STUDENT HANDBOOK

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2020 - 2021

715 Barbour Drive
Raleigh, NC 27603
919-515-2255

This handbook is provided as a supplement to the official Wake County Public School System Handbook for Students, which will also be provided. Students and parents are responsible for reading and being familiar with both handbooks.

CONTACTS

Student Accountability Statement

All students represent Wake STEM ECHS; therefore, they are held to the highest standards for behavior and academic excellence. For the students to be successful, they must adhere to all WCPSS policies and all NCSU policies. Time Management is a necessary skill for success. Students on the NCSU campus will have independent time when they do not have classes and should maximize this time to complete coursework. Failure to use time wisely may result in poor performance and loss of NCSU privileges, including not being able to enroll in NCSU classes. This handbook outlines some of the many facets and expectations set for the Wake STEM ECHS students as they participate in high school and college life.

CONTACTS

Wake STEM Early College
High School

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VISION: WCPSS

Wake County Public School System:

Vision: All Wake County Public School System students will be prepared to reach their full potential and lead productive lives in a complex and changing world.

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

Vision 2020: WCPSS Strategic Plan

The vision for WCPSS is, "all WCPSS students will be prepared to reach their full potential and lead productive lives in a complex and changing world." As such, there is a renewed mission, six-core beliefs, a strategic plan, and a 2020 goal for annually graduating at least 95% of WCPSS students ready for productive citizenship as well as higher education or a career. The WCPSS Vision 2020 Plan may be viewed in its entirety at www.wcpss.net.

VISION: WAKE STEM

Wake STEM Early College High School will provide a highly supportive and academically challenging learning environment for students underserved in a traditional high school setting and underrepresented in the STEM disciplines, including first-generation college-going students, who will graduate prepared to compete globally in careers related to science, technology, engineering, and mathematics.

STUDENT CREED

This, I believe.

In me lie the hopes of my family and my community.
Through me, the future will be born.
I can achieve anything I set my mind to if I combine my resources with uncompromising effort.
In order to be successful, I must live our code of RESPECT.
I am reaching beyond limits to achieve my dreams, even those not yet imagined.
I embrace the future with strength and hope.
I will be intellectually and emotionally equipped to solve the challenges of my world.
I am responsible for enriching myself, my family, and my community.
I believe in my school and its staff.
I believe in my classmates.
I believe in myself.

SCHOOL CULTURE

In a 21st century school, the code of **RESPECT** is essential for student success. We believe in fostering a school climate in which students can be trusted to be respectful of the learning environment and responsible for their behaviors.

All students and staff will adhere to our school's code of RESPECT.

Respect people, property, and the environment

Ethical decision-making

Scholastic Integrity

Pride in yourself and your school

Exhibit professionalism

Come to school ready to learn (teach)

Treat others the way you want to be treated

Wake County Public School System 2020-21 Calendar

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WAKE COUNTY
PUBLIC SCHOOL SYSTEM

2020-2021 Wake STEM Early College (SL)
Calendario Wake STEM Early College

July / julio — 2020

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

August / agosto — 2020

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

September / septiembre — 2020

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

October / octubre — 2020

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	7	8 Q	9 W
12	13	14	15	16 RC
19	20	21	22	RL 23 DIST TWD
26	27	28	29	30

November / noviembre — 2020

M/L	T/M	W/M	T/J	F/V
2	RL 3 ElectionDay	4	5	6
9	10	11 H	12	13
16	17	18	19	20
23	24	25 V	26 H	27 H
30				

December / diciembre — 2020

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

January / enero — 2021

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

February / febrero — 2021

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

March / marzo — 2021

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

April / abril — 2021

M/L	T/M	W/M	T/J	F/V
			RL 1 W	2 H
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May / mayo — 2021

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

June / junio — 2021

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

LEGEND / LEYENDA

★ First and last days
 Primer y último días de clase

H Holiday
 Día Festivo

W Teacher Workday
 Día de trabajo del maestro

V Vacation Day
 Día de Vacaciones

RL Remote Learning Day (students not on campus)
 Días de Aprendizaje Remoto (los estudiantes no están en el recinto escolar)

SL Day added for Session Law (students on campus)
 Días escolares adicionales conforme a la ley estatal Session Law (estudiantes se presentan a la escuela)

Q End of Nine Weeks
 El Final de Nueve Semanas

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

Banked Hours
Banked Hours
Janauary 4
Banked Hours
March 12
June 1

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

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

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

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

MORE INFORMATION / MÁS INFORMACIÓN
www.wcpss.net/calendars

DAILY SCHEDULE

Regular & Early Release	1 & 2 Hour Delay

Regular Schedule
Monday, Tuesday, Wednesday, and Thursday (358 instructional minutes)
1st Period   7:25-8:55 (90 minutes)
2nd Period   8:59-10:27 (88 minutes)
Lunch   10:27-11:10 (43 minutes)
3rd Period   11:14-12:44 (90 minutes)
4th Period   12:48-2:18 (90 minutes)
Friday (348 instructional minutes)
1st Period   7:25-8:52 (87 minutes)
2nd Period   8:56-10:23 (87 minutes)
Lunch   10:23-11:16
  (53 minutes, 1st half of lunch = Club meetings/Advisory)
3rd Period   11:20-12:47 (87 minutes)
4th Period   12:51-2:18 (87 minutes)
	One-Hour Delay Schedule
	Monday, Tuesday, Wednesday, and Thursday (298 instructional minutes)
	1st Period 8:25-9:40 (75 minutes)
	2nd Period 9:44-10:57 (73 minutes)
	Lunch 10:57-11:40 (43 minutes)
	3rd Period 11:44-12:59 (75 minutes)
	4th Period 1:03-2:18 (75 minutes)
	Friday (288 instructional minutes)
	1st Period 8:25-9:42 (77 minutes)
	2nd Period 9:46-11:03 (77 minutes)
	Lunch 11:03-11:56
	  (53 minutes, 1st half of lunch = Club meetings/Advisory)
	3rd Period 12:00-12:57 (77 minutes)
	4th Period 1:01-2:18 (77 minutes)

Early Release Schedule Friday only (197 instructional minutes) **1st Period** 7:25-8:15 (50 minutes) **2nd Period** 8:19-9:09 (50 minutes) **3rd Period** 9:13-9:56 (50 minutes) **Lunch** 9:56-10:48 (52 minutes) **4th Period** 10:55-11:45 (50 minutes) Revised 7/14/20	**Two-Hour Delay Schedule** Monday, Tuesday, Wednesday, and Thursday (238 instructional minutes) **1st Period** 9:25-10:25 (60 minutes) **Lunch** 10:25-11:12 (47 minutes) **2nd Period** 11:12-12:10 (58 minutes) **3rd Period** 12:14-1:14 (60 minutes) **4th Period** 1:18-2:18 (60 minutes) Friday (228 instructional minutes) **1st Period** 9:25-10:22 (57 minutes) **Lunch** 10:22-11:19 (57 minutes) *1st half of lunch is for Club meetings* **2nd Period** 11:19-12:16 (57 minutes) **3rd Period** 12:20-1:17 (57 minutes) **4th Period** 1:21-2:18 (57 minutes)

*Schedules for students attending college courses are subject to change.

ARRIVAL & DISMISSAL PROCEDURES

Students are to arrive at STEM ECHS **before** 7:25 am each day. The building is open to admission by students at 7:00 am. Students who come between 7:00 am - 7:15 am must report directly to the Commons Area where they may participate in the Breakfast Program. Students can report to their 1st-period classrooms after 7:15 am or earlier with express permission and supervision from the classroom teacher. Students are considered late if they are not in their classroom at 7:25 am. Late students must sign in at the front desk kiosk, then arrive in their 1st-period Class with a tardy slip. If a student comes too late to catch the shuttle bus to NCSU for college classes, the parent is responsible for getting them to NCSU **after** checking them in at the Cherry Building. (Refer to the section on tardies)

Early Pick-Up:

A parent/guardian who arrives to retrieve students for early pick-up from our main building (Cherry Building), must adhere to the following procedures:

1. Carry/show legal identification (i.e.: driver's license)
2. Sign student out at the front desk kiosk.
3. Remain in the lobby area as the Data/Front Desk Manager contacts the classroom teacher to release the student

Dismissal:

Students begin dismissal at 2:18 pm, at which time they report directly to the School Bus, the carpool line, or the Commons Area for the After-School Program (ASP). The School Buses depart promptly at 2:21 pm daily. The late bus departs at 4:30 pm for students who remain during the ASP.

Students desiring permission to walk to the library may secure the approval from the School Principal as well as with prior authorization and written/signed notification from their parent/legal guardian. Permission slips will remain on file at the school.

