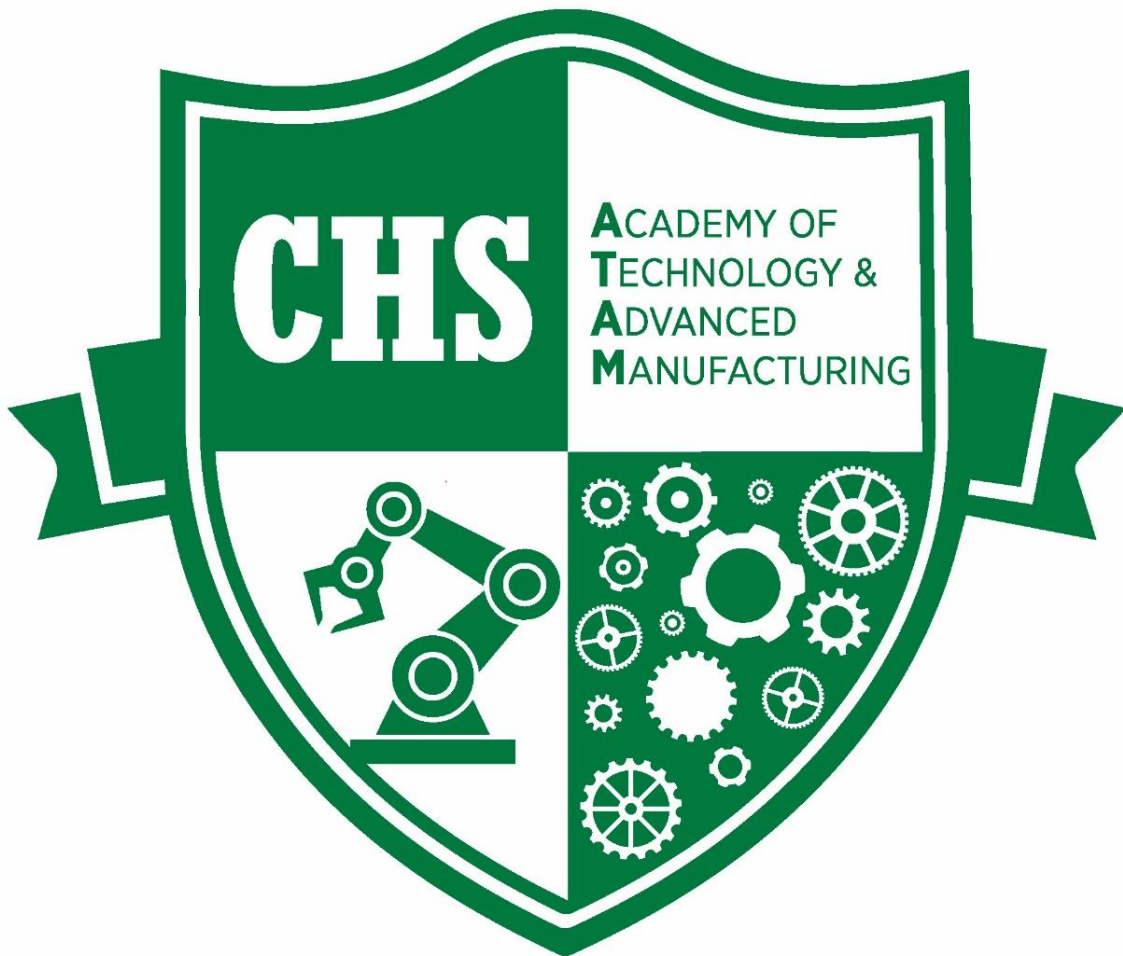


Cary High School

ATAM Handbook and Orientation Guide 2022-2023



Dear ATAM Students and Parents:

Welcome to the Academy of Technology and Advanced Manufacturing! We are looking forward to four great years together at CHS! ATAM freshmen will enjoy many new experiences at Cary High School. Along with new activities and privileges, you will also face many new responsibilities and expectations. Your ATAM Director and teachers, we are here to help you. We will all work as a team to have a fun and meaningful year.

ATAM supports all state, county, and school policies outlined in the parent-student handbook. However, our dress code will vary slightly on days when we visit business partners and when we are on field trips. See *ATAM dress days*.

General Supplies:

- Backpack
- 3-ring binder
- Pencil case that fits into binder
- Reinforcement rings
- Dividers – 2 sets
- Yellow, green, pink, and blue highlighters
- Combination lock for PE locker
- Graph paper
- Calculator(not mandatory but helpful)
- Hand sanitizer
- Loose leaf paper
- Index Cards (Science uses 3x5)
- #2 pencils

Make-up Work

ATAM strictly adheres to the Wake County and Cary High School make-up policies as outlined in the Student Handbook.

Computer Use

ATAM strictly adheres to the Wake County and CHS computer use policies, which states:

NO GAMES on the school's computers, your assigned device or launched from a flash drive.

Computers are in the classroom for academic use only. All other uses must be approved by the classroom teacher. Violations of the rules can result in loss of computer privileges.

Academics and Procedures

The academy will focus on an integrated approach to learning using technology and practical applications while maintaining state and county standards.

ATAM General Classroom Rules and Procedures

Please review the following information carefully, you will be asked to sign the student conduct form on page 23 of this packet. You will return the form to Mr. Evans. Keep this page in the front of your binder/notebook.

- Everyone needs to be respectful and responsible, so we all have a comfortable, fun and safe environment to think, talk, and learn. Acting out, foul language, fighting, bullying, or other poor behaviors will not be tolerated.
- Eating and drinking **are not** allowed in the classroom unless permission is given from the classroom teacher.
- **The Cheating and plagiarism policies are outlined in the handbook. In general, cheating includes copying or giving answers when the work is not group work, looking up answers online or claiming work as your own that is someone else's.**
- Respect your teachers and classmates.
- Be in your seat when the bell rings.
- Sharpen pencils before the bell.
- One person speaks at a time while others **listen**.
- No "attitudes" – other than positive.
- No whining or complaining. Talk to your teacher as a young adult.
- Be honest, ethical and personally accountable.

Once we are familiar with each other, there will be lessons and activities when it will not be necessary to raise your hand.

ATAM Teacher Contact Information

9th Grade ATAM Teachers

Hollis Watkins, Drafting 1.....	hwatkins@wcpss.net
Jasmine Moreno, World History	jmoreno3@wcpss.net
Ryan McLellan, English 1	rmclellan@wcpss.net
Alex Wight, Biology	awright2@wcpss.net

10th Grade ATAM Teachers

Shane Westhafer, TED	swesthafer@wcpss.net
Joanne Crooks, Adv. Manufacturing 1	jcrooks@wcpss.net
Andrew Decker, Civic Literacy	adecker2@wcpss.net
Stephanie Jessee, English 2	sjessee@wcpss.net
Kim Woods, Earth Science	kdwood@wcpss.net

School Website: <https://www.wcpss.net/caryhs>
ATAM Website: <https://www.wcpss.net/domain/19361>
School Phone 919.460-3549
ATAM Phone: 919.460-3459 ext. 21832

ATAM Academic Dishonesty and Technology Use Policy

The Academy of Technology and Advanced Manufacturing is designed to equip students with the personal, analytical, technical, and communication skills they need to thrive in a global economy and in the process, introduce them to career opportunities in today's high tech and advanced manufacturing career fields. ATAM students will be prepared for well-paying careers that offer opportunity for personal growth and career advancement.

