

# **Handbook of Information for Students and Parents of Harnett Central High School**

**ADDRESS:** 2911 Harnett Central Road  
Angier, NC 27501

**TELEPHONE:** (919) 639-6161

**WEBSITE:** <https://www.harnett.k12.nc.us/o/hch>

**NICKNAME:** Trojans

**COLORS:** Burgundy and Gold

**PRINCIPAL:** Catherine Jones

## **SCHOOL ADVISORY COMMITTEE:**

|                 |                           |                 |
|-----------------|---------------------------|-----------------|
| Niya Caldwell   | Denise Gardner            | Ivonne Gonzalez |
| Victor King     | Takishia McMiller         | Laura Rich      |
| Chad Strickland | Jackeline Torres Santaliz |                 |

## **HARNETT COUNTY BOARD OF EDUCATION MEMBERS:**

|                                 |                |
|---------------------------------|----------------|
| Joseph W. Powell, Jr., Chairman | Don R. Godfrey |
| Bradley J. Abate, Vice-Chairman | John E. Hairr  |
| Sharon M. Gainey                |                |

### **HCHS VISION:**

Harnett Central High School values diversity and prepares all students for the future they desire. We have a student-centered approach and are committed to excellence in all areas of study and accountability for all students. We strive to provide instruction that fosters a life-long love of learning in a caring, safe, and healthy learning environment.

### **HCHS MISSION:**

**Harnett Central High School's mission is to provide student-centered services that**

**Achieve  
Success through  
Purposeful,  
Inclusive,  
Rigorous, and  
Engaging  
coursework and practices.**

### **SCHEDULE:**

#### **Daily Schedule**

Breakfast and go to class 7:00 – 7:20 a.m.

1<sup>st</sup> Period 7:20 – 8:45 a.m.

2<sup>nd</sup> Period 8:50 – 10:15 a.m.

Advisory/ASPIRE Period 10:20 – 10:50 a.m.\*\*

3<sup>rd</sup> Period 10:55 a.m. - 12:50 p.m.

1<sup>st</sup> Lunch 10:50 a.m.– 11:15 a.m.

2<sup>nd</sup> Lunch 11:20 a.m.-- 11:45 a.m.

3<sup>rd</sup> Lunch 11:50 a.m. – 12:15 p.m.

4<sup>th</sup> Lunch 12:20 p.m. – 12:45 p.m.

4<sup>th</sup> Period 12:50 - 2:20 p.m.

#### **\*\*A.S.P.I.R.E Daily Schedule**

**Monday** - 1st period remediation/intervention/mentoring

**Tuesday** - 2nd period remediation/intervention/mentoring

**Wednesday** - Advisory (Character Strong & Major Clarity)/Clubs

**Thursday** - 3rd period remediation/intervention/mentoring

**Friday** - 4th period remediation/intervention/mentoring

### **Student Expectations for Remediation/Intervention/Mentoring**

**A.S.P.I.R.E.** (Remediation/Intervention/Mentoring) is a requirement for all of our students this school year. Attendance will be taken during this time, including Advisory day, and recorded in Infinite Campus. During **A.S.P.I.R.E.**, students will participate in structured remediation, math and/or reading interventions, and/or mentoring with a select teacher. The purpose of this time is to increase student success and achievement in each subject area and to provide a time for exploring our different club opportunities, participating in activities that engage students in self-awareness, self-management, social awareness, relationship skills, and responsible decision-making as well as college and career exploration.

### **Consequences -**

1. Students must be on time for **A.S.P.I.R.E.** just like all other classes or you will have to visit the tardy cart.
2. Students must be present in **A.S.P.I.R.E.** as attendance will be kept and if you are not there and are in your other classes, you will be written up for skipping.

### **MORNING ARRIVAL PROCEDURES**

1. Students may not arrive at school before 6:45 a.m. if they are a car rider. Students driving need to wait until 6:50 a.m. to arrive on school grounds.
2. Regardless of method of transportation, once a student arrives on campus, he or she becomes the responsibility of the school and **may not leave the school grounds without permission from the principal's office.** If permission is granted, the student must sign out in the front office.
3. Upon arrival students arriving by car will stand along the breezeway until the door opens for the Evolve System, get breakfast in the cafeteria, or sit in the auditorium until 7:10 when the bell rings to go to class. Student drivers stay in their car and may enter the building at 7:00, eat breakfast if they wish, and head to class. Bus riders will enter the building when they exit their bus and go into the cafeteria to eat or wait until 7:10 when the bell rings for them to go to class.
4. Students who arrive tardy to school between 7:20 – 7:40 a.m. will have to check in at the designated tardy station.
5. Students who arrive tardy to school after 7:40 a.m. should go to the office, sign-in, check in at the tardy cart in the office, and report to the appropriate class.
6. We have a detection system in place at the two patio doors and the car rider entrance door. Students may only enter through one of these doors. The back gym door, doors by the huts, and any other back door are prohibited for visitors or students to enter.

### **AFTERNOON DEPARTURE PROCEDURES**

1. No student is to stay after school unless the student is taking part in an activity sponsored by a staff member who will have those students under direct supervision at all times.
2. Students who drive cars are to be off campus by 2:45 pm. Any student found loitering in the parking lot will lose their driving privileges.
3. Any student found in the building after 2:45 and not under the direct supervision of a staff member, will be referred to administration for disciplinary consequences. Students who continue to violate this policy will be banned from attending after school activities for the remainder of the school year including athletic events.
4. Bus riders must exit the building immediately and get on their bus immediately as buses have to stay on schedule and pull out by a certain time to begin their route.

### **CAFETERIA: BREAKFAST AND LUNCH PROCEDURES**

1. Breakfast will begin at 7:10 am. Students will get their breakfast and eat in the cafeteria on their way in the building.
2. Every effort has been made to provide a wide selection of food items from which to choose. The cafeteria staff has put forth extra effort to ensure excellent food service for the students of Harnett Central.
3. Students will go to the cafeteria to eat lunch each day during their assigned lunch period. They will get in line single file and go through the line to get their lunch. They must eat and throw away their trash by the bell time so they are ready to leave when the bell rings to return to their third period class.

These rules are for the cafeteria:

1. Breaking in the lunch line will not be tolerated.
2. Food and drink items may not be taken outside the cafeteria area unless administration gives permission to a particular grade level to eat on the patio.
3. Students may not order outside food and have it delivered to the school.
4. Students may not leave campus during lunch periods.
5. Students may not go any further than the commons area during lunch so they may not go into the gym, the gym hallway, or the aux gym.
6. Students are not allowed to have visitors eat lunch with them.

