

# **Stokes Early College High School**



Stokes County Schools  
In partnership with Forsyth Technical Community College

*RESPECT, RESPONSIBILITY, RIGOR*

## **STUDENT HANDBOOK ADDENDUM 2025 - 2026**

Mr. David M. Durham, Principal  
1165 Dodgetown Road  
Walnut Cove, NC 27052  
Telephone: 336-593-5405 Fax: 336-593-2501  
[www.earlycollege.stokes.k12.nc.us](http://www.earlycollege.stokes.k12.nc.us)

The purpose of this Handbook is to present the policies and procedures of Stokes County Schools and Stokes Early College High School to our school community. It is printed with the intent that each student will use the Handbook as a reference to understand and adhere to the policies and procedures which govern our school. Stokes County Schools does not discriminate against any persons on the basis of race, color, religion, sex, national origin, age or handicap in any of its educational or employment programs or activities.

## **Stokes Early College High School (SECHS)**

**Welcome to Stokes Early College High School for the 2025-2026 school year!** We hope you have a very successful year. In order to succeed at SECHS, you must take your education seriously and know that failure is not an option. We expect you to work diligently in your classes and excel academically.

### **General Information**

*Stokes Early College High School is a high school within Stokes County Schools, located on the Stokes County Campus of Forsyth Tech, housing grades 9-13, with students who are dually enrolled in high school and college courses beginning as a freshman. The school operates on the semester schedule, but follows the community college calendar rather than the traditional school calendar. School hours are 8:15am-3:05pm Monday –Friday. Breakfast is served from 8:00-8:15. Core classes begin at 8:15 am. There are four, 90-95 minute time blocks (periods) per school day. Most dents are on our campus by 8:05 and have from 7:50-8:10 to go to their 1<sup>st</sup> period class for any additional help with assignments, tutoring, etc. Lunch is served from 11:25-11:50. Also, many students may have a study period built into their schedule on days when they do not have a class during certain periods which will give them another 80-90 minutes of additional support.*

## **STOKES EARLY COLLEGE HIGH SCHOOL ADMINISTRATION/FACULTY**

### **Administration**

Mr. David Durham	High School Principal
Dr. Wayne Mabe	Forsyth Tech Associate Dean of Programming & Services, Stokes Co

### **Student Services**

Ms. Jen Spargo	High School Counselor
Mrs. Holly Kidd	College Liaison

### **High School Instructors**

Mrs. Katie Lemons	English
Ms. Alyssa Smith	English
Mrs. Hannah Vaden	Math
Mrs. Katie Cook	Math
Ms. Shellie Poston	Science
Mr. Sayrd Price	Science
Mr. Steven Lewis	Social Studies
Mr. Patrick Minges	Social Studies

### **Support Staff**

Ms. Shona Wilson	High School Administrative Assistant Financial Secretary/Data Manager
Mr. Kevin Clary	Part Time High School Tutor / Media (Select Tuesdays & Fridays)

### **Bus Drivers**

Bus 40 Bunny Westmoreland  
Bus 77 Kim Temperle  
Bus 98 Cindy Young

Begins @: King Elementary  
Begins @: Chestnut Grove Middle  
Begins @: Southeastern Middle

(Bus Numbers as of 7/8/2025; Subject to Change)

## **ATTENDANCE**

### **(Stokes County School Board Policy 4402)**

Regular school attendance is a vital component to ensure student success. While home study and make up work aid in the continuation of a student's instruction, they are not substitutes for continuity of instruction, communication of knowledge through well planned and well taught lessons and participation in classroom discussions.

*\*Due to the rigor of SECHS's curriculum, excessive absences will not be acceptable.*

Stokes County Early College High School adheres to these Stokes County Schools attendance policies:

#### **ABSENCES:**

##### **Excused Absences**

1. Personal illness or injury
2. Isolation order by Health Department
3. Death of an immediate family member
4. Medical or dental appointments
5. Court or Administrative proceedings
6. Religious observances
7. Educational opportunity (Upon written request of a parent or guardian and in a reasonable time in advance of the absence, a student may be excused by the principal to participate in activities such as, but not limited to, a documented educational trip, a visit to a college or military facility, participation in civic or community events, etc. Absences for educational an opportunity cannot be excused during the last ten days of a semester, if a student has already missed more than 9 days, or if the student is failing a class.) Students must arrange with college instructors about absences from those courses.
8. Pregnancy and related conditions to parenting, when medically necessary

#### **ATTENDANCE ISSUES**

**Within 3 school days** of a student's return to school following an absence, he/she should present a written note to the Administrative Assistant in the High School front office before school ( between 7:30 am and 8:10 am) with a parent's or guardian's note stating:

The student's full name

The date(s) of the absence

The reason for the absence (with official documentation attached),

and parent signature with daytime phone number.

**Students WILL NOT be allowed to enter the classroom without a note following an absence. If notes are not brought to school within 3 days of an absence, absences will automatically be coded as UNEXCUSED.**

If a student is absent or is expected to be absent for three or more consecutive days, parents/guardians should notify the school (in writing, fax, or via email) to explain the cause of the absence. Notes being emailed should be sent to [shona.wilson@stokes.k12.nc.us](mailto:shona.wilson@stokes.k12.nc.us).

**A student MUST be present for 85% of the class period (72 minutes) (class period = 90 minutes) to be counted present for the class. A student must be present for 3 classes to be counted present for the day. According to Stokes County Schools**

**\*\*PAGE 27 MUST BE RETURNED TO HS FRONT OFFICE BY FRI., AUGUST 29, 2025. (Or signed Electronically using the Beginning of Year Forms found on the school website\*\***

**policy, high school students may only miss 9 days per semester. If students miss over 9 days, they are at risk of not receiving credit for high school classes, and they must complete an Attendance Waiver.**

### **Unexcused Absences**

Absences for reasons other than the ones listed above will be coded as unexcused. Failures to bring documentation for an absence, "Skip Days" are examples of unexcused absences.

**Failure to submit proper documentation on time for absences will result in an unexcused absence.** Unexcused absences impact exam exemption.

\*\*\*\***Stokes Early College High School** will follow attendance procedures and policies established under "Section VI: Attendance and Tardy Guidelines" of the *Stokes County Schools Student and Parent Handbook*.

### **Attendance [Forsyth Tech]**

Forsyth Tech regards class lectures, demonstrations and other in-class experiences as vital ingredients of the educational process. For this reason, students are expected to attend and arrive on time to all class, laboratory, shop, practicum, cooperative education work sites and clinical experience sessions. Students are responsible for accounting to their instructors for any absence and should report to their instructors following any absence to determine if and when work may be made up. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance. Students must satisfy the instructor that they should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

1. five hours of class,
2. three practicum (shop, laboratory or clinical experience) sessions that meet for two or more hours or
3. three hours of class and one practicum (shop, laboratory or clinical experience) session that meets for two or more hours.

When students are absent from a class and a practicum (shop, laboratory, clinical experience) session that meets consecutively, each session missed will be counted as an absence.

Special attendance rules, different from those listed above, must be noted in the instructor's attendance policy included on the course syllabus. Students with questions or concerns should consult with their instructor.

## **SIGN IN/SIGN OUT PROCEDURES:**

### **Late Arrivals to School**

If a student arrives after 8:15 am, the student must sign in at the main office.

### **Early Dismissal from School**

If a student has a planned reason to leave school early; for example doctor or dental appointments, etc., the student must bring a note to the Administrative Assistant in the high school front office between 7:30 a.m. to 8:10 a.m. The note should contain the student's name, the reason for early dismissal, parent signature and a telephone number where the parent may be reached. Administrators may call to verify an early dismissal.

## **CHECK IN/OUT SYSTEM**

### **Students Leaving/Returning to Campus**

Students who have a free period (or unscheduled in-person class) and choose to leave and return to campus during the school day will be required to sign in and out in the front office using the Sign In/Sign Out Google Form on the office computer. **ALL STUDENTS arriving or leaving MUST sign in or sign out. Students who violate this policy may face disciplinary consequences (2 days of In-School-Suspension for the 1<sup>ST</sup> offense).** Students are required to have an Off-

Campus Permission Form completed and signed by parents to be eligible to leave. ***Students will not be allowed to leave and return during lunch period only.***

### **TARDIES:**

Students who are tardy will be admitted to class with a signed tardy pass from the high school front office. A student arriving to class after the designated time is considered tardy and must provide a pass for the instructor. Teachers are responsible for monitoring and recording tardies in Infinite Campus. After multiple tardies, students may be assigned students to detention.