In order to fulfill the stated purpose of ATAM, students will be given access to a vast array of technology resources. It is the joint responsibility of school personnel and the parent/guardian of each ATAM student to educate the student about his/her ethical and moral responsibility when using this technology. It is also essential that each student understand that he/she will be held responsible for the misuse of and/or knowledge of the misuse of technology while a student in ATAM. Wake County Public School's Board Policy can be found at the following website: www.wcpss.net.

Social Media Guidelines

The Academy of Engineering & Advanced Manufacturing at Cary High School recognizes and supports Academy students' right to freedom of speech, expression, and association, including the use of social networks. In this context each Academy student must remember that being part of this program is a privilege. As a student in the Academy you represent yourself, your family, Cary High School, the Academy, Wake County Public Schools and the Town of Cary. You are expected to portray yourself, the Academy and WCPSS in a positive manner always.

Below you will find guidelines to using social networking sites:

- Everything you post is public information. Any text or photo that is placed online is completely out of your control the moment it is placed online even if you limit access to your site. All information may be accessible even after you remove it. Once you post a photo or comment on a social network site, that photo or comment becomes property of the site and may be searchable even after you remove it.
- What you post may affect your future. Many employers and college admissions offices and coaches review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want to be perceived before you give them a chance to misinterpret your information. (Pictures, videos, comments, likes, tweets, retweets, posters)
- Similar to comments made in person, the Academy will not tolerate disrespectful comments or behavior online such as:
 - Derogatory language or remarks that are harmful to others.
 - Incriminating photos or statements depicting violence, hazing, sexual harassment, full or partial nudity, inappropriate gestures, vandalism, stalking, underage drinking, selling, or possessing or using controlled substances, or any other inappropriate or illegal behaviors.
 - Creating serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
 - Indicating knowledge of an unreported school violation, regardless of the violation was unintentional or intentional.

In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social media site is considered public information. Protect yourself by maintaining a self-image of which you can be proud of for years to come. Violations of any of the above social media usage can result in being removed from the Academy program as well as school suspension.

The Cary High School Academic Dishonesty Policy is:

When a student has cheated or plagiarized, the following action will be taken:

1. All relevant material will be collected by the teacher. Plagiarized work will be kept.
2. The teacher will conference with the student.
3. The student will receive a ZERO for the work in question.
4. The teacher will notify the parent and a disciplinary notice will be sent to the appropriate administrator. The teacher will document the event by writing the incidence up in ECATS or the current discipline management system. The teacher, academy director and the administrator may take further action if deemed necessary.

If it is established that a student has committed a second offense of cheating or plagiarism, the appropriate administrator will notify the student’s teachers and will request the student arrange counseling through the Student Services office.

In addition to the school policy, ATAM has a progressive discipline plan for academic dishonesty*:

First Offense

Student(s) notifies their parent of the infraction. The parents acknowledge the infraction with an email to the ATAM teacher and director. Student(s) meets with ATAM director and writes apology to teacher(s) involved.

Second Offense

Same as above plus the student must submit a written apology to the ATAM director and will have to explain the infraction to a panel of ATAM teachers who can decide further action may need to be taken.

Third Offense

Same procedures as 2nd offense and student may be un-enrolled from ATAM.

**A student may be un-enrolled from ATAM at any time. Each offense will be evaluated on an individual basis*

The following are excerpts copied from the WCPSS Board Policy that specifically apply to ATAM students:

- 4309 Student Behavior – Code of Conduct
- 4310 Student Honor Code
- 4316 Student Dress Code
- 3325/4312/7320 Technology Responsible Use
- 4400 Attendance.

Policy Code: 4309 Student Behavior – Code of Student Conduct

A. Philosophy and Goals

A safe, orderly, and welcoming school environment is essential for student learning. To that end, this Code of Student Conduct is intended to (1) create clear standards and expectations for student behavior; (2) promote integrity and self-discipline among students; (3) encourage the use of behavioral supports and interventions as alternatives to exclusionary discipline; and (4) provide clear guidance to teachers and administrators as to how, when, and to what extent students may be disciplined for violating conduct rules.

Consistent with these goals, the Board endorses and adopts the following general principles relating to three key domains of student behavior and conduct.

Principle 1: Climate and Prevention

Schools that foster positive school climates can help to engage all students in learning by preventing problem behaviors and intervening effectively to support struggling and at-risk students.

Principle 2: Expectations and Consequences

Schools that have discipline policies or codes of conduct with clear, appropriate, and consistently applied expectations and consequences will help students improve behavior, increase engagement, and boost achievement.

Principle 3: Equity and Continuous Improvement

Schools that build staff capacity and continuously evaluate the school’s discipline policies and practices are more likely to ensure fairness and equity and promote achievement for all students.

B. Role of Staff, Students, Parents, and Community Partners in Promoting Positive School Climates

Positive school climates require ongoing support and collaboration among staff, students, parents, and the community at large. In particular:

- Students have the right to attend school in a safe and orderly environment and to have conduct rules applied fairly to them without regard to race, gender, religion, disability, or other defining characteristics. They also bear the responsibility to understand conduct rules, behave appropriately, and be individually accountable for their own actions and decisions.
- Parents or legal custodians have the right, in a reasonably prompt manner, to be informed of disciplinary actions taken with their children. They are encouraged to support their children in engaging in positive behaviors at school and to partner with teachers and administrators on effective strategies to correct misbehaviors within the parameters of this Code and other applicable policies.
- Teachers and administrators have statutory duties to maintain safety and order at school and are expected to reinforce and implement clear and consistent behavioral expectations consistent with this Code and other applicable policies. They are also expected to teach and encourage good citizenship and to communicate with parents regarding any serious or persistent behavioral issues. As an integral part of its educational mission, each school should identify school-wide behavioral expectations, make them known to students, and link behavioral and social-emotional practices to core instruction, with data-based monitoring and assessments tied directly to the skills taught.
- The entire community has a vested interest in safe and orderly schools. Community organizations and individual members of the community are encouraged to offer support and assistance to teachers and administrators in the promotion of positive student behaviors at school and to provide feedback to school and central office administrators on ways to improve school climates and help ensure fair and equitable discipline practices.

These rights and obligations are interrelated, but they are also independent. Thus, for example, student failure to abide by specific behavioral rules do not excuse the failure of school staff to take reasonable measures to nurture and support a generally positive and supportive school climate. Similarly, shortcomings in administrator or parent efforts to support and encourage positive student behaviors do not excuse student violations of specific behavioral rules. To create and maintain the safe, orderly, and positive climate that the entire school community deserves, all stakeholders must work together while remaining individually accountable for their own actions and should strive for continuous improvement over matters within their respective control.

