

Wake Early College of Health and Science

Student Handbook

2021-2022



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Disclaimer

Wake Early College of Health and Sciences (WECHS) students are expected to be familiar with the Wake County Public School System (WCPSS) Code of Student Conduct and the policies, procedures, and practices outlined in the WCPSS Student/Parent Handbook. They are required to comply with all policies outlined here and in WCPSS School Board Policy. All Code of Student Conduct policies are contained in the **WCPSS Student/Parent Handbook**, which is located online at <http://www.wcpss.net>.

Additionally, WECHS students are also considered Wake Technical Community College (Wake Tech) students. They must comply with the academic and student codes of conduct governing the college campus. Students are accountable to all Wake Tech policies and practices that apply to their status as early college students. The Wake Tech Student handbook is located at <http://handbook.waketech.edu>.

As partners, WCPSS, Wake Tech, and WakeMed Health and Hospitals work collaboratively to provide each student with opportunities and experiences appropriate to the purpose of an early college. If a question or situation arises that requires a review and application of policy or procedures, representatives from each organization will determine the appropriate policy to be applied based on the event and the location (high school, college, or hospital) of the situation.

SCHOOL PROFILE 2021-2022

Lisa Cummings, Principal

2901 Holston Lane

Raleigh, NC

(984) 212-5816 (mobile/text)

(919) 212-5800 (office)

(919) 626-4476 (fax)

www.healthscienceec.wcpss.net

www.wcpss.net

[WECHS Twitter Page](#)

[WECHS Instagram Page](#)

[WECHS Facebook Page](#)

MISSION STATEMENT

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

VISION STATEMENT

Through best practices, a shared vision, a culture of continuous improvement, and exposure to the fields of health and sciences, students will graduate with a high school diploma and have the opportunity to earn an associate degree, health sciences diploma, or certificate from Wake Technical Community College.

SCHOOL FACTS

Wake Early College of Health and Sciences (WECHS) is an early college application public high school focused on health and sciences. WECHS features a partnership between Wake County Public School System, Wake Technical Community College, and WakeMed Health and Hospitals. The school is located on the Wake Tech Perry Health Sciences and Scott Northern Campuses. WECHS students have the opportunity to graduate in five years with a high school diploma and an Associate of Arts (AA), Associate of Science (AS), Associate of Applied Science (AAS), or a health science certificate. College credits completed while enrolled in the school are tuition-free and are transferable to one of North Carolina's sixteen public universities. The school's small size provides one of the most individualized environments available to Wake County students. Students complete the majority of their high school courses during their first two years in the program.

The remaining three years are dedicated to students earning college credits in pursuit of Associates degrees. Certain college credits serve as dual enrollment credits toward a high school diploma. Students receive advice about their course of study from both WECHS counselors and Wake Tech academic advisors. This experience provides students with the skills and knowledge necessary to advance to a four-year degree program or to enter the health science profession.

Accreditation

Southern Association of Colleges and School
CEEB Code: 343249

Partnerships

Wake Early College of Health and Sciences is a product of partnerships between Wake County Public Schools, Wake Technical Community College, and WakeMed Health and Hospitals. Students attend high school and college classes on a college campus, with college students, and with access to college resources. They are held to high academic standards using a rigorous and relevant curriculum taught with innovative, research-based strategies. Finally, our campus on Wake Tech's Perry Health Sciences Campus, adjacent to WakeMed Hospital, exposes students to experiences and technologies in the fields of health and science beyond those available on a traditional campus.

All students graduate with a high school diploma. Students can earn a degree, diploma, or certificate from Wake Technical Community College in a health or sciences field, strengthening the regional healthcare workforce.

Values Statement

We at Wake Early College of Health and Sciences (WECHS), in our commitment to carrying out our mission and achieving our vision, value the following:

- Collaboration among WECHS staff, students, parents, and partners
- The development of responsible, independent, intrinsically-motivated lifelong learners who will become contributing members of our society
- Student self-awareness of how they learn, recognition of what they have learned, and self-direction of their future learning
- Increasing student awareness of metacognitive processes and strategies, coupled with practice using and evaluating these strategies to improve self-regulation of their learning
- Students understand methods of information processing, characterizing knowledge and skills for specific tasks, self-regulation, cognition, and the role of self-efficacy.

Home of the PRIDE!



P: Perseverance R: Respect I: Integrity D: Discipline E: Excellence

Early College Instructional Strategies

- **Ready for College:** Innovative high schools are characterized by the pervasive, transparent, and consistent understanding that the school exists to prepare all students for college and work. They maintain a common set of high standards for every student to overcome the harmful consequences of tracking and sorting.
- **Powerful Teaching and Learning:** Innovative high schools are characterized by commonly held standards for high-quality instructional practice. Teachers in these schools design rigorous instruction that ensures the development of critical thinking, application, and problem-solving skills often neglected in traditional settings.
- **Personalization:** Staff in innovative high schools understand that knowing students well is essential to help them achieve academically. These high schools ensure adults leverage the knowledge of students to improve student learning.
- **Redefined Professionalism:** The responsibility to the shared vision of innovative high schools is evident in the collaborative, creative, and leadership roles of all adult staff in the schools. The staff of these schools take responsibility for every student's success, hold themselves accountable to their colleagues, and reflect on their roles.
- **Purposeful Design:** Innovative high schools are designed to create the conditions that ensure these four design principles: ready for college, powerful teaching and learning, personalization, and redefined professionalism. The organization of time, space, and resource allocation ensures that these best practices become standard practice.

Early College of Health and Sciences Faculty and Staff

| Staff | Position | PHS Campus |
|--|---|--|
| Lisa Cummings PHS C 128H | Principal | lcummings@wcpss.net 919-212-5803 Ext. 26052 |
| Robert Abbott PHS C 128F | Student Information Data Manager/Registrar | rabbott@wcpss.net 919-212-5800 Ext. 26049 |
| David Arnold PHS Lounge | Intervention Teacher | darnold@wcpss.net 919-212-5800 Ext. 29234 |
| Myran Braden-Porter* PHS C 215 | Math Teacher | mbraden-porter@wcpss.net 919-212-5800 |
| Amy Christensen* PHS C 221 | English Teacher | achristensen@wcpss.net 919-212-5800 |
| Carol Davenport PHS D 216 | Special Programs | cdavenport@wcpss.net 919-212-5800 Ext. 26057 |
| Nicole Hill PHS D 217 | Career Development Coordinator | nhill@wcpss.net 919-212-5800 Ext. 26056 |
| Dare Jones* PHS C 225 | Social Studies Teacher | djones9@wcpss.net 919-212-5800 |
| Christy Kendrick PHS 222 | Science Teacher | ckendrick@wcpss.net 919-212-5800 |
| Melanie Lachance PHS C 130A SNC C 331 | Dean of Students | mlachance@wcpss.net 919-212-5800 Ext. 26054 |
| Adam Linehan PHS D 206 | Math Teacher | alinehan@wcpss.net 919-212-5800 |

| | | |
|--|---|---|
| Robin McAlexander PHS C 128I | Coordinator Marketing/Recruitment/ Intervention | rmcalexander@wcpss.net 919-212-5800 (office) Ext. 26053 |
| Michael Muse PHS C 130A SNC C 331 | Counselor | jmuse@wcpss.net 919-212-5800 Ext. 26058 |
| Anthony Williams PHS D 215 | Spanish Teacher | awwilliams@wcpss.net 919-212-5800 |
| Jody Paramore PHS D 306 | Instructional Coach | jparamore@wcpss.net (919) 212-5800 |
| Donna Poole PHS C 128G | Lead Administrative Assistant/Bookkeeper | dpoole2@wcpss.net 919-212-5800 Ext. 26050 |
| Michel Richard PHS C 223 | English Teacher | mrichard@wcpss.net 919-212-5800 |
| Deborah Rogers PHS D 216 | Special Programs | drogers@wcpss.net 212-5800 |
| Evan Sonnenberg PHS C 224 | Science Teacher | esonnenberg@wcpss.net 919-212-5800 |
| Sandy Tyndall PHS C 227 | Health Science Teacher | styndall@wcpss.net 212-5800 |
| Mayra Wilcox PHS C 128 | After-School Coordinator and Available Substitute | mwilcox@wcpss.net |
| Staff | Position | North Campus Contact Information |
| Ginger Wooten SNC C 333 | Assistant Principal | gmwooten@wcpss.net 919-532-5641 919-212-5800 EXT 26055 |
| Sarah Borhmann SNC C 336 | Teacher/Math | sborhmann@wcpss.net 919-532-5660 |
| Stephen Colbert* SNC C 344 | Science Teacher | scolbert@wcpss.net 919-532-5600 |

| | | |
|-------------------------------------|--|---|
| Stacie Hennings SNC C 335 | North Campus Administrative Assistant | shennings@wcpss.net 919-532-5660 |
| Sue Nelson SNC C 304 | English Teacher | snelson@wcpss.net 919-532-5660 |
| Staff | Position | Both Locations |
| Angela Graham | Director of College and School Relations Wake Tech Liaison to Early College | PHS Campus C 129 Scott Northern Campus C 327 919-747-0020 amgraham1@waketech.edu |

*** Department Chair**

PHS Campus: (919) 212-5800 Fax: (919) 626-4476

North Campus: (919) 532-5660

School Website: <http://healthscienceec.wcpss.net/>

WECHS Community Partners

Our Partners offer daily support to our students, faculty, and staff.



