm having trouble with problem #5 on the homework assignment on page 37. I tried X and Y, but I'm still stuck.").
    - Proofread: Check for grammar and spelling errors.
    - Closing: Use a professional closing (e.g., "Sincerely," "Thank you," followed by your full name and student ID).
    - Be Proactive: Contact your instructor as soon as a concern arises, not the day before an assignment is due or after grades are posted.
    - Be Respectful and Patient: Understand that professors have many students. Allow a reasonable amount of time for a response (e.g., 24-48 business hours for emails).

II. Communication with Your High School Counselor

- Your SHEC High School Counselor is your primary resource for overall program guidance, high school requirements, and personal support.

- **When to Contact Your High School Counselor:**
  - Concerns that cannot be resolved directly with your college professor.
  - Issues related to your overall SHEC program progression (e.g., meeting graduation requirements, credit transfers).
  - Personal or social issues that are impacting your ability to succeed in college courses.
  - Scheduling conflicts between high school and college courses.
  - General academic struggles in college courses (e.g., consistently low grades across multiple college classes).
  - Questions about college applications, financial aid for future four-year universities, or career planning.
  - Need for academic support referrals (e.g., tutoring, study skills).
  - Any severe disciplinary issues or safety concerns on the college campus that you feel need immediate attention beyond the professor.
- **How to Communicate with Your High School Counselor (Expected Student Behaviors):**
  - Schedule an Appointment: The counselor often have busy schedules. Request a meeting time via email or in person.
  - Email: Use professional email communication, similar to professors, but you may use a slightly less formal tone if you have an established relationship. Clearly state the purpose of your email.
  - Be Open and Honest: Share relevant information so your counselor can effectively support you.
  - Follow Advice: Listen to your counselor's guidance and follow through on any suggested actions or referrals.
  - Provide Context: When escalating an issue from a professor, explain what steps you've already taken (e.g., "I spoke with instructor Smith during office hours about my grade, but I'm still unclear on how to improve.").

III. Communication with the Sandhills Community College Liaison

The College Liaison is a dedicated SCC employee who bridges the gap between SHEC and the college, supporting SHEC student needs at the college level.

- **When to Contact the College Liaison:**
  - Typically, this is an escalation point or for specific college-level administrative issues.
  - After consulting with your High School Counselor: Your high school counselor may direct you to the College Liaison, or facilitate the contact, for concerns that require direct intervention or information from Sandhills Community College.
  - College-Specific Administrative Issues:
  - Problems with college registration or course enrollment
  - Difficulty accessing specific college-level student support services (e.g., SCC Academic Assistance Center, Disability Services, Library resources, IT help for SCC accounts) after trying initial contact methods.
- **How to Communicate with the College Liaison (Expected Student Behaviors):**
  - Schedule an Appointment: The Liaison will have set office hours or require appointments.
  - Be Prepared: Clearly articulate your concern and what you hope to achieve.
  - Follow Instructions: Adhere to any instructions or processes the Liaison outlines.

Please review the Hoke County Student Code of Conduct located online for further information on conduct policies.