



GREEN HOPE HIGH SCHOOL

FALCON STUDENT/FAMILY GUIDE

2020-21

Contents

03

Vision

05

Administration

07

Academics

13

Attendance

16

Behavior

19

**General
Information**

26

Safety

27

**Universal
Expectations**

Green Hope High School will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators, and critical thinkers.



To Live
To Learn
To Win
Together





Welcome!

Welcome, Falcons!

Whether you're at the beginning of your high school adventure or entering your last year, your 2020-21 school year at Green Hope High School will be one of growth and discovery. As you pursue your hopes, dreams and aspirations of college, career and beyond, you'll find supportive allies your teachers, counselors and administrators. In this year when some doors are closed, we challenge you to open new doors. We challenge you to refuse to be defined by COVID19. We challenge you to look forward to your future and in service to our community. Be strong in heart and spirit. Be Green Hope.

Dr. Hedrick
Mr. Bollhoefer
Mr. Constantine
Mr. Reagan
Mrs. Robertson
Mr. Smith

WCPSS COVID Return to Campus Guidance:

<https://drive.google.com/file/d/1Yg8St2cQtu4u-aQpY8ouHd7XZmRitwP4/view>

CONTACT US

Main Office	Fax Number	Transportation
919.380.3700	919.626.4369	919.805.3030

Student Services	Attendance
919.380.3700 ext. 25406	919.380.3700 ext. 25394
Twitter: @Green_Hope_High	Website: www.wcpss.net/greenhopehs

Dr. Camille Hedrick chedrick@wcpss.net	Principal Department Administrator for Administrators, Athletics and Clerical
Edward Constantine econstantine@wcpss.net	Assistant Principal Department Administrator for English and Science Student Last Names: A-Day Counselor Pairing: Jessica Merry jmerry@wcpss.net
Adam Bollhoefer abollhoefer@wcpss.net	Assistant Principal Department Administrator for Social Studies, World Languages and Custodians Student Last Names: Dea--Kal Counselor Pairing: Katherine Tarr ktarr@wcpss.net
Sarah Robertson scrobertson@wcpss.net	Assistant Principal Department Administrator for Math, Media and Intervention Student Last Names: Kam-Ngu Counselor Pairing: Cassie O'Neil koneil@wcpss.net
Rodney Smith rsmith@wcpss.net	Assistant Principal Department Administrator for Falcon Center, Gradpoint, Special Education and Student Services Student Last Names: Nia-Shu Counselor Pairing: Takeiah Perry tsperry@wcpss.net
Michael Reagan mreagan@wcpss.net	Assistant Principal Department Administrator for CTE, Healthful Living and Fine Arts\Student Last Names: Siu-Z Counselor Pairing: Allison Tibbetts atibbetts@wcpss.net

	Position	Student Last Names	Contact
Justin McIntyre	Dean of Students	_____	jmcintyre@wcpss.net
Jessica Merry	Counselor	A-Day	jmerry@wcpss.net
Katherine Tarr	Counselor	Dea-Kal	ktarr@wcpss.net
Cassie O'Neil	Counselor	Kam-Ngu	koneil@wcpss.net
Takeiah Perry	Counselor	Nia-Shu	tsperry@wcpss.net
Allison Tibbetts	Counselor	Sia-Z	atibbetts@wcpss.net
Stephanie Eason	SAP Counselor	_____	season1@wcpss.net

School Counselors

Students are supported by counselor based on the first letter(s) of their last names. School counselors are considered the primary contact for academic, personal, and social counseling, as well as four-year planning and student scheduling. Specific questions related to grades should be directed to teachers.

School Assistance Program Counselor (SAP)

The SAP Counselor works with identified at-risk students and their families in providing counseling and support services. She also assists in the implementation of activities such as:

- Developing Support Groups
- School Liaison for Community Agencies
- Attendance Issues
- Homebound and Homeless Students
- Signs of Suicide Contact
- Concussion
- Initial 504 Plans

Graduation Requirements

The WCPSS High School Program Planning Guide provides detailed information. Copies are provided to students during the planning period for course selections. A copy of this planning guide can be found at this link: https://drive.google.com/file/d/1rIGiJC7oSQN3kzr1ev2c9tW_sRXaTmBf/view

Course Selections

Green Hope students may request courses as provided in the WCPSS High School Program Planning Guide. Course offerings are subject to sufficient minimum student enrollment and adequate staffing and materials. If a program of student that a student wishes to pursue is not available at Green Hope, a student may request a transfer through the Office of Student Assignment.

During the period of course selections, a student and his/her parents should carefully review the chosen course of study and make appropriate decisions in order to satisfy graduation requirements. Teachers and Student Services staff are available to assist and advise students and parents in the course selection process. Each Green Hope student is encouraged to pursue the most challenging course of study in which s/he can be successful.

Schedule Corrections

Individual schedules and the school's master schedule are built based upon student course selections. It is essential that students select primary and alternate courses carefully; schedule changes after the course selection process will be limited and will be based upon the following reasons:

- Student has already received credit for the course.
- Student has not met the prerequisite for the scheduled course.
- Student has an incomplete schedule.
- Student needs specific course to meet graduation requirements (priority given to seniors and students with non-elective graduation requirement issues).
- Student's schedule must be changed for administrative reasons (class size, etc).

Requests for schedule corrections should be made to Student Services as soon as possible; the administration and staff encourage students to make changes before the first five (5) days of the semester. Specific procedures for requesting schedule changes are provided when schedules are issued to students. All schedule changes require administrative approval.

Except when approved by the principal, students are not allowed to drop a course after the first ten (10) days of school. If a student withdraws after the ten-day period and an emergency situation does not exist, a failure (WF) is noted as the grade, and the course is counted as a course attempted with no quality points earned.

