

# Fuquay-Varina High School

Student/Parent  
Handbook  
2016-2017



# Fuquay-Varina High School

## Student/Parent Handbook 2016-2017



### Table of Contents

Message from Principal .....	3
2016-2017 Academic Calendar .....	4
Administration .....	5
Mission .....	5
WCPSS Code of Conduct .....	5
FVHS Basic Expectations .....	5
Academics	
• Graduation Requirements .....	7
• Course Selection .....	7
• Course Changes .....	7
• Grading Scales .....	7
• Academic Integrity .....	8-9
Bell Schedules .....	10-11
Attendance	
• WCPSS Policies and Procedures .....	12
• Make-up work policy for Excused Absences .....	12
• Make-up work policy for Unexcused Absences .....	13
• FVHS Specific Attendance Policies .....	13
• Tardiness.....	13
• Additional Requirements .....	14
• Senior Exam Exemptions .....	14-15
Behavioral Policies and Procedures	
• General Discipline Policy .....	15
• Student Behavior .....	15
• Administrative Lunch Detention (ALD) .....	15
• After-School Detention (ASD) .....	16
• Out of School Suspension (OSS).....	16
• Long-term Suspension .....	16
• Search and Seizure .....	16
• Dress Code .....	16
• Electronic Devices .....	17
• Possible consequences for Behavior Infractions .....	17-18

General Student Information	
• Cafeteria .....	19
• Emergencies/Health Room .....	19
• Fines/Fees .....	19
• Fire Drills .....	19
• Flowers, Balloons, Gifts, Lunches, etc. ....	19
• Fundraising .....	19
• Graduation Speaker .....	20
• Hall Passes .....	20
• Homework .....	20
• Lockers .....	20
• Media Center .....	20-21
• Parking on Campus during the School Day .....	21
• Posters and Displays .....	21
• School Functions .....	21
• Skateboards/Bicycles .....	22
• Student Identification Cards .....	22
• Student Internet/Email .....	22
• Textbooks .....	22
• Trespassing .....	22
• Valuables .....	22
• Visitors .....	22
Athletics	
• Wake County HS Athletic Form .....	23
• Attendance on the day of Athletic Event .....	23
• Team Roster .....	23
• Out of School Suspension (OSS) .....	23
• Sportsmanship .....	23
Student Services	
• School Counselors .....	24
• Student Assistance Program (SAP).....	24
• Transcripts .....	24

## Message From Principal

Fuquay-Varina High School is a comprehensive high school recognized for its student leadership and educational offerings. Our rapidly growing high school will exceed 2200 students this year. Student life on campus is exciting with countless opportunities a flurry of activities during the year.

We have an excellent tradition of student scholarship and community support. Our students are the best part of FVHS and our parent organizations are very supportive and involved. The faculty and staff have high expectations and we work to academically challenge students with rigorous course work. Our staff also provides social guidance while developing close relationships with our students as we all work to ensure that every student graduates on time.

We are building a growth mindset culture within the FVHS community. We expect that all stakeholders understand that success comes not from natural intellect, but rather, that success is awarded through grit, persistence, and effort. It is expected that our students will grow throughout their academic tenure at FVHS and that every student attends college upon completion of high school. We define college as any post secondary education so that students understand that their learning does not stop following their high school career.

Please explore our website, <http://fvhs.wcpss.net>, and you will discover in more detail all that Fuquay-Varina High School has to offer. If you have questions, please call the school at 557-2511. We are looking forward to a great 2016-17 school year!

Sincerely,

Jonathan Enns, Principal  
Fuquay-Varina High School



July / julio 2016

ML	TM	WM	TJ	FN
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August / agosto 2016

ML	TM	WM	TJ	FN
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
				W
22	23	24	25	26
W	W	W	W	W
★	29	30	31	

September / septiembre 2016

ML	TM	WM	TJ	FN
			1	2
5	6	7	8	9
H				ER
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				ER

October / octubre 2016

ML	TM	WM	TJ	FN
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
				ER
24	25	26	27	Q
31				
W				

November / noviembre 2016

ML	TM	WM	TJ	FN
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
				H
21	22	23	24	25
		W	H	H
28	29	30		

December / diciembre 2016

ML	TM	WM	TJ	FN
			1	2
				ER
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
		W	H	H
26	27	28	29	30
H	H	V	V	V

January / enero 2017

ML	TM	WM	TJ	FN
2	3	4	5	6
H				
9	10	11	12	13
16	17	18	19	20
H				ER
23	Q	24	25	26
				W
30	31			

February / febrero 2017

ML	TM	WM	TJ	FN
		1	2	3
6	7	8	9	10
				ER
13	14	15	16	17
20	21	22	23	24
W				
27	28			

March / marzo 2017

ML	TM	WM	TJ	FN
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	Q	29	30
				W

April / abril 2017

ML	TM	WM	TJ	FN
3	4	5	6	7
V	V	V	V	H
17	18	19	20	21
24	25	26	27	28

May / mayo 2017

ML	TM	WM	TJ	FN
1	2	3	4	5
8	9	10	11	12
				W
15	16	17	18	19
22	23	24	25	26
29	30	31		
H				

June / junio 2017

ML	TM	WM	TJ	FN
			1	2
5	6	7	8	★
12	13	14	15	16
W	V	V	V	
19	20	21	22	23
26	27	28	29	30

## LEGEND / LEYENDA

- ★ First and last days  
Primer y último días de clase
- H Holiday  
Día Festivo
- W Teacher Workday  
Día de trabajo del maestro
- V Vacation Day  
Día de Vacaciones
- ER Early Release Day  
Día de Salida Temprana
- Q End of Nine Weeks  
El Final de Nueve Semanas
- R Report Card  
Boleta de calificaciones

## Days available for weather make-up in order of utilization / Días disponibles para recuperación de clases por orden de utilización

- 9/30 & 10/21- Early Release (Salida temprana)
- 10/31
- 10/29- Saturday, full day (sábado, día completo)
- 11/23
- 12/2 and 1/20 - Early Release (Salida temprana)
- 12/22
- 1/27
- 2/20
- 3/31
- 5/12
- Banked Hours (up to 3 days) (horas acumuladas - hasta 3 días)
- 6/12
- 4/1 - Saturday, full day (sábado, día completo)
- 6/13
- 6/14
- 6/15

In accordance with the NC Calendar Law, if the school district must close schools, the superintendent will update this calendar to provide additional days/time by using early release days as full days, scheduled teacher workdays, Saturdays, banked hours of instruction\*, or scheduled vacation days to meet legal requirements. If Saturdays are used, they will be full instructional days. If all other options are exhausted, holidays may be used for weather make up.

