

THE CARY HIGH SCHOOL STUDENT HANDBOOK 2016-2017



**Cary High School
638 Walnut Street
Cary, North Carolina 27511
919-460-3549
<http://caryhs.wcpss.net>**

This document is designed to be used in conjunction with the WCPSS Student/Parent Handbook

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Bell Schedules 2016-2017

Regular Bell Schedule

Warning Bell	7:20	
First Period	7:25-8:50	
Second Period	8:56-10:22	
Lunch	10:22-11:22	
	Lunch A	10:22-10:52
	Lunch B	10:52-11:22
Third Period	11:22-12:47	
Fourth Period	12:53-2:18	

Homeroom Bell Schedule:

Warning Bell	7:20	
First Period	7:25-8:45	
Homeroom	8:51- 9:16	
Second Period	9:22-10:42	
Lunch	10:42-11:32	
	Lunch A	10:42-11:07
	Lunch B	11:07-11:32
Third Period	11:32- 12:52	
Fourth Period	12:58- 2:18	

Pep Rally Bell Schedule

Warning Bell	7:20	
First Period	7:25-8:40	
Second Period	8:46-10:02	
Lunch	10:02-10:52	
	Lunch A	10:02-10:27
	Lunch B	10:27-10:52
Third Period	10:52-12:07	
Fourth Period	12:13-1:18	
Pep Rally	1:18-2:18	

2 Hour Delay Bell Schedule

Warning Bell	9:20	
First Period	9:25-10:20	
Second Period	10:26-11:21	
Lunch	11:21-12:21	
	Lunch A	11:21-11:49
	Lunch B	11:49-12:21
Third Period	12:21-1:16	
Fourth Period	1:22-2:18	

Early Release Bell Schedule (Sept. 9, Sept. 30, Oct. 21, Dec. 2, Jan. 20, Feb. 10)

Period	Class	Lunch
Warning bell	7:20	
First Period	7:25-8:25	
Second Period	8:31-9:31	
Third Period	9:37-10:37	
Fourth Period	10:43-11:43	Students must leave campus

Statement of Responsibility

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. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Welcome to Cary High School

As you begin a new school year, never underestimate the importance of the choices you make. Never forget that the responsibility for those choices lies with you. Diligence and hard work this year will have positive consequences for your future. What you do as an individual has an impact on what Cary High School is and can be. Become involved. Your contribution is essential. The teachers, administrators, counselors, and staff are here to assist you with your education. Be responsible, work hard, and enjoy your high school experience.

Cary High School Mission Statement

In a global community, Cary High School will educate responsible lifelong learners who:

- Demonstrate excellence
- Think critically
- Practice democratic ideals as model citizens
- Respect themselves and others

Carpool

Parents/guardians who drive their students to school should enter campus by using either Jim Valvano Driveway (off of Maynard Road) or Jimmy Burns Way (off of Walnut Street). Parents/guardians arriving before 7:10 AM may drop their children off in the staff parking lot near Walnut Street. Parents/guardians will then exit campus by turning right onto Walnut Street. Parents arriving after 7:10 AM will be redirected by Cary High School staff to the bus loop to drop off their student in the appropriate place. We request that all parents pull as far forward as possible in the traffic circle to assist with the smooth flow of traffic in the morning. Parents/guardians who use Jim Valvano Drive and enter campus from Maynard Road near the football stadium will be redirected by Cary High School staff to drop off their student in front of the 1100 building.

The student drop-off location is between the band trailer and the flagpole beside and in front of the 1100 building.

Students are not allowed to be dropped off or picked up from any other location on campus or off campus. Students are not permitted to be dropped off near the auditorium, band room, gymnasium, or in the Senior Parking Lot. This procedure should be followed during morning drop-off and afternoon pickup each instructional day.

****Note: All students are required to leave campus at the conclusion of each school day unless they are participating in a staff-sponsored club or activity. Students who remain after school unsupervised will be subject to disciplinary action.****

Lunch Procedures

All freshman and sophomore students must remain on campus during lunch and must remain in designated SMART Lunch areas.

Students may go to a teacher's classroom, media center, designated common areas, or the cafeteria. Junior and seniors who walk off campus for lunch must use the crosswalks when crossing the street. Juniors and seniors who drive off campus must obey all posted traffic signs and the directions of staff on duty. Students must have their lunch pass in their possession in order to leave campus.

Note: Being in an unauthorized area during SMART Lunch is considered skipping and will result in disciplinary consequences. The staff and teachers will ensure that students keep the cafeteria clean and orderly. Students who leave a mess in the cafeteria will be assigned cafeteria clean up with a designated staff member. Please keep our cafeteria, picnic areas, and hallways clean and orderly.

****Underclassmen with excessive (3 or more) discipline referrals for being off campus without a lunch pass may be denied the privilege of a lunch pass during their junior year.**

Cafeteria Information

- Four cafeteria lines will be open during lunch.
 - Three lines in the cafeteria
 - One line in the lobby of the 2000 building.
- Information regarding eligibility for free/reduced lunch will be sent home to each student by the school system at the beginning of the school year. Please return this form to the cafeteria manager (Sandra Cohen) by the end of the first week of school.
- **Students must reapply for free/reduced lunch each year.**
- Prices for the 2016 – 2017 school year is: \$2.25 for full priced student lunches and \$.40 for reduced price student lunches.
- Students may eat in any area on campus not marked as “Off-Limits” during SMART Lunch. Off-limits areas include: the 3000 building loading dock, the dumpster area, behind the greenhouse, between the 10 and 11 buildings, and the corner of the 10 building near the 2000 building.
- Freshmen and sophomores are not permitted to leave campus during lunch for any reason.
- Students are required to keep all lunch areas clean by throwing away all trash and cleaning up any spills they have made during lunch.
- Students are not permitted to jump or skip the lunch line.

Visitors

All visitors are required to report to the main office in the 1100 building upon arrival to campus. Visitors must sign in and receive a visitor's pass prior to being allowed on campus. Visitors are encouraged to not interrupt the school day unless necessary (e.g. do not make social visits).

Assessment Mastery Policy

- Any student who scores **below a 70** on a major assessment is eligible for the chance to show mastery on that specific assignment. The highest mastery grade a student may attain is a 69.
- The teacher is responsible for promoting and encouraging participation in the Assessment Mastery Policy (AMP) by including the AMP policy in their syllabus and notifying students when AMP is an option
- In order for a student to have this opportunity to show mastery, the following parameters must be met:
 - The student **must notify their teacher** that they would like to take advantage of the AMP.
 - The student has **three school days** from the day the major assessment was returned to speak to their teacher about taking advantage of AMP.
 - The teacher will establish a completion timeline based on their PLT's AMP plan.
 - Students who have an unexcused absence on the original date of the major assessment forfeits their AMP opportunity.
 - AMP will be limited according to 3 opportunities per student per class.
- **Suggested interventions to be determined by each department (other options may be available):**
 - *If a student has exhausted their AMP opportunities, the teacher will submit an academic referral. *

- Students may be asked to first complete test corrections prior to receiving AMP.
- Students may be asked to complete test corrections as their AMP opportunity.
- Students may be asked to participate in a guided review session prior to receiving their AMP opportunity.
- Parents may be asked to sign the original major assessment prior to receiving their AMP opportunity.
- Teachers may require that all assignments prior to the original major assessment must be completed before the student receives their AMP opportunity.
- Students may be asked to attend SMART Lunch Sessions prior to receiving AMP.

Grading Procedures

Letter grades have the following numerical values:

Grade Key

- A = 100 – 90
- B = 89 – 80
- C = 79 – 70
- D = 69 – 60
- F = 59 and below
- I = Incomplete

Grading Scale

Letter grades will be assigned using the following grading scale:

A 90 – 100	C 70 – 79	F 59 and Below
B 80 – 89	D 60 – 69	I Incomplete

Report Cards

Letter grades are posted on report cards in all areas with the exception of final exam grades. Final exam grades are posted as a numerical grade. Report cards will be distributed four times per year at the end of each quarter.

Interim reports are required by the Board of Education to be distributed at the midpoint of each quarter.

Grade Calculation

- A. In all courses with an End-of-Course test (English II, Common Core Math I, and Biology), the EOC test shall count as 25% of a student’s final grade.
- B. In all courses without an End-of-Course test (i.e., NCFE, post-assessment, or a teacher-made exam), the final exam shall count as 20% of a student’s final grade.
- C. A uniform process and formula shall be used to calculate students’ final grades in courses. The school grading plan is explained below. Situations not covered in the plan are at each teacher or PLT’s discretion.

School Grading Plan

In the Wake County Public School System, we are committed to maintaining rigorous performance and achievement standards for all students and providing a fair and consistent process for evaluating and reporting student progress that is understandable to students and their parents and relevant for instructional purposes. Grading practices should not be punitive in nature. Schools will develop and implement a plan for grade recovery for students at risk of academic failure.

The information below shares specific information about grading at our school:

Cary High School will develop and maintain equitable grading practices that accurately represent student mastery of the curriculum and stated learning objectives.

Homework

Homework should be used to reinforce and support mastery of learning, and when appropriate and possible, should be differentiated for students depending on their mastery of the objectives. Homework practices should be in compliance with Board Policy/R&P 5510.