C. Applicability of Code

All students shall comply with this Code as well as all state and federal laws, school board policies, and local school rules governing student behavior and conduct. This Code applies to any student who is on school property (including school transportation), who is in attendance at school or at any school-sponsored activity, or whose conduct at any time, place, or cyberspace, on or off campus, has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

D. Corporal Punishment Prohibited

The Board strictly prohibits all forms of corporal punishment. For purposes of this policy, corporal punishment is the intentional infliction of physical pain upon the body of a student as a disciplinary measure. It includes, but is not limited to, spanking, paddling, and slapping. No administrator, teacher, substitute teacher, student teacher, bus driver, or other employee, contractor, or volunteer may use corporal punishment to discipline any student. Violations of this prohibition may result in disciplinary action, up to and including dismissal. Reasonable force that is necessary to protect oneself or others is not considered corporal punishment ([G.S. 115C-390.3](#); [-391.1](#)).

E. Interventions, Supports, and Responses to Behavioral Concerns

Multi-Tiered System of Support

Teachers and principals will utilize a Multi-Tiered System of Support (MTSS) for behavioral interventions and responses to promote positive changes in student behavior. By utilizing MTSS, school staff engage in data-based problem solving using academic, behavioral, and social-emotional data to identify reasons why particular students may be experiencing significant academic and/or behavioral challenges. Designated central office staff will provide ongoing training and support to school-based staff in the development, implementation, and monitoring of district-approved MTSS protocols. Data and analysis on the effectiveness of these measures will be shared periodically with the Board.

Notification to Parents

When a significant behavioral intervention (beyond mere redirection or warning) is imposed, the school will attempt to notify the parent or legal custodian in a reasonably prompt manner. The school will also attempt to notify the parent or legal custodian of any in-school disciplinary consequence that results in removal from normal classroom or school activities. This includes lunch or after-school detention, in-school suspension, or suspension from school-sponsored extracurricular activities. For out of school suspensions, the administration will provide formal written notice to parents or legal custodians as required by the Board's "Due Process" policy.

After-school detention may preclude a student from using bus transportation or create other transportation difficulties. If a school principal deems it appropriate to require a student to stay after school for detention for a disciplinary reason, the principal may authorize such detention only if the parent or guardian has received at least one day's notice and has agreed to assume responsibility for transportation home.

Range of Interventions and Consequences

When student behaviors interfere with a safe, orderly, and respectful school environment where instruction and learning can flourish, schools should consider (consistent with MTSS protocols) a range of potential interventions and consequences to address the problematic behavior and to reinforce positive behaviors. When feasible, taking into account the specific facts and circumstances of each individual case, schools are encouraged to implement *non-disciplinary* behavioral interventions. Non disciplinary interventions are responses to problematic behaviors that attempt to support students in learning to make more positive choices, minimize exclusion from instruction and other normal school activities, and do not result in a loss of privileges. Examples of non-disciplinary interventions include, but are not limited to: (1) student-parent-teacher or student-parent administrator conferences; (2) behavior contracts; (3) reward systems; (4) oral or written warnings; (5) referrals to school counselors; (6) referrals to programs or agencies that support at-risk students; (7) peer mediation; and (8) restorative justice practices. Teachers and administrators are encouraged to solicit the assistance of designated school-based or central office staff in developing appropriate responses and interventions in specific cases.

Only when non-disciplinary interventions are, in the discretion of responsible school officials, deemed unlikely to be sufficiently effective to promote the goals outlined in this policy should *disciplinary consequences* be considered. Disciplinary consequences may be “exclusionary” or “non-exclusionary.” *Exclusionary* discipline consequences are responses to problematic behaviors that expressly exclude a student from instructional time for more than a brief interval (as may be needed, for example, to question a student during a disciplinary investigation). Examples include in-school suspension, out-of-school suspension, and expulsion. *Non-exclusionary* discipline consequences are responses that result in a loss of privileges or imposition of other consequences that do not include exclusion from instructional time. Examples may include, when appropriate (1) lunch or after-school detention; (2) school or community service; or (3) restitution.

Recognizing that exclusionary discipline can exacerbate behavioral problems, diminish academic achievement, and hasten school dropouts, the Board urges schools to use non-exclusionary measures when feasible and to reserve exclusionary discipline for more serious misconduct, such as behavior that threatens the safety of students, staff, or visitors or threatens to substantially disrupt the educational environment.

F. Special Requirements for Out-of-School Suspension and Expulsion

Out-of-school suspension and expulsion are allowed only if specifically authorized by this Code and the Board’s “Due Process” policy. Except to the extent that North Carolina law requires school administrators to recommend a 365-day suspension for any student who violates Rule IV-1 Firearm/ Destructive Device K-12, this Code authorizes, but does not require, the use of out-of-school suspensions.

In addition to the notice and due process requirements set out in the “Due Process” policy, administrators must adhere to the following requirements before imposing or recommending any out-of-school suspension or expulsion:

- When deciding whether to recommend a long-term suspension (suspension of more than ten [10] days) or determining the specific length of any short-term suspension or long-term suspension recommendation, principals may consider any relevant “aggravating” or “mitigating” factors of which they are aware. “Aggravating” factors are factors that tend to increase the seriousness of a disciplinary infraction. “Mitigating” factors are factors that tend to decrease the seriousness of disciplinary infraction. Aggravating and mitigating factors are “relevant” when, in the judgment of responsible school officials, they have a bearing on the student’s level of responsibility for the behaviors in question. When both aggravating and mitigating factors are present, principals should exercise their discretion in weighing and balancing them.
- Suspensions of more than ten (10) days may be imposed only if they have been approved by the Superintendent or designee and the student has been offered the opportunity for a hearing under the Board’s “Due Process” policy. Expulsion from school based on a recommendation of both the principal and the Superintendent must be approved by the Board.
- In determining the length of a suspension, the principal should consider that the duration of a suspension has a disproportionate impact on students attending a school on block schedules.
- Nothing in this policy shall be interpreted to conflict with state and federal laws governing students with disabilities.
- Students in grades K-5 shall not be subject to long-term suspension except as required by law or in cases involving serious injury to students or staff or serious threat to safety or welfare of members of the school community.

G. Levels of Code

The Code of Student Conduct rules are leveled according to the seriousness of the behaviors and range of potential disciplinary consequences.

Level I: Level I rule violations can generally be addressed with non-disciplinary interventions or non-exclusionary discipline consequences. Except in the very limited circumstances described in Rule II-20, Level I rule violations may not result in out-of-school suspension.

Level II: Level II rule violations involve more serious misconduct that may warrant short-term suspension of up to five (5) school days when, in the judgment of the principal or designee, non-disciplinary interventions and non-exclusionary discipline consequences are insufficient to address the behavior and prevent its recurrence. Principals

may impose a short-term suspension of six (6) to ten (10) days or recommend a long-term suspension of eleven (11) days or more based on one or more aggravating factor(s) regarding the severity of the violation and/or safety concerns, provided such aggravating factor(s) are listed in the written suspension notice.

Level III: Level III rule violations are more severe in nature and may support long-term suspension. The principal may impose a short-term suspension of ten (10) days or less or decline to impose any suspension based on mitigating factors.

