

Heritage High School Student Handbook 2018-2019



<http://www2.wcpss.net/departments/academics/translation-interpretation/>

HERITAGE HIGH SCHOOL
WHERE STUDENTS LEARN, PROFESSIONALS GROW AND COMMUNITIES PARTNER



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HERITAGE HUSKIES-

Administration is very excited for our 2018-2019 school year at Heritage High School. As a Heritage High School student, you have the chance to continue to set the bar high, to expect great things of your school and of yourself. HHS operates on four pillars of expectation: **Respect, Integrity, Self-Discipline and Kindness.** We expect and will support you moving towards being a shining example of each of these attributes, and our decorum plan is designed accordingly. We seek to provide all of you with a world-class education through interactive lessons, high expectations and real-world connections. It is going to be a great year.

SCOTT LYONS, PRINCIPAL, HERITAGE HIGH SCHOOL

HERITAGE GRADUATES
THROUGH A WORLD-CLASS EDUCATION, HERITAGE HIGH SCHOOL GRADUATES WILL
HAVE:

<p>CORE COMPETENCIES IN</p> <p>ENGLISH, WORLD LANGUAGES, ARTS, MATHEMATICS, ECONOMICS, SCIENCE, GEOGRAPHY, HISTORY, GOVERNMENT AND CIVICS</p>	<p>THROUGH-</p> <p>ACADEMIC RIGOR AND SUPPORT ALIGNED WITH STANDARD COURSE OF STUDY AND BEST PRACTICE</p>
<p>EXPOSURE TO 21ST CENTURY THEMES IN</p> <p>GLOBAL AWARENESS, FINANCIAL, ECONOMIC, BUSINESS AND ENTREPRENEURIAL LITERACY, CIVIC LITERACY AND HEALTH LITERACY</p>	<p>THROUGH</p> <p>STAFF COMMITMENT TO AFTER-HIGH SCHOOL APPLICATIONS OF CONTENT ELECTIVE OFFERINGS OPPORTUNITIES TO DEMONSTRATE SKILL SETS THROUGH CLASS WORK, CLUBS AND ORGANIZATIONS INVOLVEMENT OF BUSINESS COMMUNITY</p>
<p>LEARNING AND INNOVATION SKILLS IN</p> <p>CREATIVITY AND INNOVATION, CRITICAL THINKING AND PROBLEM SOLVING, COMMUNICATION AND COLLABORATION</p>	<p>THROUGH</p> <p>ORAL PRESENTATIONS IN COURSEWORK INTENTIONAL GROUP PROJECTS DIFFERENTIATED INSTRUCTION STUDENT PEER TEACHING PARTNERSHIPS WITH BUSINESS COMMUNITY</p>
<p>INFORMATION, MEDIA AND TECHNOLOGY SKILLS IN</p> <p>INFORMATION LITERACY, MEDIA LITERACY, INFORMATION, COMMUNICATIONS AND TECHNOLOGY LITERACY</p>	<p>THROUGH</p> <p>TECHNOLOGY STRANDS IN ALL COURSEWORK COMMITMENT OF STAFF TO GROW IN USE OF NEW TECHNOLOGIES UNDERSTANDING/USE OF HHS STYLE MANUAL PARTNERSHIPS WITH BUSINESS COMMUNITY</p>

WCPSS STUDENT CODE OF CONDUCT

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. The Code of Student Conduct policies are contained in the WCPSS Student/ Parent Handbook, which is distributed to all students at the beginning of each school year or upon enrollment in the school. If there is a conflict between the rules expressed in *this* handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

All students shall comply with the Code of Student Conduct. Serious violations of this code may result in a long-term suspension (LTS) or expulsion. Policy 6500: A school climate conducive to serious study and respect is essential. Each school principal has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior. School administrators may use reasonable force if it is necessary to control behavior or remove a person from the scene when enforcing/ implementing the following:

- To quell a disturbance
- To obtain weapons on/or within the control of students
- For self-defense
- For the protection of persons or property
- To maintain order on school property or in the classroom
- To maintain order at school related event

IT IS THE RESPONSIBILITY OF THE STUDENT TO BE FAMILIAR WITH ALL AREAS OF THE STUDENT CODE OF CONDUCT. THE HHS STUDENT HANDBOOK IS A SUMMARY AND THE WCPSS CODE OF STUDENT CONDUCT CAN BE FOUND AT WCPSS.NET

PILLARS OF STUDENT EXPECTATIONS OF HERITAGE CITIZENSHIP

THE HERITAGE STUDENT SHOWS:

Respect - high regard for authority, for other people, for self, for property, and for country. Understanding that all people have dignity as human beings.

Integrity - the strength to be truthful, trustworthy, and honest in all things. Acting justly and honorably.

Self-Discipline - hard work and commitment to purpose. Regulating oneself for improvement and refraining from inappropriate behaviors. Being in proper control of one's words, actions, impulses, and desires.

Kindness -considerate, courteous, helpful, and understanding of others. Showing care, compassion, friendship, and generosity. Treating others as one would like to be treated.

Everyone has moments where we don't live up to these standards. One of our jobs as educators is to help students move towards these ideals and explain the RISKS of moving away from them.

