

# *MIDDLE CREEK HIGH SCHOOL*

A WAKE STEM SCHOOL



## *STUDENT HANDBOOK 2016 - 2017*

*DESIGN ~ INNOVATE ~ INSPIRE*

**This handbook is the official school guide specifically for operations at Middle Creek High School.** All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. These WCPSS policies are also located on the WCPSS district website. If there is a conflict between the rules expressed in this handbook and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Todos los estudiantes son responsables de cumplir con y familiarizarse con el Código de Conducta Estudiantil de WCPSS y las políticas de la Junta de Educación que gobiernan el comportamiento y la conducta de estudiantes. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Las políticas WCPSS también se encuentran en el sitio web de WCPSS distrito. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

#### **MISSION STATEMENT**

Middle Creek High School strives to create a youth-centered community consisting of life-long learners who are engaged in personalized acts of discovery, which leads to achievement both within the school and in the student's future endeavors.

#### **MIDDLE CREEK HIGH SCHOOL ADDRESS**

123 Middle Creek Park Avenue  
Apex, North Carolina 27539

Web Address: <http://www.wcpss.net/middlecreekhs>

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## **SCHOOL PERSONNEL**

### **ADMINISTRATION**

Wade A. Martin	Principal
Johneka Williams	Assistant Principal –9 <sup>th</sup> Grade (A-L)
William Shipp	Assistant Principal –9 <sup>th</sup> Grade (M-Z)
Joseph Blanchard	Assistant Principal –10 <sup>th</sup> Grade
Quamesha Whitted-Miller	Assistant Principal –11 <sup>th</sup> Grade
Mary Koning	Assistant Principal –12 <sup>th</sup> Grade

### **Main Office / Receptionist**

Lynn Conway 919-773-3838

### **Data Manager**

Sherie Berry 919-773-3838 ext. 21933

### **Athletics Director**

Jeremy Thompson 919-773-3838 ext. 21887

A complete list of staff with contact information can be found on the MCHS website under Our School > Directory.

### **STUDENT SERVICES 919-773-3838 ext. 21934**

Dean of Students	Tara Gillespie	919-773-3838 ext. 21924
Counselor, Students A-Co	David Ruggiero	919-773-3838 ext. 21926
Counselor, Students Cr-He		919-773-3838 ext. 21922
Counselor, Students Hi-Me	Mina Bozman	919-773-3838 ext. 21921
Counselor, Students Mi-R	David Minion	919-773-3838 ext. 21925
Counselor, Students S-Z	Nicole Bates-Leto	919-773-3838 ext. 21923
Registrar	Chanda Maxwell	919-773-3838 ext. 21927
SAP Counselor	Brentt Coley	919-773-3838 ext. 21910
Special Programs Chairperson	Laura Megronigle	919-773-3838 ext. 21894
Career Development Coordinator	Sharon Smith	919-773-3838 ext. 21900

The student services department is available to serve students and all others interested in the personal and educational development of students. Students are required to have a signed hall pass when coming to the Student Services offices. Services include assisting students in planning their educational futures, counseling students individually or in groups, teaching through classroom guidance, serving as a liaison with community services and agencies, and working with parents and students in the students' varied personal and academic needs. Parents and students may request a conference at any time during the school year.

### **CONFIDENTIALITY**

Wake County School Board policy 6300 provides explicit guidelines with which all school personnel are required to comply regarding review and release of student records. These guidelines are binding. The release of information about a student without parent permission is prohibited.

## **ACADEMICS**

### **ATTENDANCE POLICIES AND PROCEDURES**

Students must be in regular attendance to do their best work in school. School Board Policy 6000 states, "The Board recognizes that a positive correlation exists between regular attendance and achievement. Therefore, regular attendance is required." Regular attendance develops patterns of behavior that are essential to professional and personal success in life. For details see Board Policies 6000 and 5510 in the WCPSS Student/Parent Handbook.

When the need for an absence exists, it is imperative that the student returns to school with a note from his/her parent or guardian providing an explanation for the absence and the signature and daytime contact information of the parent or guardian.

If a student is absent for five total days for any reason, parents will be asked to have a conference at the school to write a plan to improve attendance. If a student accumulates ten days of absences for any reason in any class, the student may fail the course, regardless of the student's current grade in the course.

### **EXCUSED ABSENCES**

Valid conditions for excused absences include:

1. Illness or injury that makes the student physically unable to attend school
2. Isolation ordered by the State Board of Health
3. Death in the family
4. Medical or dental appointment
5. Participation as a party under subpoena as a witness in a court proceeding
6. Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal
7. Participation in a valid educational opportunity such as travel, with **prior approval** of the principal. Parents should submit an Excused Absence Prior Approval Form (Form #1710) at least five days preceding the absence.

Any absence not meeting the requirements of an excused absence shall be an **unexcused absence**.

The MCHS leadership team approved the following school-based attendance plan:

### **DISCIPLINE ACTIONS FOR UNEXCUSED ABSENCES**

1. Work for unexcused absences should be made up for at least 70% credit
2. Administrative referral
3. Serious offenses (on or off campus) will result in out-of-school suspension upon the first offense.

### **CONSEQUENCE AFTER 10<sup>TH</sup> ABSENCE FOR A SEMESTER COURSE**

1. Once the student reaches the 10<sup>th</sup> absence, excused or unexcused, the school may decide whether or not to waive the attendance-based failure.
2. If the school does not choose to waive the attendance-based failure, then the student may appeal to the attendance committee.
3. The teacher will have the opportunity to speak or give written information about the student to the committee.
4. The attendance committee will be made up of volunteer administrators, counselors, and teachers.