\* Hours accrued by schools over the required 1025 instructional hours.

De acuerdo a lo establecido por la Ley de Calendarios de Carolina del Norte, el Superintendente actualizará este calendario deberá ser actualizado para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborales de los maestros, sábados, horas acumuladas de instrucción\*, o días programados de vacaciones para cumplir con los requerimientos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se terminan todas las demás opciones, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

\* Horas acumuladas por las escuelas, por encima de las 1025 horas requeridas de instrucción.

MORE INFORMATION / MÁS INFORMACIÓN  
[www.wcps.net/calendars](http://www.wcps.net/calendars)

## FVHS Administrator Assignments 2016-2017

<b>John Enns</b> Principal	<b>Tara Aman</b> Assistant Principal for Instruction	<b>Jamie Mills</b> Assistant Principal	<b>Vera Confer</b> Assistant Principal	<b>David Guffey</b> Assistant Principal	<b>Kris Clark</b> Assistant Principal
Office 43	Office 69	Office 307	Office 140	Office 604	Office 218
<b>Supervise:</b>	<b>Supervise:</b>	<b>Supervise:</b>	<b>Supervise:</b>	<b>Supervise:</b>	<b>Supervise:</b>
Administration, Office Staff, Fine Arts	Student Services, Special Programs	English, Social Studies, Intervention Services	CTE, Custodians, Security, CDC, SPC	Math, PE, Media , Testing	Science, World Languages, Transportation
<b>Discipline:</b>	<b>Discipline:</b>	<b>Discipline:</b>	<b>Discipline:</b>	<b>Discipline:</b>	<b>Discipline:</b>
	N-R	I-M	D-H	A-C	S-Z
jenns@wcpss.net	taman@wcpss.net	jmills3@wcpss.net	vconfer@wcpss.net	dguffey@wcpss.net	hclark@wcpss.net

### Mission

*"The mission of Fuquay-Varina High School is to foster student learning where success is the only option."*

### WCPSS Code of Conduct

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 and the *Code of Student Conduct* policies, *the WCPSS Code of Student Conduct* policies shall take precedence.

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

### FVHS Expectations

The *FVHS Student/Parent Handbook* is designed for use in conjunction with the *WCPSS Student/Parent Handbook*. Supplemental materials regarding course selection and requirements are available in the *WCPSS High School Program Planning Guide*. Both WCPSS documents are available on the WCPSS website at [www.wcpss.net](http://www.wcpss.net)

Please Refer to the next page for our FVHS R.O.A.R. Expectations.

# ***Fuquay-Varina High School R.O.A.R.***

<b>FVHS Expectations</b>	<b>How we ROAR in the Classroom</b>	<b>How we ROAR with our Peers</b>
<p><b><i>R</i></b></p> <p><b><u>Respectful</u> Bengals ...</b></p> <p>Value the FVHS school community</p>	<ul style="list-style-type: none"> <li>* Are actively engaged in the classroom</li> <li>* Respond politely to adults</li> <li>* Follow directions</li> <li>* Demonstrate good manners and a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>* Use appropriate language and volume</li> <li>* Respond appropriately and positively to others in person and through social media</li> <li>* Honor other people's property</li> <li>* Move appropriately through the lunch line without cutting in front of others</li> <li>* Throw all trash away and keep the campus clean</li> </ul>
<p><b><i>O</i></b></p> <p><b><u>On-Time</u> Bengals ...</b></p> <p>Are punctual and ready to learn</p>	<ul style="list-style-type: none"> <li>* Arrive to school on time</li> <li>* Are in their seats prepared to begin class when the tardy bell rings</li> </ul>	<ul style="list-style-type: none"> <li>* Move to class promptly as the bell rings</li> <li>* Encourage peers to be on time for class</li> </ul>
<p><b><i>A</i></b></p> <p><b><u>Achieving</u> Bengals ...</b></p> <p>Strive for success</p>	<ul style="list-style-type: none"> <li>* Attend every class every day</li> <li>* Apply effort at all times</li> <li>* Use technology to enhance their learning</li> <li>* Challenge themselves with high level courses</li> <li>* Embrace creative risk taking in their work</li> <li>* Persevere through failure</li> <li>* Access PowerSchool to monitor their grades and work to improve them</li> </ul>	<ul style="list-style-type: none"> <li>* Encourage others to work hard</li> <li>* Help others learn without distracting them in class</li> <li>* Congratulate classmates when they succeed</li> <li>* Use time wisely</li> <li>* Make healthy choices</li> </ul>
<p><b><i>R</i></b></p> <p><b><u>Responsible</u> Bengals ...</b></p> <p>Take ownership for their actions</p>	<ul style="list-style-type: none"> <li>* Follow FVHS and WCPSS student code of conduct</li> <li>* Use their electronic devices appropriately by following the BYOD acceptable use policy</li> <li>* Embrace feedback and accept opportunities for personal growth</li> </ul>	<ul style="list-style-type: none"> <li>* Demonstrate leadership by modeling appropriate behaviors</li> <li>* Encourage fellow students to follow school rules</li> <li>* Report inappropriate behaviors to school officials</li> <li>* Are able to produce their school ID upon request</li> <li>* Stay in designated areas</li> <li>* Positively promote and represent the FVHS brand while on and off campus</li> </ul>

## Academics

### Graduation Requirements

The *WCPSS High School Program Planning Guide* provides detailed information. A copy is available at <http://www.wcpss.net/high-school>.

### Course Selections

During the period of course selections, a student and his/her parents should carefully review the chosen course of study and make appropriate decisions in order to satisfy graduation requirements. Teachers and Student Services personnel are available to assist and advise students and parents in the course selection process. Each Fuquay-Varina student is encouraged to pursue the most challenging course of study in which he/she can be successful. Course offerings are subject to sufficient minimum student enrollment and adequate staffing

### Course Changes

Individual schedules and the school's master schedule are built based upon student course requests. It is essential that students select primary and alternate courses carefully; schedule changes after the course selection process will be limited and will be based upon the following reasons:

- Student has already received credit for the course.
- Student has not met the prerequisite for the scheduled course.
- Student has an incomplete schedule.
- Student previously failed the course with the same teacher.
- Student needs specific course to meet graduation requirements (priority given to seniors and students with non-elective graduation requirement issues).
- Student wants to increase academic rigor.
- Student's schedule must be changed for administrative reasons (class size, etc.).

Schedule change requests are NOT accepted for elective courses, teacher choice or lunch changes unless it meets one of the above noted criteria.

Except when approved by the principal, students are not allowed to drop a course after the first ten days of semester. If a student withdraws after the ten-day period and an emergency situation does not exist, a failure (WF) is noted as the grade, and the course is counted as a course attempted with no quality points earned.