Academic Concerns

Students and parents with concerns pertaining to specific courses are expected to first contact the teacher of the course with their concerns. The administrator over the specific department can also be contacted.

Grading Plan

GRADES

Green Hope High School is committed to maintaining rigorous performance and achievement standards for all students and to providing a fair and consistent process for evaluating and reporting student progress as well as achievement that is understandable to students and their parents and relevant for instructional purposes.

Purpose

The purpose of grades is to appropriately and consistently measure a student's mastery of defined standards, as well as knowledge and skills learned over a grading period or semester.

Grading practices are not to be punitive in nature.

Grading System

In January 2015, the North Carolina State Board of Education approved a 10-point grading scale to begin with the 2015-16 school year for all students in grades 9, 10, 11, and 12. This scale will be applied for coursework beginning with the 2015-16 school year; grades from prior years will not be altered to fit the new scale.

<u>A</u>	<u>90-100</u>	<u>4.0</u>
<u>B</u>	<u>80-89</u>	<u>3.0</u>
<u>C</u>	<u>70-79</u>	<u>2.0</u>
<u>D</u>	<u>60-69</u>	<u>1.0</u>
<u>F</u>	<u><59</u>	<u>0.0</u>

In high school, grades are awarded corresponding quality points for the calculation of a student's grade point average (GPA). These values and those courses receiving weighted values are noted below:

Quality points for students who entered grade 9th prior to 2015-16:

<u>Letter Grade</u>	<u>Standard Courses</u>	<u>Honors Courses</u>	<u>AP Courses</u>
<u>A</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>B</u>	<u>3</u>	<u>4</u>	<u>5</u>

<u>C</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>D</u>	<u>1</u>	<u>2</u>	<u>3</u>
<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>FF</u>	<u>0</u>	<u>0</u>	<u>0</u>

Quality points for students entering 9th grade in 2015-16 and beyond:

<u>Letter Grade</u>	<u>Standard Courses</u>	<u>Honors Courses</u>	<u>AP Courses</u>
<u>A</u>	<u>4</u>	<u>4.5</u>	<u>5</u>
<u>B</u>	<u>3</u>	<u>3.5</u>	<u>4</u>
<u>C</u>	<u>2</u>	<u>2.5</u>	<u>3</u>
<u>D</u>	<u>1</u>	<u>1.5</u>	<u>2</u>
<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>FF</u>	<u>0</u>	<u>0</u>	<u>0</u>

Assessments

Course assessments and assignments are aligned with state and district adopted standards and are designed to appropriately assess student achievement. Appropriate and consistent evaluation of academic achievement, through formative and summative assessments, determines a student's level of mastery of curriculum objectives.

All Professional Learning Teams (PLTs) will have common practices for calculating student grades. All PLTs will utilize common assessments for summative assessments including tests, quizzes and projects. PLT members will analyze results of common assessments to determine students' level of mastery and respond to results by reteaching and reassessing on a timely basis.

Formative assessments used by teachers include observations, discussions, questioning and practices.

Communication

All teachers will inform students and parents of specific practice requirements as well as the evaluation procedure for each course at the beginning of each semester through documents distributed by teachers in individual classes. Feedback on assessments will provide guidance on how to work toward mastery and define how grades are determined. Assessments will be graded in a timely manner with regular feedback.

PowerSchool is updated weekly. Interim Reports will be issued to all students at the end of week four of each quarter.

All staff will respond to emails and phone calls within 48 hours.

Each teacher maintains a website with curriculum, assessment and assignment information.

Missed and Late Work

Students are expected to make up missed work. Assignments and assessments made up within the make-up period are eligible for full credit. Students may be offered an alternate assignment and/or partial credit for work turned in after the assignment deadline. This is a PLT level decision.

Extra Credit

Green Hope High School does not incorporate extra credit or bonus points into student grades. Research has proven that extra credit and bonus points distort the reflection of a student's mastery of objectives.

Additionally, students who need assistance to master concepts and skills receive that assistance through re-teaching.

Recovery Plan

At the end of the first nine weeks of a semester, a student who earns a grade lower than 60% will be assigned to an Academic Recovery Plan so that the student has an opportunity to re-learn material and meet course objectives. At the end of the course, the subject teacher will revise the grade to a 60% for the first nine weeks if the student meets the following criteria:

- student completes Academic Recovery Plan
- student maintains an average of at least 65% for second nine weeks of the semester

Honor Code

We are a community that is committed to integrity and excellence in academics and in personal accountability. Because of this commitment, it is imperative that all members of the GHHS community embody personal honor, personal integrity, and personal responsibility. Therefore, it is expected that each student will uphold the honor code. The GH Honor Code policy is posted in each classroom. If a student is cheating or breaking the honor code in any way, he/she will receive the following consequences:

- 1st consequence: Student gets a zero with an opportunity to take an alternate assignment that he/she must complete within two days of the offer. The student can earn 60% credit for the alternate assignment and will receive a discipline referral.
- 2nd consequence: Student gets a zero with an opportunity to take an alternate assignment that must be completed within two days of the offer. The student can earn 50% credit for the alternate assignment and receive a discipline referral.
- 3rd consequence: The student will receive a zero for the assignment and receive a discipline referral.

Missed and Late Work

Students are expected to make up missed work. Assignments and assessments made up within the make-up period are eligible for full credit. Students may be offered an alternate assignment and/or partial credit for work turned in after the assignment deadline. Please refer to your teacher's syllabus for more info.

Final Exams

At the conclusion of the semester (or year for year-long courses), students will take a final exam which will constitute 20% of their final grade in the course. Courses that do not have a state-mandated exam will have a teacher-made exam.

Final Exam Dates (*Tentative*)

Fall: January 11-15

Spring: Jun 4, 7-10

Due to the time sensitive nature of exams, please schedule student leave outside of these date ranges.