### **EARLY DISMISSAL**

1. If it becomes necessary for a student to leave school early due to a valid reason, one of the procedures listed below must be followed:
  - a. Parent or guardian may write a note requesting dismissal of the student. The note should state the time and reason for the request, with whom the student will leave, and a telephone number at which the parent can be reached to confirm the request. The student must bring the note to the cafeteria and present it to the designated faculty member on the attendance committee for approval. **THIS MUST BE DONE BEFORE FIRST PERIOD CLASS BEGINS.**
  - b. A parent or guardian must come to the office and sign the student out.
  - c. An email, **for emergencies only**, may be sent to [hchsearlydismissal@harnett.k12.nc.us](mailto:hchsearlydismissal@harnett.k12.nc.us). The e-mail must include the student's full name, time for dismissal, reason, with whom the student will leave, and a telephone number at which the parent can be reached to confirm the request before the student leaves campus.
2. **NO PHONE CALLS** are accepted to dismiss students unless followed up by an email from the parent or guardian.
3. If a student requests an early dismissal for a doctor's appointment, he/she must bring a note from the parent. In order for the absence to be excused, he/she must bring an **ORIGINAL** note back from the doctor. The

student must bring the original doctor note to the cafeteria to the attendance committee before the first period after they return from the absence. Otherwise, the absence will be classified as unexcused.

4. Students wishing to leave school due to illness must come to the office and someone from the office will call for permission for the student to leave or for someone to come and pick them up.

5. **Students arriving late to school or leaving early from school must sign in/out in the front office. If a student fails to sign in/out they can be considered skipping.**

6. **Students checking out must leave campus immediately. No loitering in the halls, at lunch, in the parking lot, etc.**

7. **The school reserves the right to determine whether any early dismissal will be excused or unexcused.**

### **HARNETT CENTRAL HIGH SCHOOL ATTENDANCE PROCEDURES (See HC Policy 4400)**

Attendance in school is central to educational achievement and school success. Attendance and participation in class are integral parts of the teaching-learning process, and thereby a part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in life, both personal and professional. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

#### **HCHS-1**

The principal shall adhere to all conditions of the North Carolina Compulsory Attendance Law, and shall notify parents or guardians of their responsibility under the same law. Students at any age who accumulate excessive absences may experience consequences ranging from extra make-up work to course failure and/or makeup time at Saturday school during the school year.

#### **HCHS-2**

In the event of absence or tardiness, it shall be the responsibility of the student to bring to the attendance committee a note\* signed by the parent or guardian citing the reason for such absence or tardiness. The student will be given an Admit Slip, which will be taken to his/her teachers. The principal may require any additional documentation deemed necessary to verify an absence or tardiness.

*\*If the note is not brought within 3 days after an absence, it will be recorded as unexcused. Students must obtain an Admit Slip for any class period before being allowed to re-enter after an absence.*

#### **HCHS-3**

Students must obtain an admit slip to class after any absence from a class. Admit slips are issued by the Attendance Committee in the cafeteria prior to the first period. After the first period begins, the student must go to the office to obtain an admit slip and a tardy slip. Teachers shall maintain accurate attendance records by each class.

#### **HCHS-4**

In the event of an excused absence, a student shall be entitled to make up work under the following conditions:

1. If an absence has been approved in advance and/or work assigned by a teacher in advance, all makeup work, including tests and assigned work for the day of return, is due upon the student's return to school.
2. If makeup work has not been assigned in advance by a teacher, or by teacher option, the student will have:
  - A. One day for each day absent, for absences of one to three days, to make up work or
  - B. Two days for each day absent, for absences exceeding three days to make up work.

#### **HCHS-5**

**The responsibility for securing and arranging for makeup work rests with the student.** The student should contact the teacher to determine arrangements and guidelines for making up missed work.

#### **HCHS-6**

A teacher may allow, but is not required to help a student make up work missed during an unexcused absence.

**HCHS-7**

Any absence of a student that results from a suspension for that student's misconduct pursuant to G.S. 115C-391 shall not be considered an unexcused absence for purposes of the Compulsory Attendance Law. Such an absence shall be an unexcused absence for purposes of co-curricular activity during their period of suspension. Eligibility is not restored until the day the student has legally returned to school following the suspension. However, team or group rules may require additional penalties that go beyond these school requirements. Students that are suspended even though considered unexcused will be given the opportunity by their teachers to make up their missed work.

**HCHS-8**

Early release students (work/study students/FLEX) including seniors who leave before fourth block, must have an early release permit on their person and must leave campus by the same exit. This exit is designated as the student commons exit. All students must leave campus within the first five minutes of the block. Students with afternoon FLEX scheduling who do not leave campus within the allotted time, will be assigned to a class and the FLEX scheduling will be revoked. Students with morning FLEX scheduling who arrive on campus prior to the 1<sup>st</sup> period class dismissal bell must remain in the Commons area until the bell ending 1<sup>st</sup> period rings.

**HCHS-9**

Partial Days: In order to be counted present in each class, a student must remain in class for one-half the class block.

**HCHS-10**

A student found guilty of forging the name of a teacher, parent, guardian, doctor, or office personnel to a note will be subject to disciplinary action.

**HCHS-11**

In attempting to alleviate the problems underlying non-attendance, the following actions should be considered: counseling with the student; parent conferences; home visits; referral to the school social worker; and involvement of community agencies, such as Family and Children Services, Mental Health Center, or Youth Services Bureau.

**HCHS-12**

The principal has the right to excuse a pupil temporarily from attendance on account of sickness or other unavoidable causes, which does not constitute unlawful absence as defined by the State Board of Education. When a pattern of questionable absence develops, the school shall contact and advise the parent of the legal responsibility to keep the child in school. When it has been determined that a pupil has 3, 6, and 10 accumulated unexcused absences, the school will notify the parent-guardian through a letter of possible prosecution through the district attorney's office.

**HCHS-13**

Students attending field trips must have a minimum average of 70 in all classes and must not have excessive absences meaning no more than 5 absences in any one class. Students are only allowed two field trips a semester on school days where they are not in class.

**GRADES**

Teachers are required to notify parents when their child is failing a subject or not meeting expected performance standards. This notice is not reserved for failing students only, but should be used as a means of keeping the parent informed by uploading grades in Infinite Campus which has now replaced PowerSchool. This is in addition to any routine means of reporting and the six-week report card.