### Grading Scale

**A** = 90-100

**B** = 80-89

**C** = 70-79

**D** = 60-69

**F** = Less than 60

**FF** = Failure for violation of attendance policy

**WP** = Withdraw without penalty

**WF** = Withdraw failure

**Quality points** for students entering 9th grade prior to 2015-16

Letter Grade	Standard Courses	Honors Courses	AP Courses
A	4	5	6
B	3	4	5
C	2	3	4
D	1	2	3
F	0	0	0
FF	0	0	0

**Quality points** for students entering 9th grade in 2015-16 and beyond

Letter Grade	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
FF	0	0	0

## Academic Integrity

The students and faculty of Fuquay-Varina High School value honor, integrity, and responsibility in order to promote and foster an atmosphere of cooperation and mutual respect. By upholding these values, students will build a community in which they will achieve their greatest potential in character and citizenship.

### Students are expected to:

- ⇒ To produce authentic and original work
- ⇒ To refrain from gaining an unfair advantage on academic work or assisting others in doing so
- ⇒ To cooperate in a community of freedom and trust
- ⇒ To hold one another accountable to the values of the Fuquay-Varina High School community
- ⇒ To honestly represent one's actions and those of others
- ⇒ To clarify with the teacher how the expectations of academic integrity apply to any assignment

The Wake County Public School System's *Code of Student Conduct* (6410) specifically addresses integrity:

**“Level II-1 Integrity** - 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:

- a. **Cheating**- giving or receiving of any unauthorized assistance on academic work.
- b. **Plagiarism**- copying the language, structure, or idea of another and representing it as one's own work.
- c. **Falsification**- verbal or written statement of any untruth.
- d. **Violation of software copyright laws**- unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software.”

As identified in the WCPSS *Code of Student Conduct* (6410), cheating, plagiarism, falsification, and violation of software copyright laws are Level II: 1 offenses. Thus, a student who engages in violations of academic integrity is subject to a short-term suspension not to exceed five days or a possible long-term suspension with aggravating factors. Additionally, acts that do not show academic integrity can influence student references for college applications, job applications, etc. A student who engages in violations of academic integrity is also subject, based on membership guidelines, to dismissal from such organizations as National Honor Society.

WCPSS Board Policy 6410 Level II-1 specifically prohibits plagiarism, cheating, falsification, and violation of software copyright laws. Included in the chart below are examples of such violations of academic integrity. Please note that the examples provided are not all-inclusive.

<b>Examples of Plagiarism</b>	<p><u>Turning in someone else's work as your own</u></p> <ul style="list-style-type: none"> <li>⇒ Submitting a complete version of someone else's work</li> <li>⇒ Turning in another student's work with or without that student's knowledge</li> <li>⇒ Turning in a paper a peer or anyone else (adult, parent, etc.) has written for the student</li> <li>⇒ Including significant portions of text straight from a single source, without alteration</li> <li>⇒ Copying from several sources, tweaking the sentences to make them fit together while retaining most of the original phrasing</li> <li>⇒ Buying a paper from a research service or from an internet site</li> </ul> <p><u>Copying words or ideas from someone else without giving credit</u></p> <ul style="list-style-type: none"> <li>⇒ Changing only key words or phrases while keeping the essential content of the original source(s)</li> <li>⇒ Changing words but copying the sentence structure or essay structure of a source</li> <li>⇒ Copying so many words or ideas from an electronic or print source that it makes up the majority of your work, whether you give credit or not</li> <li>⇒ Using images from electronic or print sources without proper citation</li> <li>⇒ Using translation services or devices without authorization</li> </ul> <p><u>Failing to put a quotation in quotation marks</u></p> <ul style="list-style-type: none"> <li>⇒ Properly citing a source, but neglecting to put in quotation marks text that has been copied word-for-word, or close to it</li> </ul> <p><u>Giving incorrect information about the source of a quotation</u></p> <ul style="list-style-type: none"> <li>⇒ Mentioning the author's name for a source, but neglecting to include specific information on the location of the material referenced</li> <li>⇒ Purposefully providing inaccurate information regarding sources, making it impossible to find them</li> </ul>
<b>Avoiding Plagiarism</b>	<p>Changing the words of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.</p>
<b>Examples of Cheating</b>	<ul style="list-style-type: none"> <li>⇒ Copying or allowing others to copy information from someone else's assignments, test papers, homework, etc.</li> <li>⇒ Using or obtaining unauthorized materials and methods while completing an assignment or assessment</li> </ul>
<b>Examples of Falsification</b>	<ul style="list-style-type: none"> <li>⇒ Forging signatures,</li> <li>⇒ Lying, fabricating data</li> </ul>
<b>Examples of Violations of Software Copyright Laws</b>	<ul style="list-style-type: none"> <li>⇒ Unauthorized duplication of computer software (computer piracy)</li> <li>⇒ Unauthorized duplication of printed material related to computer software</li> <li>⇒ Use of pirated computer software</li> </ul>

## Bell Schedules

Monday Period 1 Flex		
Period	Time	Length
1 <sup>st</sup> Period	7:20-8:19	59 minutes
1 <sup>st</sup> Period Flex	8:19-8:49	30 minutes
Announcements	8:55-8:57	2 minutes
2 <sup>nd</sup> Period	8:57-10:26	89 minutes
A lunch	10:26-11:08	42 minutes
3 <sup>rd</sup> Period B lunch Class time	10:32-12:01	89 minutes
3 <sup>rd</sup> Period A lunch Class time	11:14-12:43	89 minutes
B lunch	12:01-12:43	42 minutes
4 <sup>th</sup> Period	12:49-2:18	89 minutes

Tuesday Period 2 Flex		
Period	Time	Length
1 <sup>st</sup> Period	7:20-8:49	89 minutes
Announcements	8:55-8:57	2 minutes
2 <sup>nd</sup> Period	8:57-9:56	59 minutes
2 <sup>nd</sup> Period Flex	9:56-10:26	30 minutes
A lunch	10:26-11:08	42 minutes
3 <sup>rd</sup> Period B lunch Class time	10:32-12:01	89 minutes
3 <sup>rd</sup> Period A lunch Class time	11:14-12:43	89 minutes
B lunch	12:01-12:43	42 minutes
4 <sup>th</sup> Period	12:49-2:18	89 minutes