ACADEMIC COMPONENTS

As a STEM school, we focus on the Engineering Design Process and the grand challenges for engineering that are set forth by the National Association for Engineering. There is an expectation that these are used in a cross-curricular manner as opposed to solely in Math and Science content areas. The engineering design cycle may occur via project-based learning, Socratic seminar, integrated through scholarly research analysis, or any other means.

1. **Engineering Design Cycle**
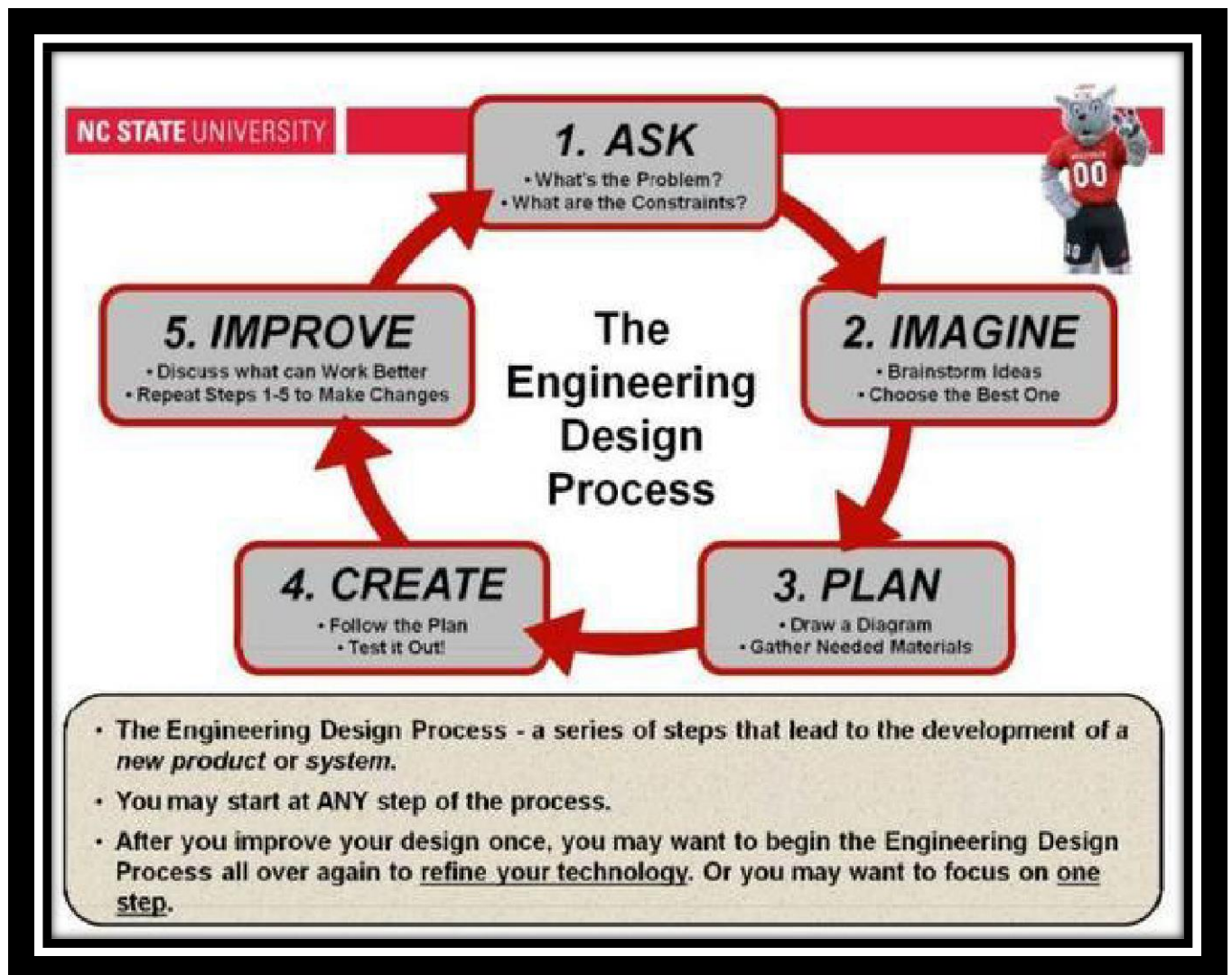
2. Grand Challenges for Engineering

There are currently 14 grand challenges for engineering; however, when the school was founded, there were 10. As this field develops and evolves, we will continue to stay in pace with such events.

3. Project Rubrics

Prior to beginning any project, students must start with the end in mind. Therefore, a rubric for each project will be provided and will include the following:

- Guiding question
- Alignment to Common Core/Essential Standards
- Literacy Component
- Alignment to Grand Challenge *(1 or more)*
- Monitoring and checkpoints *(based on the Engineering Design Cycle)*
- Scholarly Research
- Grading

Presentation(s): Authentic audiences, made up of business and community partners, are a crucial part of the presentation/critique/feedback process. STEM students grow comfortable with the presentation process since this a major part of what makes us who we are, and better prepare students for college and career success.

ACADEMIC INTEGRITY

Students of the Wake STEM Early College High School are expected to adhere to the highest standard of academic integrity. Students will respect the intellectual property of others and will show honesty and integrity in all of their academic endeavors. STEM ECHS students have demonstrated their strong desire to pursue a college education through their application to this program. Because these students will be taking courses in the Wake County Public School System as well as at North Carolina State University, they will be expected to adhere to the academic integrity policies and the disciplinary policies of both institutions.

Wake County Public Schools, Academic Integrity Discipline Policy

LEVEL I – Rule violations can generally be addressed with non-disciplinary interventions. Except in the very limited circumstances described in Rule II-20, repeated willful violations of level I can result in outside school suspension.

I-10 Integrity: - Any student who engages in or attempts to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:
I-11 Honor Code:-All students are expected to adhere to the Academic honor code policy.

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.

LEVEL II   Rule violations involve more serious misconduct that may warrant short-term suspension of up to five school days.

II-1 Falsification or deceit:- Intentional acts of falsification or serious deceitful misconduct that threaten the health, safety, or welfare of others.
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. Any willful behavior or knowing effort to access: steal; maliciously alter, modify, or destroy;…or harm other technology resources is a violation of this rule.

If a student does not comply with the Academic Integrity Code of Conduct, consequences will be administered according to the discipline matrix on page 37. Integrity offenses are cumulative for the student's entire high school career. This means that the first offense is not erased once a student moves to 10th grade from 9th grade. The first offense can come in 9th grade, and the 2nd offense can come in 11th grade.

ATHLETICS

Students are encouraged to participate in athletics as long as they can maintain an acceptable GPA and keep up with classwork and homework. Students are eligible to participate in any athletic team that is associated with Athens Drive High School. STEM ECHS has the right to suspend students from participation in WCPSS athletic activities based on behavioral or academic performance at school.

Contact the Athens Drive High School Athletic Director for more information on eligibility requirements at (919) 233-4070.   https://www.wakecountyathletics.com/athensdrivehs
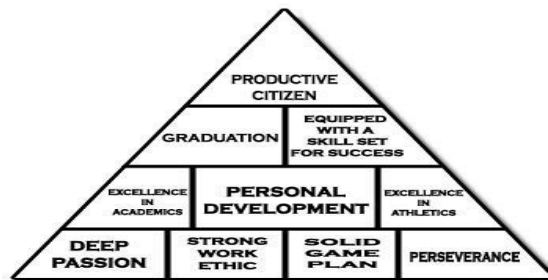
ATTENDANCE

All students are expected to be in attendance every day throughout the 180-day school year unless temporarily excused by school officials. Excessive absences and tardies hinder a child's ability to learn and master the high school material and create a habit that impedes college success; therefore, excessive absences and/or tardies may reduce the number of college courses that the student is eligible to take. Please note that all NCSU professors include an attendance policy in their course syllabus. Refer to the WCPSS Board Policy for Attendance.

To review the attendance policy, refer to the Wake County School Board Attendance Policy Code 4400 Attendance.

CLUB INFORMATION

Extracurricular activities play a vital role in helping students develop crucial soft skills such as leadership, responsibility, dependability, honesty, cooperation, and appropriate multi-level oral and written communication. Time is built into the Friday bell schedule that allows for clubs to meet every Friday during the first half of SMART lunch. Individual club meeting days are scheduled on the 1st and 3rd Friday of the month or on the 2nd and 4th Friday of the month.

Co-Curricular Organizations: These are organizations that support continued learning in a content area (ex: English, History, Spanish, etc). These organizations are most often initiated by staff.

Student-Initiated, Noncurricular-Related Student Groups. These groups are initiated by students and are permitted to meet on school grounds during non-instructional time. These could be related to a variety of topics. The role of the faculty advisor is to provide supervision for safety.