### **MAKE-UP WORK:**

Board policy for make-up work states: Within three days after returning to school following an absence, a student and his or her teachers may develop a written plan for the student to make up missed assignments; this plan may outline the work to be made up and include due date(s). It is the responsibility of the student and/or parent to request missed assignments for any absence. Generally speaking, for each day that a student is legally absent, he/she will be given the same number of days to complete and turn in make-up work. Make-up work should not interfere with regular instructional time. Homework and make-up work may be obtained through the high school office. One day's notice is required to obtain assignments. Students will need to coordinate with their college instructor for make up work in college courses.

## **COUNSELING AND STUDENT SERVICES**

### **Change of Address or Telephone Number**

If, at any time during the school year a change of address or telephone number is made, the parent or student must inform the High School Administrative Assistant/Data Manager of the change so that accurate, current records can be maintained. Because schools deal directly with parents for emergency, attendance, and disciplinary situations, it is crucial that school records show work and/or cell numbers as emergency numbers.

Neighbor and relative phone numbers are not the best numbers to record with the school. **Direct contact with the parent/guardian is paramount.** This includes email addresses and physical addresses.

### **Counselor Assignments and Services**

The counseling staff at Stokes Early College High School is dedicated to meeting the individual needs of all students: monitoring four and five-year plans, giving advice for college preparation; informing students of job opportunities; giving support in student decisions; and assisting with solutions to problems. The school counselor and college liaison also give special attention to the student's progress toward meeting graduation requirements. They are knowledgeable of admission requirements to colleges, scholarships, and required admission testing programs. The counselor welcomes conferences with parents and students.

Students will find that our counselors are receptive to academic, attendance, behavioral, safety, physical and emotional concerns of each student in our school. An open door policy is maintained in order to assist with personal concerns, high school requirements and college or career plans. The counseling department acts as a support service for the entire school community. Our counselor serves as members of an Individual Support Team (IST) committee and refers students, when appropriate to other services in the school system, such as special education, psychological services, and community services, such as a social worker. The counseling department assists in providing programs for students in the affective area of our curriculum through the Peer Mentoring Program, and the Mediation Program. If a student needs to come to the Counseling Office during class, a student needs permission from the classroom teacher.

### **Guidelines for Contacting Teachers & Instructors**

Students in Early College will have both high school and college instructors teaching their classes. When students have questions and concerns about their coursework, they should talk to their teachers and college instructors directly. One of the crucial responsibilities we want our students to learn is how to manage their own learning rather than expecting their parents to contact teachers and college instructors. When parents have concerns, they should contact the High School

Teacher or School Counselor for concerns about high school courses. For college course concerns, parents should not contact a college instructor directly, but instead reach out to the College Liaison with questions.

### **Parent/Teacher/Student Conferences**

Parents may schedule conferences with their student's teachers any time during the school year. Conferences may be scheduled by communicating directly with the high school teachers via email or calling into the school at (336) 593-5405. We kindly ask parents not to come to school for conferences with teachers during instructional time. Conferences with teachers and administrators should be scheduled in advance in order to respect instructional and teacher planning time.

### **Requirements for High School Promotion**

The total number of units required for promotion and graduation for most students is listed below. (Some students' requirements will vary because of special circumstances. Please see a counselor if you need help determining your requirements.)

- 5 units to be a sophomore
- 12 units to be a junior
- 20 units to be a senior
- 22 units to earn high school diploma.

### **Student Progress & Remaining at the Stokes Early College High School**

The Advisory Team comprised of the Principal, School Counselor, Forsyth Tech College Liaison, and teachers review student progress at least twice during the academic year. The purpose of the review is to determine a student's level of readiness for advancement towards a high school diploma and college degree or certificate. The Advisory Team considers academics, attendance, behavior, and other indicators to determine the level of progress. The Team must also consider what it believes to be the best placement for each student while completing the review. A plan will be developed for students who need improvement in one or more of the indicators mentioned above. The plan will be communicated to the student and parents/guardians in a conference. Students will be expected to follow the plan and demonstrate the necessary improvement to remain a student at SECHS. **Students whose progress does not suggest success at least earning a high school diploma may not be reassigned to SECHS.**

### **UNC Institution Admissions Requirements**

The minimum course requirements for all constituent institutions of the University of North Carolina will consist of the following:

- o A high school diploma or its equivalent.
- o Four (4) units in college preparatory English.
- o Four (4) units in math including Algebra I, Geometry, Algebra II, and a higher math course for which Algebra II is a prerequisite.
- o Three (3) units in science, including at least one (1) unit in a physical science, one (1) unit in a life or biological science, and at least one laboratory science.
- o Two (2) units in a social studies, including one unit in US History.
- o Two (2) additional academic units in English, math, science, world languages, or computer science.
- o In addition, it is strongly recommended that students take one foreign language course unit and one mathematics course unit in the twelfth grade year.

The University of North Carolina system is composed of the following constituent institutions: Appalachian State, East Carolina, Elizabeth City State, Fayetteville State, NC A&T State, NC Central, NC School of the Arts, NC State, UNC Asheville, UNC Chapel Hill, UNC Charlotte, UNC Greensboro, UNC Pembroke, UNC Wilmington, Western Carolina, and Winston Salem State.

### **Withdrawal and Transfer Procedures from School**

A withdrawal or request for a transfer should be made by the parent/guardian in person. The parent must observe the following procedures:

1. Complete all required paperwork with the high school counselor and/or the high school administrative assistant/Data Manager.
2. Ensure the student has returned all high school and college textbooks, paid all school fees, cleared all cafeteria charges.

## **DISCIPLINE**

### **Student Conduct Expectations, Rules, and Procedures**

Students are expected to be actively involved in their high school to begin the tradition of excellence. SECHS relies on collaborative efforts from students, instructors, administrators, and parents to provide the greatest educational experience possible.

Students are expected to exercise self-control, courtesy, tolerance, and consideration of others at all times while attending Stokes Early College High School. In a word, RESPECT! Meeting these expectations will enable our school to run smoothly, orderly, safely, and effectively. The rights of the individual student to learn will be protected at all times. Any student behavior, which interferes with this right, will be subject to disciplinary actions and consequences. A general meeting is held at the beginning of the school year with each grade to discuss specific rules and regulations of the school as well as the Student Code of Conduct for Stokes County Schools. Also, teachers will teach the code of conduct.

The discipline policy is followed in all Stokes County schools and is outlined in the Student/Parent Code of Conduct Handbook. Each student has access to this handbook on the school and district website and should submit the signature page indicating he/she has received and read the information. Parents/guardians will be contacted if a student misbehaves repeatedly. Continued misbehavior may result in an In School Suspension, Out of School Suspension, and Referral to the Individual Support Team, or a recommendation for return to the traditional high school.

Local school officials have discretion to determine consequences for student misbehavior at the local school level. The range of consequences for misbehavior that can be assigned by a local school administrator may include: student conference, parent conference, before or after school detention, in-school suspension, work detail, out-of-school suspension up to ten days, or referral to the Individual Support Team, which may result in long term suspension, expulsion or recommendation to return to residential high school. Again, the Stokes County Schools Student Code of Conduct policy governs all discipline, along with SECHS expectations.

### **Student Code of Conduct**

Stokes Early College High School students will follow both the Stokes County Schools Student Code of Conduct as established in the *Stokes County Schools Student and Parent Handbook* which is posted on the Stokes County Schools website at [www.stokes.k12.nc.us](http://www.stokes.k12.nc.us) and the Stokes Early College website at [www.earlycollege.stokes.k12.nc.us](http://www.earlycollege.stokes.k12.nc.us), and additionally, as **college students must abide by the Forsyth Technical Institute Student Code of Conduct** established. This can be found on their website at <https://catalog.forsythtech.edu/2526/page/student-code-of-conduct>.

