

MARY E. PHILLIPS HIGH SCHOOL

Home of the Unicorns

2017-2018 STUDENT AGENDA



1923 Milburnie Road | Raleigh, NC 27610
Phone: 919.856.7710 | FAX: 919.856.7763
<http://phillipshs.wcpss.net>

Principal Robbie Gupton
Assistant Principal Quiletta Dunston
Assistant Principal Kimberly Harrison

Name:

Address:

_____Telephone:

Grade:

LIFE Coach:

STUDENT CONTACT INFORMATION

Student Name			
Current Grade		Student #	
Street Address			
City		Zip Code	
Home Phone		Cell Phone	
Parent(s) Name			
Work Phone		Cell Phone	
Emergency Contact			
Home/Work Phone		Cell Phone	
Do you have a medical alert on file at school?			Yes No
LIFE Coach:			

Period	Course	Room	Period	Course	Room
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1st	LIFE		1st	LIFE	
2nd			2nd		
3rd			3rd		
4th			4th		
5th			5th		
6th			6th		
7th			7th		
8th	LIFE		8th	LIFE	
9th			9th		



MARY E. PHILLIPS HIGH SCHOOL
Robbie Gupton, Principal

1923 MILBURNIE ROAD RALEIGH, NORTH
 CAROLINA 27610 **PHONE:** 919.856-7710
FAX: 919.856-7763

Dear Students,

I'd like to welcome you to the 17-18 school year at Mary E. Phillips High School. We are so excited to have you be a part of the "Phillips Family" as you set a course for achieving your goals for the future. We have high expectations for our students and we are certain you will enter school this year focused, energized, and fully engaged to reach new heights. Phillips High School is a very special place that is built upon student leadership, strong positive relationships across all students and staff, and strong growth in all academic and behavioral areas.

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

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

Respectfully,

Robbie Gupton, Principal

DAILY BELL SCHEDULE

2017-18 SCHEDULE		
1st Period	7:25	7:50
2nd Period	7:53	9:08
3rd Period	9:11	10:26

4th Period	10:29	11:44
LUNCH/SEMINAR	11:47	1:07
5th Period	1:10	2:25
6th Period	2:28	3:43
7th Period	3:44	4:59
8th Period	5:00	5:25
9th Period	5:26	6:41

EARLY RELEASE		
1st Period	7:25	7:40
2nd Period	7:43	8:38
3rd Period	8:41	9:36
4th Period	9:39	10:34
5th Period	10:37	11:32
LUNCH	11:35	12:05
NO EXTENDED DAY CLASSES		

Early Release Days

September 29, 2017
October 20, 2017
November 21, 2017

December 21, 2017
February 9, 2018
March 2, 2018

If inclement weather causes school to be delayed, early release days will be cancelled if it precludes the school from reaching 1000 hours of instruction.

ALTERNATE BELL SCHEDULES

1 HOUR DELAY		
1st Period	8:25	8:39
2nd Period	8:42	9:45
3rd Period	9:48	10:51

4th Period	10:54	11:57
LUNCH/SEMINAR	12:00	1:19
5th Period	1:22	2:25
6th Period	2:28	3:43
7th Period	3:44	4:59
8th Period	5:00	5:25
9th Period	5:26	6:41
2 HOUR DELAY		
2nd Period	9:25	10:17
3rd Period	10:20	11:12
4th Period	11:15	12:07
LUNCH/SEMINAR	12:10	1:30
5th Period	1:33	2:25
6th Period	2:28	3:43
7th Period	3:44	4:59
8th Period	5:00	5:25
9th Period	5:26	6:41
3 HOUR DELAY		
2nd Period	10:25	11:02
3rd Period	11:05	11:42
4th Period	11:45	12:22
LUNCH/SEMINAR	12:25	1:45
5th Period	1:48	2:25
6th Period	2:28	3:43
7th Period	3:44	4:59
8th Period	5:00	5:25
9th Period	5:26	6:41