Level IV: The only rule in Level IV is one that reflects a statutory prohibition on the possession of a “firearm” or “destructive device” (as defined in the rule) on school property or at a school-sponsored event. State law requires principals to recommend a 365-day suspension for all violations of this rule. Only the Superintendent or Board of Education may modify this outcome. A level IV violation is always extremely serious and is treated as such.

Level V: Level V allows for permanent expulsion of a student from the Wake County Public School System for violation of one or more Level II, III, or IV rules in this Code if the following criteria are met: (1) the student is fourteen (14) years old or older; (2) both the principal and the superintendent/designee recommend expulsion; (3) the superintendent and Board determine, consistent with the Board’s “Due Process” policy, that there is a significant or important reason not to offer the student alternative educational services; and (4) the Board determines, by clear and convincing evidence, that the student’s continued presence in school constitutes a clear threat to the safety of other students or school staff. Additionally, any student who is registered as a sex offender under [Article 27A of Chapter 14 of the North Carolina General Statutes](#) may be expelled in accordance with these procedures. If such a student is offered alternative education services on school property, the student must be under the supervision of school personnel at all times. **H. Rules of Conduct**

LEVEL I

I-1 Compliance with Directives: Students shall comply with all lawful and reasonable directives of school employees, including but not limited to directives to identify oneself, to remove oneself from a dangerous or disruptive situation, or to report to a designated person or location.

I-2 Mutual Respect: Mutual respect is expected between students and staff. Students will refrain from words (written or oral) and/or gestures that demean, degrade, antagonize, or humiliate a school employee, volunteer, visitor, or other student(s). Examples may include ridiculing, cursing at, or aggressively or angrily shouting at an employee, volunteer, visitor, or other student(s).

I-3 School/Class Attendance: Students will attend school each school day except in the case of excused absences. Students will be on time to school and on time to class, will refrain from entering unauthorized areas, and will remain at school and in the designated locations for the duration of each school day unless excused.

I-4 Appropriate Language: Cursing or use of vulgar, profane, or obscene language, oral or written, is prohibited. If such language is directed at a school employee, volunteer, visitor, or other student(s), such conduct should be treated under Rule I-2.

I-5 Student Dress Code: Student dress will adhere to the standards set out in the [Student Dress Code](#) policy.

I-6 Electronic Devices: Personal technology devices (including, but not limited to smart phones, tablets, and laptops) may be used by students for instructional purposes with the permission and under the supervision of the teachers in compliance with the Technology Responsible Use policy. The use of personal technology devices to engage in misconduct (e.g., bullying, harassment, or threats) may result in consequences under rules in this Code. Malicious or intentionally destructive use of technology devices or resources (e.g., hacking, password theft, or introduction of viruses) may result in consequences under Rule II-3. The school system assumes no responsibility for personal technology devices brought to school.

I-7 Trespassing: Students shall not be on the campus of any school except the one to which the student is assigned without the knowledge and consent of the officials of that school. Students who remain at school after the close of the school day or come onto school grounds when school is not in session without permission will be considered trespassers. If the student does not leave when instructed to do so, he/ she may be prosecuted. A student under suspension from school is trespassing if he/she appears on the property of any school or at any school sponsored activity during the suspension period without the express permission of the principal. Students who trespass on school property to engage in other forms of misconduct (e.g., fighting/physical aggression or theft) may be subject to consequences under other applicable rules in this Code, and the act of trespassing may be considered an aggravating factor.

I-8 Tobacco, Vaporizers, and Nicotine Products: Student health and well-being is of the highest priority. For this reason, no student shall violate the Board’s “Use of Tobacco and Nicotine Products” policy. Students are specifically advised that this policy prohibits vaporizers and liquids used in vaporizers even if they do not contain tobacco or nicotine.

I-9 Gambling: Students shall not participate in any unauthorized games of chance in which money or items of value may be won or lost.

I-10 Integrity: Students are expected to be honest and forthright with school staff and volunteers. Lying, intentionally misleading, and actively concealing the truth from staff and volunteers are prohibited. Dishonest acts or statements that violate other rules in this Code may result in consequences under those other rules. Integrity may also be considered as an aggravating factor in connection with other forms of misconduct.

I-11 Honor Code: All students are expected to adhere to the academic [Honor Code](#) policy. Disciplinary consequences for violations of this policy will typically be consistent with Level I violations. However, serious violations of the [Honor Code](#) may be addressed under Rule II-1 Falsification or Deceit.

LEVEL II

II-1 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.

II-2 Inappropriate, Illustrations Images, or Other Materials: The possession of illustrations, audio or video recordings, written materials, graphics, or other print or digital documents, media, or files which significantly disrupt the educational process, or which are profane, pornographic, or obscene is prohibited.

II-3 Hacking and Unauthorized Computer Access: Students will comply with all state and federal laws and regulations governing access to computers, computer networks, stored data, passwords, and other technology systems and resources and will refrain from all forms of computer or network “hacking,” whether criminal or not. Any willful or knowing effort to obtain unauthorized access; to steal; to maliciously alter, modify, or destroy; to introduce viruses; or otherwise, to cause harm to any such computer, computer network, stored data, or other technology resource is a violation of this rule.

II-4 Substantially Disruptive or Dangerous Behavior: Students will not make oral or written statements or intentionally engage in conduct that, despite efforts by staff to intervene or redirect the behavior, (1) substantially disrupts the educational environment or (2) threatens the health, safety, or welfare of staff or students. Statements or conduct that “substantially disrupt” the educational environment may include, for example, intentionally blocking entrances or exits or obstructing the flow of traffic within or outside of the school building, intentionally interfering with or interrupting school activities such that teaching, and learning are compromised, or engaging in loud or boisterous conduct that significantly distracts others from peaceable and orderly school activities.

Words or conduct that would otherwise be a Level I violation (e.g., failure to comply with directives or unacceptable language) may also constitute a violation of this Level II rule if they (1) persist directly following attempts by staff to intervene or redirect the behavior and substantially disrupt teaching, learning, or the orderly conduct of school activities or (2) inherently threaten the health, safety, or welfare of staff or students. Examples include, but are not limited to, continuing to shout or use profanity directly after intervention or redirection, continuing to engage in disruptive rough-housing or horseplay directly after intervention or redirection or in a manner that is reasonably likely to cause injury, or throwing objects directly after intervention or redirection or in a manner that is reasonably likely to cause injury.

II-5 School Transportation Disturbance: Disturbances on school buses or other transportation vehicles or near streets at school bus stops can put many students at risk. Any physical or verbal disturbance which occurs on school transportation vehicle or at a bus stop and which interrupts or interferes with the safe and orderly operation of the vehicle or otherwise puts others at risk of harm is prohibited.

II-6 False Fire Alarm or Reported Emergency: Smoke and fire alarms and other emergency systems are vital for the safe operation of schools and must not be tampered with. No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, fire extinguishing system, or emergency escape system.

II-7 Fire Setting/Incendiary Material: Fires and fire-setting materials pose a risk of harm to everyone in the school environment. The possession of any incendiary material (including but not limited to matches, lighters, or lighter fluid) or the use of any material reasonably likely to result in a fire on school property is prohibited.