### **Stokes Early College High School Honor Code**

Any student who knowingly engages in or attempts to engage in plagiarism or falsification shall be subject to disciplinary action. The following actions specifically are prohibited:

1. **Cheating**, including the giving or receiving of any unauthorized assistance or unfair advantage on any form of academic work;
2. **Plagiarism**, including the copying of the language, structure, ideas and/or thought of another and representing it as one's own original work;
3. **Falsification**, including a verbal or written statement that is knowingly untrue but is represented as the truth;
4. **Inappropriate use of Artificial Intelligence**

### **Cell Phone/Electronic Communication Device**

Students may possess and use electronic communication devices in accordance with procedures noted in the Stokes County Schools Student Code of Conduct. Such procedures shall provide that electronic communication devices may not be used during instructional time and do not interfere with the educational mission of the school or pose a safety threat.

All students are expected to adhere to the following rules relative to electronic communication devices: (1) Phones and other electronic devices should be turned completely off (not on silent or vibrate) during instructional class time. The only exception to this is if the instructor uses these electronic devices for instructional purposes. (2) No text messaging is allowed at any time during the instructional class period. (3) Students may use electronic communication devices between classes, during break and lunch. (4) Students are not to use cell phones to contact parents when identified as having a discipline or behavior issues prior to administrators or teachers contacting the parent – this will constitute violation of the SECHS Parent/Student Agreement. Cell phones may be confiscated by administrators or teachers if scholars violate the expectations laid out in the SECHS Parent/Student Handbook or the Stokes County Schools Student Code of Conduct.

Confiscated cell phones and other electronic devices will only be returned in the following manner: (1) for a first time infraction, device will be returned to student at the end of the school day. (2) A second infraction will require a parent or guardian to pick up the device at the end of the school day. (3) For subsequent infractions, the device will be returned to parents as specified in the Stokes County Schools Student Code of Conduct.

Parents and guardians are asked to refrain from calling/emailing/texting their child during instructional time. IN the event of an emergency, the parent/guardian may contact the student via the school's front office. All violations of these expectations will result in confiscation of the device. Moreover, the confiscated device will be returned to the parent/guardian during a scheduled conference. Parents must realize that school administrators may not be available to return confiscated items when they come to school without calling to schedule a conference to receive such items back. **It should be noted that no one is allowed to take pictures or videos of other persons at school without their consent or without the expressed permission of the principal.**

### **Bullying/Harassment**

Students found guilty of bullying to include cyber bullying will be suspended from school. Bullying includes, but is not limited to, verbal aggression (e.g. name calling, threats of physical harm) and physical aggression (e.g. hitting, slapping, extortion, robbery, threats with guns and knives). Students are advised to seek the assistance of an adult staff member, if they are threatened or experiencing conflict. (Reference the Bullying/Harassment Policy in Stokes County Schools Student Code of Conduct.) – Each student is expected to sign the Stokes County Schools Anti-Bullying Contract (see page 24).

### **Restricted Areas**

During school hours, from arrival to departure, students are expected to stay on school property. Students are only allowed to travel on and off campus during free periods by parent permission and a signed Off-Campus Permission Form as well as SIGNING OUT UPON DEPARTURE AND BACK IN UPON RETURN.] Proper behavior in the college building is expected at all times. Students may not enter the woods on campus, and should not venture beyond the bus drive/walking track, unless supervised by a teacher.

**All students are expected to stay out of parked cars on campus during the school day and may not loiter, sit or stand in the parking lots.** Students whose rides have not arrived at the end of the school day may wait by the flagpole near Building A. All parents are asked to pick up students no later than 3:30 pm in the afternoon, unless there are scheduled after school activities.

**Study/Free Periods** – At times students may have unscheduled in-person classes during the school day. If approved, students may leave campus if they have a signed Off Campus Permission Form. If remaining on campus, students must be in one of the **ONLY** approved areas below:

- College Computer Labs (Check in with College Office)
- College Upstairs Study Area (Maximum Numbers Apply)

- College Student Lounge Across from College Office (Maximum Numbers Apply)
- High School Library (when open and with approval)
- Picnic Shelter (Off limits between Thanksgiving & Spring Break. Students must be making grades C or above in all classes.)
- In high school classrooms (with prior teacher approval)

### **School Buses**

Students must follow the Stokes County Schools Student Code of Conduct for bus behavior. Riding a school bus is a privilege and not a right. Proper behavior is expected while loading, riding, and unloading. The school bus is considered an extension of the classroom and all school rules apply while the student is being transported. Students will be removed from the SECHS school buses for a period of time if inappropriate behaviors interfere with the safety of others and parents will be responsible for getting student to/from school.

### **Selling Items on Campus -- Fundraising**

Students are not allowed to sell any items on the school campus at any time without written permission from the principal. All school organizations MUST submit a FUNDRAISING REQUEST to the principal before ordering items for fundraising. These forms are available in the front office. Items sold by students without the principal's permission will be confiscated. Religious, civic, private enterprise or athletic groups may not have their fundraising activities transacted on campus without permission of the principal. Flyers that are unrelated to school events should not be distributed.

### **Social Media Utilization**

Stokes Early College High School students who utilize social networking websites such as Facebook and Twitter should make sure that content on their pages do not refer to the SECHS in a demeaning way. These websites are not to be utilized to cyber bully, threaten or talk about administration, teachers, or other students in a negative way. These sites must not be accessed during school hours. If any social media interactions become a distraction within the school setting, appropriate consequences will be administered and a mandatory parent/student conference will take place

### **Student Dress Code**

Stokes Early College High School supports the Stokes County Schools standards for dress code. Appropriate dress, neatness and cleanliness are expected of all students. Any article of clothing that tends to draw unfavorable attention, interferes with instruction, threatens health or safety, or is in obvious poor taste is considered unacceptable and will be addressed for immediate correction. **Students are expected to honor the Stokes County Schools dress code standards and any student who violates the dress code will be subject to disciplinary actions and consequences as outlined in the policy and Stokes County Schools Student Handbook.**

## **INSTRUCTION**

### **Common Instructional Framework:**

**Our emphasis will be on integrating effective instructional strategies throughout the curriculum delivery to ensure students' learning needs are being met. While this certainly is not an exhaustive list, we will use some of the following strategies.**

#### Six Instructional Strategies

1. Collaboration Group Work
2. Writing to Learn
3. Literacy Groups
4. Questioning
5. Scaffolding
6. Classroom Talk

## **Cheating**

When cheating is suspected, the teacher will do the following:

1. Discuss the incident with administration.
2. Assign the student a zero for the assignment if cheating is determined.
3. Notify the parent immediately of the incident and the consequences.

In cases of cheating, the student will receive a zero. The zero will be averaged in with all other grades to arrive at a final grade. The following actions are considered to be cheating:

1. Using unauthorized materials in a test/quiz/project situation. This includes AI sites.
2. Receiving unauthorized information on a test/quiz/project.
3. Knowingly giving information in a test/quiz/project situation when independent work is expected.
4. The passing on of definite questions or answers to someone who has not taken the test.
5. The turning in of work for credit that is not one's own work. This includes AI sites or other websites.
6. Plagiarism.

## **Homework Expectations**

Homework is an integral part of the learning process and instructional program. In order for homework to be effective, teachers, students and parents must work together.

### **Instructors are Expected To:**

1. Provide students with meaningful homework assignments as the curriculum demands.
2. Make every effort to ensure that students understand homework assignments before they do the assignment.
3. Answer questions the students have concerning homework after the work has been completed, to ensure student understanding.
4. Provide students with meaningful written feedback on homework within a week's time.
5. Ensure that graded homework is available to students as a study tool for tests.

### **Students are Expected To:**

1. Participate fully in class in preparation for homework assignments.
2. Know what the homework assignment is for each class.
3. Ask questions when the homework assignment is not clear.
4. Put forth a concerted effort to complete homework and do it correctly.
5. Turn in homework for teacher evaluation.
6. Use returned, correct homework as a study tool for tests.

### **Parents are Expected To:**

1. Provide their children with adequate time and an appropriate environment in which to do homework.
2. Understand that their children have some type of homework EVERY night, even if that homework is simply reviewing the lesson or notes covered in class that day.
3. Require that their children complete homework assignments and turn them in.
4. Check grades in Infinite Campus portal frequently for grade updates and to identify potential issues.

## **Scheduling Information**

Our Student Services staff will share with student's detailed information about particular course offerings, graduation requirements and interpretation of standardized test scores. Students must maintain a minimum of a 2.0 college GPA and 2.5 high school GPA for placement in certain courses. Failure to do so may result in being placed on academic probation.