HERITAGE HIGH SCHOOL STAFF COMMITS TO:

- Communicating pride in students who demonstrate these pillars
- Communicating with students how traits are necessary beyond high school
- Modeling these behaviors to students
- Recognizing outstanding examples of reaching these standards publicly through school-wide recognition
- Correcting students whose behavior puts their adherence to these standards at RISK
- Communicating with parents when student's behavior puts them at RISK
- Placing additional consequences in place to help students align to these standards when appropriate.

CONSEQUENCES

Description of consequences: Below are the types of administrative consequences we will employ in conjunction with teacher-directed methodologies:

Types of consequences:	Description
Loss of Privileges	Includes, but not limited to: Lunch privileges, bus/driving, extra-curricular participation (teams, clubs, dances), restriction (computer use, use of Media Center), any other appropriate consequence given by administration.
Lunch Detention	Student stays in lunch-detention room for half or full hour. Multiple days may be assigned

<i>Removal from class</i>	<i>Teacher sends student to another supervised classroom or to administrator's office</i>
<i>In School Suspension</i>	<i>Student will be in the ISS room for a time ranging from 1 period to 3 days.</i>
<i>Out-of-School Suspension</i>	<i>Student is suspended for school campus between 1 and 10 days. Student may not participate in extra-curriculars on days suspended and may have additional consequences from those supervisors. All work may be made-up according to written policy.</i>
<i>Alternative Learning Center (ALC)</i>	<i>Student can be placed in an alternative setting for up to 45 days.</i>
<i>Recommendation for Long-Term/365-day suspension</i>	<i>Student is suspended for ten days with a recommendation for long-term or 365-day suspension to the superintendent.</i>

Problem Behaviors: The following is a (non-exhaustive) list of the types of behaviors which will result in additional consequences from an administrator. Some starting points vary based on severity of the problem behavior. Consequences list **the starting point for first administrative offense, which will increase if behavior is repeated**. Asterisked policies have further Board of Education definitions.

Student Behavior	Consequence <u>Start</u> Point
Assault*	Suspension
Bus Misbehavior (excluding major incidents)	Loss of Privileges
Cheating/Plagiarism	See Honor Code
Class disruption	Varies
Communicating Threats	Varies
Disrespectful actions towards staff (eye rolling, tongue clicking, sarcasm, etc.)	Detention
Dress Code Violations*	Warning & Change clothes
Failure to respond to reasonable request	Varies
Failure to give up electronic device	Suspension
Failure to identify self to any school employee	Suspension
Fighting (Verbal)	Varies
Fighting (Physical) *	Suspension
Gang policy violation*	Parent contact/ Suspension
Graffiti/Damage to property	Varies
Harassment/Bullying	Varies
Inappropriate literature	Loss of Privileges
Inappropriate sexual contact on campus	Varies
Inappropriate tone or volume of voice towards adult	Detention
Leaving campus outside of set procedures	Loss of Privileges

Possession of a weapon*	Suspension/Long-Term
Possession/Under Influence of Drugs/Alcohol*	Long-Term
Profanity	Varies
Profanity towards staff	Suspension
Reckless Driving	Loss of parking privileges
Sexual harassment*	Varies
Skipping class	Detention
Tardy	Detention (begins at 5)
Theft*	Suspension
Tobacco/Electronic Cigarettes	ISS
Trespassing on other school campus	Suspension
Unauthorized area	Loss of Privileges/Detention

***The following are abbreviated definitions of Wake County Public Schools Board of Education. For additional information see county policies provided all parents and students.**

Inappropriate Dress

Inappropriate dress includes but is not limited to the following: headgear and sunglasses, strapless shirts, shirt straps smaller than two finger widths. Shorts, skirts, and dresses must be no more than 5 inches above the knee. See-through clothing, low-cut shirts, and clothing with explicit language or alcohol/drug paraphernalia, sagging pants, and visible undergarments are not permitted at school functions. Students who do not follow dress code will be asked to call home for a change of clothes or put on school given attire. Students will not be permitted to attend class while inappropriately dressed.

**The principal or principal's designee may require a student to change his or her dress or appearance if inappropriate.*

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature

Gang and Gang Relate Activities

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any WCPSS policy, and having a common name or common identifying sign, colors or symbols. Conduct prohibited by this policy includes:

- A. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
- B. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;
- C. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;

- D. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;
- E. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- F. Soliciting others for gang membership;
- G. Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

Before being suspended for a first offense of wearing gang-related attire (when not involved in any other kind of gang-related activity or behavior), a student may receive a warning and be allowed to immediately change or remove the attire if the school administration determines that the student did not intend the attire to show gang affiliation. Reference policy 6400 for disciplinary action.

Fighting/Physical Aggression

Fighting/assaults is prohibited. A student who is attacked may use reasonable force to free himself to notify school personnel. A student who exceeds this may be disciplined even though someone else started the fight.

Weapons/Dangerous Instruments

No student, pre-kindergarten-12, shall possess, handle, or transmit any weapon, facsimile of a weapon, dangerous instruments, substances or other object that can reasonably be considered or used as a weapon or dangerous instrument. This does not apply to any student who finds a weapon or dangerous instrument on school property or receives it from another person on school property and who immediately reports the weapon or dangerous instrument to school or law enforcement authorities.