**VERIFICATION OF ABSENCES**

1. The attendance office will verify a student’s absence as excused or unexcused based upon receipt of the absence note from a parent. Parents/guardians will be contacted by telephone on a daily basis notifying them of a student’s absence. Parents should notify the school if contact information changes. If a student’s note is fraudulent, the attendance office will notify the teacher.
2. Students being admitted to class should have an attendance slip, either excused or unexcused.
3. Students have two days to provide a note from a parent verifying their absence from school/class. Students with unexcused absences are subject to disciplinary consequences from administration.

**CHECKING OUT OF SCHOOL EARLY**

1. The student brings a note from his/her parent or custodial guardian to the attendance office between 7:00 – 7:20 a.m.
2. A parent/custodial guardian will be contacted before a student leaves campus.
3. A student should pick up the check-out note during a class change or during lunch.
4. If a student becomes ill during the school day, the classroom teacher may send the student to the attendance office with a pass. The attendance office will contact the parent. The student will return to class immediately after notifying the attendance office to call a parent and will remain in class until the arrival of a parent/guardian at the attendance office to check the student out of school.
5. Students are to be properly signed out in the attendance office before they are allowed to leave campus. Failure to sign in and out appropriately may result in disciplinary action against the student.

When students are off campus for lunch, PEPI, or other school sponsored activities, they should remember that they are still under the care and jurisdiction of MCHS. Failing to return to school for any reason and not following the prescribed check out procedure is unacceptable and may result in disciplinary actions for the student.

**CREDIT FOR ATTENDANCE**

To be counted present a student must be in attendance for more than 50% of the class period, and 50% of the school day. Checking in after 11:00 a.m. is considered absent for that school day. Students shall be considered present while attending an official school activity at a place other than the school and are considered present at school.

**BELL SCHEDULE**

<b>1st - 7:25-8:55</b>		
<b>2nd - 9:00 - 10:30</b>		
<b>3rd - Lunch A Lunch 10:35 - 11:10 Class 11:15 - 12:45</b>	<b>Class 10:35 - 11:20 Lunch B 11:25 - 12:00 Class 12:05 - 12:45</b>	<b>3rd - Lunch C Class 10:35 - 12:05 Lunch 12:10 - 12:45</b>
<b>4th - 12:50 - 2:18</b>		

See the MCHS website for alternate bell schedules for early release days and inclement weather delay schedules.

### **BRING YOUR OWN DEVICE (BYOD)**

It is the vision of Middle Creek High School that the tremendous value of BYOD technology as an educational resource will far outweigh the potential risks. MCHS will leverage existing and emerging technologies as a means to learn and thrive in the 21<sup>st</sup> century and prepare students for success in this competitive global age. This program allows students to use their personal devices for teacher directed classroom activities. Students may use any device that is Wi-Fi enabled. To participate, students will access content through the WCPSS wireless network. Students should be connected to the WAKE-BYOD wireless network. *No student is required to bring a device.* MCHS will not be responsible for lost or stolen devices. All students and parents will complete the BYOD Responsible Use Contract and comply with WCPSS electronic acceptable use policies.

### **GRADING SCALE**

The grading scale below is used on all report cards:

A - 90 - 100	Excellent Achievement
B - 80 - 89	Good Achievement
C - 70 - 79	Satisfactory Achievement
D - 60 - 69	Minimal Achievement
F - below 60	Insufficient Achievement

### **HONOR ROLL**

An honor roll is published at the end of each nine-week grading period to recognize student academic achievement.

1. "A" honor roll for students who earn a grade of "A" in all subjects for which grades are given.
2. "AB" honor roll for all students who earn an overall grade average of "B" or better with no grade lower than a "C" in all subjects for which grades are given.
3. The selection of honor roll students at the end of each grading period is based on grades earned for that period only, rather than on an average for the preceding periods

### **MAKE UP WORK – EXCUSED ABSENCE**

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

1. If an absence has been approved in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. Full credit will be given for the assignment.
2. If make-up work has not been assigned in advance by a teacher, the student will have:
  - One day for each day absent for absences of one to three days' length, or
  - Two days for each day absent for absences exceeding three days. Full Credit will be given for the assignment.
3. The responsibility for securing and arranging for make-up work rests with the student.

### **MAKE UP WORK – UNEXCUSED ABSENCE**

Make-up work shall be graded at a standard consistent with the original work. Credit equivalent to not less than 70% of the original value of the work, shall be awarded for make-up work completed within the school's established procedures.

Absences resulting from out-of-school suspensions are considered unexcused, and the same policy for make-up work applies. Full credit must be given for quarter, semester or grading period examinations in the case of short-term suspensions.

## **SENIOR EXAM EXEMPTIONS**

This WCPSS policy is based on academic performance and attendance. Exemptions may not be granted for state exams (EOC, NCFE or CTE). The attendance count includes each instructional day of the semester.

Exemptions will be granted for seniors each semester under the following conditions:

- Attendance will be calculated per class period according to period attendance.
- According to school policy, a student must be in class for one-half of the period (45 minutes) in order to be counted present.
- Time missed for school related activities (school sponsored field trips and sports related trips approved by the principal), religious holidays approved by the school board, and pre-scheduled guidance appointments **will not** be considered absences.
- Students are permitted four college visits per year. Additional days missed due to visiting a college campus on “College Days” **will be** considered an absence.
- Out of school suspensions are unexcused absences and count towards exam exemptions.
- Any senior absent on a day that the senior class absentee rate exceeds 15% forfeits their exemption.
- A student with an unexcused absence in a class, regardless of his/her grade average, will forfeit the privilege of being exempt from the exam in that particular class. Repeated ALC/ISS assignments may also impact exemptions.
- The grade average will be based on the student’s average from the beginning of the course. Thus, the average that will be used to determine if a student is exempt will be the anticipated final average for the course.
- Exam exemptions will be based on the following “Grade Average/Days Missed” scale:
  - A - Average ---- 3 Excused Absences
  - B - Average ---- 2 Excused Absences
  - C - Average ---- 1 Excused Absence

## **TEXTBOOKS**

Students will be held responsible for all textbooks issued. If a book is damaged or lost, students will be assessed fines for the damaged or replacement cost of the book. Fines must be paid before new books are reissued. Students may be excluded from attending end of year activities until all books are returned or all fines are paid. To avoid liability for lost/damaged books, students are advised to never lend books to friends or leave them unattended. If a book is lost, students should see the teacher who issued the book for replacement costs. Please note that not all courses will use textbooks. In this case, the teachers may utilize handouts and /or electronic resources for the students.