Wednesday Period 3 Flex		
Period	Time	Length
1 <sup>st</sup> Period	7:20-8:49	89 minutes
Announcements	8:55-8:57	2 minutes
2 <sup>nd</sup> Period	8:57-10:26	89 minutes
A lunch	10:26-11:08	42 minutes
3 <sup>rd</sup> Period B lunch Class time	10:32-11:31	59 minutes
3 <sup>rd</sup> Period B lunch Flex	11:31-12:01	30 minutes
3 <sup>rd</sup> Period A lunch Class time	11:14-12:13	59 minutes
3 <sup>rd</sup> Period A lunch Flex	12:13-12:43	30 minutes
B lunch	12:01-12:43	42 minutes
4 <sup>th</sup> Period	12:49-2:18	89 minutes

Thursday Period 4 Flex		
Period	Time	Length
1 <sup>st</sup> Period	7:20-8:49	89 minutes
Announcements	8:55-8:57	2 minutes
2 <sup>nd</sup> Period	8:57-10:26	89 minutes
A lunch	10:26-11:08	42 minutes
3 <sup>rd</sup> Period B lunch Class time	10:32-12:01	89 minutes
3 <sup>rd</sup> Period A lunch Class time	11:14-12:43	89 minutes
B lunch	12:01-12:43	42 minutes
4 <sup>th</sup> Period	12:49-1:48	59 minutes
4 <sup>th</sup> Period Flex	1:48-2:18	30 minutes

Friday (No Flex)		
Period	Time	Length
1 <sup>st</sup> Period	7:20-8:49	89 minutes
Announcements	8:55-8:57	2 minutes
2 <sup>nd</sup> Period	8:57-10:26	89 minutes
A lunch	10:26-11:08	42 minutes
3 <sup>rd</sup> Period B lunch Class time	10:32-12:01	89 minutes
3 <sup>rd</sup> Period A lunch Class time	11:14-12:43	89 minutes
B lunch	12:01-12:43	42 minutes
4 <sup>th</sup> Period	12:49-2:18	89 minutes

## Bell Schedules

Early Release (No Flex)		
Period	Time	Length
1 <sup>st</sup> Period	7:20-8:18	58 minutes
2 <sup>nd</sup> Period	8:24-9:26	62 minutes
3 <sup>rd</sup> Period	9:32-10:30	58 minutes
4 <sup>th</sup> Period	10:36-11:34	58 minutes
Dismiss/Bag lunch	11:34-11:45	11 minutes
Buses Depart Campus	11:45	

2-Hour Delay		
Period	Time	Length
1 <sup>st</sup> Period	9:20-10:18	58 minutes
2 <sup>nd</sup> Period	10:24-11:26	62 minutes
A Lunch	11:26-12:11	45 minutes
3 <sup>rd</sup> Period B lunch Class time	11:32-12:30	58 minutes
3 <sup>rd</sup> Period A lunch Class time	12:17-1:15	58 minutes
B lunch	12:30-1:15	45 minutes
4 <sup>th</sup> Period	1:21-2:18	57 minutes

1-Hour Delay		
Period	Time	Length
1 <sup>st</sup> Period	8:20-9:32	72 minutes
2 <sup>nd</sup> Period	9:38-10:54	76 minutes
A Lunch	10:54-11:39	45 minutes
3 <sup>rd</sup> Period B lunch Class time	11:00-12:12	72 minutes
3 <sup>rd</sup> Period A lunch Class time	11:45-12:57	72 minutes
B lunch	12:12-12:57	45 minutes
4 <sup>th</sup> Period	1:03-2:18	75 minutes

## **Attendance**

### **WCPSS Policy and Procedures**

Attendance in school is central to educational achievement and school success. Attendance and participation in class is an integral part of the teaching/learning process, and thereby a part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. An absence is excused if the following conditions exist **(WCPSS School Board Policy 6000.3):**

- Illness or injury that makes the student physically unable to attend school
- Isolation ordered by the State Board of Health or the Wake County Health Department
- Death in the family
- Medical, dental, or other appointment with a healthcare provider approved in advance
- Court when a student is under subpoena
- Religious observance, as suggested by the religion of the student or student's parents
- Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons"
- A catastrophic event or natural disaster

### **Make-up Work**

A student is expected to make up all work missed when he/she misses class. It is the responsibility of the student to arrange to make up all work at the convenience of the teacher. Every teacher is available to meet with students during their periods scheduled flex time for the week to assist with make-up work and/or provide extra help. All students are encouraged to take advantage of these sessions for make-up work or extra help. Teachers will announce and post times that they are available for student assistance.

### **Make-up Work Policy for Excused Absences**

**(WCPSS Board Policy 6000 R&P Section F)** – School work will be made up for excused absences under the following conditions:

1. 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 (e.g., death in the immediate family, serious illness).
2. 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 should be given in the case of extended absences due to injury or chronic illness.
3. The student is responsible for securing make-up work at the secondary level.

## **Make-up Work Policy for Unexcused Absences**

**(WCPSS Board Policy 6000 R&P Section E)**– Make-up work shall be graded at a standard consistent with the original work. Credit equivalent to not less than 70% of the original value of the work shall be awarded for make-up work completed within the school's established procedures. In making final determinations about credit, the procedures should take into account the following:

1. The past performance of the student,
2. Circumstances that may have made the unexcused absence unavoidable,
3. Unusual family circumstances,
4. Nature of the specific learning activity,
5. Other issues that the teacher determines to be relevant to the situation.

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

## **FVHS Specific Attendance Policy and Procedures**

In the event of an absence or tardy, it shall be the responsibility of the student to present to the attendance office a note signed by the parent or guardian citing the reason for such absence or tardiness. The note should list a telephone number where the parent may be reached during the school day. Such notes shall be presented within two (2) days of the student's return to school. Failure to comply will result in the absence or tardy being recorded as unexcused per **School Board Policy 6000.4**. The administration may require any additional documentation deemed necessary to verify an absence or tardy.

## **Tardiness**

Being in class on time and ready to learn is essential to the success of all students. All students should be in their assigned classroom or location at the start of each period before the tardy bell rings. Any student who has an unexcused tardy to class is subject to the following:

## **FVHS Tardy Policy Consequences\***

- 1-3: Administrative warning
- 4: Administrator warning and letter sent home
- 5: Lunch Detention 1 day
- 6: Lunch Detention 2 days or Lunch pass revoked (Min: 1 week)
  - Call home
- 7: ASD 1 Day & Do Not Admit List (2 weeks)
  - Call home
- 8: ISS 1 period
  - Call home
- 9: Administrative meeting or conference call with parent
- 10: ISS 1 day with parking pass revoked (Min: 1 week)
  - Call home
- More than 10: Administrator discretion

**\*Note:** Administrators have the right to apply further consequences including but not limited to:

Lunch detention	In School Suspension	Revoking parking privileges
After school detention	Out of School Suspension	Revoking off campus pass