WakeMed Health & Hospitals

Jennifer Jones
Jackie Kennedy
Bonita McClure

Manager, Organizational and Workforce Development-Diversity
Volunteer Services, Manager
Workforce Development Specialist



Angela Graham

Director of College and School Relations

Terri Allen

Dean, Educational Pathways & Partnerships

Dr. Angela Washington

Dean, Health and Sciences

TBD

Chief Campus Officer Scott Northern Campus

TBD

Dean of Mathematics and Sciences

Dr. Michael Beck

Dean, Arts, Humanities, and Social Sciences

Jonathan Wirt

Dean of Student/Life Conduct

Michael Penry

Chief of Police and Security Services

WECHS Calendar and Daily Schedules

[WCPSS COVID Updates](#)

[WTCC COVID Updates](#)

[Wake Tech Calendar:](#)

[WCPSS/WECHS School Calendar](#)

Daily Bell Schedules - Perry Health Sciences Campus

| | |
|---|---|
| <u>DAILY</u> | <u>EARLY RELEASE</u> |
| First Period 7:25 - 8:50 | First Period 7:25 - 8:10 |
| Second Period 8:55 - 10:15 | Second Period 8:15 - 8:55 |
| Lunch/PULSE 10:20 - 10:45 | Third Period 9:00 - 9:40 |
| Lunch/PULSE 10:50 - 11:15 | Fourth Period 9:45 - 10:25 |
| Third Period 11:20 - 12:40 | Lunch/No Pulse 10:30 - 11:05 |
| Fourth Period 12:45 - 2:10 | |
| <u>ONE HOUR DELAY</u> | <u>TWO HOUR DELAY</u> |
| First Period 8:25 - 9:40 | First Period 9:25 - 10:30 |
| Second Period 9:45 - 11:00 | Second Period 10:35 - 11:35 |
| Lunch/No Pulse 11:05 - 11:35 | One Lunch/No Pulse 11:35 - 12:05 |
| Third Period 11:40 - 12:50 | Third Period 12:05 - 1:05 |
| Fourth Period 12:55 - 2:10 | Fourth Period 1:10 - 2:10 |
| <u>SPECIAL EVENTS</u> | <u>THREE HOUR DELAY</u> |
| First Period 7:25 - 8:35 | First Period 10:25 - 11:12 |
| Second Period 8:40 - 9:50 | Second Period 11:17 - 12:03 |
| Third Period 9:55 - 11:05 | One Lunch/No Pulse 12:03 - 12:33 |
| One Lunch 11:10 - 11:45 | Third Period 12:33 - 1:19 |
| Fourth Period 11:50 - 1:00 | Fourth Period 1:24 - 2:10 |
| Event 1:05 - 2:10 | |

Schedule Details: Scott Northern Wake Campus

8:00am - 1:50pm

Student schedules are individualized with a combination of required high school and college courses. Required high school courses are not listed on the WTCC Blackboard site.

Daily Sign-In

All Scott Northern Campus students must sign in for the day as soon as they arrive on campus in their assigned classroom or they will be marked absent. Students who are tardy or have a schedule for the day that starts after 8:00am must sign in before going to college classes. Students are strongly encouraged to read all announcement postings and note important dates/deadlines upon signing in each morning.

Check-Out (going home/leaving campus for the day)

All Scott Northern Campus students who leave campus before 1:50pm, must check out in Room 335, Building C with Mrs. Hennings. Students must have **written** permission from their parents/guardian to leave campus. Parents may also report to the same office as above to check their child out of school. **Scott Northern Campus staff cannot accept phone calls as documentation of parental consent.**

Student Open Times and Sign-Out (remaining on campus)

The number of open times (hours when a student does not have a high school or college class) in a student's schedule will vary depending upon the hours of their combined high school and college class schedule. **During morning sign in, students must also indicate in the blank spaces on the form, where they will be during each open time of the day. If their plans change, students must return to Building C to update the form. Students are located during the day using the sign-in form.** This is a necessary safety procedure that all Scott Northern Campus students must follow. Scott Northern Campus staff must know where students are on campus at all times! During open times, students are expected to eat lunch in designated eating areas on campus or the café. Students may also use their open time to begin or complete assignments, meet with college instructors (during office hours or a scheduled appointment), schedule a meeting with a high school teacher for additional assistance, or attend an additional session of Academic Assistance class (with teacher permission). Successful Scott Northern Campus students use time wisely.

Campus Processes and Procedures

Communication Systems

Principal's Weekly Message

Principal Cummings uses the School Messenger system to inform the WECHS community about upcoming events, academic information and any other topics she deems essential for students and families. Messages are generally sent every Friday. These messages are posted to the WECHS website and then archived after one week. Parents will also receive an automated phone call for any student absences. Families should notify the WECHS office if they are not receiving these messages as a current phone number may not be on file with the school.

Wake Early College of Health and Sciences Website: <http://healthscienceec.wcpss.net/>

The school website offers valuable information about school programs, academic opportunities, career development activities, parent programs, campus celebrations, and community events. The site is updated regularly to include highlights and accomplishments of students and the WECHS community and other essential information. Here you will find links to teachers' websites containing daily instructional information and resources.

Wake Tech Blackboard Accounts

All WECHS students who are enrolled in Wake Tech classes are issued a Blackboard account that is accessible ONLY to the student! Students are responsible for remembering their log-in and password; they SHOULD NOT share their account information with any other student. Students needing assistance logging into Blackboard should contact the Wake Tech Liaison. Wake Tech instructors use Blackboard sites to post assignments, to assign on-line quizzes, and to record grades earned in classes. Information on Blackboard is not communicated to any WCPSS systems. Therefore, students and families must go directly to the Blackboard site for information related to college courses. Wake Tech Blackboard accounts may be accessed at <http://www.waketech.edu>.

Wake Tech WebAdvisor Accounts

All WECHS students who are enrolled in Wake Tech classes may access information about schedules and college transcripts from their Wake Tech WebAdvisor accounts. Wake Tech WebAdvisor accounts may be accessed at <http://www.waketech.edu>.

Scott Northern Campus

Scott Northern campus uses Remind as a form of communication and students should check their WTCC email daily.

Student Identification Cards

Students must have an identification card (ID) that functions as both their Wake Tech identification and their WECHS identification. Students must wear their WECHS ID in plain view and on their person at all times during the school day or at any school function. In the event a student is asked to present his/her ID to any WCPSS, WECHS or Wake Tech adult, they must do so immediately and without question. ID Cards are required for ILC and library use. Replacement cost is \$5.00.

WAKE TECH *WARN* is the official emergency alert system of [Wake Technical Community College](https://waketech.regroup.com/signup) in Raleigh, NC, designed to inform and instruct the location community in case of an emergency on or near Wake Tech grounds. In the event of an emergency or inclement weather situation, **WAKE TECH *WARN*** you will be notified. See link below to sign up for Wake Tech Warn notifications. <https://waketech.regroup.com/signup>

Lunch:

Child Nutrition Services Guide for Parents

Breakfast and Lunch will be free for all students/children age 18 and under through June 2022.

PHS Campus

WCPSS Child Nutrition Services school lunches are delivered to both the PHS and Scott Northern Campus. Each day students have a choice of entrees. Students must eat their lunch in the PHS Lounge; they are not to visit other areas on campus during lunch without permission from WECHS administration. Food and drink may not be delivered to school by an outside vendor or by a student's parent(s), guardian, relative or friend.

Scott Northern Campus:

On the Scott Northern Campus, to order the WCPSS lunch, students must sign up in the main office no later than 8:30am daily. Lunch will be distributed to students each day in the main office.. Students who choose not to sign up for the WCPSS school lunch will still be able to purchase lunch from the various vendors located throughout the Scott Northern Campus or bring lunch from home.. Only WECHS juniors, seniors, and super seniors may have off-campus lunch with a signed permission form from a parent or guardian. Students must eat lunch during one of their open times or between classes.

Off-Campus Lunch: Scott Northern Campus

Students will be allowed to go off-campus for lunch provided they comply with the following:

- Have a signed **Off-Campus Lunch Form** on file from a parent or guardian stating they are allowed to go off Scott Northern Campus for lunch which must be signed at the school or notarized.
- Sign out in the main office, include destination and time of departure
- Sign in at the main office upon return to campus
- **If riding as a passenger, WECHS students ride with WECHS students only.** Students who do not drive and choose to go to lunch with another WECHS student must have a note from a parent or guardian allowing them to ride with the WECHS student
- A repeated policy violation, student tardiness, or other actions that interfere with student academic or personal success, could result in the off-campus lunch privilege being removed indefinitely.

Check In/Out Procedures: Perry Health Sciences Campus

Drop Off/Pick Up

Students may be dropped off as early as **6:30am**. Students should go immediately to the PHS C Lounge. All students who do not ride the bus must be picked up by **3:00pm** each day unless students are participating in a WECHS function or there is a prearranged agreement with WECHS administration. **WECHS staff members are not available or able to supervise students after 3:00. Families of**

students who show a pattern of remaining on campus unsupervised after 3:00 will be contacted to discuss arrangements for student supervision.

Checking Out

Students who wish to **check out** of school before the end of the school day must bring a written note, signed by a parent or guardian (with a daytime contact number). WECHS reserves the right to speak to the parent or guardian before the student is allowed to leave. Check out notes must be turned in to Mr. Abbott (PHS). All parents/guardians must come into the office to sign students out.

Off Limit Area: PHS Campus

The following areas are deemed **off limits** to students during and after the school day unless prior approval is given by WECHS Administration:

- WakeMed Hospital, unless a student is volunteering and has a pass to the hospital
- Wake Tech parking lots unless a student is going to his/her car and exiting promptly
- Building A, unless accompanied by WECHS Staff
- Building C main lobby, unless the student has an appointment with Ms. Graham , a counselor, or is going to the library
- Elevators in any building, unless a medical condition requires their use and a pass is issued from WECHS
- Shrubbery and tree areas around the school campus
- Unoccupied classrooms or office areas where an instructor or teacher is not present
- Room 206 (Faculty Workroom)
- Student Lounge during instructional time.

Students who are found in any of these areas can be treated as trespassing according to the WCPSS and Wake Tech policies and may have the appropriate disciplinary consequences applied to them.

Sign In/Out and Check Out Procedures: Scott Northern Campus

Drop Off/Pick Up

Students may be dropped off/arrive as early as 7:30am. The school bus will typically arrive by 7:45am and depart each day by 2:00pm. The bus uses the circle by the flagpole outside of Building F.

All students must be picked up or exit the Scott Northern Campus by 2:20 each day if they are not attending a class.

Check-Out (going home/leaving campus for the day)

Students who have a schedule that allows them to **check out** of school at least one day per week prior to 1:50pm, must return the completed Alternate Schedule/Early Release Form, signed by a parent or guardian (with a daytime contact number).

The Alternate Schedule/Early Release Form must be completed at the beginning of each semester. This form should only be used when a student's college **and** high school course(s) end prior to 1:50pm.

Important Note: Checking out early is a privilege that may be removed at any time if Administration has reason to believe checking out is negatively impacting the student's academic performance or creating behavioral concerns. WECHS reserves the right to speak to the parent or guardian before the student is allowed to leave. Check out notes must be turned into Mrs. Hennings in the Scott Northern Campus administrative office Room 335, Building C.

Please note that Wake Tech does not have an excused absence policy. Students who are absent for more than 10% of a college course will either receive a W or WF for the course. Please review the Wake Tech Attendance Policy at <http://www.waketech.edu>.

Responsibly Absent on Scott Northern Wake Campus

Students on the Wake Tech Scott Northern Campus are expected to conduct themselves as responsible college students. With respect to attendance, students should notify their instructors **in advance** if there is a known absence. Students are expected to adhere to the Wake Tech academic calendar. Students should not plan extended absences while school is in session. If a student has to be absent, they should attempt to complete any assignments in advance of their absence per their instructors direction. When communicating via email with Wake Tech instructors, students should also copy Angela Graham and WECHS Scott Northern Campus staff in their correspondence.