FACULTY AND STAFF

<i>Principal</i>	Robbie Gupton	rgupton@wcpss.net	(919) 856-7710
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Media Coordinator			(919) 856-7710
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School Psychologist	Tracy Cannady	tcannady@wcpss.net	(919) 694-8824
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Custodian	William Allen	wallen@wcpss.net	
Custodian	Walter Garcia		
School Resource Officer	Officer Northup		
Security	Toby Smith	tsmith14@wcpss.net	
Alternative, Learning Center	Rhonda Stallings	rstallings2@wcpss.net	(919) 856-7710
Art Teacher	Scott Renk	srenk@wcpss.net	
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Business Teacher	Juan Diaz	jdiaz@wcpss.net	
Business Teacher	Donald Evans	devans2@wcpss.net	
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English Teacher/Instructional Coach	Susan Farrow		
English Teacher	Keiba Nimmons		
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English Teacher – Extended Day	Pauletta Gaither	pgaither@wcpss.net	
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Gradpoint Instructor	Eloise Hilliard	ehilliard@wcpss.net	
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FACULTY AND STAFF

Health & Physical Education	Anthony Spicer	aspicer@wcpss.net	
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INTRODUCTION

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

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

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

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

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

STUDENT PROFILE

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

- Are of ages of 15 to 21 and have attempted at least one semester in a traditional high school (Special consideration is given to students from River Oaks and Mt. Vernon Middle Schools)
- Have chronic absenteeism
- Are over age for their current grade
- Are two or more grade levels behind
- Have a desire to "catch up" or get on grade level (20-22 credits needed to graduate)
- Need a smaller learning environment to be successful (15:1 student/teacher ratio)
- Does not have a history of severe or aggressive behaviors (physical and emotional)
- Does not have a history of suspensions for assault or physical aggression
- Are not currently serving a long-term suspension
- Need flexible scheduling options (including evening school)
- Have extenuating life circumstances (homelessness, pregnancy, medical condition, etc.)

Please keep in mind:

- We can accommodate a limited number of students who need to be served through special education. We do not offer the Occupational Course of Study Curriculum.
- While electives are offered, we have a limited number due to our size.
- Phillips High School students usually do not transition back to traditional base schools due to the increased number of graduation requirements.
- Graduates from Phillips High School must meet state graduation requirements and receive a diploma that is accepted at colleges/universities throughout the state and nation.

ADMISSIONS

All students who are enrolled at Mary E. Phillips High School are required to attend a **new student orientation** with a parent or guardian. During Orientation, all students will be required to take a placement test as part of the orientation process. Orientation is not complete until testing is completed.

All students who attend Mary E. Phillips High School **must maintain a “base” high school of record in the district**. Students must recognize that the reason MEPHS is successful with a high number of its students is because of our small school size. To keep maintain this status, each year we have to reject or say “NO” to a number of students who want to attend MEPHS. Students must understand that saying “YES” to you is a privilege and not a right. Students must attend school, follow school procedures, listen to authority and make good decisions if this privilege is to continue. Students who do not comply with school rules and procedures and those who fail to listen to school officials may be withdrawn and asked to consider other options.

SCHOOL POLICIES AND PROCEDURES

ATTENDANCE

Attendance at MEPHS is MANDATORY. All students must be in their assigned area at the beginning of the school day and at the beginning of EACH of the class periods. Teachers will monitor and report student absences for each period. The school will notify parents of absences by way of phone calls, email, letter, or through the school messenger system. To be counted present for the day, a student must be in attendance for one half of the student’s total school day. Attendance is extremely important, and a lack of attendance can cause a student to be withdrawn completely from school or not receive credit for a course.

During Orientation, all students will be required to take a placement test as part of the orientation process. Orientation is not complete until testing is completed.

Mary E. Phillips High School can withdraw a student from school for the following reasons:

'Any student who misses (10) ten consecutive days from school will be withdrawn from school on the 11th day.

'Any student who misses a total of 22 days for the year will be withdrawn from school on the 23rd day.

A student will not receive credit for a course at Mary E. Phillips for the following reasons:

- Any student who misses 12 days and is enrolled in a semester long course, student will not receive credit for that course.
- Any student who misses 22 days and is enrolled in a year-long course, student will not receive credit for that course.
- I not receive credit for that course.

Excused Absences

An absence is excused if the following conditions exist:

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

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

Unexcused Absences

Any absences not classified as excused, is considered UNEXCUSED.