## **POWER SCHOOL ACCESS**

Access to the Home Base / Power School application is offered through NCEdCloud. This application will be how students access Power Schools to see their academic progress. Student will use the following steps to “**Claim their NCEdCloud Account**”

1. Using Google Chrome or Firefox visit <http://my.ncedcloud.org>
2. Click – Claim My Account
3. Select LEA Student Claim Policy
4. Click – Next
5. Enter the required information.
  - Pupil Number is you Student ID number
  - Grade [6-13] – enter student grade for the 2015-2016 school year
  - Follow the required format for birthdate
  - LEA/Charter Code is 920
6. Click I’m not a robot
  - If prompted, follow the instructions on the next page that appears



7. Click – Next
8. Create a new password and verify
  - You must type your password once on each line to ensure your passwords match
  - Password must be between 8 and 16 characters' long
  - Passwords must contain at least one upper case character
  - Passwords must contain at least one lower case character
  - Passwords must contain at least one numeric digit
9. Click – Next
10. Answer at least 5 of the security questions (these will be used if you forget your password).
11. Click – Next (Confirmation page is displayed)
12. Print the confirmation page and save it in a secure location
13. Close the window. You may now log into the NCEdCloud system by visiting <http://my.ncedcloud.org>

Students will be able to reset forgotten passwords by clicking “Forgot My Password” on the log in page. Students who need assistance should contact the media center staff.

## **GENERAL POLICIES & PROCEDURES**

### **ACCIDENTS ON CAMPUS**

If a student is injured at school, the student should report it immediately to the teacher whose class the student is attending. If the injury occurs between classes, report to the main office.

### **CARPOOL - DROP-OFF AND PICK-UP**

The official and approved carpool for Middle Creek High School is at the front of the school at our main entrance. Parents should not use the student and staff parking lots or the parking lot at the Cary Community Center for pick up and drop off, especially for afternoon pickup as it disrupts the operations of the Community Center.

### **EARLY RELEASE FROM SCHOOL**

Several early release dates have been scheduled for the 2016-2017 school year. The early release dates are: **Sept 9, Sept 30, Oct 21, Dec 2, 2016; Jan 20, and Feb 10, 2017.** All students are released from school at 11:45 on these dates. Students are expected to make arrangements for pickup prior to the early release date.

### **EMERGENCY, FIRE AND DISASTER DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. When the fire drill signal sounds, students should form a single line and leave the building by the prescribed route quickly and quietly. A chart is posted in every room, near the door, showing the exit route. When notification is given that the drill is over, students should return to their rooms in a quiet and orderly manner.

Disaster drills are performed to instruct students about safety rules to follow during a hurricane or tornado. Disaster drills are announced over the public address system. Students should report to their locations as indicated by their teacher and follow teacher instructions.

### **EMAIL – WCPSS ASSIGNED**

**Student Email:** WCPSS will create an email account for all WCPSS high school students. The WCPSS student email account should be the only method of electronic communication between students and teachers.

**Google Apps:** WCPSS will create a Google Apps Account for all high school students for the 2016-17 school year. **This offering does not include Gmail** – the Google Apps will be connected to each student’s WCPSS student email account.

### **CRITICAL EMERGENCY: TOTAL SCHOOL LOCKDOWN/RELOCATION**

The WCPSS Security/Investigation Department in conjunction with local law enforcement and Wake Emergency Services division have developed a ***Critical Incident Response*** plan to be utilized in the case of an ***extreme*** emergency at school. In the event of an extreme emergency, we request that parents tune into local media (TV, radio) for information regarding how to reunite with your child/children. It is critical that you follow the directions as given. **Parents: Do not come to Middle Creek HS.** Your presence may hinder or delay the emergency response plan in process. Please abide by the directions given to you through the media outlets.

### **NOTIFICATION OF HEALTH CONDITIONS**

It is the parent’s responsibility at the beginning of each school year, or as soon as the condition is evident, to inform the students’ grade level counselor, school nurse or administration if there are medical conditions that require special measures such as dietary or activity restrictions. It is also the parent’s responsibility to notify the school to provide accurate and updated contact information.

### **INSURANCE**

**Student Accident/Scholastic Insurance** - The Wake County Public School system (WCPSS) does not carry medical insurance to cover students’ accidental injuries or illnesses. A voluntary student accident insurance policy is available for purchase on an individual basis and covers accidental injuries that occur during school-sponsored activities. If you do not already have insurance for your child, WCPSS has contracted with Bollinger Insurance Solutions to offer coverage. **Application and purchase information can be obtained from the WCPSS website under the Student Accident Insurance link.** Please do not send any enrollment forms and money to the school or central services.

### **INCLEMENT WEATHER**

In the case of snow and other dangerous weather or emergency situations, a decision may be made to close or delay school. When the decision is made to close school, all afterschool and evening events, which include, but are not limited; tutoring, theatre practice, meetings, field trips, off campus events, athletic practices and games will also be canceled.