Club Expectations:

- Clubs preferably meet during SMART Lunch, but they may also meet after school.
- Clubs must have the advisor present at all meetings and club-sponsored activities.
- Maintain a record of club members, meeting dates, and activities.
- Submit a written request for activities and events that involve guest speakers, field trips, or facility use at least one month prior to the activity.

How to Start a Student-Initiated Club:

- The student(s) wishing to start the club must complete the club proposal form.
- Proposals must include club name, purpose, potential activities, and a minimum of 8 student signatures required. (See club proposal form for more details).
- Submit the club proposal to the assistant principal for review by the administrative team.

The proposed club may not meet or organize before receiving confirmation that the club has been approved

COMPUTER USE

Student Responsibility for Technology and Other School Materials
Wake STEM Early College High School has a significant level of technology and equipment that is used to develop/enhance/improve instructional practices and student learning. For example, most courses are taught without the need or use of a textbook because all students are issued either a laptop or "notebook" computer. In addition to computers, students also use an array of other technologies and science lab equipment—*iPads*, *iPod Touches*, *Nooks*, laptop carts, interactive whiteboards, projectors, video and "still" cameras, science lab tables with connection capabilities to laptops and wide-screen monitors, and scientific probes/equipment. In addition to the technology and equipment, we will also issue textbooks to students on an "as needed" basis by course.

The technology and equipment require extra care and attention by students. It is extremely expensive to replace, and students will be held responsible for replacing damaged or lost technology, equipment, or textbooks due to negligence or carelessness.

WCPSS has adopted the *bring your own device (BYOD)* program. As a result, the following options for technological devices are available to STEM students:
1. Option One – BYOD
    a. Fill out appropriate paperwork.
    b. Student accepts full responsibility for his/her personal device.
2. Option Two – Use a STEM computer FULL TIME
    a. Student will be assigned a computer to use at all times.
    b. Student accepts full responsibility for the assigned device.
    c. If repair is necessary, bill must be paid in full by parent(s) PRIOR to graduation
3. Option Three – Use a STEM loaner computer ONLY WHEN AT SCHOOL
    a. Student will be assigned a computer and will check it out each morning.
    b. Each afternoon the computer is signed back in and left at the school in a designated location.

Internet
Students at the Wake STEM Early College High School have some privileges not available at most other WCPSS High Schools because of our partnership with North Carolina State University. With greater privileges comes the expectation of greater responsibility to behave appropriately. This is especially true with computer and internet access at our school. Our students will use university internet access that is NOT filtered; therefore, students must always be vigilant to use the internet in an appropriate manner that is consistent with the expectations of WCPSS, NCSU, and the Wake STEM ECHS. Students must complete the Wake STEM ECHS Acceptable Use Policy prior to accessing any technology. Any violation of this policy, including use of technology for purposes other than academic and/or accessing inappropriate websites, will result in disciplinary consequences in accord with WCPSS Acceptable Use policy and WCPSS Board Policy 3225/4312/7320R&P, Student Acceptable Use of Electronic Resources. This form must be updated and signed each academic year.

Important Instructions for Students Who Accidentally Access Inappropriate Material

Students who accidentally or inadvertently access material that is considered inappropriate for the educational environment (e.g., lewd images or content, personal chat sites, sites of a pornographic or sexual nature) should not shut down the computer but rather, should immediately turn off the computer monitor or close the laptop and report the incident to an adult.

Do not show the site to additional students while you are waiting for the adult to assist you. If you intentionally show the site to others or do not report this to an adult, you will be subject to disciplinary consequences. This expectation extends to school computer equipment that is used at home as well.

TEACHER WORKDAYS & HOLIDAYS

WCPSS honors professional development for staff and has built-in workdays for the schools. During these days, the Wake STEM ECHS will not be open for students. However, NC State University does not recognize these days in their calendar. Therefore, students who have afternoon classes at NCSU are expected to attend Class, and PARENTS are expected to provide transportation from NCSU.

Wake County Public Schools recognizes certain holidays on our school calendar. However, NCSU may have classes on that day. On days when NCSU has classes and Wake STEM Early College High School does not; students are expected to attend their college courses and parents must provide transportation.

EMAIL CORRESPONDENCES

WCPSS Email (name@students.wcpss.net) is the official form of communication. Students must **check email daily** and reply as needed to email from school personnel. Failure to reply creates loss of opportunity for the students and missed deadlines for important material.

All Students will be required to use their WCPSS email. As Wake County continues to expand, the district expects that WCPSS email addresses be used for all high school courses.

EMERGENCIES ON NCSU CAMPUS

Unfortunately sometimes emergencies occur. The students will have training to learn specific procedures and participate in a drill in case of such emergencies. Below are the guidelines necessary:

1. Students will be directed to log-in to My Pack Portal and sign up to receive Wolfalerts to THEIR cell phones.
2. When a Wolfalert message comes across, the students follow the directions or avoid the specific area listed. (Many alerts may not impact our students at all)
3. In case of EMERGENCY, students will go to the nearest building and seek shelter.
4. Once safe, they are directed to text or email specific staff members who will keep a roster of the incoming messages.
5. Students will REMAIN in their safe location until directed by an authority to do differently.
6. When the "All Clear" is given, staff members will text, and/or email the student with further directions. (Where to go to be picked up by Wake STEM ECHS staff and transported for parent pick up)

PARENTS: We ask that you do NOT pick up your student from campus. Once we have all students back in our presence, we will allow them to contact you for pick up or with further information. Parents may get WolfAlerts through Twitter or Facebook by signing up on the NCSU main page "emergency information" on the bottom left http://www.ncsu.edu/.

EMERGENCY COMMUNICATIONS FOR STEM STUDENTS IN NCSU CLASSES

WolfAlerts: WolfAlert is the NC State University system that communicates delays, closings, and emergency situations on the NCSU campus. All STEM ECHS students who are attending college classes are required to sign up for WolfAlerts. https://www.ncsu.edu/emergency-information/

Classpager: Classpager is the system used by STEM ECHS Administrators for emergency purposes and individual communications when quick turn-around is needed. All STEM ECHS students who are attending college classes must sign on to Classpager with their cellphone numbers. Students must update all phone number changes with Dr. Ware as soon as possible.

EMERGENCY AND FIRE PLANS

North Carolina State University
Emergency Evacuation and Sheltering Procedures

Early College High School

FIRE ALARM ACTIVATION

Each office and classroom in the Cherry Building has a posted fire evacuation sign adjacent to the door. Follow the instructions noted therein for safe evacuation and remember to carry your red emergency bag.

SEVERE WEATHER ALERT (tornado, high winds, hurricane, severe thunderstorm)

1) Seek shelter in the <u>Area of Refuge for Severe Weather:</u> Preferably an interior hallway on the lowest level possible with the doors shut, away from all windows.
   ➤ Refer to attached diagram, which identifies areas of the building determined to be safe refuge areas.
2) Remain in the Area of Refuge until given the "ALL CLEAR" by Public Safety staff

Weather Specific Safety Instructions

➤ <u>Tornado Watch</u>: stay tuned to local news and weather; be alert to changing weather conditions.
➤ <u>Tornado Warning</u>: **Stay tuned for the Wolf Alert Activation** and go to the area of refuse identified above, close all doors in area for added protection, be prepared to cover your head with your hands, **DO NOT** leave the area of refuge until told to do so by Public Safety staff (University Fire Marshal staff, University Police or other emergency responders).
➤ <u>Hurricanes</u>: are essentially large complexes of thunderstorms. Therefore, they include all of the dangers that can come with thunderstorms, lightning, flash floods, downburst and tornados. The good news is we normally get advanced warning of these so advanced preparation can be made. Refer to local news stations and National Weather Service for safety points.

<u>FAQ: How do you get updated information while taking refuge?</u> View the home page (if computers are available and working), text messaging and/or AM/FM Radio (battery or wind up type), all to be used in the area of refuge.

Sirens <u>may</u> or <u>may not be heard</u> inside buildings – <u>DO NOT</u> depend on this method inside buildings.

EXAMS

1. All students will be required to take exams and EOC exams for the high school classes in which they are enrolled.
2. Students will also be responsible for taking final exams for all college courses.
3. Final exams and EOC exams will be scheduled according to state policies and administered during the last 5 days of the semester.
4. NC State University exams will be administered according to NC State policies and will be administered accordingly, though NOT on the same calendar as high school exams.
5. During exam times it is the parents' responsibility to ensure that the student has transportation to and from the exam site.
6. Due to possible conflicts in NCSU Exam Schedules with High School coursework, we expect the students to make STEM ECHS staff aware of the conflict so we can schedule HS work, projects, presentations, and other academic-related items accordingly.

FEES AND FINES

Any fee or charge due to any school in the Wake County Public School System, not paid at the end of the school year, shall be carried forward until the next succeeding school year. Such debts are considered to be debts of the students to the school system and not to a particular school. Fees are to be paid within 30 days after enrollment.