For the purpose of the Code of Student Conduct the following definitions apply:

- (1) **Weapon:** any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades (except cartridge razors used solely for personal shaving), boxcutter and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.
- (2) **Dangerous Instruments/Substances:** Any object or substance that is possessed, handled, transmitted, or used for the purpose of causing or attempting to cause physical injury.
- (3) **Facsimile of a Weapon:** any copy of a weapon that could reasonably be perceived to be a real weapon.
- (4) **Firearm:** any gun, rifle, shotgun, pistol, starter pistol, firearm silencer, or part thereof, or any powerful explosive, including dynamite, nitroglycerin, trinitrotoluene, blasting cap, or any firearm or destructive device defined by 18 U.S.C. § 921 or G.S. 14-269.2 (b) and (g).

Narcotics, Alcohol, Chemicals, Drug Paraphernalia

No student shall possess, use, distribute, sell, conspire to sell or distribute or be under the influence of narcotics, drugs, amphetamines, barbiturates, marijuana, steroids, alcohol, or chemicals which could be used to alter a student's mood or behavior. This includes drug paraphernalia (papers, pipes, etc.) and counterfeit drugs.

Tobacco/Electronic Cigarettes

No student shall possess, display, or use any tobacco product. This applies even when the student is on school system property or at any school-sponsored activity as a visitor or spectator. Electronic cigarettes will be treated as tobacco products.

***WCPSS policy on student conduct may change without notice. Updated policy information can be found on the county website. www.wcpss.net**

Student and Parent Information by Topic

Academic Honors

Students are recognized for academic achievement through avenues including: induction into various honor societies, recognition during annual school awards ceremony, recognition during senior class night. Beginning with the Class of 2019, The WCPSS Board has approved the use of the Latin Honors System for graduating seniors. Late April, Seniors will be named cum laude, magna cum laude or summa cum laude, based on projected ranking, which is calculated after the completion of 3rd quarter.

Attendance Procedures

Regular attendance is critical to students' success. Attendance information is shared with parents and students. Each evening School Messenger, an automated telephone system, phones home to report classroom absences – excused and unexcused.

Excused absences are defined by the WCPSS as:

- Illness
- Quarantine by State Board of Health
- Death in the immediate family
- Confirmed medical or dental appointments
- Court, when a student is under subpoena
- Religious observance
- Educational opportunities (Educational Leave Form must be approved an administrator three days prior to the leave).

Unexcused absences:

Other absences such as **oversleeping, heavy traffic, car trouble, absent from class without permission**, etc. are unexcused.

Notes:

For an absence to be excused, a note needs to be taken to the Attendance Office that includes the following:

- Student's name (first and last), date(s) absent, reason for absence, parent/guardian signature, home and work phone of parents for confirmation.

- Notes must be brought to the Attendance Office **within two (2) days** of the absence and presented to the Attendance Technician BEFORE THE START OF FIRST PERIOD.
- At that time, students are given an admit slip. To be excused, students must present the admit slip to each teacher.
- Absences not documented within two (2) days are considered unexcused. No absentee notes should be sent through email because email does not allow for signatures!

Check In:

Prior to 7:45 AM a student should proceed to the office for an unexcused note to check in. After 7:45 AM a student must sign in at the Attendance Office. (Excused with note or Unexcused without note).

Check Out – With Note:

A student who needs to leave school before the end of school (doctor/ dentist/ court note must be on letterhead) should present a note to the Attendance Technician before the start of first period indicating the following: student name, date/time of absence/appointment, reason for leaving, parent/guardian signature, home/work telephone of parent/guardian.

Check Out – Without Note:

If a student needs to check out early and does not have a note, a parent or guardian must go to the Attendance Office and check the student out. Phone calls, faxes, and emails will not be accepted. NO student may be checked out during the last 10 minutes of school on either campus. Students who leave campus without following proper sign-out procedures will receive a permanent unexcused absence in classes missed, and they will be considered skipping. Skipping will warrant disciplinary consequences.

*If a student drives to school and does follow procedures to check out, their parking privileges may be taken away.

Collaboration Spaces

On the 500, 1500, and 2500 halls, collaboration spaces have been installed for instructional purposes. These areas may be used before school by students. NO FOOD or DRINKS are allowed in this area. To use these areas during the school day and after school, a supervising adult must sign out the area just as they would a computer lab.

Dismissal/After-school activities

The 500, 600, 2500, and 2600 halls will be dismissed by the 2:16 dismissal bell. The remaining students will be dismissed by the 2:18 bell.

Students should be out of the school by 2:30 unless with a supervising staff member. Students are not allowed to leave campus and return for after-school activity buses.

Make-up work following absences- *The student* is responsible for securing make-up work at the secondary level.

Tardy Policy-

Students who are late to class MUST attain a tardy note from a teacher located in the “sweeper stations”. Consequences for being tardy are listed below.

Tardy 1-4 – Warning

Tardy 5 – 2 days lunch detention/ revoke lunch pass for 2 days

Tardy 10 – ISS / revoke lunch pass for 5 days

Tardy 15 – ISS (2 days)/ revoke lunch pass for 10 days

Tardy 20 – OSS/ALC

Seniors will lose exam exemption privilege once the 15th tardy is reached (cumulative)

*Administration reserves the right to be creative with tardy consequences

Clubs

Students are encouraged to participate in clubs. They make the school feel smaller, your connection to it stronger and your ability to give back to the community more pronounced. Most clubs meet before or after school. This fall we will have club day at this time you can learn more about the many clubs Heritage has to offer. We will have a second club day during spring semester. Club information is posted on the school website and on the bulletin, board located outside of Student Services.