Off Limits Areas: Scott Northern Wake Campus

The following areas are deemed **Off Limits** to students during the school day:

- All Scott Northern Campus Faculty Workrooms
- Wake Tech parking lots: the parking lot should be used only for arrival and departure of students who drive and students who have off-campus lunch privileges. Students may not loiter in or around any vehicle during the school day.
- Stairwells, except for the purpose of going to class
- Shrubbery and tree areas around the school campus
- Unoccupied classrooms or office areas where an instructor is not present
- The back, side, or lower level areas of any building on campus for any purpose other than going to or from class.

Library, Computer Lab - PHS Campus

Wake Technical Community College [Perry Health Sciences Campus Library](#) is a place where students may go to do research, use the computer, work in small groups, or study. Use of the Wake Tech library is a privilege. Students must have a signed permission slip to use the library at all times unless they are accompanied by a WECHS faculty member. A valid WECHS ID is required to enter the library, check out materials, use computers, or to print. Without this card, they will be unable to utilize the resources within the library.

Students who engage in disruptive behavior, destroy or damage any of the library property, bring food or drinks into the library, fail to secure permission or fail to comply with any directions by the Wake Tech library staff will lose their privilege.

Computer Lab: PHS Campus

With permission from the WECHS administration students may use the computer lab located in the library to complete assignments. All Acceptable Use policies and consequences are in effect each time a student uses a WCPSS or Wake Tech computer.

Textbooks, Supplies, Fees and Fines

Many materials necessary for your public school education are provided for you by the State of North Carolina. Textbooks (college and high school) are school and state property. **Textbooks become the responsibility of the student the moment they are assigned to the student. If they are lost, damaged, or stolen, the expense for replacement will be charged to the student.**

Charges will be assessed for lost and damaged books, materials, supplies, equipment and property in accordance with established replacement or repair costs. Students are responsible for providing their own pencils, paper and other basic supplies needed to take their courses.

All outstanding books and fees must be resolved by the student as a condition of students receiving textbooks for the next semester and/or final transcripts or school records before or after graduation. Students with outstanding fines and fees will not be allowed to participate in graduation exercises.

Additional School Fees

Any fee or charge due to be paid to any school in the system and not paid at the end of the school year shall be carried forward until the next succeeding school year, as such debts are considered to be debts of the student to the school system and not to a particular school. Fees are to be paid within 30 days after enrollment.

Fees will be charged for the following:

1. Special events (Graduation Cap & Gown, Processing Fee for Graduation/Degree Conference)
2. Lost or damaged books
3. Lost or damaged materials, supplies, or equipment. All outstanding textbook and/or other fees must be resolved as a condition of students receiving textbooks for the next semester.
4. Certain field trips
5. Transcripts
6. Senior Fee (for select activities).

Overdue fines and fees that are not paid in a timely manner will result in a delay in the releasing of transcripts, participation in graduation, course registration, and approval for graduation.

Transportation

Bus Riders

WECHS students who ride buses are assigned routes based on Enloe High School transportation requirements. When Enloe High School is not in session, WECHS students follow “Express Bus” routes. These routes do not go into neighborhoods; instead, a “hub” at a WCPSS middle or high school or a centrally located site identified by WCPSS Transportation serves as the pickup and drop-off locations. Wake County buses have scheduled times of arrival for stops on their routes. On a normal school day, students should allow a 10-minute leeway before and after their scheduled time of pick-up. They should allow more time throughout the school year on inclement weather days and for delays that may arise due to mechanical problems. Please check for Bus Updates under the Transportation tab located at <https://www.wcpss.net/Page/1903> if your bus is running late. All delays should be posted here.

Enloe is our transportation hub. Students will load shuttle busses after being dropped off at Enloe to PHS and Scott Northern Campus. Students should load the first available shuttle bus. Waiting for a later shuttle is not an excuse for tardiness. Administration works closely with the bus drivers and Enloe administration to make sure WECHS students are not loitering on the Enloe campus.

Perry Health Sciences Campus bus riders typically arrive on campus by 7:15am and should go immediately to the Building C Lounge. In the rare case the bus is late and students are tardy, they should check in at the main office. The Scott Northern Campus bus normally arrives on campus by 7:45am. In

cases where the bus may be late getting to the Scott Campus, students should go directly to their college class if applicable and sign in with the assigned teacher during their first open time. Pick-up and drop off location for bus riders to Scott Northern Campus, is Building F. (Carpool is Building C flagpole)

School buses are state property and are the means of transportation provided by the state. The school administration of Enloe and WECHS has the authority to suspend pupils from riding the bus for the following infractions as well as any others announced during the year:

1. Delaying the bus schedule
2. Fighting, smoking, using profanity, or refusing to obey the instructions of school authorities or bus driver while riding the bus
3. Tampering with a school bus
4. Refusing to meet the bus at the designated stops
5. Unauthorized leaving of the bus when traveling from home to school or vice versa
6. Playing, throwing trash, paper, or other objects while the bus is in operation
7. Violation of Wake County Public School Board Rules
8. Failure to observe established safety rules and regulations.

Riding the bus to school is a privilege and not an inherent right. All Wake Early College of Health and Sciences rules for student behavior apply while riding the bus. The bus driver has full charge over all pupils riding his/her bus. Students may lose this privilege in the event they violate WCPSS transportation policies.

Carpool

Families who choose to carpool **must follow all procedures for drop-off and pick-up as outlined by Wake Tech Security on both campuses.** This includes following procedures for entering and exiting the campus and procedures for waiting for students to exit. Cooperation and understanding will make circumstances much easier for all involved to navigate and reduce conflicts on campus. See the carpool map mailed home during the summer. To ensure student safety, carpoolers are to be picked up at the designated spot only.

Student Driver/Parking

Wake Early College of Health and Sciences (WECHS) juniors, seniors and super seniors are the **ONLY Perry Health Science Campus** students eligible to apply for a parking decal on the Perry Health Sciences Campus. Exceptions are considered for sophomores. Application forms are outside the main office.

Students apply for a Perry Health Sciences Campus parking decal each semester. See College Liaison for a request form.

Students who violate the campus policies and expectations for all drivers may lose the privilege of driving to school and parking on campus. Students who drive to Scott Campus must submit their vehicle information on the **Student Driver Forms** to WECHS staff. **Students are also required to display a parking decal for their car. Students are not permitted to loiter or hang out in any parking lot during the school day.** Any fines for damage to vehicles or tickets for parking in unauthorized areas will be the responsibility of the students.

Additional Processes

General Information

Distribution of Medication

Students who take prescription medication during the school day must have Form 1702 with all signatures, on file in the WECHS office. All non-prescription medicine brought to school must be in the original bottle and used only by the intended student. No other medication should be brought onto the school campus for any reason. Students may not share prescription or non-prescription medications with other students. Students who bring unauthorized substances on school grounds will be subject to disciplinary action.

Cell Phones/Electronic Use

Except when authorized by a staff member, no student may utilize an electronic device during instructional time. Any device used in violation of this policy will be handled according to the policy.

WECHS Students will adhere to the following guidelines:

- Use of electronic devices during instructional time is prohibited unless approved by the teacher for instructional purposes
- Use of cell phones is prohibited while in hallways
- Use of cell phones is prohibited while in restrooms.

Consequence - Any device used in violation of this policy will be confiscated and only returned to the student's parents.

Respect of Property

We are guests on the WTCC campuses and need to treat the facilities appropriately. Students have access to many areas on the WECHS Campus. School property is state property and, therefore, belongs to everyone. It should be treated with all due respect and care. Defacing or damaging walls, desks, doors, walkways, books, and other school property is a sign of disrespect and poor citizenship. At WECHS we respect our school and try our best to see that it is protected from needless abuse. Anyone who damages or destroys school property will be responsible for costs associated with replacing/repairing that property and be subject to additional disciplinary action as warranted,

Flowers, Balloons and Other Gifts

School personnel cannot accept delivery of flowers, balloons, or other gifts for a student. Due to the limited amount of space, please bring only your books, notebooks, paper, pencils and other academic materials with you every day.

Selling or Soliciting on Campus

No student is allowed to sell any items or to solicit business for individuals for any group for any reason

without the express written consent of the principal.

Visitors

No student may bring guests on campus at any time between 7:20am and 2:10pm during a school day.

Vending Machines

PHS Campus Students should not use vending machines without permission from staff.

Scott Northern Campus students have open access to the campus vending machines and may use them at appropriate times between classes. **On both campus sites**, WECHS will not be held liable for any currency lost in a vending machine. Student use of vending machines is at their own risk. Vandalism of any of the vending machines may result in disciplinary action in accordance with Wake Tech policy.

Pledge of Allegiance

WCPSS Board Policy 6880 states:

Each school shall include a daily recitation of the Pledge of Allegiance to the flag. The school shall not compel any person to stand, salute the flag, or recite the Pledge of Allegiance, but each person shall maintain proper decorum while others participate. Each day, WECHS PHS students will recite the Pledge of Allegiance at the beginning of the school day.

Contacting Parents/Families/Students during the School Day

If a family member must contact or be contacted during the school day, students use the WECHS phone in the main office. WECHS staff will ensure that students receive all messages in a timely manner. On the Scott Northern Campus, all non-emergency/urgent messages should be sent before or after school due to each student's attendance in college classes. Emergency information will be delivered to the student in a timely manner.

Academic Essentials

Academic Integrity

Students at Wake Early College of Health and Sciences are expected to adhere to the highest standards of academic integrity. Because students are taking courses in the Wake County Public School System as well as at Wake Technical Community College, they are expected to adhere to the academic and disciplinary policies of both academic institutions.

See link below for Wake Tech's student code of conduct:

Students will be held responsible for adhering to all policies, Students should familiarize themselves with WTCC's Code of Conduct Policy as well as WTCC policies.

<https://www.waketech.edu/catalog/student-code-conduct-rights-and-responsibilities>

The WCPSS Code of Student Conduct Board, [Policy Code: 4310 Honor Code](#) addresses 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 and staff member has a responsibility to promote a culture that respects and fosters integrity and honesty. Academic integrity and honesty requires that all stakeholders share responsibility in the fulfillment of this policy.

In fulfilling these responsibilities:

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

A. Prohibited Behavior

1. **Cheating:** Cheating is an academic deception where a student intends in some way to receive or attempt to receive credit for work not originated by the student, to give or receive unauthorized assistance, or to give or receive an unfair advantage on any form of academic work.