If questions arise regarding course selection, please talk to the high school counselor or the college liaison. **Also, please NOTE that any addition or dropping of a college class MUST BE APPROVED by the high school counselor, college liaison AND the principal.**

## **Dropping Courses [College]**

Dropping a college course should **never** be done without careful consideration by all parties. Such a decision will impact scheduling, credits and graduation timeline. **The total number of drops and failures could have an effect on future financial aid eligibility.** There are times when it is important to consider either dropping or auditing a college course. When a student or faculty member feels it is important to be considered for a “drop” the following procedure must be followed:

- The student will be required to meet with their college instructor to discuss class performance and options for succeeding in the course.
- The student will develop their own individual plan for improving their grades and attendance. Forms for college tutoring may be requested from the College Liaison.
- The student should schedule an appointment with the Early College school counselor to provide evidence of their plan.
- Our school counselor and administrative team will monitor the student’s progress. Parents will be notified of the plan and student’s progress in the course once the plan is in place.
- If there is no evidence of improvement after implementing the above mentioned plan, and the college instructor is in agreement; the student and administrative team will determine a course of action, which could result in a “drop” or an “audit” of the course. **The student must have parental approval.**

***Earning a grade of “F” in a college course or repeating a course for which a grade of “D” was earned will result in Stokes Early College students repaying certain fees to the Stokes Early College High School.***  
***Earning below a “C” in a college course makes that course non-transferrable.***

## **Transcripts**

Students will be given a copy of their high school transcript during each school year. Students should check their transcripts for completeness and accuracy. Students should notify the counseling office of any errors in their transcripts.

## **Testing**

The testing program at Stokes Early College High School is coordinated through our Counseling Office. Students should visit with our counselor should they have concerns about tests that are given at our school.

### **1. American College Testing (ACT)**

The American College Test is a college admissions test required for applying to some four-year universities. As a student in a North Carolina public school, students are required to take the test in the spring of their junior year, so students can take the test for free at least for one time. There are also other opportunities to take the test throughout the year for those students who wish to take the test multiple times to try to increase their score. Information about the test and schedules for the administration of the test are available online at [www.act.org](http://www.act.org). There is an application and fee for the administration of the ACT beyond the one offered through the school. Our School Counselor will be able to share information about this exam with students.

### **2. Pre-ACT**

This test is designed for high school sophomores and is usually given in the fall. The PreACT is a multiple choice exam that familiarizes students with the ACT. Mirroring the style of the official college entrance exam, this paper-based test features questions in four subject areas: English/language arts, math, reading, and science.

### **3. Scholastic Aptitude Test (SAT)**

The SAT is an alternate college admissions test to the ACT. This test is administered at various times during the year, usually on Saturdays at different locations in the area. Information about the test and schedules for the administration of the test are available online at [www.collegeboard.org](http://www.collegeboard.org). There is an application and fee for the administration of the SAT. Reach out to the School Counselor for more information.

**4. Preliminary Scholastic Aptitude Test (PSAT)**

**National Merit Scholarship Qualification Test (NMSQT)**

This test is usually given in October. The PSAT is a multiple choice exam that familiarizes students with the ACT. Mirroring the style of the official college entrance exam, this paper-based test features questions in two subject areas: reading and math. A student's score on the PSAT during their junior year will be used as an eligibility criteria for the National Merit Scholarship Program. Reach out to the School Counselor for more information and test taking options

**5. EdReady RISE Placement Test (RISE)**

The RISE placement test is a system of tiered tests that correspond with the transitional courses for English (ENG002) and math (MAT003). The transitional English course and the RISE English test each have two sections/tiers. The transitional course for math and the RISE math test each have three sections/tiers. The RISE placement test is used to assist with determining placement in college-level math and English courses when other means of doing so are not available. Check with the College Liaison for details. Very few of our students will ever need to take the RISE placement test.

**6. North Carolina End-of-Course (EOC) Tests**

Our state requires that students enrolled in certain courses take an end-of-course test for the particular course. These exams are based on a state-wide standard curriculum, the N. C. Standard Course of Study. These courses of study are available on the N. C. Department of Public Instruction website:

[www.ncpublicschools.org/curriculum/](http://www.ncpublicschools.org/curriculum/)

**Courses that have required EOC Testing are:**

Math 1      Math 3      English 2      Biology

Teacher-made final exams will be given in all other high school courses that do not have an EOC Test, unless the student meets the exemption criteria of the district exemption policy. Details of the exemption policy can be found in the *Stokes County Schools Student and Parent Handbook*. **High School Exams will count as 20% of the student's final course grade or as specified by the State Board of Education.** Students failing a course must take the EOC for that course in order to retake the course. Students must take their exams at the regular scheduled time.

**Reports of Student Progress**

Report cards are issued at the end of every nine weeks. Interim progress reports for High School classes will be available for each student every three weeks. Parents are encouraged to create a parent account in Infinite Campus to have access to the most current progress for their student's high school courses. The College Liaison attempts to get progress reports from college instructors for college classes around mid-semester. Parents are encouraged to ask their student to share the most current college grades on the Forsyth Tech Blackboard platform for each course. Parents are encouraged to keep an open dialogue with their student about their performance to schedule conferences with the teachers as is necessary. Please see the section above on contacting teachers and college instructors. Each teacher establishes individual course requirements and grading policies.

**High School Classes**

The grading scale for high school classes is as follows:

- A: 90 – 100
- B: 80 – 89
- C: 70 – 79
- D: 60 – 69
- F: Below 60

**College Classes**

The grading scale for college classes is as follows:

- A: 90 - 100
- B: 80 - 89
- C: 70 - 79
- D: 60 - 69
- F: Below 60

**Final college grades are given to us as letter grades which will be converted via Infinite Campus to a numerical grade for high school credits. A=95, B=85, C=75, D=65, F=55**

## **TEXTBOOKS**

Stokes Early College High School issues high school textbooks as needed for high school courses. The high school in coordination with the college liaison will issue college textbooks. Many college courses will have electronic textbooks instead of a physical textbook. All textbooks are property of the SECHS. The student is held responsible for (1) having the books available for class at all times, and (2) keeping the books in good condition and returning them to the teacher who assigned the books or college liaison for college textbooks at the end of the semester or at the time of withdrawal to another school. **The student must pay for any book that is lost, stolen, or damaged.** Report cards will be held if money is owed for textbooks. Students should never pay for textbooks directly to the college (exception for courses taken in the summer).

## **TECHNOLOGY**

### **Use of School Computers**

The computers are for the instructional use of the students. Students are welcome to use approved software applications, but may not bring software applications from home to use on the school's computers. Improper use of the Internet will not be tolerated.

Students using the computers in the computer lab should show respect for others in the lab and for the property in the lab. There will be no misuse of the computer equipment by installing improper or unauthorized material, damaging the equipment by misuse, or access the Internet for non-instructional purposes. There will be no food or drinks allowed around the computers.

### **Student Chromebooks through 1:1 Program**

#### **TERMS OF LOAN – SEE SCS STUDENT/PARENT CHROMEBOOK 1:1 GUIDELINES FOR FURTHER DETAILS**

The Stokes County School district will loan a device and laptop bag to students upon compliance with the following:

- Student Orientation/Training session.
- Parent/Guardian Orientation/Meeting session.
- Payment of \$27.00 non-refundable technology fee.
- A signed Student/Parent Chromebook Agreement.

Legal title to the property (Chromebook) is with Stokes County Schools. A student's right of possession and use is limited to and conditioned upon full and complete compliance with these board policies (policy manual is available online at [www.stokes.k12.nc.us](http://www.stokes.k12.nc.us)):

- 3220 – Technology in the Educational Program.
- 3225/4312/7320 – Technology Acceptable Use.
- 3226/4205 – Internet Safety.
- 3227/7322 – Webpage Development.
- Other guidelines as outlined in the Student/Parent Chromebook Handbook.

Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines.

A student's possession of the device terminates no later than the last day of the school year unless there is a reason for earlier termination by the District (e.g., drop-out, expulsion and transfer to another school).

### **THEFT**

The student or parent/guardian is required to immediately file a police report in all cases of stolen devices. After filing the police report, the student or parent/guardian shall notify the school and submit a copy of the police report.