## Additional Requirements

- Students arriving to school after the first tardy bell must report to the Attendance Office to obtain admission to class. If the tardy is to be considered **excused**, the student should bring a note from home. A tardy is excused if it meets WCPSS Board Policy 6000.3. The excused list is available on page 9.
  - **Individual automobile equipment failures are not considered as reasons for excused tardies.**
  - **Students arriving late to school on a school bus will be issued a late bus pass from the Attendance Office. Late buses and their arrival times will be reported to teachers.**
- A student who needs to leave school early should present a note to the Attendance Office, including explaining the reason and the time and date to be excused. This note must be signed by a parent/guardian and should include a phone number for verification. The student should present this note to the attendance office **before** the school day begins to have the note verified and to receive a permission slip to be released from class at the appropriate time. The student should report to the attendance office to sign out. If the student returns to school on the same day, he/she should sign in at the attendance office to receive an admission slip for class. If the student returns the next day, he/she should treat this situation as an absence and present to the Attendance Office a note from a parent along with the early release slip that was previously issued by the Attendance Office. **When leaving during the day to visit a doctor or dentist, the student should have the medical office receptionist stamp the early release slip and return this form to the attendance personnel. Students who properly obtain permission for early release in advance assist the attendance personnel from interrupting classes and also prevent further delays for parents who have come to provide transportation.**
- Every attempt will be made to notify parents when students are absent. The school may use an automated message or a personal call.
- The school administration discourages parents from requesting to see students during the school day. To protect instructional times, administration may deny early dismissal from class for any student who did not obtain prior approval from the Attendance Office. In such cases, dismissal will occur at the end of the class period.
- **Credit for attendance** – To be recorded present for a class, a student must be in attendance for at least half the class. Students who have excused absences should be reminded that it is their responsibility to determine from the teacher the missed assignments and to complete all make-up work within the allotted time period.
- **The school administration may require the presence of a parent to sign out a student.**

## Academic and Attendance Incentive Plan for Seniors

A senior may qualify for exemption from final exams based on the following standards:

- No senior is eligible for exemption from an exam in a course that has a state-required test (end-of course, CTE post-assessment, field test, etc.)
- In a course that qualifies for senior exemption, (**WCPSS Board Policy 6000 R&P Section I**) requires the senior to meet one of the following attendance/grade standards to be eligible:
  - 3 or fewer excused absences with an A average for a semester course
  - 2 or fewer excused absences with a B average for a semester course
  - 1 or fewer excused absences with a C average for a semester course

The attendance count includes each instructional/student day of the semester and is calculated per class period by the teacher according to period attendance. A student must be in class for at least one half of the class period in order to be considered present for the class.

Time missed for school-related activities led by a teacher, activity advisor, or coach (such as field trips, school athletic participation, etc., that have been pre-approved by the principal) and pre-approved religious holidays (not including services, retreats, workshops, etc.) are not considered absences for purposes of exemption.

Absences related to visits to college campuses are considered absences for purposes of exemption. Students should use teacher workdays, holidays, and weekends for such visits. If a senior is competing for a scholarship that requires an interview during the school day, the student must submit an official document from the scholarship sponsor or university for approval prior to the absence; such required scholarship absences then may be waived by the principal for purposes of exam exemption.

Any suspension during the senior year makes a senior ineligible for exemption.

A student who is eligible for exemption may opt to take the final exam; the grade earned on the final exam will be used in calculating the student's final grade for the course.

Teachers are responsible for maintaining records to determine student eligibility for exemption.

The principal (consistent with North Carolina General Statute 115C-288) is responsible for the final determination of exam exemption eligibility.

***There are no exceptions to these standards.***

## **Behavioral Policies and Procedures**

### **General Discipline Policy**

All Wake County Public School System and Fuquay-Varina High School rules apply to the regular instructional day as well as extracurricular activities and other events affiliated with the school, including activities off campus and such behaviors that may affect the safe and orderly environment of the school.

### **Student Behavior**

The academic and social expectations for students at Fuquay-Varina High School are clear. Respect for oneself and others, instructional time and a healthy learning environment are essential to a successful school. Students are expected to display appropriate behavior at all times--in the classroom, hallways, restrooms, cafeteria, gyms, parking lots, buses, and at all school-sponsored events. Staff members have authority over students regardless of place. Students are expected to respect this authority.

Disciplinary measures vary based upon the seriousness of the infraction. Teachers and school administrators must adhere to the measures prescribed by the policies of the Wake County Public School System. When a student violates a classroom or school standard, the student may be referred to the proper school administrator, who will make any necessary investigations. If disciplinary measures are necessary, the administrator may assign, but is not limited to administrative lunch detention (ALD), after-school detention (ASD) or out-of-school suspension (OSS). Serious or repeated offenses may result in a recommendation for long-term suspension. Disciplinary measures are progressive in application. When a student is referred to an administrator, several different approaches may be used in an attempt to effect a behavior change. Naturally, the school is concerned with the causes of misbehavior; however, each student must understand that he/she will have to accept the consequences of misbehavior.

### **Administrative Lunch Detention (ALD)**

Administrative lunch detention (ALD) begins immediately upon the start of the students respective lunch. A student assigned to ALD is expected to arrive with sufficient school work or appropriate reading material. A student who fails to report to or cooperate in ALD will be referred to an administrator and disciplined with appropriate consequences that may include additional dates assigned, after-school detention (ASD) or out-of-school suspension (OSS). Students assigned to ALD will be dismissed several minutes prior to the bell to eat their lunch.

## **After-School Detention (ASD)**

Students who are assigned to ASD are to report to the designated location as directed by the assigning teacher or administrator. ASD begins at 2:30 p.m. and concludes at 3:45 p.m. Tardiness is not allowed; thus, failure to report on time is treated as a “no show,” and the student may be assigned additional days or suspended (repeat offenses). A student who fails to report to or cooperate in ASD as directed will be disciplined in like manner. Assigned students are given notice at least twenty-four hours in advance and are responsible for their own transportation.

## **In-School Suspension (ISS)**

Students who commit serious infractions or who are repeat offenders may face In-school suspension (ISS). Students assigned to ISS will report to the designated ISS room for the determined amount of period(s)/days. Students will be responsible to complete all work assigned from their classroom teacher and to adhere to all rules and regulations of the ISS teacher. Such suspensions are made by the administration in accordance with policies of the Wake County Public School System.

## **Out-of-School Suspension (OSS)**

Students who commit major infractions or who are repeat offenders may face out-of-school suspension (OSS), which is a denial of school attendance and a denial of participation in or attendance at school-sponsored activities. Such suspensions are made by the administration in accordance with policies of the Wake County Public School System.

While on out-of-school suspension, a student may not attend any school function and is not allowed on school grounds. Violators may face additional suspension and/or trespassing charges. A suspended student will not be allowed to participate in or practice any extracurricular activities (athletics, clubs, concerts, field trips, etc.).