Cheating includes, but is not limited to:

- copying from another student's examination, assignment, or other coursework with or without permission;
- allowing another student to copy work without authorization from a teacher or administrator;
- taking an examination, writing a paper, or completing any other assigned academic task on another student's behalf;
- using notes or resources in any form, including written or online, without authorization;
- sharing or accepting from another, without authorization, any examination content, questions, answers, or tips on an assessment or assignment through the use of notes, scratch paper, social media, or any type of written, oral, or electronic communication.

2. **Plagiarism:** Plagiarism is using passages, materials, words, ideas, and/or thoughts of someone or something else and representing them as one's own original work without properly crediting the source.

Plagiarism includes, but is not limited to:

- copying text, images, charts, or other materials from digital or print sources without proper citation;

- intentional misrepresentation of work as your own by paraphrasing of items from digital or print sources without proper citation;
 - using translation tools or resources to translate sentences or passages without permission;
 - using a thesis, hypothesis, or idea obtained from another source without proper citation.
3. **Falsification or Deceit:** Intentional acts of falsification or serious deceitful misconduct that threaten the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals are prohibited.

Falsification or deceit includes, but is not limited to:

- falsifying another person's name on a school-related document such as a test or report;
- buying or selling test questions or answers;
- copying secure test materials and providing the materials to others;
- paying for or receiving anything of value to complete a school assignment.

B. Violations

Staff will intervene and reeducate students to promote positive change in student behavior.

1. 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.
2. 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.
3. 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.
4. 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.

Adopted: June 18, 2019

| Academic Integrity Issue | Example |
|--|---|
| Examples of Plagiarism | <ul style="list-style-type: none"> • Turning in someone else's work as your own • Turning in an assignment you completed for another class <p>Copying words or ideas from someone else without giving credit</p> <p>Failing to put a quotation in quotation marks</p> <p>Paraphrasing words or ideas without source attribution</p> <p>Giving incorrect information about the source of a quotation</p> |
| Examples of Cheating | <ul style="list-style-type: none"> • Copying, or allowing others to copy information from someone else's assignments, test papers, homework, etc. • Using or obtaining unauthorized materials and methods while completing an assignment or assignments |
| Examples Falsification | <ul style="list-style-type: none"> • Forging signatures • Fabricating data • Failure to submit electronic tests/exams on time • Giving or receiving unauthorized assistance on assignments |
| Examples of Violation of Software Copyright Laws | <ul style="list-style-type: none"> • Unauthorized duplication of computer software • Unauthorized duplication of printed material • Use of pirated computer software |
| How to avoid plagiarism | Visit the Wake Tech Library for resources available to help students avoid plagiarism. |

Wake Early College of Health and Sciences has adopted a school-wide policy to address academic integrity. Below you will find the disciplinary actions that are associated with each academic integrity offense. **Please note: Integrity offenses are cumulative for the student's entire high school career. This means that the first offense is not erased once a student moves from the 9th grade to 10th grade.**

| First Offense | Second Offense | Third Offense |
|---|---|---|
| Teacher calls home and documents parent contact - | Teacher calls home and documents parent contact - | Teacher refers students to administration - Administration |

| | | |
|---|---|---|
| student will be given the opportunity to redo the assignment for a maximum grade of 50 - teacher will assign 2 days of lunch detention. | student will be given the opportunity to redo the assignment for a maximum grade of 25 - teacher will assign 5 days of lunch detention. | calls home and students will be given a 0 for the assignment. |
|---|---|---|

All work submitted by students should be graded as if there was no violation and then a deduction will be applied. This will allow the student to see how they would have done on the assignment.

[WECHS Student Academic Honor Code Pledge](#)

General Information

Counseling and Student Services

The WECHS Counseling and Student Services department includes a Dean of Students, Counselor, Career Development Coordinator and Coordinator. These individuals work collaboratively to develop academic plans for students, to monitor student progress toward completing those plans and to offer intervention and support when students are struggling. Students and their families may schedule an appointment with any member of the Counseling and Student Services department at any time.

Credits and College options: Students strive to complete the majority of their high school graduation requirements during their freshman and sophomore years at WECHS. Opportunities to earn credit toward certification, competitive admissions, diplomas and/or associate degrees increase during the junior, senior and fifth years.

Course assignments: The WECHS program is designed on the principle of student cohort support and course assignments. Therefore, WECHS students register for high school and college courses at the direction and with the approval of the WECHS administration and Director of College and School Relations.

Criteria for college course enrollment: Students are eligible to take college courses when they demonstrate college-readiness based on the following criteria: 1) above average achievement in high school courses (cumulative grade point average of 3.0 weighted); 2) college level performance on the NCDAP that is administered through Wake Tech Student Services; 3) proficient levels of achievement on North Carolina end-of-course tests and NCFEs; and 4) conduct reflective of the maturity of a college student. Access to college courses is a privilege. The WECHS administration and Director of College and School Relations determine the point at which students may take a college course and the appropriate courses in which students will enroll.

College courses and high school credits: WECHS students receive both high school and college credit for college classes. Dual enrolled grades earned in community college classes are reported on the high school

transcript and calculated in a student's overall high school grade point average. Most college classes carry an additional quality point (5.0 scale) as required by the North Carolina Department of Public Instruction.

North Campus readiness: Success on the Perry Health Sciences campus determines a student's access to college courses beyond those required for high school graduation. It also determines a student's ability to matriculate to the Scott Northern Campus for the pursuit of the Associate of Arts or Sciences. Placement on the Scott Northern Campus may occur as early as the student's junior year, depending upon a student's achievement, conduct, and performance on the RISE assessment. .

College program declaration: WECHS students, in consultation with their parents, must declare their commitment to an academic program during the fifth semester as an early college student. They will make a written declaration of their plan to pursue a certificate, degree or diploma program. They will also indicate their proposed graduation date. The Dean of Students coordinates this process for students.

Remaining in program after completion of high school requirements: Once a student has completed his/her high school graduation requirements, he/she is invited to remain in the program up to the end of grade 13 and upon the condition that he/she successfully completes college classes leading toward a certificate, competitive admissions, diploma or degree. Students must earn at least a "C" in all college courses attempted and maintain a 2.0 college GPA or may risk being graduated from the program.

Remaining for the fifth year: Fifth year (grade 13) students who do not maintain satisfactory performance at any time during either semester may be required to graduate from the program if they are no longer able to accrue college credits leading to a certificate, competitive admissions, diploma or degree.

Wake Tech information and communication: WECHS students must have a current Wake Tech application on file. Students are issued a Wake Tech student identification number, a Wake Tech email account, and access to Blackboard. All information about college courses is communicated through the Wake Tech Blackboard account, not the WCPSS Home Base account. Students must use their Wake Tech email account when they communicate with WECHS and Wake Tech instructors and WakeMed personnel. Students are asked to check the Wake Tech email account at least every other day.

Students are encouraged to contact the Wake Tech Liaison to address questions or concerns related to a Wake Tech course.

Program graduation after completion of high school graduation requirements: When a WECHS student completes all high school graduation courses, has not declared a commitment to a health sciences certificate program, and/or is not able to advance to college courses, that student will be eligible for graduation as he/she will have exhausted all components of the WECHS program.

Academic Expectations

Enrollment requirements: WECHS adheres to the standards for instruction and attendance required of all Wake County Public School System high schools. To achieve the WECHS mission, the academic program requires full-time enrollment for all students. During the first three years, WECHS students are required to take four (4) courses each semester. Early release/part-time enrollments are not available during the first three years of the program. Special circumstances may allow for seniors and fifth year students to participate in a modified schedule. Requests and approval of reduced schedules requires parental consent and WECHS administration approval.

Attendance and academic support: WECHS students attend all classes regularly to succeed in their high school and college courses. Successful WECHS students maintain close contact with their high school teachers and college instructors. They check their grades often and seek help when needed through the instructor, the Wake Tech Individualized Learning Center or WECHS staff. All Perry Health Sciences Campus students have both formal and informal meetings with WECHS and Wake Tech staff periodically for the purpose of monitoring their academic progress.

Attendance

There is a direct correlation between student attendance and student success. Therefore, it is imperative for students to be in school every day. We at WECHS understand that there are times that students must be absent. Wake County Board Policy 6000 has outlined a detailed policy relating to attendance.

**Please note that all Wake Tech instructors include the attendance policy in their course syllabus.
Please familiarize yourself with the policies on attendance below.**

See link for Wake Tech's attendance policy:

<https://www.waketech.edu/catalog/academic-information>

[WCPSS Attendance](#)

[WCPSS Attendance School Board Policy Code 4400](#)

Attendance Status

1) On-site Instruction Days

To be counted present during on-site instruction days a student must be in attendance at least one-half of the student school day. This shall include attendance at official school activities at a place other than school with the approval of the principal. A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy.

2) Remote Instruction Days

To be counted present during remote instruction days, **either of the following two statements must be true:**

- a. student completes their daily assignments, **either** online or offline; **and/or** a student is present in synchronous (live, real-time) instruction.
- b. student has a daily check-in or a two-way communication in a manner acceptable to the school with the appropriate teacher(s) as follows:
 1. In grades PreK-5, the homeroom teacher.
 2. In all other grade levels, each course teacher as listed on a student's schedule.

A student's failure to log into a particular online program or lesson on a given remote instruction day shall not be grounds to mark the student absent for the day so long as the student meets one of the other attendance requirements described above. A teacher may subsequently change a student's attendance status from absent to present based on evidence of student engagement submitted on a later date.

A. ATTENDANCE RECORDS

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. Detailed laws, regulations and policies concerning compulsory school attendance are found in the North Carolina Department of Public Instruction School Attendance and Student Accounting Manual.

B. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher or attendance office within two days of the student's return after an absence.

Absences due to extended illnesses may also require a statement from a physician. Failure to submit a written excuse will result in the absence being coded unexcused.

An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family; (including, but not necessarily limited to parents, siblings, and grandparents);
4. medical or dental appointment of the student;
5. participation as a party or under subpoena as a witness in a court proceeding;
6. observance of an event required or suggested by the religion of the student or the student's parent(s); a minimum of two days each academic year
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out-of-school suspensions, and absences under [G.S. 130A-440](#) (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student or parent is responsible for finding out what assignments are due and completing them within the specified time period.

C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals

shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in **G.S. 115C-47(34a)**;
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. in-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

D. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. The principal shall notify parents and take all other steps required by **G.S. 115C-378** for excessive absences.

After three (3) unexcused absences in a school year, the principal or his/her designee shall notify the parent, guardian, or custodian that these absences are unlawful. The principal shall send a written notice by mail to the parent, guardian, or custodian when a child has six (6) unexcused absences. After ten (10) accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared by the school social worker/student assistance program in accordance with **G.S. 115C-381**.