II-8 Property Damage: Students shall not intentionally damage or deface or attempt to damage or deface any school property or the personal property of another.

II-9 Theft: Students shall not steal, attempt to steal, or knowingly be in possession of stolen property.

II-10 Extortion: Students shall not obtain or attempt to obtain money, property, or other items of value or compel another person to take action or refrain from action against that person’s will by means of force, intimidation, or threat.

II-11 Indecent Exposure/Sexual Behavior: Students shall not engage in behavior, whether consensual or nonconsensual, which is lewd, indecent, or of a sexual nature.

II-12 Harassment/Bullying: Students shall not engage in conduct prohibited by the Board’s “Prohibition against Discrimination, Harassment, and Bullying” policy.

II-13 Sexual Harassment: Students shall not engage in conduct prohibited by the Board's "Prohibition against Discrimination, Harassment, and Bullying" policy.

II-14 Threat/False Threat: Students shall not make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even jokingly, which causes or is reasonably likely to cause fear or a disruption to school activities.

II-15 Physical Aggression/Fighting: Physical aggression toward and fighting with students, staff, or visitors are prohibited. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked or initiated the fight.

The prohibition on fighting and physical aggression includes, but is not limited to:

- a. Choking, hitting, slapping, shoving, scratching, spitting, biting, blocking the passage of, or throwing objects at another person in an aggressive, confrontational or dangerous manner.
- b. Taking any action or making comments or writing messages that might reasonably be expected to result in a fight or physical aggression.

II-16 Report Firearm or Destructive Device: Any student who has reason to believe that another student possesses or intends to bring a "firearm" or "destructive device," as defined in Rule IV-1, onto any school campus or to any school activity shall report this information to school or law enforcement authorities immediately.

II-17 Hazing: No group or individual shall require a student to wear abnormal dress; play abusive or ridiculous tricks on him or her; or frighten, scold, beat, harass, or otherwise subject him or her to personal indignity as a condition of inclusion in group or as a ritual associated with group membership. Hazing is prohibited even if the person hazed consents to the conduct.

II-18 Search and Seizure: Students may not refuse to allow and may not seek to impede any search or seizure of their person or belongings that is authorized under the Board's "Student Searches" policy.

II-19 Aiding and Abetting: Students shall not assist or facilitate others in violating any Level II, III, or IV rule in this Code.

II-20 Repeated / Willful Violations of Level I Rules: A student may be subject to out-of-school suspension of up to two

(2) days under this Rule for repeated, willful violations of any Level I rules, but only if (1) the school has documented at least three prior violations of the same Level I rule prior within the same academic semester; (2) appropriate MTSS non disciplinary interventions have been attempted and documented with each of those last three violations; and (3) school administrators have contacted the student and parent to warn them of the possibility of out-of-school suspension before the final incident that leads to the suspension.

LEVEL III

III-1 Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia: Drugs and alcohol present serious risks of harm to all persons, especially adolescents, and drug and alcohol overdoses and abuse result in well over 100,000 deaths each year in the United States alone. Addiction can start slowly and take hold before a person realizes he or she is addicted. It can destroy relationships, shatter dreams and ambitions, and lead to imprisonment, brain damage, disfiguring injury, and death. Students who are struggling with addiction or who are tempted or feeling pressured to use intoxicating drugs or alcohol are urged to seek help immediately from a parent, teacher, counselor, administrator, or other trusted adult. No student will face disciplinary consequences for coming forward, proactively, to seek help while not in possession of or under the influence of contraband. That said, the Board has a solemn duty to adopt policies that are reasonably designed to keep its school and students safe. To that end, the Board strictly prohibits all narcotics, alcoholic beverages, unauthorized prescription drugs, and similar substances at schools and school-sponsored activities. Specifically, no student shall possess, use, distribute, sell, possess with intent to distribute or sell, conspire or attempt to distribute or sell, purchase, or be under the influence of any narcotic drug, opioid, hallucinogen, amphetamine, barbiturate, marijuana or cannabis product, anabolic steroid, controlled substance, alcoholic beverage, drug paraphernalia, counterfeit substance, unauthorized prescription drug, or any other chemical or product with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior. The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed.

The following definitions apply to this rule:

- a. Possession: Having the prohibited substance on the student's person or in another place where the student, either alone or jointly with others, has control over it. This may include, but is not limited to, possession of a prohibited substance in an automobile, locker, book bag, or desk.
- b. Use: The consumption, injection, inhalation, ingestion, or absorption of a prohibited substance into a student's body by any means.
- c. Under the influence: Having used a prohibited substance such that it continues to influence a student's mood, behavior, or learning to any degree.
- d. Counterfeit Substance: Any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this rule.
- e. Unauthorized Prescription Drug: Any prescription drug or medication that is used or possessed by someone other than the person for whom the prescription was written.
- f. Drug Paraphernalia: Objects that are used or intended to be used for ingesting, injecting, inhaling, or otherwise introducing a substance prohibited by this rule into the body, including but not limited to pipes, vaporizers, rolling papers, and syringes. Relevant evidence may be considered in determining whether an object is drug paraphernalia.
- g. Conspiracy: An agreement by two or more persons to commit an unlawful act in violation of this rule.
- h. Sell: To exchange a substance prohibited by this rule for money, property, or any other benefit or item of value.
- i. Possess with Intent to Distribute/Sell: Intent to distribute or sell may be determined from relevant evidence such as the amount of the prohibited substance found; the manner in which it was packaged; the presence of packaging materials such as scales, baggies or other containers; and the statements or actions of students.
- j. Distribute: To transmit a prohibited substance to one or more other students, with or without compensation. For purposes of this definition, a student has not "distributed" a prohibited substance (but may be guilty of "possession" or "use") if the student's sole involvement is to share or pass a prohibited substance with other students in the course of using it, so long as the student was not the one who brought the prohibited substance onto school property or otherwise made it available to other students.

When a first infraction of this rule involves solely possession, use, conspiracy to possess or use, and/or being under the influence of a substance prohibited by this rule, and a long-term suspension recommendation for violation of this rule is not supported by any other rule violations that independently support long-term suspension, an alternative to long-term suspension shall be offered.

The alternative shall consist of a short-term suspension of five (5) days on condition that the student participates in and completes an approved Alternative Counseling and Education (ACE) program. The program shall be designed by the superintendent and agreed to in writing by the parent, guardian, student, and school principal. Parents, guardians, and students shall be provided information by school authorities concerning approved ACE programs. Declining this opportunity or failing to meet any requirements of the ACE program reactivates the underlying long-term suspension or alternative education assignment.

III-2 Gang and Gang Related Activity: The Board believes that gangs and gang-related activities pose a serious safety threat to students and staff members of the Wake County Public School System and can significantly disrupt the educational environment. Even actions that are not innately dangerous, such as displaying hand signs, wearing items of particular colors, and speaking with special jargon can substantially increase the risks of criminal activity and physical injury when those signs and signals are used to support, signal, promote, or encourage gang activity or affiliation. Students who feel pressured to participate in or condone gang activities are urged to seek help from teachers, administrators, parents, and law enforcement officers.