Fees will be charged for the following:
1. *Special events (Graduation Cap and Gown)*
2. *Lost or damaged materials, supplies, or equipment.*
3. *Certain field trips and club activities*
4. *College textbooks returned after the due date*
5. *Parking Passes (NCSU parking only)*

Failure to pay all fees prior to registration at NCSU will cause holds on student registration for courses. Additionally, failure to pay all fees prior to graduation will result in the student not being permitted to walk at graduation.

GRADING AND NC GRADUATION REQUIREMENTS

The following grading system applies to courses/classes taken in the Wake County Public School System. For Juniors, Seniors and Super Seniors attending NC State University courses, kindly refer to the NC State University website for further information.

Quality Point Standards: The new quality points standard will provide an additional .5 quality point to honors courses and 1.0 quality point to Advance Placement (AP) courses, *or four-year university/college courses taken in high school.* For example, a student who earns an A in an AP course would receive a weighted 5.0 grade for that particular course. A student who earns an A in an Honors course would receive a weighted 4.5 grade.

Departmental Grading Procedures: WCPSS has a policy for grading as found in Board Policy 5520. Notwithstanding, teaching team members have developed a more detailed content area grading system that accounts for the actual distribution of all assessments: homework, classwork, tests & projects, quizzes, final exams and all other assessment tools. These detailed grading systems are shared by individual teachers with students during the first reporting day for their Class. Students are responsible for knowing, understanding and adhering to these grading procedures.

NCSU Classes: Students need to be aware of the expectations that each professor has for each Class that is being taken at NCSU. Professors can have different policies on grading and procedures on how to turn in assigned work, papers and assessments. It is up to the student to have a complete understanding of each professor's expectations and procedures. Grades from college courses will be on the NCSU transcript; however, all college courses taken will also be reflected on the high school transcript with a "P" (pass) or "F" (fail).

Letter	Represents	Quality Points for Standard Level Courses	Quality Points for Honors	Quality Points for AP Courses
A	90-100	4	4.5	5
B	80-89	3	3.5	4
C	70-79	2	2.5	3
D	60-69	1	1.5	2
F	≤59	0	0	0
I	Incomplete	0	0	0
WP	Withdrawal, No penalty	0	0	0
WF	Withdrawal with an F	0	0	0
FF	Failed for Violation of Attendance Policy	0	0	0

HEALTH SERVICES FOR STUDENTS IN NCSU CLASSES

While at NCSU, the Wake STEM ECHS students have not paid for their health services (including counseling services at NCSU). Therefore, if a student should fall ill or have an accident on NCSU campus, please follow the following procedures.

1. Call your parent first to determine your next step.
2. Contact the front desk at Wake STEM ECHS at 919-515-2255. This will allow the staff to be aware of the situation.
3. If you can make it to Talley Student Center, go there to meet with your parent.
4. In case of something more severe, call 911.

INCLEMENT WEATHER DAYS

Wake STEM ECHS follows the inclement weather policies of WCPSS including delays and early dismissals. If WCPSS closes schools, delays, or dismisses early, the ECHS is required to as well. HOWEVER, NCSU may still hold classes and it will be the student's responsibility to attend Class or contact the professor to inform them of the absence and reason for the absence, as well as make up any missed work. Refer to the NCSU student code of conduct for more information regarding policies for NCSU classes http://studentconduct.ncsu.edu/.

INTERIM REPORTS

All students enrolled in NCSU classes must submit interim reports on time or the students' NCSU course load for the following semester will decrease significantly. Students with low scores, poor attendance, or comments of a negative nature on their interims will be required to meet with the counselor and/or college liaison to create a plan for success. Parents will be notified if students fail to return interim reports or if students have below a "C."

All STEM students will receive high school interim reports every 3 weeks. Parents should review these with their children, sign and return the reports to the school. Students who earn below a 75 on an interim may be assigned to mandatory SMART Lunch.

LUNCH PROGRAM

Students will have daily lunch options for purchase provided by Child and Nutrition Services of the Wake County Public School System. Students will indicate their choice of entre in the morning and the meals will be delivered to the STEM ECHS at the lunch period. Students may use the WCPSS pre-pay system "MySchoolBucks" www.myschoolbucks.com or may pay in cash. Students who qualify for free and reduced lunch will have meals provided at no charge. Students may also bring food from home and are not required to use the WCPSS food service.

*The school's learning environment and the lunch area will be shared space. Therefore, STUDENTS ARE EXPECTED TO CLEAN UP AFTER THEMSELVES AT LUNCH.

*Students are not allowed in the food preparation area.

All students attending classes on NCSU's main campus must have a signed off-campus lunch form on file with the Wake STEM ECHS. They may then proceed freely to lunch as their schedule permits. Students who need lunch from WCPSS, you must submit the following information in writing:
1. First and Last Name
2. Lunch #
3. Specific days you wish for lunch to be brought for you

You will then be expected to pick up your lunch at Witherspoon between 11:15 am and 12:00 pm.

Food Choices
Students may choose to bring their lunch or purchase lunch from the Wake County Public School System (WCPSS) high school menu (posted on the WCPSS website). Students will also have supplemental items available to them for purchase. Students who qualify for the WCPSS Free/Reduced Lunch roster will be served in a similar manner to other Wake County high school students.

SMART Lunch
SMART lunch will be implemented to help students develop their abilities to manage their time, seek voluntary tutoring, recover their academic standing in a course, or work together on various projects. When students are released to lunch, they have three options to choose from:
- Open lunch and socializing/relaxing with friends in the Commons Area or at the picnic tables outside
- Attend voluntary tutoring (see Activities by Day below); 1st 30 min. of lunch
- Attend an assigned academic recovery; 1st 30 min. of lunch

SMART Lunch Sessions by Day
- Monday- English and Social Studies (voluntary tutoring or assigned academic recovery)
- Tuesday—Math (voluntary tutoring or assigned academic recovery)
- Wednesday—Computer Science and Spanish (voluntary or assigned academic recovery)
- Thursday—Science/Engineering Design (voluntary tutoring or assigned academic recovery)
- Friday- Clubs or Advisories meet in respective rooms locations

Eating Locations
Students will be allowed to eat in the Commons or outside on the picnic areas. It is expected that students eating in classrooms are either working with a teacher or have permission from the teacher that is supervising to be in the room. It is imperative we keep this area clean before, during and after lunch. The students will not be permitted to be in the kitchen area at any time throughout the day.

Independent Study Area
Students are not allowed to loiter in the front of the school, lobby, stairwell, or hallway areas. They may move through these areas with permission but must continue on to one of the supervised areas. Eating in the lobby, hallway or empty classrooms is prohibited. During lunch, the school lobby has been designated as an independent study area (quiet zone) for silent reading or individual study.

MEDICATION

Students who take prescription medication during the school day must have a form signed by a doctor on file with the school's main office. A new form must be completed for each new school year as well as updated to reflect continuation or stoppage of medication(s). All non-prescription medicine brought to school must be turned in to Ms. Cumber to be administered during the school day as prescribed. No other medication should be brought onto the school campus for any reason. Students who bring unauthorized substances on school grounds will be subject to disciplinary action. Please see Ms. Cumber for the appropriate form. No teacher is permitted to administer unregistered drugs, prescription or over-the-counter drugs.

NAVIANCE STUDENT

Naviance Student is a comprehensive website that students and their families can use to make plans about colleges, and careers. Naviance Student is a service that Student Services uses to track and analyze data about college and career plans, so it provides up-to-date information that's specific to our school. This tool is available to all our students and their parent(s)/guardian(s).

Naviance Student allows your student to:
- Get involved in the planning and advising process – Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers
- Research colleges – Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past
- Research careers – Research hundreds of careers and career clusters, and take career assessments
- Create plans – Create goals and to-dos, and complete tasks assigned by the school to better prepare your student for future college and career goals.
- Request and Send Transcripts – Students may request that their transcript be sent to other institutions through this site.
- Request and Send Teacher Recommendations – Students can request teacher recommendations from their teachers through the site for many of their college applications. Students and parents will be able to track application progress through the site.

Naviance Student also lets us share information with you and your student about upcoming meetings and events, local scholarship opportunities, and other resources for college and career information.

You will find the **parent account request form** at the back of this handbook. We hope that you will find this resource helpful. If you have questions about Naviance Student, please contact our Dean of Students.

Ryan Haymore, Counselor and Dean of Students
rhaymore@wcpss.net
919-515-0015

POLICIES FOR NCSU COLLEGE COURSE STUDY

In order to maintain the integrity and rigor of our academic program and the expectations set forth by our partner school, NCSU, the following policy must be adhered to. The process will allow for more involved and timely advising of students as they prepare to matriculate into various colleges.

