



STUDENT/PARENT HANDBOOK

This agenda belongs to:

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CLASS SCHEDULE

First Semester				
Period	Course			Room
1st				
2nd				
3rd				
	Lunch A	Lunch B	Lunch C	
4th				
Second Semester				
1st				
2nd				
3rd				
	Lunch A	Lunch B	Lunch C	
4th				

REGULAR SCHEDULE		
1ST Period 7:25-8:55		
2ND Period 9:00-10:30		
Class	Class	Class
10:35-10:55	10:35-11:55	10:35-12:18
Lunch A	Lunch B	Lunch C
10:55-11:20	11:35-12:00	12:18-12:43
Class	Class	
11:25-12:43	12:05-12:43	
4th Period 12:48-2:18		

EARLY RELEASE	
1ST Period	7:25 - 8:23
2ND Period	8:28 - 9:26
3RD Period	9:31 - 10:29
4TH Period	10:34 - 11:32
Campus Lunch	11:32 - 12:00 Buses depart at 11:46

ONE HOUR DELAY SCHEDULE		
1st Period 8:25-9:40		
2nd Period 9:45 - 11:00		
Class	Class	Class
11:05-11:25	11:05-12:05	11:05-12:40
Lunch A	Lunch B	Lunch C
11:25-11:50	12:05-12:30	12:40-1:05
Class	Class	
11:55-1:05	12:35-1:05	
4th Period 1:10 - 2:18		

TWO HOUR DELAY SCHEDULE		
1st Period 9:25-10:20		
2nd Period 10:25 - 11:20		
Class	Class	Class
11:25-11:40	11:25-12:20	11:25-11:40
Lunch A	Lunch B	Lunch A
11:40 - 12:05	12:20 - 12:45	11:40 - 12:05
Class	Class	
12:10 - 1:18	12:50 - 1:18	
4th Period 1:23 - 2:18		

ACADEMIC INFORMATION

Grading Scale	Classification of Students
A 90-100	Grade 9-10 Minimum of 6 credits must be earned
B 80-89	Grade 10-11 Minimum of 12 credits must be earned
C 70-79	Grade 11-12 Minimum of 18 credits must be earned
D 60-69	Graduation - Minimum of 26 credits must be earned

How to calculate your GRADE POINT AVERAGE (GPA)

Student grade point averages will be determined by dividing the total number of quality points earned by the total number of units of credit attempted. The results are rounded to the fourth decimal place. Students will earn quality points based on the following:

Letter Grades	Standard Courses	Honors Courses	AP Courses
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0

IMPORTANT WEBSITES

www.wcpss.net
www.ncpublicschools.org
www.collegeboard.com
www.act.org
www.cfnc.org
www.toefl.org
www.fafsa.ed.gov
www.ed.gov/finaid/
www.scholarshipplus.com
www.fastweb.com
www.collegeview.com
www.wolframalpha.com

COURSE LOADS

Students will carry a course load of four classes per semester, unless special permission is given to the student by the principal.

DRIVER ELIGIBILITY

In North Carolina, students under 18 are required to obtain a driving eligibility certificate from the high school in order to earn and/or maintain a permit. To be eligible for this certificate, students must pass 3 of 4 courses per semester. Parents must bring a copy of the student's birth certificate and the Driver's Education Certificate to the school. They must fill out the driving eligibility form at the school in the presence of an administrator or designee. The form is valid for 30 days.

In order to apply for and maintain a driver's license, students must pass 3 of 4 courses per semester. In order to have a driver's license reinstated, a student must be passing 3 of 4 courses in a semester.

GRADING PERIODS/INTERIMS/REPORT CARDS

Report cards are issued to students every nine weeks. Per school policy, teachers are required to issue interim reports every three weeks as well as contact parents whose students who are failing or whose grade has dropped at least two letter grades.

TRANSCRIPTS

All WCPSS high schools use the College Foundation of North Carolina (CFNC) Electronic Transcript to send senior transcripts, at no charge, to North Carolina colleges, universities, and community colleges. They are sent within one day of the request through the student CFNC account online (www.cfnc.org) and are accepted by all these institutions.