- a. No student shall participate in any gang-related activities. For purposes of this rule:
 - i. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, and having a common name or common identifying sign, colors or symbols.
 - ii. Gang-related activities are any activities engaged in by a student on behalf of an identified gang; to perpetuate the existence of an identified gang; to promote the common purpose and design of an identified gang; or to represent gang affiliation, loyalty, or solidarity.

b. Conduct prohibited by this rule includes:

- i. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, with the intent to convey or promote membership or affiliation in any gang.
- ii. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), with the intent to convey or promote membership or affiliation in any gang.
- iii. Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang.
- iv. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person in connection with gang-related activity.
- v. Inciting other students to intimidate or to act with physical violence upon any other person in connection with gang-related activity; vi. Soliciting others for gang membership; vii. Committing or conspiring to commit illegal act in connection with gang-related activity.

c. When a first infraction involves only the wearing of gang-related attire, the student shall receive a warning and be allowed to immediately change or remove the attire as an alternative to disciplinary action.

d. The Superintendent or Superintendent's designee shall regularly consult with law enforcement officials to identify examples of gang-related items, symbols and behaviors and shall provide each principal with this information. Parents and students shall be notified that such information is maintained in the principal's office, that it is subject to change, and that the principal's office may be consulted for updates. In providing this information for parents and students, the school system acknowledges that not all potential gang indicators connote actual membership in a gang.

III-3 Weapons/Dangerous Instruments/Substances: No student shall possess, handle, or transmit any weapon, facsimile of a weapon, dangerous instrument/substance or other object that can reasonably be considered or used as a weapon or dangerous instrument/substance. This does not apply to any student who finds a weapon or dangerous instrument/substance on school property or receives it from another person on school property and who immediately reports the weapon or dangerous instrument/substance to school or law enforcement authorities.

The following definitions apply to this rule:

- a. **Weapon:** Any firearm, BB gun, stun gun, air rifle, air pistol, ammunition, power loads, fireworks, knife, sling shot, leaded cane, blackjack, metallic knuckles, razors, razor blades except cartridge razors used solely for personal shaving, box cutter, mace, pepper spray, and other personal defense sprays, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.
- b. **Dangerous Instruments/Substances:** Any object or substance that is possessed, handled, transmitted, or used for the purpose of causing or attempting to cause physical injury.
- c. **Facsimile of a Weapon:** Any copy of a weapon that could reasonably be perceived to be a real weapon.

Note: Refer to Level IV: Rule IV-1 for violations involving Firearms/Destructive Devices.

III-4 Assault on a Student: No student shall cause or attempt to cause serious physical injury to another student. For the purposes of this policy, serious physical injury shall refer to any significant or aggravated bodily injury, including but not limited to broken bone(s), loss or chipping of teeth, loss or impairment of vision, loss of consciousness, internal injuries, scarring or other disfigurement, significant bleeding, lacerations resulting in sutures, significant bruising, severe or prolonged pain, any injury requiring hospitalization for any period of time, and/or any injury resulting in medical treatment beyond simple first aid procedures.

III-5 Assault on School Personnel or Other Adult: No student shall cause or attempt to cause physical injury to any school employee or other adult.

Note: If a teacher is assaulted or injured by a student and as a result the student is reassigned to alternative education services, long-term suspended, or expelled, the student shall not be returned to that teacher's classroom unless the teacher consents.

III-6 Assault Involving Weapon/Dangerous Instrument/Substances: No student shall assault another using a weapon, dangerous instrument, or dangerous substances.

Note: Refer to Level IV: Rule IV-1 for violations involving Firearms/Destructive Devices.

III-7 Bomb Threats: No student shall make a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school premises or at the site of school activities, or by placing or concealing an object or artifact on school property or the site of school activities so as to cause any person to reasonably believe the object or artifact to be a bomb or other destructive device.

III-8 Threats of Mass Violence: No student shall, by means of communication to any person or group, threaten to commit an act of mass violence on educational property or at a curricular or extracurricular activity sponsored by a school. For purposes of this rule, "mass violence" is physical injury that a reasonable person would conclude could lead to permanent injury (including mental or emotional health) or death to two or more people.

LEVEL IV

IV-1 Firearm/ Destructive Device K-12: As required by state law, any student in grades K-12 shall be recommended for suspension for 365 calendar days for bringing a "firearm" or "destructive device" onto school property or to a school sponsored event off school property, or for possessing a "firearm" or "destructive device" on school property or at a school sponsored event off school property. School property includes any property owned, used, or leased by the Board, including school buses, other vehicles, and school bus stops. Principals are required to refer to the law enforcement system any student who brings a firearm or weapon to school.

The following definitions apply to this rule:

- a. **Firearm:** A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; or any firearm muffler or firearm silencer. The term does not include an inoperable antique firearm, BB gun, stun gun, air rifle, or air pistol.
- b. **Destructive Device:** An explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices listed in this definition.

Violation of this rule shall result in suspension from school for 365 days unless modified by the Superintendent or Board on a case-by-case basis.

The 365-day suspension does not apply to any student who finds the firearm on school property or receives it from another person on school property and who delivers the weapon, immediately, to school or law enforcement authorities.

LEVEL V

Level V is the most serious level in this Code. While there are no separate Level V rules, the violation of one or more Level II, III, or IV rules in this Code becomes subject to Level V sanctions – meaning that a student may be permanently expelled from the Wake County Public School System – if all of the following criteria are met: (1) the student is fourteen (14) years old or older; (2) both the principal and the superintendent/designee recommend expulsion; (3) the superintendent and Board determine, consistent with the Board's "Due Process" policy, that there is a significant or important reason not to offer the student alternative educational services; and (4) the Board determines, by clear and convincing evidence, that the student's continued presence in school constitutes a clear threat to the safety of other students or school staff.

Additionally, any student who is registered as a sex offender under [Article 27A of Chapter 14 of the North Carolina General Statutes](#) may be expelled in accordance with these procedures. If such a student is offered alternative education services on school property, the student must be under the supervision of school personnel at all times. This is a consequence of last resort. Principals are urged to consult with their area superintendents before recommending a student for permanent expulsion.

Adopted: June 6, 2017

Revised: May 7, 2019

Policy Code: 4310 Honor Code

Academic honesty is essential to excellence in education and is directly related to the Board's educational objectives for students to promote integrity and self-discipline in students. As all schoolwork is a measure of student performance, academic honesty facilitates an accurate measurement of student learning.

Each student, parent, family and staff member has a responsibility to promote a culture that respects and fosters integrity and honesty. Academic integrity and honesty 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

- 1) Staff will intervene and reeducate students to promote positive change in student behavior.
- 2) A student's grade may or may not be impacted by a violation. If the violation impacts a student's grade, the school may impose academic consequences according to the following criteria: (a) when reasonably possible, the student will be expected to complete the assignment or an alternative assignment as determined by the

professional learning team (PLT) guidelines and will do so in an honest manner consistent with the honor code, and (b) the student may receive full, partial, or no grading credit for the assignment as determined by PLT guidelines approved by the principal. Guidelines will consider the age of the student, the student's performance on a repeated or alternative assignment, the student's number of violations of the Honor Code during the school year, and the gravity or level of the violation.