If a student has received an out of school suspension during the time school is not in session due to bad weather or other related emergency, the time at home does not count as an out of school suspension day served. Out of school suspension (i.e. OSS) days count only when school is in session. The student’s return to school date is therefore extended in accordance with the number of days school is not in session.

### **LOCKERS**

Each student has the option of being assigned a locker by the homeroom teacher during the first week of school. **Only the locker that is assigned by the teacher should be used by the student.** No substitutions or replacements are allowed without approval by the homeroom teacher. Locker sharing is prohibited unless authorized by MCHS Staff. Appropriate fines for locker damage and lost school locks will be charged by the homeroom teacher. *Please note that lockers are school system property;* therefore, periodic locker checks can be conducted during the course of the school year. The principal (or designee) has the legal right to open and search any locker at any time.

## **LUNCH PERMITS**

**Seniors and juniors may obtain a lunch permit application from the Middle Creek High School website under the student tab.** A parent or guardian must **sign and have notarized,** the lunch permit application for seniors and juniors to have off-campus lunch privilege. Because of the joint liability of both parent and school in this regard, no exceptions will be made. The student must also sign the application. **ONLY SENIORS and JUNIORS** may leave campus during their lunch period if they have their own lunch pass. They must have the lunch permit in their possession at time of departure **every day.** Students should not attempt to leave campus if they have forgotten their pass. Students are forbidden to use another student's pass or a pass from a previous school year. **Students who drive off campus for lunch are prohibited from providing transportation to students who do not possess a valid lunch permit.** **The student parking lot is the only point of exit for all lunch goers.** Drivers may not pick up or drop off students in the front circle, at the tennis courts, ball fields, or any other location on campus other than the student parking lot. Failure to adhere to any of these specific expectations may result in the loss of lunch privilege, driving privilege, or more severe disciplinary action. Juniors and seniors must remain in good standing regarding school attendance and grades in order to maintain the privileges of a lunch pass. Seniors must have paid their Junior Dues before they can purchase a Lunch Pass and/or a Parking Pass.

- Students must remove lunch passes from wallets/cases and must be shown directly to the security officer when exiting campus at lunch
- The student and parent primarily are responsible for where the student goes for lunch and his/her transportation.
- A senior or junior leaving campus during any lunch period other than his/her own will constitute a violation of this agreement. **\*Consequences for truancy will also be assigned.**
- Neither absences from nor tardiness to a class following the lunch period will be permitted. There will be no excused reasons for tardiness, and any absence from classes after lunch must be cleared by the administration.
- A senior or junior who is referred to the administration for compulsive and excessive violation of school rules may be subject to have his/her permit revoked by the principal **FORTHE REMAINDER OF THE YEAR.**
- Students exercising off-campus lunch privileges are subject to the rules of student conduct, as applicable to the regular school day, adopted by the Wake County School Board.
- A senior or junior who transports a student who does not have a valid lunch permit off campus during lunch constitutes a violation of this agreement. The senior or junior who provides transportation for a student who does not have a lunch permit may be subject to disciplinary action which may include losing his/her lunch permit and/or parking permit **FORTHE REMAINDER OF THE YEAR.**
- A lunch pass is a privilege and can be suspended or revoked if school rules/regulations are violated.
- The charge for an original lunch pass is \$10.00. If the lunch pass is misplaced, the charge for a replacement is \$15.00 with administrative approval.

## **MEDIA CENTER**

The Media Center is the focal point in our instructional program. Maximum use of its resources requires the cooperation of every staff member and student.

**Hours:** Monday through Thursday 7:00 a.m. to 3:30 p.m.; Friday 7:00 a.m. to 3:00 p.m.

**Atmosphere:** An atmosphere conducive to student learning will be maintained. The Media Center staff reserves the right to prohibit facility use to students who choose not to conform to Media Center and/or Middle Creek High School guidelines and expectations.

**Use:** While classes are in session, students must either be with their teacher, or have a signed pass from their current teacher to use the Media Center.

**Lunch:** Students are permitted to utilize the Media Center during their assigned lunch period for studying or school-related work. Admission to the Media Center during this time is at the discretion of the Media Specialist and administration.

**Circulation:** Books may be checked out for two weeks and can then be renewed for two additional weeks. Reference books may be checked out overnight.

**Overdue Fines:** Books: \$0.10 per day  
Magazines: \$0.10 per day  
Reference: \$1.00 per day

**Computers:** The Media Center has computers available for student use to perform various computer applications.

**Computer Printing:** Students may print from the computers for \$.10 per page.

**Copy Machine Use:** A copier is available for student use at \$.10 per copy.

**Internet Use:** Improper use of the Internet may result in disciplinary action.

Students who purposely change computer settings or tamper with system access/software, damage equipment, and/or access inappropriate websites and/or use their email in an inappropriate way are subject to disciplinary action including loss of computer access, revocation of Internet privileges and or paying for damages.

### **DELIVERIES/MESSAGES**

Deliveries of gifts in any form to students during the school day are NOT permitted. If deliveries for students should be made to the school, they will be returned to the supplier. This includes cakes, balloons, flowers, large stuffed animals/toys, etc. are not allowed in the building. Classes will not be interrupted to deliver messages to students except in cases of emergencies, defined as situations important to a student's safety. This policy applies to all school days including birthdays, Valentine's Day, etc. These items are also not permitted on school buses. (Parents are NOT allowed to have birthday celebrations for students on campus or in the commons during lunch). Other messages for students will be left in the Attendance Office. Students wanting to receive messages should check there upon their departure from school.

