



---

# **Student Handbook 2023 - 2024**

---

128 Clarendon Crescent,  
Raleigh, North Carolina 27610

Phone 919-856-7918

Fax 919-670-4416

**Dr. Jacqueline Jordan, Principal**



All students should familiarize themselves with the Policies and Procedures of the Wake County Public School System outlined in the Wake County Student/Parent Handbook in addition to Enloe information provided here. All school rules and Wake County Board policies are enforced at school and at school-sponsored activities and events. The following items discussed in this section serve as guidelines for student behavior. **Selected School Board policies are highlighted for your attention.**

# Table of Contents

---

<b>WCPSS Traditional Calendar</b>	.....	Page 2
<b>Key Information</b>	.....	Page 3
<b>About Enloe &amp; Daily Operations</b>	.....	Page 3
<b>Academics</b>	.....	Page 6
<b>School Safety and Discipline</b>	.....	Page 13
<b>Attendance</b>	.....	Page 18
<b>For Juniors &amp; Seniors</b>	.....	Page 21
<b>Parents &amp; Visitors</b>	.....	Page 24
<b>Student Services</b>	.....	Page 24
<b>Athletics</b>	.....	Page 27
<b>Enloe Campus Map</b>	.....	Page 30

July / julio 2023

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August / agosto 2023

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
W	W	W	W	W
28	29	30	31	

September / septiembre 2023

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
H	11	12	13	14
18	19	20	21	22
25	26	27	28	29
W				

October / octubre 2023

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13
W	16	17	18	19
23	24	25	26	27
30	31			
Q/43				

November / noviembre 2023

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
V	H	H		

December / diciembre 2023

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
H	H	H	V	V

January / enero 2024

M/L	T/M	W/M	T/J	F/V
1	2	3	4	5
H	W			
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
Q/45	W			
29	30	31		

February / febrero 2024

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
V	W			
26	27	28	29	

March / marzo 2024

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
W	18	19	20	21
25	26	27	28	29
V	V	V	V	H

April / abril 2024

M/L	T/M	W/M	T/J	F/V
1	2	3	4	5
8	9	10	11	12
Q/46	W			
15	16	17	18	19
22	23	24	25	26
29	30			
W				

May / mayo 2024

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
H				

June / junio 2024

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**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
- 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

Banked Day  
Banked Day  
Banked Day  
October 9  
February 20  
April 29  
June 13

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, holidays, 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 1825 instructional hours.

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

\* Horas acumuladas por las escuelas, por encima de las 1825 horas requeridas de instrucción.

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

# Key Information

---

## Enloe's Mission & Vision

**MISSION:** *Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.*

**VISION:** *Enloe Gifted & Talented/International Baccalaureate Magnet High School encourages all students to capitalize on their strengths while being exposed to a curriculum offering a wide expanse of opportunities in a dynamic environment fostered by integrity where diversity, individuality, and talents are nurtured.*

### Calendars & Schedules



### Administrator Contact Information



### Counselor Contact Information



## Key Phone Numbers

Main Office	919-856-7918
Student Services	919-856-7918 Option 1
Student Assignment	919-431-7333
Transportation	919-805-3030

## About Enloe

---

Now known as Enloe GT/IB Magnet High School, William G. Enloe High School opened in 1962. Named in honor of the Mayor of Raleigh, it opened as Raleigh's first integrated high school. During the spring of 1979, Aycock Junior High School (now the east building) was merged with Enloe to form a 9-12 school. In the 1980-81 school year, the Gifted & Talented magnet component designed to provide specialized courses was added to the academic program at Enloe. In 1997, the IB Diploma programme was added.

Enloe students enjoy the school's diversity reflected in the curriculum and in the student population. If Enloe could be summed up in one word, it would be excellence. Enloe offers students the opportunity to explore and grow to their full potential. Whether it be through academics, sports, or the arts, Enloe provides students the opportunity to perform, to learn, to grow, and to dream.

Enloe High School maintains a commitment to excellence. The administration, teachers, and staff seek to maintain a positive learning environment where students are provided challenging and unique opportunities to gain knowledge and develop their full potential. It takes the efforts of the administration, faculty, students, and parents working together to maintain a safe, exciting, and productive school environment. Courteous, respectful, and acceptable behavior should be exhibited at all times.

### Gifted & Talented

The Gifted and Talented magnet program at Enloe is implemented in 3 ways:

- Extensive elective menu across all subjects, available to all Enloe students.
- Eight world languages: Spanish, French, German, Italian, Russian, Latin, Japanese, & Chinese
- Extensive AP and IB course offerings available to all Enloe students

### International Baccalaureate Programme

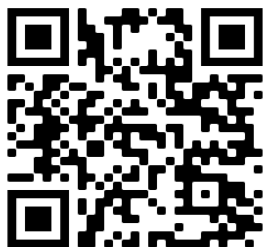
The IB Diploma Programme is a rigorous pre-university course of studies that meets the needs of highly motivated students in beginning to develop skills to create a better world. The IBO mission states: **“The International Baccalaureate Organization aims to develop inquiring minds, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.”** To this end, IBO works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

### Daily Operations

**Announcements:** Announcements of school activities and events are broadcast at the end of first period on the ‘Loe Down morning news broadcast and over the school’s intercom system (only school events and school recognized clubs/organizations). Afternoon announcements will be limited to bus changes, cancellations, and emergency announcements. All announcements must be approved by a faculty member. If an emergency announcement needs to be made other than during first period announcements, it must be approved by an administrator.

**Building Access:** The building will open each day at 6:55 am. Buses will not drop students off until 6:55 am. Prior to 6:55 am, only the front door of the building will be open. All students should plan their arrival to campus after 6:55 am as we do not have student supervision until that time. At the end of the day, the building will be locked at 3:00 pm. **Only students who are under the direct supervision of a teacher/coach will be permitted in the building. All other students should leave campus following the dismissal bell.**

**School Meal Information:**



**Lunch Information:** You may eat lunch in the cafeteria, the courtyard, the West Gym lobby on inclement weather days, and/or in the classroom under the direct supervision of a teacher (a pass must be displayed to the adult on duty).

## Locks & Lockers

Students who wish to have a locker should submit a locker request form. Forms to request a locker are available in the main office and through the Enloe website. The forms need to be submitted to the office, and will be processed within 1-2 school days. Students are encouraged not to share their combinations with others as a loss prevention and/or risk of theft. The school will not be responsible for the security of any item(s) stored in lockers. Books and/or other belongings placed in an unassigned locker or in a locker designated to another student will be removed. Lockers are the property of the school and may be searched at any time by a school official. Students should contact the Assistant Principal (Mr. Jackson) in charge of lockers to determine the proper procedure to replace a broken or lost lock. If a lock is broken or lost by a student, the replacement cost is \$6.00. If the fine is not paid promptly, it will reflect on the student's obligation summary. Students must provide their own locks and place them on the lockers during physical education and dance classes.

## Lost & Found

Lost and found articles should be turned into the main office. Lost items may be reclaimed from the office during the school day. Lost and found items not picked up in a reasonable time will be donated to charity.

## School Clubs & Organizations



Enloe High School is proud to offer over 100 academic and student interest clubs. All students are encouraged to become involved in at least one extra-curricular activity while here at Enloe. School clubs and organizations are categorized as either School-Sponsored or Student-Initiated. School-Sponsored clubs are defined as student council, academic, service, or honor organizations or an extension of a school-sponsored program. Student-Initiated clubs are those that do not meet one of the criteria above. More information about specific clubs, including advisors and room locations, can be found on the school website.