Do Not Admit List for Extra-Curricular Activities/Events

Your participation in extra-curricular activities/events can be limited based on **academics, behavior, or financial debts** owed to school. Administrators, bookkeeper and media specialist will regularly alert students to their inclusion on this list and e-mail impacted coaches, sponsors and ticket-takers. Appearance on this list revokes **driving permits, dances, athletic participation and field trips** to name a few.

Fire Drills

Fire drills are required by law as safety precautions. Thus, at the time of a drill, all students should follow directions and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give his/her students instructions. Exit procedures are posted in each classroom.

Flowers, Balloons, Gifts, Lunches, etc.

Items such as flowers, balloons, and other gifts create a disruption of the educational process when delivered to school. Thus, these types of items will not be accepted for students by any office or school staff. Students possessing such items may be required to keep them in the office. The school is not responsible for these items. In addition, high school students are expected to bring lunch from home or come to school prepared to eat food from the cafeteria. Food for delivery to students can be left in Student Services.

Fundraising

In accordance with Board Policy 6830, all school-sponsored fundraising events must have the prior approval of the administration. In addition, all events of this nature must be supervised by a staff member. For information, consult with the bookkeeper, Ms. Nelson.

Athletics

2018-2019 HIGH SCHOOL ATHLETIC ELIGIBILITY REQUIREMENTS

Students interested in participating in high school athletics in the 2017-2018 school year should familiarize themselves with the following general regulations, academic and attendance requirements, and athletic policies. Listed below are the sports offered.

Fall

Football - boys - V/JV
Soccer - boys - V/JV
Volleyball - girls - V/JV
Cross Country
Tennis - girls
Cheerleading - V/JV
Golf - girls

* Unless noted, sport is offered for both boys and girls.

** V - Varsity

Winter

Basketball - V/JV
Wrestling
Gymnastics - girls
Swimming
Cheerleading - V/JV
Indoor Track

JV - Junior Varsity

Spring

Soccer - girls - V/JV
Softball - girls - V/JV
Baseball - boys - V/JV
Tennis - boys
Golf - boys
Track
Lacrosse

NCHSAA First Practice Dates – Announcement will be made informing students of tryouts for each sport.

Eligibility Requirements

To be eligible for tryouts, practice, or participation in interscholastic athletic contests, a player must meet all North Carolina High School Athletic Association (NCHSAA) and Wake County Public School System (WCPSS) eligibility requirements and policies:

Age

- Must not participate if he/she becomes 19 years of age on or before August 31, .

Attendance

- Must follow NCHSAA rules, which have an 85% attendance requirement (approximately 13.5 days) for the previous semester and includes all absences.
- WCPSS requires the athlete to be present the entire day in order to participate in activities or practices.

Academics

- A student, upon first entering grade nine (9), is academically eligible for competition on high school teams. All requirements must be met the first semester (fall) in order for this student to be eligible for athletic participation the second semester (spring).
- Must meet promotion requirements at their school to be eligible for the fall semester.
- Must earn passing grades in five subjects, or three for block schedule schools, or six for schools on an A/B form of scheduling, during each semester in order to be eligible for participation during the succeeding semester.
- WCPSS also requires a cumulative overall grade point average of 1.5 or above.

Enrollment

- Must participate at the school to which he or she is assigned by the local board of education based on the residence of the parent or legal custodian within the administrative unit. The athlete must live with the parents or legal custodian. According to WCPSS Board Policy 6201 a “legal custodian” is a person or agency awarded legal custody of a child by a court of law.
- Must be a properly enrolled student in a member school of the WCPSS district, must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at that school.

Medical Examination

- Must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician’s assistant.

- Must be released by a licensed physician if absent from athletic practice for five or more days due to illness or injury.

Other NCHSAA Requirements

- Must not participate at the high school level for a period lasting longer than eight consecutive semesters beginning with the student's first entry into grade nine or participation on a high school team.
- Must not participate at the high school level for more than four seasons in that sport (one season per year).
- Must not be convicted of a felony in this or any other state, or adjudicated as a delinquent for an offense that would be a felony if committed by an adult in this or any other state.
- May not play, sit on the bench, or practice if ineligible.
- To maintain amateur status, the athlete must not accept money or awards having utilitarian value (golf balls, clubs, tennis rackets and balls).
- Must not have signed a professional contract, played on a junior college team or be enrolled and attending class in college.

Other WCPSS Policy

- May not participate in practice or play if assigned to In-School Suspension (ISS) or Out-of-school Suspension (OSS).
- May not participate at a second school in WCPSS in the same sport season.

Husky Honor Code-

In many organizations, *honor* is an empty word. We want our graduates to be marked by honor, and as such have developed the *Husky Honor Code* to address incidences of dishonesty.