Senior Exam Exemption

Seniors who have a final grade of C or better in a course that does not require a state exam will be considered exempt. Absences will not count toward exam exemptions for the 2020-21 school year.

Transcripts

WCPSS provides each student with 3 official transcripts per year at no charge. After receiving written permission from the parent, these transcripts will be sent to any college, university, or organization requested. Additional transcripts can be requested at any time and are available for \$5.00 per transcript

For a transcript to be considered "official," it must be sent from the high school to the college, university, or organization in a sealed envelope. In addition to the 3 free transcripts, there is no charge for these additional transcripts:

- Mid-year senior year
- Final Transcripts
- Transcripts for any scholarship or award requested by the high school scholarship committee

Transcript Requests for Schools In North Carolina:

Students can send transcripts to all North Carolina colleges and universities FREE of charge through the College Foundation of North Carolina by visiting: www.CFNC.org and using the "Transcript Manager" tool. Transcripts are sent electronically when requested and final transcripts are also sent automatically to the colleges/universities listed, mid-year transcripts are not included.

Transcript Requests for Schools Outside of North Carolina, NCAA Eligibility, and Scholarship Opportunities:

1. Visit: <https://wcpss.scriborder.com/applicationCurrent>
2. Follow the directions.
3. The first three requests are free. After the third request, there is a \$5.00 charge.

Seniors attending colleges outside of NC will request a final transcript through ScribOnline in late spring.



ATTENDANCE

Attendance in school is central to educational achievement and school success. Attendance and participation in class are an integral part of the learning process and thereby a part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life. While there are times when students must be absent from school due to physical inability to attend, parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. An absence is excused if the following conditions exist:

- Illness or injury
- Death in the family
- Health care appointments
- Court appearances
- Religious observance
- Natural disasters
- Outside educational opportunities (must be approved in advance)

Attendance forms are located on the GHHS website under the “Students” tab.

GHHS Absence Note

This form serves as written documentation of excused absences for being sick and for other WCPSS approved excused absence reasons. For medical and dental appointments, please request a note from the doctor for verification of an appointment and attach it to the ABSENCE NOTE and turn it in to the Attendance Office.

It must be submitted within two days to count as an excused absence.

Excused Absence

When a student is going to miss part of the day because of illness, medical appointment, etc., the student must bring a GHHS ABSENCE NOTE to the Attendance Office when he/she arrives to school. This also includes arriving during lunch. Please provide a note from the doctor/dentist office when possible. In lieu of the note, a parent may come to the Attendance Office and sign in the student.

Unexcused Absence

If a student arrives late to school and does not have a note or a parent/guardian to sign them in, he/she needs to report immediately to their class. The student will be marked “unexcused.” Arriving late because of carpool is not an excused reason for being late. You will have 2 days to turn in an excuse note for the tardy.

Notification of unexcused absences (a planned family event or trip, DMV appt., car trouble, etc.) may be submitted to the Attendance Office via the ABSENCE NOTE. **Please do not call the school to notify us of an absence.**

Request for Excused Absence(s) for Educational Reasons

This form is used for absences due to educational opportunities. Educational opportunity should be of comparable value to regular attendance in school. This form needs to be completed and submitted prior to the absence. The principal will review the form and determine if the request is approved.

Notification

Every attempt will be made to notify parents when students are absent. The school may use an automated message or a personal call.

Dismissals

To protect instructional times for students and staff, the administration may deny early dismissal from class for any student who did not obtain prior approval from the Attendance Office. In such cases, dismissal will occur at the end of the class period.

Appeals of Unexcused Absences

Appeals of unexcused notes should be directed to the Attendance Office for consideration by the principal.

Credit for Attendance

To be recorded present for a class, students must be in attendance for at least half the class. Students who have excused absences should keep in mind that it is their responsibility to determine from the teacher the missed assignments and to complete all make-up work within the allotted time period.

Check-In/Checkout Procedures

- The final bell for 1st period rings at 7:24 am.
- Students arriving late to school will be directed to sign-in and get a pass to class.
- The Attendance Office opens at 7:00am.
- Students should bring a note signed by a parent/guardian with a phone number to the Attendance Office before the school day begins.
- Students who report to the Attendance Office after 7:20 to handle such notes, may not be excused for tardiness to 1st period.
- The school administration requires the presence of a parent/guardian to sign out a student. Students are not permitted to sign themselves out regardless of age.
- Phone calls, faxes, and e-mails will not be accepted.
- Notes will be verified at the Attendance Office by calling and speaking to a parent or guardian. Passes are given to students once notes are verified.
- Students should come to the attendance office at the appropriate time and check out prior to leaving campus. Failure to sign out through the Attendance Office will result in disciplinary action.
- Students who return to school from appointments will be marked absent for the remainder of the day unless they return to school and sign in. If applicable, please bring a note from the medical/dental appt. etc. upon returning to school.

Checkout Procedures for Juniors and Seniors with a Parking Pass

- Students leaving for an appointment during lunch should sign out through the Attendance Office before leaving campus with appropriate documentation. Please bring that documentation to the Attendance Office before 1st period.
- **Students must sign out anytime they leave campus during the school day except when they go off campus to lunch with their lunch pass.**
- Students should always sign in upon returning to avoid being marked absent for the remainder of the day.

Make-up Work for Excused Absences

School work will be made up for excused absences under the following conditions:

If the absence is approved and/or the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. Teachers will use discretion and may make exceptions when absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return (ie, death in the family, serious injury/illness).

If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, students will have one day for each day absent. For absences exceeding three (3) days, students may have two (2) days for each day absent to make-up work.

Special consideration should be given in the case of extended absences due to injury or chronic illness. Students are responsible for securing make-up work at the secondary level.