**Posting Information & Announcements:** Students may display posters that are related to approved school activities such as club meetings, school activities, and events. Signs must be approved by the club advisor prior to being approved by administration. If an advisor gives approval for a sign, the advisor should print a hard copy or email an electronic copy to obtain approval from the Assistant Principal. The club will be responsible for making copies, posting and removing their signs from approved areas. Approved areas are denoted with signage stating, "POSTING STATION". Special approval **MUST** be acquired to hang posters in other areas of the school. Do not use tape on the bulletin boards. Failure to follow the above regulations may result in a club being unable to post information for the remainder of the school year.

## Instructional Technology / Media Services

The Media Center is open daily for students to work on school work or to read: In the morning from when the building opens until first period begins, during the school day with their class or with a pass from a teacher, during lunches as space permits, and after school for at least thirty minutes. Closings may occur on short notice due to special events and/or required staff meetings. This information will be posted outside the media center doors. Students must have a pass to leave the media center at any time during a class period.

Enloe's Media Center holdings include 17,000-plus book titles, CDs, DVDs and VHS tapes, online electronic databases, and internet access. Most books may be checked out for a three-week period. If a book is not returned, the patron is charged for a replacement in the amount the media center originally paid for the book. A patron may choose to purchase a copy of the lost book and donate it to the media center. Selected reference and reserve materials may be checked out only overnight.

Students are expected to follow the Media Center rules and respect the Media Center resources. Computers may only be used for school related work. Electronic devices may only be used for school work and must be in silent mode. All students, staff, and faculty must abide by the Wake County Schools Acceptable Use Policy (AUP).

**Fees & Fines:** Media Center fines should be cleared with the Media Specialists. All other money owed to Enloe should be paid online or to the office staff. Seniors are expected to resolve all financial obligations before graduation rehearsal. Seniors and Juniors are expected to resolve all financial obligations before applying for a parking space.

## Academics

---

Wake County Public School System is 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. Additional updates may be forthcoming subject to Leadership approval.

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

### Homework

The following are school-wide expectations for homework:

- The Enloe Magnet High School faculty and administration believe that homework is an integral part of the learning process.
- Homework is an extension of classwork and affords students the opportunity to practice skills and apply concepts learned in the classroom.
- Students should be prepared for nightly homework in all subjects.
- Students should exercise time management skills and communicate regularly with their teachers.
- If a teacher assigns homework over a break, the teacher must give students time to complete assignments either prior to or following a scheduled holiday break. Students may choose to structure their time accordingly.
- Late homework may receive grade deductions at the discretion of the PLT. (TO BE UPDATED)
- PLTs must create and communicate in their syllabus a consistent homework plan.

### Missed Work

The following are school-wide expectations for missed work:

- Students are expected to make up any and all missed work.

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

### Graduation Requirements

Content Area	Future-Ready Core Course of Study Requirements For Ninth Graders Entering 2016-2017 or after	Future-Ready Occupational Course of Study Requirements
<b>English</b>	<b>4 Credits:</b> I, II, III, and IV	<b>4 Credits:</b> OCS English I, II, III, and IV
<b>Mathematics</b>	<b>4 Credits:</b> Math I, II, III and a fourth Math course	<b>3 Credits:</b> OCS Intro to Mathematics OCS Math 1 OCS Financial Mgmt.
<b>Science</b>	<b>3 Credits:</b> Physical Sci., Physics or Chemistry Biology Environmental/Earth Science	<b>2 Credits:</b> OCS Applied Science OCS Biology
<b>Social Studies</b>	<b>4 Credits:</b> <u>Entering high school Fall 2019 or before:</u> World History (or AP World History), American History: Founding Principles: Civics & Economics (or Civic Literacy), AND American History I, American History II (or AP US History & 1 additional social studies elective) <u>Entering high school Fall 2020:</u> In addition to the requirements for students entering in Fall 2019 or before, students must also earn a credit in Economics & Personal Finance. <u>Entering high school Fall 2021 or after:</u> World History (or AP World History), Founding Principles of the US/NC: Civic Literacy, American History (or AP Us History), and Economics & Personal Finance.	<b>2 Credits:</b> Students Entering 9th grade prior to 2017-2018 - American History I AND American History II Students Entering 9th grade for the first time in 2017-2018 – American History I or American History II AND American History: Founding Principles, Civics & Economics Students Entering 9th grade for the first time in 2020-2021 and beyond - Founding Principles of the United States of America and North Carolina: Civic Literacy or American History: Founding Principles, Civics & Economics AND Economics and Personal Finance
<b>World Languages</b>	Not required for graduation. A two-credit minimum is required for admission to a UNC system university.	Not required
<b>Health &amp; Physical Education</b>	<b>1 Credit:</b> Healthful Living Successful Completion of CPR requirement outlined in NCGS 115C-81.	<b>1 Credit:</b> Healthful Living Successful Completion of CPR requirement outlined in NCGS 115C-81.



<b>Specific Electives/ Other Requirements</b>	<b><u>6 Credits Required:</u></b> <b>2 elective credits of any combination from either:</b> Career and Technical Education Arts Education World Languages  <b>4 elective credits strongly recommended (four course concentration) from one of the following:</b> Career and Technical Education JROTC Arts Education Any other subject area (social studies, science, math or English)	<b>Occupational Preparation: 6 credits</b> Occupational Preparation I, II, III, IV  Completion of Work-Based Hours as follows: <b><i>Students Entering 9th Grade 2014 or later: 600 Hours</i></b> School-Based Vocational Training = 150 Hours Community-Based Vocational Training = 225 Hours Competitive Paid Employment = 225 Hours Completion and presentation of a Career Portfolio containing all the required components.
<b>Additional Electives</b>	4 credits	4 CTE elective credits
<b>Total</b>	26 Credits	22 Credits

## Testing Information

## College Board Accommodations Info for 504/IEP

## PowerSchool Information & Support



## Grade Reports & Interim Reports

Grade reports are issued at the end of each nine weeks. The dates are November 9, 2023, February 2, 2024, and April 19, 2024. All grade reports for quarters 1, 2, and 3 are physically handed to students by teachers on the dates above except for quarter 4 which is mailed. Information is also available on PowerSchool.

Evaluation is based on activities such as homework, class work, projects, reports, class participation, quizzes, tests, and examinations. The relative value attached to any activity is determined by the importance of the activity in achieving the objectives of the course.

Progress or interim reports are issued at the midpoint of each nine weeks for all students. The dates are the weeks of September 25, 2023, December 4, 2023, February 26, 2024, and May 13, 2024. Progress reports are either given to students by teachers or are located on PowerSchool.

All concerns and questions regarding academics should be directed first to the teacher of the course involved. Students should be encouraged to advocate for themselves. If the concern is not addressed satisfactorily, the concern or question should be directed to the Assistant Principal with oversight of that specific department. All non-academic concerns should be directed to the student's assigned administrator or counselor.

### Grading

For All students, grades are determined as follows:

Letter Grade	Points	AP/IB Course GPA pts.	Honor Courses GPA Pts.	Reg./Acad. Courses
A	90-100	5	4.5	4
B	80-89	4	3.5	3
C	70-79	3	2.5	2
D	60-69	2	1.5	1
F	0-59	0	0	0

### Promotion Requirements

High school grade level is based on successful completion of a predetermined set of credits for each grade level.