The following are school-wide expectations for homework:

- Guidelines for minutes of homework per day for grades 9-12 is 120 minutes per day for standard level high school courses. AP courses may require more extensive homework assignments to reflect the expectations and rigor of a college-level course.
- Homework assignments should be purposeful continuations, or extensions, of the instructional program as well as integral parts of the total evaluation of student performances.
- Teachers will recognize the time required for the completion of an assignment will vary among student groups
- Teachers should be cognizant of the demands of other disciplines and classes when planning homework assignments.
- In courses where homework is assigned, grades should consist of multiple opportunities for a student to demonstrate success and reinforce learning. If the PLT determines that homework will be a part of the grading structure, students should have the opportunity to complete a minimum of five to ten homework assignments each grading period.
- Homework will not count for more than 10% of a student's overall grade in a course.
- Homework grades should not be associated with any task unless it supplies evidence of achievement of a learning target. (i.e. Bringing in an extra copy of a novel for extra points; donations; community service; returning interims or report cards signed...**none of these items can have a grade attached to them in any fashion.**)
- For all homework turned in and completed, **the lowest grade that a student can receive is a 50**, unless it is turned in outside the timeline defined in the Late Work Policy. A student may then receive a zero on an assignment. (Please refer to the Late Work Policy)

Classwork & Assessments

School Board Policy 5520 R&P

1. All local assessments and assignments will be aligned with state/district adopted standards and /or curriculum and be designed to appropriately assess student achievement.
2. Appropriate and consistent evaluation of academic achievement shall employ formative and summative assessments to determine a student's level of mastery of curriculum objectives.

The following are school-wide expectations for classwork and assessments:

- For all assignments turned in complete, except major assessments, tests, and quizzes, the lowest grade that a student can receive is a 50, unless it is turned in outside the timeline defined in the Late Work

Policy. A student may then receive a zero on an assignment. (Refer to the Late Work Policy)

- Missing assignments will be entered as a **zero (0)** and marked as **missing** in Power Schools until the assignment is turned in or until the deadline passes.
- All formative and summative assessments and classroom assignments will be aligned with state/district adopted standards and /or curriculum and will be developed to determine a student’s level of mastery of stated objectives.
- Grades should be given in reference to a student’s achievement of the learning objectives defined for the class, and should not be limited by the performance of other students in the class (i.e. assignments should not be graded on a curve or through comparison to other students’ work)
- Assignments should be used to reinforce and support mastery of learning, and when appropriate and possible, should be differentiated for students depending on their mastery of the objectives.
- Cheating and academic misconduct will not be tolerated.
 - Any student caught cheating on any assignment may be allowed to complete an alternate assignment, with the **highest possible grade being a 50** on the first offence only. All subsequent offences will result in the grade of a zero (0).
 - He/she will also be referred to the Discipline Office for consequences as outlined in the Discipline Policy. Possible consequences could include exclusion from honor societies, athletics, and leadership roles.
 - All students will be held accountable for following the guidelines/expectations as stated in the Cary High School Code of Student Conduct
 - A group grade should not determine a student’s final grade on an assignment. Rubrics will evaluate each individual with the framework of the group project.
- In all courses with an End-of-Course test, the EOC shall count as 25% of the student’s grade per WCPSS board policy.
- In all other courses the final exam shall count as 20% of the student’s final grade.
-
- Teachers **MUST** adhere to the following formulas to calculate students’ grade:

Courses with an EOC

Final Grade:	1 st or 3 rd Quarter Average	37.5%
	2 nd or 4 th Quarter Average	37.5%
	Final Exam	25.0%

$$\text{Final Grade} = .375(1^{\text{st}} \text{ or } 3^{\text{rd}} \text{ Quarter Average}) + .375(2^{\text{nd}} \text{ or } 4^{\text{th}} \text{ Quarter Average}) + .25 (\text{Final Exam})$$

Courses without an EOC, including NCFE, CTE Post Assessments and Teacher-Made Exams/Assessments

Final Grade:	1 st or 3 rd Quarter Average	40%
	2 nd or 4 th Quarter Average	40%
	Final Exam	20%

$$\text{Final Grade} = .40(1^{\text{st}} \text{ or } 3^{\text{rd}} \text{ Quarter Average}) + .40(2^{\text{nd}} \text{ or } 4^{\text{th}} \text{ Quarter Average}) + .20(\text{Final Exam})$$

If a mid-term assessment is given, its value should not exceed more than 10% of the 1st or 3rd quarter averages.

Missed Work

Board Policy 5520 R&P:

Students will be expected to make up missed work. The school-based grading plan shall include procedures to make up missed work for credit to a level as described by the plan. Professional Learning Teams (PLT) shall develop and consistently implement common grading procedures for missed work and will communicate the common grading procedures to parents and students in writing as directed by the principal. Grade penalty should be determined by PLTs and approved by the principal.

The following are school-wide expectations for missed work:

Late work due to an excused absence will follow the WCPSS make up work policy

- If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school.
- Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return.
- If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent.
- For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work.
- Special consideration will be given in the case of extended absences due to injury or chronic illness.

Prevention-Intervention Plan

5520 R&P

For students at risk of academic failure, PLTs will develop a prevention/intervention system that provides students additional time and support to be successful. The system will include opportunities for additional learning, assessment of learning and grade recovery to support prevention/intervention efforts. PLTs will develop systematic ways for students to be re-assessed on their learning.

For students at risk of academic failure, our school seeks to provide a prevention/intervention system that promotes successful completion and mastery of work. Details of our plan are below.

- For the 1st and 3rd quarter average, if a **student receives lower than a 60 average**, he/she can earn the opportunity to have this grade **changed to a 59 (F)** if he/she passes the second quarter of the respective semester with at least a 60. Below are the guidelines for the Grade Recovery Contract

process:

- The Grade Recovery Contract (GRC) is an intervention offered in the circumstance that a student's average from the first nine weeks of the semester is below a 60%.
- In addition, it will serve as a **Tier I PEP** (Personalized Education Plan) for students who are in danger of failing a course.
- At the conclusion of the semester, students who fail multiple classes or any class needed for promotion will be placed on a **Tier II PEP** through the Intervention Office for the subsequent semester.
- Will serve as **Tier I Intervention** for any student whose 1st or 3rd nine week average is below a 60%
- Outlines a plan of action for the student to promote successful completion of classroom objectives in the 2nd and 4th nine weeks
- Will allow a student's 1st or 3rd quarter average to be changed to a 59% (F) provided the student has demonstrated a level of satisfactory mastery in the 2nd or 4th quarter by earning a 60% or higher and has demonstrated the academic behaviors below:
 - Regular class attendance
 - Regular on-time behavior
 - Preparedness for class
 - Active, positive participation in class
 - Active participation in a minimum number of SMART lunch tutorial sessions
 - Participation in before/after school tutorial sessions when available

Following a formal grade report, if a student's grade drops below 60% or has dropped two or more letter grades during the quarter, the teacher must:

- Contact parents and document confirmed contact
- Submit an academic referral to the Intervention Coordinator

Extra Credit

Board Policy 5520 R&P:

Extra credit opportunities to enhance grades must be connected to learning outcomes and consistent within PLTs.

Extra credit is offered at the professional learning team's discretion. Where it is offered, extra credit opportunities should be designed to enhance grades but must be connected to learning outcomes and consistent within PLTs.

- Extra credit grades should not be associated with any task unless it supplies evidence of achievement of a learning target. (Bringing in an extra copy of a novel for extra points; donations; community service; bringing back interims or report cards signed...all of these are items that cannot have a grade attached to them in any fashion.)
- PLTs may choose to award extra credit or the privilege of dropping a low grade for actively participating in a minimum number of SMART lunches.

Student Calendar

STUDENT HOLIDAYS

September 5, 2016	Labor Day
October 31, 2016	Teacher Workday
November 11, 2016	Veterans' Day
November 23-25, 2016	Thanksgiving
December 22- Jan. 2, 2017	Winter Break
January 16, 2017	MLK Jr. Day
January 27, 2017	Teacher Workday
February 20, 2017	Teacher Workday
March 31, 2017	Teacher Workday
April 10-April 14, 2017	Spring Break
May 12, 2017	Teacher Workday
May 29, 2017	Memorial Day

INCLEMENT WEATHER MAKE-UP DAYS

September 30/October 21, 2016 (Early Releases Changed to Full Days)
October 31, 2016
October 29, 2016 (Saturday)
November 23, 2016
December 2/January 20, 2017 (Early Releases Changed to Full Days)
December 22, 2016
January 27, 2017
February 20, 2017
March 31, 2017
May 12, 2017
June 12, 2017
April 1, 2017 (Saturday)
June 13, 2017
June 14, 2017
June 15, 2017

*Make-up days listed in order of use

Early Release Days

Note: Students who remain at school unsupervised after 11:58 on Early Release Days will be subject to disciplinary action from the administration.