The procedures for making up work after excused or unexcused absences will follow the Wake County Schools policy 6000 R & P (sections E & F). The policy can be found at: <http://www.wcpss.net/policy-files/series/policies/6000-rp.html>. All make-up work shall be done in a timely manner. Any make up work submitted, will be graded at a standard according to the same above policy.

Tardies

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

The only tardies that will not result in detentions issued are those created by a late Wake County school bus, or those cleared in writing with the administration ahead of time.

Excessive Tardies

Every 3 tardies in each individual class **shall count** as 1 absence for that class. Teachers **must** inform the student when they have accumulated enough tardies to count as an absence.

Leaving Campus

MEPHS is considered a "CLOSED CAMPUS". This means that once a student arrives on campus, they CANNOT leave and return. For example, a student cannot leave campus for a snack or a cigarette and then return to campus. Students leaving and trying to return school creates a safety concern for both the student committing the act, and the faculty, staff, and students who have remained in the school. Students should only be leaving school and returning, **if and only if**, they are checked out and returned by their custodial parents, or are on a school sponsored field trip.

Permission to Leave School

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

ACADEMICS

School Grading Plan

In the Wake County Public School System, we are committed to maintaining rigorous performance and achievement standards for all students and to providing a fair and consistent process for evaluating and reporting student progress that is understandable to students and their parents and relevant for instructional purposes.

We are committed to professionalism in all instances when dealing with whole groups and individual students. **As professionals, we are expected to follow the guidelines below:**

Homework

The following are school-wide expectations for homework:

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

Classwork & Assessments

The following are school-wide expectations for classwork and assessments:

- Projects/Papers 30% ([Rubrics must be used](#))
- In-Class Activities 30% ([Rubrics must be used](#))
 - Classwork
 - Class Participation
- Assessments 25%
 - Tests
 - Quizzes
- Homework 15%

Note: Each weight may be broken up and determined by the teacher as long as it does not exceed the total overall percentage. For example, *Tests* may be weighted 15% while quizzes may be weighted 10% equaling a total 25% for Assessments.

Late Work

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

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

Students can earn no more than 85% on late assignments. Teachers will specify deadlines in their syllabi as to when late work is no longer accepted.

- In-class assignments should be differentiated in order to assist students with completion.
- [See Student Handbook for details concerning rubrics.](#)

For clarification, WCPSS' Policy 6000 outlines procedures schools should follow when a child misses school.

Missed Work

The following are school-wide expectations for missed work:

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

Note: All missed work must be made up *regardless* if the absence is excused or unexcused (i.e. suspensions). Teachers will provide reasonable accommodations for students to make up work.

Re-Testing

The following are school-wide expectations for re-testing teacher-made assessments:

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

Reporting Grades

- A grade of 45% (F) will be the lowest grade reflected on a student's report card (**non-negotiable**).
- Incompletes are used at the discretion of administration.

Exam Exemptions

All students may be exempted from teacher-made exams based on the following criteria:

- Missing no more than 12 days per class, per semester (buy-back is not applicable) AND

- o Earning an A or B in the course for both quarters

Extra Credit

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

Prevention-Intervention

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

The following are school-wide expectations for how we support prevention-intervention efforts:

- **Grades shall not address behavior (i.e. exemplary effort, signing interims, being tardy, inappropriate behaviors, etc.)**
- Students earning 70% or below will be referred to the academic recovery plan (**non-negotiable**).
- Teachers will follow all students' individualized plans.

Homework Policy

The Board of Education believes that homework is an important part of the educational program for students in the Wake County Public School System and should be assigned on a regular basis. Please reference Wake County Schools homework policy. At Mary E. Phillips High School, homework assignments will be purposeful continuations or extensions of the instructional program and appropriate to the student's developmental level. Homework assignments at Mary E. Phillips are not given as punishment or busy work, but as enriching extensions of school experiences. Assignments are designed to reinforce learning by providing practice and application. When homework is assigned, students must complete the assignment and turn it in. Mary E. Phillips High has clearly defined homework procedures.

Homework Guidelines

Homework SHALL:

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

Homework SHALL NOT:

- Introduce initial learning of complex skills and concepts ("flipped" classroom can be utilized to introduce material to students, but not graded on material)
- Require extensive teacher or parent help
- Be given if teachers are aware that a student may not have adequate resources to complete the assignment. In such cases, modifications must be made.
- Be so excessive that it prevents students from enjoying family quality time
- Grades 9-12: Should be based on a student's need and ability up to a maximum of 30 minutes per subject or 10 hours per week for all subjects. Honors Level will be assigned homework commensurate with academically rigorous classes and may exceed to above stated guidelines, but within moderation.