3) A violation of the Honor Code may or may not result in a disciplinary consequence. Staff will address violations of this policy under Board Policy 4309, Student Behavior – Code of Conduct, Levels I-11 (Honor Code) and Level II-1 (Falsification or Deceit) as applicable.

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

Policy Code: 4316 Student Dress Code

Students are expected to adhere to standards of dress and appearance. Our guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy.

To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

1. Depict profanity, vulgarity, obscenity, or violence;
2. Promote the use or abuse of alcohol, tobacco, or illegal drugs.
3. Are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct.
4. Threaten the health or safety of staff or students; or
5. Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

Specifically:

- a) Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.
- b) Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
- c) Clothing must cover undergarments (waistbands and straps excluded).
- d) Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric.
- e) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- f) Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- g) Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

Enforcement: Any school dress code enforcement actions should minimize the potential loss of educational time. When a school staff member or school administrator discusses a dress or grooming violation with a student, the adult should be the same gender as the student if practicable. Staff concerns about student attire should be discussed discretely and out of earshot of other students to the extent practicable. Teachers or staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g., school clothing closet) or otherwise complying with this dress code (e.g., removing a problematic item). School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day.

Applicability: This policy is to be applied fairly and consistently without regard to race, gender, or other inherent traits or characteristics. Principals or their designees shall make reasonable accommodations for religious, educational, medical, or disability-related reasons and for cultural celebrations.

This policy does not apply to school-sanctioned uniforms and costumes approved for athletics, choral, band, dance, or dramatic performances. Except as specifically noted in this policy based on an exception or accommodation, this policy applies at all times when students are present on school property or in attendance at official, school-sponsored events.
Adopted: May 7, 2019

Policy Code: 4400 Attendance

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process.

Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

Attendance must be taken each day of the school year for on-site and remote instruction days.

A. Attendance Status

1) On-site Instruction Days

On-site instruction days take place with students attending class at a physical school building.

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) Virtual Academy Instruction Days

Virtual academy attendance takes place entirely in the virtual learning environment and includes attendance in live, real-time instruction through virtual academy.

Attendance in virtual academy is intended to mirror attendance at on-site instruction and is separate from remote instruction days under the circumstances set forth below. The Superintendent or designee will develop additional guidelines regarding attendance for virtual academy.

To be counted present a student must be in attendance at least one-half of the student school day. This will include attendance at official school activities at a place other than school with the approval of the principal. A student will be logged in, present, and responsive in his/her/their assigned virtual space at the beginning of the school day and the beginning of each class or be recorded as tardy. Not having a camera on, by itself, is not enough to mark a student absent.

3) Remote Instruction Days

Remote instruction days shall only occur when required by law or when the superintendent directs schools, in full or in part, to conduct classes remotely in the limited circumstances described in Policy 3102 Online Instruction:

When warranted by an emergency situation and where authorized by law, the superintendent may temporarily direct schools, in full or in part, to conduct classes remotely, with the understanding that ongoing remote instruction requires Board approval.

For purposes of this policy, an “emergency situation” includes a natural disaster, inclement weather, public health emergency, or other situation that threatens the health and safety of employees, students, or the community.

Remote instruction days take place entirely in the virtual learning environment and may or may not include attendance in live, real-time instruction.

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:
 - In grades PreK-5, the homeroom teacher.
 - 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. **B. 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.

C. Late Arrivals and Early Departures

Students are expected to be at school on time and to remain at school until dismissed. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends.

When a student must be late to school or leave school early, a written excuse (print or digital) signed by a parent or guardian should be presented upon the student’s arrival at school. Tardies or early departures may be excused for any of the reasons listed below in Section D. For students who have been in attendance for at least one half of the instructional day, early departures may also be excused at the discretion of the principal, if necessary, for reasons related to medical or health concerns of siblings or other family members.

D. Excused Absences

When a student must miss school, a parent or guardian must submit a written excuse (print or digital) 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 licensed health care practitioner. Failure to submit a written excuse will result in the absence being coded unexcused. The school principal determines whether a submitted medical statement is sufficient to excuse a student’s absence.

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 local health officer or the State Board of Health.
3. death in the immediate family; (including, but not necessarily limited to parents/guardians, siblings, and grandparents):
4. medical or dental appointment of the student.
5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness.
6. observance of an event required or suggested by the religion of the student or the student’s parent(s)/guardians.
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor’s page or college visit, 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.
10. for students in Virtual Academy or during a Remote Instruction day, a temporary technology issue that prevents the student from logging on and/or accessing instruction. In addition to providing a written excuse following the return from absence,
 - a) If a student has an issue with his/her/their technological device that prevents the student from accessing instruction, the student's parent or guardian must submit a ticket to the [WCPSS Help Desk](#) and contact the student's teacher or attendance office within 48 hours of the absence in order for the absence to be excused.
 - b) If a student is temporarily unable to access the internet, the student's parent or guardian must communicate that information within 48 hours to the student's teacher and attendance office in order for the absence to be excused.

E. School-Related Activities

While recognizing the importance of classroom learning, the board also acknowledges that out-of-classroom, school related activities can provide students with valuable experiences not available in the classroom setting. 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

In addition, students participating in disciplinary techniques categorized as in-school suspensions will not be counted as absent.

F. Makeup Work

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 missed work. Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall 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.

G. Unexcused Absences

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.

The principal shall notify parents/guardians and take all other steps required by [G.S. 115C-378](#) for excessive, unexcused absences.

H. Chronic Absenteeism

Because class attendance and participation are critical elements of the educational process, any absences, whether excused or unexcused, can have a negative impact on a student's academic achievement. Regular attendance must be prioritized within each school and encouraged throughout the community. School administrators shall monitor and analyze attendance data to develop and implement strategies for reducing chronic absenteeism. Such strategies should involve engaging students and parents/guardians, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance.

After three (3) unexcused absences in the 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](#).

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. In reviewing the excessive absences for a student participating in a school's virtual academy, the school-based attendance team will consider appropriate interventions to improve the student's attendance including determining the best educational setting for the student (for example, in person or virtual).

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

I. Special Circumstances

1. Students with Chronic Health Problems

No penalties will be imposed for absences due to documented chronic health problems.

2. Attendance Requirements for Extracurricular Activities

Absences may impact eligibility for participation in extracurricular activities. Principals shall inform students and parents or guardians of the applicable attendance standards for the various types of extracurricular activities, including interscholastic athletics.

Legal References: [G.S. 115C-47](#), [-84.2](#), [-288\(a\)](#), [-375.5](#), [-378 to -383](#), [-390.2\(d\)](#), [-390.2\(l\)](#), [-390.5](#), [-407.5](#); [130A-440](#); [16 N.C.A.C. 6E .0102](#), [.0103](#); State Board of Education Policies [TCS-L-000](#), [-002](#), [-003](#)

Adopted: September 5, 2017

Revised: August 18, 2020

Revised: June 15, 2021

Revised: August 3, 2021

Policy Code: 3225/4312/7320 Technology Responsible Use

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

A. Expectations for Use of School Technological Resources

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in

Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. Rules for Use of Technological Resources

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic

communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.

