

CARY HIGH SCHOOL

Student/Parent Handbook

2019-2020



638 Walnut Street
Cary, North Carolina 27511
919-46-3549

[Cary High School Website](#)

[Wake County Public School System Website](#)

WCPSS CORE BELIEFS

Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.

Every student is expected to learn, grow, and succeed while we eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.

Well-supported, highly-effective, and dedicated principals, teachers, and staff are essential to success for all students.

The Board of Education, superintendent, and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high-performing organization focused on student achievement.

The Board of Education, superintendent, and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.

The Wake County residents value a strong public school system and will partner to provide the support and resources to fully realize our shared vision, accomplish the mission and sustain our core beliefs.

CARY HIGH SCHOOL VALUES...

High Standards and clear expectations

A safe and supportive culture that focuses on student-centered learning and growth

An engaging classroom atmosphere with relevant instruction that captures and holds student interest

Innovative, independent critical thinkers that do not fear failure and self-advocate

Equity and treating all students empathetically in our policies and practices

The inclusive culture of Cary High School and celebrating the diversity of our student body

Relationships and getting to know each other by name and digging deeper to understand circumstances, so we can respond appropriately with empathy

The passionate pursuit of excellence and encouragement of academic accountability and social responsibility. Learning as a dynamic process that is never ending, opening doors to the future.

ADMINISTRATION

Principal	Nolan Bryant	jnbryant@wcpss.net
Assistant Principal (A-D)	Douglas McCullough	dmccullogh3@wcpss.net
Assistant Principal (E-J)	Amberlee Scott	ascott3@wcpss.net
Assistant Principal (K-N)	Jeremy Barefoot	jbarefoot@wcpss.net
Assistant Principal (O-S)	Ellen Brown	ebrown@wcpss.net
Assistant Principal for Instruction (T-Z)	Amanda Boshoff	aboshoff@wcpss.net

COUNSELORS

Each student is assigned an academic counselor to assist with course selection, social/emotional needs, and college and career planning. Visit the [CHS Student Services](#) website for more information.

Last Name of Student	Counselor	Email
A-D	Cindy Strader	cstrader@wcpss.net
E-J	Jilla Peasley	jpeasley@wcpss.net
K-N	Katie O’Riordan	koriordan@wcpss.net
O-S	Steven Moore	rmoore@wcpss.net
T-Z	Ryan Johnson	rjohnson4@wcpss.net

GRADUATION REQUIREMENTS

To earn a diploma from the Wake County Public School System, students must earn twenty-six credits. Reference the [WCPSS High School Program Planning Guide](#) for more information.

TRANSCRIPTS

Students can send transcripts to all North Carolina colleges for FREE through the [College Foundation of North Carolina \(CFNC\)](#). Use the *Transcript Manager* tool.

For colleges outside NC, NCAA Eligibility, and scholarship opportunities, click [here](#) and follow directions.

ACADEMIC CONCERNS

Students and parents with specific concerns about courses are expected to contact the teacher of the course first. Depending on certain circumstances, it may be necessary to include the students counselor and/or administrator on the email.

[BELL SCHEDULE](#)

[2019-20 CALENDAR](#)

STUDENT ATTENDANCE

Current [WCPSS Board Policy on Attendance](#)

Cary High School [Attendance Plan](#)

Checking In and Out of School

Students arriving late to school will go through the regular tardy check-in system unless signed in by a parent or in possession of a note from the parent, which will be given to front office staff.

Students who need to leave during the school day should be signed out by a parent in the main office.

Tardiness

When the bell rings to begin each class, teachers will close and lock their doors. Any student who is not in class at that point will report to the nearest tardy station where they will check in using their student ID. They will receive an admit pass which should be given to the teacher. Students who accumulate five or more tardies will receive the following consequences:

Tardy Occurrence	Consequence
1 - 4	Administrative warning
5 - 6	Lunch detention (17 Minutes) + parent notification
7 - 9	Lunch Lockdown (28 Minutes) + parent notification + lunch pass revocation (1 week)
10-14	Period In-School Suspension (ISS) + parent notification
15	Parent Release Lockdown, Alternative Learning Center (ALC)
16-19	Period ISS + lunch pass revocation for remainder of quarter
20	Parent release lockdown (ALC)
21-23	1 full day ISS

Returning to School Following an Absence

Students will have two school days to bring in the note in order to receive an excused absence.

Students should bring an excuse note from a parent or guardian to the Attendance Office on the day the student returns to school. The parent note will be retained on file. [CHS Absence Note](#) available for download.

Withdrawals/Transfers

Students transferring to another school or withdrawing from Cary High School should notify their counselor/Student Services.

Request For Excused Absence for Educational Reason

This [form](#) should be submitted in advance, to the principal, for approval for all absences for educational reasons.

College/Military Visits

Students are permitted two college visits per school year, which count as excused absences, one per semester. Students opting to join the military after graduation are given the same consideration for their enlistment requirements as those students applying to colleges. One example of enlistment requirements is a visit to the Military Entrance Processing Station. These absences will not count towards senior exemptions. Students should fill out the "[Request for Excused Absence for Educational Reasons](#)" form and turn it in to the main office.