In case of theft, a \$50 deductible will be due to the school district.

The district will send a report of all model, asset and serial numbers of student devices to local pawn shops and law

enforcement agencies to assist in the event of loss or theft.

### **DAMAGE OR LOSS**

The yearly Technology Fee of \$27.00 is **NOT** insurance. Each school will cover the one-time cost of repairs to any device that is accidentally damaged during the school year. **This does not include lost / damaged power cords or instances of repetitive damages.**

The student and/or the student's parent/guardian shall be responsible for compensating the school district for any losses, costs or damages which are not covered by the Technology Fee. The student and/or parent/guardian is liable for replacement(s) costs resulting from loss, intentional damage and/or neglect. SCS recognizes that with the implementation of the device initiative, there is a need to protect the investment by both the District and the student/parent. Therefore, the following guidelines were established.

<b>Damaged Part</b>	<b>Charge for Repair/Replacement</b>
Display	\$42.00
Keyboard	\$52.50
Charger	\$26.25
Chromebook	\$261.50
Case	\$30.00

### **LOSS OF PRIVILEGE**

SCS reserves the right to reclaim the Chromebook at any time if the student does not fully comply with all terms of this agreement.

### **APPROPRIATION**

Failure to return the property in a timely manner and the continued use of it for non-school related purposes may be considered unlawful appropriation of Stokes County School's property.

### **MODIFICATION TO PROGRAM**

As the program is new to Stokes County Schools, the district reserves the right to revoke or modify the project or its terms at any time.

### **GENERAL CARE OF THE CHROMEBOOK**

Students are responsible for the devices they have been issued. Chromebooks damaged or in need of repair must be reported to the Media Coordinator or other designated technical support person as soon as possible. It will be the responsibility of the students to also notify their teacher(s) of the situation.

Technical support will determine whether the Chromebook can be repaired onsite or if a loaner device should be issued. Loaner devices are also covered by all rules and regulations as outlined in this document.

### **Guidelines to follow:**

- Always close the lid before moving your device.
- For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the battery.
- Please be aware that overloading the laptop bag will damage the device. Take precaution when placing the laptop bag on a flat surface. Textbooks, notebooks, binders, etc. are not allowed in the laptop bags. Never sit on the laptop bag.
- When using the device, keep it on a flat, solid surface so that air can circulate. For example, using a device while it is directly on a bed or carpet can cause damage due to overheating.
- Liquids, food and other debris can damage the device. You should avoid eating or drinking while using the Chromebook. **DO NOT** keep food or food wrappers in the laptop bag.
- Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing your finger directly on the screen with any force. Always make sure nothing is left on the keyboard (like a pen/pencil) before closing the device.
- Allow your battery to completely drain once a month. Dimming the LCD brightness of your screen will extend

the battery run time. For help, consult your teacher, technician or technology specialist.

- Never attempt repair or reconfiguration of the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the device. Nor should you remove any screws—doing so will render the warranty void.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the Chromebook ports. Especially be careful with the power adapter when plugging/unplugging it from the device.
- Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the device.
- Do not write, draw, paint or place stickers/labels on your Chromebook or bag. Remember the devices are the property of Stokes County Schools.
- Keep your device away from magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old style television sets.

### **Electronic Resources (Internet)/Acceptable Use Of**

The Internet is a unique opportunity to enhance instructional methods, appeal to different learning styles, and meet the educational goals of the board. Through the Internet, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The use of the Internet should be integrated into the educational program. The Internet should be used in teaching the North Carolina Standard Course of Study and in meeting the educational goals of the Stokes County Board of Education. Curriculum committees should provide suggestions for using the Internet in the curriculum and instructional guides as provided in the Stokes County School Board Policy 3115, Curriculum and Instructional Guides. Teachers are encouraged to incorporate the use of the Internet into their lesson plans.

The superintendent/designee shall ensure that school district computers with Internet access comply with federal requirements regarding filtering software and Internet safety policies. The superintendent or his designee shall develop any regulation necessary to meet such requirements and will submit any certifications necessary to meet the requirements of the Children’s Internet Protection Act.

### **Portable Electronic Devices**

With the exception of a laptop/notebook computer, calculator, or other similar item either furnished by Stokes County Public Schools for the purpose of educational instruction or similar personal items with the express permission of the principal for the purpose of educational instruction, use of any Portable Electronic Device, examples of which include but are not limited to cellular phones, digital cameras, and IPODs, during the school day (beginning bell to ending bell) is strictly prohibited. No student shall use, display, transmit or have in the —”on” position any wireless communication device or personal entertainment device during instructional time. **Students and their parent(s)/guardian(s) are solely responsible for any loss or damage to their portable radio, tape recorders, tape/CD/DVD players, cell phone or any other similar electronic equipment in school while it is in their care, custody or control. Stokes County Schools accepts no responsibility for theft, loss or damage to a student's personal electronic equipment.**

**Stokes Early College High School** will follow Electronic Resources/Internet Use procedures and policies established under “Inappropriate or Unacceptable Computer/ Electronic Device Usage” of the *Stokes County Schools Student and Parent Handbook*. (on website).

## **TRANSPORTATION**

### **STUDENT DRIVERS**

#### **PARKING AT THE STOKES CENTER CAMPUS**

Driving is a privilege which may be revoked at any time. There is no fee to park on campus; however, students must request a permit and will be assigned a specific parking space. Additionally, **Stokes County Schools policies state that all students who are issued a high school parking permit are subject to random drug screening as part of the It's My Call program.** **Parking permits may be revoked for leaving campus and excessive tardiness to school. Refer to Stokes County Schools Student Code of Conduct.**

1. All students will park in the designated student parking lot (for high school students, this is the lot at Bldg A (on the side with the flagpole).
2. No student is allowed to loiter in or around cars upon arrival to school.
3. Cars will be allowed to leave campus immediately following dismissal.
4. Any faculty member supervising the parking lot has the authority to revoke the parking privileges of any student. Profanity, excessive speed or other types of misconduct in the parking lot will not be tolerated.
5. Students are not to go to the parking lot during the school day, unless they have permission or are leaving for the day.
6. Vehicles may not display trim or tags that contain profanity.
7. Parking privileges will be revoked if a student provides transportation for any student who does not have proper permission to leave school grounds or to be on school grounds.
8. Students that do not acquire a permanent parking permit and have a legitimate need to drive for that day may request a temporary parking permit from the office.
9. Students who drive recklessly or unsafe may have their parking privileges revoked.

#### **Student Parking Lot**

Students are to park only in the assigned student parking lot – the lot at Building A (on the side with the flagpole). Those students towing trailers need to have prior approval from administration.

Upon arrival to school, students shall park in their assigned parking space, gather all their belongings and enter the building. **If students wish to return to their cars during the school day to retrieve forgotten items, they should have permission from the school office.** At dismissal students shall exit the parking lot following the directions of staff members supervising the parking lot.

Students shall drive safely in our parking area to avoid accidents and/or injuries. ***Any staff member supervising the parking lot may revoke parking privileges for drivers operating their vehicles in an unsafe manner or displaying inappropriate behavior.*** There will be traffic direction at dismissal to ensure the safe departure of our students and to assist with traffic control.

#### **FORSYTH TECH PARKING PERMITS**

Students driving to take courses at other Forsyth Tech locations must get a Forsyth Tech parking permit/decal which you can purchase from Forsyth Tech for \$25.00 at the time of registration. **This fee is not refundable. Parking permits are valid from July 1 to August 31 the following year.** Specific rules governing parking are issued with each vehicle registration and may also be found in the current issue of the *Student Academic Planner*.

#### **Student Drop-Off and Pick-Up by Parents**

**In the morning, parents/guardians should drop students in the student parking lot by the flagpole.**

**\*\*Afternoon pick-up for students will be in the same location as drop-off.**

### **Bus Riders**

School bus drivers are given authority by our principal, the administration of Stokes County Schools and the State of North Carolina to supervise students that ride buses to and from school. **SECHS will follow Bus conduct, Policies & Procedures established by Stokes County Schools.**

### **Bus Routes**

We acknowledge that SECHS bus routes are lengthy since our students come from all over Stokes County. Parents and students please know that we have done everything in our power to be aware of those time constraints on students and have made adjustments to school scheduling, adding a new bus route, etc., to attempt to accommodate our students. We DO NOT desire for them to be on the bus any longer than necessary. However, with the size of Stokes County, our bus rides continue to be long. We encourage students to bring snacks (cleaning up after themselves, of course), homework materials, and a book to read, etc., to assist with managing the long routes

### **Drivers' Education**

Drivers' Education classes are offered at the traditional high schools at various times during the school year. Parents and students need to contact the high school in your residential district to obtain information and secure a class. Information about Driver's Education and links to the traditional schools' websites can be found on our school website.