Evaluation of Homework:

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

Seminar

Seminar is instructional time built into the daily schedule. The primary purpose of this class is to provide every student the opportunity for completion of class assignments, homework assignments, class projects and enrichment opportunities. Seminar class is not an option; students are required to report to their seminar class in a timely manner daily. Tardy and attendance rules apply with seminar class just like any other class. Seminar class will be held 40 minutes Monday – Thursday. Fridays will be designated for family celebrations, club or any other school related activities.

Promotion Policy

Beginning with students entering 9th grade for the first time in 2001-02 and beyond:

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

GRADUATION REQUIREMENTS

Mary E. Phillips operates on a 4 x 4 block schedule for the most part, however, year-long courses are offered as well. Depending on a student's schedule, students may earn 7-8 credits per year. With thoughtful planning, students may access courses in science, English, mathematics, social studies, art, healthful living, world languages and a host of elective courses in Career and Technical Education to complete requirements for the Future Ready Core course of study. At MEPHS, students must successfully complete, at most, 22 high school course credits in order to graduate. In addition to the number of credits, students must also pass and satisfy all course, credit and testing requirements.

The state board of education and legislators are constantly adopting new policies in regard to graduation requirements. MEPHS staff will continue to update students and parents of changes in graduation requirements as changes in standards are made.

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

Progress Reports

An interim progress report must be issued to all students every two weeks, to commence after the first ten (10) days of school. Teachers may issue interim progress reports to indicate a significant change in student attainment of learning outcomes or to encourage students to continue their satisfactory progress.

Teachers must notify parents of student's progress and shall maintain documentation from each student when he/she receives the report. Teachers may consider incentives to encourage students to take reports home and get parent acknowledgment.

Honor Roll

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

The following criteria will be used to identify students at each level:

- “A” Honor Roll: Earning all A’s for the quarter, with no grade on the report card below a 90(A).
- “B” Honor Roll: Earning all B’s for the quarter, with no grade lower than an 80 (B).
- Honorable Mention: Have a quarter average ranging from 79 – 80, with no grade on the report card below a 79 (C).

Grading Changes (*effective 2015-2016 school year*):

- All students in grades 3-12 will receive letter grades based on a 10-point grading scale:
A – 90-100 B – 80-89 C – 70-79 D – 60-69 F – Below 60
- Grade point values for students in grades 9-12 will be calculated based on the following conversion:
A – 4.0 B – 3.0 C – 2.0 D – 1.0 F – 0

Point values for Honors courses change based on the following chart:

	Graduating Classes 2016, 2017, 2018	Class of 2019 and beyond (Freshman Class of 2015-16)
Honors	1 extra point	0.5 extra point

Driver Education

Driver education is offered on a limited basis to students at Mary E. Phillips High School. Class enrollment information will be available from the driver education site coordinators at the school.

Dropout Prevention/Driver’s License Legislation

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

Lose Control/Lose Your License Legislation

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

EXPECTATIONS

Code of Conduct

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

Students are expected to be familiar with all rules of behavior in the Code of Student Conduct. Students are to assist in promoting a safe and orderly school environment. At Mary E. Phillips High School, students are expected to be **respectful and responsible** at all times while they are at school. Students are encouraged to report to school authorities any serious violation of the Code of Student Conduct. During passing periods, when students are in the hall, they are to be moving toward a destination. Students are not to stop and hold conversations in the halls during transition. The hallway must never be considered as a student's destination during this time.

Discipline/School Climate

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

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

ALTERNATIVE LEARNING CENTER

Mission: To provide students with an environment conducive to learning, positive behavior and academic success.

Vision: To create a foundation of hard-work. Empowering students through learning, mutual respect, as well as, academic and/or behavior improvement; where all parties involved act on the best interest of the student.

Goal: To advocate for students to ensure academic success and/or behavior improvement.