Definition of Cheating: the act of gaining an unfair advantage or misrepresenting one's knowledge. It includes, but is not limited to:

- Giving or receiving unauthorized aid from another person on assignments, papers, quizzes, tests, or examinations (sharing information, even copying answers to worksheets is considered cheating and therefore unacceptable)
- Wrongfully using or taking the ideas or work of another.
- Plagiarizing.
- Getting advance information about quizzes, tests, or examinations.
- Using or consulting unauthorized materials or using unauthorized devices on papers, quizzes, tests or examinations.
- Using any portion of a paper or project to fulfill the requirements of more than one course, unless the student has received prior permission to do so.
- Intentionally misrepresenting the need for extra time on any assignments, papers, quizzes, tests or examinations, in order to gain more information.
- Choosing to be absent on the due date of a paper, project, quiz or test.
- Lying about any of the above. (*Source: East-Chapel Hill High School*)

Pledge: After each classroom teacher explains how this code relates to his or her curriculum, each student will be asked to sign understanding of Husky Honor Code, including the statement:

As members of the Heritage community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life. We are accountable for all that we say and write. We are responsible for the academic integrity of our work. We pledge that we will not cheat.

I accept responsibility to maintain the Honor Code at all times. (Source: Wheaton College)

Violations of Honor Code: As student has violated a trust, logical consequences are limiting the privileges which show we trust the student. One or several of the consequences will be assigned:

- **Student will receive a zero on the assignment. They will receive an additional assignment which will be averaged with that zero.**
- Loss of privilege to attend extra-curriculars (dance, games, etc.)
- Loss of privilege to drive to school
- Loss of privilege to determine how you will spend Lunch
- Loss of leadership positions/removal from clubs and or sports
- Denial of future access to dual enrollment opportunities
- Detention>OSS on the discipline scale
- Letter sent to potential college

Media Center:

The Media Center is open daily before, during, and after school for student research and for recreational reading. Media Center passes are always required except before school, and after school. Media Center or teacher passes are required. The Media Center has networked computers for student use before school, after school, and during the day as they are available.

Lunch Passes

Only **JUNIORS & SENIORS** with an approved lunch pass can leave campus for lunch. Off-campus lunch privileges may be revoked for up to 180 days for **ANY** violation of the Student Code of Conduct. Students with lunch passes should not return with lunch to drop off for underclassmen. Underclassmen who leave campus will risk loss of future opportunity to get lunch passes.

Parking Permits

Interested **Junior or Senior** students who meet on campus parking requirements: copies of valid driver's license, insurance, current registration along with a completed and signed on campus parking contract should contact Lisa Nelson to obtain a parking permit. All fines must be paid prior to obtaining a parking permit. The price of the parking permit is \$200, which has been determined by WCPSS. Students must maintain academic and behavior goals to maintain parking space. Going to one's car at any time during the school day without administration or SRO's knowledge will result in revocation. Leaving campus during the school day will result in revocation

Posters and Displays

Posting signs around the campus is an appropriate and effective way to let students know what is happening around the school. Signs need to be approved in advance by the administrator responsible for student activities. Administrator signature indicating approval length must be on each sign. Finally, all posters and signs need to follow the guidelines for approval:

1. The group sponsoring the event and the nature of the group's activities must be clearly stated.
2. 24 hours of prior approval time is required before a sign can be posted.
3. Signs must have administrative signature to remain posted.
4. Signs must be taken down the day after an announced event by the club or group.
5. Only school-related activities may be promoted with postings. Other promotional material must be approved for placement on the community board.
6. Items may be posted in designated areas only, next to a bulletin board.

Retest Policy

In order to retake a test, students must take advantage of remediation sessions given by teachers and have all work turned in for the chapter/unit being assessed. The highest grade that can be made is a 70%. Students can retake all tests. This new policy is inclusive of all levels, Academic, Honors, and AP.

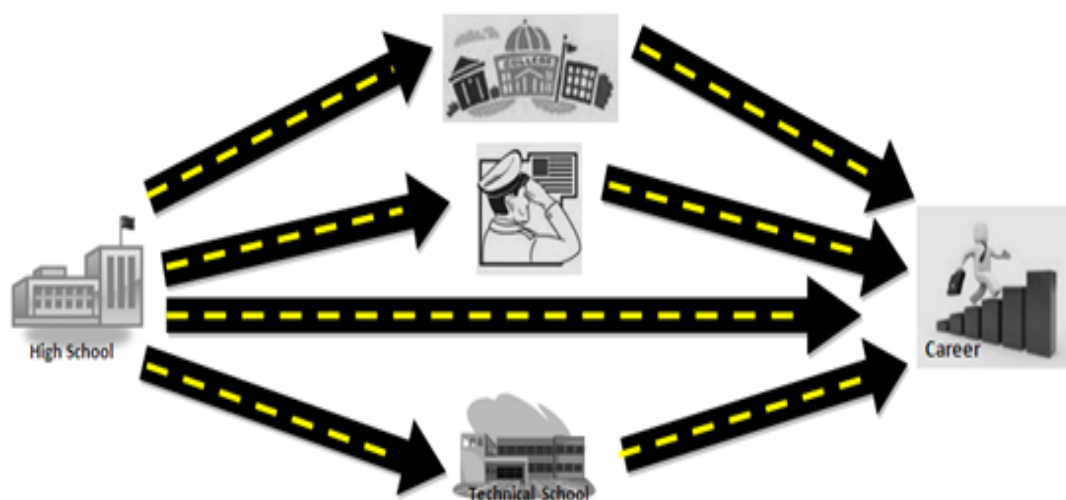
School Functions

School functions such as dances, concerts, and athletic events are extensions of the school day. All school rules must be followed at all school events that occur after the regular school day. Dances will be scheduled exclusively for Heritage students and their invited guests. Students will be limited to one guest and may be required to obtain prior approval for the guest. Students and guests will be under the supervision of the school at school-sponsored dances and will be expected to abide by all school rules and regulations. Administration reserves the right to deny participation in school activities for any student who has discipline history, owes fines to the school or is in academic danger.