### **Drivers' Eligibility**

**Be aware that according to state regulations, students must maintain high ACADEMIC status (passing 70% of high school and college classes) each semester in order to receive or keep their learner's permit or drivers' license.**

## **MISCELLANEOUS**

### **ACCIDENTS**

In case of an accident, the following procedures should be followed:

1. Report all accidents to the teacher or closest adult if the injury occurs in the classroom or on school grounds.
2. If medical attention is required, report to the front office and notify the principal; parents will be immediately notified and all measures taken to assist the student.
3. Fill out an accident report form in the Front Office on the day the accident occurs, if possible.

### **COMPUTER LAB: Forsyth Tech**

The Forsyth Tech computer lab is open during study/free periods Monday-Friday. Students are welcome to use the computer lab before school, during break or lunch, and after school to complete assignments, print assignments, check TechLink, etc. They may NOT however use the computer lab, nor computers, for social networking, playing games, etc., regardless of the time of day. This means students are not allowed to use social networking sites, play games, etc., during break, lunch, before or after school. The computer lab is STRICTLY for ACADEMIC purposes ONLY. Any student misusing the computer lab may be banned from using it in the future.

### **EXTRACURRICULAR ACTIVITIES**

**Clubs and Service Opportunities.** Stokes Early College offers many opportunities for students to participate in extra- and/or co-curricular clubs and service opportunities. Students who are interested in joining a club or activity should contact the club's adult sponsor for information about membership requirements. Service opportunities will be made available throughout the school year; however, each student is encouraged to find a service opportunity on his/her own and become an involved and active citizen in his/her community. If there is a club that a student may be interested in that isn't offered on campus, then the student may contact the principal to discuss the possibility of creating a club.

**Athletics.** The Stokes Early College High School does not have an athletic program; however, with approval from the Stokes County Board of Education, SECHS students are allowed to participate in athletics at the traditional school of their

**\*\*PAGE 27 MUST BE RETURNED TO HS FRONT OFFICE BY FRI., AUGUST 29, 2025. (Or signed Electronically using the Beginning of Year Forms found on the school website\*\***

residence as long as they meet the eligibility criteria for athletic participation. Students who are interested in trying out for different athletic teams at the three traditional high schools are responsible for contacting the appropriate Athletic Director and/or Coach at that school. The SECHS is not responsible for providing transportation to the traditional schools to meet practice or game times. We can provide bus transportation to the school, but cannot guarantee that you will arrive before scheduled practice or game times. Students/families may need to arrange for other transportation options, if necessary. Stokes County Schools policies state that all students who participate in athletics are subject to random drug screening as part of the It's My Call program. More information can be found on the school website.

**DRESS CODE/Dress Code for college PE classes**

See attached Stokes County Schools' policy 4316 for Dress Code specifics. Students are expected to adhere to the county policy even during college physical education classes.

**FAST FOOD**

Lunches from fast food or any restaurants are allowed to be brought to school by students, parents, relatives, or friends of students during breakfast, lunch, or Study/Free Period. Delivery of fast food restaurant or other commercial items at lunch or for lunch is not allowed at any time. This practice should not interfere with the regular school day and may not be allowed in classrooms without teacher approval.

**FACILITIES: Building & Room Maintenance**

SECHS is a unique situation. Stokes County Commissions/Government owns the land and the building which houses our school. All equipment, furniture, fixtures inside the building belong to Forsyth Tech, while Stokes Early College High School is housed in the building. Our staff and students MUST therefore be more careful to respect the school environment, maintain order and cleanliness for the facility. For example, students should not stick their used gum under the tables, sit or lie on the tables, etc. While these fixtures are provided for our use, we must also respect that these same fixtures will be used by Forsyth Tech students in the evenings.

**FIELD TRIPS**

Students are expected to participate in educational cultural experiences that positively impact success (College tours, hands-on experiences, seminars, visits to museums, job shadowing, etc.) as provided by the school throughout the school year. Students are expected to also gain permission from their college professors before attending any field trips and are solely responsible for making up any missed work. The administration reserves the right to deny students who are experiencing development and academic challenges from participation in such experiences.

**SCHOOL MEALS**

All school meals – breakfast and lunch – will be served in the cafeteria (Building B, Room 201). Students MUST eat breakfast in the picnic table area or their 1<sup>st</sup> period class. Students may eat lunch in the outside picnic area or in the cafeteria. Additionally, some teachers will make their classroom available for lunch. The Forsyth Tech main building will also allow limited space for students to eat lunch, as long as that privilege isn't taken advantage of.

2025-2026 Meal Prices

Breakfast: \$1.50

Lunch: \$3.00

**Refrigerator Use**

Students are welcome to bring their lunches, lunch items, etc., but they will not be allowed to keep items nor lunches in the refrigerator

**Microwave Use**

Students do have access to a microwave for lunch/breakfast. HOWEVER, they need to be aware of time constraints. If they bring a meal which takes six (6) minutes to cook, very few students will have time to cook their food and eat lunch. This is a time management issue. Bottom line: the faster the cook time, the better for them and others!

## **PRINTING**

From time to time, students will need to print high school or college papers, research notes, homework assignments, etc. Students may print materials at school for ACADEMIC purposes ONLY.

## **STUDENT MOVEMENT: Moving throughout building, Changing Classes, Etc. –**

Due to the nature of our school environment, student movement from class to class must be efficient. Students should not congregate in the hallway nor immediately outside classrooms. Once class is dismissed, students should make their way immediately to their next class. Students are given lunch where they can socialize. The hallway simply will NOT accommodate students gathering together in the hallway. Please respect your fellow students, and make way for others.

## **STUDENT ID CARDS**

ALL students will receive a SECHS ID picture card.

## **VISITORS**

Social visits from outsiders during the school day will not be allowed. Parents wishing to contact their students are requested to go to the high school FRONT OFFICE for assistance. **Students from another school and other visitors ARE NOT ALLOWED to visit or attend classes with enrolled students.** The principal must approve exceptions such as students from foreign countries. Parents are encouraged to visit the school and observe their student's instructional day. Please check with administration prior to visiting, even if the teacher has issued the invitation. **All non-students and non-school persons are to register with the high school FRONT OFFICE before entering other parts of the facility.** The school extends a courteous welcome to all adult visitors who have legitimate reason to visit the campus. Under no circumstances will visitors be allowed to infringe on the students' or teachers' instructional time. Unauthorized persons found loitering on the campus or in the building will be asked to leave immediately.

**VOLUNTEERS:** Volunteers and their services are an important aspect of our community support services. Parents, relatives and community volunteers that work with the school program can serve in a variety of ways.

## **Instructional and Operational Fees**

Some classes and activities at Stokes Early College High School charge a fee. These fees should be paid to the office before the end of the first month of the semester (Note: You could have multiple math or science fees, since most will take one in the fall and spring). After the first quarter, students that have not paid their fees will be placed on the students' debt list. Notes will be attached to progress reports and comments will be made on report cards identifying those students that have not paid fees. **Please disregard any Forsyth Tech billing statements that you may receive. The school will cover those. Never make a payment directly to Forsyth Tech without consulting with the College Liaison.**

**FEE WAIVERS:** *Students who receive free or reduced lunch may qualify for reduced fees or a waiver of fees. Fees are not automatically waived for students on free or reduced lunch. Students must obtain a form from the office complete and return the form to the office for consideration for reduction or waiver of fees.*

## **Fees and Amounts**

\$52.50 - Annual One-Time Instructional Fee (All Students)

\$27.00 - Annual One-Time Technology Fee (All Students)

\$5.50 - Math Courses (Math 1, Math 2, Math 3, Math 4, or Pre-Calculus)

\$5.50 - Physical Science

\$10.75 - Biology Honors, Earth Science Honors, Chemistry Honors

\$65.00 - Driver's Education Fee (If enrolled in the class. Paid to school where taking the class.)