**DATES FOR REPORT CARDS EMAILED HOME**

September 30th – 1<sup>st</sup> Grading Period  
November 12th – 2<sup>nd</sup> Grading Period  
January 9th – 3<sup>rd</sup> Grading Period

February 24th – 4<sup>th</sup> Grading Period  
April 15th – 5<sup>th</sup> Grading Period  
June 2nd - 6<sup>th</sup> Grading Period

## **HCHS CODE OF STUDENT CONDUCT – Policy 4300**

The “Code of Student Conduct” devised by the Harnett County Board of Education and Harnett Central High School, while under direct school supervision, will govern a student’s behavior. All procedures are well defined as to allow students an environment conducive to growing and maturing in the learning process. **In addition to Harnett County Board of Education Code of Student Conduct, the following rules will apply to students attending Harnett Central High School:**

### **HCHS RULE 1: Electronic Devices (cellular phones, iPods, tablets, headphones, smart watches, etc.)**

#### **Cellular phones and Electronics are not allowed in the academic area and should be turned off.**

Cellular phones and Electronic devices may be used before and after school. Cellular phones and electronic devices are not allowed during the instructional day. The instructional day will be defined as when students enter the building in the morning until dismissal at 2:20. All devices should be put in students’ YONDR pouches as they enter the building in the morning. Students will put their phones, smart watch, and headphones in airplane mode or turn them off before putting them in their pouch. Cell phones and electronic devices should not be seen or heard at any time during the day. Teachers and administrators have the authority to confiscate devices from students who are violating this policy. Failure to comply with the above rules and any faculty member trying to confiscate a cell phone will result in one or a combination of the following disciplinary actions:

**1<sup>st</sup> Offense:** Item being confiscated by a faculty member and given to administration for student pick up at the end of the day and conference; **2<sup>nd</sup> Offense:** Item being confiscated by a faculty member and given to administration for parent or guardian pick up at the end of the day and conference; **3<sup>rd</sup> Offense:** Item being confiscated by a faculty member and given to administration for parent pick up at the end of the day, and in-school suspension; **4<sup>th</sup> Offense:** Item being confiscated by a faculty member and given to administration for parent pick up at the end of the day, and in-school suspension; **5<sup>th</sup> and All Subsequent Offenses:** Item being confiscated by a faculty member and given to administration for parent pick up at the end of the day, and out of school suspension.

### **HCHS RULE 2: Student Dress Code**

1. Students are required to wear appropriate footwear during school hours. Specific footwear requirements are necessary in certain classes, i.e. shop classes, science labs, P.E. for safety reasons.
2. **Tops/Shirts** - Bare midriffs, halter-tops, backless dresses, backless blouses, spaghetti-straps, tank tops, tube tops, T-straps, one-shoulder tops, skin tight apparel, and see-through apparel are not acceptable. Undergarments should not be seen from the outer layer. Clothing exposing cleavage will not be allowed.
  - a. The length of any top that is worn outside the pants must cover the midriff during normal routine movement. We should not be able to see any of your belly.
3. **Bottoms/Pants/Skirts/Dresses** - Shorts, skirts, and dresses must be modest and cannot exceed higher than your fingertips held by your side when you stand up straight. The height will be measured from the highest point of the hemline. Nike type running shorts are too short for school. (Example - if your dress has a slit on the side it will be measured from the top of the slit.) Undergarments should not be seen from the outer layer.
  - a. **Leggings/Jeggings/Yoga Pants** may be worn with a shirt that completely covers the belly during all routine movements. **Pants or jeans with holes that expose skin above where your fingertips fall are not allowed unless you wear leggings underneath so skin is not visible.**
  - b. Pants, shorts, trousers, etc., must be worn up to the waist; **no sagging will be allowed.** Any clothing that reveals undergarments, too much bare skin or excessive human anatomy will be considered inappropriate wear.

4. **Any apparel that is related to drugs, sex, alcohol, weapons, politically charged or otherwise inflammatory material will not be permitted.** Attire with any kind of suggestive, profane or vulgar language or pictures will not be allowed.
5. No hoods or head coverings that cover the back of the head completely, or any distracting headwear should be worn in the building at any time. Bandanas may not be worn or displayed on school grounds.
6. **The School's Administration reserves the right to determine what constitutes inappropriate dress at this school.** This policy may not be all-inclusive for the constantly changing fashion world. However, we reserve the right to determine if any item of clothing disrupts the educational process by being suggestive or inappropriate for our school setting.
7. Leave your blankets at home as these are not appropriate for school. You may wear a sweater or jacket if you are cold.

### **HCHS RULE 3: Skipping Class**

Students are to be in class during the assigned class time. If a student is out of class, a note should be provided before entering class to explain the absence. If the reasons for being out of class are not legitimate, the student will be considered skipping class. Students more than 15 minutes late to class without justification may be considered skipping class rather than tardy. Failure to produce written permission or legitimate excuses will result in disciplinary measures. Students are expected to use the pass in each of their classes for their assigned bathroom area. Each student must sign in and out through the online pass system so your teacher knows the time you left and when you returned.

### **HCHS RULE 4: Forgery of Parent, Student, or Teacher's Signature or Falsifying Information**

A student found to be practicing any type of forgery of a school-related document will suffer consequences according to the severity of the offense, which will likely include time in ISS or OSS as well as a conference with their parent and administrator.

### **HCHS RULE 5: Conduct in Halls**

The following rules will apply to student conduct in the halls and corridors:

1. Public display of affection (PDA) is not allowed. Staff members catching the students will input it into the Educator's Handbook to be handled by the students' administrator.
2. Order must be maintained in the halls and corridors. Therefore, loitering in the halls, blocking hallways and running in the hallway are strictly prohibited.
3. Students must avoid loud talk or noises that can disturb the school setting. This is especially true during periods of traffic moving between classes and after lunch.
4. Students must arrive at lunch on time. There is to be no loitering in restrooms or other classrooms. You will need to wait and use the restroom in the Commons area during your lunch if your lunch bell rang to dismiss you to the cafeteria.

### **HCHS RULE 6: Fighting, Assault, or Physical Injury**

Fighting is considered a breach of all school philosophies and will be dealt with firmly. Consequences can include 10 days of suspension, indictment through local law enforcement agencies, and possible long-term suspension from school. The severity of the violence will determine the consequences. Other persons serving as promoters of violence or in collaboration with fighters will be dealt with in terms of responsibility for causing such actions. These individuals may be "message carriers," "boosters," "collaborative partners," or students that stand around and video the event.