While in the ALC students should expect to:

- Have a mutual relationship of respect with the coordinator
- Get work completed as per the goal plan
- Have a quiet learning environment
- Get work done in a timely manner

By the time students leave ALC, they should:

- Have all work completed, as assigned by teachers
- Have a plan of action to keep up with your work and/or behavior
- Improve Grades in all subject areas

Referral Process:

A student can only be referred to ALC by an administrator. There are two main reasons why a student would be assigned to ALC: Academic and/or behavioral.

Faculty and staff are encouraged to contact the ALC coordinator, if they wish to recommend a student for additional academic help during school hours. However, in order for the administrator to approve this placement, the student needs to show a need for academic improvement in more than one class.

Students can also ask to be placed in the ALC. There will be a sign-up sheet outside the room door, where

students who are failing and would like to catch up with their work can sign-up. The ALC coordinator can then place the student in the ALC, until the student has passing grades and a plan of action to keep them on the rise.

Criteria:

- Student must be failing more than one class
- Have an interest in catching up with their work

If administration approves the assignment, all teachers would then be notified of when the student will be attending the program. (Parental acknowledgement is part of the process)

The ALC was also designed to limit the number of short and long term suspensions. However, this remains solely at the discretion of administration.

Dress Code

Mary E. Phillips High School has employed a structured dress code for more than 13 years. The purpose of the dress code has always been to minimize the distraction to the learning environment because of talk about what students are wearing to school. Over the years the dress code has proven to minimize the distraction caused by students wearing colors associated with allegiance to specific groups or gang affiliations. The structured dress code is who we are at Mary E. Phillips High School. **Students who agree to attend the school also agree to adhere to the dress code policy. If a student comes to school out of compliance with the MEPHS dress code, each situation will be handled at the discretion of school administration.**

The school will attempt to deal with these incidents of noncompliance with “in-school interventions,” however; repeated offenses **will not be tolerated** as it takes away from important instructional time. Teachers or administration **will not** continue to address repeat offenders of the dress code policy.

Dress Code Specifics

ITEM	COLOR	FABRIC TYPE	SPECIFICS
BOTTOM Pants (all) Shorts, Skorts, Skirts, dresses (females)	Tan ONLY	Khaki style cotton only NO: <i>jeans,</i> <i>spandex, nylon, wind</i> <i>pants, stretch pants</i> <i>or sweats</i>	Must be solid, khaki color ONLY No stripes, checks, prints or any kind
BELTS No required; but there will be NO sagging pants			Pants must be belted at the waist; not at the hips NO SAGGING ALLOWED!
TOPS T-shirts; collared shirts, pullovers, long and short sleeve shirts	SOLID, BLACK, WHITE or GRAY or a combination of these colors only	Cotton or Cotton blend material	Small logos allowed No prints, patterns or large lettering of any kind. No tank tops, halters. No see- through material
SHOES Sneakers, sandals with a strap enclosing the foot, Boots	Shoes cannot be completely RED and/or BLUE	Sneakers or leather materials	NO: bedroom slippers, flip flops or any shoe without a strap around the heel

JACKETS/COATS Jackets, sweaters HOODIES CANNOT BE ON YOUR HEAD INSIDE OF THE BUILDING HEADGEAR No headgear allowed in the building at any time	Solid BLACK, WHITE or GRAY ONLY	Cotton, polyester or nylon ONLY	Can be any color other than RED or BLUE. Can contain a small logo No large symbols or lettering NO: Hats, scarves, wraps, do-rags or any other headgear which covers the head/hair
JEWELRY Small , non-gang related jewelry is acceptable			No gang related jewelry of any kind (dog paws, stars, crowns, pitch forks, etc) No spikes or heavy chains
ID BADGES Must be on the student and available upon request			First ID is free Replacement or duplicate IDs are \$5.00

Dress-Down Mondays

In order to reward students for adhering to the school's dress code policy, "Dress Down Mondays" have been implemented. On Mondays, students are allowed to dress "down" or off of the MEPHS dress code. Please note that this is a privilege and not a right. If dress code non-compliance becomes an issue, this privilege will be revoked and students will be required to adhere to the school dress code every day. When students are participating on "Dress-Down Mondays," the Wake County School dress code policy.