Skateboards/Roller-Skating/Bicycles

Skateboards and roller skates are not permitted on campus at any time. All bicycles should be parked in the area designated for that purpose. Students are urged to lock their bicycles to the bike rack.

Every Road Ends with Career



Where will your path lead you?

Whether you are college bound, pursuing a military branch or going straight into the workforce, you are more successful in learning when you can see how the concept directly relates to your future. Knowing your future will give you leverage to motivate your own success.

What is a CDC?

CDC stands for Career Development Coordinator. This position is responsible for not ONLY supporting Career and Technical Education, but also to coordinate career development services for all students. Your CDC facilitates linkages with parents, business/industry, postsecondary institutions, and community organizations to support students' transition to postsecondary education and employment.

What can the CDC do for me?

- Job Shadowing: This is an opportunity to connect what you are learning in class to the real world.
- Internship: This opportunity allows juniors & seniors the ability to gain valuable work experience and receive course credit.
- Field Trips: Check with your CDC to see if there is a particular company or organization that you can visit!
- Interest Inventories: Take an interest inventory assessment to get a better understanding of your interests and find suitable careers based on your results.
- Career Fairs: This is an excellent opportunity for you to meet real world professionals within your occupational area of interest.
- Resume: Learn how to build a professional resume.
- Mock Interviews: Participate in a practice interview.
- Job Placement/Volunteer Opportunities: Local businesses are continuously looking for high school students to fill part-time positions or volunteer opportunities. Your CDC can assist you in finding a work-based learning opportunity!
- Military Admissions Officers: Your CDC can assist you in meeting with a branch of the military.
- Wake Tech Dual Enrollment: This is a great way for you to earn high school and college course credit at the same time for free! If you are looking at Wake Tech as an option after high school, I encourage you to visit the website <http://www.waketech.edu/career-and-college-promise> or see me for more information.
- Tutoring and Mentoring: There is a Business Alliance Committee at Heritage which consist of career professionals that are willing to help assist you as needed.

*Mrs. Dawn Beaster, Career Development Coordinator, 1204 Media Center, dbeaster@wcpss.net
<http://hhscareerdevelopmentservices.weebly.com>*



Heritage High School Counseling and Student Services

The mission of Heritage High School Counseling Department is to implement a comprehensive school counseling program that is relevant and engaging for all students and prepares them to become college and career ready. School counselors will assist all students to graduate with their cohort and equip them with life-long skills to be collaborative, creative, effective communicators and critical thinkers.

Counseling and Student Services Assist Students With:

Academic	Career	Social/Emotional
Graduation Requirements	College Planning	Stress Management
Promotion Requirements	Career Exploration Activities such as Friday Career Fairs	Anger Management
Parent/Teacher Conferences	ASVAB	Peer Mediation/Conflict Resolution
Four-Year Graduation Plans	College Recommendations	Adjusting to High School
Graduating Early	Financial Aid for College	Time Management
Course Selections	Scholarships for College	Suicide Assessment
Transcripts	Military Recruitment Information	Attendance Issues
Governor's School	Parent Informational Meetings	Lost/Found Items
NC School of Science and Math Applications	Internships	Transition back to school after suspension
Summer Ventures	NCAA Eligibility Planning	Grief Support
Other Summer Enrichment	Job Shadowing	Substance Abuse
SAT Registration	College on-site Admissions	Crisis Intervention
ACT Registration	General College Admissions	Peer Mentors
PSAT/PreACT Registration	College Application Week	High School Transition
AP Exam Registration		
Dual Enrollment Opportunities		
Withdrawal/transferring		
Online Learning		
Alternative School Enrollment		

Freshmen	<p>Prepare for strong academic outcomes for first year</p> <p>Generate a positive transition to high school</p> <p>Write a four-year graduation plan</p> <p>Get involved with extracurricular activities and/or community service</p> <p>Engage in career exploration activities</p> <p>Create College Foundation of North Carolina “CFNC” account</p> <p>Take PSAT (optional – familiarize self with test, baseline score, access to Khan Academy)</p> <p>Explore summer opportunities</p>
Sophomores	<p>Prepare for strong academic outcomes for sophomore year</p> <p>Maintain/increase academic rigor</p> <p>Revisit four-year plan</p> <p>Continue extracurricular involvement and/or community service</p> <p>Continue career exploration activities</p> <p>Update CFNC account</p> <p>Learn about and research college options</p> <p>Take PSAT (measure growth and compare to freshman year, access Khan Academy and My Big Future)</p> <p>Explore summer opportunities (Governor’s School, Summer Ventures, etc.)</p> <p>Register with NCAA at end of year (if pursuing collegiate athletics)</p>
Juniors	<p>Create strong academic outcomes for junior year</p> <p>Maintain/increase academic rigor</p> <p>Revisit four-year plans</p> <p>Continue extracurricular involvement and/or community service</p> <p>Participate in leadership opportunities</p> <p>Engage in career exploration</p> <p>Secure job shadowing opportunity</p> <p>Take PSAT (Qualifying year for National Merit Scholarships)</p> <p>Take SAT and/or ACT (at least once before the end of the year)</p> <p>Engage in college planning activities</p> <ul style="list-style-type: none"> • Visit college campuses, attend college fairs • Communicate with Admissions Reps • Preview applications for admission • Research scholarships <p>Plan for summer opportunities (Governor’s School, Summer Ventures, etc.)</p>
Seniors	<p>Secure high school graduation requirements</p> <p>Secure requirements for college, military or work</p> <p>Apply for financial aid (scholarships all year, FAFSA beginning 10/1)</p> <p>Take SAT and/or ACT in fall</p> <p>Finish high school with strong academic outcomes</p> <p>Prepare for post high school transition</p> <p>Participate in senior activities</p> <p>Graduate!</p>