Senior Exam Exemption Policy

Only seniors can be exempt from taking exams. For seniors to be exempt from an exam they must have:

- An A average with no more than three excused absences,
- B average with no more than two excused absences, or
- C average with no more than one excused absence

Seniors cannot be exempt from State EOCs, NCFE's, or CTE Post-Assessments.

Seniors will receive two college visits per year, which will not count toward their exemptions.

Seniors opting to join the military after graduation will be given the same consideration for their enlistment requirements as those students applying to colleges.

ACADEMICS

WCPSS ACADEMIC INTEGRITY POLICY

[WCPSS Honor Code Board Policy](#), adopted June 18, 2019.

CARY HIGH SCHOOL ACADEMIC INTEGRITY POLICY

1st offense: Any student caught cheating on any assignment (test, quiz, project, homework, classwork, etc.) will be allowed to complete an alternative assignment. With the new assignment grade, 50% of the score will be recorded as the grade. Example: If the student scores a 100 on the alternative assignment, the recorded grade will be 50.

2nd offense: A grade of zero will be recorded and students will be referred to administration.

EVALUATION OF STUDENT PROGRESS

[Board Policy on Evaluation of Student Progress](#)

Grading Scale and Points

Letter Grade	Number grade	Standard Course	Honors Courses	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	0-59	0	0	0

Missed Work, Grade Recovery, and Extra Credit

If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school.

- If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent.
- For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work.
- Special consideration will be given in the case of extended absences due to injury or chronic illness.
- Students may turn in completed work for a minimum of 50% credit for non-homework assignments up until the fifth day following interim distribution dates. Students may turn in work assigned (other than homework) after the interim distribution date for a
 - minimum of 50% credit until 3 days prior to the end of the quarter.

Grade Recovery Contracts

All students who fail first or third quarter will receive a Grade Recovery Contract (GRC) for the chance to bring the grade to a 59 for the quarter.

Extra Credit

- Extra credit grades should not be associated with any task unless it supplies evidence of achievement of a learning target. (Bringing in an extra copy of a novel for extra points; donations; community service; bringing back interims or report cards signed...all of these are items that cannot have a grade attached to them in any fashion.)
- PLTs may choose to award extra credit or the privilege of dropping a low grade for actively participating in a minimum number of SMART lunches.

ACADEMIC ASSISTANCE

Assessment Mastery Policy

Any student who scores below a 70 on a major assessment is eligible for the chance to show mastery on that specific assignment. The highest mastery grade a student may attain is a 69.

The teacher is responsible for promoting and encouraging participation in the Assessment Mastery Policy (AMP) by including the AMP policy in their syllabus and notifying students when AMP is an option. In order for a student to have this opportunity to show mastery, the following parameters must be met:

- The student must notify their teacher that they would like to take advantage of the AMP
- The student has three school days from the day the major assessment was returned to speak to their teacher about taking advantage of AMP
- The teacher will establish a completion timeline based on their PLT's AMP plan
- Students who have an unexcused absence on the original date of the major assessment forfeits their AMP opportunity.

AMP will be limited according to 3 opportunities per student per class. *If a student has exhausted their AMP opportunities, the teacher will submit an academic referral. *

Suggested interventions to be determined by each department (other options may be available):

- Students may be asked to first complete test corrections prior to receiving AMP.
- Students may be asked to complete test corrections as their AMP opportunity.
- Students may be asked to participate in a guided review session prior to receiving their AMP opportunity.
- Parents may be asked to sign the original major assessment prior to receiving their AMP opportunity.
- Teachers may require that all assignments prior to the original major assessment must be completed before the student receives their AMP opportunity.
- Students may be asked to attend SMART Lunch Sessions prior to receiving AMP.

IMPact Period

IMPact is a 20 minute period that occurs in class on Wednesdays where teachers can focus on remediation, make-up work, and assisting students who need extra help. All students remain in class.

SMART Lunch

Cary High School offers students the opportunity to access their teachers during their lunch block (10:27 am -11:17 am). At our school, each subject has been assigned one day per week when the teachers of those subjects will be in their classrooms during the lunch period to provide assistance,

tutoring, and access to make up work during that time. This resource should be utilized by all students.

If students are planning to purchase a lunch from the cafeteria, they are strongly encouraged to participate in SMART Lunch first and go to the cafeteria during the second half of the lunch period to avoid long wait times. However, students may choose to take their lunch with them into the classroom while getting additional support time with their teacher.

Teachers offer tutoring sessions either A or B lunch. Teachers will determine and communicate their availability for SMART Lunch tutoring days and post the schedule. Teachers are free to offer tutoring and academic assistance beyond their assigned SMART Lunch days, but do not require students to attend SMART Lunch sessions not on their assigned day.

Monday	Tuesday	Wednesday	Thursday	Friday
English	Math	Science, Fine Arts	World Languages, CTE	Social Studies

Media Center

The Cary High School Media Center is designed to serve, support and enrich the educational program of our school. The Media Center offers a wide variety of resources, including fiction, non-fiction, and reference books, laptop and desktop computers, printing, and av equipment.