Lunch

The cafeteria staff will make every attempt to provide a variety of meal choices for students. Our lunch is provided daily by Enloe High School cafeteria staff. Students are encouraged to take advantage of these lunch choices. Students can bring lunch from home; however, the school is not responsible for storing lunch brought from home, and food is not to be eaten outside of the cafeteria. No student is allowed to cut in line in the cafeteria or hold a place for another student in line. When purchasing a student lunch, students can only purchase one lunch at a time. Students may not purchase a lunch for another student. If a student wants a second lunch, he or she must return to the end of the line to purchase the second lunch.

During the lunch period students shall:

- Not leave campus; *however, seniors can earn off-campus lunch privileges.*
- Report to the cafeteria when the lunch bell rings.
- Exit and re-enter the school through the rear doors only.
- Obtain a pass from a lunch supervisor or principal to go to the office or see a teacher.
- Choose to eat in the cafeteria or on benches in the front of the school for lunch.

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

Food at School

Students are not permitted to eat in the classrooms, gym, media center or other areas not designated as eating areas. Students caught eating in these non-eating areas will be written up and sent to the office. Disciplinary actions will be taken and parents notified for violations of the school's policies.

Those students who earn off-campus lunch privileges are not allowed to bring food back on campus for students. Students doing this risk having their off campus lunch privileges suspended or revoked. Please note that **it is against child nutrition policies** to bring food onto campus when lunch is served as this creates a competitive environment with the federal lunch program.

Transportation

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

HEALTH AND SAFETY

Medication Distribution

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

Electronic Devices and Other Valuables

Parents, it is not advised that your student bring to school items of real value. Expensive cell phones and other electronic devices are not items students should bring to school. The school's policy is that any such phone or electronic device be placed in a book bag, purse or pocket for security. Please note that it is not the school's responsibility to keep up students personal items. Therefore, students should not leave items out and unattended. The school will not go to lockdown mode or waste any instructional time to search students for misplaced or unsecured electronic devices. Students may file a missing items report with the school during non-instructional time (i.e. lunch time, before or after school).

Internet/E-Mail Access

All students registered in the Wake County Public School System will automatically be given a district issued e-mail account at the beginning of the semester they enroll at school. Parents will be **required** to provide a signature, in person or notarized, giving their child permission to access to the Internet and their WCPSS email account. The form is provided at Open House and is available upon request. Students are expected to be on appropriate sites at all times and not share or use their logons for other students. Students who are found in direct violation of the acceptable use policy are at risk of suspension or revocation of computer, Internet and e-mail access. The Wake County Acceptable Use Policy can be viewed at <http://www.wcpss.net>.

Inclement Weather Conditions

In case of snow or other dangerous weather or emergency situations, a decision may be made to close or delay school. These decisions are made after the National Weather Service and local weather bureaus have been consulted. As soon as a decision is made, local radio and television stations are notified and a notice is posted on the school system's web page at <http://www.wcpss.net>.

If it becomes necessary to close schools for the day or begin later than the normal opening time, major news media in the area will be notified early enough to carry the news no later than 6 a.m.

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

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

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

Safety and Emergency Procedures

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

Lockdowns

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

MISCELLANEOUS

Visitors

All visitors are required to report directly to the main office upon entering the school building and will be required to register as a visitor. All visitors will wear a visitor badge (provided by the school) during their entire visit on our campus.

Students are not allowed to have visitors attend classes with them. Parents are welcome to attend conferences and necessary meetings; however, we will not be able to accommodate unplanned/unannounced visits. Please call ahead to request a time to meet.

Volunteers

Any parent/guardian wishing to volunteer must register and have an approved criminal record check prior to engaging in volunteer work. Applicants may register at any Wake County site through the Intranet.

All volunteers are required to have a criminal record check (CRC). The volunteer system will be open daily for reactivation/registration through October 31, 2017. It can be accessed at any WCPSS site. Any continuing volunteer must reactivate his/her status no later than 4:00 p.m. on October 31, 2017.

Title I

Mary E. Phillips High School is the only Title I high school in Wake County. Title I is a federally funded program based on the percentage of students on free and reduced lunch. This distinction also provides funding for personnel, instructional and student materials, parental involvement, staff development, and parent workshops. Our principal, Mr. Gupton, oversees the Title I program.



MARY E. PHILLIPS HIGH SCHOOL

Calendars