All schools will establish a school-based attendance team and develop a plan to improve attendance. As part of this plan, each school will establish procedures to develop and implement interventions for excessive absences and a process for dealing with students who fail to meet previously-determined expectations. The interventions will involve parents/guardians.

Excused and unexcused absences above 20 are excessive. Students who exceed 20 absences during the year will be referred to the school-based attendance team.

The principal shall have the authority to waive the school-based attendance team decisions regarding excessive absences.

Students with excused absences due to documented chronic health problems are exempt from this policy.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

Daily Attendance

WECHS students are required to comply with all Wake County Public School System (WCPSS) and Wake Tech attendance policies. Full versions of these documents may be found at <http://www.wcpss.net> and <http://www.waketech.edu>. Students must bring a note from home or a

doctor to excuse any absence within two (2) days of the absence. Absence notes cannot be emailed or faxed. Parent daytime contact numbers should be included on the absence note as well as the student's full name, date of absence and reason. Notes received after the two day window will remain unexcused regardless of the reason. When WECHS students return from an absence, they must report to the WECHS office to sign in and receive an admit slip. This is for both PHS and North Campus

Make-up Work Policy for Excused Absences

WCPSS Board Policy 6000 R&P Section F

If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including https://boardpolicyonline.com/bl/?b=wake_old#&&hs=189690 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).

1. 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.
2. The student is responsible for securing make-up work at the secondary level. At the elementary level, the teacher is responsible for assigning make-up work.

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:

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

Tardies

Students should arrive at school on time every day. Punctual school attendance is very important as we establish collegiate culture at Wake Early College of Health and Sciences. Punctuality is essential to non disruptive learning environments. Students who arrive after 7:25 must report to the Attendance Office immediately to sign in and obtain a pass to class.

The following procedures will be used to record and document tardies:

- Teachers will stand outside classroom doors to monitor classroom transitions.
- Classroom doors will close at the start time for class.
- Any student who enters the class after the door closes will be considered tardy.
- Lunch detentions will be assigned after the 4th tardy.

| Infraction | Teacher Action | Administrative Action |
|-------------------|------------------------|------------------------------|
| 1st Tardy | Warning Notification | N/A |
| 2nd Tardy | Warning Notification | N/A |
| 3rd Tardy | Warning Notification | Arnold Parent Contact* |
| *4th Tardy | Assign Lunch Detention | |
| 5th Tardy | Refer to Administrator | |

Lunch Detention

Students who receive lunch detention must eat lunch in the designated lunch detention area in AHB 215. Students should report directly to the designated area with sufficient school work or reading material. Students will bring their own lunch or a bag lunch ordered from WCPSS Child Nutrition Services. No electronic devices, including laptop computers, will be allowed during this time, so students should plan accordingly. Students who arrive late will be given an additional day of lunch detention or referred to an administrator. **As a reminder, cell phones are not allowed in lunch detention, and talking is prohibited.**

Grading System: All High School Classes

High school courses follow the grading system listed below. Students earn weighted credit of up to 4.5 points for high school honors classes and 5 points for community college courses.

QUALITY POINTS for students entering 9th grade in 2015-16 and beyond:

| LETTER GRADE | STANDARD COURSES | HONORS COURSES |
|---------------------|-------------------------|-----------------------|
| A | 4 | 4.5 |
| B | 3 | 3.5 |
| C | 2 | 2.5 |
| D | 1 | 1.5 |
| F | 0 | 0 |
| FF | 0 | 0 |

Note: Students will receive one extra quality point for Community College courses approved by the Comprehensive Articulation Agreement (CAA)*. Independent college and UNC system courses will also earn one extra quality point.

<https://www.northcarolina.edu/college-transferarticulation-agreements/comprehensive-articulation-agreement-caa>

***GRADING SCALE for all students beginning with the 2015-16 school year:**

A = 90 – 100
 B = 80 – 89
 C = 70 – 79
 D = 60 – 69
 F = less than 60

I = incomplete
 WP = withdrawal, no penalty
 WF = withdrawal with an F
 FF = failed for violation of attendance policy

Students are not allowed to self- withdraw from college courses.

GRADING PERIODS / INTERIMS / REPORT CARDS

Report cards are issued to students every nine weeks. Interim reports are issued to all students at the midpoint of the first and third nine weeks. Students who are failing or whose grade has fallen a letter grade receive an interim report at the midpoint of the second and fourth grading periods.

ACADEMIC HONORS

Grade point averages are calculated and rounded off to four decimal places. Class rank is calculated based on that four-decimal place grade point average. Graduating seniors who have excelled academically are recognized for their achievement.

Graduation Requirements

WECHS students must complete the following courses in the College/University Course of Study to obtain a high school diploma through the Wake County Public School System (WCPSS). All courses are offered at the honors level when available.

| Course | Total Units | Description |
|-------------------------|--------------------|---|
| English | 4 units | English I, English II, English III, English IV or equivalent college course(s) |
| Math | 4 units | Math I, Math II, Math III, Pre-Calculus |
| Science | 3 units | Earth Science, Biology, and Chemistry |
| Social Studies | 4 units | Civics and Economics, American History 1 (HIS 131), American History 2 (HIS 132), World History |
| Foreign Language | 2 units | Spanish I and Spanish II or equivalent college Spanish courses |
| College Health | 1 unit | College Health 110 |
| Electives | 4 units | Additional electives at the high school or college level |

| High School Credits | Dual Enrollment Credits* |
|--|--|
| Honors English I, Honors English II Honors English III, Honors English IV | College English 111, College English 112, College English 232 and College English 242 |
| Math I, Math II, Math III, Pre-Calculus | College Math 171 and College Math 172 (precalculus) |

| | |
|--|---|
| Honors Earth Science, Honors Biology, Honors Chemistry | College Biology, College Chemistry |
| Honors Civics and Economics, Honors World History | College History 131 = American History I College History 132 = American History II |
| Physical Education requirements are met by college course. | College Health 110 |
| Spanish I, Spanish II | College Spanish 111 and College Spanish 112 = Spanish I and Spanish II |
| Electives | Various courses available to WECHS students |

*See <http://www.waketech.edu> for complete WTCC course descriptions.

WECHS **SAMPLE** 5 Year Plan
Wake Early College of Health and Sciences
Sample 5 Year Academic Plan

FRESHMAN YEAR – WAKE TECHNICAL COMMUNITY COLLEGE PERRY HEALTH SCIENCES CAMPUS

| | | | | |
|----------------|-----------------------------|-------------------------|--|----------------------|
| FALL 2019 | Special Interest Seminar | Honors World History | Honors Earth Science | Honors NC Math I |
| SPRING 2020 | Honors English I | Spanish I | Principles of Human Inheritance or Honors Health Sciences I or II | Honors NC Math II |

SOPHOMORE YEAR – WAKE TECHNICAL COMMUNITY COLLEGE PERRY HEALTH SCIENCES CAMPUS

| | | | | |
|----------------|----------------------|---------------------|---|-------------------------------------|
| FALL 2020 | Honors Biology | Spanish II | HEA 110 (College Health) and ACA 122 | Honors NC Math III |
| SPRING 2021 | Honors English II | Honors Chemistry | Honors Civics and Economics | Honors Precalculus or MAT 171 |

JUNIOR YEAR – WAKE TECHNICAL COMMUNITY COLLEGE SCOTT NORTHERN CAMPUS**

| | | | | |
|--------------|--|---|--------------------------------------|---|
| FALL 2021 | HIS 131 or HIS 132 (American History I or II) | BIO 111 or BIO 110 or MATH 171 or MATH 143 | ENG 111 (College Writing) | College Class (high school elective) |
|--------------|--|---|--------------------------------------|---|

| | | | | |
|----------------|--|---|--|---|
| SPRING 2022 | HIS 131 or HIS 132 (American History I or II) | BIO 111 or BIO 110 or MATH 171 or MATH 143 | English 112 (College Writing) | College Class (high school elective) |
|----------------|--|---|--|---|

**SENIOR YEAR –WAKE TECHNICAL COMMUNITY COLLEGE SCOTT NORTHERN
CAMPUS****

| | | | | |
|----------------|--------------------------------------|---------------|---------------|---------------|
| FALL 2022 | ENG 232 or ENG 241 or 242 | College Class | College Class | College Class |
| SPRING 2023 | ENG 232 or ENG 241 or 242 | College Class | College Class | College Class |

**SUPER SENIOR YEAR – WAKE TECHNICAL COMMUNITY COLLEGE SCOTT NORTHERN
CAMPUS****

| | | | | |
|----------------|---------------|---------------|---------------|---------------|
| FALL 2023 | College Class | College Class | College Class | College Class |
| SPRING 2024 | College Class | College Class | College Class | College Class |

On N. Campus, **in addition to college courses each semester, WECHS students will continue to have required high school courses: a Health Science Seminar course once a week for 1 hour as well as Academic Assistance (AA) courses in Math, English, and Science each meeting once a week for 1 hour. These are required high school courses.

*English 232 completes the NC Department of Public Instruction (DPI) English III requirement. English 111 and 112 are prerequisites for English 232 and English 241 or 242 at WTCC. English 241 or 242 completes the NCDPI requirement for English IV.

Courses listed in **bold** are those for which students receive dual credit (both college credit and required high school credit).

Students can elect to return to PHS Campus after completing the AA/AS requirements to earn health science certifications and/or begin coursework in the WTCC Health Sciences programs.

Graduation Information

WCPSS Graduation

Graduation from a Wake County Public School System high school shall follow satisfactory completion of all state and local course requirements, and achievement of a passing score on all tests required by the state of North Carolina.

Each WECHS student must declare a graduation intention in the fall of his/her senior year.

The Board has adopted the following as applicable to graduation or high school completion:

1. **Diploma:** Awarded at graduation, a diploma indicates satisfactory completion of all state and local course requirements and achievements of a passing score on all required North Carolina End-of-Course Tests. Only those students who graduate according to this stated definition are eligible to receive a diploma.
2. **Transcript:** A transcript must be issued to all students receiving either the diploma or the certificate. The transcript may be issued to the student(s) by any procedure as determined by the local school within a reasonable period of time.

Transcripts will include:

1. All high school courses completed and grades earned,
2. All courses completed through Wake Tech as dual enrolled credits earned,
3. A record of school attendance during grades 9-12, and
4. Participation in special programs or any other information as determined by the Wake County Public Schools Board of Education.

A WECHS High School Profile similar to the one included in this handbook will accompany each transcript.