### **HCHS RULE 7: Vehicle Searches**

1. Students are permitted to park on school premises as a matter of privilege, not as a *right*. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
2. If a school official has reasonable suspicion that a vehicle driven to school by a student and parked on school premises contains unauthorized or illegal materials, the student may be asked to give voluntary consent to a search of the interior of the vehicle. If the student refuses to consent to a voluntary search of the interior of the vehicle by the school official, the school official may choose to call upon a law enforcement officer to further investigate and consider the issue in question.
3. Seizure of Illegal Materials: If a property conducted search yields illegal or contraband materials or a reasonable suspicion thereof, such findings will be reported to the proper legal authorities for ultimate disposition.

### **HCHS RULE 8: Vandalism**

General acts of vandalism such as willful destruction of property, defacing property and writing on walls will be dealt with severely. The penalty will be determined by the severity of the act and the student will definitely be required to pay for damages. Note that acts of vandalism directed against school personnel off campus are covered by all applicable state laws. No student shall steal or attempt to steal, or damage or attempt to damage, any private property either on any school premises or on any school bus or during any school activity, function, or event off school property. Persons found in possession of stolen property or proven to be guilty of theft can receive up to 10 days' suspension and possible indictment through local law enforcement agencies. This may include recommendations for long-term suspension.

### **HCHS RULE 9: Smoking/E-cigs/Dab pens containing THC**

Students are prohibited from using or possessing any tobacco product (1) in any school building, school vehicle or on the school grounds at any time; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips. For the purposes of this policy, the term "tobacco product" means any product that contains tobacco and is intended for human consumption, including all lighted and smokeless tobacco products; **this includes ALL Electronic Cigarettes**. This also includes dab pens that contain THC and are used like a vape. Possession and/or use will result in out of school suspension.

### **HCHS RULE 10: Tardy Policy**

Attendance at Harnett Central High School is for the purpose of obtaining an education. This requires full attendance in all classes, coming to class on time, and using every minute productively. Tardies interrupt classes and if left unchecked may establish bad attendance habits. A student is counted tardy when the tardy bell rings. Excused tardiness is accepted only when accompanied by a valid written notice. Students who miss 15 minutes or more of a class without a valid note may be referred to the office for skipping class.

|                |                                                                    |
|----------------|--------------------------------------------------------------------|
| Tardies 1 - 3  | Warning                                                            |
| Tardies 4 - 6  | Student assigned to immediate period of ISS                        |
| Tardies 7 - 10 | 3 <sup>rd</sup> Block ISS detention (administrator contact parent) |

|                    |                                                 |
|--------------------|-------------------------------------------------|
| Tardies 11 or more | Whole day of ISS (administrator contact parent) |
|--------------------|-------------------------------------------------|

**Students who drive to school may lose their driving privileges if they incur excessive tardies to school. Students who do not comply with the above tardy policy may be subject to additional consequences at the discretion of the Administration, which will likely include out of school suspension.**

### **CARS ON CAMPUS**

Driving a personal vehicle to school and parking it on campus are privileges that we are happy to extend to all students who lawfully qualify. To ensure safety and security, the following rules and regulations are important:

1. Students who drive to school must register their vehicles on forms provided and display the appropriate parking permit.
2. Vehicles must be operated in a safe manner at all times. Students who fail to operate vehicles in an acceptable manner will lose the privilege of driving on campus and may be subject to discipline.
3. Students must park only in the student parking area and cars must be parked in the confines of a numbered parking space. Students may not park in the faculty parking lot or in the visitor parking lot without prior permission from administration.
4. **Observe a five (5) mile per hour speed limit everywhere on campus.**
5. Pull into; do not back into your parking space.
6. Do not return to cars during school hours unless you have permission by an administrator or SRO unless you are dismissed early.
7. Do not litter the parking area. Littering will result in a loss of driving privileges.
8. Careless and reckless driving will not be tolerated.
9. Use of personal vehicles as a means of skipping school will result in loss of parking privileges on campus and suspension from school.
10. Students are not allowed to ride in the back of trucks while on campus. Drivers will be penalized.
11. If you are involved in any accident with a vehicle on campus, do not move the vehicle until a school official or the police advise you.
12. Excessive tardies to school may result in suspension of driving privileges.
13. The parking lot is for licensed motorized vehicles only.
14. There is to be no borrowing, lending, stealing, copying or selling of vehicle permits between students. Any violation may result in long-term suspension of driving privileges. The student whose name is assigned to a parking tag is responsible for any violations committed by that permit.
15. If your license is revoked, your vehicle is not permitted to be parked on campus.
  
16. Students who drive to school and are habitually late will have their driving privileges revoked. Students who incur 7 or more tardies resulting from late arrival by driving will be subject to revocation of their driving privileges.

We will work very hard to ensure safety and security for the parking area. To assist us, we are asking that you lock your car doors when you leave your vehicle. The school is not responsible for the vehicle or its contents. The

penalty for violating automobile regulations may result in a warning or an indefinite suspension of parking privileges.

### **RANDOM METAL DETECTOR CHECKS**

HCHS continues to strive to maintain a safe school environment. Even though we now have the Evolve system in place, metal detector checks may be utilized throughout the school year to add another layer of security. The following procedures have been established to use during these checks of classrooms. From time to time, it is necessary to do a metal detector check of all students as they enter the building.

1. Room numbers will be drawn at random the day of the checks.
2. Administration, the School Resource Officer, and the teacher will escort the class to the designated area.
3. School personnel will monitor the students throughout the entire process.
4. Students will walk through the metal detector, one at a time or be swiped by a metal detector wand. If the detector indicates that metal is present, then the student will step to the side and then be checked by school administration including their backpack.
5. Once the process is complete, students will return to their classroom with their teacher.

### **IN-SCHOOL SUSPENSION**

The In-School-Suspension (ISS) Program was designed to serve as an alternative to out-of-school suspension. It is intended for the program to modify the behavior of students who occasionally make an error in judgment, but not for chronic offenders. A student who receives In-School Suspension as punishment will report to the designated room immediately after arriving at school or during their assigned class period. He or she will be isolated from other students the entire day/class period and forfeit all privileges. Failure to comply with all In-School Suspension rules will result in further punishment.

