

J. W. TURLINGTON SCHOOL

2023-2024 PARENT/STUDENT HANDBOOK



“We are *TITANS* and We *L.E.A.D!*”

Each day at J.W. Turlington, we will...

**Love learning
Excel in all we do
Achieve goals together
Do what is right**

2023-2024
J. W. TURLINGTON SCHOOL
PARENT/STUDENT HANDBOOK
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WELCOME TO THE 2023-2024 SCHOOL YEAR!

Greetings, Parents and Students.

Welcome to J.W. Turlington School and the Titan family! Here at Turlington, we believe all students should be provided with a safe, orderly, and caring environment where they will be encouraged to maximize every opportunity to grow. Realizing that every student is a distinct individual, we aspire to differentiate instructional best practices and guidance/counseling resources to fully promote their academic, social, and cultural development. We hold high expectations for all stakeholders - parents, students, staff, and community. Our expectations are high because we believe that through the power of collaboration and united partnership, we will ensure educational success for our 21st Century college, career, and life-ready learners.

Sincerely,

Gerald C. Puckett, Principal

Titan Up!

Hoke County Schools Vision Statement

All Hoke County Schools' students will graduate from high school globally competitive for work, post-secondary education and prepared for life in the 21st century.

J.W. Turlington School Mission Statement

J. W. Turlington's mission is to produce productive, globally-aware citizens for the 21st Century in a student-centered educational setting. Turlington's staff will strive to instill its students with a commitment to academic excellence and an embodiment of strong values and moral character.

J. W. Turlington School Vision

J.W. Turlington's vision is to equip each student with the 21st century skills necessary to become college, career, and life ready.

SCHOOL DAY

School begins at 8:30am and releases at 3:50pm. Schedules may change depending on date or events.

SCHOOL ID BADGES

All students and staff at Turlington will wear ID badges at all times while on our campus. Students who have lost their ID badge must report this to the main office as soon as possible. The first replacement will be provided at no cost. Each replacement thereafter will cost \$5.00. Parents will be notified with each occurrence.

ATTENDANCE

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

1. Lawful absences are identified as illness, death in the immediate family, doctor appointments. A note from the parent or doctor is required when your child returns to school. Parents will receive notification of excessive absences regardless of the reason.
2. Attendance is taken each period. Students must be in attendance at least $\frac{3}{4}$ of the allotted time to be considered present.
3. Any middle school student who misses more than 20 days in a school year whether excused or unexcused, may be retained.
4. Any high school student missing 7 days per semester, whether excused or unexcused, may be retained.
5. Any high school student missing 10 consecutive unexcused days may be withdrawn for non-attendance.
6. The school social worker will notify parents whose child(ren) have accumulated excessive absences.

TARDIES

Students should always be on time for school. This enables them to have the best chance to have a productive day. In addition, classroom interruptions are greatly reduced. Please try to schedule appointments after school whenever possible.

DROPPING OFF/PICKING UP STUDENTS

Students arriving on campus after 8:30am should report directly to the main office, accompanied by a parent. Students may not be checked out of school between **3:00 P.M. - 3:50 P.M.** Student drop-off/pick-up is located at the side entrance of the school.

SCHOOL BUSES

Riding a school bus is a privilege. Students are expected to follow school rules while riding the bus. Students should sit in assigned seats and remain seated at all times. **Students are not allowed to ride a different bus other than one assigned to them.** Disruptive students make the bus unsafe for everyone. Students who do not follow bus driver directions may be suspended from riding the bus for a select period of time. Continued non-compliance may result in bus suspension for the remainder of the current school year. All school rules apply on the bus and at the bus stop.

VISITORS/VOLUNTEERS

We welcome parents to visit and volunteer at Turlington. All visitors, volunteers, and parents must report to the main office. In order to provide quality instruction during the school day, we will only schedule parent-teacher meetings during teachers' respective planning time or before/after school. Appointments are made through guidance or teacher contact. The principal

reserves the right to schedule meetings with parents as needed per ongoing monitoring of student progress. All staff email addresses can be found on our school's website. It is important that all available time be dedicated to teaching and learning during the school day. We will begin enlisting volunteers once the school year begins.

SAFETY GUIDELINES

J. W. Turlington School provides a safe and orderly learning environment. Therefore, it is the expectation of the staff that all students comply with our School Code of Conduct. By adhering to the following expectations, we will ensure the positive school climate every member of our Titan family deserves.

1. Respect the rights and property of others.
2. Follow your class schedule. Be prepared for class with all required materials and be on time.
3. Follow directions from staff and other HCS employees.
4. Use school property in an appropriate manner.
5. Use of personal electronic devices prohibited during the instructional day. If emergencies arise, all communication must be directed to the main office.
6. Use of PPE at all times as directed by administration and NCDHHS guidelines.