\$5.50 - Extracurricular Activity Fee (Drivers at the SECHS or athletics) - Must submit with "It's My Call Form"

You may pay fees online with no transaction fee, using School Cash Online. When you log into School Cash Online, you will see other fees, but only submit payment for these above, as applicable.

**\*\*PAGE 27 MUST BE RETURNED TO HS FRONT OFFICE BY FRI., AUGUST 29, 2025. (Or signed Electronically using the Beginning of Year Forms found on the school website\*\***

Payment will be available online using SchoolCashOnline. Families will need to register for this service. The link can be found at:

<https://www.earlycollege.stokes.k12.nc.us/o/sec/page/student-fees>

### **Remote Instruction**

At certain times during the school year, a Remote Learning Day could be scheduled if the Superintendent deems it necessary (i.e. due to inclement weather). Remote instruction could be synchronous instruction (live sessions where students log in during their scheduled class times) or asynchronous (students will have assignments posted using an online platform including possible online resources and recorded instructional videos). The high school courses use Canvas as its Learning Platform System and assignments will be posted into the students' Canvas classrooms. The college courses uses Blackboard as its Learning Platform System and assignments should be posted into the students' Blackboard classrooms.



# AI GUIDE FOR STUDENTS

Artificial intelligence (AI) is all about making machines think like people. Even though AI has been around for a long time, "Generative AI" is becoming popular now because of companies like OpenAI making things like ChatGPT. Generative AI uses information from the internet to create stuff like text, audio, pictures, videos, or even computer code. These AI tools are becoming more advanced and are easy for anyone with the internet to use, so many states like North Carolina are starting to make rules and policies for them.

## Appropriate Uses of AI

- **Content Creation & Enhancement:** Students can use AI to create storyboards or generate learning materials to improve understanding of concepts
- **Collaboration:** AI can provide tools for effective communication
- **Interactive Learning Materials:** AI can be used to generate interactive materials to engage student learning
- **Language Translation:** AI can be used to translate learning materials or provide cultural content

## Inappropriate Uses of AI

- **Plagiarism & Cheating:** Students should not submit AI-generated work as their own
- **Bullying & Harassment:** Using AI, including deepfakes, to manipulate media to bully, harass, or intimidate someone is strictly prohibited
- **Over-reliance:** While beneficial, AI should always be thoroughly reviewed for inaccuracies
- **Compromising Privacy:** Never put your personal information into generative AI tools



## What's Okay and What's Not?

For any school assignment, ask your teacher whether or not you are allowed to use AI tools like a chatbot. If a teacher states no AI for the assignment but it is used, this is considered cheating. If AI is allowed, then you must give credit or cite the use of AI.

Remember, AI is not always accurate and you should always fact check the responses it gives. AI should improve learning and not replace your own thoughts and knowledge.

## Academic Integrity Policy

Students are expected to demonstrate respect for intellectual property rights and the contributions of others to refrain from any form of academic dishonesty, including cheating, plagiarism, or unauthorized collaboration. It is the responsibility of each student to ensure that his or her use of AI tools complies with the parameters of the academic assignment, and if unsure, to seek guidance from their teacher. The use of information obtained through AI technology must be cited. Failure to comply with this requirement is a violation of the Student Handbook (page 76).

**READ THE POLICY IN ITS ENTIRETY HERE:  
[BIT.LY/SCSSAIGUIDELINES](https://bit.ly/scssaiguidelines)**

# Can I use AI on this Assignment?

Stokes County Schools AI Policy 6-12

	Level of AI Use	Full Description	Disclosure Requirements
<b>0</b>	NO AI USE	<ul style="list-style-type: none"> <li>AI must not be used at any point during the assessment.</li> <li>This level ensures that the students rely solely on their own knowledge, understanding, and skills.</li> </ul>	<ul style="list-style-type: none"> <li>No AI disclosure required</li> <li>May require an academic integrity pledge that AI was not used</li> </ul>
<b>1</b>	AI-Assisted Idea Generation and Structuring, Editing, and Specified Task Completion	<ul style="list-style-type: none"> <li>AI can be used for brainstorming, structuring your work, and generating ideas for improvement.</li> <li>AI can assist in enhancing the clarity and quality of your original content to elevate your final submission.</li> <li>Certain elements of the task, as specified by the teacher, can be completed with the help of AI.</li> <li>This level involves critically engaging with AI-generated content and evaluating its output.</li> <li>You are responsible for providing human oversight (lateral reading) and evaluation of all AI contributions to your work.</li> <li>Ensure that the final submission is your own original content.</li> </ul>	<ul style="list-style-type: none"> <li>AI disclosure statement must be included disclosing how AI was used</li> <li>Link(s) to AI chat(s) must be submitted with the final submission</li> <li>ALL AI-generated new content must be identified and cited</li> <li>AI disclose statement must be included disclosing how AI was used</li> </ul>
<b>2</b>	Full AI Use with Human Oversight	<ul style="list-style-type: none"> <li>You may use AI throughout your assessment to support your own work in any way you deem necessary</li> <li>AI should be a co-pilot/thought-partner to enhance human creativity</li> <li>You are responsible for providing human oversight (lateral reading) and evaluation of all AI generated content</li> </ul>	<ul style="list-style-type: none"> <li>You must cite the use of AI using proper MLA or APA citation</li> <li>Link(s) to AI chat(s) must be submitted with the final submission</li> </ul>

Adapted by Stokes County Schools from the work of Vera Cubero for the North Carolina Department of Public Instruction (NCDPI) from the work of Dr. Leon Furze, Dr. Mike Perkins, Dr. Jasper Roe FHEA, & Dr. Jason Mcvaugh  
[Link to Original Work](#)



# Generative AI Guide for Parents

## What is Generative Artificial Intelligence?

Artificial intelligence refers to the science of machine learning. While AI has been around for decades, Generative AI (GenAI) is newer and is easily accessible to all users through apps, websites, and tools. GenAI tools use trained data from the internet to generate text, images, audio, video, or code-based content.

These tools provide benefits and risks to your child's education as they are rapidly evolving. In our efforts to stay committed to your child's safety, our district has developed a Generative AI Policy that details our vision and ethics with this new technology.

Read the policy in its entirety here: [bit.ly/SCSSAIGuidelines](https://bit.ly/SCSSAIGuidelines)

### ➤ How Will AI Impact My Child's Education?

Following in the footsteps of the North Carolina Department of Public Instruction (NCDPI) Guidelines, teachers and students are encouraged to use AI tools responsibly while upholding their personal control and decision-making in the learning process.

Students should use AI on assignments as permitted by teachers and follow the Academic Integrity Policy set by Stokes County Schools. If students are allowed to use AI tools, it must be cited as a source used for research.

### ⊘ Inappropriate Uses of Gen AI

- **Plagiarism & Cheating:** Students should not submit AI-generated work as their own
- **Bullying & Harassment:** Using AI to manipulate media to bully, harass, or intimidate someone is strictly prohibited
- **Over-reliance:** While beneficial, AI should always be thoroughly reviewed for inaccuracies
- **Compromising Privacy:** Never put your personal information into generative AI tools

### ✓ Appropriate Uses of Gen AI

- **Content Creation & Enhancement:** Students can use AI to storyboard or generate learning materials to improve understanding of concepts
- **Collaboration:** AI can provide tools for effective communication
- **Interactive Learning Materials:** AI can be used to generate interactive materials to engage student learning
- **Language Translation:** AI can be used to translate learning materials or provide cultural content

## AI Terms to Know:

### ARTIFICIAL INTELLIGENCE

Computer systems that can perform tasks that typically humans do

### GENERATIVE AI

A type of AI that can generate visual, audio, or code-based content

### ALGORITHM

Instructions from data on how to solve a problem

### DATA PRIVACY

Keeping your personal information safe from others who should not see it

### BIAS

AI tools are trained on information that is from the internet which should always be vetted for accuracy

For more resources and guidance on AI in education, go to [https://go.ncdpi.gov/AI\\_Guidelines](https://go.ncdpi.gov/AI_Guidelines)

Created : 6/17/24



# Stokes County Schools

EMPOWERING ALL STUDENTS TO ACHIEVE AND SUCCEED

## Stokes County Schools' Extracurricular Anti-Bullying Contract

Stokes County Schools is committed to providing a safe and nurturing environment for all students, whether during or after school hours. Extracurricular activities, including interscholastic athletics, are a privilege, not a right. Student-athletes and others who participate in extracurricular activities are considered role models and are expected to display appropriate behavior towards peers and others at all times.