## **Long-term Suspension**

Long-term suspension is defined as suspended from school for the remainder of the school term. In the case of firearm or explosive and other serious violations outlined in Wake County Public School System Board Policies, students may be suspended for 365 days.

## **Search and Seizure**

Refer to WCPSS Board Policy 6600.

## **Dress Code**

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Our code of student conduct prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. Here are some examples.

Don't wear:

- exposed undergarments
- sagging pants
- see-through or excessively short, tight or revealing clothes
- bare midriff or strapless shirts
- clothing with lewd, indecent or vulgar messages or illustrations
- clothing that advertises products or services illegal to minors
- head coverings
- chains, spikes or other accessories that could be perceived as or used as a weapon
- clothing that violates the school system's policies against gang and gang-related activities

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance.

## Electronic Devices

Refer to WCPSS Board Policy 6410 I-6; adherence to this policy is expected.

### Possible Consequences for Behavioral Infractions

The *Student Code of Conduct* establishes a common understanding among students, parents, and teachers of what is expected of students at Fuquay-Varina High School. The code of conduct in no way limits the prerogative of the school administration and teachers to establish rules not included therein. In all cases involving discipline, every effort will be made to establish contact with a parent. This document is designed for use in conjunction with the *WCPSS Student/Parent Handbook*. The *Student Code of Conduct* rules are leveled, indicating the severity of violation and type of consequence.

**Level I-** Level I rule violations are less serious and should generally result in in-school interventions rather than out of school suspensions. A student may receive an out-of-school suspension for a Level I rule violation if it is the student's third (3rd) violation of a Level I rule within the same semester and in-school interventions were attempted in response to both prior violations or in cases where a student refuses to participate in the in-school interventions. In these cases a Level I rule violation may result in an out-of-school suspension of up to two (2) days, provided the parents or legal guardians have been offered the opportunity to meet with administrators to discuss behavioral issues in connection with at least one of the prior Level I offenses. A principal may impose an out-of-school suspension of up to two (2) days for the first or second Level I rule violation in any given semester only after consultation with the Area Superintendent and based on aggravating factors that are listed in the suspension notice. Level One rule violations shall not result in a long-term suspension.

**Level II-** Level II rule violations involve more serious misconduct that may warrant a short-term suspension that shall not exceed five school days. Principals may recommend a long-term suspension based upon aggravating factors regarding the severity of the violation and/or safety concerns which may warrant the recommendation of long-term suspension. Any long-term suspension recommendation based on aggravating factors shall be approved by an impartial Review Panel pursuant to Policy 6500E.

**Level III-** Level III rule violations are more severe in nature and support long-term suspension. The principal may recommend a short-term suspension (ten [10] days or less) based on mitigating factors. Any reduction to short-term suspension based on mitigating factors shall be approved by the Discipline Review Committee appointed by the Superintendent.

**Level IV-** Level IV rule violations compromise the safety and welfare of students and staff and require a suspension under NC General Statutes.

**Level V-** Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen (14) years of age or older and the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled

### Level I—In School Discipline/Possible Short-Term Suspension not to exceed 2 days

I-1 Noncompliance	I-6 Electronic Devices
I-2 Disrespect	I-7 Trespassing
I-3 School/Class Attendance	I-8 Tobacco
I-4 Inappropriate Language	I-9 Gambling
I-5 Inappropriate Dress	I-10 Misconduct on School Vehicle

## **Level II—Short-term Suspension not to exceed 5 days/Possible Long-Term Suspension with Aggravating Factors**

II-1 Integrity	II-12 Extortion
II-2 Inappropriate Literature	II-13 Indecent Exposure/Sexual Behavior
II-3 Violation of computer access	II-14 Harassment/Bullying
II-4 Class/Activity Disturbance	II-15 Sexual Harassment
II-5 School Disturbance	II-16 Threat/False Threat
II-6 School Transportation Disturbance	II-17 Physical Aggression/Fighting
II-7 Disruptive Protest	II-18 Failure to Report Firearm
II-8 False Fire Alarm	II-19 Hazing
II-9 Fire Setting/Incendiary Material	II-20 Search and Seizure
II-10 Property Damage	II-21 Aiding and Abetting
II-11 Theft	

## **Level III—Long-Term Suspension/Possible Short-Term Suspension with Mitigating Factors**

- III-1 Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia
- III-2 Gang and Gang Related Activity
- III-3 Weapons/Dangerous Instruments/Substances
- III-4 Assault on a Student
- III-5 Assault on School Personnel or Other Adult
- III-7 Bomb Threat
- III-8 Bomb Threat: Aiding/Abetting
- III-9 Acts of Terror

## **Level IV— Suspensions Required under State Law**

- IV-1 Firearm/Destructive Device K-12

## **Level V—Expulsion**

A student fourteen (14) years of age or older may be expelled for a violation of this Code of Conduct if the Board determines the student's behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of other students or employees, and that there is no appropriate alternative educational program. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.

## **General Student Information**

### **Cafeteria**

- Information regarding eligibility for free/reduced meal will be made available at the beginning of the school year. For assistance, please see the Student Services secretary; students must re-apply for free/reduced price each year.
- Prices for the school year are \$2.25 for full price plate lunch and \$.40 for reduced price lunch; \$1.25 for full price plate breakfast and \$.00 for reduced price.
- Students may only eat in the designated area of the cafeteria for breakfast between 7:00 – 7:14 a.m. Students may bring a lunch from home or purchase a lunch prepared by the cafeteria staff.
- Students may not leave campus during a lunch period for any reason without prior approval by administration through the attendance office. Violation of this policy may result in OSS.
- Students are required to throw away all of their trash at the end of their lunch period.

### **Emergencies/Health Room**

The health room is located in Student Services. Any student wishing to receive assistance for an illness or accident is to report to Student Services and sign-in with staff there. Students too sick to remain in class are too sick to remain at school. For this reason, students are asked to go to the Attendance Office to contact a parent to pick them up when having to check into the health room. Regarding chronic health concerns, a Public Health Nurse, though not on campus daily, is assigned to Fuquay-Varina High School and appointments can be made through your counselor. Students that need approved medication administered from school staff are to report to the attendance office.

### **Fines/Fees**

Students are expected to clear any fines/fees promptly, including returning books, materials, uniforms, equipment, etc. Failure to clear fines and fees will prohibit a student's eligibility for a parking permit and/or off-campus lunch pass. In addition, students may be ineligible to participate in student activities such as the prom, tryouts for athletic teams, etc. Seniors with outstanding fines/fees will not be eligible to participate in graduation.