Middle School Report Card Dates

End of Quarter	Teacher Due Date	Release Date
First	October 16	October 25
Second	December 8	December 19
Third	March 8	March 20
Fourth	May 24	June 4

Middle School Progress Report Dates

Quarter	Teacher Due Date	Release Date
First	September 18	September 27
Second	November 3	November 15
Third	January 29	February 7
Fourth	April 8	April 17

High School Report Card Dates

End of Quarter	Teacher Due Date	Release Date
First	October 16	October 25
Second	December 8	December 19

Third	March 8	March 20
Fourth	May 24	June 4

Hoke High School: Progress Report Dates

Time Frame	Release Date
Fall Semester	1st - September 27; 2nd - November 15
Spring Semester	3rd - February 7; 4th - April 17

GRADES

A=90 - 100 B= 80 - 89 C=70 - 79 D=60 - 69 F=59 and below
FF=Attendance Failure

Teachers give students many opportunities to make acceptable grades by providing study guides, reviewing material, giving additional assignments, retaking tests, etc. However, please be mindful that it is the student's responsibility to know the assigned work, complete, and turn in the assigned work on time.

HOMEWORK

Homework is a review and reinforcement of content/skills presented in class. Homework should be completed as directed. It is a necessary component of progress monitoring.

ARTIFICIAL INTELLIGENCE POLICY

J.W. Turlington School Artificial Intelligence Policy

With innovation and progress come great ideas, advancement, and responsibility. Recent developments in Artificial Intelligence (AI) such as ChatGPT, Google Bard, and other AI software allow for information technology and users to evolve in their usage and process of information. As AI continues to evolve and become part of our daily lives, there are important measures for its usage in the academic environment at J.W. Turlington School.

The Turlington AI Policy is based on the concept of ethical and educational usage. To ensure ethical behavior, if and/or when the use of Artificial Intelligence may serve as a resource to enhance student learning, the instructor must discuss this with administration prior to introducing the coursework activity or extracurricular activity to students. Therein, Turlington students are prohibited from using AI technology without written permission from the classroom instructor and school administration for ANY Turlington or district-wide endeavor unless so directed by said parties. Students cannot use AI software for coursework or extracurricular activities unless authorized by the instructor and administrator.

Some assignments may require students to use AI software. In those instances, students are required to follow the rules of citation for AI, to clarify teacher and/or district requirements, and to check their AI results for academic violations (ex. plagiarism, copyright infringement, other forms of cheating, etc.) that may be construed as academic dishonesty.

Moreover, AI shall not be used to violate any other Turlington policies. It is the student's responsibility to consult with the teacher/school administrator when the student is unsure about acceptable usage of AI as a Turlington student.

PROMOTION STANDARDS

J.W. Turlington School will follow the state and local compliance guidelines for promotion.

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

SCHOOL FOOD SERVICES

All students are encouraged to eat breakfast and lunch provided by the school at no cost for all students.

HOKE COUNTY SCHOOLS STUDENT DRESS CODE

All students who attend Hoke County Schools are expected to maintain a neat and well-groomed appearance. The purpose of the dress code is to promote the style of dress which helps to create a positive self-image for all students. **The administration of J.W. Turlington School reserves the right to prohibit the wearing of clothing or any other article which may cause disturbance or distraction.**

- Bandanas, skullcaps, sweatbands, etc. may not be worn to school.
- Hats, toboggans, head scarves, doo rags, bonnets, hoods, sunglasses, etc. are not to be worn inside the buildings.
- Clothing that advertises a product illegal for students or depicts offensive statements, promotes school violence, pictures, or remarks must not be worn.
- Shorts, skirts, skorts, and dresses must be worn at least mid-thigh length, with no undergarments exposed.
- Pants and shorts must be sized appropriately, including waist and length, with no undergarments exposed. Pajama tops/bottoms are not permitted.
- Leggings, stretch pants, bodysuits, etc. must be worn with a shirt or jacket that comes to mid-thigh.
- Shirts must have an obvious neckline and shoulder line. Halter tops or spaghetti straps are not permitted - midriff must be covered at all times.
- Oversized shirts are not permitted. Shirts that are deemed too long must be tucked in.
- Heavy chains of any sort, i.e., wallet chains, chain belts, etc. may not be worn.
- Any garment or accessories that disrupt(s) the instructional program or may inflict harm may not be worn, i.e. grills, body piercings, such as nose, lips, etc. Blankets not allowed.
- Footwear must be appropriate for school activities. Flip-flops, slides, bedroom shoes, etc. are not permitted.
- Bringing a change of clothes, extra clothes or extra shoes will not be permitted. This will be permitted for students who are employed by local businesses. Proof of employment must be submitted to the Administration.