Make-up Work for Unexcused Absences

Assignments and assessments made up within the make-up period are eligible for full credit. Students may be offered an alternate assignment and/or partial credit for work turned in after the assignment deadline. Please refer to the GHHS Grading Plan and your teacher's syllabus for more info.



BEHAVIORAL POLICIES AND PROCEDURES

All students are responsible for complying with and being familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior. All Code of Student Conduct policies are contained in the [WCPSS Student/Parent Handbook](#), which is distributed to all students each school year or upon enrollment in a WCPSS school. All Wake County Public School System and Green Hope High School rules apply to the regular instructional day as well as extracurricular activities and other events affiliated with the school, including activities off campus and such behaviors that may affect the safe and orderly environment of the school. Please see also Green Hope High School Universal Expectations at the end of this document.

Student Behavior

The academic and social expectations for students at Green Hope are high. Respect for oneself and others as well as respect for instructional time and a healthy learning environment are essential to a successful school. Students are expected to display appropriate behavior at all times--in the classroom, hallways, restrooms, cafeteria, gyms, parking lots, buses, and at all school-sponsored events. Judicially, staff members have authority over students regardless of place. Students are expected to respect this authority. Disciplinary measures vary based upon the seriousness of the infraction. Teachers and school administrators must adhere to the measures prescribed by the policies of the Wake County Public School System. When a student violates a classroom or school standard, the student may be referred to the proper school administrator, who will make any necessary investigations. If disciplinary measures are necessary, the administrator may assign, but is not limited to lunch detention, the Alternative Learning Center (the Falcon Center), or out-of-school suspension (OSS). Serious or repeated offenses may result in a recommendation for long-term suspension. Disciplinary measures are progressive in application. When a student is referred to an administrator, several different approaches may be used in an attempt to effect a behavior change. Naturally, the school is concerned with the causes of misbehavior; however, each student must understand that s/he will have to accept the consequences of misbehavior.

Alternative Learning Center (ALC): “The Falcon Center”

The Falcon Center is a self-contained classroom located in the Media Center. Administrators approve placement in the Falcon Center. A licensed staff member runs the program and provides character lessons tied-in with behavior.

Out-of-School Suspension (OSS)

Students who commit major and serious infractions or who are repeat offenders may face out-of-school suspension (OSS), which is a denial of school attendance and a denial of participation in or attendance at school-sponsored activities. Such suspensions are made by the administration in accordance with policies of the Wake County Public School System. While on out-of-school suspension, a student may not attend any school function and is not allowed on school grounds. Violators may face additional

suspension and/or trespassing charges. A suspended student will not be allowed to participate in or practice any extracurricular activities (athletics, clubs, concerts, field trips, etc.).

Long-term Suspension

Long-term suspension is defined as suspended from school for the remainder of the school term. In the case of firearm or explosive and other serious violations outlined in Wake County Public School System Board Policies, students may be suspended for 365 days.

Search and Seizure

Refer to WCPSS Board Policy 6600.

Behavioral Infractions: Possible Consequences

The Student Code of Conduct establishes a common understanding among students, parents, and teachers of what is expected of students at Green Hope High School. The code of conduct in no way limits the prerogative of the school administration and teachers to establish rules not included therein. In all cases involving discipline, every effort will be made to establish contact with a parent. This document is designed for use in conjunction with the WCPSS Student/ Parent Handbook. The Student Code of Conduct rules are leveled, indicating the severity of violation and type of consequence. *The Student/Parent Handbook does NOT include all WCPSS discipline policies. Additional policies and information may be found online at www.wcpss.net/handbook

Level I- Level I rule violations generally result in in-school interventions rather than out-of-school suspensions. In some instances, a student may receive an out-of-school suspension for a Level I rule violation. • Compliance with Directives • Mutual Respect • Being tardy to class, skipping class or school • Leaving campus without permission • Being in an unauthorized area • Appropriate language • School Dress Code • Electronic devices • Trespassing • Tobacco, Vaporizers, Nicotine Products • Gambling • Integrity •Honor Code

Level I-5 Student Dress Code: Student dress will adhere to the standards set out in the Student Dress Code policy.

STUDENT DRESS CODE

Students are expected to adhere to standards of dress and appearance. Our guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy.

To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that: 1. Depict profanity, vulgarity, obscenity, or violence; 2. Promote the use or abuse of alcohol, tobacco, or illegal drugs; 3. Are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct; 4. Threaten the health or safety of staff or students; or 5. Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

Specifically:

- a) Students must wear clothing that covers their skin from chest to mid thigh with opaque (non-see-through) fabric in front, back, and on the sides.
- b) Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
- c) Clothing must cover undergarments (waistbands and straps excluded).
- d) Breasts, genitals and buttocks must be covered with opaque (non-see through) fabric.
- e) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- f) Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- g) Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

Applicability: This policy is to be applied fairly and consistently without regard to race, gender, or other inherent traits or characteristics. Principals or their designees shall make reasonable accommodations for religious, educational, medical, or disability-related reasons and for cultural celebrations. This policy does not apply to school-sanctioned uniforms and costumes approved for athletics, choral, band, dance, or dramatic performances. Except as specifically noted in this policy based on an exception or accommodation, this policy applies at all times when students are present on school property or in attendance at official, school-sponsored events.