Taking College Courses at NCSU:
Students at Wake STEM ECHS are being prepared for college courses from the day they enter our program. However, preparing for college success requires skills that are taught outside of school as well and internalized by the individuals. These skills include motivation, time management, study skills, note-taking, and many others. During the second semester of each student's 2nd year, we monitor progress to determine eligibility for coursework at NCSU. All students with a high school GPA greater than a 3.0 with no report card grade lower than a "C" and no prior office referrals, will be eligible to take 4 credit hours of college coursework during their first semester of their third year including the ED 103 course and one additional course (usually Math). All other students will begin with their college courses by taking 1 credit ED103 where they will demonstrate their readiness by their success in this course.

Dropping of College Courses:
Students at Wake STEM ECHS are advised to take college courses appropriate to demonstrate success in the college program. All students begin with an Intro to College Course (ED103) to help them navigate through the college landscape. Students who qualify can add additional courses to their schedule based upon pre-requisites such as Math or Language Pre-Assessments, or documented success in high school courses. The college liaison, the high school counselor, and the high school administration work together with the students to schedule each individual for success. Due to the large amount of up front planning and the supports in place for students' success, including high school staff and tutorials, college level staff and tutorials, and access to the professors, liaison, counselor, and administrators, students are not permitted to drop from a class once the class has begun.

It is the expectation that students who are college ready are able to advocate for themselves, ask for assistance as needed and utilize the resources made available to them.

POLICIES FOR DUAL ENROLLMENT

Dual Enrollment – Transcript and Grade Reporting Policy:

While in our program, students build separate high school and college transcripts. The high school transcript will show grades and credits for all high school courses. In order to provide a comprehensive view of a student's academic pursuits, college courses will be listed on the high school transcript but students will not earn high school credit for these courses. Instead, the grades and credits earned for college courses will be shown on the college transcript.

Students must submit transcripts from both the high school and the college when applying for college admissions.

POLICIES FOR GRADUATION

Mandatory 4ᵗʰ Year Graduation:

Students at Wake STEM ECHS must meet college readiness criteria in order to register for classes at NCSU. Once enrolled in college coursework, students must maintain a 2.0 college GPA in order to continue enrollment. Failure to maintain this GPA results in a student forfeiting their privilege of participating in college coursework for a semester or until they can demonstrate college readiness by achieving a 3.0 GPA in their high school classes for a semester.

Juniors:
Students who are in their second semester of their third year at Wake STEM ECHS who lose the privilege to participate in college course due to their GPA or inadequate readiness scores will not be permitted to enroll in college courses AND must take the courses necessary to meet high school graduation requirements. These students will be required to graduate once all high school credits have been earned after four years in our program.

In addition, students who are in their third year at Wake STEM ECHS who have earned a college GPA between 1.90 and a 1.999, yet have consistently maintained a 3.40 weighted GPA or better at the high school level, will be considered on a case by case basis for early graduation.

Seniors:
Students who are in their first or second semester of their 4ᵗʰ year at Wake STEM ECHS who lose the privilege to participate in college courses due to their college GPA will not be permitted to enroll in college courses for the following semester and must take the courses necessary to meet high school graduation requirements (English IV, Healthful Living and Foreign Language) on North Carolina Virtual Public Schools if they are not offered at the school level. Each situation will be reviewed on a case by case basis.

PROJECT-BASED LEARNING

According to the Buck Institute for Education, "Project Based Learning" is a teaching method in which students gain knowledge and skills by working for an extended period of time to investigate and respond to a complex question, problem, or challenge."* At STEM ECHS we implement the project based learning model in every content area on every grade level with a variety of project types that expand student knowledge in the content area or via integrated content through collaboration amongst teachers from multiple content areas. Students are expected to master 21st century skills for college and career success during the PBL process. These skills include but are not limited to the following:

- Effective **collaboration** in teams
- **Communication**
- **Critical thinking**
- **Time management**
- Adherence to **project rubrics**
- **Integrating technology**
- **Evaluating peers**
- Personal and group process **reflections**
- **Investigations**/research
- **Presentations** to and receiving critiques from **authentic audiences**
- Creating **real-world products**

In order to understand the meaning and essence of a STEM education we use the 14 Grand Challenges for Engineering in addition to the Science, Math and Technology components. Through the PBL process, students will further enhance their understanding of said challenges as they relate to each content area of study at STEM.

Resource: http://bie.org/about/what_pbl

RESOURCES & ACADEMIC INTERVENTION SUPPORT

At STEM ECHS, part of our mission is to provide a highly supportive and academically challenging learning environment for all students. Our intervention program supports this mission and helps us to ensure that each student is college and career ready. The list below highlights the available supports:

- Intervention Coordinator
- After School Program – T and Th
- Cengage tutoring at Centennial Campus - on Wednesdays as assigned by teaching team members
- SMART Lunch - M-Th at lunch by content area
- Grad-point - credit recovery as assigned by Teaching team member(s)
- Additional tutorials on an as needed basis, as determined after-school or on Saturdays by content area teacher(s)

GradPoint: GradPoint is a credit recovery platform that is used to support students who face challenges with specific content area objectives. At STEM we use GradPoint in two ways: (1) credit recovery model, and/or (2) curriculum content recovery process. GradPoint will primarily be used for credit recovery. Grades for credit recovery will be Pass/Fail only. A credit recovery course allows the student to earn credit towards graduation but it does not affect the student's GPA. Should the need arise to implement GradPoint, students and their families will be notified beforehand and complete the credit recovery plan contract.

NC State University Resources: As a part of our partnership with NCSU, a number of resources are available to support our students free of charge. We provide academic assistance for many 100- and 200- level math, chemistry and physics courses, as well as writing and speaking support for undergraduate and graduate students.

- University Tutorial Center
  - Located in 101 Park Shops
  - Attend an orientation session in order to utilize their resources

STUDENT SERVICES

Student Services exists to assist students with their academic, social/emotional, and career development needs. We offer a safe space in which students can express their concerns and receive guidance. We also provide assistance with college and career searches and the college application process. We want to help and we encourage you to take advantage of our services.

Appointments

Please contact the counselor or the career development coordinator for your grade level by email to set up an appointment. Students are welcome to drop by informally without an appointment subject to counselor availability. Students may see any of the student services staff in case of emergency.

Student Services Staff				
Role	**Name**	**Location**	**Email**	**Phone**
Counselor Last Name (A-J) Various Students in Grade 13	Ryan Haymore	Cherry Building Rm. 154	rhaymore@wcpss.net	919-515-0015
Counselor Last Name (K-Z) Various Students in Grade 13	Kate McGrath	Cherry Building Rm. 149	krhill@wcpss.net	919-817-3297
Career Development Coordinator Grades 9-13	Natalia Kilpatrick	Cherry Buidling Rm. 154	nkilpatrick@wcpss.net	919-515-2255
Assistant Principal	Sophia Overdiep	Cherry Building Rm. 149	soverdiep@wcpss.net	919-621-8131

TRANSCRIPTS

The high school transcript is a record of students' high school course work and the college transcript is a record of students' college course work. The two are separate and both are required to see the full picture of a student's academic work in our program. All students must request BOTH a high school and an NCSU transcript to be sent when applying for colleges, internships, scholarships, and/or employment.

College courses are reflected on the high school transcript as Pass/Fail but are excluded from calculation in the high school grade point average (GPA). College courses are reflected on the NCSU transcript showing the actual grade earned in the course as well as college credits at NC State University.

High School Transcript Requests

Students may request official transcripts from their counselor by email. Please indicate the address where the official transcript must be sent, and our school will mail the transcript to the specified address. Please request at least two weeks prior to the date that the transcript is required or due. Students may also request an unofficial copy of their transcript for their own use. There is no cost for the high school transcript at our school. Consult Mr. Haymore or Ms. McGrath for more information on requesting/sending transcripts.