Stokes County Schools stands firmly against bullying and harassing behavior of any kind. Student-athletes and others who participate in extracurricular activities will be required to sign this pledge each year, acknowledging their role in setting the example for the appropriate treatment of others. Students who violate the Stokes County Schools' Student Code of Conduct in regard to bullying and/or harassing behavior, will be subjected to the following disciplinary action.

### Disciplinary Consequences for Bullying/Harassing Behaviors (6th-12th Grade)

#### 1st Offense

- Meeting with Administration, Student, and Parent/Guardian
- Loss of athletics and extracurricular activities for 90 School Days
- Five (5) day out of school suspension
- Meeting with student/counselor; counselor provides outside referral for counseling services

#### 2nd Offense

- Meeting with Administration, Student, and Parent/Guardian
- Loss of athletics and extracurricular activities for 365 Days
- Ten (10) day out of school suspension and referral to Meadowbrook Academy
- Transfers will be revoked for students who do not reside in Stokes County

#### 3rd Offense

- Meeting with Administration, Student, and Parent/Guardian
- Loss of athletics and extracurricular activities indefinitely
- Ten (10) day out of school suspension and recommendation for long-term suspension

### Student Pledge

As a student who participates in athletics and/or extracurricular activities within the Stokes County School System, I understand that I have a responsibility to be a role model for those around me. I pledge to treat others with respect and kindness at all times. If I fail to do so, and my behavior violates the Stokes County Schools' Student Code of Conduct as it pertains to bullying/harassment, I understand I will be held accountable to consequences set forth by the Stokes County Board of Education.

Student: \_\_\_\_\_

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

Parent/Guardian: \_\_\_\_\_

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

**STOKES EARLY COLLEGE HIGH SCHOOL  
STUDENT AGREEMENT & ACADEMIC CONTRACT  
2025-2026**

**Student Name** \_\_\_\_\_

**Grade** \_\_\_\_\_

**SECHS Student Guidelines**

*Stokes Early College High School administrators, instructors, and staff are committed to ensuring that SECHS students successfully complete their courses at the Stokes Early College High School/Forsyth Technical Community College, and are properly prepared to move on to college, career and life. In order to jointly achieve this goal, parents and scholars are asked to commit to supporting educational success by entering into this agreement. Satisfactory academic and behavioral performance at Stokes Early College High School is expected and necessary for continuation in the program. Student achievement is a willingness to do his/her best and parental involvement.*

**EXPECTATIONS:**

*Students must.....*

- Honor guidelines and directions as set forth in the SECHS Parent/Student Handbook and Forsyth Technical Community College Student Handbook.
- Maintain a minimum of a combined (high school & college) 2.5 GPA each semester. Students who do not meet this minimum will be referred to the SECHS Individual Support Team (IST) for intervention review.
- Meet the minimum promotion requirements each year.
- Students must maintain a minimum of a 2.0 college GPA and 2.5 high school GPA. Failure to do so may result in being placed on academic probation.
- Failure to maintain a 2.5 GPA at the high school level and a 2.0 GPA at the college level for 2 consecutive semesters with no improvement may result in being transferred back to the traditional high school.

**STUDENT'S Pledge:**

**I pledge to:**

- Commit to the challenge and rigor of the program by fully completing class work, homework, projects and all other assignments in a quality manner.
- Prepare for assessments to the best of my ability.
- Attend school each day and arrive on time; be prepared by having textbooks and materials.
- Engage in responsible classroom participation demonstrating appropriate behavior, attitude, and exhibiting respect for self and others at all times.  
Behave in a manner that is commensurate with a prospective college student; exhibiting good decision-making skills, self control, and self direction at public venues, school assemblies, in class, and on field trips.
- Adhere to the SECHS Student Code of Conduct.
- Follow teacher expectations regarding homework, class work, assignments, tests, etc.
- Not engage in cyberbullying.

**PARENT/GUARDIAN’S Pledge:**

**I pledge to:**

- o Join the SECHS PTO in supporting student and school success.
- o Attend parent meetings as scheduled.
- o Support the SECHS’s Student Code of Conduct as presented in the 2021-2022 Parent/Student Handbook.
- o Be proficient in utilizing technology in order to facilitate and enhance home/school communication via email, Infinite Campus, Canvas, SECHS website, and instructor’s websites.
- o Attend parent/teacher/student conferences as needed or scheduled each semester to discuss the academic progress or other matters related to your student.
- o Review progress reports each grading period to maintain awareness of your student’s progress at SECHS. (Refer to dates in the Parent/Student Handbook.)

**Probation Procedures:**

*When a student has not attained the above noted GPA requirement...*

- The student will be placed on academic probation for one semester at SECHS or Forsyth Tech Community College.
- The parents will be notified in writing.
- The progress of the student will be reviewed at mid-semester and again at the end of the semester. The parents will be alerted concerning the status of their child.
- The Individual Support Team (IST) consists of core academic high school instructors, the counselor, college liaison and the principal.
- The Individual Support Team (IST) meets after semester report cards are issued each year and reviews student records. This team will decide together interventions for the student.
- A mandatory parent/student conference will be held to discuss intervention plans during the probationary period.
- **Failure to satisfy the probationary period and increase the GPA could result in dismissal from the program.**
- When a student attains the required minimum GPA (2.5 for high school; 2.0 for college) after being placed on probation for one semester, then the student returns to a satisfactory academic status.
- **Earning a grade of “F” in a college course or repeating a course for which a grade of “D” was earned will result in Stokes Early College students repaying certain fees to the Stokes Early College High School. Earning below a “C” in a college course makes that course non-transferrable.**

**Signature acknowledges that the parent/guardian(s) and the student are aware of the academic guidelines and continuation in the program processes at SECHS.**

**Failure to comply with this agreement may result in dismissal from classes or the program.**

_____	_____	Date: _____
Print Parent/Guardian’s Name	Parent/Guardian Signature	
_____	_____	Date: _____
Print Student Full Name	Student Signature	

**STOKES EARLY COLLEGE HIGH SCHOOL STUDENT HANDBOOK ADDENDUM 2025-2026**

---

Dear Parents,

In addition to the *Stokes County Schools Student & Parent Handbook*, Stokes Early College High School has published the *Stokes Early College High School Student Handbook Addendum* that covers procedures, rules and regulations that are specific to our school. Every student and parent is required to follow all of the guidelines that are in BOTH documents. A form is included in the *Stokes County Schools Student & Parent Handbook* that each student is required to return to school stating that both the student and parent or legal guardian have read and understand these procedures, rules, and regulations.

The *Stokes Early College High School Student Handbook Addendum* is located on the school website at [www.earlycollege.stokes.k12.nc.us](http://www.earlycollege.stokes.k12.nc.us). Please take the time to read and discuss the information in this handbook with your student, sign and have your student sign this page, and return it to the office.

I have read and reviewed the *Stokes Early College High School Student Handbook Addendum* that is on the school's website with my parents. **Signature also acknowledges that the student is aware of the academic guidelines and continuation in the program processes at SECHS as indicated on the Student Agreement & Academic Contract 2025-2026 on pages 25-26 of the Stokes Early College High School Student Handbook Addendum.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and reviewed the *Stokes Early College High School Student Handbook Addendum* that is on the school's website with my son/daughter. **Signature also acknowledges that the parent/guardian is aware of the academic guidelines and continuation in the program processes at SECHS as indicated on the Student Agreement & Academic Contract 2025-2026 on pages 25-26 of the Stokes Early College High School Student Handbook Addendum.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

We do not have internet access at our home and have not been able to access the school's website at another location (i.e. school library, public library, etc.). Please send us a paper copy of the *Stokes Early College High School Student Handbook Addendum* to review.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
(only sign if you need a paper copy)

---

**Technology Survey: Please complete prior to turning in to school.**

Student Name: \_\_\_\_\_

- We have somewhat reliable internet access at home.
- We have internet access at home, but it isn't always reliable (i.e. hotspot only, intermittent satellite, etc.)
- We have no internet access at home.