Requirements for students entering ninth grade for the first time in **2016-17** and beyond:

From Grade	Promotion Criteria	Credits
9	English I, two credits in the areas of mathematics, social studies, or science, and three additional credits	6
10	English II, one credit in mathematics, one credit in social studies, one credit in science, and two additional credits	12
11	English III and enrollment in a program which, if successfully accomplished, will result in the completion of graduation requirements.	18

*Any student graduating in or after 2015 is required to successfully complete CPR instructions as outlined in NCGS 115c-81(e).*

Students will be classified as 12th graders if they are enrolled in English IV even if they are concurrently taking English III. Students may not take two core English courses in the same year unless they plan to complete all graduation requirements by the end of the school year.

## Class Rank

There shall be periodic compilations of class rankings in high school for the purpose of making an individual student's class rank available to the student, his/her parent, and to other institutions, such as colleges/universities for the purpose of college/university admission and/or scholarships.

To determine class rank, each high school uses final course grades, dividing the total number of quality points divided by the total number of credits attempted. The results are rounded to the fourth decimal place. Advanced Placement and International Baccalaureate courses, Community College courses included on the most recent Comprehensive Articulation Agreement Transfer List, and courses taught at four-year universities and colleges carry one (1.0) extra quality point. Honors courses carry one-half (0.5) extra quality point. This program guide designates courses with weighted credit with an "AP" or "HN." To obtain information about which courses carry weighted credit, as well as general information about class rank, students should consult with their counselors.

A Senior Honors rank is calculated and awarded in accordance with Policy 3450, Class Rankings. For students graduating at the end of eight semesters, all high schools will determine senior honors using the GPA at the end of the 1st semester of the graduating year (semester 7). If any student believes that their last semester courses will impact their honors status, they can request that the school review their transcript and final grades. If final semester grades are likely to result in a new/different recognition, the school will honor that recognition. Please note that updates to honors status will only be able to be changed in the graduation program up until a certain date as those are printed well before graduation. No student who earns graduation honors will have their status altered if their final GPA falls in the last semester of study. For students graduating midyear, the school will use this same system for determining graduation honors using the weighted GPA from the last completed semester of study. The principal shall have final approval of honors designations.

### Latin Honors (Level of Distinction)

Beginning in 2018-19, the WCPSS will designate the following senior honors in lieu of naming a Valedictorian or Salutatorian:

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

Reference: [WCPSS School Board Policy 3450, Class Rankings](#)

## Academic Integrity

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 & staff member has a responsibility to promote a culture that respects & fosters integrity. Academic integrity & honesty requires that all stakeholders share responsibility in the fulfillment of the 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

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 to include Chat GPT;;

- 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**

- Staff will intervene and reeducate students to promote positive change in student behavior.
- 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.
- 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.
- Level I-11 (Honor Code) states: "All students are expected to adhere to the academic Honor Code. Disciplinary consequences for violations of this policy will typically be consistent with Level I violations."
- Level II-1 states that, "Intentional acts of falsification or serious deceitful misconduct that threatens the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals, are prohibited." A further description of Falsification or Deceit is set forth above in this policy.
- Violations of the Honor Code may impact eligibility for school privileges including but not limited to athletic participation, honors, or awards. Further, this policy does not prevent consequences from being imposed by other organizations or regulations.

## **C. Honor Code Violation**

### **1<sup>st</sup> infraction:**

- Incident will be documented in ECATS
- Parent will be notified by the teacher of incident/evidence
- Teacher will notify the student's counselor for documentation and use for college requests
- Individual PLC curricular areas will provide the student with an opportunity to receive credit by creating an alternate assignment or redoing the original assignment. This information will be specifically stated in the PLC grading plan.

### **2<sup>nd</sup> infraction**

- Same as 1st infraction, and
- Referral to grade level administrator

### **3<sup>rd</sup> infraction**

- Both 1st and 2nd infraction consequences

- Direct Administrator consequence which may include ISS/OSS

Severe cheating that involves theft and/or distribution of course material will be an immediate referral to the administration.

# School Safety and Discipline

## CAMPUS SAFETY GUIDELINES

In order to provide for the safety and supervision of all students, students are expected to remain on campus during the instructional day. This includes lunch periods. The only exception is for juniors and seniors who have approved lunch passes and may leave during their assigned lunch period. Once students are on campus, they must follow the appropriate check out procedures to leave. This includes having to return to your car to get a textbook, etc.

For safety reasons, there are several areas of the campus designated as “off-limits” during the instructional day: wooded area between the East and Main buildings, Clarendon Crescent, academic hallways during lunch, practice fields, breezeway, baseball field, track, any construction areas, and parking lots. If students are found in these “off-limits” areas, they will receive appropriate disciplinary action.

Students who drive or are transported by other students are to get out of vehicles upon parking and enter the building. Students are not to remain in cars after 7:25 am. Also, students are not allowed to sit in their vehicle during any lunch period. Students are not allowed to congregate on Clarendon Crescent before, during, or after school. Students may not use the sidewalk on Clarendon Crescent during class change.

## HALL PASSES

Students are not permitted in the halls during the school day unless they have an official 2023-2024 hall pass. Students without a hall pass will be sent back to class and/or receive appropriate disciplinary action. Students are responsible for getting a hall pass from a teacher if they are in the hall during class time and especially during lunch periods. Students are not permitted out of class, with or without a pass, during the first 10 minutes and last 10 minutes of class.

## School Safety

## SAFETY DRILLS

When the fire alarm signal begins, students should exit the building quickly and quietly and proceed to the designated location away from the building. A chart is posted in every room near the door showing the route to be followed in case of a fire drill. When the signal is given indicating that the drill is over, students should return to their rooms in a quiet and orderly manner.

Tornado drills are announced over the public address system along with a drill tone. Students should report to the location indicated by their teachers. Students will be instructed to get into a kneeling position and remain there until the conclusion of the drill.

Per Wake County policy and in order to be prepared for a neighborhood emergency, Enloe will conduct random lockdown drills throughout the school year. Per Wake County policy, random K-9 safety searches will also be performed at the WCPSS Security’s discretion.

## STUDENT ACCIDENT INSURANCE

A student accident insurance program is available to all students at the beginning of the school year with enrollment in the program offered on a voluntary basis. The premium will be assumed by the respective parent or guardian. Student activities requiring student accident insurance coverage are: Interscholastic athletic program, Intramural athletic program, Marching band, Cheerleading, and any groups involving overnight trips. Students who participate in school sponsored sports must purchase this insurance unless covered by another insurance policy.

### **DANCES/Prom**

All school rules apply at school dances. All students/guests must have a picture ID to be admitted to a school dance/prom. Once students leave a dance, they are not allowed to return. All non-Enloe students must be accompanied by an Enloe student and must complete a Guest List Request Form which can be found on the school's website and/or in the main office.

### **DELIVERIES (OFF-CAMPUS FOOD, BALLOONS, FLOWERS, GIFTS, etc.)**

The office will not accept deliveries of food, balloons, flowers, stuffed animals or gifts of any nature. Students are not allowed to carry balloons or flowers during the school day. This applies to special days like Valentine's Day, birthdays, etc. Food deliveries from outside vendors are not permitted (doordash, ubereats, pizza, fast food, etc.).