### **Fire Drills**

Fire drills are required by law as safety precautions. Thus, at the time of a drill, all students should follow directions and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give his/her students instructions. Exit procedures are posted in each classroom.

### **Flowers, Balloons, Gifts, Lunches, etc.**

Items such as flowers, balloons, and other gifts create a disruption of the educational process when delivered to school. Thus, these types of items will not be accepted for students by any office or school staff. Students possessing such items may be required to keep them in the office. The school is not responsible for these items. In addition, high school students are expected to bring lunch from home or come to school prepared to eat food from the cafeteria. The office staff will not accept food for delivery to students.

### **Fundraising**

In accordance with WCPSS Board Policy 6830, all school-sponsored fundraising events must have the prior approval of the administration. In addition, all events of this nature must be supervised by a staff member. For information, consult with the activity or club advisor. Additional questions should be directed to the administrator over fundraising.

## **Graduation Speaker**

Fuquay-Varina tradition allows members of the senior class to have the opportunity to elect their classmate who will be eligible to address the audience at graduation. Seniors are given the opportunity to have their names placed on the ballot. Valedictorian and Salutatorian positions are not guaranteed speaking roles at graduation. They may participate in senior speaker auditions if desired.

## **Hall Passes**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have an official FVHS hall pass from an authorized staff member. During the first 10 minutes and last 10 minutes of each class period, students are not permitted to be in the hallways or out of the classroom for any reason.

## **Homework**

Fuqua-Varina High School considers homework to be an important part of the educational program. Thus, homework will be assigned on a regular basis throughout the school year. These assignments will be purposeful extensions of the instructional program. Homework appropriate to the developmental level of the student will be given for the purpose of review, practice, reinforcement, inquiry, and enrichment. Students and parents will be informed of the specific homework requirements as well as the evaluation procedure for each course at the beginning of each semester by way of documents distributed by teachers in individual classes.

## **Lockers**

Hall lockers and physical education lockers are the possession of the Wake County Board of Education and may be entered at any time by the staff of Fuquay-Varina High School. Students wanting a locker will be issued a lock as well as a locker in the academic areas with the completion of the Locker Agreement Form. Physical education locks and lockers will be issued as needed and are handled by the student's P.E. teacher. Students who fail to return their assigned lock will be charged \$5.00. Students may also be fined for damaged lockers. Properly securing possessions is the responsibility of the individual student. Students are encouraged to leave valuable items at home and limit possession of significant sums of money. While the administration will support students and promote integrity, taking ownership of irresponsible decisions and carelessness cannot be the priority of the school staff.

## **Media Center**

The FVHS library media center encourages students and staff to become lifelong learners. We welcome our school community to join us in creating an atmosphere that is supportive of independent reading, allows exploration of informational resources, and fosters collaborative learning.

Hours:

- Monday - Friday, 6:55 a.m. - 3:30 p.m.
- At times, the library media center may be closed during lunch and after school. If this is the case, signs will be posted on the door.

### **Library Media Center Expectations**

- Use a respectful voice that does not disturb or distract other patrons.
- Leave, candy, food and drink outside.
- Use the media center for research projects, reading, and studying, collaborating, investigating, synthesizing, and evaluating.
- Bring a pass to enter during class time and sign in at the desk.
- Please follow WCPSS policy as set by Consent for Technology and Digital Resource Use.
- No passes are required before and after school and during flexible lunch period access when available. However, students are still required to sign in during these times. While classes are in session, students must either be with a teacher or have a signed pass from their subject teacher to use the Library Media Center. Students with a pass must sign in at the desk during regular school hours.

## **Media Center (cont.)**

### **Circulation**

- All materials may be checked out for 2 weeks at a time and responsible borrowers do not have a check out limit.
- While the library media center does not charge overdue fines, we encourage students to renew their books regularly and return materials for use by other patrons.
- Students will be charged the replacement value for materials not returned by the close of the school year and will have restricted circulation for the next school year. Students will also be encouraged to return materials and resolve fees owed to other WCPSS schools.

### **Computer Use in the Library Media Center**

- Research and school assignments receive priority for computer use.
- It is recommended that students use personal flash drives, WCPSS Google Drive, or the H drive to store their work.
- Students are reminded that WCPSS student email accounts must be used for all communication with teachers and registration for all Web 2.0 tools.

## **Parking on Campus during the School Day**

Only students who have been issued official parking permits from school administration are allowed to park on the Fuquay-Varina campus on school days (6:45 a.m. until 3:30 p.m.). No student drivers are permitted to enter or exit the visitor/staff parking area of campus between 6:00 a.m. and 6:00 p.m. Information on applying for a parking permit is available under the "Parent Quick Links" section of the school's web site. Students who park on campus without an official parking permit are subject to disciplinary consequences, including but not limited to the following: ineligibility to receive an official parking permit; "booting" of the vehicle with a possible fee for removal of the "boot"; towing at the owner's expense. The fee for "booting" will be based on local rates for towing and storage; towing fees are determined by the company that tows and stores the vehicle. Fuquay-Varina assumes no liability for damages that may occur when a vehicle is parked illegally on campus or when it is "booted" or towed and stored.

## **Posters and Displays**

Posting signs around the campus is an appropriate and effective way to let students know what is happening around the school. Signs need to be approved in advance by the administrator responsible for student activities. A stamp of approval, indicating approval length, must be on each sign. Finally, all posters and signs need to follow the guidelines for approval:

1. The group sponsoring the event and the nature of the group's activities must be clearly stated.
2. Seventy-two hours of prior approval time is required before a sign can be posted.
3. Signs must have the "stamp of approval" in order to remain posted.
4. Signs must be taken down the day after an announced event by the club or group.
5. Only school-related activities may be promoted with postings. Other promotional material must be approved for placement on the community board.
6. Items may be posted in designated areas only (generally key intersections, visible areas vs. random placement).

## **School Functions**

School functions such as dances, concerts, and athletic events are extensions of the school day. All school rules must be followed at all school events that occur after the regular school day. Dances may be scheduled exclusively for FVHS students and their invited guests. Students may be limited to one guest and may be required to obtain prior approval for the guest. Students and guests will be under the supervision of the school at school-sponsored dances and will be expected to abide by all school rules and regulations. Administration reserves the right to deny participation in school activities for any student who has multiple suspensions.

## **Skateboards/Roller-Skating/Bicycles**

Skateboards and roller skates are not permitted on campus at any time. All bicycles should be parked in the area designated for that purpose. Students are urged to lock their bicycles to the bike rack. Fuquay-Varina is not responsible for stolen and/or damaged bicycles or bicycle locks.

## **Student Identification Card**

Students must have their Student ID cards at all times.