### **ONLINE SCHOOL PAYMENTS**

MCHS and WCPSS can now provide online payment capabilities to families to pay for school activities. Online purchases can be made using the school systems secure web-based portal giving parents the option to pay with a credit or debit card. A link to the online payment portal can be found on the Middle Creek HS website in the parent section.

### **PARKING RULES AND REGULATIONS**

1. The parking fee for 2016 - 2017 is established by the **Wake County Board of Education**. The fee must be paid in full at the beginning of the school year. Mid-year graduates may keep their parking pass until mid-year graduation only. Their space will then be available for sale by the school to another student for use during second semester. Requests for refunds for mid-year graduates must be received by February 3, 2017.

2. Parking a vehicle on school property is a privilege, not a right. Please review all parking regulations with your parents. Students who park on campus must be “in good standing” with the school. If a student’s parking privilege is revoked for noncompliance of parking rules and regulations no refunds of parking fees will be issued to the student or family.
3. Handicapped students will be granted first priority, elected student officials will have second priority, seniors will receive third priority, and juniors will have fourth priority.
4. Student drivers with excessive tardiness to first block will result in a loss of parking privilege.

#### **VEHICLE REGISTRATION AND CONSEQUENCES FOR NON-COMPLIANCE**

1. Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. Under School Board Policy 7180 students who violate parking regulations are subject to any or all of the following consequences:
  - Revocation of parking privilege
  - Ticketing
  - Boot placement (fine must be paid before it’s removed)
  - Towing and storage of the vehicle, at the owner’s expense
  - Disciplinary Action
  - Criminal charges as prescribed by law
2. Students may not share a parking space/parking tag. The selling of parking decals between students is prohibited.
3. Students with proper registration may park their motor vehicles in their assigned parking space. Vehicles should be parked front-end first, within space lines. Backing into spaces is not permitted. The tag must be hung from the inside rearview mirror, with the number facing the front of the vehicle.
4. Vehicles must be parked in assigned spaces. The only place available for students to park is the student lot. Students may not park in the school bus parking lot, faculty lots, visitor spaces, the community center, the tennis courts, or any other undesignated areas. **This rule also applies after school hours.** Vehicles are not to be moved from an assigned parking space to another space after school hours. Student parking is NOT allowed behind the school, on grassy areas, or at the community center. Vehicles parked in the wrong space or in unauthorized areas will be towed at the owner’s expense and the permit will be subject to revocation without refund.
5. Students who drive to school by car are to leave the car and come to the building immediately after arriving on campus. Students are not allowed to sit/eat lunch in their car on campus during lunch. After dismissal at 2:18 pm students who drive must leave campus immediately unless they have an identified purpose for staying on campus.
6. Students who fail to properly display the tag will be ticketed or have their tag revoked.
7. Lost parking tags will be replaced for a \$10 fee. Report losses to the office.
8. Inform the office immediately of any changes in vehicle or license plate. Before parking a different vehicle on campus, you must bring a copy of the vehicle registration to the office.
9. It is the responsibility of the student to understand and adhere to all on campus driving and parking policies.

#### **LEAVING CAMPUS – STUDENT DRIVERS**

1. Student drivers permitted to leave campus for lunch must stop their vehicle and show their lunch permit to the security officer before departure every day. Students should not attempt to leave campus if they have forgotten their pass. Students are forbidden to use another student’s pass or a pass from a previous school year.
2. Student drivers who check out of school early must present their check-out slip to the security officer before departure.

3. Student drivers are NOT to take unauthorized students off campus at any time. Student drivers will be held accountable for unauthorized passengers.

### VALUABLES

Students should not bring valuables, large sums of money, expensive jewelry, etc., to school. Students are responsible for securing their money or valuables in a **LOCKED** locker at all times – including their time spent in PE classes. Furthermore, students are responsible for marking their personal belongings so that lost possessions can be identified. **The school is not responsible for lost or stolen property. Consequently, school authorities will not conduct extensive investigations to recover property for students who violate this policy.** If a student has lost or had an item stolen they should complete an incident report located in the main office. Students who find property not belonging to them should take the property to the student services area for entry into lost and found.

## STUDENT ACTIVITIES

### ATHLETICS

Middle Creek is a member of the Southwestern Wake Athletic Conference. To be eligible to participate in any sport, a student must meet scholastic requirements, have parental consent, and have approval of a physician. Students will be provided a copy of the Middle Creek High School Statement of Discipline and team policies.

***Our teams and MCHS have already earned an outstanding reputation by playing games with a spirit of sportsmanship and fair play. All student athletes can feel especially honored that they have the major responsibility for continuing that spirit. In the same way, sportsmanship in the stands is as important as sportsmanship on the field. If you are found to be in gross violation of the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic contests.***

Middle Creek's Athletics Program fields the following teams:

#### **Fall Sports**

Cheerleading \*  
Cross Country  
Football \*  
Golf – Women  
Soccer – Men \*  
Tennis – Women  
Volleyball \*

#### **Winter Sports**

Basketball – Men \*  
Basketball – Women \*  
Gymnastics  
Indoor Track  
Swimming  
Wrestling

#### **Spring Sports**

Baseball \*  
Golf – Men  
Lacrosse – Men \*  
Lacrosse – Women \*  
Soccer – Women \*  
Softball \*  
Stunt - Women  
Tennis – Men  
Track & Field – Men/Women

*\* Indicates sports fielding both varsity and JV teams*

### **Passes/Prices**

General admission to football games is \$7.00, all other events are \$5.00. Stampede Club memberships will be available to families and students. This membership entitles holders to enter all MCHS home athletic events and games, excluding conference tournaments and NCHSAA playoffs. Please speak with a member of the athletic booster club for information on family season passes.

### CLUBS

All students are encouraged to participate in clubs and student activities. Participating in clubs is a privilege and is contingent on being a student in good standing. Students may post information about elections and other approved club activities on the cork-strips and bulletin boards located throughout the campus.