Students are encouraged to use our diverse collection of fiction and non-fiction to develop into life-long readers. Books from the regular collection may be checked out for a 3 week period and renewed at any time. Fines will be charged for lost items.

Library passes are required during the school day. Media Center staff is available to assist students with research, reader's advisory, or computer questions during the school day.

Hours of Operation

Monday – Thursday 7:00 AM – 3:30 PM and Friday 7:00 AM – 3:00 PM

Students must have a pass to enter the media center.

LUNCH

Lunch prices / AutoPay Lunch Money Program

Wake County Public School System is pleased to offer parents various payment options to take the worry out of remembering your child's lunch money. Options are available at www.myLunchMoney.com. Menus and all other Information is available [here](#).

High School Lunch Prices:

Full Price -\$3.00 Reduced Price- .40

High School Breakfast Prices:

Full Price -\$1.50 Reduced Price- .00

Cafeteria Rules

1. Be respectful to cafe staff, teachers and fellow students.
2. No visitors are allowed during lunch.
3. Commercial food cannot be delivered to the cafeteria/campus.
4. Students bringing lunch should not bring glass containers.
5. Cutting in line is not permitted.
6. All trash should be disposed of accordingly.
7. Do not move any tables.
8. Remember that posted rules are to be observed at all times.
9. Failure to follow staff directives will result in disciplinary consequences.

2000 Lobby Rules

1. **All trash should be disposed of accordingly.**
2. Be respectful to staff and fellow students.
3. Keep hands, feet, objects to yourself. No horseplay.
4. Commercial food cannot be delivered to the campus.
5. Students should not bring glass containers.
6. Failure to follow staff directives will result in disciplinary consequences, including the lobby being closed at lunch.

Lunch Passes

Freshmen and sophomores are not permitted to leave the campus for lunch. **Freshmen and sophomores who leave the campus during the lunch periods are subject to disciplinary action.** Juniors and seniors may leave campus during lunch , provided a parent permission form is on file and an off-campus lunch pass is shown to staff when the student leaves the campus. Passes will be sold to students who have a signed parent permission form at a cost of \$10.00.

On Campus Lunch

Students without lunch passes are required to stay on campus. Food may not be delivered to the school. No glass bottles should be brought onto campus. Students should comply with all directives from staff members supervising the lunch and common areas. Students should take care to clean up after themselves in all areas where lunch is eaten.

STUDENT CONDUCT

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. Reference [Board Policy on Student Behavior](#) for more specific descriptions of infractions at each level.

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.

Nicotine/Tobacco Products/Vaping Supplies

These are all prohibited on the campus of Cary School. Students found in possession of these will have the items confiscated, be given a disciplinary consequence and a parent will be called to pick up the contraband. See [board policy](#) for more details.

Student Dress Code

[WCPSS Dress Code Policy](#)

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) **Bandanas may not be worn or displayed.**

Enforcement: Staff members concerned about a student's attire will *discreetly and out of earshot of others* give the student the blue Dress Code Check pass to be checked by an administrator.

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.

Technology Responsible Use Board Policy 3225/4312/7320

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 the 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.

Cell Phone Use

Students must comply with teacher direction with regard to cell phones. Teachers reserve the right to tell students to put their cell phones away. Refusal to comply with a teacher's directions will result in disciplinary action that may include confiscation and require parents to collect the device.

Skateboards/Bicycles

Riding skateboards on campus is prohibited. All skateboards should be 'parked' in the discipline office upon arrival to school. All Bicycles should be locked on bike racks provided around campus. Cary High School is not responsible for stolen or damaged bicycles.

Departure from School

Students should report directly to the bus loop, to carpool, or to their vehicle. **No student should be on campus after 2:45pm** unless under the direct supervision of a staff member. Students who are repeatedly on campus after school without specific purpose will be subject to disciplinary action.

Deliveries and Messages

To honor instructional time, we will be unable to make deliveries for students. Classes will not be interrupted to deliver messages / items to students or teachers. Only deliveries that are crucial for classroom instruction or afterschool events/practices will be accepted, where they will be held in the office. Students are responsible for picking up these items. In no situation will the school accept deliveries of balloons, flowers, or other items not critical to the operation of the school day.

Posters, Banners, & Signs

All posters and printed materials must first be approved by the club/activity sponsor or principal. Posters, signs, and any other printed materials may be hung only on the painted brick wall surfaces in locker bays, in stairwell landings, on brick columns in the cafeteria area, and on approved bulletin boards. Items may not be posted on other surfaces, on academic hallways, or on windows.

Hall Passes

Students must use the bathroom closest to the classroom they are assigned to each period unless otherwise approved by staff. Students must have a hall pass when in hallways during instructional time unless otherwise approved by staff. Students using a bathroom other than the assigned bathroom, in an area not indicated on a pass, or without a pass are subject to consequences.

PE Lockers

PE Lockers are provided for all students during each PE class period. It is highly recommended that all PE students use a lock on their PE locker when they are participating in PE classes. Stolen items from unlocked lockers are unlikely to be found.

Email Communication With Staff

IMPORTANT: All WCPSS students and staff must use WCPSS-provided email accounts for student to teacher email communication.