Level II- Level II rule violations may warrant a short-term suspension, not to exceed five school days. Principals may recommend a long-term suspension (more than 10 days) based on aggravating factors. • Cheating • Plagiarism • Falsification • Violation of software copyright laws • Inappropriate literature, illustrations and images • Violation of computer access • Class or activity disturbance • School disturbance • School transportation disturbance • Disruptive protest • False fire alarm • Fire setting

Level III- Level III rule violations are more severe in nature and support a recommendation for long-term suspension, even without aggravating factors. • Narcotics • Alcoholic beverages • Controlled substances • Drug paraphernalia • Gang and gang-related activity • Weapons • Assault on a student, school personnel or other adult • Assault involving weapon • Bomb threat • Acts of terror • Property damage • Theft • Extortion • Indecent exposure, sexual behavior • Harassment, bullying • Sexual harassment • Threat, false threat • Physical aggression, fighting • Failure to report • Hazing • Failure to permit an authorized search or seizure • Aiding and abetting another student in violating the Code of Student Conduct

Level IV- Level IV rule violations compromise the safety and welfare of students and staff. State law requires the school principal to recommend a 365 calendar-day suspension. • Firearm (as defined by policy) • Destructive device (as defined by policy)

Level V- Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is 14 years of age or older and the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines there is no appropriate alternative education program.

General Information

Assemblies

Assemblies at Green Hope High School are extensions of the classroom and occur only when there is instructional merit. Most assemblies are scheduled during SMART Lunch. However, for assemblies to be positive experiences, students must behave in an appropriate manner. The following standards will be applied to all assemblies at Green Hope High School:

- Students are required to follow instructions for entering and leaving all assemblies.
- These instructions will be communicated to them by their classroom teachers and/or by administration.
- Students may be required to sit with their teacher in the area designated for their class by the administration.
- Students should be seated in the gym or auditorium as quickly as possible.
- Students are required to listen attentively to any instructions or introductions given in an assembly.
- Audiences will not be permitted to interrupt performances, speeches, or the order of the program in an inappropriate manner.
- Students will not be permitted to leave an assembly except in the case of an emergency.

Bus Regulations

School transportation is a privilege, not a right. When riding in a school vehicle, students must observe the directives of the driver and are still subjected to following the WCPSS Code of Student Conduct and school board policies governing student behavior. Failure to follow WCPSS rules may result in temporary or permanent suspension from the bus.

Cafeteria

Information regarding eligibility for free/reduced meal will be made available at the beginning of the school year. For assistance, please see the Student Services secretary; students must re-apply for free/reduced price each year. Prices for the school year are \$3.00 for full price plate lunch and \$.40 for reduced price lunch; \$1.50 for full price plate breakfast and \$.00 for reduced price.

Students may pick up breakfast and take the food to their Period One Class.

Students may bring a lunch from home or purchase a lunch prepared by the cafeteria staff.

Students may not leave campus during a lunch period for any reason without prior approval by administration through the attendance office. Violation of this policy may result in OSS.

Students are required to throw away all of their trash at the end of their lunch period.

Electronic Devices

Personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used by students for instructional purposes with the permission and under the supervision of the teachers in compliance with the Technology Responsibility Use Policy. The school system assumes no responsibility for personal technology devices brought to school.

Emergencies/Health Room

The health room is located near Attendance. Any student wishing to receive assistance for an illness or accident is to report to Student Services or the Attendance Office and seek assistance from a staff member. Students too sick to remain in class are asked to go to the Attendance Office to contact a parent to pick them up. Regarding chronic health concerns, a Public Health Nurse, though not on campus daily, is assigned to Green Hope High School and appointments can be made through your counselor.

Drop-Off Procedures

Green Hope High School makes all efforts to avoid interruptions to instruction in the classroom. We encourage students to plan ahead. Students will not be called out of class to retrieve items; communication is between parents and students. Students may pick up items between classes and during their lunch period. We do not accept athletic equipment, musical instruments or items for afterschool activities.

Elevator Use

Students are not allowed to use the elevator unless a documented medical condition warrants use. Students should report to the Attendance Office before school to pick up an elevator pass. Only two people are permitted in the elevator at any time.

Entrance Access for Visitors

Approved guests must come to the main entrance of the school and ring for entrance. They must have an ID to gain entrance.

Extra-Curricular Activities

Extra-curricular activities play a vital role in helping students to develop crucial soft skills such as leadership, responsibility, dependability, honesty, cooperation and communication. We offer a wide range of activities to meet the diverse needs of our student body. More info can be found on our homepage under the students tab.

Fines/Fees

Students are expected to clear any fines/fees promptly, including returning books, materials, uniforms, equipment, etc. Failure to clear fines and fees will prohibit a student's eligibility for a parking permit and/or off-campus lunch pass. In addition, students may be ineligible to participate in student activities such as the prom, tryouts for athletic teams, etc.

Fire Drills

Fire drills are required by law as safety precautions. Thus, at the time of a drill, all students should follow directions and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give his/her students instructions. Exit procedures are posted in each classroom.

Flowers, Balloons, Gifts, Lunches, etc.

Items such as flowers, balloons, and other gifts create a disruption of the educational process when delivered to school. Thus, these types of items will not be accepted for students by any office or school staff. Students possessing such items may be required to keep them in the office. The school is not responsible for these items. In addition, high school students are expected to bring lunch from home or come to school prepared to eat food from the cafeteria. The office staff will not accept food for delivery to students.

Fundraising

In accordance with WCPSS Board Policy, all school-sponsored fundraising events must have the prior approval of the administration. In addition, all events of this nature must be supervised by a staff member. For information, consult with the activity or club advisor. Additional questions should be directed to the administrator over fundraising.

Hall Passes

Students must use passes when out of class during instructional time. Students must display their passes whenever they are out of class during a scheduled class period. When leaving class, students must also be sure to sign out on the clipboard in the classroom.

Lockers

Hall lockers and physical education lockers are the possession of the Wake County Board of Education and may be entered at any time by the staff of Green Hope High School. Students wanting a locker will be issued a lock as well as a locker in the academic areas with the completion of the Locker Agreement Form. Physical education locks and lockers will be issued as needed and are handled by the student's P.E. teacher. Students who fail to return their assigned lock will be charged \$5.00. Students may also be fined for damaged lockers. Properly securing possessions is the responsibility of the individual student. Students are encouraged to leave valuable items at home and limit possession of significant sums of money. While the administration will support students and promote integrity, taking ownership of irresponsible decisions and carelessness cannot be the priority of the school staff.