September 9, 2016	October 21, 2016	January 20, 2017
September 30, 2016	December 2, 2016	February 10, 2017

Important Dates to Remember at Cary High School

August 25, 2016	Open Campus
August 29, 2016	First Day of School
September 8, 2016	Hispanic Parent Night
September 22, 2016	Open House
September 29, 2016	1 st Quarter Interims Sent Home
October 3-7, 2016	Spirit Week
October 7, 2016	Homecoming (Football)
October 19-22, 2016	Fall Play
October 25, 2016	National Honor Society Induction
October 29, 2016	Cary Band Day
November 4, 2016	1 st Quarter Report Cards Sent Home
December 9, 2016	2 nd Quarter Interims Sent Home
January 9, 2017	Mid-Year Graduation
February 3, 2017	2 nd Quarter Report Cards Sent Home
March 3, 2017	3 rd Quarter Interims Sent Home
March 15-18, 2017	Spring Musical
April 7, 2017	3 rd Quarter Report Cards Sent Home
April 27, 2017	10 th Annual Green Tie Gala
May 1-12, 2017	AP Exams
May 11, 2017	4 th Quarter Interims Sent Home
May 20, 2017	Prom
June 9, 2017	Last Day of School/4 th Quarter Report Cards Mailed
TBD June	June Graduation

Attendance

Attendance at Cary High is taken very seriously. There is a direct correlation between attendance and student success. The more students are in the classroom, the more opportunities they have to be successful. We do understand that from time to time it is necessary to be out of class. Please use the quick reference topics below to help answer any questions you may have in regards to student absences.

Quick Reference Topics

What do I need to do if I am arriving late or leaving early?

Cary High discourages the early release of students between 1:45 PM and 2:18 PM. This is because staff are needed elsewhere for end-of-day procedures and may not be available to check students out. For the student's security it is required that a parent come into the attendance office to check a student out. Parents or guardians must present a valid picture ID to check a student out of school. Only parents or guardians listed on school records are permitted to check a student out of school. Students will not be called out of class until a parent arrives in the attendance office. Students who return to school before the day is over must sign in at the Attendance Office. Otherwise, they are marked absent for the remainder of the school day. Additionally, failing to sign out properly will result in disciplinary referral for skipping. Students who arrive to school late (after 8:00 AM) must sign in at the Attendance Office. Please note: if over half of a class is missed, the student will be marked absent for the entire period.

What do I need to do if I am absent?

Students have two days to bring a note from a parent, doctor, etc. to the Attendance Office. **After two days, all absences are marked permanently as unexcused.** Notes should clearly list the student's name, date(s) of absence, and the reason for being absent. Notes must be signed by a parent or legal guardian and include a working phone number. **Students are required to discuss any missed assignments with each of their teachers. Students will not be allowed to leave class in order to get an excuse note. All absences will be considered unexcused until an excuse note has been submitted.**

See School Attendance & Student Accounting document published by the Department of Public Instruction for greater explanation of state attendance policy. Also, see Wake County Board Policy 6000 and Wake County Board Rules and Procedures 6000.

Why am I getting letters and phone calls about my absences?

Schools are required by state law to alert parents when their student is absent. Additionally, our goal is to keep parents as informed as possible.

Phone calls are made by an automated service at the end of each school day. Even if we know exactly where a student was, the service will still call.

Letters are sent to parents when students reach five, seven, and ten absences. The intent is to ensure parents are aware their students have been missing school and excessive absences can have a serious impact on a student's ability to master content. Letters are sent regardless of excused or unexcused absences.

How do seniors make sure they're exempt from exams?

Here are a few important notes about exam exemptions. First, no senior can be exempt from state testing including End of Course Tests, NCFE, Post Assessments, and state field tests. Second, school sponsored field trips and activities do not count toward exam exemptions. Third, class periods missed due to students being assigned to ISS by an administrator will count toward exam exemptions. Last, if a student has any unexcused absences in a course, he/she will not be exempt.

Seniors may be exempt from their final exams in January and June if the following criteria are met:

- An "A" average with 3 or fewer excused absences for the course
- A "B" average with 2 or fewer excused absences for the course
- A "C" average with 1 or fewer excused absences for the course

Note: For each set of three tardies a senior receives in a class, he/she will receive one absence toward their exemption status for his/her exam in that particular class.

Seniors will be allowed two absences for college visits during the school year.

Who do I contact if I have questions?

Attendance Office: 919-460-3549 ext. 21805

Note: Each administrator will monitor the attendance of those students who are assigned to them.

What makes an absence excused or unexcused?

Most unexcused absences are the result of students not providing notes for their absences **within the two day window**. For all other absences where a note is present, Cary High School must follow policy the state has set forth for excusing absences. There are seven reasons the state has listed as acceptable reasons for excused absences. They are:

- | | |
|-----------------------------------|-----------------------------------------|
| (1) Illness or injury | (5) Court or Administrative Proceedings |
| (2) Quarantine | (6) Religious Observance |
| (3) Death in the Immediate Family | (7) Educational Opportunity |
| (4) Medical or Dental Appointment | |

Please Note: Educational Opportunities require approval from the principal prior to the absences.

Make-up Assignments Following Absences

Make-up assignments following excused absences will receive full credit if the assignments are completed within the time limits provided by the teacher. Generally, students have one day per absence (**up to three consecutive absences**) to make up missed assignments, and two days per absence for absences longer than three consecutive days.

It is the student's responsibility to check with his/her teachers concerning make up assignments following an absence.

Assignments made prior to a student's absence which were due during the absence are expected upon the student's return to school. Each teacher will determine credit for make-up assignments following an unexcused absence (see below). Absences for out of school suspension are considered unexcused and the same policy for make-up assignments applies, except for semester or grading period examinations, which must be given full credit.

Students will be allowed to make-up missing assignments at their teacher's discretion before school, during lunch, or after school.

Board Policy 6000 detailing absence and make-up work policies was still being updated at the time this handbook was written. Please visit the WCPSS website to check for the finalized policy.

Student Attendance Policy

Step 1: Teacher attendance is recorded by 3:00 pm each day.

Step 2: At three consecutive or five cumulative absences from one class period:

- Teachers will contact parents and document the parent's response. Notes from this contact will be kept in an email or a phone log

Step 3: At seven cumulative absences from one class period:

- Attendance/Intervention Coordinator will run reports on a weekly basis to identify students with 7 or more absences.
- Coordinator will make parent contact, document the response, and place student on an attendance contract
- A copy of the attendance contract is sent home
- Teachers will work with students to make up missing assignments
- Teachers will make an office referral if a student is skipping their class

Step 4: At ten or more cumulative absences from one class period:

- Teachers should continue to communicate concerns with the Attendance/Intervention Coordinator regarding attendance.
- Teachers should continue to work with students to make up missing assignments and alert parents and administrators (Office Referral or email) if the student is in danger of failing.

Academic Assistance

A variety of academic assistance is available. The National Honor Society (NHS) provides tutoring and students may also schedule time with the classroom teachers after school.

Students are encouraged to seek help from teachers during SMART Lunch. If a student's grade falls below a C, students may be required to attend SMART Lunch tutoring by their classroom teacher. Missing a required SMART Lunch session will be treated like skipping lunch detention.

Students in need of additional academic support should contact their counselor and/or administrator.

Cary High School Code of Conduct

The academic and social expectations for students at Cary High School are high. Respect for self, instructional time, and the environment are essential for student learning to occur. Students are expected to display appropriate behavior at all times while on campus during the day as well as at after school events at Cary High School. Staff members have the authority over all students at all school-related functions, regardless of the location. Students are required to demonstrate respect toward all authority figures at all times.

Teachers have the responsibility of setting appropriate standards to establish a classroom atmosphere conducive to the learning process. Interruptions of this process by a student may be accompanied by a teacher's efforts to involve a student's parents in the disruption. Failure on the part of a student to correct this type of situation will result in a referral of the student to the Discipline Office.

A student referred to the Discipline Office may encounter several different approaches by an administrator to resolve the issue. School officials want to identify and eliminate the causes of any disruptions to the learning environment. Each student must accept the consequences for his/her behavior.

The Wake County Public School System Code of Conduct is included in the previous section. Students are expected to familiarize themselves with this policy. They will be held accountable for any infractions of its rules. The intervention techniques used with this code of conduct range from parental contacts to recommendations for long-term suspension.

All Wake County and Cary High School rules apply to all school functions (before and after school), during athletic events (home and away), or at any time a student is directly or indirectly under the supervision of school personnel. Since student behavior can rarely be changed without support from home, every effort will be made to contact parents when disciplinary problems occur at school.

Discipline will be handled by the school Discipline Office in conjunction with teachers, staff, and parents: Mr. Jamal Woods: Last Names A-C, Mr. Brett Smith: Last Names D-G, Ms. Keisha Rock: Last Names H-L, Mr. Steve Hayes: Last Names M-Q, Mrs. Amanda Boshoff: Last Names R-T, Mr. Nolan Bryant: Last Names U-Z.

Cary High School has set rigorous standards for our students in order to establish a positive environment which is conducive to learning. Disciplinary consequences may be accompanied by contact with the student's parent/guardian, teacher, administrator, and counselor. Excessive discipline can result in exclusion from school-based events (i.e. Homecoming, Prom).

School Resource Officer

Officer Edmunds is Cary High School's resource officer. As a member of the Cary Police Department, he works to prevent antisocial behavior through education, communication, and understanding between students, the staff, the police, and the community. Officer Edmunds's office is located in the cafeteria and his telephone number is 919-460-3549.

Consequences for Inappropriate Behavior

All disciplinary consequences are viewed separately and teachers and administrators reserve the right to make decisions appropriate to each situation. Our School Resource Officer (SRO) will investigate criminal behavior and charges will be pressed when appropriate.