### **OUT-OF-SCHOOL SUSPENSION**

When a student's conduct warrants out-of-school suspension, he or she will not be allowed to attend any school function, any athletic event, or be on the campus of any Harnett County School during the suspension.

**Star Academy** – The purpose of Star Academy is to provide a setting for students in grades 6-12 whose behavior severely disrupts and endangers the educational process of the regular school environment. This restrictive setting will provide an alternative to long-term suspension or expulsion. *Students assigned to Star Academy are not eligible to participate in athletics as sanctioned by the North Carolina High School Athletic Association (NCHSAA).*

### **SCHEDULE OF STUDENT FEES**

| <b>REGULAR<br/>SCHOOL FEES</b> | <b>GRADE<br/>LEVEL</b> | <b>COST</b> |
|--------------------------------|------------------------|-------------|
| JUNIOR CLASS<br>FEE            | 11th GRADE             | \$25.00     |

|                        |                |         |
|------------------------|----------------|---------|
| SENIOR CLASS<br>FEE    | 12th GRADE     | \$25.00 |
| PARKING<br>STICKER FEE | 9-12<br>GRADES | \$50.00 |

### **INSURANCE**

School insurance is offered to all HCHS students at a group rate. This insurance provides limited coverage for a student involved in an accident while going directly to and from school, or at a school-sponsored activity. Information is provided on our school website. Student athletes are covered free of charge while participating in a sport. The policy is primary only if the student has no other insurance.

### **EARLY GRADUATION AND FLEX PERIOD**

The Harnett County Board of Education approved a Senior Accelerated Opportunity in 2002 that allows seniors who have completed all graduation requirements by the end of first semester of their senior year to graduate early. Flex Scheduling is offered to seniors who have earned enough credits and met other graduation requirements. A rising senior who qualifies and wants to apply for either of these options must obtain and complete an application by a designated deadline. Flex is a privilege. If a student skips another class or they remain on campus during their flex period, their flex period will be revoked and the student will be assigned a class.

### **GRADE POINT AVERAGE (GPA) AND CLASS RANK**

Harnett County high schools currently use a weighted grading scale and transcript as mandated by HSP-L-004 (Statutory Reference GS 116-11(10a)). Grade point average (GPA) and class rank are calculated by a standard method by all public high schools in the state. All courses attempted in grades 9-12 are used in computing grade point average and class rank.

### **GRADING SCALE AND QUALITY POINTS – REVISED POLICY DATED 1-8-15**

Calculations are based on a standardization of academic course level, grading scales, and the weighting of course grades. Class rank is based on a weighted grade point average in which a one-half (.5) quality point is added to passing grades earned in Honors courses and one (1) quality point is added to passing grades earned in Advanced Placement (AP) courses. Grades and the corresponding number of quality points are shown as follows:

90–100 = 4.0 (A)      80–89 = 3.0 (B)      70–79 = 2.0 (C)      60–69 = 1.0 (D)      ≤59 =  
0.0 (F)

### **HONORS AND ADVANCED PLACEMENT COURSES – REVISED POLICY DATED 1-8-15**

1. The Honors and Advanced Placement (AP) courses are designed to give students an opportunity to take rigorous high school classes. Many colleges grant college credit to students who make sufficiently high marks on the AP examination given in the spring. (Cost currently paid by the state.) Students should check specific college policies regarding AP exams and credit allowed.
2. Course content, pace, and academic rigor of **Advanced and Honors** courses require high expectations from students and surpass standards set by the North Carolina Standard Course of Study. Such courses demand a greater independence and responsibility. **If a student registers for an Advanced or Honors course, he or she is expected to complete the course. An Advanced or Honors course will be changed/dropped only with extenuating circumstances at the principal's discretion.**
3. Course content, pace, and academic rigor of the **Advanced Placement (AP)** courses are **college-level** as adopted by the College Board and are geared to enable students to pass the College Board Advanced Placement Examinations. AP Exams are used for college credit and/or placement purposes. This varies from college to college.

4. Honors and Advanced Placement (AP) courses place added demands on a student's time. Careful consideration should be given before selecting such a course. Courses will be given a "weight" according to the following guidelines:

- a. Honor courses will be weighted so that one-half (.5) point is added to the value of the grade on the grading scale
- b. AP courses will be weighted so that one point is added to the value of the grade on the grading scale.
- c. These weighted grades will be computed into the grade point average (GPA).

The North Carolina Department of Public Instruction, the State Board of Education, and the College Board require an approved curriculum – specific to each Honors or Advanced Placement course – that promotes academic rigor and aligns with expectations regarding course weight and quality points.

### **FIELD TRIPS**

Students attending field trips must have a minimum average of 70 in all classes and must not have excessive absences meaning no more than 5 absences in any one class. Students may not attend more than 2 field trips in a semester during the regular school day. Some classes/programs take field trips on teacher workdays or the weekend and students may attend these in addition to their 2 field trips on actual student days.

### **TRANSCRIPTS**

A complete high school transcript shall be issued to all students receiving the Diploma of Graduation, the Certificate of Achievement or Graduation Certificate. The transcript shall provide the following information:

1. All courses completed and grades earned;
2. Class rank and grade point average (GPA – Weighted and Unweighted)

### **POLICY FOR AWARDING HIGH SCHOOL CREDIT**

It is the policy of the Harnett County Schools Board of Education for high school principals to declare and award credit to students at the end of each semester upon the student's successful completion of all course requirements, including adherence to the attendance policy and the attainment of a minimum passing grade of 60.

### **DROPPING CLASSES**

A great deal of time and work are invested in the registration and scheduling process. Allotment of Teachers and the Master Schedule are dictated by the courses that students register for in the spring to take the following school year. For these reasons, no course changes will be allowed for fall or spring semesters once students receive their schedules in August with teachers and period assignments; unless, changes are deemed necessary by the school administration. Necessary changes fall into the following categories:

1. The student had no schedule or an incomplete schedule due to a master schedule conflict.
2. A course is needed for promotion or graduation purposes.
3. The student lacks a necessary prerequisite for a course.
4. A course must be changed to accommodate an administrative need.

If a student registers for an Advanced or Honors course, he or she is expected to complete the course. An Advanced or Honors course will be changed/dropped only with extenuating circumstances at the principal's discretion.