### **SAFETY TIPS**

- Protect your mobile devices by using a password.
- Avoid placing mobile phones in back pockets of pants/jeans where they are visible.
- Do not leave items in the PE and dance hallways. Lockers are available in both of these areas and students are encouraged to bring locks to put on these PE/dance lockers during their class period.
- Students are encouraged to clear all valuables (books, phones, electronic devices, laptops, etc.) from their cars so that nothing is visible through the windows.
- If there is an emergency during school hours, parents should call the school NOT their mobile phones.
- In the cafeteria (and other areas), do not be so distracted talking on your cell phone and talking to friends that you do not stay aware of your surroundings.
- Report any suspicious behavior to a teacher or administrator immediately.

## **Behavioral Expectations**

All students in K-8 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. We believe all students are capable of demonstrating positive behaviors through intentional structure and modeling. We need parents to serve as partners as we work to encourage our students to meet and exceed our Enloe expectations. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence. Please use the link below to access the WCPSS Student/Parent Handbook for more!

[Code of Conduct and Policies](#)

### **WIRELESS COMMUNICATION DEVICES, IPODS, BLUETOOTH, etc.**

Rules governing the use of personally owned devices while on or near school property (including school-based transportation), at school sponsored activities, and while remotely accessing the district's technology resources. WCPSS Vision Student devices will be used to support learning, enhance instruction, and provide the best possible outcome for student achievement. Additionally, WCPSS will assist students in practicing sound digital citizenship. Personal devices are defined as privately owned

and portable electronics capable of wireless Internet access, capturing image/video/audio, and/or transmitting information. Students who do not bring their own devices to school will be provided access to school-owned technology. WCPSS employees are not liable for any device that is stolen or damaged.

### **SALE OF ITEMS**

Students are not to engage in the sale of items to other students unless the sale is school-sponsored. Any sale of an item for the purpose of raising funds for school activities by the students shall have prior written approval by the principal and the superintendent. All fundraising activities should be coordinated with the administrator in charge of fundraising.

### **DRESS CODE**

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Our [Student Dress Code](#) prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. Here are some examples.

Don't wear:

- exposed undergarments
- see-through or excessively short, tight or revealing clothes
- bare midriff shirts
- clothing with lewd, indecent or vulgar messages or illustrations
- clothing that advertises illegal products or services
- head coverings
  - Head coverings are allowed if they are an expression of a sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).
- 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

This policy does not apply to school-sanctioned uniforms and costumes approved for athletics, choral, band, dance, or dramatic performances. Except as specifically noted in this policy based on an exception or accommodation, this policy applies at all times when students are present on school property or in attendance at official, school-sponsored events.

### **CARD PLAYING/GAMBLING - Online or Offline**

No student or group of students is to engage in gambling on campus or online during the school day. Students shall not participate in any unauthorized event, action, or statement which relies on chance for the monetary advantage of one participant at the expense of others.

### **TRESPASSING ON ANOTHER SCHOOL'S CAMPUS**

No student shall be on the campus of any school except the one to which the student is assigned during the school day without the knowledge and consent of the officials of that school.

### **TRESPASSING ON ENLOE'S CAMPUS**

No student shall be on Enloe's campus while they are suspended from school. In addition, students are not allowed to bring visitors on campus during the instructional day.

### **SMOKING AND POSSESSION OF TOBACCO PRODUCTS**

No student shall possess, smoke, or otherwise use any tobacco product in any school building or school vehicle at any time or on the school premises or while attending or participating in a school function. Possession of the above mentioned items will result in disciplinary action as outlined by School Board Policy.



## **NARCOTICS, ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES, CHEMICALS, AND DRUG PARAPHERNALIA**

No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire to attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or otherwise altering the student's mood or behavior. Any student violating this School Board Policy shall receive disciplinary consequences.

## **POSSESSION OF WEAPONS AND DANGEROUS INSTRUMENTS**

No student shall possess, handle, or transmit any weapon, facsimile of a weapon, or other object that can reasonably be considered or used as a weapon or dangerous instrument.

Wake County Public School System's Code of Conduct defines a weapon as any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades (except cartridge razors used solely for personal shaving), box cutter and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

A dangerous instrument is defined as any object that is possessed, handled, transmitted, or used for the purpose or intent of causing or attempting to cause physical injury. Students violating this policy shall receive disciplinary consequences.

## **FIGHTING**

No student shall hit, slap, shove, scratch, bite, block the passage of, or throw objects at another person. No student shall take any action or make comments or written messages which might reasonably be expected to result in a fight. In addition to school disciplinary consequences, students who are involved in a fight may be arrested and charged with an affray, assault, and/or disruption. Fighting will not be tolerated on campus, on school buses/bus stops, or at any school activity.

## **BOMB THREAT**

No student shall make, aid, and/or abet in making a bomb threat or hoax by making a false report that a device designated to cause damage or destruction by explosion, blasting, or burning is located on the school premises or at the site of school activities. Any student violating this School Board Policy will be subject to receiving a long-term suspension from school for 365 days and felony charges by the local authorities.

## **GANG AND GANG RELATED ACTIVITIES**

The WCPSS does not support or condone gang membership or gang activity. No student shall commit any act that furthers gangs or gang-related activities. Conduct prohibited by this policy includes:

- Wearing, possessing, using distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, with the intent to convey or promote membership or affiliation in any gang; communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership affiliation in any gang or that promotes gang affiliation;
- Tagging or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
- Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;
- Soliciting others for gang membership;
- Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that related to gang activity.

**THIS HANDBOOK SERVES AS A WARNING ABOUT GANG ACTIVITY. STUDENTS IN VIOLATION OF THIS POLICY WILL IMMEDIATELY RECEIVE DISCIPLINARY CONSEQUENCES IF THEY ARE INVOLVED IN ANY GANG ACTIVITY.**

#### **FALSE FIRE ALARM**

No student shall set, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system. Any student violating this School Board Policy shall receive disciplinary consequences.

#### **THREAT/FALSE THREAT**

No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even in jest, which causes or is reasonably likely to cause fear or a disruption to school activities.

#### **HAZING**

Hazing is prohibited. No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, beat, harass or subject him/her to personal indignity. This includes extra-curricular activities during Homecoming, Spirit Week, etc.

#### **INTIMIDATION/DISRESPECT/BULLYING**

Verbal, nonverbal, or physical conduct that interferes with an individual's learning environment is prohibited. Intimidation, bullying, repeated teasing or taunting, or the use of offensive or degrading language including, but not limited to, remarks that demean a person's race, religion, sex, national origin, disability, intellectual ability, sexual orientation or physical attributes are specifically prohibited. This also includes cyber-bullying. A student who violates this School Board Policy shall receive disciplinary consequences.

#### **HARASSMENT**

It is the priority of the Wake County Board of Education to provide each and every student in the Wake County Public School System with a safe, orderly and caring learning environment. To this end, the Board prohibits bullying and harassment under any circumstances. This policy is in addition to the Board's sexual harassment policy.

Harassment means any offensive verbal, nonverbal or physical conduct that is sufficiently severe, persistent or pervasive to interfere with a student's ability to participate in or benefit from an educational opportunity or activity. Prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, name-calling, threats, bullying or intimidation.