Posting with tape or other adhesives in undesignated areas is prohibited, and will be taken down. It is also the student/ club responsibility to remove all posters and out of date items once the event has taken place.

For a list of clubs, and additional information on clubs, faculty advisors, and activities, visit the Middle Creek High School website link for clubs which is located under Activities.

### **DRIVER EDUCATION**

Students who are between the ages 14 ½ years to 18 years old are eligible to take driver education. There is a three-level process for acquiring a driver license. Upon completion of the Driver Education Program, students at age 15 will be eligible for a 12-month Level 1 learner permit. Students not completing driver education are not eligible to get their learner permit or driver license until they reach age 18. Students must complete 30 hours of classroom instruction and 6 hours of behind-the-wheel training to be eligible for the driver license examination required by the state.

A private company, Jordan Driving School, provides the program for all eligible students. The program requires payment of fee at the time of registration. Students must register for the course. See Student Services Office for an application or visit the website for additional information:

<http://www.jordandriving.com>

### **FUNDRAISING**

All fundraising activities must be approved by the school administration. No sales of any product or services can be made in school during school hours unless prior approval is received. All money obtained from the sale of approved products or service must be deposited with the school bookkeeper by the end of each school day.

Parent booster group fundraisers must also be approved by the school administration.

Each class organization may sponsor one fundraiser per year. The student government may sponsor one fundraiser per year. Clubs must raise money through a single fundraiser per year as a project to support all clubs. In other words, no single club may sponsor an independent fundraiser.

### **GRADUATION**

All seniors will receive a Senior Handbook that outlines important dates and requirements for participation in the graduation ceremony. The Senior Handbook is also posted on the MCHS website under Students > Forms & Documents.

### **PROM / SCHOOL DANCES**

Students who commit a WCPSS student policy violation the week prior to or the week of the event may result in that student **NOT** being allowed to attend the prom / dance. Students who commit any WCPSS Level -2 policy violation or greater that results in an out of school suspension during the school year may also result in that student **NOT** being allowed to attend the prom or any school sponsored dance. Any student who is suspended for a drug or alcohol offense will **NOT** be permitted to attend any school dance, including the prom, during the academic year of the violation. All students and their guest must submit a Prom form. Students must pay their class dues in order to be eligible to attend. All school fines must be cleared before purchasing a ticket. Students must also adhere to WCPSS Dress Code Policy.

## **STUDENT CONDUCT: POLICIES & PROCEDURES**

### **WCPSS CODE OF STUDENT CONDUCT**

The Wake County Code of Student Conduct applies to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school. Students are accountable for knowing Board policies presented in the WCPSS Student/Parent Handbook.

### **STUDENT RESPONSIBILITY**

Middle Creek High School recognizes its responsibility to provide each student with an opportunity to receive an education and to provide an atmosphere which is conducive to learning. Middle Creek students also share this responsibility. Students are expected to show good citizenship at all times and to follow instructions given to them by any teacher or staff member. Students who do not fulfill their responsibilities will be dealt with fairly but firmly to protect the rights of all students and staff members. Students are expected to be familiar with all rules of behavior in the Code of Student Conduct.

Students are to assist in promoting a safe and orderly school environment. Students are expected and encouraged to report to school authorities any serious violations or potential for violations of the Code of Student Conduct. In order for our school to operate smoothly and efficiently, the following policies and procedures have been established.

Legal and appropriate instructional and disciplinary actions at Middle Creek High School shall include, but not limited to that which is outlined in the WCPSS BOE Student / Parent Handbook.

### **ACADEMIC INTEGRITY**

Wake County School Board Policy 6445 states, "cheating includes giving or receiving any unauthorized assistance on academic work. Plagiarism includes copying the language, structure, or idea of another and representing it as one's own work."

### **Consequences of Cheating:**

#### 1<sup>st</sup> Offense

- Teacher addresses the incident with the student
- Teacher calls students parent/guardian
- The student will be expected to redo the assignment at the teacher's discretion
- The teacher will write a discipline referral explaining the incident
- The administrator will assign consequences based on severity of the incident and will keep referral on file until the student graduates
- If the student is an NHS member, the administrator will send a copy of the referral to the NHS advisor.

Repeat Offenses: Follow steps above with additional administrative consequences. Most colleges ask whether or not a student has been suspended from school and why.

### **ARRIVAL & DEPARTURE FROM SCHOOL**

Students arriving on campus before classes begin must report to the Commons Area, Media Center, or their first period class. Students are **NOT** permitted to loiter in the hallways, stairwells, locker bays, or exterior sidewalks before school, after school, between classes, or at any other time.

Students must depart from campus no later than 2:45 daily unless they are involved in an organized school activity and working under the direct and continuous supervision of a staff member. When staying after



school, students are to arrange for pickup at the front entrance only. Students must arrange with the parent for a specific pickup time. Students remaining on campus without supervision are subject to disciplinary consequences for trespassing.

### **BULLYING/HARASSMENT**

The Middle Creek High School staff strives to create a safe school climate for all students. Bullying behaviors are unacceptable. Bullying or harassing behavior is any repeated, systematic pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication on school property; at any school sponsored function; on a school bus; or as otherwise stated in Board Policy 6400 – Student Code of Conduct, and that:

- a. Places a student in actual or reasonable fear of harm or damage to his or her person or property; or
  - b. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunity, or benefits.
- Students need to fully understand that their **actions on or off campus**, that negatively impact the learning environment for other students at MCHS are prohibited.
  - Cyber-bullying is negative electronic communication that includes, but is not limited to, texts, emails, and posts to personal webpages such as Facebook. NC General Statute requires that school administration notify law enforcement of **Cyber-Bullying as it is now a violation of law**.
  - It is the responsibility of all students and parents to report situations of harassment or bullying that they are aware of immediately to a school staff member.