WECHS students are responsible for acquiring their Wake Tech transcripts. They should monitor the transcript closely to ensure it accurately reflects the courses they have taken and the grades they have received. WECHS will not include this transcript in documentation sent to colleges and universities; students will need to request a transcript in accordance with Wake Tech procedures.

[Graduation Procedures](#)

Academic Policies and Procedures: Perry Health Sciences Campus

Student Schedules: Course Registration

Each semester the WECHS administration develops a school-wide schedule for students. The prescribed nature of the WECHS academic program provides limited opportunities for students to select courses or follow the traditional schedule selection procedures of larger high schools.

However, each semester the WECHS Student Services team will meet with each student individually to review his/her schedule for the upcoming semester. They will review credits earned/ credits

required and ensure that the schedule for the new semester meets the student's academic program requirements. Student schedules for Wake Tech courses are recorded in the student's Wake Tech WebAdvisor. Students use their Wake Tech log-in to access their WebAdvisor account.

Homework Policy

In accordance with WCPSS Board Policy, WECHS faculty will assign homework for the purposeful pre-teaching, continuations, or extensions of the instructional program as appropriate to the student's developmental level. Homework should help students become responsible, self-directed learners, improve their academic achievement and provide reinforcement opportunities.

Homework is an important component contributing to student success. Homework assigned should be meaningful, reasonable in length, and either prepares students for the lesson that day or references a previously taught lesson. Though homework may vary in purpose and design, the following principles provide guidelines for each student:

- Students need to know expectations for assessment and grading of homework.
- Parents should check and help with homework as necessary, but not to do homework.
- Teachers will set consequences and grading scales for late homework, homework not completed and homework make-up.
- Though long-term projects may extend over weekends or holidays, mandatory homework should not be scheduled during student breaks. An exception is any WCPSS recommended summer reading list and/or test prep activities.
- The time guideline for homework is two hours per school night, five nights per week. Teachers and staff will teach students time management skills and students should plan their study time wisely to accommodate block scheduling and alternate day courses. **Students enrolled in college courses will adhere to homework requirements as stated by the course instructor.**

Online Courses

The WECHS academic program has been designed to fulfill all student course needs through seated courses during the regular school year. Occasionally, students may need an additional course to complete their schedule. Thus, they may be recommended for an online course offered through the North Carolina Virtual Public Schools (ncvps.org) delivery system.

In such cases, students work with WECHS Student Services staff to identify an appropriate course offered through North Carolina Virtual Public Schools. Grades earned in the online course are included on the high school transcript and are calculated in a student's cumulative grade point average.

WECHS students are not eligible for enrollment in Wake Tech online courses, except when a course that is required for graduation is not available during the instructional day or a student must repeat a course and the online section is the only one that a student's schedule can accommodate.

Summer School and Credit Recovery Policy

WCPSS summer school, using GradPoint, may be offered to WECHS students as long as it is funded through WCPSS. Summer school seats will be assigned to upperclassmen first. Courses through this system are for recovery credit only. Every GradPoint summer school student must complete an official

registration form. All student requests and registrations require the approval of the WECHS Administration. Transportation and Child Nutrition Services are not provided by WCPSS for summer school.

As part of their pursuit of the WECHS mission, seniors and super seniors may wish to participate in Wake Tech summer semester to complete the Associate in Arts, Associate in Sciences or Health Sciences degree. Students must communicate their request to the Wake Tech Liaison. The Liaison will work with students to complete summer college course registration. Summer college tuition will be covered. **Books and supplies are the responsibility of the student.**

Monitoring Academic Progress and Grade Reporting

High School Courses

Monitoring student progress is an important responsibility for the entire WECHS family: faculty and staff, students and families. Progress reporting occurs every three weeks, with formal notification going to families at approximately the sixth week of the quarter and at the end of the quarter. Each quarter WECHS students receive WCPSS report cards that include grades for all high school courses.

College Courses

College instructors maintain communication appropriate to the college environment. They communicate directly with their students, the academic deans and department heads. This practice is applied to WECHS students universally. Instructors also maintain communication with the Director of College and School Relations, who communicates and collaborates with the WECHS staff. WECHS staff will call parents and meet with students as they are notified of academic or other performance information or concerns.

College instructors are not required to meet reporting deadlines normally associated with high school grade reporting. Students and their families should maintain awareness of academic progress and may do so via the Wake Technical Community College Blackboard System. The Director of College and School Relations assists students with accessing their Blackboard account. WECHS faculty and staff do not have access to Blackboard information. Students must provide parents with the log-on information for the account.

Wake Tech instructors are not required to maintain Blackboard accounts; however, the majority of them do. In the event an instructor does not use the system, students are encouraged to take advantage of the instructor's office hours to ask questions and discuss their grades. Students may also request an alternate meeting time if the instructor's office hours conflict with other class times.

College grades are reported at the end of each semester. Wake Tech reports student college course grades through Blackboard and WebAdvisor.

Open Houses

WECHS hosts an Open House for the purpose of connecting WECHS families to the WECHS faculty and staff and to share important curriculum details. These occur within the first few weeks of the first semester. Additional meetings to facilitate home-school communication and for families to be a part of the exciting work at WECHS will occur throughout the year as well. Input from WECHS families is

always welcome and encouraged.

[Below WECHS Expectations \(link\)](#)

Parent-Student Conferences

The principal, assistant principal, counselor or any teacher may request a conference at any time with a parent/guardian to discuss student progress or concerns. Parents may call the WECHS office to schedule a conference at any time during the school year as well.

Wake Tech college instructors do not attend WECHS parent conferences. Parents may request specific information about a course by communicating with the WECHS administration, after attempting to obtain grades from their child. WECHS administration will contact the Director of College and School Relations, or the appropriate department chair, to obtain specific feedback.

Intervention Plans

In accordance with WCPSS Board Policy 5520, students who are at-risk for academic failure will have an intervention plan developed for them to help them master skills and objectives and achieve academic success. Teachers work in conjunction with the WECHS Intervention Coordinator and Intervention Team to identify appropriate strategies. The student and the parent/guardian will be informed of the plan and will be updated with regular reports on the student's academic performance .

Academic Policies and Procedures: North Campus

General Program Information

Calendar: The Early College Program follows the Wake Tech academic college calendar for fall and spring. It does not include summer school or any other special sessions offered by Wake Tech. When Wake Tech classes are in session, WECHS North Campus students are expected to be in class.

Course selection: Once a student determines his/her degree pathway (AA or AS), that pathway dictates specific course selection. WECHS and the Wake Tech partners have identified the courses that will be available to WECHS Scott Campus students. WECHS students will only be allowed to enroll in courses that are listed on the most current version of the WECHS AA and AS course selection forms.

Degree pathway selection: WECHS students, in consultation with their parents, must decide whether they will pursue an AA or AS degree pathway. This information will be collected from students during campus advising sessions with the Director of College and School Relations and Wake Tech advisors.

Inclement Weather (WCPSS and WTCC): When Wake County Public School System has a delayed opening or early closing due to inclement weather, WECHS staff and students will follow all WCPSS closings and delays. Communication will be sent to college instructors whenever this occurs. Students will still be responsible for completing their work during any school closings. In the event of inclement weather (or other events) where WCPSS school officials cancel public school classes, but Wake Tech classes are in session, WECHS administration will work closely with Wake Tech partners to notify instructors about specific closings, delays, and bus transportation changes. Follow the local news channels for the latest information relating to WCPSS school closings or cancellations.

Completing the Associate Degree and High School Diploma

- WECHS students should carefully consider their performance in college math, general work ethic, and regular use of all available resources when deciding between the Associate of Arts (AA) or Associate of Science (AS) degree pathway. The Associate of Science has a heavy concentration of upper level math and science courses.
- Any WECHS student who has selected the Associate of Science degree pathway and earns non-transferable credit (a grade lower than C) in any two college courses will automatically be moved to the Associate of Arts degree pathway (the grades do not have to be in the same semester). The move to the AA pathway could take place sooner if a student earns a grade of F in any college course. This will help ensure that WECHS students have an increased opportunity to improve their GPA, complete the early college program with their high school diploma and associate degree, and be accepted to a four-year college or university.
- When students graduate from our early college program with a college AA or AS, the transfer of college credits is governed by the Comprehensive Articulation Agreement (CAA) between the North Carolina Community College System and the 16 public colleges and/or universities in North Carolina. Private colleges are not governed by this agreement; however, many do honor the agreement (check with individual schools about their policies).
- To take full advantage of the Comprehensive Articulation Agreement at a public college or university in North Carolina, a student MUST complete all requirements to earn the AA or AS AND have transferable credit (a grade of C or higher) in all courses and a 2.0 college GPA..
- Students who choose to graduate from WECHS without earning their AA or AS will not meet the requirements of the CAA. This means that UNC System colleges may be more selective in the courses they choose to accept as transfer credit (check with your individual college or university for specific guidelines on this).
- Math courses selected during college advising sessions may not satisfy the UNC System math requirements for a fourth math credit to receive a high school diploma. To assist with this graduation concern, we are now prioritizing our student scheduling to accommodate the required fourth math through high school Pre-Calculus.
- All course attempts (including taking a course more than once) remain on student's' permanent college transcripts. Retaking a course and receiving a higher grade will improve the overall GPA. Retaking a course and earning marginal or no gains with the final grade will not help the GPA and could negatively impact a student's college admissions opportunities.
- Students who transition to the Scott Campus in January as a junior must remain a fifth year to have time to earn an AA or AS degree. For students who transition to Scott Campus after their junior year, credits will be tallied on a case-by-case basis.

Academic Expectations

- Communication: It is critical that all Scott Northern Campus students check their Wake Tech Community College Blackboard and WECHS Google Classroom accounts regularly for assignment postings and grades in both high school and college courses. Students and parents should also check their email regularly for important campus announcements and/or time sensitive requests.
- Course enrollment: WECHS adheres to the standards for student enrollment required of all Wake County Public School System high schools. In support of the WECHS mission, the academic program requires full-time enrollment for all students. WECHS students are required to take a full-time course load each semester (through the assigned mixture of high school and three to four college courses).