CELL PHONE POLICY

Cell phones are collected when students enter the building. They are kept in a secure area in the main office. At the end of the day, the fourth period teacher will return cell phones to the students. Any refusal to relinquish the cell phone may result in administrative action.

INCLEMENT WEATHER

Listen to radio and television stations for decisions on school closings. Local radio stations usually announce this information more frequently than television stations. Most of these announcements are made around 6:30 a.m. If you have provided the school with your most current working number, you will receive a call about school closures when a district decision has been made.

AFTER-SCHOOL EVENTS

Transportation for after-school events should be established before attending the event. Parents and students should not wait for the event to end before calling for a ride home. Times for pick up will be advertised by morning announcements, the website, and Blackboard Mass Communication. Students must be picked up within 30 minutes of the advertised time or they will not be allowed to attend further after-school events.

SCHOOL FEES

School fees are \$15.00 for grades 6-8, \$20.00 for grades 9-12. All Junior and Senior fees are paid at the high school.

RESOURCE OFFICER

Our school resource officer has been trained to carry out his/her assigned responsibilities within a school setting. His/her responsibilities include assisting in the safety and well-being of the students and staff at the school. Our school resource officer is on campus daily.

Code of Student Conduct - Violations and Consequences

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

The Hoke County Board of Education has established the ***Student Code of Conduct Handbook*** that formulates and sets forth rules with regard to the conduct of students in the Hoke County Public Schools. The ***Student Code of Conduct*** shall apply to every student, at any time, on school property or while participating in any school-sponsored event. The Hoke County Schools ***Student Code of Conduct Handbook*** is a general set of rules. Within this handbook, administrators and teachers have the right to enhance these rules for the betterment of the campus or classroom. Violations of the ***Student Code of Conduct*** will result in disciplinary action as determined by the building administrators including short-term suspension, long-term suspension, and other disciplinary measures as deemed necessary.

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

BUS MISBEHAVIOR VIOLATIONS	
First & Repeated Offenses	

K-5	This violation <u>will</u> result in suspension from the school bus and/or disciplinary action deemed appropriate by the principal/assistant principal.
6-12	This violation <u>will</u> result in suspension from the school bus and/or disciplinary action deemed appropriate by the principal/assistant principal.

CLASS I VIOLATIONS

Behaviors that do not significantly violate the rights of others, and do not appear chronic.

- **Dress Code Violation**
 - **Falsification of Information**
 - **Gambling**
 - **Honor Code Violation**
 - **Insubordination**
 - **Inappropriate Items on School Property**
 - **Inappropriate Language/Disrespect**
 - **Medication**
 - **Truancy***
- *Maximum 2 days suspension for each offense**

Grade First Offense	Second & Subsequent Offense(s)
<p style="text-align: center;"><u>Pre-K - 5</u></p> <p>This violation <u>may</u> result in disciplinary measures, outlined on Page 9, as determined proper by the building principal to include documentation of notification to the parent/guardian and/or assignment to Restorative Interventions and/or Hoke County Juvenile Services.</p>	<p>This violation <u>will</u> result in disciplinary measures, outlined on Page 9, as determined proper by the building principal which may include short-term suspension not to exceed 5 days.</p>
<p style="text-align: center;"><u>6-8</u></p> <p>This violation <u>may</u> result in disciplinary measures, outlined on Page 9, as determined proper by the building principal to include documentation of notification to the parent/guardian and/or assignment to Restorative Interventions and/or Hoke County Juvenile Services.</p>	<p>This violation <u>will</u> result in disciplinary measures, outlined on Page 9, as determined by the building principal, assignment to the Restorative Interventions and/or Hoke County Juvenile Services and/or short-term suspension not to exceed 5 days.</p>
<p style="text-align: center;"><u>9-12</u></p> <p>This violation <u>will</u> result in disciplinary measures, outlined on Page 9, as determined proper by the building principal to include documentation of notification to the parent/guardian and/or assignment to Restorative Interventions and/or Hoke County Juvenile Services.</p>	<p>This violation <u>may</u> result in disciplinary measures, outlined on Page 9, as determined properly by the building principal, assignment to the Restorative Interventions and/or Hoke County Juvenile Services and/or short-term suspension not to exceed 5 days.</p>

CLASS II VIOLATIONS

Behaviors that significantly violate the rights of others or put others at risk of harm.