Heritage High School Counseling and Student Services Team

Name	Assignment	E-Mail
Dr. Theresa Tate	9 th , A - Z Freshman Coordinator	ttate@wcpss.net
Mr. John H. Walston	10 th – 12 th , A - Ge Junior Coordinator	jwalston3@wcpss.net
Ms. Lauren Weaver	10 th – 12 th , Gf - N Senior Coordinator	lweaver2@wcpss.net
Ms. Nicole Leggett	10 th – 12 th , O - Z Sophomore Coordinator	nbloomerleggett@wcpss.net
Ms. Deirdra Williams, Dean	Early Graduates, OCS Graduation,	dcwilliams@wcpss.net
Ms. Yvonne Corcho	Student Assistance Program Counselor (SAP)	ycorcho@wcpss.net
Ms. Erica Davis	Intervention Coordinator	edavis@wcpss.net
Ms. Dawn Beaster	Career Development Coordinator	dbeaster@wcpss.net
Ms. Susan Waldrum	Financial Aid Access Counselor (Tuesdays)	swaldrum@wcpss.net
Ms. Linda Faison	Student Services Technician	lafaison@wcpss.net
Ms. Sadarryle Rhone	School Psychologist	srhone@wcpss.net
Ms. Pat Jenks	Registrar/Records	pjenks@wcpss.net
Ms. Lisa Atkinson	School Nurse	latkinson@wcpss.net
Ms. Brigitte Muller	Attendance Clerk	bmuller@wcpss.net
Ms. Kandice Rupert	Special Programs Dept. Chair	krupert@wcpss.net

How to Schedule an Appointment with Your Counselor

Counselors are available daily during lunch, without an appointment. However, if you need to discuss a matter that requires more than a few minutes and more confidentiality, stop by Student Services either before school, during your lunch, or after school to schedule an official appointment. You'll be given a special pass to present to your teacher in order to leave the classroom. Note: teachers reserve the right to keep you in class if there is a test/quiz or other activity you shouldn't miss.

FUTURE-READY CORE: GRADUATION REQUIREMENTS

Effective with the class entering ninth grade for the first time in the 2009-2010 school year & later

Curriculum	Unit	Courses
English	4	<ul style="list-style-type: none"> English I English II English III English IV
Mathematics	4	<ul style="list-style-type: none"> Algebra I*/Common Core, Geometry, Algebra II OR Common Core Math I, II, III Plus 4th Math Course to be aligned with the student's post high school plans <p><i>In the rare instance a principal exempts a student from the FRC math sequence, the student would be required to pass Algebra I and Geometry or Algebra I and II, or Integrated Math I and II and two other application-based math courses.</i></p>
Science	3	<ul style="list-style-type: none"> Earth / Environmental Science Biology Physical Science
Social Studies	4	<ul style="list-style-type: none"> World History Civics & Economics American History I/American History II or AP US History & SS elective)
Second Languages	-	Not required for graduation. 2 credits required to meet minimum admission requirements for the UNC System
Computer Skills	-	No specific course required; students must demonstrate proficiency through state testing
Health & Physical Education	1	<ul style="list-style-type: none"> Healthful Living
Required Electives	6	<ul style="list-style-type: none"> 2 Electives credits of any combination from either: <ul style="list-style-type: none"> __Career Technical Education (CTE) __Arts Education __Second Language 4 Elective credits strongly recommended (four course concentration) from one of the following: <ul style="list-style-type: none"> __Career and Technical Education (CTE) __JROTC __Arts Education (e.g. dance, music, theater arts, visual arts) __Any other subject area (e.g. mathematics, science, social studies, English, or cross-disciplinary)
Additional Electives	5	Courses from any subject area
Total	26	

*N.C.G.S. 115C-81(b) allows exceptions for students who have an IEP (Individualized Education Plan) that identifies them as Learning Disabled in math and states that the disability will prevent them from mastering Algebra I and above.

How to Get Promoted to the Next Grade

High school students shall be promoted by attaining credits that are earned through successful completion of specific required courses as illustrated in the following (Note: The appropriate English credit is required for promotion each year.):

From Grade	Promotion Criteria	Credits
9	English I, two credits in the areas of mathematics, social studies, or science, and three additional credits	6
10	English II, one credit in mathematics, one in social studies, one in science, and two additional credits	12
11	English III and enrollment in a program which, if successfully accomplished, will result in the completion of graduation requirements	18

How to Recover Credits

Students who take and fail certain courses are eligible for credit recovery through the Grad Point program. Specific core courses can be taken during the school day or after school. Students may also engage in credit recovery through North Carolina Virtual Public School. See assigned counselor for more details and application forms.