- Fifth-year student schedules may vary with meeting a minimum course requirement as a high school student.
- **Traditional early release/part-time enrollment is not available.** Graduating seniors who have met all requirements for their high school diploma and associate degree will be counseled on the appropriate course load and additional health sciences options on a case-by-case basis.
- **Wake Tech “C Wall”:** Students who do not earn transferable credit in any course, specifically a C or higher, will not be allowed to move to the next level course on the WECHS course selection sheets (i.e. MAT 171/172, BIO 111/112, ENG 111/112, SPA 111/112 etc.).
- Academic Interventions: WECHS administration, instructional staff, and student services department will monitor student progress and interventions in several ways:
 - ✓ Weekly progress checks with Academic Assistance course teachers
 - ✓ Student progress checks with Wake Tech instructors each semester
 - ✓ Student Blackboard grade reviews throughout the semester
 - ✓ English and general composition reviews for college assignments
 - ✓ Communication with college instructors and Wake Tech academic deans
 - ✓ Student Conferences
 - ✓ Parent Contact
 - ✓ Parent Conferences
 - ✓ Mandatory assigned Academic Assistance Class for work and tutoring time for students with demonstrated needs
 - ✓ Student/parent written agreement and planning conferences with administration and Dean as needed.
- Academic Monitoring (students): WECHS students must maintain close contact with their instructors; check their grades often through Blackboard and Web Advisor; and seek help when needed through the instructor, the ILC, and WECHS staff. All Scott Northern Campus students have both formal and informal meetings with WECHS and Wake Tech staff periodically for the purpose of monitoring their academic progress.
- Blackboard Access (college courses): **WECHS staff members do not have access to student Blackboard information.** We strongly encourage parents to talk with their child to get up-to-date information when the student accesses his or her Blackboard account.
- Online resources: Some college courses use WebAssign, MyMathLab, and Learn Smart online for homework and practice. These assignments are extremely important and must be taken seriously. Online assignments must be completed daily by WECHS students to maintain good grades in many college courses. Even if a college instructor does not grade online or homework assignments, the questions or problems will often be found on a quiz, test, and/or final exam.
- Graduation/Team Planning Meetings (for individual students): Each semester, WECHS and Wake Tech administration will meet to determine appropriate placement (classes and/or campus) for any Scott Campus student who is having difficulty with attendance, completing/turning in assignments, following campus rules/policies, etc. This will include the students and parents in an attempt to put a plan in place that will preserve the student’s academic record and opportunity to be accepted to a four-year college or university in the future.
- Attendance and Student Agreement Plans: WECHS students must attend all classes regularly to

succeed in their high school and college courses and to maintain their assignment as a Scott Campus student. Students must be able/willing to continuously work toward an associate's degree or transferable credit. Students with repeat attendance concerns will be placed on a monitored academic agreement and/or behavior agreement that could also lead to the development of an accelerated, individualized graduation plan. If students are dropped for attendance reasons, they will be subject to disciplinary actions which may include being graduated once high school requirements are met.

Expectations for Scott Northern Campus Students

All juniors, seniors, and super seniors on the Scott Campus must maintain the following:

1. Regular attendance and positive assignment completion in all assigned high school courses.
2. Continuous progress toward receiving transferable credit in every college course.
3. A positive history of completing and submitting all college assignments.
4. Regularly use campus resources as needed for academic improvement and success.
5. Regular attendance in all college courses.
6. Acceptable behavior in all college and high school courses.
7. Have no incidence of skipping high school or college courses.
8. Adhere to all WECHS, WCPSS, and Wake Tech policies for acceptable student conduct.

If any Scott Campus student chooses not to adhere to WECHS or Wake Tech policies, including completing assignments, having regular class attendance, being withdrawn by the professor, and/or major disciplinary infractions, he/she will be placed on a plan to graduate from the WECHS program as soon as course offerings will allow. Self withdrawals are not allowed. Students who have not completed their high school graduation requirements will be assigned courses to complete high school (on PHS Campus, online through NCVPS, etc.). This will help save the student's high school and college records from additional damage that could keep him/her from obtaining entry to a four-year college or university.

Online Courses

WECHS does not support or monitor online courses through any other school or outside agency, except North Carolina Virtual Public Schools (NCVPS) for select high-school credits only. All student enrollments in NCVPS courses must go through the WECHS Dean of Students. NCVPS classes will only be offered at the PHS Campus.

Wake Tech online courses are offered as an exception and approval by WECHS administration. When available, WECHS students will be scheduled to take seated college courses.

Grade Reporting

WECHS North Campus students receive WCPSS report cards that include only dual credit courses (courses for which the student is receiving high school as well as college credit). College course grades are sent to students directly from Wake Tech. Students may access their college grades and instructor assignments through the Wake Tech system Blackboard and Webadvisor.

High school grades and dual-enrolled college course grades may be accessed on Home Base through WCPSS at the end of each semester. High school courses issue quarter grades, and college courses issue semester grades. Therefore, grade reporting on the various systems are not updated during the same time

frames.

Monitoring Academic Progress in College Courses

College instructors maintain communication appropriate to the college environment. They communicate directly with their students, the academic deans, and department heads. This practice is applied to WECHS students universally. Instructors also maintain communication with the Director of College and School Relations. The WECHS Scott Northern Campus Assistant Principal will call parents and meet with students as needed to discuss academic or other performance information or concerns. College instructors are not required to meet reporting deadlines normally associated with high school grade reporting.

Wake Tech instructors are not required to maintain Blackboard accounts; however, the majority of them do. In the event an instructor does not use the system, students are encouraged to take advantage of the instructor's office hours to ask questions and discuss their grades. Students may also request an alternate meeting time if the instructor's office hours conflict with other class times. Additionally, Wake Tech instructors do not maintain grades in Home Base.

For more information on how parents' may gain access to Wake Tech student information, see link below or contact Ms. Graham, Director of College and School Relations.

<https://www.waketech.edu/student-services/registration-student-records/how-to/parental-access>

Academic Resources and Support: Scott Northern Campus

Honors English IV, Health Sciences Seminar and Academic Assistance Classes (AA)

Scott Campus faculty will provide support in core college courses. The classes and support areas include, but are not limited to:

1. **Health Sciences Seminar and College Math Support**– Ms. Borhmann
2. **Health Sciences Seminar and College Science Support** – Dr. Colbert
3. **Health Sciences Seminar and College English Support** – Ms. Nelson
4. **College applications and scholarships** – Ms. Lachance and Mr. Muse
5. **Career Counseling, Job Shadowing, Internships** – Ms. Hill
6. **Financial Aid Advising** – WCPSS Advisor, Linda Taylor

Students in need of help with understanding, grade clarification, and any issue that may affect academic performance, should contact counselors, administrator, AA teacher, and/or professor. Students should not email Dept. Chairs,

Individualized Learning Center (ILC)

Students may use the Individualized Learning Center (ILC) to receive extra help completing their college assignments. WECHS students need special permission, in advance, to work in the ILC after school hours. Academic assistance in the ILC is mainly provided by college instructors or masters-leveled educators. Assistance is provided in all academic areas at various times throughout the week.

The ILC is not meant to replace the direction and clarification that is given by the class instructor. If a student has concerns about what is required or expected in an assignment, he or she should contact the instructor directly. Students may also use the **STEM Lab** and the **REAL Center** to get additional help in math and English respectively.

Campus Library: Scott Wake Campus Building F

Use of the Wake Tech library is a privilege. The North Campus Library is a place where students may go to do research, use the computer, work in small groups or study. **A valid Wake Tech student ID is required to enter the library.**

Students must use their Wake Tech/WECHS ID card to check out materials. Students must adhere to the Wake Tech Library return policy, including fines. Students who owe library fines will not be able to register for their courses for the next term and a hold will be placed on the student's account.

Students who are disruptive, destroy or damage any of the library property, bring food or drinks into the library, or who fail to comply with any directions by the Wake Tech library staff will lose their library privilege and incur a disciplinary consequence as directed by Wake County Public School System and/or Wake Technical Community College policies for student behavior.

Disability Services

Serving our students who may, due to documented physical, psychological, or learning disabilities, require accommodations for equal access to college facilities, academic programs, and other activities (defined by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act).

[Disability Support Services Information](#)

The REAL Center: Scott Northern Wake Campus Building E, 230

The REAL Center is designed to assist students in curriculum-level English courses who need extra help with writing assignments and/or understanding course concepts for their English classes; any issues related to Rhetoric, Exposition, Argumentation, and Literature can be addressed in the REAL Center.

STEM Lab: Scott Northern Wake Campus Building D, Room 360

Wake Tech's STEM Centers offer a comfortable, collaborative environment where students can work together, share ideas, and support each other in the study of science, technology, engineering, and mathematics. The centers have wireless access, space for study groups, and plenty of whiteboards for unraveling difficult concepts and exploring possibilities!

SPEAK Center: Scott Northern Wake Campus Building E, Room 230A

The WTCC SPEAK Center (Speech Preparation Essentials and Knowledge) is a new, free tutoring service available to all students seeking assistance in the creation and delivery of an effective oral presentation. Available on Main and Scott Wake campuses, SPEAK Center tutors specialize in enhancing student confidence and skill in the area of public speaking. Only walk-in appointments will be taken. Please see the schedule of SPEAK Center hours below:

The THINK Center: Scott Northern Wake Campus Building E, 367

The THINK Center is a space where Humanities faculty and students come together to mutually cultivate analytical, creative, and collaborative skills in order to facilitate personal, academic, and professional

success. The faculty and student-peer mentoring that takes place at the THINK Center emphasizes the application of critical thinking to the various oral and written pursuits of Wake Tech students.

Printers and Printing

WECHS students have access to the printers in the library and ILC. In many cases, Wake Tech will charge a printing fee. All students are strongly encouraged to complete assignments in a timely manner to avoid emergency printing concerns on the day assignments are due. **Students will not be allowed to print any assignments or personal information in the WECHS classrooms or office areas.**

Program Milestones

RISE (Reinforced Instruction for Student Excellence)

Wake Tech's new college course placement policy (RISE) considers unweighted high school GPA to determine placement. To enroll in a college English and or math courses, Early College students must demonstrate college readiness in English, reading, and mathematics. Early College students may demonstrate college readiness by achieving an unweighted high school GPA of 2.8 or higher and directly placed into college English and or math courses.

Students with an unweighted GPA of 2.799-2.2 will be placed in college English or math with a co-requisite. Students with a GPA less than 2.2 may enroll in curriculum transition courses.

Program Declaration

The WECHS program is a five-year program that offers students various opportunities in addition to the high school diploma. Students may pursue a health sciences certificate, entrance into a competitive admissions health sciences program, or an associate's degree. Students may also choose to add college credits to their high school diploma. They have 10 semesters to complete one of these options.

Students have five semesters to declare the program that they will follow. In consultation with their parents, the Dean of Students, their Wake Tech advisor and the Director of College and School Relations, they must complete a Program Declaration. Their decision should be based on their academic performance, probability of successfully completing a program and their career goals.

The Program Declaration will be considered a formal agreement between WECHS, its partners and the student, and will be used to align student course offerings to ensure that the student has access to courses that are required for him/her to achieve his/her goals.