- | | |
|---|---|
| <ul style="list-style-type: none"> ● Bullying ● Communicating Threats to a Student ● Cyber Bullying ● Disorderly Conduct ● Disruptive Behavior ● Theft - Value Less than \$1,000 ● Harassment - Verbal ● Hazing | <ul style="list-style-type: none"> Possession of Alcohol Possession of Chemical/Drug Paraphernalia Possession of Counterfeit Items Possession/Use of Tobacco and vaping Property Damage - Less than \$1,000 Extortion Use of Counterfeit Items Inappropriate Items on School Property |
|---|---|

Grade	First Offense	Second Offense	Third and Subsequent Offense(s)
Pre-K	This may result in short-term suspension or other disciplinary measures as deemed necessary by the building principal.	This violation may result in short-term suspension up to 10 days.	This violation may result in short-term suspension.
6-8	This violation may result in assignment of Restorative Practices and/or short-term suspension, with behavior contract (depending on severity).	This violation may result in assignment of Restorative Practices, short-term suspension and/or disciplinary reassignment to an Alternative program not to exceed 45 days.	This violation may result in short-term suspension and/or disciplinary reassignment to an Alternative program or long-term suspension.
9-12	This violation may result in assignment of Restorative Practices and/or short-term suspension, with behavior contract (depending on severity).	This violation may result in assignment short-term suspension and/or disciplinary reassignment to an Alternative program not to exceed 45 days.	This violation may result in short-term suspension and/or disciplinary reassignment to an alternative program or long-term suspension.

CLASS III VIOLATIONS

Behaviors that significantly violate the rights of others or put others at risk of harm, and violate HCS policies, or North Carolina policies or laws.

- | | |
|---|--|
| <ul style="list-style-type: none"> Adult Taking Indecent Liberties Harassment - Other Prohibited Bases with Minor Affray Harassment - Sexual Aggressive Behavior | <ul style="list-style-type: none"> Assault/Other Rape Bomb Threats (dynamite, cartridge) Robbery with a Dangerous Weapon (bomb, grenade, mine, or powerful explosive) |
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Kidnapping	Breaking/Entering a School
Assault Involving Use of a Weapon	Burning of a School Building
Off-Campus Consumption of Alcohol/(except firearms)	Sexual Assault/Sexual Battery
Controlled Substances	Communicating Threats to an Adult
Assault Resulting in Serious Injury	Sexual Misconduct
Possession of a Weapon	Sexual Offense
Communicating Threats of Mass Violence	False Fire Alarm
Assault on School Personnel	Theft - Value More than \$1,000
Possession of Controlled Substance/Selling	Gang Activity
Property Damage - More than \$1,000	Assault on a student

Grade	First and Subsequent Offense(s)
Pre-K	This violation may result in out of school suspension for up to 10 days.
6-8	This violation may result in short-term suspension for up to 10 days and/or disciplinary reassignment to an alternative program or long-term suspension depending on the severity of the offense.
9-12	The violation may result in short-term suspension and/or disciplinary reassignment to an alternative program or long-term suspension or expulsion.

CLASS IV VIOLATION

Possession of Firearm or Destructive Device (a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.).

Grade	Penalty
All Grades	This violation may result in a 365-calendar day suspension. The superintendent may modify the consequences pursuant to Policy 4353 - Long-Term Suspension, 365-Day Suspension, or Expulsion or pursuant to Policy 4354 - Disciplinary Reassignment to an Alternative Program.

CLASS V VIOLATIONS

Behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or school personnel. This includes any student subject to sex offender registration pursuant to N.C.G.S.14-208.18.

Grades 9-12	Penalty
In accordance with NC General Statute 115C-390.11(a), a local board of	Expulsion in accordance

<p>education may, upon recommendation of the principal and superintendent, expel any student who is 14 years of age or older whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or school personnel. In accordance with N.C.G.S. 115C 390.11(a) (2), a local board of education may expel any student subject to sex offender registration pursuant to N.C.G.S. 14-208.18.</p> <p>Death By Other Than Natural Causes</p>	<p>with 115C-390.11(a)</p> <p>The local Board of Education shall consider whether there is an alternative program that may be offered by the local school Administrative unit to provide educational services.</p>
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THIS HANDBOOK IS PROVIDED AS AN INFORMATION SOURCE FOR HOKE COUNTY SCHOOLS STUDENTS AND THEIR FAMILIES. IN THE EVENT OF ANY INCONSISTENCY BETWEEN THIS HANDBOOK AND THE HOKE COUNTY SCHOOLS BOARD OF EDUCATION POLICY MANUAL, THE BOARD OF EDUCATION POLICY MANUAL WILL CONTROL.