### **CELL PHONES**

All students are expected to follow school procedures for use of electronic devices during the school day. Failure to follow this rule may result in the item being removed from the student. Students are expected to comply with identified BYOD guidelines for personal use in identified areas of the campus. Students failing to turn items over to school personnel are subject to disciplinary actions. Students who fail to turn over cell phones or who’s phone actively disrupt a learning environment will be assigned to ASD (after-school detention) or ISS (In School Suspension). Failure to attend assigned ASD or ISS may result in OSS.

**Please note: MCHS staff will direct time and energies for academics, not for recovering lost, damaged and or stolen electronic items. Leave all electronic items home unless absolutely necessary and secure them properly when at school. Do not carry electronic devices in an unsecured manner, and do not leave your personal items unsupervised.**

### **NUISANCE ITEMS**

Electronic items may be used until the bell rings to report to first period. Laser pens, gag items, skateboards, or other items that are not expressly for academic purposes should not be brought to school. **Students may not, during the school day, walk around with headphones or earbuds in their ears, or draped around their neck** (even when not connected to an electronic device). The use of skateboards, rollerblades, mini bikes, scooters and any other recreational vehicle/activities are strictly prohibited at all times on school grounds – even when school is not in session. These items may be confiscated if used on campus.

### **DRESS CODE**

According to WCPSS board policy, students are expected to adhere to a dress code that is conducive to the learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. The school shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of student’ religious beliefs or medical conditions.

If a student's dress or appearance is in violation of the dress code, **the student will be required to change his or her dress or appearance**. Students will not be allowed to attend classes until they are appropriately dressed. A second or repeat violation of this policy may result in disciplinary action. Examples of prohibited dress or appearance include, but are not limited to the following:

- ❑ Attire with words printed across the rear of pants and shorts
- ❑ Exposed undergarments and sleep wear ("wife-beater" t-shirts or any "tank top" shirt that does not cover the shoulders and is excessively low under the arms – this includes male students)
- ❑ Sagging pants— (pants should be between mid-waist and hip bones)
- ❑ Skirt/shorts/dresses too short (should be at least past the halfway point between the top of the leg and the knee— past the end of the longest fingertips if arms are held down by sides of legs) regardless of whether tights or leggings are worn or if shorts are worn under the skirt or dress.
- ❑ Bare midriff shirts— (must be covered when standing or sitting)
- ❑ Strapless and spaghetti strap shirts, and attire that exposes cleavage (should be even with underarms in front and fully covered in back)
- ❑ Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors (this includes, but is not limited to shirts and socks with marijuana print).
- ❑ Head covering of any kind (Hats are NOT to be worn in the building).
- ❑ Bandanas, head wraps and sweatbands may not be worn or used as head bands or hair supports (male or female)
- ❑ See-through clothing
- ❑ Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon
- ❑ Any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at school have been notified
- ❑ Sunglasses may not be worn at any time in the school building
- ❑ Combs, brushes, and other grooming items may not be worn
- ❑ Students must wear street shoes in and outside of the building at all times

### **FIGHTING/PHYSICAL AGGRESSION**

Physical aggression or fighting towards students and other people is prohibited. No student shall engage in fighting or physical aggression. Physical aggression is defined as taking any action or making comments or writing messages (that include electronic social media) that might reasonably be expected to result in a fight. Violations of WCPSS policy II-17 may result in an immediate short term suspension; repeated violations may result in a recommendation for long-term suspension from Middle Creek High School.

### **FOOD & DRINKS**

1. Students, including those who are permitted to leave campus for lunch, may not bring food or drinks in containers from commercial establishments (McDonalds, Jersey Mike's, Wendy's, etc.) onto the school campus, into the buildings or onto school buses. Similarly, parents may not bring food from commercial establishments to students at school. Students may bring a lunch from home. Glass containers are not allowed on the school campus.
2. Food /drink are not to be removed from the dining area. Students wishing to take food to a classroom to consume during tutoring or test taking must have a note signed by that teacher authorizing the students return to his or her class. This applies even if there is no food involved.
3. Students are to remove trays and waste products from tables when they finish eating. Tables and the floor area are to be left clean.
4. Students may not sell candy or other food items on the school campus for personal gain or any other reason.

5. Students may not display or consume food/drink on the campus during the regular school day except in the cafeteria or as approved by a teacher.
6. Any food item on the cafeteria serving line touched by a student is considered to have been selected for purchase.
7. Students, during their assigned lunch period, must remain within the perimeters of the dining area unless authorized by a school official.

### **GANGS AND GANG RELATED ACTIVITIES**

The WCPSS does not support or condone gang membership or gang activity. The Superintendent /designee shall regularly consult with law enforcement officials to identify gang-related items, symbols and behaviors, and provide each principal with this information. No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any WCPSS policy, and having a common name or common identifying sign, colors or symbols.

Please refer to the WCPSS Parent/Student Handbook for prohibited conduct related to this policy. Students may be suspended for the remainder of the school year for violating this policy.

### **HALL PASSES**

Teachers are responsible for providing students a hall pass each time the student is given permission to leave the classroom. The hall passes are color-coded, changing colors each week. The following information must always be documented on the form prior to the student's departure from the classroom:

- Student name
- Time of departure/Time of return
- Date
- Destination
- Teacher signature
- Students must have a pass to return to a teacher's classroom during their assigned lunch period.

### **LANGUAGE**

Teachers and staff will correct students who use inappropriate language anywhere on campus. Threatening, vulgar, indecent, or profane written or oral language will result in disciplinary action.