Note: Each violation may result in Lunch Detention (LD), Lunch Detention Lockdown (LLD), In School Suspension (ISS), placement in the Alternative Learning Center (ALC), short-term suspension (1-10 days), long-term suspension (remainder of current school year), long-term suspension 365, or expulsion from school.

Academic Integrity

WCPSS Board Policy 6445 states, any student who engages in or attempts to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:

- **Cheating** – This act includes giving and/or receiving any unauthorized aid/assistance to complete any type of academic work.
- **Plagiarism** – This action includes copying the language, structure, idea, and/or thought of another person and presenting this information as one's own original work.
- **Falsification** – This act includes the verbal or written statement of any untruth.
- **Violation of software copyright laws** – This act includes unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software.
- **Violation of computer access** – This act includes willfully, directly, or indirectly accessing or causing to be accessed any computer, computer system, computer network or any part thereof without proper authorization or otherwise violating School Board Policy 6446.

Period Detention/ISS

ISS is located in the Discipline Office in the 1000 building and is used by the administration and staff to assign students who have become disruptive or noncompliant during class. Students who are sent to the Discipline Office are required to sign in and remain in this location until they are seen by an administrator. The Discipline Office is managed by the school's administration in conjunction with the In School Suspension Coordinator, who is in charge of deescalating students who may have become disruptive in class, and/or providing guidance to a student who may require assistance on ways to manage their behaviors. **Students who become disruptive and/or noncompliant are subject to ISS/OSS.**

****Students who leave campus after school are not allowed to return for after school clubs, meetings, after school detention or to ride the bus.****

WCPSS Dress Code

Students are expected to adhere to standards of dress and appearance which are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to the following:

- Exposed undergarments
- Sagging pants
- Excessively short or tight garments
- Bare midriff shirts,
- Strapless shirts or shirts with straps less than two inches in width
- Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
- Non-religious head coverings of any kind
- See-through clothing
- Attire excessive cleavage exposure
- Any adornment such as chains and spikes that could be perceived as a weapon, and any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.

Cary High School administrators will make reasonable accommodations on the basis of students' religious beliefs or medical conditions.

****Note: Students who violate the Dress Code Policy may be assigned to ISS for the day or until they are dressed appropriately. Parents will be called to provide a change of clothes.**

- For specific definitions and interpretations of the Wake County Public Schools Code of Student Conduct, please refer to the School Board Policy 6400 in the [WCPSS Student/Parent Handbook](#).
- 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 into the WCPSS. 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.

Tardies

A student will be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy (Board Policy 6000.2). Students must be in their seat at the sound of the tardy bell for each period. Students who are tardy to class must report to the Discipline Office (1001) and be issued a tardy slip to enter class. Students will receive 4 tardy passes per semester.

A tardy is defined as being less than ten (10) minutes late for a class or activity without a valid reason or a note from school staff. Students who are more than ten (10) minutes late for class will be considered skipping.

Tardy Consequences

- Offenses 1-4:** Administrative Warning
- Offenses 5-6:** Lunch Detention (20 minutes) + Parent Email
- Offenses 7-8:** 3 Days Lunch Detention + Discipline Office Makes Parent Telephone Contact
- Offenses 9-10:** Lunch Lockdown (40 minutes) + Administrative Parent Telephone Contact
- Offenses 11-12:** 3 Days Lunch Lockdown + Parent Email
- Offenses 13-15:** 1 Period of In-School Suspension (ISS) + No Lunch Pass for 1 Week + Administrative Parent Contact
- Offenses 16-18:** 1 Full Day In-School Suspension (ISS) + No Lunch Pass for 3 Weeks + Parent email notification + Academic Referral Submitted by Discipline Office to Intervention Team
- Offenses 19-20:** 3 Full Days In-School Suspension (ISS) + No Lunch Pass for 6 Weeks + Administrative Parent Contact + Intervention Team Develops Personal Education Plan
- Offenses 21-22:** 1 Day Out of School Suspension (OSS) Intervention Team Schedules Parent Conference + No Lunch Pass for Semester + Intervention Team Develops Behavioral Plan + Reviews Personal Education Plan
- 23+ Offenses:** 2 Days Out of School Suspension (OSS) + Administration Schedules Parent Conference + Makes Referral to Student Support Team + Reviews Personal Education Plan + Reviews Behavior Plan

**** Excessive tardiness to class may result in the recommendation for a long term suspension from Cary High School or placement in an alternative school environment****

Truancy Policy

Documented Offense #	Consequence
1	2 days Lunch Detention (20 minutes) Administrator calls parent
2	2 days Lunch Lockdown (40 minutes) Administrator calls parent
3	1 day In-School Suspension (ISS) 1 week revocation of off-campus lunch privileges Administrator calls parent
4	2 days In-School Suspension (ISS) 3 week revocation of off-campus lunch privileges Administrator submits referral to Student Services Student Services will conference with student and follow up with parent as needed
5	3 days In-School Suspension (ISS) 6 week revocation of off-campus lunch privileges Discipline Office submits referral to Intervention Team (IT)

	IT meets with student, holds phone conference with parent, and places student on an attendance contract
6	2 days Out-of-School Suspension (OSS) 9 week revocation of off-campus lunch privileges Administrator calls parents to reinforce terms of attendance contract
7	2 days Out-of-School Suspension (OSS) Loss of off-campus lunch privileges for the remainder of the semester Intervention Team schedules parent conference
8	3 days Out-of-School Suspension (OSS) Intervention Team reviews attendance contract with student and parent to discuss possibilities of long term suspensions for truancy Intervention Team makes referral to Intensive Care Team (ICT) to begin process for alternative placement*
9	5 days Out-of-School Suspension (OSS) Administrator calls parent to inform of suspension for truancy
10	7 days Out-of-School Suspension (OSS) Administrator will determine the next course of action, which could include long-term suspension

****Excessive truancy may result in the recommendation for a long-term suspension from Cary High School or placement in an alternative school environment****

Truancy/Poor Attendance is defined as:

- Being absent from or being more than 10 minutes late to a class or activity without a valid reason or note
- Leaving campus during lunch without a lunch pass or leaving campus during the school day without signing out through the Attendance Office with parent/guardian permission

Cary High School Discipline Matrix

Recommended Administrative Consequences for Specific Behaviors

These consequences will be implemented after level 1&2 teacher consequences have been assigned.

EVERY DISCIPLINARY ACTION/CONSEQUENCE SHOULD INVOLVE COMMUNICATION WITH THE PARENTS

Offense	Policy	Administrative Consequence 1	Administrative Consequence 2	Administrative Consequence 3+
Inappropriate Dress	I-5	Parent Invitation/ Change Clothes	ISS (1 pd/day)	ISS (2 pd/day)
Inappropriate Lit. & Illust.	II-2 &II-3	Parent Invitation/ ISS (1 pd/day)	ISS (2-3 pd/day)	OSS (2 days)
Intimidation/Disrespect Student	I-2	Parent Invitation/ ISS (1 pd/day)	ISS (1-2 pd/day)	OSS (2 days)
Intimidation/Disrespect Teacher	I-2	Parent Invitation/ ISS (1 pd/day)	ISS (2-3 pd/day)	OSS (2 days)
Non-compliance (ex. Refusal to surrender cell phone)	I-1	Parent Invitation/ ISS (1 pd/day)	ISS (1-2 pd/day)	OSS (2 days)
Inappropriate Language: class/hall/student	I-4	Parent Invitation/ ISS (1 pd/day)	ISS (1 pd/day)	ISS (2 pd/day)/ OSS (1day)
Inappropriate Language towards employee	I-4	Parent Invitation/ ISS (1-2 pd/day)	ISS (2 pd/day)	OSS (1 days)

Tardies (5+ from same class)	I-3	40 min Lunch Lock Down/Parent Contact	3 Days Lunch LD/Parent Letter	1 pd. ISS/Lunch Pass Revocation 1 Week
Leaving Assign. Area/Skipping	I-3	20 min. Detention/ Parent Contact	40 min. Detention/ Parent Contact	1 Day ISS/Lunch Pass Revocation 1 Week
Tobacco/ E-Cigarettes	I-8	Parent Invitation/ ISS (1 pd/day)	ISS (1-2 pd/day)	OSS (2 days)
Misconduct on Bus	I-10	Parent Invitation/ Warning	1 day off bus	3 days off bus
Class/Activity Disturbance	II-4	ISS (1 pd/day)	ISS (3 pd/day)/ OSS (1-2 days)	OSS (3-5 days)
Theft	II-11	OSS (1-3 pd/day)	OSS (3-5 pd/day)	OSS (5-10 days)
Forgery/Cheating/Falsification	II-1	ISS (1 pd/day)	ISS (2 – 3 pd/day)	OSS (1-3 days)
Sexual Harassment	II-15	ISS/OSS (1-3 days) + guidance + parent	OSS (2-5 days)	OSS (5-10 days)/LT
Indecent Exposure/Sexual Behavior	II-13	OSS (3-5 pd/day)	OSS (5 days)	LT
Threat towards student	II-16	ISS/OSS (1-3 days)	ISS/OSS (3-5 days)	OSS(5-10)/LT
Threat towards employee	II-16	OSS (1-3 days)	OSS (3-5 days)	OSS/LT (5-10 days)
Property Damage (possible SRO notification)	II-10	ISS (1-2 pd/day)+ Replace/Repair	ISS (2-3 pd/day)+ Replace/Repair	OSS (2-5 days)+ Replace/Repair
Gang and Gang Related Activity	III-2	OSS (3 days) + notify SRO	OSS (5 days) + notify SRO	LT + notify SRO
Physical Aggression	II-17	ISS (1-3 pd/day)	ISS/OSS (1-3 days)	OSS (3-5)
Fighting	II-17	OSS (3-5 days)	OSS (5 days)	OSS (5-10 days)/ LT
Disturbance on Bus	II-6	1 days off bus	3 days off bus	5 days off bus
Harassment/Cyber-bullying	II-14	ISS (1 pd/day)+	ISS/OSS (1-3 days)	OSS (2-5 days) + notify
Possession of weapon	III-3	OSS (3-10 days)/ Long-Term		Long-Term
Possession/use/under the influence /distribute/intent	III-1	OSS (5 days) + ACE	Long-Term	
Assault (intent to cause serious harm)	III-4&5	Long-Term Suspension		
Assault w/ weapon	III-6	Long-Term Suspension		