WCPSS high schools provide each currently enrolled high school student with three official transcripts per year at no charge. There is also no charge for mid-year senior year transcript, final transcript after graduation, or transcript for any scholarship or award requested by the high school scholarship committee. After receiving written permission from the parent, these transcripts will be sent to any college, university, or organization requested. After the first three, there will be a \$5.00 charge for each additional paper transcript, for it to be "official", it must be sent from the high school office to the receiver without the student or parent handling it.

Transcripts may be requested online via East Wake's website, <https://wcpss.scribder.com>, or via counselor or registrar.

EXAM EXEMPTION

Seniors may be exempt from a teacher-made final exam provided they meet the following criteria in the course. Students CANNOT exempt EOC exams, CTE Post-Assessments, or NC Final Exams.

- A average with 3 or fewer excused absences per semester**
- B average with 2 or fewer excused absences per semester**
- C average with 1 or fewer excused absences per semester**

STUDENT SERVICES

GUIDANCE AND COUNSELING

The role of the school counselor is to offer assistance in meeting educational, vocational, and personal-social needs as well as maintain files of occupational information, scholarship catalogues of educational institutions, information about college admissions, and testing programs. Since high school

is a time for studying and planning for the future, students should not hesitate to seek assistance from the school counselor in planning academic programs and career alternatives. Individual guidance and counseling, along with group guidance activities, have been planned to assist in all areas where needs are evident. The counselor may provide referral services, if such resources are deemed appropriate and necessary.

OFFICE HOURS AND APPOINTMENT PROCEDURES

Office hours are 7:00 AM to 2:45 PM. Students may get appointment slips from the Student Services receptionist in person before class begins, during student lunch period, or after school or via phone at 919-365-2625 ext.1. Classes are not to be missed in order to set up conferences.

TRANSPORTATION

A school bus driver represents the school's authority and is responsible for passengers' safety on the bus by enforcing behavioral rules. Misbehavior on the bus can endanger the safety of others and is considered a serious offense as a result various discipline options, up to and including suspension from the school and/or from riding the bus may result from infractions.

HOMEWORK POLICY

PURPOSE

Homework provides another type of evaluation of student learning and is assigned on a regular basis. Its purpose is to reinforce academic learning and encourage students to become responsible, self-directed learners.

EVALUATION

Students are expected to submit work before the deadline. Since the successful completion of homework assignments plays an important part in the final evaluation of the student, parents and teachers share a mutual responsibility of encouraging completion of assignments. Homework should be considered in reporting academic progress to parents; however, homework should not exceed ten percent of a student's academic grade for the quarter.

RESPONSIBILITIES OF STAFF

Each teacher shall implement the following procedures to ensure homework is appropriately assigned:

- Provide, in writing, at the beginning of the semester a specific homework and evaluation procedures for the course.
- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Provide homework assignments that are specific, within the student's ability, and have clearly defined expectations.
- Answer and clarify questions pertaining to the completion of all homework assignments.
- Provide specific and timely feedback on homework assignments.
- Involve parents and contact them if a pattern of late or incomplete homework develops.

RESPONSIBILITIES OF PARENTS

The following are suggestions to help develop good homework assignment procedures:

- Read the specific homework and evaluation procedures for the course issued by the teacher at the beginning of the semester.

- Establish a regular, uninterrupted study time each day in a quiet, well-lit study area.
- Require students to submit assignments before the deadline.
- Monitor student organization and assignments listed in the agenda, daily.
- Assist with understanding assignments not completing assignments for students.
- Contact teachers to stay informed about the course.

RESPONSIBILITIES OF STUDENTS

The following are suggestions to help develop good homework assignment procedures:

- Read the specific homework and evaluation procedures for the course issued by the teacher at the beginning of the semester.
- Establish a regular, uninterrupted study time each day in a quiet, well-lit study area.
- Write assignments in an agenda, daily as well as long term assignments.
- Be sure all assignments are clear. Ask questions for clarity.
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and submitted on time.

ORGANIZATIONS & ATHLETICS

The organization of clubs will take place during the first month of school. After club rosters have been determined, advisors will arrange club meetings either before school, after school, or on Club Day. In order to start a club, it must have all of the following requirements: at least six members, a club advisor/sponsor, and administrative team approval.

Athletic eligibility is set by the NCHSAA. To be eligible during the fall semester, a student must have passed three subjects on block schedule during the previous semester AND been promoted to the next grade level. To be eligible during the spring semester, a student must have passed three subjects on block schedule during

the previous semester. Athletes must have been in attendance for at least 85% of the days during the previous semester. WCPSS requires the athlete to be present the entire day in order to participate in activities or practices.

Grade Point Average and Eligibility to Participate in Athletic Activities

To be eligible to participate in interscholastic athletics, students participating in athletics must pass a minimum load as established by NCHSAA during the preceding semester and must meet WCPSS and State promotion standards. In addition to existing academic requirements, all students are required to maintain a cumulative GPA of 1.5 overall. Freshmen upon first entering the 9th grade are academically eligible to participate in athletic activities.

STUDENT CODE OF CONDUCT

East Wake High School staff is committed to providing a safe and orderly learning environment that promotes academic and social growth for all students. Students, parents, and all school personnel share the maintenance of a positive school climate. Students and parents are expected to be familiar with state and federal laws, school board policies, and local school rules governing student behavior and conduct.

Students are encouraged to report any violation of the Code of Student Conduct to school authorities. In addition to this publication, each student will receive a copy of the Wake County Student Handbook, at the beginning of the school year or upon enrollment, which outlines all policies related to student behavior. Policies noted in the county handbook will not be repeated in this publication; therefore it is important to review policies in both this publication and the handbook. Policies may be modified on a case-by-case basis to conform to the procedures established for the discipline of students with disabilities.

All students are responsible for complying with and should 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 aforementioned handbook. In case of conflict between the rules expressed in this publication 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 el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

STUDENT EXPECTATION CONTINUUM

All East Wake High School employees are vested with legal public authority. Students are required to conduct themselves at all times and places in a manner that will be in the best interest of the school. Students are assumed mature and responsible for proper behavior at school and that all discipline matters may be handled calmly and reasonably. In order to maintain an atmosphere conducive to learning, certain standards of behavior are necessary. Student refusal to comply with staff shall be considered insubordinate conduct and disciplinary actions will result. Standard procedures for disciplinary infractions will be enforced promptly and with fairness in mind. All students must, upon request, identify themselves to proper authorities in the school building, on school grounds, at school sponsored events off campus and on school transportation; failure to comply or presenting false information will result in disciplinary actions. Under state law some infractions carry a mandatory long-term suspension for students, they are described in the Wake County Public School System Student Handbook and should be reviewed.

SCHOOL-WIDE CLASSROOM CULTURE PLAN

In an effort to create the most positive learning environment possible, East Wake High School practices a school-wide culture plan, based on communicating clear behavioral expectations to students and following up with defined consequences called Capturing Kids' Hearts. The result is a proactive, student-centered behavioral management plan that creates a safe and caring environment for the students and staff. Redirection occurs anytime students violate and/or threaten others rights. Students are responsible for their own actions in the classroom. When students choose behaviors inconsistent with expectations, they are subject to disciplinary consequences. The following proactive system has been established to allow for student behavior adjustment without administrative intervention.

SCHOOL WIDE EXPECTATIONS

- Every student has the right to learn and teachers have the right to teach!
- Follow directions and respond to a request.
- Be on time and be prepared to learn.

- Be in your designated area.
- Respond respectfully to questions asked by any staff member.

STANDARD OF CLASSROOM BEHAVIOR

- Be in class on time prepared to work.
- Bring the needed materials to complete classwork.
- Respect everyone's right to learn, and the teacher's right to instruct.
- Respect all rights and property of others.

STUDENT EXPECTATIONS

- Students will refrain from disrupting class to discuss why the warning has been issued.
- Any student initiated discussion of warnings will happen after class when it can be discussed privately with the teacher.
- Students who receive a fourth warning will remain in the classroom until the administrator arrives. The administrator will assess the situation and then determine further action.

TEACHER EXPECTATIONS

Teachers will develop and discuss a social contract which will be posted and referenced.

- Teachers will issue warnings for disruptive classroom behavior. Warnings will be issued one at a time to the individual student, not the entire class. Students must be given an opportunity to correct the behavior. Administration will remove students if needed.
- Teachers will give students an opportunity to comply and behave appropriately after asking the four questions and issuing a warning.
- Teachers will issue warnings in a positive non-disruptive manner. Teachers will not lecture, argue, fuss, or give undue attention to disruptive students. Teachers will be fair and consistent when issuing warnings. All students will be treated in a fair manner.
- Teachers will contact a parent/guardian each time a student has to be assigned detention for disruptive behavior.
- Teachers will alert administration immediately for severe violations.

CONSEQUENCES FOR RECEIVING REFERRALS FOR DISRUPTIONS

Administration will document and monitor frequency of disruption referrals per semester. Additional administrative consequences will be issued for repeated removals due to disruptive behavior. Disrupting, disturbing, or interfering with the teaching of students in a public or private educational institution is a violation of law and may result in criminal charges.

DETENTION PROCEDURES

IN-SCHOOL SUSPENSION

In-School Suspension is a disciplinary measure used for disruptive students. This program is on-campus as an alternative to out-of-school suspension (OSS). Students who are assigned must abide by the following rules and procedures:

- Students stay on task and complete all assignments provided. Students who arrive without assignments will be given an alternative assignment to complete. Sleeping is prohibited.
- Students must remain quiet while in ISS. Talking is prohibited.
- Students will be given two warnings upon breaking any ISS rule. A third warning may result in OSS.
- Students will only be allowed to consume food or drinks during designated lunch time.

AFTER SCHOOL DETENTION

Students who receive afterschool detention as a disciplinary consequence must stay after school and will meet in the cafeteria. Students who do not report or failure to comply will receive a day of ISS and/or may result in an out of school suspension.

LUNCH DETENTION

Students who receive lunch detention as a disciplinary consequence must eat lunch after serving lunch detention. Students should report directly to the designated lunch detention room. Students who arrive late will be given an additional day of lunch detention. Students who do not report or failure to comply will receive additional consequences possibly including out of school suspension.

TARDY POLICY

Students who are tardy to school must report directly to the Attendance Office. The Attendance Clerk will determine if the tardy is excused or unexcused. Students will receive an “admit to class” slip. This slip must be shown to the teacher when entering class and the following day to teachers of classes that were missed. Students with four unexcused tardies will be referred for disciplinary action. Unexcused tardies include with or without notes for oversleeping, late rides, missing the bus, car trouble, and any other reason that does not meet the lawful policy as set by the N.C. State Board of Education. Administration will monitor the frequency of tardies.

Staff will sweep students into class for the first ten minutes of the period. All student tardies should be entered into PowerSchool to document the frequency of their lateness daily.

TARDY CONSEQUENCES

INFRACTION	TEACHER ACTION
1st Tardy	Warning
2nd Tardy	Warning & Parent Contact
3rd Tardy	Lunch Detention
4th Tardy	Administrative Intervention

Administration will document and monitor the frequency of tardies per class period each quarter. Students begin each quarter with zero tardies.

STUDENT DISCIPLINE MATRIX

MINOR INFRACTIONS

These policy violations are less serious and should generally result in an in-school intervention rather than out of school suspension. A student may receive an out-of-school suspension for one of these violations but only if it is at least the third (3rd) violation of this policy within the same semester, in-school interventions were attempted in response to both prior violations or in cases where a student refuses to participate in the in-school intervention and parent contact is made by the teacher. This infraction should never warrant a short-term suspension of more than two (2) days.

The four questions should always be used first for these policy infractions which may never result in an administrative consequence.

Example: “Student A if I have to ask you the four questions again, you are choosing the consequence of lunch detention.”

Infraction	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
Noncompliance	A student does not comply with an adult’s request or direction	1 day of LD	2 days of LD	1 day of ASD	1 day of ISS
Disrespect	Exhibit inappropriate respect towards school personnel	1 day of LD	1 day of ASD	1 day of ISS	1 day of OSS
Class Attendance (skipping)	Skipping class/ school, leaving campus without permission	1 day of ASD	1 day of ISS	2 days of ISS	1 day of OSS
Inappropriate Language	Use of offensive language, obscenities	Warning	1 day of LD	2 days of LD	1 day of ASD

MAJOR INFRACTIONS

These policy violations involve more serious misconduct and may result in an in-school intervention but may warrant a short-term suspension of up to five (5) school days. In cases where a student refuses to participate in the in-school intervention and parent contact is made by the teacher.

The four questions should always be used first, but depending on the seriousness of the infraction may be waived only when the behavior puts others in danger.

Infraction	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
Physical or verbal Aggression	Any physical or verbal disturbance that significantly interrupts or interferes with teaching or orderly conduct of school activities	1 day of ASD	1 day of ISS	2 days of ISS	1 day of OSS
Tobacco	Possession, display or use of any tobacco product; this includes vapors/vaping	1 day of ISS	1 day of OSS	3 day of ISS	2 days of OSS
Profanity directed toward an adult	Use of profane language toward an adult authority figure in a threatening manner	3 days of ISS	1 day of OSS	2 days of OSS	5 days of OSS
Fighting	Any student who has an opportunity to walk away and chooses to participate in a physical altercation	3 -180 days of OSS	5 -180 days of OSS	10 – 180 days of OSS	Automatic Recommendation for Long-term suspension
Fire Setting / Incendiary Material	Possession of incendiary materials such as matches, lighters or lighter fluid	1 day of ISS	1 day of OSS	3 day of ISS	2 days of OSS

ATTENDANCE

Good attendance is essential for student achievement and success. State law requires school attendance for all children between the ages of seven and sixteen. Parents must ensure that students attend and remain in school daily.

Wake County Public Schools Attendance policy states to be counted present a student must be in attendance at least one-half of the student school day. This shall include attendance at official school activities at a place other than school with the approval of the principal. A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy. At the secondary level cumulative absences above ten in a block course (twenty in a full-year course) are excessive. After five days of accumulated absences in one or more block courses, (ten in a full-year course) there will be school-determined, expectations-based intervention involving parents to help the student improve his or her attendance. After ten days of accumulated absences in a block course (twenty in a full-year course) and failure to meet previously-determined expectations, the student will be subject to failure, retention, or summer school.

When a student is absent from school or from any class during the day an admission slip must be presented on the following day to the teacher to be admitted to class. Admission slips and early dismissals are recorded in the main office each morning before 1st period. Parental written explanation of absences must be presented, with documentation, for

each absence upon returning to school. All parental notes for absences, early dismissals, and tardiness must include the student's first and last name, dates absent, reason for absence and parent signature. The school will code absences in accordance with the State guidelines. If no parental note is presented within two days, the absence will be coded as 'unlawful'.

Early dismissals need to be submitted to the office before school. Students who do not turn in notices before 1st block run the risk of not being able to leave on time. If a student brings an early dismissal note to the office after the school day begins and is then tardy to the next class, the tardy will be unexcused. A student that leaves school during the day or comes in late due to medical or court appointment must submit a note from the medical office or court in order for the time missed to be lawful.

Students who report to class without an admission slip will be sent to the office for a slip. The student will be given an admission slip and assigned an unexcused tardy. If a student has early dismissal the students must sign out at the front office before leaving school. Also students must sign in at the attendance office immediately upon return to school from an early dismissal. Note: Students who do not have a lunch pass are not to leave campus for lunch. If a student becomes sick, the student should report to the front office where office personnel will attempt to contact the parent/guardian. If parent or guardian cannot be contacted the student must return to class until contact has been made. It is the responsibility of the student to contact his/her teachers on the first day of his/her return to school following an absence to

arrange for make-up time and work. All assigned make-up work will be completed outside of regular class time within 3 school days (except in the case of consecutive multiple absences). Please note, there are NO early dismissals during final exams.

GENERAL POLICIES AND PROCEDURES

BEFORE AND AFTER SCHOOL

Students should arrive on campus no earlier than 6:45 AM. Breakfast will be served from 6:55-7:15 AM. All food must be eaten in the cafeteria. Students may not bring food or drinks into the building to be consumed before school. No restaurant food can be brought in or delivered to schools. Students should wait in supervised areas and classrooms and stand so others can walk through the lobby easily.

Upon dismissal, all students should go directly to the buses or wait outside under the overhang by the carpool line. Students staying after school for extracurricular activities must report by 2:30 PM to their teacher/advisor and remain there until picked up. Students who do not follow these procedures will face disciplinary actions. These rules are for your safety and the safety of others at East Wake High School.

DELIVERIES/GIFTS

Items such as flowers, balloons, and gifts create a disruption of the education process when delivered or brought to school. Any such items will be confiscated and taken to the Office. An adult may pick up these items during school hours. Delivery of such gifts to the school is discouraged and the office staff will neither sign for nor accept responsibility for these materials.

ELECTRONIC DEVICES

During the academic day (7:20 AM – 2:18 PM) listening devices, speakers, and/or other

electronics should not be used, seen or heard while in an academic setting such as classrooms, field trips, instruction outside, etc. Headphones are prohibited at all times except during lunch only. During class time, cell phones should only be used for instructional purposes as directed by a staff member and follow the BYOD policy which is on the school website. If at any time a student needs to make a call during the school day, the designated school phone will be used. The expectation is that the social contract will be followed and consequences will be in alignment with the school culture plan.

ELEVATOR USE

Students are not allowed to use the elevator unless a documented medical condition warrants use. Unauthorized use may result in disciplinary consequences.

EMERGENCY DRILLS

School officials are required to conduct fire, tornado drills, and lockdown drills throughout the school year. The purpose of these drills is to ensure safe evacuation in the event of an emergency. Students should become familiar with the evacuation plan for each classroom on their schedules. Students should exit the building in an orderly manner and remain with classroom teacher. Students should refrain from talking during emergency drills. Students who violate this policy will receive disciplinary consequences.

FINES/FEES

Students are issued one planner at the beginning of the school year. If it is lost or destroyed, students may purchase another for \$5.00. Damaged and lost books will require a fee or replacement cost. Failure to pay fines or fees in a timely manner may prohibit students from attending or participating in certain school events/activities, which includes prom, school dances, etc.

INCLEMENT WEATHER

When school is dismissed early or when there is no school due to inclement weather, all student activities for the day are canceled unless special permission is granted by the Superintendent's office. When school opens later than normal, student activities for the day are not automatically cancelled. Please tune into local radio and TV stations for the latest information on school closings and delays. Information will also be posted on the county's website at www.wcpss.net.

INTEGRITY

Any student who engages in or attempts to engage in plagiarism, falsification, violation of software copyright laws, or violations of computer access may be subject to disciplinary action. Cheating includes giving or receiving any unauthorized assistance of academic work. Plagiarism includes copying the language, structure, or idea of another and representing it as one's own work.

INTERNET ACCESS AND ELECTRONIC MAIL

WCPSS offers Internet access and electronic mail for student use. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are warned

that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. WCPSS uses advanced software for Internet content filtering and has procedures in place to further block accessibility to materials, as necessary. Each student will automatically be given access to the Internet and E-mail. However, Internet access is considered a privilege and may be revoked at any time by school administration. Parents or legal guardians may deny access to their child at any time through completion of a Parental Request to Deny Access Form.

LOST & FOUND/STOLEN

The school does not assume responsibility for any items brought to school. Should any item become stolen, the school does not have the resources to investigate theft of items. If an item is confiscated due to use or not allowed on school grounds the school does not accept responsibility for that item. School personnel will make every effort to secure the item so it may be returned in the proper manner, but ultimately are not responsible for a loss or damage to the property.

MAKE-UP WORK

It is the student's responsibility to arrange for make-ups or for extra help with materials missed while absent. Certain academic experiences can never be made up, for example, guest speakers, films, some experiments, field trips and lectures. Make-up work should be submitted within three days after return from an absence, unless teacher(s) have made other arrangements.

MESSAGES

Students will not be called from class for incoming phone calls. Personal telephone

messages for students are neither accepted nor delivered unless they are EMERGENCY (which will be determined by the front office staff) in nature. If this is the case, please ask the caller to make this clear. In an EMERGENCY, the parent/legal guardian must clearly state the nature of the situation.

OFF-LIMITS/RESTRICTED AREAS

Designated areas of the campus are off-limits to students unless they have received written permission by an authorized staff member.

RESTROOM BREAKS

Students will not be allowed to leave class during the first 15 minutes or the last 15 minutes of class. Students are encouraged to use the bathroom during the transition between classes and at lunch. Students who are ill should not remain in the restrooms but should report immediately to front office for assistance. Failure to do so will be considered skipping.

SCHOOL-SPONSORED EVENTS/DANCES

Students who attend school-sponsored events, such as dances, plays, concerts, and athletic events should remain inside the designated area during the entire event. Attendance at after-school events is a privilege. Students who exhibit inappropriate behavior may lose this privilege and can face disciplinary consequences.

SIGNS/POSTERS

Only signs or posters pertaining to school-related and approved activities will be posted on campus. Students must present all signs, posters, and/or decorations to their sponsor/advisor/coach, who will, in turn, submit them to administration for final approval before posting. All signs/posters must be displayed

on the designated bulletin boards. Signs/posters will not be allowed on glass surfaces, doors, or painted surfaces. All items must be removed immediately following the event.

TELEPHONE USE

The office telephone is a business phone and should only be used by students in emergency situations. Phone calls will be restricted to school-related business and must have a hall pass. Students are encouraged to make after-school arrangements before coming to school each morning. Calls related to illness or checking out of school must be made in the front office.

TEXTBOOKS

When textbooks are issued to students, the student becomes responsible for returning the assigned book in the same condition as when issued - except for normal wear. Charges will be assessed for lost and damaged books. Parking passes, off-campus lunch, diplomas, and other privileges will be held until all financial obligations are met.

TOBACCO-FREE AND SMOKE-FREE ENVIRONMENT

Students may not possess, display, or use any tobacco product at any time on school premises, including school vehicles, or while participating in school-sponsored events. This restriction applies on all school system property and at all times, even when the individual is on the school grounds as a visitor or spectator. Vapors, hookahs, and e-cigarettes are included in this restriction.

VISITORS

Parents are welcome to our school at any time and for any event. In order for school

personnel to give parents the attention that they deserve, it is best that an appointment be made before appearing at the school for a meeting. Whether you have an appointment or not, please check into the office when visiting during school hours so that we may greet you. Students are not allowed to bring other students as “visitors” to the school. Student visitors are only allowed on campus to transact business.

CAFETERIA GUIDELINES

Students are to leave their tables clean and throw all of their trash away. While eating breakfast and lunch, students must stay in the cafeteria and remain seated. No food should be in any academic areas. Students are not to have lunch brought to campus from fast food restaurants. They are to bring their lunch with them in the morning or buy lunch in our cafeteria. If parents would like to join a student for lunch and bring outside food, they must contact the main office to get approval. A designated area for the parent and child to eat will be provided.

DRESS CODE

Appearance or clothing that is disruptive, provocative, indecent, vulgar, or obscene, or which endangers the health or safety of the student or others is prohibited. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. The following are prohibited:

- Exposed undergarments
- Sagging pants
- Excessively tight garments, No spandex (so tight that undergarments are identifiable)
- Excessively short garments (garment length should be at least to finger tips)
- Bare midriff shirts

- Strapless shirts
- Attire that exposes cleavage
- Shirts with spaghetti straps and tank tops (“wife beaters”)
- Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
- Head covering of any kind except for religious purposes
- See-through clothing (this includes but is not limited to ripped shorts/jeans and opaque tights)
- Any adornment such as chains or spikes that could reasonably 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 a particular school have been notified
- Sunglasses should not be worn inside the building unless there is a medical condition that requires protective eyewear. A doctor’s note will be required.
- Pajamas, nightgowns, and bedroom slippers

We reserve the right to specify additional items of dress or appearance that may be disruptive to the school environment. Students who are not able to correct the violation immediately will remain in front office until the problem is corrected.