### **SCHOLARSHIPS**

1. Many scholarships are available from different sources for those students who wish to go to college. Examples of types available are basic grants, work scholarships, academic scholarships, loans, and athletic scholarships. A list of scholarships is available by visiting the Harnett Central High School webpage at

[www.harnett.k12.nc.us](http://www.harnett.k12.nc.us) (click on Schools, click on Harnett Central High School, click on menu, then click on Scholarships).

2. Students interested in trying to obtain a scholarship should start early at least by the 10th grade to learn what is available. School counselors will work closely with students to make sure all information is available and to give instructions regarding the procedure to follow in completing applications.

### **NORTH CAROLINA SCHOLARS PROGRAM**

Note: In order to qualify as a North Carolina Academic Scholar, students should begin planning for the program before they enter Grade 9 to ensure the most flexibility in courses and to meet all requirements. See course guide for more information.

Students must:

1. Begin planning for the program before entering grade 9 to ensure they obtain the most flexibility in their courses.
2. Complete all the requirements of the North Carolina Academic Scholars Program.
3. Have an overall four-year **unweighted** grade point average of 3.5 or higher.
4. Complete all requirements for a North Carolina high school diploma
5. Must have 4 courses, concentration recommended, in CTE, fine arts, foreign language, or other equivalent class.

### **SCHOLASTIC HONORS**

**Beta Club** - A student who maintains a weighted 3.8 GPA can be inducted into Beta Club after one semester in high school. If their GPA drops below the requirement, they have one semester to bring it back up. Induction ceremonies will be held each year.

**Marshals** – Marshals are selected based on the top 10% of the Junior Class at the end of 1<sup>st</sup> semester during their Junior year.

#### **Honors System:**

|                                        |                              |
|----------------------------------------|------------------------------|
| Summa Cum Laude ( With Highest Honors) | 4.5 and above GPA (weighted) |
| Magna Cum Laude ( With Great Honor)    | 4.0 to 4.49 GPA (weighted)   |
| Cum Laude (With Praise)                | 3.5 - 3.99 GPA (weighted)    |

### **EXTRACURRICULAR CLUBS and ACTIVITIES**

|                    |                  |                   |
|--------------------|------------------|-------------------|
| <b>Art Society</b> | <b>BETA Club</b> | <b>Chess Club</b> |
|--------------------|------------------|-------------------|

|                                  |                                   |                                          |
|----------------------------------|-----------------------------------|------------------------------------------|
| <b>Say Something</b>             | <b>Drama Club</b>                 | <b>The Thespian Society</b>              |
| <b>FCS</b>                       | <b>FFA</b>                        | <b>World Language Club</b>               |
| <b>HOSA</b>                      | <b>Interact Club</b>              | <b>Key Club</b>                          |
| <b>Dungeons and Dragons Club</b> | <b>National Achievers Society</b> | <b>National Technical Honors Society</b> |
| <b>Envirothon</b>                | <b>Gold Rush</b>                  | <b>Student Government Association</b>    |
| <b>BOB</b>                       | <b>Skills USA</b>                 | <b>Poet Society</b>                      |

#### **ATHLETIC TEAMS**

|                 |                   |                     |                      |                 |
|-----------------|-------------------|---------------------|----------------------|-----------------|
| <b>Baseball</b> | <b>Basketball</b> | <b>Cheerleading</b> | <b>Cross Country</b> | <b>Football</b> |
| <b>Golf</b>     | <b>Gymnastics</b> | <b>Soccer</b>       | <b>Softball</b>      | <b>Swimming</b> |
| <b>Tennis</b>   | <b>Track</b>      | <b>Volleyball</b>   | <b>Wrestling</b>     |                 |

#### **ATHLETIC ELIGIBILITY**

- Before being allowed to participate in any varsity or junior varsity sport (including try-outs), a student must have a physical examination and have it put into Aktivite. Athletic participation and insurance forms may be obtained from the coach of each sport. These forms must be completed and given to the coach before the student athlete can participate in practice or games. In addition, each student athlete and parent/guardian must sign a sportsmanship pledge and return it to the coach.
- To be eligible to participate in any sport a student must meet all of the eligibility requirements of the North Carolina High School Athletic Association. Included among these requirements are the following: (1) must pass 70% of all classes taken, (2) being in attendance a minimum of 85% of the previous semester, (cannot miss more than 13.5 days in the previous semester; must attend 76.5 days during the previous semester - the reason for the absences is not relevant; any absences over 13.5 make you ineligible), and (3) not reaching age 19 on or before August 31st of the current year.
- 75 Day Rule:** Any student granted a voluntary reassignment from the school serving the attendance area in which the student resides shall not participate in athletic activities that come under the jurisdiction of the North Carolina High School Athletic Association (NCHSAA) and the State Board of Education for **75 days** after the first approved transfer date; however, if it is later determined that athletic participation is a reason for the transfer request, the transfer may be revoked by the Superintendent.
- Participation in Athletics during Alternative School Assignment:** Students re-assigned to an alternative school setting (STAR Academy) will be considered ineligible to participate in extracurricular school sponsored activities, including sports practice or play, until the student returns to a regular educational setting.

#### **NORTH CAROLINA DROPOUT / DRIVER'S LICENSING LEGISLATION**

- Students who attained a high school diploma, a GED, or adult high school diploma as issued by a community college are not affected by this legislation.

2. Students over the age of eighteen (18) are not affected

### **Dropouts**

1. An eligible student who drops out of school will either not receive his/her Driving Eligibility Certificate or lose his or her driver's permit or license.

### **Transfers**

1. A student who is making adequate progress in school can transfer to a community college or a non-public school without any consequences. A student who is not making adequate progress (or drops out of school) and enrolls in a community college or non-public school cannot be granted a Driving Eligibility Certificate for a period of six months.

### **Students Who Are Not Affected**

1. The new legislation is directed to all North Carolina students under the age of 18 who are eligible for a driver's permit or license. This includes public school, federal school, home school, private school, and community college students.

NOTE: A student who does not meet the requirements for: 1) academic progress, 2) drops out of school; 3) charged with the possession or sale of alcohol or an illegal substance, the possession or use of a weapon or firearm or the physical assault on a teacher or other school personnel will either not be granted the Driving Eligibility Certificate or will lose his/her permit/license.

### **Academic Progress**

1. A student must pass 3 out of 4 classes the previous semester to be academically eligible to obtain and/or keep a driving permit or driving license. Failure to do so will result in notification by the North Carolina Department of Motor Vehicles for the student to surrender the permit or license. If a student fails 2 or more classes, at the end of each semester, a letter will be mailed to verify any hardship situations. If there are no hardships, as specified in the letter or if the hardship is denied, then a student will lose his/her license/permit until the end of the following semester. When the next semester report card reflects credit for 3 out of 4 classes, the student is eligible to get their license/permit back. When eligible, eligibility forms are available in the counseling department. Grades are only checked at the end of first and second semester. Six weeks report cards do not make you eligible.