For a complete list of the Discipline levels and violations, please click the following link:

<http://webarchive.wcpss.net/policy-files/series/policies/6410-rp.html>

Computer Network Systems

Note: All usernames will be your student identification number. The default password is also your student identification number, which should be changed after the first login. **Consequences:** Students found in violation of Cary High School or Wake County Public Schools Internet access and electronic mail policies will face disciplinary consequences including loss of computer privileges and possible suspension from school. Guidelines for use of computers, internet access and electronic mail are published in the WCPSS Student/Parent Handbook.

How to Log On

You will log on using your Student ID number as your username and password. If you have forgotten your password, any teacher can reset it. If you cannot log onto the network see Mrs. Powell or Mr. Sherman in the media center.

School Wifi Etiquette

E-mail: Most email websites have been blocked by Wake County Public Schools due to viruses which may enter the network or workstation through the use of these services. All students are provided with a WCPSS email account. Students should not be found using school computers for personal email.

Games/Chat Rooms: Most game and chat room websites have been blocked by Wake County Public Schools. Students should not be found on these sites.

BYOD (Bring Your Own Device)

Cary High's Bring Your Own Device (BYOD) initiative allows students to bring and use their own personal electronic devices at school. BYOD is not about the devices themselves; it is about creating constructive change in teaching practices and empowering the students to make decisions regarding how they will learn in class. Students become information producers rather than information consumers.

Some teachers may implement classroom procedures that require students to turn in their phones at the beginning of class on non-BYOD days or prior to leaving the classroom for restroom breaks.

Important: If students are conducting activities (such as personal email, social media, games, etc.) that would be inappropriate on a school computer, they should use a cellular service provider to access these sites instead of the school network. Such activities should only be conducted between classes, before school, during lunch, or after school—not during restroom breaks.

Goal

The BYOD initiative is designed to help students keep up with the demands of the 21st Century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for college and career.

BYOD Advisory Committee

A school-wide BYOD Advisory Committee was established to draft BYOD Guidelines including recommending solutions for concerns, and gathering input from teachers and students. The committee members include teachers, administrators and media specialists.

Classroom Guidelines

Cary High has launched the Bring Your Own Device (BYOD) initiative to allow students to bring their electronic devices to class for academic use under teacher supervision. Students will connect the devices to the school's wireless network. The BYOD initiative applies to all subject areas.

Examples of possible use include:

- Taking notes
- Using the calendar to keep track of assignments

- Research: Use the internet to investigate questions/find strategies
- Calculator
- E-readers, including all devices containing e-reading apps/capabilities such as Kindle, Nook, iPad, Sony, laptops, tablets, and smart phones: Anytime the class is allowed to read (i.e., library books, class novels), students may use their e-reading devices.
- Photos (e.g., taking photos for class projects and class notes on the board)
- Videos (e.g., video projects, videotaping lectures for study or for a student who is absent)
- Creating multimedia projects
- Accessing online instructional curriculum programs

Note: Students are not allowed to use their devices during test administrations.

Outside of the classroom, (before school, lunch, after school) students have the right to use devices without restrictions as long as they adhere to appropriate etiquette and Student Code of Conduct. **Again: If students are conducting activities (such as personal email, social media, games, etc.) that would be inappropriate on a school computer, they should use a cellular service provider to access these sites instead of the school network. Such activities should only be conducted between classes, before school, during lunch, or after school—not during restroom breaks.**

Any other classroom use of electronic devices must be approved by the classroom teacher.

Note: If a student chooses to bring these devices to campus, they do so at their own risk. If an electronic device is lost or stolen on campus, the incident will be turned over to the School Resource Officer. It will then be the responsibility of the student and his/her parents to work with the Cary Police Department for the recovery of the item. All found items will be stored in the Discipline Office in the 1000 building.

Course Withdrawal Penalty

Students are not allowed to drop a course after the first ten days. If a student withdraws after the tenth day, they will receive a withdraw failure (WF) for a final grade. This course will be counted as an attempted course with no quality points earned and will factor into the student's GPA.

Textbooks

Teachers will assign specific textbooks to individual students with the expectation that students will return the assigned book in the good condition at the end of the semester. If books are returned in poor condition, the student must pay damage fees. **Whenever a student cannot return the book which was assigned to him/her, the student must pay the replacement cost of the book before he/she will be able to take the final exam in that class.** Outstanding book fees can result in non-participation in school-based events (i.e. graduation). For upperclassmen, if you have fines at the end of the semester, your lunch pass can be suspended.

Promotion Requirements

To be promoted from grade nine (9): English I, two credits in the areas of mathematics, social studies, or science, and three additional credits, total of 6

To be promoted from grade ten (10): English II, one credit in mathematics, one in social studies, one in science, and two additional credits, total of 12

To be promoted from grade eleven (11): English III and enrollment in a program (Future Ready Core or Occupational Course of Study) which, if successfully accomplished, will result in the completion of graduation requirements, total of 18

Exams

Exams are given in every course at the end of each semester. EOC exams will account for 25% of each student's semester grade. Common Exams and teacher-made exams will account for 20% of each student's semester grade and last for three hours. The North Carolina Department of Public Instruction mandates end of course exams, which will cover material from the entire semester's course work for certain courses. Only seniors can be exempt from taking teacher-made exams. **Note: Seniors will receive one absence towards their senior exemptions for every three tardies they accumulate in each of their classes.**

How do Senior Exam Exemptions work?

Seniors may be exempt from their final exams in January and June if the following criteria are met:

- An "A" average with 3 or fewer excused absences for the course
- A "B" average with 2 or fewer excused absences for the course
- A "C" average with 1 or fewer excused absences for the course

North Carolina End of Course Testing Requirements (EOC)

End of Course (EOC) Tests are required in the following courses: Common Core Math I, Biology, and English II. In all courses with an End of Course test, the EOC shall count as 25% of the student's final grade. In courses without an End of Course test, the final shall count as 20% of the final grade.

Testing Dates

- SAT – <http://sat.collegeboard.com/register/sat-dates>
- ACT – TBD <http://www.actstudent.org/regist/dates.html>
- PSAT--TBD
- PLAN- TBD
- Work Keys- TBD
- ASVAB- TBD

What are these tests for? Who should take them? When should they take them?

SAT:

What: College Entrance Exam, accepted by most colleges, required by some

Who: Students planning on or considering going to a 4-year university. If you are planning on attending community college, please check with your community college of choice for entrance exam requirements.

When: Junior year, summer before senior year at the latest

Important: Contains math and reading/writing sections. Essay optional, but required by some colleges.

ACT:

What: College Entrance Exam, accepted by most colleges, required by some

Who: Cary High registers all juniors for the ACT

When: School-wide testing date in March

Important: Contains math, reading/writing, and science sections. Essay optional, but required by some colleges.

PSAT:

What: Practice exam for the SAT. Scores can be used to predict future SAT scores.

Who: Students should take the PSAT as a **junior** if they wish to be considered for National Merit Scholarships.

When: School-wide testing date in October

Important: All questions taken from previous SATs. No essay.

PLAN:

What: Practice exam for the ACT. Scores can be used to predict future ACT scores.

Who: Cary High registers all sophomores for the PLAN.

When: School-wide testing date in October

WorkKeys:

What: Set of tests assessing different job skills that employers care about

Who: Students enrolled in select CTE courses

When: End of semester

ASVAB:

What: Test assessing several different skills to predict success in academics and the military

Who: Students considering joining the military and students interested in assessing their job skills

When: In the past, Cary High has offered the ASVAB in October, but students may schedule a separate testing date with any military recruiter.

Note: Please contact Student Services for additional testing dates and locations.

Selection of Junior Marshalls

Marshalls shall be the top academically ranked twenty-five students in the junior class. If two or more students hold the same average in a position, all students at that level will be selected so that number of marshalls may slightly exceed twenty-five in a given year. Rank will be determined after the first semester of the junior year.

Graduation Requirements

All students must follow the College and Career Ready course of study, which requires all students to meet state requirements to graduate high school *and* the state requirements to be admitted into a four year college. All students who are **not** enrolled in the Occupational Prep Standard Course of Study must successfully pass an EOC in English II, Common Core Math I, and Biology in order to graduate from any high school in the state of North Carolina.