#### **STUDENT INTERNET ACCESS AND ELECTRONIC MAIL**

Wake County Public Schools is now offering Internet access and electronic mail (e-mail) for student use. Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Wake County Board of Education supports and respects each family's right to decide whether or not to deny their child's access. Each child will automatically be given access to the Internet and e-mail unless the parent or guardian completes the Parental Request to Deny Access form. These forms may be obtained from the Enloe website.

Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. The following are specifically not permitted:

- Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images including images of exposed private body parts.
- Harassing, insulting, or attacking others.
- Attempting to damage computers, computer systems, software, or computer networks. Using another's ID or password.
- Plagiarizing or infringing copyrights of works you find on the internet. Illegal use of data in folders or work files.
- Intentionally wasting limited resources. This includes distributing mass e-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups, and storing files on file servers without proper authorization.
- Employing the network for commercial purposes. Using the system for political lobbying.
- Posting personal or private information about you or other people on the internet. Arranging or agreeing to meet with someone you have met on-line.
- Attempting to gain unauthorized access to the WCPSS network.
- Engaging in any illegal activities or accessing material advocating illegal acts or violence. This includes pornography and hate literature.
- Posting information that could be disruptive, cause damage, or endanger students or staff. Posting false or defamatory information about a person or organization.
- Downloading files without prior approval from supervising staff.
- Accessing chat-rooms unless assigned by your teacher for a valid educational purpose.

In the event a student engages in any of the above referenced activities, his/her access privileges may be revoked and other disciplinary measures may result.

### **Early Release/College Release/Late Start**

All students will be enrolled in a full schedule unless they are approved for a shortened schedule, late start or early release. Reasons for a shortened schedule include but are not limited to participation in the Career and College Promise (CCP) program, dual enrollment with another institution (NCSSM or college), medical reasons, or an approved reason by the Principal.

Early release students are expected to be off campus no later than fifteen minutes after their last assigned class. Students who are on campus after this time must be under the direct supervision of a teacher. If the student chooses to remain on campus after their last class, the student will risk losing the privilege of early release and will be assigned a class to attend. They may also be subject to disciplinary consequences from the administration.

Students with a "late-start" are expected to be on campus no earlier than 15 minutes prior to their first class. If the student chooses to arrive too early, the student will risk losing the privilege of "late-start" and will be assigned a class to attend.

All students with a shortened schedule will receive a pass from Student Services verifying their leave/arrival times. Students must carry their pass with them each day they are in attendance at school. Questions should be directed to the student's Counselor.

## **Attendance**

The District's goal: By 2028, WCPSS will ensure 95% of all students are in attendance at least 95% of their days in membership. Consistent school attendance is necessary for academic success and therefore

we place a great deal of emphasis on consistent school attendance. Students should be present daily unless there is a valid reason for being absent.

At Enloe High School, cumulative absences (any combination of excused and unexcused) above ten (10) in a semester or twenty (20) in one or more classes in a year are considered excessive. After ten (10) days in a semester class or twenty (20) days of accumulated absences in a year-long class and failure to meet the set expectations, the student may be subject to failure, retention, or summer school.

Students with chronic illnesses or chronic health problems and who have approved medical documentation on file with the school's attendance office will be exempt from the 10 day/20 day absence requirement of the attendance policy provided that the absences are related to the student's medical condition. Students need to submit the medical documentation to the school at the beginning of the school year.

Office personnel may not supply student attendance information to parents/guardians by phone due to confidentiality.

A student must be present for at least half of the day in order to participate in any extra-curricular activities that day.

### Absences

Valid conditions for **excused absences** include:

- Illness or injury which makes the student physically unable to attend school
- Isolation ordered by the State Board of Health
- Death in the family
- Medical or dental appointment or an appointment that has been approved in advance by the principal
- Court when a student is under subpoena
- Religious observance, as suggested by the religion of the student or the student's parents
- Participation in a valid educational opportunity such as travel as documented on the "Request for Excused Absence for Educational Reasons" and with prior approval by the principal
- Family Emergency(Explaining the Family Emergency)

**Unexcused Absences:** Any absence not meeting the requirements of an excused absence shall be an unexcused absence. Unexcused absences involving class truancy and/or failure to follow attendance policies and procedures may result in disciplinary action. Credit given for make-up work missed during an unexcused absence will be determined in accordance with the school's attendance policy (see "Make-up Work" section).

**Absences' Notes:** When a student returns to school after being absent, the student must bring a note signed by the parent or guardian. The note should include the following information:

- Name of Student & Student ID#
- Date(s) of absences & Reason for absence
- Phone number where the parent can be reached during the day
- Parent signature

The student should take the note to the **Attendance Office (East) or Main office (West)** before classes 6:55-7:25, during lunch, or after school. **Notes should be presented within 2 days of the student's return to school (including physician notes).** Failure to comply will result in the absence being recorded as unexcused. All attendance notes will be collected by the attendance clerk to be recorded and

filed. **Notes received after the two-day window following a student's return will not be accepted and the absence will remain unexcused.**

### Approved Educational & Out of Town Trips

**Approved Education & College Visitation Days:** A student who plans an educational leave and has scheduled the trip during a regular school day needs to obtain a "Request for Excused Absence for Educational Leave" form from the attendance office and have a parent or guardian complete the form. Seniors are allowed two (2) educational leave days, including college visits, which do not count toward absences for exam exemptions. The form should be turned back into the attendance office within the month the event takes place. At that time, the attendance staff member will give the form to their Apha Administrator for approval. **Failure to submit a Request For Excused Absence For Educational Reasons form prior to the college visitation will result in an absence that will count against the senior for exemption purposes, and all students will receive an unexcused absence.**

**Out of Town Trips:** If a student is aware in advance that he/she will be absent from school, he/she should bring a letter from a parent to the attendance clerk prior to the absence. Planned absences that are not approved in advance will not be excused. We encourage students to check the calendar for dates of student holidays prior to making arrangements for trips.

### Field Trips

Students who are scheduled to go on a field trip need to have each one of their assigned teachers sign their field trip form so that the teacher will be aware of the absence. Students going on field trips are responsible for completing and submitting their assignments before or immediately following the field trip. Individual field trips must be approved prior to the trip. Failure to do so will result in an unexcused absence from school.

### Late Arrivals & Tardies

#### Tardy Procedures

To maximize student instruction, all students must report to class on time and be prepared to learn. In order to ensure a positive outcome, all teachers will be committed to the procedures below:

- Classroom doors will be closed and locked at the tardy bell (teachers use discretion when students are within sight)
- Students who are in class are not allowed to leave the room for the first 10 minutes of class and the last 10 minutes of class (this procedure is being looked at)
- Teachers will sweep/clear the halls
- Students will go to the nearest tardy station (locations will be in the East, West, and Towers).
- After the halls are fully clear, teachers will stop sweeping
- Students sent to the tardy station will give their name and ID # to the adults at the table
- Tardies will be tracked
- Students will receive a tardy pass back to class unless they have more than six per quarter, then they will receive a pass to ALC to serve a period of ALC or a day of ALC depending on the number of tardies accumulated
- Teachers will accept students' passes upon return and let them in the classroom
- Students will be given a "clean slate" each quarter and tardies will start over at zero on day one of the new quarter

### Tardy Consequences & Documentation Guidelines

If a student is tardy these steps will be taken:

Step 1 - For each tardy #1- 6 - Warning from the tardy station, pass to class, Intervention contacted

Step 2 - For each tardy #7- 9 - One period of ALC

Step 3 - For tardy #10 - One day of ALC

Step 5 - For tardy #11 - 13 - resets to step #2 (11, 12, 13 is one period of ALC and so on)

Step 6 - For tardy #14 - One day of ALC

Students arriving late with a legitimate reason **MUST** check in with a note at the Attendance Office located in the East building. (ex. illness, doctor, dental, court, religious observance).