Lunch

Students may bring lunch from home or purchase lunch from Child Nutrition Services (Cafeteria); lunch should not be delivered by parents or other individuals, including students returning to campus from lunch off-campus. Students may leave campus with a valid GHHS Lunch Pass (only juniors and seniors are eligible for an off-campus lunch pass); it is the responsibility of the student to have a parent contact the Attendance Office if he/she is not able to return to school after lunch due to an illness.

Lunch Procedures/Off-Campus Permits

Off-campus lunch permits are available for junior and senior students only. Other students must remain on campus for lunch. Parents must complete an off-campus lunch permit form before their student(s) is/are allowed to exercise this privilege. Failure to comply with the conditions of the off-campus lunch policies may result in a suspended or terminated permit, parking pass, as well as other disciplinary consequences. Students with appointments that may exceed the lunch period must follow checkout procedures. To be eligible for a lunch pass, a student must be classified as a junior or a senior as outlined in the school and system policies.

- Students returning late from lunch will lose their lunch pass for a day
- To qualify and to maintain the pass, a student must have passed all courses attempted in the most recently completed grading period.
- A student with any outstanding school debt(s) on file will not be eligible for a lunch pass until all debt(s) are cleared.
- In order to leave campus at lunch, an eligible student must present a lunch pass to the school official/security officer checking passes in the student parking lot.
- Using an off-campus lunch pass to leave from the faculty/visitor parking lot requires administrative permission.
- Students should also have in their possession a valid photo ID (driver license or Green Hope ID) and should be able to present the photo ID upon request by school or security officials.
- Not having the official lunch pass to show the school official/security officer prohibits a student from leaving campus.
- Any violations regarding departure from campus during lunch may result in revocation of the student's lunch pass.

- Students who use the off-campus lunch privilege are subject to the rules of student conduct as applicable to the regular school day as adopted by the Wake County Public School System and Green Hope High School.
- Behavior off campus during the lunch period should be in compliance with system and school expectations and policies; infractions off campus may result in school disciplinary actions.
- Student drivers are responsible for knowing if persons riding with them have a lunch pass.
- Any student who provides transportation for a student who does not have a lunch pass may lose his/her lunch pass and any parking privileges for a time determined by administration.
- Student drivers who attempt to transport students concealed in trunks/cargo areas may have their lunch and parking permits revoked for the remainder of the school year.
- Failure to return to class after the lunch period may result in the revocation of the lunch pass privilege.
- To leave school early and not return to class after being off campus for lunch, a student must officially sign out at the attendance office and must have parental permission through the attendance office.
- Students with lunch passes may return to campus early but must abide by established school lunch rules, including not remaining in the student parking areas or other off-limit areas.
- Food purchased off campus is not permitted in the school.
- Littering of public or private property may result in the revocation of the lunch pass and other disciplinary actions.
- Safety is a priority and running in the parking lot is not permitted. Students put themselves at risk of injury by running through moving traffic.
- Consequences for running can include revocation of off-campus lunch pass at the discretion of the administration. Lunch passes are the property of Green Hope High School and can be revoked at any time the passes are used improperly.
- Any disciplinary matter may result in the revocation of the lunch pass privilege. The main office staff may issue duplicate passes.
- A one-week time frame will be observed before any duplicate is issued. All requests for a duplicate must be accompanied by a written parental request, which may require phone verification.
- There will be a \$15 charge assessed for the first duplicate and a \$20 charge for a second duplicate.
- No additional duplicates will be issued.
- The school assumes no liability for any accident or injury incurred in the exercise of the off-campus lunch privilege.
- The student and the parent are responsible for where the student goes for lunch and for transportation.

Media Center

The Media Center's mission is to empower students and staff to become effective and ethical users of information and ideas. The goal of the media program is to prepare our users to be lifelong learners able to identify their information needs, to be able to access, search, and evaluate relevant information, to

solve problems and make decisions, and to be able to communicate new knowledge and ideas in a variety of formats. The media center will be open Monday - Friday, 7:00 a.m. - 300 p.m.

Media Center Expectations

- Use a quiet voice.
- No food is allowed in the media center.
- Use the media center for research projects, reading, and studying.
- Bring a pass to enter during class time and sign in at the desk.
- WCPSS policy prohibits the use of personal email, IM, games, and downloading/installing software programs and music.
- Research and school assignments receive priority for computer use.
- No passes are required before and after school.
- While classes are in session, students must either be with a teacher, or have a signed pass from their subject teacher to use the Media Center.
- Students with a pass must sign in and out at the desk from 7:25 a.m. until 2:18 p.m. during regular school hours.
- Circulation Books may be checked out for 2 weeks and renewed. Books may be placed on reserve by teachers or by the media staff.
- Overdue Fines Books: \$.10 per day up to a maximum of \$5.00. Library fines and overdue books are to be cleared before the end of each school year.

Computer Use in the Media Center

- Students may print from the computers for \$.10 per page for black and white, and \$.25 per page for color.
- Students are expected to use their WCPSS email accounts and their WCPSS google accounts. Improper use of the Internet may result in disciplinary action.
- Copier A self-service copier is available in the Media Center for student use at \$.10 per copy.