9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
10. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.

11. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
12. Sharing Computer/Application Credentials: Users are prohibited from working under another person’s login information (username and password). Users are prohibited from giving their login information to someone else or directing one to share their login information.
13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner’s express prior permission.
14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
16. Teachers shall make reasonable efforts to supervise students’ use of the Internet during instructional time.
17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

C. Restricted Material on the Internet

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

D. Parental Consent

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student’s parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student’s independent access to the Internet and to monitoring of the student’s Internet activity and e-mail communication by school personnel.

In addition, in accordance with the board’s goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third-party accounts. **E. Privacy**

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system’s network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate files server space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests.

By using the school system’s network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

F. Use of Personal Technology on School System Property

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. The school system assumes no responsibility for personal technology devices brought to school.

Students are expected to comply with the Code of Conduct and the applicable “Rules for Use of Technology Resources” set forth in this policy when students use a personal device on school property, at school sponsored events, on school-based transportation, or anytime a personal device is connected to school system technology resources. As an example, students using a personal device on school property, at school sponsored events, on school-based transportation, or when the device is connected to school system technology resources, shall not engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, or abusive.

G. Personal Websites

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos, or trademarks without permission.

1. Students

Though school personnel generally do not monitor students’ Internet activity conducted on non-school system devices during non-school hours, when the student’s online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

2. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer’s relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: [U.S. Const. amend. I](#); Children’s Internet Protection Act, [47 U.S.C. 254](#)(h)(5); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101](#) *et seq.*; [20 U.S.C. 6777](#); [G.S. 115C-325](#)(e) (applicable to career status teachers), [-325.4](#) (applicable to non-career status teachers)

Adopted: July 21, 2015

Revised: March 5, 2019

Policies and Expectations for Student Conduct

Student Name: _____
Please Print

I have received and read the Academy of Technology and Advanced Manufacturing's Policies and Expectations for acceptable student conduct, academic dishonesty, the Wake County Public School System's Computer Use, Student Internet Access and Electronic Mail policy. I agree to follow all the rules contained in this Policy. I understand that if I violate the rules I will be subject to disciplinary action and possible un-enrollment from ATAM. **I furthermore understand that my child may be un-enrolled from the ATAM program as a result of suspension from school for any of these infractions or any other WCPSS policies.**

Student Signature _____ Date _____

Parent/Guardian

I have received and read the Academy of Technology and Advanced Manufacturing's Policies and Expectations for acceptable student conduct, academic dishonesty, the Wake County Public School System's Computer Use, Student Internet Access and Electronic Mail policy. I agree to follow all the rules contained in this Policy. I understand that if I violate the rules I will be subject to disciplinary action and possible un-enrollment from ATAM. **I furthermore understand that my child may be un-enrolled from the ATAM program as a result of suspension from school for any of these infractions or any other WCPSS policies.**

Parent/Guardian Name: _____
Please Print

Home Phone: _____ Work/Cell Phone: _____

Parent/Guardian Signature: _____

Date: _____

Please return this form to Mr. Evans Room 2332

ATAM Dress Days

Certain days will be designated as *ATAM Dress Days*. **This means all students in ATAM will wear black ATAM shirts and khaki pants/skirts for the entire school day.**

GIRLS: Girls may wear either a khaki skirt or pants or capri pants. Skirts must come to fingertip length or longer. Girls need to wear a black ATAM shirt. Dressy sandals or dress shoes are appropriate, flip flops are not acceptable.

BOYS: Boys should wear khaki pants with black ATAM shirts. They need to wear a belt and the shirts need to be tucked in. Flip flops are not acceptable.

Shorts are not permitted on ATAM Dress Days. Some exceptions will be announced prior to the event/field trip.

Below is an order form for ATAM shirts. Please indicate the size and type of shirt you would like for your student.

Student's Name: _____

First Period Teacher: _____

of Shirts _____ Payment Amount \$ _____

Please circle your shirt choice(s) and size(s)

WOMEN sizes				
Short Sleeve, \$26.00	Small	Medium	Large	X-Large

MEN sizes				
Short Sleeve, \$26.00	Small	Medium	Large	X-Large

This form should be returned to Mr. McLellan or Mr. Evans by September 2nd. All checks should be made payable to ATAM Support Team Inc.

** Financial assistance with the purchase of ATAM shirts can be requested to the ATAM Director.*

PRIVACY RELEASE

INSTRUCTIONS

This form explains potential uses of student photographs and video images by the Wake County Public School System (WCPSS) and allows you to grant or deny permission to the WCPSS to release your child's image for display or publication.

Yearbook and class photos are handled separately. If you do not want your child to be in the class photographs or yearbook, contact the school directly.

This form also allows a parent or legal custodian the choice whether or not their student may be identified by name on the school or district's Internet websites. Student names may be released unless a parent or legal custodian has expressly contacted the school and requested that their student's "directory information" not be shared. However, as a safeguard, the district does not directly publish student names to the Internet unless given permission by a parent or guardian.

The WCPSS uses internal and external media to highlight the K-12 experience in a variety of ways, which may include the use of photographs and videos of students. For example, student images may be published or displayed in printed materials (such as brochures and newsletters), videos, school websites, and information about school events and activities provided to external organizations and media outlets. Parents have two options for granting or denying consent:

- Parents/Legal Custodians may deny permission for any display or publication of their student's image. You should select this option if you do not want your student's photograph to be used on the WCPSS or individual school websites, in WCPSS or school publications, or in release to external organizations (such as PTA and booster clubs) or the media.
- Parents/Legal Custodians also may grant permission for their student's image to be published or displayed in print, video, and/or digital media. Selecting this option means that your student's photograph and name may appear in WCPSS or school publications, on the WCPSS or individual school websites, and may be released to external organizations (such as PTA and booster clubs) or the media.

Please complete this form and have your student return it to his or her school. This consent form remains valid throughout your student's K-12 experience with the Wake County Public School System or until a new form is completed and signed by a parent/guardian or eligible student.

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدسة، اتصل بالرقم (919) 852-3303

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएं चाहिए, तो पर कॉल करें (919) 852-3303

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919) 852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại (919) 852-3303

如果您需要免费翻译服务来了解学校流程, 请致电 (919) 852-3303

CONSENT FOR NAME, PHOTO AND VIDEO

Student's Legal Last Name

Student's Legal First Name

Student's Legal Middle Name

Photo/Video Release

- I deny permission to use my child's image for display, publication or release to external organizations.
- I grant permission for use of my child's image in print, video and/or digital media. I understand that my child's image may be used or released by the WCPSS without additional notification and that my child's name may appear along with his or her photograph.

Name Release

- I grant permission for my child to be identified by name on the school or district's Internet websites. I deny permission for my child to be identified by name on the school or district's Internet websites.

Name of Parent/Legal Custodian (or student, if over age 18)

Signature

Date (mm/dd/yyyy)