Class Rank

Changes have been made to Wake County Public School Systems' class rank policy beginning with the graduating class of 2019. Cary High will no longer use class rank to honor valedictorians and salutatorians at graduation. Instead, a Latin Honors system similar to the ones used at the university level will be used. Wake County's Latin Honors system is as follows:

1. Students with a 3.75 - 3.99 weighted grade point average shall receive the distinction of cum laude ("with honor")
2. Students with a 4.0 - 4.249 weighted grade point average shall receive the distinction of magna cum laude ("with great honor")
3. Students with a 4.25 or higher weighted grade point average shall receive the distinction of summa cum laude ("with highest honor")

To determine weighted GPA, the final course grades are used, dividing the total number of quality points earned by the total number of units of credit attempted. The results are rounded to the third decimal place. Advanced Placement (AP) courses carry two extra quality points and honors (HN) courses carry one extra quality point. Class rank for seniors is calculated through the **third quarter** of the senior year. For information about class rank and the new Latin Honors system, students should contact their guidance counselors.

Media Center

The Media Center is open from 7:00 AM – 3:45 PM. Monday through Thursday, and 7:00 AM – 3:00 PM on Friday. All reference materials may be checked out for overnight use. Fines are charged for overdue materials at the rate of \$.10 per day for the regular collection and \$.25 per day for reserved and reference materials. Library passes are required during the school day. All students should enter the Media Center through the main doors in the 10 building and exit through the doors at the back of the Media Center leading to the 400 building. Students will be required to sign in and out of the Media Center during each visit. Students may also visit the Media Center during SMART lunch.

School Spirit

Cary High School students are encouraged to attend all sporting and cultural events. Students are expected to follow all school rules and demonstrate sportsmanship toward visiting teams and students. All students are asked to represent Cary High in a positive manner at all school sponsored events. Signs, noise makers, face coverings/masks, and body/face paint are not permitted at athletic events, cultural events, or during the school day.

Posters/Announcements

Before any poster or announcements can be displayed on campus, the principal must provide his approval prior to having them displayed. All posters, announcements or advertisements from school sponsored clubs or organizations must have administrative approval. Students posting materials on campus without proper signatures will be subject to disciplinary consequences under the category of noncompliance. **Students should not hang posters on the walls or windows at Cary High School. All posters should be hung on bulletin boards or tack strips.**

Flowers, Balloons, Gifts, Etc.

Items such as flowers, balloons, and other gifts create a disruption of the educational process when delivered to Cary High School. These items are not permitted during the school day and will not be accepted by the main office or any staff member. Students should refrain from exchanging cumbersome or distracting gifts during school hours.

Fundraising

All school-sponsored fundraising events must have the prior approval of the principal. In addition, all events of this nature must be supervised by a staff member.

School Bus Guidelines

Bus transportation to and from school has regulatory guidelines set forth by the state and the school system. Therefore, every student who is assigned a specific bus route must abide by the rules. The bus driver has the same authority over students on the bus and at your bus stop as the classroom teacher in class. If the rules are not followed, disciplinary action will be taken such as banning the student from the bus for a designated time as set forth by the school (which could be for the entire school year), out-of-school suspension, assigned seat, etc.

Upon dismissal from school, students have six (6) minutes to get to their bus and be seated. Buses will all dismiss at the same time when given the signal by an administrator. When the bus door is closed, the bus driver will not stop to allow you to get on the bus. This presents a safety hazard for you and the driver.

All students are to listen to the afternoon bus changes. When a late bus is announced, all students riding the bus should wait in the lobby of the 2000 building. There will be designated points for students to cross between the buses when the buses are parked. **DO NOT walk between buses once the signal has been given for buses to depart.**

****Students may only ride the bus that they are assigned. Students may not ride home with a classmate on the classmate's bus or get off the bus at a stop that is not their own.****

Graduation Requirements

	Available for Ninth Graders 2000 and Later (Occupational Course of Study)	For Ninth Graders Entering in 2009-10 through 2011-12 (Future Ready Core)	For Ninth Graders Entering in 2012-2013 and Later (Future Ready Core)
CONTENT AREA	OCCUPATIONAL Course of Study Requirements (Selected IEP students excluded from EOC Proficiency Level requirements)	FUTURE-READY CORE	FUTURE-READY CORE
English	4 Credits Occupational English I, II, III, IV	4 Credits English I, II, III, IV	4 Credits English I, II, III, IV
Mathematics	3 Credits Occupational Mathematics I, II, III	4 Credits (Algebra I***, Geometry, Algebra II) OR (Integrated Math I, II, III), 4th Math Course to be aligned with	4 Credits Math I ***, Math II, Math III, 4th Math Course to be aligned with the student's post-high school plans.

	Available for Ninth Graders 2000 and Later (Occupational Course of Study)	For Ninth Graders Entering in 2009-10 through 2011-12 (Future Ready Core)	For Ninth Graders Entering in 2012-2013 and Later (Future Ready Core)
		the student's post-high school plans. <i>In the rare instance a principal exempts a student from the FRC math sequence, the student would be required to pass Algebra I and Geometry or Algebra I and II, or Integrated Math I and II and two other application-based math courses.</i>	<i>In the rare instance a principal exempts a student from the FRC math sequence, the student would be required to pass Math I and Math II and two other application-based math courses.</i>
Science	2 Credits Life Skills Science I, II	3 Credits A physical science course, Biology, Earth/ Environmental Science	3 Credits A physical science course, Biology, Earth/ Environmental Science
Social Studies	2 Credits Social Studies I (Government/ US History) Social Studies II (Self-Advocacy/ Problem Solving)	3 Credits Civics and Economics, US History, World History	4 Credits World History (or AP World History), American History I: The Founding Principles and American History II (or AP US History + one additional Social Studies elective), and Civics and Economics
World Language	Not required	Not required for graduation. Required to meet MAR (minimum application requirements) for UNC system.	Not required for graduation. Required to meet MAR (minimum application requirements) for UNC system.
Health and Physical Education	1 Credit Health/Physical Education	1 Credit Health/Physical Education	1 Credit Health/Physical Education
Specific Electives	Occupational Preparation: 6 Credits Occupational Preparation I, II, III, IV** Elective credits/ completion of IEP objectives/ Career Portfolio required	6 Credits required 2 Elective credits of any combination from either: – Career and Technical Education (CTE) – Arts Education – Second Languages 4 Elective credits strongly recommended (four-course concentration) from one of the following: – Career and Technical Education (CTE) – JROTC – Arts Education (e.g. dance, music, theater arts, visual arts) – Any other subject area (e.g. mathematics, science, social studies, English, or cross-disciplinary)	6 Credits required 2 Elective credits of any combination from either: – Career and Technical Education (CTE) – Arts Education – World Languages 4 Elective credits strongly recommended (four-course concentration) from one of the following: – Career and Technical Education (CTE) – JROTC – Arts Education (e.g. dance, music, theater arts, visual arts) – Any other subject area (e.g. mathematics, science, social studies, English, or cross-disciplinary)
Career Technical	4 Credits Career/ Technical Education electives		
	Recommended: at least one credit in an arts discipline	Recommended: at least one credit in an arts discipline	
Additional Electives		5	4
Total	22 Credits	26 Credits	26 Credits

Diploma Endorsements

There are several endorsements that students can earn while at Cary High School. Each endorsement is recognized by adding an appropriate decal to the student's diploma. Diploma endorsements indicate that a student went above and beyond to further their education in a particular concentration or field. The endorsements and their requirements are included below. If you have any questions about the requirements for these endorsements or which classes you should take to earn them, please refer to the current year's registration planning guide and/or contact your counselor.

Career Endorsement

In addition to the graduation requirements listed above, students seeking a Career Endorsement should meet the following requirements:

- Complete one CTE concentration in one of the approved CTE Career Clusters ([see this spreadsheet for details](#)). Cary High School does **NOT** offer all of the courses listed in that spreadsheet. Please refer to your course registration planning sheet, speak to a CTE teacher, or meet with your counselor to discuss the options available to you.
- Earn an unweighted grade point average of at least 2.6
- Earn at least one industry-recognized credential. Earned credentials can include Career Readiness Certificates (CRC) at the Silver level or above from WorkKeys assessments **OR** another appropriate industry credential/certification.

College Endorsement

In addition to the graduation requirements listed above, students seeking a College Endorsement should meet the following requirements:

- The fourth math course selected by the student must fourth math course must meet University of North Carolina system Minimum Admission Requirements or be acceptable for earning placement in a credit-bearing college math class under the North Carolina Community College System's Multiple Measures Placement policy.
 - This means that the fourth math course must be considered "beyond" Math 3.
- Earn an unweighted grade point average of at least 2.6

College/UNC Endorsement

This endorsement is very similar to the College Endorsement but specifically prepares students for admission to public colleges in the UNC system. In addition to the graduation requirements listed above, students seeking a College/UNC Endorsement should meet the following requirements:

- The fourth math course selected by the student must fourth math course must meet University of North Carolina system Minimum Admission Requirements or be acceptable for earning placement in a credit-bearing college math class under the North Carolina Community College System's Multiple Measures Placement policy.
 - This means that the fourth math course must be considered "beyond" Math 3.
- Complete at least one lab science
- Complete at least two units of a world language other than English
- Earn a weighted grade point average of at least 2.5

North Carolina Academic Scholars Endorsement

In addition to the graduation requirements listed above, students seeking the North Carolina Academic Scholars Endorsement should choose one of the following options:

1. Students complete 3 higher level courses taken during junior and/or senior years that carry 5 or 6 quality points, such as:
 - AP courses
 - IB courses
 - Dual-enrollment or other college equivalent courses
 - Advanced CTE courses
 - Advanced online courses
 - Other courses at the honors level or above
2. Students complete 2 higher level courses taken during junior and/or senior years that carry 5 or 6 quality points, as listed above, **AND** the North Carolina Graduation Project. Please see the [Fall 2015 North Carolina Graduation Project Handbook](#) for details about this project and talk to your counselor.