### Checkout Information

Anytime a student is being checked out of school, parents/guardians must present proper photo ID (Driver License/ID) to the attendance secretary and complete the check-out form. Only those who are listed in the school database will be permitted to checkout a student. Students will not be granted permission to leave campus unless parents or guardians are reached. This includes students who are 18 years of age or older. Students who leave without checking out will receive an unexcused absence. This includes leaving for lunch and not returning to school.

In the event that a student must leave campus for a planned appointment, the student must report to the attendance office **before school** and present to the attendance clerk a note for verification. Upon verification, the attendance technician will give the student a pass to be dismissed from class at the appropriate time. At the designated time the student will then **report to the attendance office to sign out** and meet his/her parent. Upon returning to school, the student must check in with the attendance clerk and present the signed check-out note.

Notes from parents requesting check-out for appointments should include the following information:

- Name of Student & Student ID#
- Reason for early dismissal
- Phone number where the parent can be reached during the day
- Parent signature

## For Juniors & Seniors

### Off-Campus Lunch Pass

- Juniors and seniors wishing to leave campus for lunch must complete the Off Campus Lunch Pass (notary required) and pay a \$5.00 fee before their pass is issued.
- Replacement passes will not be issued so it is very important for students to keep up with their original pass.

- The student and parent are primarily responsible for where the student goes at lunch and for transportation.
- A junior and/or senior leaving campus during any lunch period other than his/her own will constitute a violation of this agreement and consequences will be assigned.
- Neither absences from, nor tardiness to, a class following the lunch period will be permitted and consequences may be assigned.
- A Junior or Senior who is referred to the administration for compulsive and excessive violations of school rules may be subject to having his/her lunch permit and/or parking permit revoked by the principal for the remainder of the school year.
- Students exercising off-campus lunch privileges are subject to the rules of student conduct as applicable to the regular school day and as adopted by the Wake County School Board.
- A Junior or Senior who transports a student off campus who does not have a valid lunch pass constitutes a violation of this agreement and will be subject to disciplinary actions which may include losing his/her lunch pass and /or parking permit for the remainder of the year.

### On Campus Parking Information

All vehicles parked in assigned spaces must have a completed Parking Application (notary required) on file and the parking fee paid. Parking citations will be issued for unauthorized parking and the following consequences will apply:

Permits will not be issued to students with outstanding fines or fees.

- The cost of \$200.00 per year for the parking fee is established by the Wake County Board of Education. The cost is reduced by \$17 per month beginning October 1.
- Parking permit applications will be available to any student who holds a valid NC Driver's License.
- All students who park a motor vehicle on the Enloe High School campus must display the current hanging tag permit. The tag must be hung from the inside rear view mirror facing the front of the vehicle. Students who fail to properly display the tag may be ticketed, booted or towed or possibly have their permit revoked.
- Vehicles must be parked in assigned spaces. Vehicles parked in the wrong space or unauthorized spaces or areas may be ticketed, booted or towed or possibly have their parking permit revoked.
- Students in violation of the parking regulations outlined by Enloe High School will be ticketed and a fine will be assessed to their student account.
- Vehicles should be parked front-end first. Backing into spaces is not permitted.
- The safe operation of motor vehicles is required:
  - Speeding and reckless driving are prohibited.
  - Vehicles must not travel in excess of 10 miles per hour on campus.
  - Seat belts are required for drivers and all passengers.
  - The Raleigh Police Department will issue citations as necessary.
- Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked.
- A student's vehicle is subject to search and seizure per Wake County School Board Policy 6600.
- Disabled vehicles may not be left on campus overnight. If needed, towing should be arranged by the student.
- Refunds for parking fees will be made only if the student moves from the Wake County Public School System. All refunds will be made *pro rata*, based on the monthly fee and the non-used basis.

- If a student holding an assigned parking space transfers within WCPSS during the year, he or she will be assigned a space at the new school with no further payment of fees, provided the original parking tag has been returned to the office of the previous school. If no space is available at the new school, the originating school will make the refund.
- Parking fees will NOT be refunded for:
  - Voluntary withdrawal from school
  - Long-term suspension from school
  - School-based disciplinary action related to loss of parking privilege; OR
  - Loss of driving privilege due to revocation of operator's license
- Only one tag will be issued per student. Students may register up to two of their family's vehicles. The tag may be moved from one registered family vehicle to another, but may NOT be sold or loaned to another student for his or her use. The penalty for doing so is revocation of parking privileges.
- Parking spaces may be shared by students and carpooling is encouraged. A completed application is required for each driver and should be submitted to the office together. For logistical purposes or for student safety, there may be specific parameters placed around this practice.
- Inform the office immediately of any vehicle or license plate changes.
- Lost parking tags will be replaced for a \$10 fee. Report losses to the office promptly.
- School board policy 6430 prohibits the possession and/or use of tobacco products on campus. Students may not possess tobacco products or smoke in cars at any time while on the school campus.
- Loitering in the parking lot is prohibited.
- Students who operate a motor vehicle on campus should fully understand the duties and responsibilities. Under School Board Policy 7180, students who violate parking regulations are subject to any or all of the following consequences:
  - Revocation of parking privilege
  - Booting of the car
  - Towing and storage of the vehicle at the owner's expense
  - Disciplinary action
  - Criminal charges as prescribed by law
- Students choosing to park on Clarendon Crescent, Bertie Dr, or surrounding public streets are parking at their own risk.

### Senior Final Exam Exemptions

Students in Grade 12 may be exempt from 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.

Clarification for the absences guidelines above:

- Absences will all count equally when considering eligibility for exam exemptions. Absences may be excused or unexcused. College visitations will count as part of the 10 days.
- Principals may waive absences beyond the 10 absences for documented absences that are outside of the student's control (ex - medical or transportation).
- Any additional requirements for being exempt must receive prior approval from the area superintendent prior to implementation.



# Parents & Visitors

---

## Visitors to Campus

Upon arrival to campus, any visitor should report to the main office to sign in using the visitor management system. Visitors will be issued a Visitor's Identification Badge from the visitor management system to wear while on campus. IT IS VERY IMPORTANT THAT ALL VISITORS SIGN IN AT THE MAIN OFFICE SO THAT THEY WILL NOT BE CONSIDERED TRESPASSERS. For liability reasons, students may not bring visitors to school during the school day. Designated visitor parking is available in the circular drive located in front of the Main Building. Visitors are not permitted to visit classrooms without prior approval from an administrator.

## Parent Volunteer Registration

We value our stakeholders and look forward to another great year of working together. All of our parents and other community members are encouraged to register as a volunteer with the Wake County Public School System. The process is relatively simple and just requires a few moments of your time.

Any new volunteer applicants for the school year must register and have a criminal background check prior to engaging in volunteer work. Applicants may register at any WCPSS site through the intranet. The volunteer system will be open daily for registration with the exception of midnight Saturday to noon Sunday. Applicants will be notified by email once their application has been approved. Applicants who are not approved will receive notice from Employee Relations.

Note: Current WCPSS employees do **NOT** need to register as a volunteer.