### **OFF LIMIT AREAS**

The following areas are **Off Limits** unless staff members are providing direct supervision:

During lunch periods: parking lots, auditorium, academic wings, gymnasiums, tennis courts, baseball / softball field areas, stadium areas, park areas, unsupervised outside areas, teacher workrooms, wooded areas, community center, Wake County Library, gym and locker room hallways.

During class time: parking lots, athletic areas unless assigned and supervised, hallways without a pass, bathrooms without a pass, commons area without a pass, community center, teacher workrooms, and unsupervised outside and inside areas.

Before/After school/Weekends & Holidays: any unsupervised indoor area; any unsupervised outdoor area, behind the school, basketball court areas, community center, athletic fields and parking lots unless leaving campus at the end of the school day. Students may NOT stay after school /wait after school unsupervised for evening athletic events (this includes waiting off campus at the park before a game begins).

## **PUBLICATIONS**

The distribution of publications and literature by anyone on campus shall be at a time and place as designated by the principal. Students wishing to distribute publications on campus should submit the publication to the principal for review. The principal shall prohibit the distribution of any written matter that is:

- Vulgar, indecent, or obscene
- Contains libelous statements or abusive language such as language defaming a person's character, race, religion, ethnic origin, or disability
- Causes or clearly threatens to cause a material and substantial disruption of normal classroom activity, any normal school function, or other school activity
- Encourages the commission of unlawful acts or the violation of lawful school regulations
- Advertises any product or service not permitted to minors by law
- Casting the image of the school community in a negative light

The principal or his designee will review all student-sponsored publications for appropriate content.

## **PROHIBITED ITEMS ON CAMPUS**

Items listed below will be confiscated without warning when seen and/or heard on campus during the instructional day. Parents must reclaim any confiscated item from the teacher or front office staff. **Any item lost or stolen as a result of this policy violation will not be the responsibility of the school.** Consequences for possession will be in accordance with WCPSS policy. Prohibited items include:

Contraband substances, narcotic substances, alcoholic beverages, weapons, dangerous instruments, gang-related paraphernalia, clothing specified in policy, water dispensers/toys, water balloons, pets, skateboards, musical instruments unrelated to school functions, personal athletic equipment including basketballs and tennis balls for outside play areas, and food from outside vendors unless approved for a special occasion by an administrator.

**NOTE:** Any prescriptive medication will be maintained and distributed in the student services office with a clear note from a doctor about the treatment (WCPSS FORM 1702 must be on file). Sharing prescriptive and/or non-prescriptive medication with other students is prohibited. **All medications** on campus should be stored in the Student Services Office.

## **SAFE SCHOOLS ACT**

All students shall comply with all state and federal laws on or off campus. This code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school.

In other words, the law permits the principal to discipline a student for an act off campus at any time if that act affects the order, safety, or welfare on campus.

## **SEARCHES**

A student's person, personal affects, locker, or vehicle may be searched whenever a school authority has a reasonable suspicion to believe that the student is in possession of illegal or unauthorized material and that the material could be found on the student, in his/her personal affects, locker, or vehicle.

## **SCHOOL RESOURCE OFFICER & SECURITY OFFICER**

To help maintain security, WCPSS provides the assistance of a uniformed security officer. Additionally, the Cary Police Department provides a uniformed police officer. The SRO is a law enforcement officer that has

the authority and duty to maintain a safe and orderly campus. Additionally, the officer is a resource for staff to educate students and parents regarding matters of law and safety.

### **TARDY PROCEDURES**

Students are expected to report on time to school and to all classes. Students have 5 minutes to transition from one class to another. This is ample time if time is not wasted. To help students establish a positive pattern for punctuality, the procedures listed below need to be followed.

1. A student arriving at school **Tardy and prior to 7:45am** should report directly to first period. The student presents a written note from his/her parent or guardian to their first period teacher stating the reason for being tardy.
2. A student arriving at school **Tardy after 7:45am** should report directly to the Attendance Office. The student presents a written note from his/her parent or guardian stating the reason for being tardy.
3. Any student who is not physically in his/her assigned classroom when the tardy bell rings is considered tardy.
4. If a student arrives late for a class, he/she is to be admitted, and the tardiness recorded. Students will be required to sign-in on the Tardy Sheet, which serves as the student's documented reminder / understanding they will receive the consequence of serving a Lunch Detention the following school day. If a student is absent the day they are expected to serve Lunch Detention, that student understands they are to serve the Lunch Detention the day they return to school. Students who do not serve assigned Lunch Detention will be assigned to After School Detention. Students who do not serve After School Detention will be assigned additional disciplinary consequences by administration.
5. Situations where a student is chronically late to class, or multiple classes in one day, will be handled through an administrative referral.

### **TRANSPORTATION**

Students are expected to comply with all rules and regulations as established by the WPCSS Transportation Services and MCHS. Failure to comply with school/transportation policies may result in the loss of school bus privileges and other disciplinary actions. Parents will be expected to provide transportation to and from school for students who lose school bus transportation privileges due to inappropriate behavior.

### **VENDING MACHINES**

MCHS snack and drink machines are located in the cafeteria. They are available to students before school, during the lunch periods and after school. Machines are unavailable to students during instructional class periods and class transitions. Students who use the vending machines during these "off limits" time periods are subject to disciplinary action.

### **VISITORS**

MCHS does not permit visitors, particularly young children, to visit students at school. Visitors must check in at the front office upon entering the building. All visitors will be issued a pass before they are permitted to go to other areas of the campus. Students from other Wake County schools, as well as out-of-town students, are not permitted to come on the Middle Creek High School campus during regular school hours (7:00 am – 2:45 pm) without the prior approval of the principal.