## **Student Internet/E-mail**

WCPSS provides students a WCPSS email account, for which FVHS provides all log-in information. Students are expected to use their WCPSS email accounts when communicating with staff. Parents and students should review WCPSS Board Policy 6446 and 6446 R&P in the *WCPSS Student/Parent Handbook*. Students are subject to disciplinary action for failure to adhere to the policies regarding "Student Acceptable Use of Electronic Resources."

## **Textbooks**

When textbooks are issued to students, they become responsible for returning them in the same condition as when issued, except for normal wear. Charges will be assessed for lost and damaged books. Students may be denied participation in prom or other school-sponsored activities if they have any debt to school.

## **Trespassing**

- No student shall be on any other school in the Wake County Public School System during the school day without the knowledge and consent of the officials of the school that he/she is visiting. Violators may face disciplinary consequences.
- Students who loiter at any school after the close of the school day without a specific reason or adult supervision will be considered trespassers. Furthermore, they may be prosecuted in the case of not leaving the campus when instructed to do so.
- Any student who has been suspended from Fuquay-Varina High School will be considered trespassing if he/she appears on our school campus during the suspension period without the permission of the principal.
- Likewise, adult visitors are required to sign in at the main office and must obtain permission to be on campus. Violators will be subject to trespassing charges and/or denial to be on campus at future times.

## **Valuables**

Students should not bring valuables, large sums of money, expensive jewelry, etc., to school. If it is necessary for students to bring such items, students should make arrangements with a sponsor or teacher for safekeeping. Students should not leave money or valuables in a locker. Students are responsible for marking their personal possessions so that lost possessions can be identified. During PE classes all valuables are to be secured in a locker. PE teachers and school administration cannot be responsible for items lost or irresponsibly managed by students.

## **Visitors**

- All visitors are required to report directly to the main office upon entering the school building. Furthermore, they will be required to register as a visitor in the main office and wear a visitor badge (provided by the school) during their entire time on our campus.
- Students from other Wake County schools, as well as out-of-town guests, are not permitted to come on the Fuquay-Varina High School campus during regular school hours without the prior approval of the principal.
- Students are not allowed to have visitors on campus.

## **Athletics**

FVHS is a member of the Southwest Wake 4-A Athletic Conference and the NC High School Athletic Association. Students are encouraged to participate and/or support the athletics program. Team coaches and the athletic director are available to advise and assist students.

### **Wake County High School Athletic Participation Form**

This form must be completed and filed with the school's athletic trainer prior to a student's participation in any practice sessions and/or athletic contests. A current physical/medical examination is one of the components to be reported on this form. Please note that physicals/medical examinations are valid for 365 days. This form is available online at

<http://www.wcpss.net/Page/1465> or may be obtained from Student Services or the Main Office.

### **Attendance on the Day of an Athletic Event**

A student must be in attendance at school for the entire day on the day of any athletic game or practice activity in which he/she is to participate. Any exemptions with regard to this rule require administrative approval and most likely will require a doctor's note.

### **Team Roster**

Once an athlete has been placed on a team's roster, he/she may not withdraw from that roster and try out for another team until the original team's sport season has ended. For example, a member of the football team may not try out for basketball until the football season has ended. Dual participation will be determined on an individual basis. An example of dual participation would be playing soccer while kicking for the football team.

### **Out-of-School Suspension (OSS)**

A student assigned to OSS cannot participate in a practice or athletic contest scheduled for the day(s) of the OSS assignment.

### **Sportsmanship**

Fuquay-Varina High School values good sportsmanship. The athletic director and the school administration expect coaches to model and emphasize positive behavior on and off the playing field or court. Regardless of a student's participation—as an athlete or a spectator—each individual student is responsible for demonstrating the highest level of respect for competitors, for fans of our opponents, and for self and all fellow Bengals. In no form or fashion will poor sportsmanship be allowed. Routinely, an athlete or fan who demonstrates poor sportsmanship will be corrected with appropriate measures, including but not limited to removal from a game, an event, denial of participation in future games/seasons, and possible suspension from a team or from school. Body paint is prohibited at all NCHSAA sanctioned athletic events. Spectators with body/face paint will be given the opportunity to remove paint before entering an event, or they will be denied admission and asked to leave the premises of the event.

It always is the expectation at Fuquay-Varina that our students and supporters cheer for our student-athletes, not against the student-athletes from other schools. Good sportsmanship is an integral part of having a successful athletics program.

## Student Services

Student Services seeks to provide a continuum of support services that positively impact the personal, academic, and career development of the students within the school, family and community. Counselors provide individual counseling, group guidance, small-group counseling, consultation with teachers and parents, and referral(s) to community agencies to meet the needs of all students. During the school year, Student Services will offer various programs for parents and students. Dates and times for these programs will be posted on the Fuquay-Varina website and announced at school. Students are assigned a counselor based on the first letter of their last name.

Students who wish to see a counselor should stop by Student Services before school, after school and during lunch to set an appointment. Counselors will contact students as soon as possible.

**Student Assistance Program (SAP)** The SAP Coordinator assists in implementing programs and instructional activities designed to support students who are at risk. The coordinator provides counseling and support services to students and their families; develops support groups; and provides training and instruction to staff, parents, students, and teachers.

<b>FVHS Student Services 2016-2017</b> <b>919-557-2526</b> <b>fvhsstudentservices.weebly.com</b>		
Mrs. Pat Moore	Dean of Students	pmoore1@wcpss.net
Ms. Alyssa Gandhi	9th Grade A-J	agandhi@wcpss.net
Ms. Michelle Montgomery	9th Grade K-Z	TBD
Mrs. Xana Harrington	10th-12th grade A-Gi	aharrington@wcpss.net
Ms. Tricia Myers	10th-12th grade Gi-O	tmyers1@wcpss.net
Ms. Lindsey Biller	10th-12th P-Z	lbiller@wcpss.net
Mr. Stephen Moore	SAP Counselor	rmoore@wcpss.net
Mrs. Pat Lyle	Registrar	plyle@wcpss.net
Mrs. Tracy Bruining	Secretary	tbruining@wcpss.net

Students and parents are encouraged to visit the Student Services website (**fvhsstudentservices.weebly.com**) for helpful information for supporting student success, post-secondary planning and enrichment opportunities.

## Transcripts

A student's high school transcript is a record that includes the following information: personal data, school performance, minimum admission requirements and attendance. A student's transcript will reflect the courses completed along with the credits and grades earned in high school. Instructions for sending transcripts to colleges, scholarship programs, the NCAA and other organizations is found on [www.wcpss.net/transcripts](http://www.wcpss.net/transcripts). In order for a transcript to be "official," it must be sent from the high school office to the college, university or organization without the student or parent handling it.