No individual may begin as a volunteer in any capacity on WCPSS property until the principal/department leader has received notification of the volunteer's approval. Please note that Mr. Brick, Assistant Principal, will be the contact point for all correspondence sent from the Human Resources Department regarding the status of a volunteer.

Individuals who were approved as volunteers last year **MUST** reactivate their volunteer status no later than 4:00 pm on October 31, 2023.

# Student Services

---

Enloe Magnet High School Office of Student Services seeks to provide a positive impact on student's academic, personal and career development through a continuum of support services that involve the school, family and community. Counselors provide individual counseling, classroom guidance, small group counseling, consultation with teachers and parents, and referral to community agencies to meet the needs of all students.

## Student Services Homepage



During the school year, various programs for parents and students will be offered. Dates and times for these programs will be posted on the Student Services website, Student Services social media sites (Facebook, Instagram, and/or Twitter), school announcements, emailed to students, shared on the Enloe HS website, and with PTSA.

Student Services provides resources for students and parents, including college and vocational catalogs, career information files, interest inventories, and information on preparing for standardized college achievement tests. Resource materials on scholarships, grants, financial aid, and community agencies are available. Students and parents are welcome to use Student Services resources before school, during school, during lunch, and after school until 3:15 pm.

### Career Services

An adjunct to Student Services is the Career Development Coordinator who works closely with students in helping them make a smooth transition from high school to work and/or further education and obtaining information about possible higher educational opportunities. Students are encouraged to utilize the Career Development Counselor's services to assist them in their career and college planning. The Career Services Center is located in the West building in room 1404A.

### Transcripts

Your high school transcript is a record that includes the following information: personal data, school performance, minimum admission requirements, class rank and GPA. Your transcript will reflect the courses completed along with the credits and grades earned in high school. Only final grades are added to transcripts (quarter and semester grades are on report cards). **All documents** are to be requested through the web address <https://wcpss.scriborder.com>. Student information cannot be given out over the phone, you must request it online.

All transcripts ordered by current students through Sciborder are free of charge and will be emailed to the student, organization or college.

The final transcript option will be available from Mid-May to June 30th for **seniors ONLY!** Please choose Mid-Year Transcript if your college requires it.

Allow a minimum of 3 business days for transcripts to be processed. *Transcripts will not be processed in person.*

**Career & College Promise Transcripts:** Any student wishing to apply for the College and Career Promise (CCP) program at Wake Tech Community College (WTCC) will need a transcript at the application and each time they plan to register for fall, spring and/or summer semesters. Students should review the Enloe Student Services website for instructions to request a transcript. In addition, new CCP applicants **must** meet with the Dean of Students before applying to determine eligibility and review the program and process.

**CFNC Electronic Transcript:** Senior students will have the ability to request transcripts online free. This is done through a partnership with The College Foundation of NC (CFNC). Students can apply to any North Carolina college and request that their transcripts be sent to that school. Keep the following in mind.

- Students must have or create a CFNC account.
- Students can only request transcripts to schools to which they are applying.
- SENIORS SHOULD NEVER REQUEST A TRANSCRIPT BEFORE THE FIRST RANK IS RUN IN SEPT. GET THIS DATE FROM STUDENT SERVICES because the transcript is sent electronically as soon as the student makes the request and students don't want an old Rank/GPA sent with their college application.
- While transcripts can be sent free, colleges do charge a fee for application to the school.

## Transcript Requests



## CFNC.org



### Medical Services

**School Nurse:** The school nurse is at Enloe one day a week. The school nurse serves the role of increasing students' awareness and knowledge of health-related issues so that improved attendance and academic performance can be achieved. In addition, the school nurse serves as a liaison between the school and community health agencies. A student who wishes to see the school nurse should receive a pass from their teacher before visiting the nurse's office.

**Medications & Illnesses:** If a student is required to take a daily prescribed medication during the school day, the parent and doctor must complete Form 1702 and bring the completed form with medication to Student Services, located in the East Building. If a student feels ill during the school day, the student must notify the teacher and the teacher will send the student with a pass to student services, attendance, or the main office. If necessary, the parent will be contacted. If the student is in an emergency situation, the teacher will contact the main office and request assistance from an administrator. Only parents and/or legal guardians may grant permission for a student to check out of school.

**Influenza & Meningitis:** The flu is a highly contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. Symptoms include: fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Meningococcal meningitis is another respiratory illness with symptoms that may resemble the flu. Seek immediate medical care if your child develops fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness, and sensitivity to light. With any contagious respiratory illness the best method of prevention is good health habits. It is important to stay at home when sick. Avoid close contact with people who are sick, cover mouth and nose with a tissue when coughing or sneezing, avoid touching eyes, nose, or mouth and wash hands to protect from germs. Information about the flu or Meningococcal meningitis may be found at [www.immunizenc.com](http://www.immunizenc.com) and [www.wcpss.net](http://www.wcpss.net). Additional health-related information is linked below to include **Covid information** and updates.

[Medical Services Link](#)

### Student Withdrawal Process

Students who are withdrawing/moving from school should report to Student Services with a parent or legal guardian three days prior to leaving Enloe Magnet High School. After verification from the student's counselor, the student will report to the Data Manager to receive the appropriate withdrawal form. Students must return all textbooks, pay all outstanding debts, obtain the required signatures, and return the completed withdrawal form to the Data Manager before the withdrawal process will be complete. Please refer to the [Enloe Student Services website](#) for more detailed information.

### Drivers' Eligibility Certificate

After satisfactorily completing a 30 hour classroom course in driver education and six hours of Behind the Wheel (BTW), a student receives a Driver Education Certificate. North Carolina legislation now requires each person under 18 years of age to present a Driving Eligibility Certificate to the Department of Motor Vehicles in order to obtain a driver permit.

Driving Eligibility Certificates are issued at Enloe on Monday through Friday only in Student Services. During the school year, certificates are issued to students before school from 7:00 am to the first bell, during the student's lunch and after school until 3:15 pm. Summer hours are Monday through Friday from 8:00 am to 3:00 pm.

The following documents must be presented in order to receive a Driving Eligibility Certificate:

1. Driver Education Certificate
2. Most current semester or final year end report card

Students must continue to pass 70% or 6 of 8 courses each semester in order to keep their permit and/or license. A student that is suspended for any period of time will fail Drivers' Education. If you have any follow-up questions, please call (919) 856-7918 extension 24686.

## Athletics

Enloe has an athletic program which provides a wide range of athletic activities for students. School-sponsored teams compete in football, golf, basketball, soccer, volleyball, wrestling, baseball, softball, track, lacrosse, tennis, gymnastics, cross country, cheerleading, and swimming. Students are encouraged to participate in athletics and intramurals and to support the school teams. Rules of eligibility for participants on school teams are set by the North Carolina High School Athletic Association, Inc., and the Wake County Board of Education. Policies for participation are listed in the Policies and Procedures section of the Wake County Student Handbook.

**CAP-6 Conference:** Enloe Magnet High School is a member of the CAP-6 Conference. The member schools are Broughton, Cardinal Gibbons, Enloe, Leesville, Athens Drive and Sanderson.

### Academic Requirements for Participation in Athletics

Students in grades 9 – 12 shall:

1. Meet promotion requirements at their school. To be promoted, students must attain units of credit that are earned through successful completion of required courses specified by their school and Board Policy.
2. Earn passing grades in six (6) subjects for schools on an A/B form of scheduling during each semester to be eligible for participation during the succeeding semester.