College Transcript Requests

Students who have taken any college courses will have developed a college transcript. Students may use website listed below to order transcripts at a fee. Students are expected to send this transcript to accompany any college or scholarship applications.

https://studentservices.ncsu.edu/your-grades/transcripts/

Please note:

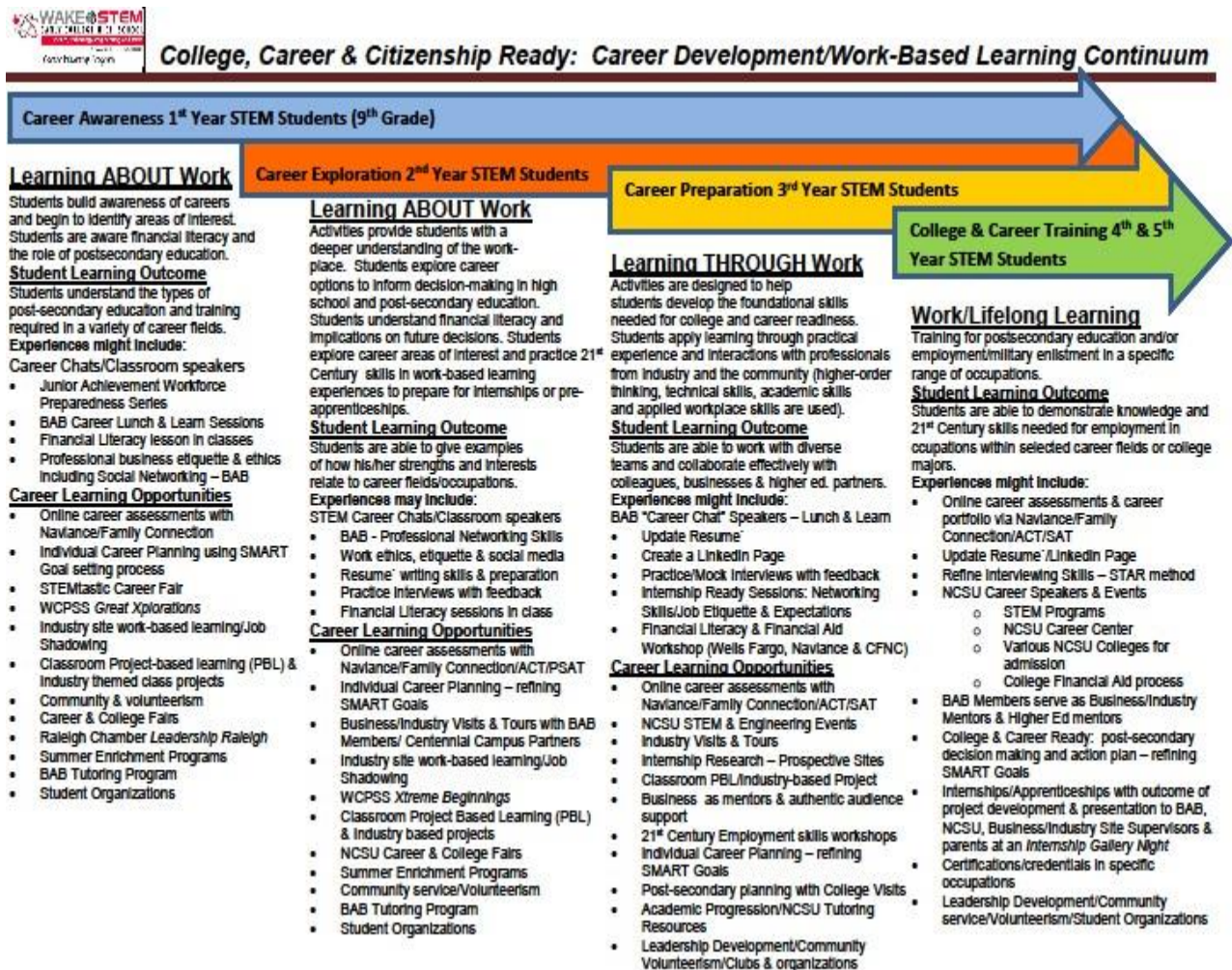- The charge for an official NCSU transcript is $12.00. An additional fee of $3.25 is added to all e-transcript orders.
- Official transcripts are not issued for people indebted to the university until such indebtedness is paid or satisfactorily adjusted.
- Transcript requests are normally processed within 24–48 hours. However, a longer period of time may be required for end-of-semester processing.

Career Readiness & Development

Wake STEM ECHS Career Development Program prepares each student to make knowledgeable career decisions through academic rigor combined with 21st Century work-based learning experiences. Ms. Natalia Kilpatrick, Career Development Coordinator (CDC), works to link our school with the business and higher education communities to engage businesses in education as a means of providing authentic, relevant and meaningful experiences to classroom learning. Through these experiences, students may graduate college, career and citizenship ready for their individual post-secondary plans. Please see the Career Development Continuum below for the various opportunities available to students at each grade level.

College, Career & Citizenship Ready: Career Development/Work-Based Learning Continuum

Career Awareness 1st Year STEM Students (9th Grade)

Learning ABOUT Work

Students build awareness of careers and begin to identify areas of interest. Students are aware financial literacy and the role of postsecondary education.

Student Learning Outcome
Students understand the types of post-secondary education and training required in a variety of career fields.
Experiences might include:
Career Chats/Classroom speakers
- Junior Achievement Workforce Preparedness Series
- BAB Career Lunch & Learn Sessions
- Financial Literacy lesson in classes
- Professional business etiquette & ethics including Social Networking – BAB

Career Learning Opportunities
- Online career assessments with Naviance/Family Connection
- Individual Career Planning using SMART Goal setting process
- STEMtastic Career Fair
- WCPSS Great Xplorations
- Industry site work-based learning/Job Shadowing
- Classroom Project-based learning (PBL) & industry themed class projects
- Community & volunteerism
- Career & College Fairs
- Raleigh Chamber Leadership Raleigh
- Summer Enrichment Programs
- BAB Tutoring Program
- Student Organizations

Career Exploration 2nd Year STEM Students

Learning ABOUT Work
Activities provide students with a deeper understanding of the work-place. Students explore career options to inform decision-making in high school and post-secondary education. Students understand financial literacy and implications on future decisions. Students explore career areas of interest and practice 21st Century skills in work-based learning experiences to prepare for internships or pre-apprenticeships.

Student Learning Outcome
Students are able to give examples of how his/her strengths and interests relate to career fields/occupations.
Experiences may include:
STEM Career Chats/Classroom speakers
- BAB - Professional Networking Skills
- Work ethics, etiquette & social media
- Resume' writing skills & preparation
- Practice interviews with feedback
- Financial Literacy sessions in class

Career Learning Opportunities
- Online career assessments with Naviance/Family Connection/ACT/PSAT
- Individual Career Planning – refining SMART Goals
- Business/Industry Visits & Tours with BAB Members/ Centennial Campus Partners
- Industry site work-based learning/Job Shadowing
- WCPSS Xtreme Beginnings
- Classroom Project Based Learning (PBL) & industry based projects
- NCSU Career & College Fairs
- Summer Enrichment Programs
- Community service/Volunteerism
- BAB Tutoring Program
- Student Organizations

Career Preparation 3rd Year STEM Students

Learning THROUGH Work
Activities are designed to help students develop the foundational skills needed for college and career readiness. Students apply learning through practical experience and interactions with professionals from industry and the community (higher-order thinking, technical skills, academic skills and applied workplace skills are used).

Student Learning Outcome
Students are able to work with diverse teams and collaborate effectively with colleagues, businesses & higher ed. partners.
Experiences might include:
BAB "Career Chat" Speakers – Lunch & Learn
- Update Resume'
- Create a LinkedIn Page
- Practice/Mock Interviews with feedback
- Internship Ready Sessions: Networking Skills/Job Etiquette & Expectations
- Financial Literacy & Financial Aid Workshop (Wells Fargo, Naviance & CFNC)

Career Learning Opportunities
- Online career assessments with Naviance/Family Connection/ACT/SAT
- NCSU STEM & Engineering Events
- Industry Visits & Tours
- Internship Research – Prospective Sites
- Classroom PBL/Industry-based Project
- Business as mentors & authentic audience support
- 21st Century Employment skills workshops
- Individual Career Planning – refining SMART Goals
- Post-secondary planning with College Visits
- Academic Progression/NCSU Tutoring Resources
- Leadership Development/Community Volunteerism/Clubs & organizations

College & Career Training 4th & 5th Year STEM Students

Work/Lifelong Learning
Training for postsecondary education and/or employment/military enlistment in a specific range of occupations.

Student Learning Outcome
Students are able to demonstrate knowledge and 21st Century skills needed for employment in occupations within selected career fields or college majors.
Experiences might include:
- Online career assessments & career portfolio via Naviance/Family Connection/ACT/SAT
- Update Resume'/LinkedIn Page
- Refine Interviewing Skills – STAR method
- NCSU Career Speakers & Events
  - STEM Programs
  - NCSU Career Center
  - Various NCSU Colleges for admission
  - College Financial Aid process
- BAB Members serve as Business/Industry Mentors & Higher Ed mentors
- College & Career Ready: post-secondary decision making and action plan – refining SMART Goals
- Internships/Apprenticeships with outcome of project development & presentation to BAB, NCSU, Business/Industry Site Supervisors & parents at an Internship Gallery Night
- Certifications/credentials in specific occupations
- Leadership Development/Community service/Volunteerism/Student Organizations

Revised 5/28/15

Linda Brannan, CDC lbrannan@wcpss.net

TARDIES

When a student walks through the main door and the time on the sign-in kiosk reads 7:25 am, s/he is officially late. All students arriving to school tardy must sign in at the kiosk. The receptionist will give students a check-in slip for the teacher and the student will report to Class. Consequences for tardies between classes will be treated as tardies to school. When tardies exceed four, teachers will report these tardies to administrators and administrators will assign consequences.