2. An exceptional child must be determined by his/her school based IEP team to be making adequate progress towards obtaining a high school diploma.

NOTE: This rating is not intended to apply to exceptional students who have the ability to obtain a high school diploma. **If you lose your license, you must surrender your parking space tag to the office. Once your license is reinstated, you can reapply for a parking space (if one is available).**

### **FIRE DRILL**

The law requires a fire drill the first ten (10) days of school and one each calendar month thereafter. Therefore, it is important that you become familiar with the "order of drill." Posted beside the exit door of each classroom is a sign that indicates the exit that each class will use during a fire drill. Students should know the location of this exit and use it each time there is a fire drill. When using other parts of the building other than a classroom, such as the library, gym, cafeteria, etc., students should know which exit to use in case there is a fire drill while in that location.

### **TORNADO DRILL**

The signal to indicate a tornado drill will be an announcement over the intercom and telephone handset. Teachers have been instructed as to where they should go during the drill. This drill will not be held except during threatening weather or for our drill during Severe Weather Awareness Week each school year.



### **LOCKDOWN**

The law requires that all public schools conduct “Lockdown” drills routinely. This is what we used to call a “code red” drill where the school completely shuts down and locks all doors and hides in a secure place in silence until the all clear announcement is made on the intercom.

### **DISTRIBUTION OF LITERATURE**

Permission must be obtained from the administration before any posters can be placed anywhere on campus or before any printed materials (newspaper, flyers, announcements, advertisements, etc.) can be distributed to faculty and/or students. Posters and other materials are not to be taped to the walls or windows unless permission is given by the administration. They should never be taped on doors.

### **HALL PASSES**

In order to account for or to assure that students are in the area they have been assigned, teachers will have students to issue hall passes indicating the destination of the student as well as the time the student left the classroom through the online pass system. If the student is entering the classroom of another teacher, or the office, that teacher or office personnel should mark the student arrived in the online pass system. The time of departure should then be placed on the online pass when that student returns to their original classroom. When the student returns to the original classroom, that teacher should check the time on the pass to ensure that only enough time has lapsed to enable the student to get to the original destination. Students found out of class without a proper pass through the online pass system will be considered skipping and receive punishment according to policy. Please use the passes issued by Mrs. Murchison in the office only if the online system is not working properly. Each teacher should also have some type of pass that they can give a student so they have something visible in their hand when staff see them in the hallway.

### **INJURY AT SCHOOL**

If you are injured at school, report immediately to the teacher in whose class you are at the time of the injury. If the injury occurs between classes, report it to the office. The importance of reporting an injury is twofold. First, if medical attention is necessary, we can be sure you receive it. Secondly, if an insurance claim is involved, we will have a record of the accident by completing the proper accident report. There have been cases in which insurance claims have been filed, but due to the student not having reported the injury at school, the insurance company would not pay the claim.

### **ILLNESS AT SCHOOL**

If you get sick at school and are too ill to attend class, go immediately to the office where you will receive assistance. **Under no circumstances is a student to stay in the bathroom or any unsupervised area if he/she is sick. Remaining in the bathroom may result in the student being disciplined for skipping.**

### **LOST AND FOUND**

All items lost or found should be reported to the school office. Lost items may be claimed through the school office upon sufficient identification of the object lost.

### **ASSEMBLY PROGRAMS**

Class assemblies will be held in the auditorium or gym and students will sit in specifically assigned seats. Total school assemblies will be held in the gymnasium and students will sit together in classroom groups. Your classroom teacher will accompany students to all scheduled assemblies or functions. Students must remain with their group during assembly programs. Applause is the correct response to show appreciation to a speaker or for a program.

### **CAMPUS VISITORS**

**Harnett Central High School is a closed campus.** ALL VISITORS during school hours must report to the main office for assistance. Permission for any visitors to be in the building must be given by an administrator and a campus pass must be carried at all times. Visitors are to use the visitor parking lot located in the front of the school. Parents, visitors, and other students are not permitted to visit classes during school hours. Parents may make an appointment with the classroom teacher or with the school counselor to schedule conferences with teachers during the day, before or after school. All visitors must sign in and out of the office and receive a visitor's pass. No visitors are allowed to eat with students during lunch.

### **FOOD BROUGHT INTO SCHOOLS FROM NONCOMMERCIAL SOURCES**

If a teacher hosts an activity, which includes food items, in order to protect students and limit liability, foods from noncommercial sources will not be allowed. This includes activities in class, after school, or any function associated with school.

### **LOCKERS**

Mr. Michael Stephens, one of our assistant principals, will assign students a locker upon their request of a locker and he will give the student the locker combination. Locker combinations are private. Students should not share the combination with anyone they would not want to have access to their locker. The school will not be responsible for any items (textbooks, personal items, fund-raising items, etc.) that are stolen from the locker. **Lockers cannot be shared.** The student who is issued the locker is completely responsible for any damages to the locker and for the contents of the locker in the event of a locker search. Lockers are rarely requested because the time between classes is so short and students do not have time to stop by their locker after each class.

### **STUDENT SUPPORT SERVICES DEPARTMENT**

The Student Support Services Department at Harnett Central consists of five counselors and one guidance registrar. Counselors are available to students for both individual and group conferences to discuss personal problems, to interpret state required standardized tests, and for educational and goal-oriented concerns. Cumulative folders are maintained on each student. Prospective employers and post-secondary educational institutions with written permission of students and/or parents may request transcripts and employment references. Information concerning scholarships and financial aid is also available in the counseling department. Although counselors may request to see students during the year for various reasons, it is highly desirable that students take the initiative in requesting to see their counselors. Counselors are available to students before and after school, during lunch periods, or, with the teacher's permission (accompanied with a pass) during class periods. Students should not request to leave class to see their counselors except in an emergency. Students interested in trying to obtain a scholarship should take the most difficult courses in which they can be successful. School counselors will work closely with students to make sure all information is available and to give instructions regarding the procedure to follow in completing an application. Many scholarships and financial assistance are available from different sources for those students who wish to go to college. All seniors are provided with a booklet listing sources of finances available for students

desiring to attend college. Scholarship information is posted, announced, and distributed as it becomes available. Senior Parent Nights are also held.