Parking on Campus during the School Day

All students who drive to school must park in the designated area with a GHHS parking permit. Only students who have been issued official parking permits from school administration are allowed to park on the Green Hope campus on school days (6:45 a.m. until 3:30 p.m.). No student drivers are permitted to enter or exit the bus parking lot. Students are not allowed in the faculty areas of campus between 6:00 a.m. and 4:00 p.m. Seniors are given first priority for parking passes. Any remaining parking passes will be awarded via lottery to juniors who apply. Students are not allowed to park at any neighboring facilities such as Green Hope Elementary, tennis courts, etc., and will be subject to towing. Information on applying for a parking permit is available under the "Forms" section of the school's web site. Students who park on campus without an official parking permit are subject to disciplinary consequences, including but not limited to the following: ineligibility to receive an official parking permit; citation; towing at the owner's expense. Towing fees are determined by the company that tows and stores the vehicle. Green Hope assumes no liability for damages that may occur when a vehicle is parked illegally on campus or towed and stored. All students should be familiar with the parking regulations, which can be found under the "Forms" section of the Green Hope website.

Posters and Displays

Posting signs around the campus is an appropriate and effective way to let students know what is happening around the school. Signs need to be approved in advance by the administrator responsible for student

activities. A stamp of approval, indicating approval length, must be on each sign. Finally, all posters and signs need to follow the guidelines for approval:

- The group sponsoring the event and the nature of the group's activities must be clearly stated.
- Seventy-two hours of prior approval time is required before a sign can be posted.
- Signs must have the "stamp of approval" in order to remain posted.
- Signs must be taken down the day after an announced event by the club or group.

Only school-related activities may be promoted with postings. Other promotional material must be approved for placement on the community board. Items may be posted in designated areas only (generally key intersections, visible areas vs. random placement).

School Functions

School functions such as dances, concerts, and athletic events are extensions of the school day. All school rules must be followed at all school events that occur after the regular school day. Dances may be scheduled exclusively for GHHS students and their invited guests. Students are required to obtain prior approval for guests. Students and guests will be under the supervision of the school at school-sponsored dances and will be expected to abide by all school rules and regulations. Administration reserves the right to deny participation in school activities for any student who has multiple suspensions.

Skateboards/Roller-Skating/Bicycles

Skateboards and roller skates are not permitted on campus at any time. All bicycles should be parked in the area designated for that purpose. Students are urged to lock their bicycles to the bike rack. Green Hope is not responsible for stolen and/or damaged bicycles or bicycle locks.

Student Internet/E-mail Opt Out Option

WCPSS provides students a WCPSS email account, for which GHHS provides all log-in information. Students are expected to use their WCPSS email accounts when communicating with staff. Parents and students should review WCPSS Board Policy 3225 in the WCPSS Student/Parent Handbook. Students are subject to disciplinary action for failure to adhere to the policies regarding "Student Acceptable Use of Electronic Resources." As outlined in the policies, "Annually, parents may deny their child's individual access to the Internet and/or prohibit them from obtaining a Wake County Public School System email account at any time by submitting a signed and dated Parental Request to Deny Access Form. It may be downloaded from the forms section of the district's Internet website. Parent's requests to deny access are effective only for the current school year and do not carry over into the child's next school year." GHHS parents should submit such written requests to the principal.

Telephones

Teachers may make appropriate calls for students who stay after school; however, student use of staff phones in teacher work areas is not permitted. Students staying after school may use classroom phones with staff supervision. Student calls related to attendance (signing out) must be made from the Attendance Office with permission of the attendance clerk.

Telephone Messages

Personal telephone messages for students will not be accepted nor delivered, except in emergency situations. Callers need to clearly identify to the main office staff any telephone calls related to emergency situations. Ultimately, school personnel must make judgments regarding if/when to interrupt instruction for delivery of messages. To every extent possible, the school will avoid interruptions of classes. If a message must be delivered, it likely will be held until the end of a class block.

Textbooks

When textbooks are issued to students, they become responsible for returning them in the same condition as when issued, except for normal wear. Charges will be assessed for lost and damaged books. Students may be denied participation in prom or other school-sponsored activities if they have any debt to school.

Trespassing

No student shall be on the campus of any school except the one to which the student is assigned without the knowledge and consent of the officials of that school. Students who remain at the school after the close of the school day or come onto school grounds when school is not in session without permission will be considered trespassers. If the student does not leave when instructed to do so, he/she may be prosecuted. A student under suspension from school is trespassing if he/she appears on the property of any school or at any school-sponsored activity during the suspension period without the express permission of the principal.

Valuables

Students should not bring valuables, large sums of money, expensive jewelry, etc., to school. If it is necessary for students to bring such items, students should make arrangements with a sponsor or teacher for safekeeping. Students should not leave money or valuables in a locker. Students are responsible for marking their personal possessions so that lost possessions can be identified. During PE classes all valuables are to be secured with the PE teacher. The school administration cannot be responsible for items lost or irresponsibly managed by students.

Visitors

All visitors are required to report directly to the main office upon entering the school building. Furthermore, they will be required to register as a visitor in the main office and wear a visitor badge (provided by the school) during their entire time on our campus. Students from other Wake County schools, as well as out-of-town guests, are not permitted to come on the Green Hope High School campus during regular school hours without the prior approval of the principal. Students are not allowed to have visitors on campus.



SAFETY AND SECURITY

School Resource Officer (SRO)

Officer Seth Parker (Seth.Parker@townofcary.org) is the SRO for Green Hope. As a member of the Cary Police Department, he works to prevent antisocial behavior through education, communication, and understanding between students, the staff, the police, and the community.

Supervision of Students

School hours are from 7:25 a.m.-2:18 p.m. Students must be supervised by school staff during all times they are on campus. All students must leave campus immediately at the end of school unless staying for an approved after-school activity. Students who are waiting for rides must wait outside in front of the school.