Excessive absences and/or tardies may reduce the number of college courses that the student is eligible to take. Please note that all NCSU professors include an attendance policy in their course syllabus. Refer to WCPSS Board Policy for high school attendance policy.

TECHNOLOGY SUPPORT

To receive technical support for the Wake STEM ECHS laptops; staff and students will need to see the front office clerical staff. The Wake STEM front office staff member can assist in questions or concerns you may have regarding your school-use laptop.

The staff member will determine if this is a school repair issue or a Wake County Technology department repair. If it becomes a Wake County Technology department repair, the staff member will create a Wake County heat ticket and if necessary, provide you with a loaner school laptop until repairs have been resolved for your school- use laptop. Please note that not all repairs can be made at the school level. Some repairs may have to be shipped to and resolved by Lenovo at a cost to the staff or student.

If you receive a loaner school laptop, you are assuming the responsibility of that laptop under the same guidelines as the school-use laptop. Once your school-use laptop has been repaired, you will be contacted via email to pick it up from the front office clerical staff.

TRANSPORTATION

Students who ride busses are assigned express bus routes based from Southeast Raleigh Magnet High School. **These routes do <u>not</u> go to individual students' homes.** Instead they go to "hubs" in various communities (many times these are other WCPSS schools) which serve as the pick-up and drop-off locations. Wake County buses have scheduled times of arrival for stops on their routes. Students should arrive at the bus stop 10 minutes prior to the scheduled arrival time. You can find up to date information related to transportation services on the Transportation website. http://www.wcpss.net/busrider

School buses are state property and are the means of transportation provided by the state. Students who ride the buses are expected to conduct themselves in an orderly manner. The school principal has the authority to suspend pupils from riding the bus for the following infractions as well as any others announced during the year.

> **Misconduct on School Vehicle** - School transportation service is a privilege, not a right. Students at all times, while riding a school bus or other school vehicle, shall observe the directives of the school bus driver. The following conduct or violation of any other rule of the Code of Student Conduct while on the school bus or other school vehicle is specifically prohibited:
> 1. Student must ride their assigned bus
> 2. Delaying the bus schedule
> 3. Getting off at an unauthorized stop
> 4. Failing to observe established safety rules and regulations
> 5. Willfully trespassing upon a school bus

Notice to Car/Bus Riders: Classes at the STEM ECHS will start at 7:25 am so car riders need to be on campus prior to that start time. Students begin dismissal at 2:18 pm at which time they report directly to the School Bus, the carpool line, or to the Commons Area for the After School Program (ASP). The School Buses depart promptly at 2:21 pm daily. The late bus departs at 4:30 pm for students who remain during the ASP. Students desiring permission to walk to the library may secure said permission from the School Principal as well as with prior permission and written/signed notification from their parent/legal guardian. Students who remain on campus after the dismissal bell must be supervised by a staff member and they must be picked up no later than 4:30 pm unless they are working on a supervised project.

Shuttle Bus Service for College Classes: Transportation between NCSU and the Cherry building will be provided by WCPSS at specific times during the school day in accordance with student schedules and lunch times. Students are responsible for knowing the bus schedule and arriving to meet the bus on time.

Student Drivers: Students must get a parking pass from the main office by turning in a copy of their valid

NC Driver's license and the matching license plate for the car they will be driving. <u>Students are not allowed</u>

to park in the visitors parking spaces to the right of the Cherry Building, the staff parking spaces in front of the Cherry Building, nor the bottom lot located 0.2 miles northeast of the Cherry Building.

Please see the front office staff for the necessary forms to complete to gain a parking pass.

Juniors Driving: Juniors must submit the form that is on the STEM ECHS website accepting the terms of the privilege of driving to and from school. Students will then be issued a parking tag that MUST be hung from their mirror whenever they are on campus. Juniors will be allotted parking spaces at the bottom of the parking lot located 0.2 miles northeast of the Cherry Building off Barbour Drive.

Senior Driving: Seniors who choose to drive to the Cherry Building only, will follow the expectations set forth for juniors. If you have classes at NCSU which run past the last bus back to the Cherry building, you must find your own way to your vehicle.

Seniors have the option of purchasing a parking pass from NCSU and parking in the Varsity lot. The directions for purchase will be sent in an email from the college liaison this summer. Upon parking, students are expected to ride the Wolfline Transportation to the campus for their classes.

Student Driver Behavior: Student drivers are to behave in a responsible manner when operating a vehicle. If a teacher or staff member witnesses any reckless acts of any student driver, the student's parking pass can be revoked, immediately.

Student drivers are not allowed to loiter in the parking lot after school is over. Students are to be off campus by 2:30pm if they are not staying for any afterschool activities.

Student drivers will leave campus without passing the Cherry building. They must exit from a different direction. Failure to follow this rule may result in revocation of parking privileges.

Facilities/ Carpool Pickup Map

A full interactive map of North Carolina State University can be accessed on our website (https://www.wcpss.net/stemec).
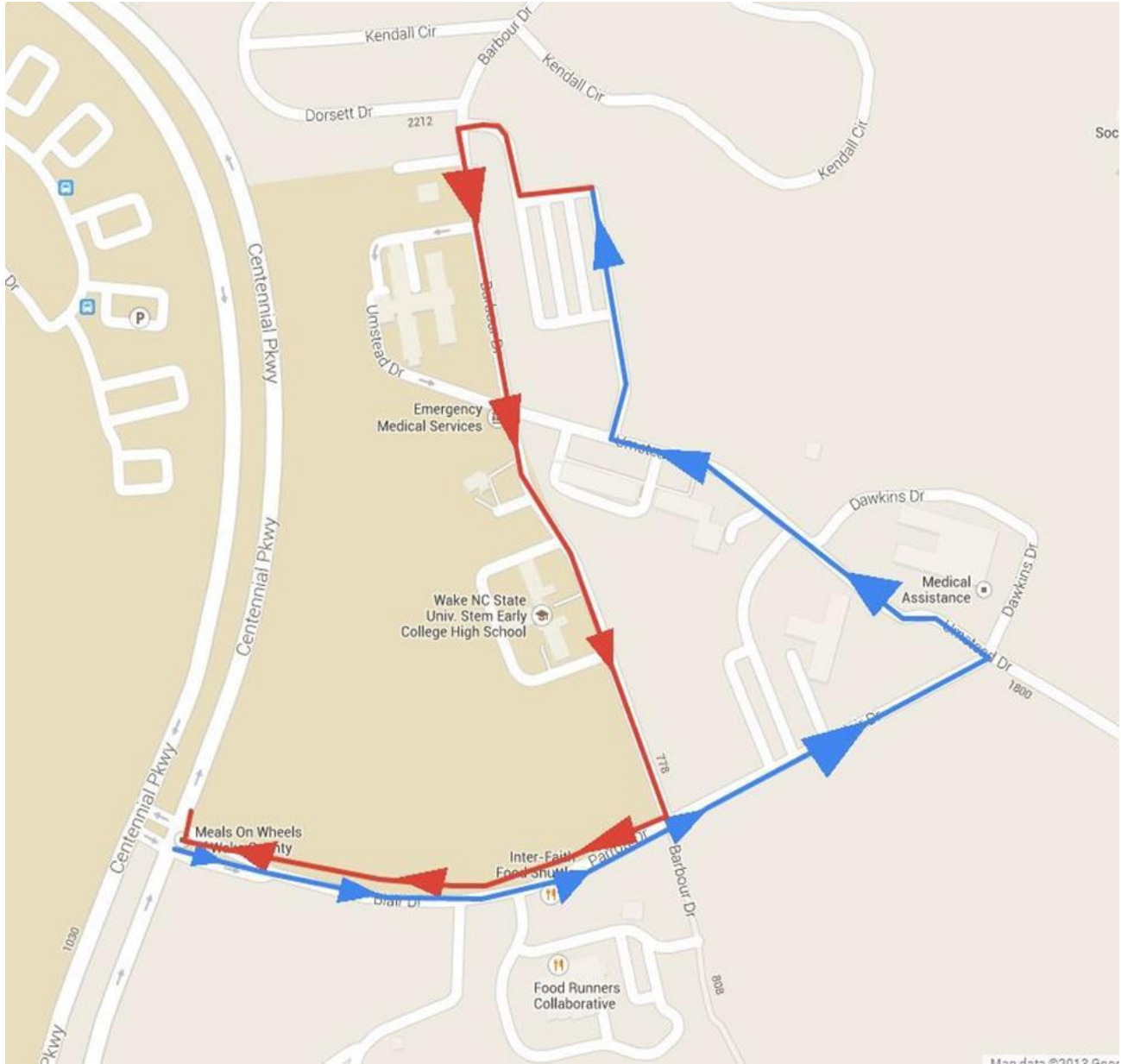
TEXTBOOKS – NCSU CLASSES

Books for NCSU classes will be purchased by the Wake STEM ECHS. Failure to properly maintain college textbooks for the next Class will result in a textbook fee up to the cost of the book (ranging between $25.00 and $225.00 USD). Failure to turn in college textbooks on time may result in a fee equal to half the cost of the book. Failure to pay the fine will result in the loss of college classes until the fine is paid.