### **MEDIA CENTER**

The Media Center is maintained to offer students a wide spectrum of services under the direction of qualified personnel. While it is the goal to offer multiple opportunities and accessibility to use the media center, student safety is a priority. Students must have a media pass to visit the media center during class. **Students are not allowed to be in the media center if they are unsupervised by a faculty member. Students are welcome to use the Media Center during lunch with prior permission from Media Staff.**

### **HARNETT CENTRAL HIGH SCHOOL (HCHS) LOCAL INTERNET POLICY**

**Privileges** – The use of the Internet is not a right, but a privilege, and inappropriate or irresponsible use may result in cancellation of that privilege.

**Security** – Security is a high priority. If you should identify a security problem, you must notify an administrator immediately. Do not show or identify the problem to others. Do not use another individual's account. Attempts to log on as another user will result in cancellation of privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access. Always logout once you are finished working on a computer.

**Vandalism** – Vandalism may result in cancellation of privileges. Vandalism is defined as the malicious attempt to harm or destroy the data of another user, the Internet, or other networks. This includes the creation of, or the uploading of, computer viruses on the Internet or the host site or disruption of data flow. This also includes malicious damage to computer devices.

### **PROM**

1. Students who have unpaid fees (library, Junior/Senior, etc.) are ineligible to attend the Prom until all fees are paid.
2. Students who attend STAR Academy due to a referral for disciplinary reasons are ineligible to attend the Prom.

### **STUDENT/TEACHER CONFERENCES**

Teachers are more than willing to meet with students to discuss problems or give assistance. Teachers want to help students; therefore, students should not hesitate to ask for a conference.

### **PARENT/TEACHER CONFERENCES**

1. Parents are encouraged to keep themselves accurately informed about the progress of their child. The best way to accomplish this is to get access to Infinite Campus to see your child's grades and to meet periodically with the teachers. Parents and teachers have one thing in common-they are both interested in the welfare and

success of the student. Getting to know each other will usually enable both parents and teachers to work more effectively with the students.

2. Parents may arrange a conference by contacting one of the school counselors or by directly communicating with the teacher.

### **SELLING ITEMS ON CAMPUS**

Items of any kind may not be sold at school or on school property unless such sales are part of a school sponsored fund-raising activity. School clubs involved in selling food items may not sell such items during the school day.

### **TEXTBOOKS**

Textbooks are furnished to students free of charge. It is each student's responsibility to keep up with his/her own books and make sure they are cared for properly. Students will be charged for lost or abused books.

### **INCLEMENT WEATHER POLICY**

During extremely bad weather, it sometimes becomes necessary to make a decision concerning the closing of school. When a decision is made to close, all schools in the Harnett County systems will be affected. In order to accomplish this task in a timely and effective manner, school officials ask parents and students to do the following:

1. Check for closings/delays on the Harnett County Schools website ([www.harnett.k12.nc.us](http://www.harnett.k12.nc.us)) or on the Harnett County Schools Facebook page.
2. Listen to one of our local radio or television stations for changes in schedule.
3. Do not telephone the schools, central office, or school officials. Obviously, these calls tie up the telephone lines and may prevent emergency communication to the news media and you.
4. The absence of any announcement means that schools will be in session as usual.

### **SUMMARY**

The items covered in the HCHS Code of Student Conduct are not all inclusive. Specific penalties for specific items of misconduct will be added to this handbook as they are developed. It is hoped that the general conduct of the Harnett Central High School Student Body will make these additions unnecessary.

The following guidelines outline the criteria for students in grades 9-12 to qualify for exam exemptions in courses without a state-required or End-of-Course (EOC) assessment. These exemptions are contingent upon the student meeting the criteria below **before** the beginning of the exam window.

### Eligibility Criteria

To be eligible for an exam exemption, a student must meet the following requirements:

1. **Grade Requirement:** The student must have an "A" (90%) or higher final course grade.
2. **Absence Limit:** The student may have no more than **5 absences** in the course.
  - **Absence Count:** All absences, whether excused or unexcused, **will count equally** when determining eligibility for exam exemptions.
  - **Out-of-School Suspension (OSS):** Under board policy, days assigned to out-of-school suspension (OSS) will be considered absences and count toward the 5-absence limit.
  - **School-Related Activities:** Absences for approved school-related activities **do not** count against the 5-absence limit.

**\*When a student experiences a hardship causing the total absences to exceed 5 days, an exam exemption will be at the principal's discretion (i.e., medical emergency, family crisis, etc.)**

\*Students or parents/guardians must submit a written request to the principal for a waiver due to the hardship. The request must include supporting documentation for the absences. The principal will review the request and determine whether the absences qualify for a waiver.

### Non-Exempt Assessments

- **State-Mandated Tests:** Exemption is not available for tests required by the state, including **End-of-Course (EOC) exams**, **College Career Promise (CCP) courses**, and **NCVPS exams**.
- **CTE Assessments:** Students enrolled in Career and Technical Education (CTE) courses that include a **CTE state exam**, **CTE Credential**, or **CTE Performance-Based Measure (PBM)** as the Proof of Learning (POL) **are not** eligible for exam exemption.
- **Advanced Placement (AP) Exams:** Students taking **Advanced Placement (AP)** courses taught by a Harnett County Schools teacher may be exempt from the teacher-made exam if they meet the grade and attendance criteria. However, AP exams administered by the College Board are required for college credit and **are not eligible** for exemption.

### Option to Take the Final Exam

Students who meet the eligibility criteria for exam exemption will have the **option to take the final exam** if they wish to improve their grade. If a student chooses to take the exam, the following grading practices will apply:

- **HCS Grading Practices:** The exam will count for 25% of the student's final grade in the course.

If a student chooses **not** to take the exam, the final grade will be calculated by averaging **the three grading periods (report card grades) to determine the final grade for the course.**

For students who have been granted an exemption, the final grade in **Infinite Campus** will be marked with an **"EX" notation** indicating the exam exemption.

### **Final Decision**

The principal (consistent with GS 115C-288) will have the final authority to grant or deny exam exemptions based on the established criteria. If a student does not meet the exemption requirements, they will be required to take the exam for the course.

### **Important Notes**

- This exemption applies only to courses that **do not** have a state-required or End-of-Course (EOC) assessment.
- All absences, whether lawful or unlawful, **count** toward the 5-absence limit.