Green Hope High School Universal Expectations

	Classrooms	Hallways	Commons
S trive to be a person of character	<ul style="list-style-type: none"> Have integrity in all work you do Maintain school appropriate language at all times Be respectful of school property 	<ul style="list-style-type: none"> Clean up after yourself Maintain school appropriate language at all times Honor personal space and belongings 	<ul style="list-style-type: none"> Clean up after yourself Maintain school appropriate language at all times Be considerate and helpful to others
O wn your learning	<ul style="list-style-type: none"> Be present and on time Be engaged Be prepared Be your best 	<ul style="list-style-type: none"> Use collaborative spaces effectively Respect classes that are in session 	<ul style="list-style-type: none"> Utilize SMART Lunch to support academics Find an appropriate location if you are not eating
A lways follow GHHS & WCPSS policies	<ul style="list-style-type: none"> Use classroom and personal technology appropriately Do your own work Follow classroom expectations 	<ul style="list-style-type: none"> Display hall passes Follow WCPSS dress code Report issues or concerns to an adult Move promptly and with purpose 	<ul style="list-style-type: none"> Enter and exit in an orderly manner Use appropriate volume and language Keep food in appropriate areas
R espect everyone as individuals	<ul style="list-style-type: none"> Respect others and their opinions Collaborate with peers Have an open mind 	<ul style="list-style-type: none"> Use respectful language Be considerate and helpful to others 	<ul style="list-style-type: none"> Make an effort to include everyone Treat others with kindness and respect



Green Hope High School Universal Expectations

Classrooms

	Examples	Non-examples
S trive to be a person of character	<ul style="list-style-type: none"> Have integrity in all work you do Maintain school appropriate language at all times Be respectful of school property 	<ul style="list-style-type: none"> Cursing or use of vulgar, profane or obscene language Attempting to engage in cheating, plagiarism, falsification Damaging or attempting to damage school property, or personal property
O wn your learning	<ul style="list-style-type: none"> Be present and on time Be engaged Be prepared Do your best 	<ul style="list-style-type: none"> Being tardy to class, skipping class/school, leaving campus without permission, or being in an unauthorized area Any physical or verbal disturbance that interrupts or interferes with teaching or orderly conduct of class activities
A lways follow GHHS and WCPSS policies	<ul style="list-style-type: none"> Use classroom and personal technology appropriately Do your own work Follow classroom expectations 	<ul style="list-style-type: none"> Using school and/or personal technology (including, but not limited to smart phones, tablets, laptops, etc) for non-instructional purposes Not complying with all directions of school staff Attempting to engage in cheating, plagiarism, falsification.
R espect everyone as individuals	<ul style="list-style-type: none"> Respect others and their opinions Collaborate with peers Have an open mind 	<ul style="list-style-type: none"> Threatening, hazing, teasing, taunting and bullying other persons Making threats through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence



Green Hope High School Universal Expectations

Hallways

	Examples	Non-examples
<p>Strive to be a person of character</p> <p>Own your learning</p> <p>Always follow GHHS and WCPSS policies</p>	<ul style="list-style-type: none"> Clean up after yourself Be considerate and helpful to others Maintain school appropriate language at all times 	<ul style="list-style-type: none"> Leaving trash in collaborative spaces and hallways Cursing or use of vulgar, profane or obscene language Stealing, attempting to steal, or being in possession of stolen property
	<ul style="list-style-type: none"> Use collaborative spaces effectively Respect classes that are in session 	<ul style="list-style-type: none"> Eating in collaborative spaces Physical or verbal disturbance that significantly interrupts or interferes with teaching or orderly conduct of class/school
	<ul style="list-style-type: none"> Display hall passes Follow WCPSS dress code Report issues or concerns to an adult Move promptly and with purpose 	<ul style="list-style-type: none"> Gatherings and congregating in the hallways Running through hallways and stairwells Examples of Dress Code Violations: <ul style="list-style-type: none"> * Exposed undergarments (waistbands and straps excluded) * Clothing that does not cover skin from chest to mid-thigh with opaque (non-see through) fabric in front, back, and on the sides * Attire with indecent or vulgar messages or illustrations that are lewd, indecent, vulgar, or obscene; depict profanity, violence or promote use of alcohol, tobacco, or illegal drugs. * Head coverings (including hats, hoods, sweat bands, and bandanas) with the exception of religious/cultural expressions or to accommodate medical or disability related issues.
<p>Respect everyone as individuals</p>	<ul style="list-style-type: none"> Honor personal space and belongings Use respectful language 	<ul style="list-style-type: none"> Using vulgar language and being excessively loud while moving between classes Harassment: unwanted and uninvited behavior that demeans, threatens or offends and results in a hostile environment for the victim.



Green Hope High School Universal Expectations

Common Spaces

	Examples	Non-examples
S trive to be a person of character	<ul style="list-style-type: none"> • Clean up after yourself • Maintain school appropriate language at all times • Be considerate and helpful to others 	<ul style="list-style-type: none"> • Leaving trash on cafeteria tables and in the commons • Cursing or use of vulgar, profane or obscene language • Physical aggression or fighting toward another student and other people
O wn your learning	<ul style="list-style-type: none"> • Utilize SMART Lunch to support academics • Find an appropriate location if you are not eating 	<ul style="list-style-type: none"> • Not attending a minimum of 4 SMART Lunches per class per quarter • Causing classroom disruptions during SMART Lunch tutorials • Leaving campus without permission, or being in unauthorized area during lunch
A lways follow GHHS and WCPSS policies	<ul style="list-style-type: none"> • Enter and exit in a safe and orderly manner • Comply promptly to directives given by staff • Keep food in appropriate areas 	<ul style="list-style-type: none"> • Not complying with all directions of school staff • Running and/or Physical aggression while entering and exiting • Eating and drinking in the Collaborative areas and Media Center
R espect everyone as individuals	<ul style="list-style-type: none"> • Make an effort to include everyone • Treat others with kindness and respect 	<ul style="list-style-type: none"> • Harassment: unwanted and uninvited behavior that demeans, threatens or offends and results in a hostile environment for the victim • Actions that unreasonably and unfavorably differentiates treatment of others based solely on their race, sex, sexual orientation, religion, age or disability