Books in the library may be used by our students for research but are the property of NCSU and must be treated with care. Once a student has checked a book out of the library, it will be his/her sole responsibility to return the book before the due date. Students will be responsible for any fees they incur for not adhering to the library book borrowing policies of NCSU.

WAKE COUNTY PUBLIC SCHOOLS, CODE OF STUDENT CONDUCT

The following are the Student Incident Reporting System offenses for behaviors which warrant disciplinary interventions. Refer to the WCPSS Student Parent Handbook "Student Code of Conduct" for a more comprehensive description of each infraction.

A. **Student Expectation**
    Students are expected to be familiar with all rules of behavior in the WCPSS Code of Student Conduct. Students are to assist in promoting a safe and orderly school environment. Students are encouraged to report to school authorities any serious violation of the Code of Student Conduct.
B. **Range of Interventions, Support, and Disciplinary Actions**

WAKE STEM: DISCIPLINE MATRIX

Infraction	First Offense	Second Offense	Third Offense	Fourth Offense
Non-Compliance Disrespect **(semesterly)**	Teacher Warning	Teacher Calls Home and documents parent contact	Teacher Calls Home, documents contact, and Administration assigns lunch detention	**Student sent to the office** – Administration calls home and assigns consequence (Must write essay to determine college readiness)
Disrupting Class **(semesterly)**	Teacher Warning	Teacher calls home and documents parent contact	Teacher Calls Home, documents contact, and Administration assigns lunch duty	**Student sent to the office** – Administration calls home and assigns consequence (Must write essay to determine college readiness)
Skipping Class **(semesterly)**	Teacher calls home and documents parent contact	**Student sent to the office** – Administration calls home and assigns consequence (Must write essay to determine college readiness)	**Student sent to the office** – Administration calls home and assigns consequence	**Student sent to the office** – Administration calls home and assigns consequence – student loses privilege of enrolling in college courses
Dress Code **(semesterly)**	Teacher Warning and student is asked to change or call home from the office to get a change of clothes	Teacher warning, student is asked to change or call home from the office to get a change of clothes and parent is called by staff	**Student sent to the office** – Administration calls home and assigns consequence (Must write essay to determine college readiness)	**Student sent to the office** – Administration calls home and assigns consequence
Integrity Cheating **(See Academic Integrity)**	Teacher calls home and documents parent contact – student is given the opportunity to redo the assignment for a maximum grade of 75 – administration assigns 3 days of lunch detention	**Teacher refers student to administration** – Administration calls home, student is given the opportunity to redo the assignment for a maximum grade of 59 – administration assigns 5 days of lunch detention (Must write essay to determine college readiness)	**Teacher refers student to administration** - Administration calls home and student is given a minimum of one week of lunch detention and cannot redo the assignment earning a 0 – Student loses privilege of enrolling in college courses	**Teacher refers student to administration who will assign consequences**

Excessive absences and/or tardies may reduce the number of college courses that the student is eligible to take. See the section on Attendance.
Note: Students who see an administrator for any discipline reason while in high school may be required to write an essay to determine college readiness.

WAKE STEM: DRESS CODE EXPECTATIONS, BOARD POLICY 4316

Students dress appropriately in accordance with WCPSS policy. According to Wake County Public School System policy, all students *(including those who attend classes on the NCSU college campus)* are expected to adhere to standard of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to:

- Exposed undergarments
- Sagging pants
- Excessively short or tight garments *(Long tops must be worn over tight fitting clothing including leggings/yoga pants)*
- Bare midriff shirts
- Strapless shirts
- Attire that exposes cleavage
- See-through clothing
- Attire with messages or illustrations that are lewd indecent or vulgar or that advertise any product or service not permitted by law to minors
- Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon
- Head covering of any kind *(exception: medical or religious reasons)*
- Any attire that is prohibited by Policy 4309 Level III: 2, Gang and Gang-Related Activities.

Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy.

Students who violate the dress code will be required to adjust or change their clothing. Parents will be notified of dress code violations. Documentation will be retained in the student's Wake STEM file.

WAKE STEM: ELECTRONIC DEVICES, BOARD POLICY 4312

Except when authorized by a teacher or principal, no student may use a wireless communication device or personal entertainment device. Any device used in violation of this policy will be confiscated and only returned to the student's parents. For more information, see Board Policy Code of Student Conduct.

Wake STEM Students will adhere to the following guidelines:
- Use of electronic devices during instructional time is prohibited unless approved by the teacher for direct instruction.
- Instructional times include class periods and transitions between class periods.
- Use of electronic devices during non-instructional time is restricted to before school, after school, and the non-tutorial portion of SMART Lunch only.
- As not to disturb others, during approved times, ear buds or headphones should be used when listening to music, gaming, etc.
- Volume should not be heard by others.
- Ear buds, headphones, and electronic devices must be **secured and put out of sight** during instructional time unless otherwise instructed by the teacher.
- Use cell phones during appropriate times (lunch, before and after school, and in class (with permission from the teacher).
- Respect electronic learning tools by keeping them protected.

Additional STEM Expectations
- When any adult signals for attention, everything stops; computer screens are partially closed; ear buds/headphones are out/off; talking and movement stops, and all attention is focused on the adult.
- Students come to Class prepared with materials and ready to engage in learning.
- Demonstrate character.

WAKE STEM/NCSU PARTNERSHIP

NC State provides Wake STEM ECHS students limited and controlled access to NC State facilities including the University Libraries. There will be no access to residence halls, gyms, unmonitored Internet access sites, any space where alcohol is available, or any location identified by NC State to be unsuitable for high school students or their programs. Monitoring of the Wake STEM ECHS students' compliance with access to NC State facilities and Internet access is the responsibility of the Wake STEM ECHS; therefore, Wake County School System's Code of Student Conduct will apply.

NCSU CHECK-IN EXPECTATIONS

Super-Seniors are required to attend regularly scheduled sessions at Cherry Building and meet with the Wake STEM staff. Each session attended will earn tickets towards graduation for a total of 6 tickets. Sessions will be scheduled at the beginning of each Semester, at Interims, and at the end of each semester. Graduation tickets will be issued during graduation practice.

I. **WAKE COUNTY STUDENT/PARENT HANDBOOK 2020 - 2021**

Please sign and return this form to your child's school. Please note that the WCPSS Student Handbook document is not a comprehensive list of all district policies, and that the summaries are not a substitute for the policies themselves. Full copies of all of the policies referenced in the handbook are available online at www.wcpss.net/handbook, at the school system's central administrative offices at 5625 Dillard Drive in Cary, and at the front office of every school. All other policies and procedures are available online at www.wcpss. net/policy and at central office. Students and their families are urged to review the actual language of these policies and procedures, which include important information about your rights and responsibilities.

By Signing and returning this page, you acknowledge that you have received this booklet. This form will be kept at your child's school. *The undersigned parent or guardian acknowledges receipt of all items listed above.*

_____   _____
Parent or Guardian's Signature   Date

To enable us to properly record that you have returned this sheet, please carefully print the information below:

_____   _____
Student's Name   Date

II. **WAKE STEM EC HS STUDENT/PARENT ONLINE HANDBOOK 2020 - 2021**

Please sign and return this form to your child's school. By Signing and returning this page, you acknowledge that you have reviewed the online **Wake STEM Student/Parent Handbook**. This form will be kept at your child's school.

The undersigned parent or guardian acknowledges receipt of all items listed above.

_____   _____
Parent or Guardian's Signature   Date

To enable us to properly record that you have returned this sheet, please carefully print the information below:

_____   _____
Student's Name   Date

III. **WAKE STEM ECHS HUNT LIBRARY PARENT PERMISSION FORM 2020 - 2021**

Please sign and return this form to your child's school. By signing and returning this page, you acknowledge that you are giving your child permission to walk to **Hunt Library** applicable during after school hours during the 2019-2020 school year. This form will be kept at your child's school.

The undersigned parent or guardian acknowledges receipt of all items listed above.

_____   _____
Parent or Guardian's Signature   Date

To enable us to properly record that you have returned this sheet, please carefully print the information below:

_____   _____
Student's Name   Date