### Eligibility Rules

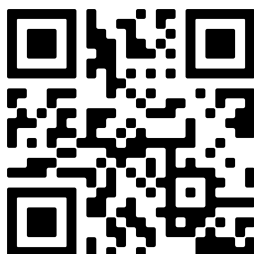
To represent Enloe Magnet High School in athletics the student must:

- Be a properly enrolled student at the time he/she participates, must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at the school.
- **Not** be convicted of a felony in this or any other state, or adjudicated as a delinquent for an offense that would be a felony if committed by an adult in this or any other state.
- **Not** have more than 13.5 total absences (85% attendance requirement) in the semester prior to athletic participation.
- **Not** have exceeded eight (8) consecutive semesters of attendance or have participated in more than four (4) seasons in any sport (one season per year) since first entering grade nine (9).
- Be under 19 years of age on or before August 31.
- Live with a parent or legal custodian within the Wake County Public School System administrative unit. (Must notify the athletic director if not living with a parent or legal custodian.)
- Be present 100% of the student day on the day of an athletic contest in order to participate in the event. This includes games and practices.
- Meet promotion requirements at their school to be eligible for Fall semester.
- Have passed a minimum of five (5) courses during the previous semester in a traditional schedule or three (3) in a block schedule or six (6) for schools on an A/B form of scheduling.  
The student must maintain at least a 1.5 overall GPA.
- Have received a medical examination by a licensed physician within the past 365 days. If the student misses five (5) or more days of practice due to illness or injury, he/she must receive a medical release from a licensed physician before practicing or playing.
- **Not** accept prizes, merchandise, money, or anything that can be exchanged for money as a result of athletic participation. This includes being on a free list or loan list for equipment, etc.
- **Not** have signed a professional contract, have played on a junior college team or be enrolled and attending a class in college. This does not affect a regularly enrolled high school student who is taking a college course(s) for advanced credit.
- **Not** participate in unsanctioned all-star or bowl games.
- **Not** participate at a second school in WCPSS in the same sports season.
- **Not** receive team instructions from the school's coaching staff during the school year outside the student's sports season. Instruction is limited to the coach and one or multiple participants in small group settings.
- **Not**, as an individual or a team, practice or play during the school day.
- **Not** play, practice, or assemble as a team with the school's coach on Sunday.
- **Not** dress for a contest, sit on the bench, or practice if the student is not eligible to participate.

**Participation Forms**

**Athletic Coaches &  
Staff**

**Athletic Schedule**

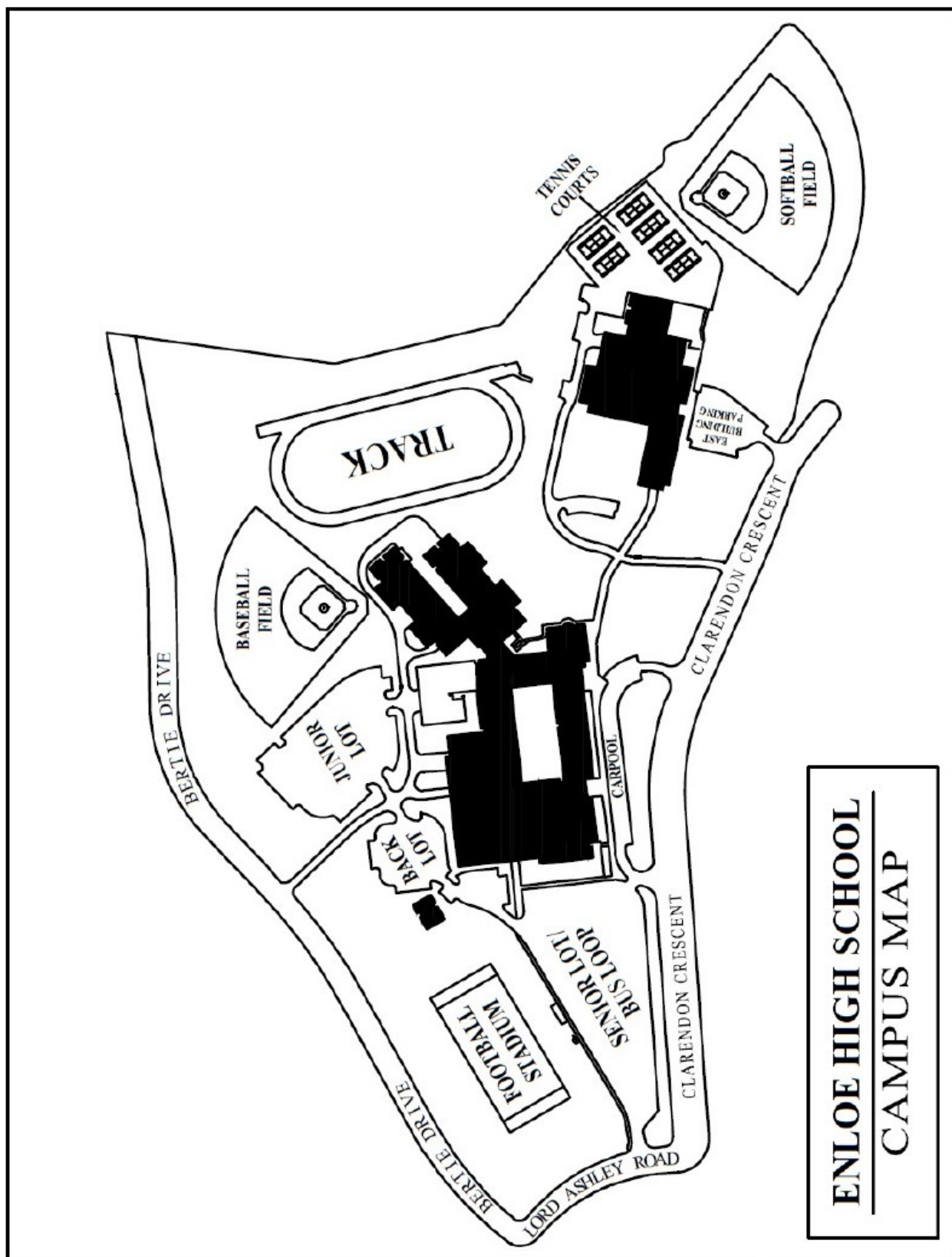


### NCAA Eligibility Requirements

**The NCAA has established a central clearinghouse to certify athletic eligibility to Division I and II institutions. Students, who intend to participate with or without a scholarship as a freshman in college, must register with and be certified as eligible by the NCAA Eligibility Center. Please note that initial-eligibility certification pertains only to NCAA requirements for participation in Division I or II athletics and has no bearing on admission to a particular Division I or II institution. Please note the following:**

- It is best to register at the beginning of your sophomore year.
- Register online at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). For Division III – Contact your Division III College regarding its policies on financial aid, practice and competition.
- For the latest NCAA Division I or II requirements, go to [www.eligibilitycenter.org](http://www.eligibilitycenter.org). Please note the differences for Division I students enrolling before August 1, 2016 and Division I students enrolling on or after August 1, 2016.

If you have questions about NCAA eligibility, please contact the NCAA initial-eligibility Center toll free at 877-262-1492, or website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). This website contains a “Guide for the College-Bound Student-Athlete,” that can be ordered.



Updated 8/4/23