In both cases, students must earn an unweighted grade point average of at least 3.5.

Global Languages Endorsement

In addition to the graduation requirements listed above, students seeking the Global Languages Endorsement should meet the following requirements:

- Earn an unweighted grade point average of at least 2.5 in the four core English courses

- Demonstrate proficiency in one or more additional languages using **ONE** of the options outlined below:
 - Pass an external exam approved by the North Carolina Department of Public Instruction establishing “Intermediate Low” proficiency or higher per the American Council on the Teaching of Foreign Languages (ACTFL) proficiency scale.
 - Complete a four-course sequence of study in the same world language, earning an overall unweighted GPA of 2.5 or above in those courses.
 - Establish “Intermediate Low” proficiency or higher per the ACTFL proficiency scale using the Credit by Demonstrated Mastery policy described in GCS-M-001.

Limited English Proficiency students seeking a Global Languages endorsement must complete all of the above requirements **AND** reach “Developing” proficiency per the World-Class Instructional Design and Assessment (WIDA) proficiency scale in all four domains on the most recent state identified English language proficiency test.

Student Services Staff List

Office: 919-460-3549 ext. 21863

Confidential Fax: 919-380-3623

Role	Team Member	Email	Area
Dean of Students	Ryan Johnson	rjohnson4@wcpss.net	OCS, ESL, Foreign Exchange Students, Students with last names U-Z
SAP Counselor	Sabrina Parker	sparker3@wcpss.net	Homeless Enrolment, Homebound, Parenting, Crisis, Intervention
Counselor	Katie O’Riordan	koriordan@wcpss.net	Students with last names H-L
Counselor	Mia Kennedy	mkenedy2@wcpss.net	Students with last names M-Q
Counselor	Cindy Strader	cstrader@wcpss.net	Students with last names A-C
Counselor	Jilla Peasley	TBD	Students with last names D-G
Counselor	Jeremy Young	jyoung5@wcpss.net	Students with last names R-T
Career Development Coordinator	Wendy Gressett	wgressett@wcpss.net	
School Psychologist	Megan Trapasso	mtrapasso@wcpss.net	
Intervention Coordinator	Ellen Brown	ebrown@wcpss.net	Intervention
Financial Aid Consultant	Sallie Busby	sbusby@wcpss.net	
Instructional Management Coordinator	Sarah Jones	sjones12@wcpss.net	
Registrar	Pat Potosky	ppotosky@wcpss.net	
Data Manager	Laura Minick	lminick@wcpss.net	

Student-Initiated Schedule Change Request

Courses are scheduled based upon teacher recommendations and students' requests during the Registration Period. Requests for course changes MUST meet one of the following criteria prior to submitting to the *Schedule Change Review Team* for consideration.

- A. Pre-requisite course not met
- B. Blank period in the schedule
- C. Course previously taken and successfully completed with credit granted
- D. Course previously taken and failed with the same teacher
- E. Course does not meet the IEP/LEP requirements
- F. Hardship

Athletics

Cary High School is classified as a 4-A member of the North Carolina High School Athletic Association (NCHSAA). Cary High is a member of the Southwest Wake Athletic Conference (SWAC) along with Apex, Athens Drive, Green Hope, Holly Springs, Fuquay-Varina, Middle Creek and Panther Creek High Schools. Student-athletes must meet academic, attendance, conduct and medical requirements established by NCHSAA, WCPSS and the CHS Athletic Department. The Cary High Imps compete in 17 different sports for males and females with 37 teams on the varsity and junior varsity levels. An asterisk denotes a separate JV team in that sport. Team support positions such as managers, first responders, scorekeepers and videographers are also available for students. Please contact the head coach for more information.

FALL SPORTS

Cheerleading(Fall/Winter)*

Mary Catherine Troxler
mctroxler@wcpss.net

M & W Cross Country*

Jerry Dotson
jdotson@wcpss.net

Football*

Michael Kirst
mkirst@wcpss.net

Women's Golf

Kurt Glendinning
kglendinning@wcpss.net

Men's Soccer*

Michael Dunphy
mdunphy@wcpss.net

Women's Tennis

Janet Trotter
jtrotter@wcpss.net

Women's Volleyball*

Philip Goodloe
pgoodloe@wcpss.net

Athletic Training

Eric Hall
echall@wcpss.net

WINTER SPORTS

Men's Basketball*

Allan Gustafson
agustafson@wcpss.net

Women's Basketball*

Patrick Daly
pdaly@wcpss.net

Women's Gymnastics

Cindy Cotten
cindy@impactathleticsnc.com

Men's Swimming/Diving

Michael Rosenburg
mbrosenburg@earthlink.net

Women's Swimming/Diving

Laura Goodwin
lbgoodwin@gmail.com

Winter Track & Field

Jerry Dotson
jdotson@wcpss.net

Wrestling*

Taylor Cummings
tcummings@wcpss.net

SPRING SPORTS

Mid-February

Baseball*

Brian Yerger
byerger@wcpss.net

Men's Golf

Carl Chaney
fchaney@wcpss.net

Men's Lacrosse*

Scott Gordon
sgordon@enpuricon.com

Women's Lacrosse

Michael Dunphy
mdunphy@wcpss.net

Women's Soccer*

Laura Kerrigan
lkerrigan@wcpss.net

Softball*

Michael Dunphy
mdunphy@wcpss.net

Men's Tennis

Janet Trotter
jtrotter@wcpss.net

Men's Track & Field

Jerry Dotson
jdotson@wcpss.net

Women's Track & Field

Jerry Dotson
jdotson@wcpss.net

General admission to varsity football games is \$7.00. All other sports including soccer, volleyball, basketball, gymnastics, wrestling, baseball, lacrosse, softball, and track and field is \$5.00. A Cary Imp Club Membership including an All Sports Pass is available for individual or family purchase.

Please visit our athletic website www.goimps.com for all your athletic needs.

Attendance on the Day of an Athletic Activity

A student must be in attendance 100% of the school day in order to participate in a practice or competition. All exemptions must be approved by the principal and will require a written explanation at the Attendance Office when checking out and checking in on that day.

Driver's License Eligibility/Registration

North Carolina established legislation which reflects a coordinated statewide effort to motivate and encourage students to complete high school. This legislation, effective August 1, 1998, requires a student's driving permit or license to be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is determined by **first semester** grades and **end-of-year** grades. Adequate progress is measured by a student passing 3 out of 4, or 75% of the classes enrolled. A student is exempt from this law when he or she reaches the age or 18 or has obtained a high school diploma, a GED, or an adult high school diploma.

Parents/guardians of students who lose their eligibility will be contacted by mail. In rare cases, there may be circumstances beyond the control of the student or his/her parents which qualify the student as a hardship case. If a hardship case exists, the student may request a waiver. Filing for a hardship waiver requires action on the part of parent to return the waiver and supporting documents to the Wake County district office contact. If the waiver is granted, the student would not be affected by the legislation. Hardship cases are rare and reserved for extreme situations. See Mr. Woods for more information.

Lose Control, Lose Your License

North Carolina has established legislation, effective July 1, 2000, requiring a student's driving permit or license to be revoked for one year if he/she is given a suspension for more than ten consecutive days, or an assignment to an alternative educational setting if he/she is given a suspension for more than ten consecutive days for one of the following reasons:

1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391 (dl) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
3. The physical assault on a teacher or other school personnel on school property.

School property is defined as the physical premises of the school, school buses or other vehicles under the school's control or contract and is used to transport students, and school-sponsored or school related activities which occur on or off the physical premise of the school. All students at Cary High are subject to this law. Details of this policy are on page 11 in the Wake County Student/Parent Handbook.

Parking Regulations

2016 – 2017

(SENIORS AND JUNIORS ONLY)

- In an effort to promote safety for all students, school personnel, and visitors, all students must abide by all North Carolina General Statutes regarding seatbelt usage and automobile operations when arriving or departing campus. Failure to abide by these North Carolina General Statutes could result in suspension or revocation of parking privileges.
- The parking fee established by the **Wake County Board of Education** for the 2016 - 2017 school year is **\$170.00** and must be paid in one payment. Students must clear all fees and fines prior to applying for a parking permit. Permits will not be issued to students with outstanding fines or fees to your assigned school or any other school.
- Only one tag will be issued per student parking space. Students may register up to two family vehicles. The tag may be moved from one registered family vehicle to another.
- Parking permit tags may **NOT be sold, given, or loaned** to another student for his or her use. The penalty for so doing is revocation of parking privileges.