Career Development Opportunities: PHS and Scott Northern Campus

Experiences beyond the classroom richly enhance the WECHS experience. Our partnership with Wake Tech and WakeMed Health and Hospitals provides great opportunities for students to expand their understanding and exposure to health sciences. The Career Development Coordinator works closely with WECHS partners to insure that each student has academic and extracurricular experiences that relate to his specific interests in the health and sciences as well as schedule events and present opportunities that students should plan to include in their professional resume.

Career and College Promise Courses

Career and College Promise courses provide enrichment opportunities for WECHS students by enrolling them in courses not otherwise available to them. Selected health science courses have been specifically identified for WECHS students. They align with the WECHS mission and vision. Courses are offered outside of the normal school day and are taught by Wake Tech instructors on the Health Sciences campuses. Students receive both WCPSS credit and WTCC credit for their work.

WECHS students at the junior level or above may request enrollment in the Career and College Promise program. Scott Campus students are limited in their opportunities for Career and College Promise courses. Students should attend an information session sponsored by the WECHS Career Development Coordinator. Students must adhere to all Wake Tech Career and College Promise enrollment processes and agreements to enroll.

Grades for Career and College Promise courses are a part of the student's transcript. Grades for Career and College Promise courses are calculated as part of the student's overall grade point average for WECHS and Wake Tech. Students are expected to maintain a "C" or better in their Career and College Promise class. Failure to do so may result in the student being prohibited from future college courses and may result in the student being graduated from the WECHS program if the student has met all of the high school graduation requirements.

Enrichment Experiences outside of the WECHS Partnership

Numerous enrichment opportunities in the health sciences, leadership, and research are available to students who want to broaden their backgrounds and build their resumes. The Career Development Coordinator posts these opportunities on the bulletin board on the WECHS Hallway. An ongoing list of opportunities is also available on the WECHS website.

Internships

Rising seniors may consider internship positions. Students should contact the Career Development Coordinator for additional information about competitive internships available through WakeMed.

Job Shadowing

Students may be eligible for job shadowing opportunities as they come available. These include participating in health sciences classes offered through Wake Tech, visits with WakeMed professionals and other individuals associated with the WECHS Business Alliance.

PULSE: Participation, Understanding, Leadership, Scholarship and Excellence

All WECHS students on PHS Campus participate in a PULSE group for the purpose of building close relationships with faculty, developing strong friendships with fellow students and for checking their "PULSE." PULSE activities encourage students to reflect on the work they are doing and the way they are presenting themselves as early college students. This may include group discussions, reading selections, academic and personal goal setting, character education, and many other activities PULSE meets every day for approximately 30 minutes.

Speakers

Each month Wake Tech and WakeMed professionals make themselves available to students during lunch/PULSE on PHS Campus. Presentations address areas that students have identified as potential career fields.

Volunteering

WakeMed Volunteer Services works closely with the WECHS Career Development Coordinator to create meaningful volunteer services. Information sessions are offered throughout the year. To be eligible to volunteer students must have demonstrated strong academic performance and personal character. Volunteer opportunities may begin during the freshman year. Potential volunteers complete an application and undergo an interview and orientation process to earn these positions.

To be considered for these opportunities, students must complete the WakeMed volunteer packet in its entirety. Once a student has been approved for the volunteer program, he/she must complete the Volunteer Contract. Volunteering must be completed outside of the school day. Students who do not uphold the Volunteer Contract may be asked to terminate their volunteer experience and may be prevented from additional career development opportunities with WakeMed. In addition, students must have up to date immunizations.

Student Activities

Clubs, Organizations, and Activities

Campus organizations are available to all WECHS students. This year we will hold many club, organization and activity events during the lunch/PULSE time on PHS Campus. Scott Campus students typically participate after school. Some of the groups available to students are:

- Art Club
- Debate Club
- Fitness Club
- H.O.S.A
- Key Club
- Muslim Students Association (MSA)
- National Honor Society (Nomination and approval)
- Red Cross Club
- Science Olympiad
- Student Council
- World Cultures Club

Students may propose additional clubs and organizations. They must have a faculty sponsor before the club or activity begins. Scott Campus students should get approval from administration before joining Wake Technical Community College Organizations.

Honor Roll Breakfast

Each quarter PHS Campus students who have achieved outstanding academic performance will be eligible to participate in the quarter celebrations. Honor Roll status is awarded to those students who have earned a 3.0 GPA or higher with no grade lower than a C in all high school courses. These PTA-sponsored celebrations are held in the morning and include a breakfast.

International Festival

This is one of the highlights of our school year as we celebrate the rich diversity of our school community. Students and their families are invited to create a booth that includes cultural information, trinkets and tasty treats from their country, or one that is of interest to them, that are shared with the entire school. Performances representing art forms from around the world are also included. This event is a fundraiser for the WECHS PTSA as well..

Senior Awards Night

Seniors and their families are recognized at this special awards ceremony and reception. Among the awards included in this celebration are the Outstanding Senior – Perry Health Science Campus and Scott Campus; WakeMed award - and recognition of college diploma and college transfer candidates. All

graduates are invited and encouraged to participate.

End-of-Year Celebration

The school year culminates in a school-wide celebration in the Perry Health Science Lounge. Students from both campuses join to recognize academic achievements of their peers. This is also the day that students receive their yearbooks. A PTA –sponsored lunch is also offered.

Class Nights

While each year in high school represents a major milestone in a student’s academic development, junior and senior year are vitally important years. A special parent/student information night for juniors and seniors will be held during the fall semester. The program for these events will include presentations from Wake Tech officials, guest speakers from colleges and universities, as well as information about financial planning for college and career planning information. Families should plan to attend these events.

Safety Drills

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. WECHS and/or Wake Tech personnel will signal fire drills. Routes for the nearest fire exit are posted in each room. All students and staff should vacate the building in an orderly manner. There shall be no talking when leaving and returning to the building; students must remain with the class so that the instructor may take roll. Students must return to class after a fire drill. Not returning to class will be considered skipping and will be subject to disciplinary action.

Lock Down Drills

Periodically, throughout the year, lockdown drills will occur in order to ensure the safety of students in the event of a real emergency. After the drill has occurred, Mrs. Cummings will notify parents.

Tornado Drills

WECHS and/or Wake Tech personnel will signal tornado drills. All personnel will congregate in the designated areas on the ground floor. Classes are to remain together and under the supervision of the instructor. Students are to sit in a crouched position. Students must sit close together and remain quiet throughout the drill.

Acceptable Uses of Technology

Wake Early College of Health and Sciences (WECHS) is located on the Wake Technical Community College campus. As a result of this partnership and the use of Wake Tech’s connection to the internet, WECHS students will use both Wake County Public School System internet access and they may also access to the world-wide web without content filtering being provided through Wake County Public School System (WCPSS) via the Wake Tech interface. Although accessing Wake Tech web servers is encouraged, accessing Wake Tech administrative servers is strictly prohibited. This includes, but is not limited to, email, student information servers, switches, routers, or access points. This deviation from the WCPSS policy requires acceptance by the student and his/her guardian as to the risks of exposure to content deemed unacceptable by WCPSS standards, including but not limited to accessing Instagram, YouTube.com, Facebook.com, any site exhibiting nudity, pornography, threats of violence, hate groups, etc. Adherence to the WCPSS’s Acceptable Use of Electronic Resources Policy still applies.

The use of Wake Early College of Health and Sciences (WECHS) computers is a privilege.

Use computers wisely and for academic purposes. The same applies to Wake Tech computers found in their Media Center. The settings including but not limited to: desktop image, wallpaper, icons, cursors, etc. are to be left unchanged. Downloading software of any kind without permission from the Wake Early College of Health and Sciences administration is strictly prohibited. If software is to be downloaded for a class, permission MUST first be granted in writing.

Saving documents and files (including pictures) is to be limited to saving these on recordable CDs, Google Drive, USB flash drives; they are not to be saved anywhere on the computers. Downloading music or pictures that are not academic in nature is prohibited. Visiting sites or performing searches for sites that are not approved by Wake County Public School System (this includes any site that portrays nudity, obscene gestures, contain obscene language, messages of racism or hate based on gender, race, ethnicity, etc., or any site that is for gaming, or social networking is not allowed. The computers made available to you are expensive to maintain. Your cooperation in the maintenance of these is much appreciated. Failure to adhere to any of the above listed items will result in losing in addition to disciplinary and legal action based on the offense. Multiple offenses will result in more stringent policies in accordance with WCPSS guidelines. [WECHS Student Laptops-Accessing the Internet at Home](#)

Student Conduct Policies and Procedures

Wake Early College of Health and Sciences students are governed by the Wake County Public School System (WCPSS) and Wake Technical Community College System (Wake Tech) Codes of Student conduct. Students and their families are issued a WECHS Student and Parent Handbook. Vital information from the WCPSS and Wake Tech College Catalog are included in this handbook and full versions of each may be accessed online (see websites below). Students and parents should carefully review these documents in their entirety. WECHS faculty and staff will apply the policies and procedures in accordance with these documents. WECHS will enforce all WCPSS policies. When students are enrolled in college courses, Wake Tech policies will also act as governing policies for student academic integrity and code of conduct.

Students and their families are expected to be aware of all WCPSS and Wake Tech policies and procedures. Each student has been provided a copy of the WCPSS handbook. In addition, WCPSS and Wake Tech policies and procedures can also be found online at www.wcpss.net and www.waketech.edu.

Frequently Asked Questions

What happens if a student completes the AS, AA and high school requirements in 4 years?

The WECHS program is a five-year program. However, it may be possible for a student to complete both high school diploma and a major college milestone in less than 5 years. When that happens, students may choose to complete an Associate's Plus in their fifth year which allows them to be certified in a variety of health related fields. However, students will not be required to remain with WECHS for the 5th year if they do not have a program of study to follow.

If students have individual advisement (outside of the scheduled protocol and with advisors not familiar with WECHS), does this mean they can choose any course from the Wake Tech catalog?

The Wake Tech course offerings and pathway plans have been tailored specifically for WECHS students to maintain a cohort. This is especially true in the 3rd and 4th year where most WECHS students will follow a similar pathway. This benefits our students because they can be in several courses together.

What if Wake Tech is open but WCPSS is closed?

We have tried to align both schedules to minimize these scenarios. Most students choose to attend their WTCC classes if they can safely, but in the event they are not able to do so, they will be expected to log in/contact the instructor and/or complete make up work. Refer to the WECHS calendar for specific dates.

What athletic programs does Wake Tech offer and can WECHS students participate?

Students interested in playing sports please visit <http://www.wakecountyathletics.com/enloehs>. Please note that many sports hold meetings and workouts before school starts. Check the site or call the Athletic Director, for complete information.