POLICIES AND PROCEDURES

Attendance Policy

Middle School

A student must be in attendance at least one half of the school day to be considered present. A full day is 8:30 a.m. to 3:50 p.m. Students leaving school before 12:00 p.m. will be considered absent for the day.

High School

A student must be in attendance at least one hour of each period to be considered present for the period. High school students are on a period attendance schedule.

On the day following the absence(s), the student is required to take his/her excuse note to the Front Office. Every absence will be considered unexcused until a note from the parent/guardian or an excuse through the principal's office is received. The note needs to be received within 2 days. If not, the absence(s) will remain unexcused.

Students Missing Class

Send a note to the attendance office for any student who is missing from class and whose name is NOT on the absentee report. Parents will be notified by teachers and/or administration regarding absences.

Tardy Students

Students arriving late (tardy, 8:45am) to school should report to the main office to check in with Ident-a-Kid and see Mrs. McRae for a note to class. Students arriving on a late bus, an announcement will be made over the intercom to admit these students to class. Students should report directly to class.

Excused and Unexcused Absences

Absences are of two types-excused and unexcused. Excused absences are those for which completely legitimate reasons exist (i.e., illness, death in immediate family, etc.). Unexcused absences are those for which there is no legitimate reason (i.e., truancy, missed bus, etc.). It is the student's responsibility to make up work. All make-up work for excused absences must be completed within a time period of one day for each day absent (for absences from one to three days), or two days for each day absent (for absences exceeding three days).

GRADES AND GRADING

Grades are one of the few processes for informing parents of their child's academic progress. Full evaluation of student progress should include consideration of all activities that have occurred during the period. Grade reports are sent to parents every nine weeks, and interim reports are issued at the midpoint of each quarter. In all instances, grades should accurately reflect the work the student has done with consideration for what the student is capable of doing during the marking period. All reports should include daily work, homework, tests, extra assignments, etc. The grading scale as defined by the Hoke County Board of Education must be reflected on all progress reports for all instructional programs:

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

FF-attendance Failure

Teachers are encouraged to make contact over and above the formal reporting schedule (progress reports and report card schedules) to ensure that parents and students are aware of academic progress and social/emotional behavior in class.

Teachers will maintain grades for students in PowerSchool and are encouraged to maintain hard copies. Grades for students will be clearly labeled (i.e., homework, test, project, quarter, semester, final grade). Students' grades are to be updated by Friday of each week. This should be reflective in the PowerSchool Parent Portal.

Promotion Requirements:

Middle School

To be promoted, students must receive a passing grade (D or better) in (1) language arts in grades 6, 7, and 8; (2) mathematics in grades 6, 7, and 8; (3) either social studies or science in grades 6, 7, 8; and (4) half of all remaining courses taken.

High School

To be promoted, students must obtain the corresponding number of credits to meet the classification requirements.

Sophomore	6 credits including English I
Juniors	13 credits including English I and II
Seniors	20 credits including English I, II, and III

School Improvement Team:

Gerald C. Puckett - Principal
Dr. Krista Friedrich - School Support Coordinator
Bridget Hunt - Student Support Representative
Margie Wilder - EC Representative
Ronald Flippin - MTSS Representative
Deborah Blue - High School Representative
Vacant - Middle School Representative
Lakiva Bryant - Elective Representative

Student Assistance Team – Bridget Hunt, Ronald Flippin, Margie Wilder, Additional Student Support (Dropout prevention and Social Workers).

Athletic Department

Although we do not have our own athletic teams, students at Turlington may participate in sports at their home school as long as they are in good standing at Turlington. The home school principal must also agree to allow the student to participate.

COMMUNICATION

Weekly Update

A weekly update from Mr. Puckett or principal's designee will be sent via phone call prior to the beginning of the work week.

SAFETY DRILLS

It is required by NC General Statutes that each principal "conduct a fire drill during the first week after opening school and thereafter at least one fire drill each school month."

Please be advised that throughout the course of the school year, there will be issues that arise. Some of them will be unforeseen. Therefore, please understand that as an administration and faculty, we will be continually monitoring the activity of our students and will make changes to our policies as necessary to ensure the safety, academic and social well-being of the Turlington family. We thank you, in advance, for your support. We appreciate you partnering with us!

PARENT HANDBOOK FORM

Name: _____

Student: _____

I have read and understand the Parent Handbook.

Signature

Date

*Please complete this form and return it to your child's homeroom teacher by September 5. By signing this form you acknowledge that you have read the handbook and are aware of your responsibilities.