- Parking spaces are available for sale to **Senior, then Junior** students only. Unfortunately there may not be enough spaces for all wishing to park on campus; therefore any remaining spaces available after the initial sale will be handled by a lottery system.
- Parking permit applications will be available to students who have a valid North Carolina Driver's License and are covered by insurance.
- All Senior and Junior students who park a motor vehicle on the school campus must display the current hanging-tag permit. The tag **must** be hung from the inside rear view mirror, facing the front of the vehicle. Students who fail to properly display the tag will be ticketed or have their tags revoked.
- Vehicles must be parked in assigned spaces. The only places available for student parking are the student lots. Students may not park on the road, drive-way, in intersections, or in any other place, including other school campuses. 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.
- Students may not park in the Christ the King Lutheran Church parking lot unless they have been issued a parking pass from the church. Violators may be towed.
- Vehicles should be parked front-end first. Backing into spaces is not permitted.
- The safe operation of motor vehicles is required. Vehicles must not travel in excess of 15 miles per hour on campus. Seat belts are required for driver and **all** passengers. All posted traffic signs and road markings must be obeyed at all times.
- Traffic through campus must be in a single file at all times. Students must follow the directions of the security officer and school staff in order to retain their on-campus parking privileges. Speeds in excess of the posted limit, disregarding signals security and staff and squealing tires on campus is considered careless and reckless driving and will not be tolerated.
- Students are not permitted to ride in the back of pick-up trucks.
- Supervision is provided for parking lots; however, the school system is not responsible for damages to or theft from vehicles. Students are cautioned **NOT** to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked.
- Student vehicles are subject to search and seizure per Wake County School Board Policy 6600.
- Disabled vehicles may **not** be left on campus overnight. If necessary, towing should be arranged.
- If a student holding an assigned parking space transfers within the WCPSS during the year, he or she will be assigned a space at the new school with no further payment of fees, assuming the original parking tag has been returned to the office of the previous school. If no space is available at the new school, the originating school will make the refund.
- Refunds for parking fees will be made only if the student moves away from the Wake County Public School System. Parking fees will **NOT** be refunded for:
 - voluntary withdrawal from school (dropping out);
 - long-term suspension from school;
 - school-based disciplinary action related to loss of parking privilege;
 - loss of driving privilege due to revocation of operator's license.
- Other refund requests are at the discretion of the principal.
- Students shall inform the office immediately of any changes in vehicle or license plate.
- Lost parking tags will be replaced for a \$10 fee. Report losses to the office.
- School Board Policy 6430 prohibits the possession and/or use of tobacco products on campus. Students may not possess tobacco products or smoke in cars at any time while on the school campus.
- Loitering in the parking lot is prohibited. Students should lock their cars and leave the parking lot immediately upon arriving at school. Students need written permission from an administrator, the SRO, or the parking lot attendant to be in student lots during school hours.
- 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
 - Towing and storage of the vehicle, at the owner's expense
 - Disciplinary action

- Criminal charges as prescribed by law
- Handicapped parking is available as needed on an assigned basis only.
- Parking a vehicle on school property is a privilege, not a right. Please review all parking regulations with your parents and call the school for clarification of any matter about which there are questions.

Student Parking Enforcement

1. Misdemeanor charges may be pressed against any person who is in violation of a rule concerning parking on school grounds. It is the responsibility of the principal to see that appropriate charges are brought against persistent and/or flagrant violators and report each legal action (charges) to the Senior Director of the Security Department.
2. The principal may revoke the parking permits and parking privilege or otherwise limit or temporarily suspend the use of parking privilege of students who are in violation of a rule concerning parking on public school grounds as provided in Policy 7180.6
3. The principal may invoke generally accepted means of punishing students who are in violation of rules prohibiting the forgery/counterfeiting of parking pass tags and/or related forms, the unauthorized transfer of decals, the unauthorized use of decals, or the conspiracy to do so as provided in Policy 7180.7
4. In addition to or in lieu of misdemeanor charges against a driver or school punishment of a student driver, the principal may have any motor vehicle removed from school grounds if that vehicle is parked on school grounds in violation of Board policy, system wide regulations, and school rules. The vehicle shall be moved to a place of storage and the registered owner of such vehicle shall become liable for removal and storage of the vehicle.

Appendix of Acronyms

Acronym	Meaning
ACTFL	American Council on the Teaching of Foreign Languages
ALC	Alternative Learning Center
AMP	Assessment Mastery Policy
AP	Advanced Placement
ASD	After School Detention
BYOD	Bring Your Own Device
CHS	Cary High School
CRC	Career Readiness Certificate
CTE	Career and Technical Education
EOC	End of Course (exams)
GPA	Grade Point Average
HN	Honors
ICT	Intensive Care Team
IEP	Individualized Education Plan
ISS	In-School Suspension
IT	Intervention Team
JROTC	Junior Reserve Officers' Training Corps
LD	Lunch Detention
LLD	Lunch Detention Lockdown
MAR	Minimum Admission Requirements (for UNC colleges)
NCGS	North Carolina General Statutes
OSS	Out of School Suspension
PLT	Professional Learning Team
SMART	Students Maximizing Achievement Relationships Time
SRO	School Resource Officer
UNC	University of North Carolina (system of public colleges)
WCPSS	Wake County Public School Systems
WF	Withdraw-Failure



Home Base/PowerSchool Parent Portal: Application for Access - Hand Delivery/Photo ID

Instructions:

Please complete all fields. Incomplete or illegible applications will not be processed. Parents/guardians must deliver this form to the student's school and present a photo ID. Once the form has been accepted and processed, the parent/guardian will receive an email within 10 school days containing activation instructions for the new Parent Portal account. Simply follow the instructions in the email to start using the account. **Parents with multiple students in WCPSS must submit one form per student to the appropriate school(s).**

Parent/Guardian Information:			
First Name:	Middle Initial:	Last Name:	
Relationship to Student:			
Home Phone:		Work Phone:	
Street Address:			
City:	State:	Zip Code:	
E-mail Address:			
Student Information:			
First Name:	Middle Initial:	Last Name:	
Student ID Number:			
Grade Level:		Date of Birth:	
Street Address:			
City:	State:	Zip Code:	Home Phone:
Are there any legal restraints prohibiting a parent/guardian from having access to this student's data?			
Yes: <input type="checkbox"/> No: <input type="checkbox"/>		If yes , please attach a copy of court order.	



Home Base/PowerSchool Parent Portal: Application for Access - Hand Delivery/Photo ID

<p>I verify that I am the parent/guardian of the student named above. I understand that the Wake County Public School System reserves the right to grant or deny access to the Parent Portal in accordance with the U.S. Family Education Rights and Privacy Act (FERPA). I also certify that I will advise my student's school of any issues resulting in a need for change of access to student records. I agree to keep my password and the data contained within the Parent Portal confidential. I also agree that I shall make no attempt to alter or destroy data and will report to the school administration any attempts to do so or any security concerns that may arise. Failure to abide by the terms of this agreement will result in the termination of my account.</p>	
Parent/Guardian Signature:	Date:
DO NOT WRITE BELOW THIS LINE	
For Office Use Only:	
Photo ID Checked By:	
Name/Address Matches Form: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>	Date Student Access Number Sent:
Provide reason if application is denied:	Sent By:



Home Base/PowerSchool Parent Portal: Application for Access - Notary

Instructions:

Please complete all fields. Incomplete or illegible applications will not be processed. Completed forms should be signed in the presence of a Notary Public and returned to your student's school. Once the form has been accepted and processed, the parent/guardian will receive an email within 10 school days containing activation instructions for the new Parent Portal account. Simply follow the instructions in the email to start using the account. **Parents with multiple students in WCPSS must submit one form per student to the appropriate school(s).**

Parent/Guardian Information:			
First Name:	Middle Initial:	Last Name:	
Relationship to Student:			
Home Phone:		Work Phone:	
Street Address:			
City:	State:	Zip Code:	
E-mail Address:			
Student Information:			
First Name:	Middle Initial:	Last Name:	
Student ID Number:			
Grade Level:		Date of Birth:	
Street Address:			
City:	State:	Zip Code:	Home Phone:
Are there any legal restraints prohibiting a parent/guardian from having access to this student's data?			
Yes: <input type="checkbox"/> No: <input type="checkbox"/>		If yes , please attach a copy of court order.	



Home Base/PowerSchool Parent Portal: Application for Access - Notary

<p>I verify that I am the parent/guardian of the student named above. I understand that the Wake County Public School System reserves the right to grant or deny access to the Parent Portal in accordance with the U.S. Family Education Rights and Privacy Act (FERPA). I also certify that I will advise my student's school of any issues resulting in a need for change of access to student records. I agree to keep my password and the data contained within the Parent Portal confidential. I also agree that I shall make no attempt to alter or destroy data and will report to the school administration any attempts to do so or any security concerns that may arise. Failure to abide by the terms of this agreement will result in the termination of my account.</p>	
Parent/Guardian Signature:	Date:
For Notary Public Use Only:	
<p>State of _____, County of _____</p> <p>I, _____, a Notary Public for said county and state, do hereby certify that _____ personally appeared before me and acknowledged the due execution of the forgoing instrument.</p> <p>Witness my hand, and official seal, this the _____ day of _____, 20____</p> <p style="text-align: right;">_____ <i>Official Seal</i></p> <p>(Notary Public)</p>	
DO NOT WRITE BELOW THIS LINE	
For Office Use Only:	
Approved: <input type="checkbox"/>	Date Student Access Number Sent:
Denied: <input type="checkbox"/> Reason:	Sent By: