

MARY E. PHILLIPS HIGH SCHOOL

2025-2026 Student/Parent Handbook



“Engaging for Success....Every Student....Every Day”

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Principal Robert Gupton

Assistant Principal Aja Moody

Assistant Principal Joseph Pettiford



Dear Students and Families,

I would like to welcome you to the 25-26 school year at Mary E. Phillips High School. We are so excited to have you be a part of the “Phillips Family” as you set a course for achieving your goals for the future. We have high expectations for our students, and we are certain you will enter school this year focused, energized, and fully engaged to reach new heights. Phillips High School is a very special place that is built upon student leadership, strong positive relationships across all students and staff, and strong growth in all academic and behavioral areas.

As a student at Phillips, your role as a student leader is vital in maintaining a climate that focuses on growth and success for all. Please use this handbook to guide your course and stay focused as you progress through the year and give your very best effort each and every day. That includes daily attendance, practicing positive behavior at all times, and performing to your best ability academically. You will find at Phillips a staff that is absolutely committed to your growth and success. All the conditions are in place for you to achieve your goals and continue to prepare for your future.

We sincerely hope that this year brings you much success. I know that we are going to do our very best to support you as a student and support the conditions that you need to thrive. Please do not hesitate to contact us at any time if you have questions or concerns. The faculty and staff are ready to help you be your very best, and together we can have yet another outstanding year at Phillips High School.

Respectfully,

Robert Gupton
Principal, Mary E. Phillips High School

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Mary E. Phillips High School Bell Schedule

2025-26

Regular Day

1st	7:25	8:45	80 min
LIFE	8:49	9:04	15 min
2nd	9:08	10:28	80 min
3rd	10:32	11:52	80 min
Lunch	11:52	12:27	35 min
Seminar *	12:31	1:06	35 min
4th	1:10	2:30	80 min

Friday Bell Schedule

1st	7:25	8:41	76 min
LIFE	8:45	9:00	15 min
2nd	9:04	10:20	76 min
3 rd	10:24	11:40	76 min
Lunch	11:40	12:10	30 min
4th	12:15	1:31	76 min
Clubs/ SH	1:35	2:30	55 min

Seminar Schedule

<p> Mon. – 1st Period Class Tues. – 2nd Period Class Wed. – 3rd Period Class Thurs. – 4th Period Class Fri. – Clubs/Meetings/SEL </p>
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1 Hour Delay

1 st	8:25	9:40	75 min
LIFE	9:44	9:59	15 min
2 nd	10:03	11:18	75 min
3 rd	11:22	12:37	75 min
Lunch	12:37	1:11	34 min
4 th	1:15	2:30	75 min

2 Hour Delay

1 st	9:25	10:25	60 min
LIFE	10:29	10:44	15 min
2 nd	10:48	11:48	60 min
3 rd	11:52	12:52	60 min
Lunch	12:52	1:26	34 min
4 th	1:30	2:30	60 min

Club Schedule

Quarter 1	9/5 – 10/24
Quarter 2	11/7 – 1/9
Quarter 3	2/6 – 3/27
Quarter 4	4/10 – 5/29

FACULTY AND STAFF

Principal	Robert Gupton	rgupton@wcpss.net
Assistant Principal	Aja Moody	amoody@wcpss.net
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Custodian	William Allen	wallen@wcpss.net
School Resource Officer		
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INTRODUCTION

This handbook was produced as a resource for students and parents to explain the rules and procedures for all students enrolled at Mary E. Phillips High School (MEPHS). The rules and regulations of this handbook were developed to ensure a safe and orderly academic environment for all students. Some portions of the handbook refer to specific Board of Education policies and some portions are specific practices of Mary E. Phillips High School. Students must follow board policy when in attendance at the school.

At Mary E. Phillips High School, we encourage and expect parents to assist in the education of their child by following these parent responsibilities:

- Require your child to be in school every day they are physically able to be in attendance
- Provide the school with up-to-date information such as correct address, phone numbers and email addresses
- Attend scheduled conferences/meetings with teachers and school staff
- Send the necessary absence, tardy or doctor's note when students are absent
- Learn about the school, its mission, and its plan for school improvement by attending PTSA, School Improvement Team and other school-wide activities

Although parents are encouraged to meet with school staff, all meetings will be coordinated and planned through parent and school staff collaboration well in advance to avoid interruption of the class instructional time.

As a student or parent of Mary E. Phillips High School, please take time to become familiar with the contents of this handbook. The information included is vitally important and knowing it will make the school year a successful one for everyone involved. If you have questions about the information in this handbook, please do not hesitate to call the school at 919-856-7710 for further assistance.

STUDENT PROFILE

Mary E. Phillips High School has a rich tradition of providing a second opportunity for students to obtain a high school diploma. We are successful with assisting students who:

- Are of ages 14 to 21 and have attempted at least one semester in a traditional high school (Special consideration is given to students from Mt. Vernon Middle School).
- Student is failing or at-risk of failing several credits.
- Student can be redirected by teachers and administrators within the traditional setting.
- Student has demonstrated a history of building positive relationships with teachers in the referring school setting.
- Student may have a desire to "catch up" (22 credits are needed to graduate)
- No history of severe or aggressive acting out, or behaviors requiring significant restrictive programming.
- Student has limited access to additional support services within the referring school.
- Student has demonstrated a positive response to smaller environments (if available) within the traditional setting.
- Student may have extenuating life circumstances (homelessness, pregnancy, medical condition, etc.).

ADMISSIONS

All students who are enrolled at Mary E. Phillips High School are required to attend a **new student orientation** with a parent or guardian. Students must recognize that the reason MEPHS is successful with a high number of its students is because of our small school size. To maintain this status, each year we must reject or say "NO" to several students who

want to attend MEPHS. Students must understand that saying “YES” to you is a privilege and not a right. Students must attend school, follow school procedures and rules, and make good decisions if this privilege is to continue. Students who do not comply with school rules and procedures may be withdrawn and could potentially lose their seat at MEPHS.

SCHOOL POLICIES AND PROCEDURES

ATTENDANCE

Attendance at MEPHS is CRITICAL. All students must be in their assigned area at the beginning of the school day and at the beginning of EACH of the class periods. Teachers will monitor and report student absences for each period. The school will notify parents of absences by way of phone calls, email, letter, or through the school messenger system. To be counted present for the day, a student must be in attendance for one half of the student’s total school day. Attendance is extremely important, and a lack of attendance can cause a student to be withdrawn completely from school or fail a course.

Mary E. Phillips High School may withdraw a student from school for excessive absences. This includes, but is not limited to:

- Any student who misses (10) ten consecutive days from school.
- Any student who misses a total of 22 days for the semester.

Excused Absences

An absence is excused if the following conditions exist:

- Death in family (students will have no more than 3 days excused for bereavement).
- Illness or injury that makes the student physically unable to attend school.
- Medical, dental, or other appointment with a health provider approved in advance.
- Court, when a student is under subpoena.
- Religious observance, as suggested by the religion of the student or the student’s parents.

For excused absences, the student is responsible for submitting a note signed by the parent or doctor citing the reason for the absence **within two days** of the student’s return to school. Missed work, submitted in a timely fashion, shall be graded at a standard consistent with the original work. Work submitted after the makeup deadline may be accepted for reduced credit.

Unexcused Absences

Any absences not classified as excused, is considered UNEXCUSED.

The procedures for making up work after excused or unexcused absences will follow the Wake County Schools policy. All make-up work shall be done in a timely manner. Any make up work submitted, will be graded at a standard according to the same above policy.

Tardy Policy

Showing up to class on time is just as important to school success as attendance. Students must come to school on time and report to class, each period, on time. Being in class on time is extremely important. Teachers routinely have starter activities that are relevant to their daily lessons, and tardiness can negatively impact student learning. A student is considered **tardy** when they are **not inside of the classroom door when the tardy bell sounds** indicating the start of class. Excessive tardiness in a class will result in a discipline referral.

Permission to Leave School

All students, regardless of age, will have to obtain permission from a parent or guardian before checking out of school. In cases where parents/guardians cannot be reached, those individuals listed on the student's emergency contact/permission to release form will be contacted to request permission. Phone calls requesting a student be released will be subject to verification by the administrative staff.

ACADEMICS

School Grading Plan

In the Wake County Public School System, we are committed to maintaining rigorous performance and achievement standards for all students and to 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. We are committed to professionalism in all instances when dealing with whole groups and individual students. **As professionals, we are expected to follow the guidelines below:**

Homework

The following are school-wide expectations for homework:

- Students should expect to spend up to, *but no more than*, 120 minutes on homework a day for all subjects combined. If a student is spending more than 120 minutes on homework a day, contact the teacher as the student may need additional assistance.
- To evaluate the effectiveness of homework assignments, the following questions should be applied (per WCPSS' Homework Policy):
 - Does the student possess the skills needed to complete the assignment?
 - Does the assignment extend and enrich class work?
 - Does the assignment meet a real need in the student's learning experience?
 - Does the student clearly understand the purpose of the assignment?
 - Can the assignment be completed within the suggested time limits?
 - Do some assignments provide opportunities for the development of initiative, creativity, and responsibility?

Classwork & Assessments

The following will be school-wide guidelines for grade weights:

- Projects/Papers Up to 40% (Rubrics must be used)
- Assessments Up to 60%
 - Tests/Major Assessments
 - Quizzes
- Classwork/Participation Up to 30%
- Homework Up to 15%

Note: Each weight may be broken up and determined by department so long as it does not exceed the total overall percentage. For example, Tests/Major Assessments may be weighted 35% and Quizzes 15% equaling a total of 50%. Major Assessments should be learning opportunities for students and therefore should include processes for students to improve their grade (i.e. corrections, re-takes, etc.). Grade weights will be consistent across departments.

Late Work

The following are grade/subject specific expectations for the completion and grading of classwork and assessments:

- Late work is defined as an assignment that a student has *submitted late*, not an assignment that has been done to make up work that was missed during absences. Late work does not always pertain to tests, quizzes, or labs done *in class* as this could mean the student chose not to complete work in class and could earn a zero for that assignment. Late work typically pertains to assignments done *outside* of class: homework, take-home tests, projects, etc.

Some assignments not turned in by the designated due date may be submitted late within a grading period with a penalty of up to ten points per day and up to a forty point maximum penalty. Assignments that are missing will be recorded as zeroes in the teacher gradebook until the assignment is completed and graded. The classroom teacher will determine which assignments can be submitted late.

Missed Work

Students are expected to make up missed work. Any assignment or assessment made up within the make-up period is eligible for full credit. Students will be allowed a minimum of one day extension for each day absent. Assignments not turned in by the designated due date can still be turned in and graded as late (see late work penalty above). If the student has not completed missed work prior to the date by which the teacher has graded and returned the work to the class, the student may be offered an alternative assignment.

Note: All missed work must be made up *regardless* if the absence is excused or unexcused (i.e. suspensions). Teachers will provide reasonable accommodations for students to make up work. **Assignments that are missing will be recorded as zeroes in the teacher gradebook until the assignment is completed and graded.**

Objective Recovery

For classes in which objective recovery is available, the following guidelines will be used:

- If a student fails a major assessment, they will be given at least two weeks to demonstrate proficiency through objective recovery in Edgenuity. If the major assessment is within the last week of the course, the student will have five additional days to complete the objective recovery.
- If the student demonstrates proficiency in Edgenuity for the identified objectives, the assessment grade will be changed to a minimum grade of 60. The new grade will be used in the final grade calculation. Objective recovery can only impact the students final grade in a positive manner.
- If objective recovery is completed after final grades have been submitted, a grade change form must be submitted by the teacher.

Re-Testing

If objective recovery for a course is not available, the following are school-wide expectations for re-testing teacher-made assessments:

- Any student wishing to take a re-test may be afforded the opportunity.
- In order to achieve content mastery, before the student is given the opportunity to re-test, he/she should consult with teacher about the following:
 - Completing the original task or assessment
 - Completing re-teaching/relearning activities (if applicable)
- The re-test must be completed within an established, reasonable window of time.
 - Re-tests will not be given the same day as the original test
 - An established window of time shall be determined at the discretion of the teacher while also being fair to the student and his/her circumstances.
- The teacher should use the grade (original, re-test, or average) that **best** reflects the student's level of mastery of the defined learning objectives.

Reporting Grades

- **A grade of 35% (F) will be the lowest grade recorded for a quarter after the ARP window.** At the end of the semester, if a student has not utilized ARP to improve their grade to at least a 60, the grade will be changed to the actual average if it is below 35.
- Incompletes are used at the discretion of administration.

Exam Exemptions

Unless otherwise specified by WCPSS policy, **Seniors (must be in grade 12)** may be exempted from teacher-made exams based on the following criteria:

- Students must have a projected final grade of B or higher
- Students must have 10 or fewer absences in the course.
- Students cannot be exempt from state testing including field testing.

The principal (consistent with GS 115C-288) has final authority to determine a student's exemption status.

Extra Credit

Extra credit is offered at the teacher's discretion. Where it is offered, extra credit opportunities to enhance grades must be connected to learning outcomes.

Prevention-Intervention

For students at risk of academic failure, our school seeks to provide a prevention/intervention framework that promotes successful completion and mastery of work. The following are school-wide expectations for how we support prevention-intervention efforts:

- Grades shall not address behavior (i.e. exemplary effort, signing interims, being tardy, inappropriate behaviors, etc.)
- **Teachers will make every attempt to ensure that grades are accurately updated in Infinite Campus by the end of each week.**
- Students at risk of failure will be assigned an Academic Case Manager to support an academic recovery plan and work with the student and teacher to improve academic performance and grades.
- Academic Case Managers will progress monitor student performance and continue to support improvement until the student is passing the class.

Academic Recovery Plan

At the end of the first nine weeks of a semester, a student who earns a grade lower than 60% will be assigned to an Academic Recovery Plan so that the student has an opportunity to re-learn material and meet course objectives. At the end of ARP period (10 school days), the subject teacher can revise the grade up to a 60 for that quarter if the student completes all requirements of the ARP. During the last quarter of each semester, all work must be submitted by the last day of classes (before exams begin).

Homework Policy

The Board of Education believes that homework is an important part of the educational program for students in the Wake County Public School System and should be assigned on a regular basis. Please reference Wake County Schools homework policy. At Mary E. Phillips High School, homework assignments will be purposeful continuations or extensions of the instructional program and appropriate to the student's developmental level. Assignments are designed to reinforce learning by providing practice and application. When homework is assigned, students must complete the assignment and turn it in.

Homework Guidelines

Homework should:

- Be well-planned and aligned with curriculum
- Have immediate feedback (reviewed, scored, and returned as soon as possible)
- Be meaningful and rigorous
- Be completed according to guidelines
- Serve to develop good independent study habits
- Be on material previously gone over in class, and intended to assist the student in mastery of the material (homework to be turned in should not be on new material)

Homework should not:

- Introduce initial learning of complex skills and concepts ("flipped" classroom can be utilized to introduce material to students, but not graded on material)
- Require extensive teacher or parent help
- Be given if teachers are aware that a student may not have adequate resources to complete the assignment. In such cases, modifications must be made.
- Be so excessive that it prevents students from enjoying family quality time

Evaluation of Homework:

- Independent practice which introduces new material cannot be evaluated for accuracy — only for completion and effort.
- Independent practice which has been introduced in class for an adequate amount of time may be evaluated based on accuracy, providing that all homework assignments do not account for more than 15% of the student's final grade for the nine-week grading period.

Seminar

Seminar is instructional time built into the daily schedule. The primary purpose of this class is to provide every student the opportunity for completion of class assignments, homework assignments, class projects and enrichment/remediation. Seminar class is not an option; students are required to report to their seminar class in a timely manner daily. Tardy and attendance rules apply with seminar class just like any other class. Seminar class will be held at least 30 minutes Monday – Thursday.

Daily After-School Tutoring Available (M-Th)

In addition to Seminar, all students will have access to free after-school tutoring each day. Phillips HS will provide a teacher in each core academic area for one hour after school each day to assist students as needed. A schedule will be made available at the beginning of each semester. Any students remaining after school for tutoring will need to make arrangements for transportation home.

Academic Probation

In addition to restrictions from NCDMV, students who fail 2 or more classes in a semester will be placed on academic probation. Parents will be notified of this and the school will reinforce the structural supports available to the student to foster academic improvement. Students on academic probation may lose some privileges (clubs, 80/80, etc.) to make more time for academic intervention. **In addition, students who are placed on academic probation and fail 2 or more classes in subsequent semesters could risk losing their application seat at MEPHS.**

Promotion Policy

From Grade	Promotion Criteria	Credits
9	English I, two credits in the areas of math, social studies, or science, and one additional credit.	4
10	English II, one credit in math, one in social studies, and one in Science	8
11	English III and enrollment in a program which, if successfully accomplished, will result in the completion of graduation requirements	14

Graduation Requirements

Mary E. Phillips operates on a 4 x 4 block schedule. Depending on a student's schedule, students may earn 7-8 credits per year. With thoughtful planning, students may access courses in Science, English, Mathematics, Social Studies, Art, Healthful Living, World Languages and a host of elective courses in Career and Technical Education to complete requirements for the Future Ready Core course of study. At MEPHS, students must successfully complete at least 22 high school course credits to graduate. In addition to the number of credits, students must also pass and satisfy all course, credit, and testing requirements.

The state board of education regularly adopts new policies related to graduation requirements. MEPHS staff will continue to update students and parents of changes in graduation requirements as changes in standards are made.

All students will be provided a Mary E. Phillips High School College Readiness and Career Plan, which will outline credits earned and credits needed for completing graduation requirement

Progress Reports

An interim progress report will be issued to all students midway through each quarter. Teachers may also issue interim progress reports to indicate a significant change in student attainment of learning outcomes or to encourage students to continue their satisfactory progress.

Honor Roll

The purpose of the honor roll program is to recognize and honor secondary students who have attained outstanding academic success and to provide positive reinforcement that inspires all students to strive even harder and perform at

their highest level in all subjects. Honor roll is defined for WCPSS high schools as students who earn an overall GPA of 3.0 or higher with no grade lower than C.

Academic Honor Code

Academic honesty is essential to excellence in education and is directly related to the Board's educational objectives for students to promote integrity and self-discipline in students. As all schoolwork is a measure of student performance, academic honesty facilitates an accurate measurement of student learning. Each student, parent, family and staff member has a responsibility to promote a culture that respects and fosters integrity and honesty. Academic integrity and honesty require that all stakeholders share responsibility in the fulfillment of this policy. In fulfilling these responsibilities:

- students will collaborate with their peers to foster a culture of academic integrity; refrain from participating, either directly or indirectly, in any form of cheating or plagiarism; and adhere to the honor code;
- parents and family will actively support the honor code by encouraging their child(ren) to foster and uphold a culture of academic integrity;
- staff will establish and annually teach expectations regarding academic integrity and honesty; and promote the honor code.

A. Prohibited Behavior – Academic Honor Code

1. Cheating: Cheating is an academic deception where a student intends in some way to receive or attempt to receive credit for work not originated by the student, to give or receive unauthorized assistance, or to give or receive an unfair advantage on any form of academic work. Cheating includes, but is not limited to: copying from another student's examination, assignment, or other coursework with or without permission; allowing another student to copy work without authorization from a teacher or administrator; taking an examination, writing a paper, or completing any other assigned academic task on another student's behalf; using notes or resources in any form, including written or online, without authorization; sharing or accepting from another, without authorization, any examination content, questions, answers, or tips on an assessment or assignment through the use of notes, scratch paper, social media, or any type of written, oral, or electronic communication.

2. Plagiarism: Plagiarism is using passages, materials, words, ideas, and/or thoughts of someone or something else and representing them as one's own original work without properly crediting the source. Plagiarism includes, but is not limited to: copying text, images, charts, or other materials from digital or print sources without proper citation; intentional misrepresentation of work as your own by paraphrasing of items from digital or print sources without proper citation; using translation tools or resources to translate sentences or passages without permission; using a thesis, hypothesis, or idea obtained from another source without proper citation.

3. Falsification or Deceit: Intentional acts of falsification or serious deceitful misconduct that threaten the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals are prohibited. Falsification or deceit includes but is not limited to: falsifying another person's name on a school-related document such as a test or report; buying or selling test questions or answers; copying secure test materials and providing the materials to others; paying for or receiving anything of value to complete a school assignment.

B. Violations – Academic Honor Code

- 1) Staff will intervene and reeducate students to promote positive change in student behavior.
- 2) A student's grade may or may not be impacted by a violation. If the violation impacts a student's grade, the school may impose academic consequences according to the following criteria: (a) when reasonably possible, the student will be expected to complete the assignment or an alternative assignment as determined by the professional learning team (PLT) guidelines and will do so in an honest manner consistent with the honor code, and (b) the student may receive full, partial, or no grading credit for the assignment as determined by PLT guidelines approved by the principal. Guidelines will consider the age of the student, the student's performance on a repeated or alternative assignment, the student's number of violations of the Honor Code during the school year, and the gravity or level of the violation.
- 3) A violation of the Honor Code may or may not result in a disciplinary consequence. Staff will address violations of this policy under Board Policy 4309, Student Behavior – Code of Conduct, Levels I-11 (Honor Code) and Level II-1 (Falsification or Deceit) as applicable.

Driver Education

Driver education is offered at each base high school within WCPSS. Students at Mary E. Phillips High School can register (through Jordan Driving School) to take those classes at the base school or school nearest their home. Class enrollment information will be available from the driver education site coordinators at the school.

Dropout Prevention/Driver's License Legislation

North Carolina has established legislation that motivates and encourages students to complete high school. This legislation requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is defined as passing 70% of all courses and is determined by first semester grades and end-of-the-year grades.

Lose Control/Lose Your License Legislation

North Carolina has also established legislation requiring that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days for the possession or sale of an alcoholic beverage or an illegal controlled substance on school property for one or more of the following reasons; the possession or use on school property of a weapon or firearm that resulted in disciplinary action; or the physical assault on a teacher or other school personnel on school property.

EXPECTATIONS

Code of Conduct

All students shall comply with the Code of Student Conduct of the Wake County Public School System, state and federal laws, school board policies, and Mary E. Phillips High School rules governing student behavior and conduct. Our school's code of conduct applies to any student who is on school property, who is in attendance at this school or at any Wake County school, cyberspace, or whose conduct at any time or place, on or off campus; has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school.

Students are expected to be familiar with all rules of behavior in the Code of Student Conduct. Students are to assist in promoting a safe and orderly school environment. At Mary E. Phillips High School, students are expected to be **respectful and responsible** at all times while they are at school. Students are encouraged to report to school authorities any serious violation of the Code of Student Conduct.

Discipline/School Climate

At MEPHS our school climate is geared toward serious study and respect for oneself, other people, and the school property. The teacher has the responsibility and authority for disciplining students, except in those cases requiring the attention of the principal or the principal's designee. The principal has the authority and responsibility to take whatever reasonable and legal action necessary to establish and maintain appropriate student behavior in accordance with board policy. It is the responsibility of the principal and or designee to investigate cases of students referred to the office for misbehavior and to determine what action is deemed warranted as consequences.

We will utilize a variety of in-school behavioral interventions and disciplinary consequences to accomplish a positive change in student behavior. When a student violates the Code of Conduct and the Principal or designee determines a student's behavior warrants an out-of-school suspension, the Principal may impose a short-term suspension (10 days or less) or, for more serious violations of the Code of Conduct, may recommend a long-term suspension (greater than 10 days). A 365-day suspension or expulsion may be recommended for behaviors of the most serious nature and those involving guns on the school campus. Repeated offences will not be tolerated at Mary E. Phillips High School and may lead to the principal's recommendation for removal from Phillips High School.

Dress Code

While attending Mary E. Phillips HS, students must comply with the WCPSS dress code, including but not limited to the following guidelines:

- No clothing that is vulgar, gang-related, promotes tobacco/alcohol/illegal drug use, or would likely create a substantial disruption in the class.
- Clothing (not see-through) must cover all skin from chest to mid-thigh.
- Students must wear shoes that are appropriate for school activities (no bedroom slippers, etc.)
- Students are not allowed to bring/wear blankets or pillows in school.

Lunch

Our lunch is provided daily by Enloe High School cafeteria staff. Students are encouraged to take advantage of these lunch choices. Students can bring lunch from home; however, the school is not responsible for storing lunch brought from home, and food is not to be eaten outside of the cafeteria. When purchasing a student lunch, students can only purchase one lunch at a time. Students may not purchase a lunch for another student. If a student wants a second lunch, he or she must return to the end of the line to purchase the second lunch.

During the lunch period students shall:

- Not leave campus; *however, seniors & juniors can earn off-campus lunch privileges.*
- Report to the cafeteria at the appropriate time.
- Exit and re-enter the school through the rear doors only.
- Obtain a pass from a lunch supervisor or principal to go to the office or see a teacher.
- Remain in the designated areas throughout the lunch period.

If parents want to eat lunch with their child or take them off campus for lunch, this must be first approved by the administration. **Students cannot have friends/family bring fast food or other food items to them at lunch time.**

Food at School

Students are not permitted to eat in the classrooms, gym or other areas not designated as eating areas. Those students who earn off-campus lunch privileges are not allowed to bring food back on campus for other students. Students doing this risk having their off-campus lunch privileges suspended or revoked.

Transportation

School transportation is provided by the district to students who are not in walking distance from the school. School transportation service is a privilege, not a right. Students should always observe the directives of the school bus driver while riding a school bus or other school vehicle. The violation of any other rule of the Code of Student Conduct while on the school bus or other school vehicle is specifically prohibited.

HEALTH AND SAFETY

Medication Distribution

The administration of medication to students by employees shall be permitted only upon the proper authorization by a physician and the student's parent or guardian. If it is necessary for medications to be distributed at school, the parent must bring the medicine in and present it to the designated staff member(s). Students are not allowed to bring medication in for distribution.

Electronic Devices and Other Valuables

Parents, it is not advised that your student bring items of significant value to school. Expensive cell phones and other electronic devices are not items students should bring to school. The school's policy is that any such phone or electronic device be placed in a book bag, purse or pocket for security. Please note that it is not the school's responsibility to keep up students' personal items. Therefore, students should not leave items out and unattended. The school will not assume responsibility for misplaced or unsecured electronic devices. Students may file a missing item report with the school during non-instructional time (i.e. lunch time, before or after school). **Students are expected to put away and turn off cell phones during instructional time unless specifically directed by a teacher to use them during class.**

Internet/E-Mail Access

All students registered in the Wake County Public School System will automatically be given a district issued e-mail account at the beginning of the semester they enroll at school. Parent permission forms for students to access internet and email are maintained as part of the student's records. Students are always expected to be on appropriate sites and not share or use their logons for other students. Students who are found in direct violation of the acceptable use policy are at risk of suspension or revocation of computer, Internet and e-mail access. The Wake County Acceptable Use Policy can be viewed at <http://www.wcpss.net>.

Incident Weather Conditions

In case of snow or other dangerous weather or emergency situations, a decision may be made to close or delay school. These decisions are made after the National Weather Service and local weather bureaus have been consulted. As soon as a decision is made, local radio and television stations are notified, and a notice is posted on the school system's web page at <http://www.wcpss.net>. If it becomes necessary to close schools for the day or begin later than the normal opening time, major news media in the area will be notified.

Delayed openings will be announced in terms of number of hours of delay. The school's regular opening time will be delayed by the number of hours announced. For example, if it is announced that there will be a 2-hour delay in opening, our school will start classes at 9:25am.

When school is closed for the day or dismissed early due to inclement weather, all extracurricular activities, school sponsored activities and extended day classes are cancelled. On days when school opens later than normal, student activities, and other school-sponsored activities may be:

- Cancelled
- Held as normally scheduled
- Rescheduled depending on local weather conditions
- If the school is closed, any suspension days shall be carried forward to the days when school is back in session.

Safety and Emergency Procedures

Safety is the top priority for the Wake County Public School System. Our mission at Mary E. Phillips High School is to assure that our campus is the safest learning and working environment possible for our students, visitors and staff.

Lockdowns

MEPHS has developed a Critical Incident Response Plan to be utilized in the case of an extreme emergency at the school site. The plan addresses what to do when police and district security determine that conditions in the community are dangerous enough to require the school to lock its doors and not let anyone in or out of the school. In the event of an extreme emergency at the school (stranger in the building, weapon on campus, etc.) we request that parents tune in to local media outlets (TV, radio) for information regarding how to reunite with their student. We request that you follow the directions as given through the media. We ask that you please do not immediately come to the school during these extreme emergencies. During lockdown conditions, parents will not be allowed to enter the school. Please abide by the directions given to you through the media outlets. **School administration will provide details as soon as possible at the end of any “Lock Down” event.**

Visitors

All visitors are required to report directly to the main office upon entering the school building and will be required to register as a visitor. All visitors will wear a visitor badge (provided by the school) during their entire visit on our campus. Students are not allowed to have visitors attend classes with them. Parents are welcome to attend conferences and necessary meetings; however, we will not be able to accommodate unplanned/unannounced visits. Please call ahead to request a time to meet.

Volunteers

Any parent/guardian wishing to volunteer must register and have an approved criminal record check prior to engaging in volunteer work. Applicants may register at any Wake County site through the Intranet. All volunteers are required to have a criminal record check (CRC). The volunteer system will be open daily for reactivation/registration through October 31. It can be accessed at any WCPSS site. Any continuing volunteer must reactivate his/her status no later than 4:00 p.m. on October 31.

Title I

Mary E. Phillips High School is designated as a Title I school. Title I is a federally funded program based on the percentage of students on free and reduced lunch. This distinction also provides funding for personnel, instructional and student materials, parental involvement, staff development, and parent workshops. The principal oversees the Title I program and budget.