HOW THE GRADING SYSTEM WORKS

QUALITY POINTS (Freshmen beginning in August 2015 and beyond receive 1 additional point for AP and .5 for Honors courses.)

LETTER GRADES	STANDARD COURSES	HONORS COURSES	AP COURSES
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0
FF	0	0	0

Note: Students will receive one extra quality point for Community College courses approved by the Comprehensive Articulation Agreement (CAA)*. Independent college and UNC system courses (100 and 200 level courses) will also earn one extra quality point. Official AP and IB courses and upper division courses (300 and 400 level courses) will earn two extra quality points. *CAA course list may be found at:

www.ncwise.org/library_NCWISE.html

GRADING SCALE

A = 90 – 100	B = 80 – 89	C = 70 – 79	D = 60 – 69	F = less than 60
I = incomplete	WP = withdrawal, no penalty	WF = withdrawal with an F	FF = failed for violation of attendance policy	

GRADING PERIODS / INTERIMS / REPORT CARDS

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

NORTH CAROLINA ACADEMIC SCHOLARS RECOGNITION

Students who complete the requirements for this academically challenging high school program are named North Carolina Academic Scholars and receive special recognition, such as a seal attached to their diplomas.

Students must:

- Complete all the requirements of this North Carolina Academic Scholars Program.
- Have an overall four-year un-weighted grade point average of 3.500
- Complete all requirements for a North Carolina high school diploma.

Credits	
4	English I, II, III, IV
4	Mathematics (should include Algebra I, Algebra II, Geometry, and a higher level math course with Algebra II as prerequisite OR Integrated Mathematics I, II, III, and a higher level mathematics course with Integrated Mathematics III as prerequisite)
3	Science (Physics or Chemistry course, Biology, and an Earth/Environmental Science course)
3	Social Studies (World History, Civics/Economics, and U.S. History)
1	Health and Physical Education
6	Two (2) elective credits in a second language required for the UNC System Four (4) elective credits constituting a concentration recommended from one of the following: Career and Technical Education (CTE), JROTC, Arts Education, Second Languages, any other subject area
3	Higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as: -AP -IB -Dual or college equivalent course -Advanced CTE/CTE credentialing courses -On-line courses -Other honors or above designated courses
24	Total Credits

HOW TO TAKE COURSES AT ANOTHER INSTITUTION (DUAL ENROLLMENT/ONLINE LEARNING/CO-ENROLLMENT)

Courses taken must meet district approved guidelines. Dual enrollment needs to be pursued with thought and planning and requires written approval of parents/court appointed custodians and the principal prior to enrollment. Graduation credits for academic enrichment courses taken within these accredited institutions will be awarded and grades will be used to calculate GPA only if the requirements of WCPSS Board Policy and accompanying Regulations and Procedures are met.

A special note about the North Carolina Virtual Public High School (NCVPS)

NCVPS is free for all students enrolled in North Carolina public schools. District enrollment guidelines must be met prior to enrollment. Before registering, you must consult with your counselor to determine if NCVPS is appropriate and to confirm the correct course. For more information, view the WCPSS High School Planning Guide and refer to specific courses at www.ncvps.org. Courses are offered for summer, fall, and spring semesters.

UNIVERSITY OF NORTH CAROLINA SYSTEM ADMISSION REQUIREMENTS

While these are minimum requirements in the UNC system, some campuses require a more competitive transcript for final admission. Starting in the fall of 2013, students admitted to the UNC system will have to show a minimum of 2.5 GPA, 800 SAT or 17 ACT. Private colleges may have different admission requirements. Students should consult their school counselors and college catalogs for further information.

UNC SYSTEM ADMISSION (Effective Fall 2006)
<p>Six (6) credits in language, including</p> <ul style="list-style-type: none"> • Four (4) credits in English emphasizing grammar, composition, and literature, and • Two (2) credits of a language other than English
<p>Four (4) credits in mathematics* in any of the following combinations:</p> <ul style="list-style-type: none"> • Algebra I and II, Geometry, and one credit beyond Algebra II • Algebra I and II, and two credits beyond Algebra II, or • Integrated Mathematics I, II, and III and one credit beyond Integrated Mathematics III <p>*It is recommended that prospective students take a mathematics credit in the twelfth grade.</p>
<p>Three (3) credits in science, including</p> <ul style="list-style-type: none"> • At least one (1) credit in a life or biological science (for example biology), • At least one (1) credit in a physical science (for example, physical science, chemistry, physics), and • At least one (1) laboratory course
<p>Two credits in social studies, including,</p> <ul style="list-style-type: none"> • One (1) credit in United States history** <p>**An applicant who does not have a credit in U.S. history may be admitted on the condition that semester hours in that subject will be passed by the end of the sophomore year.</p>

Transferring to Another School? How to Withdraw:

The following process will be used for withdrawing from school:

1. On the last day, the student should go to Student Services **prior** to their first period class to pick up the Withdrawal Form.
2. The student takes the Withdrawal Form to **each class** and has their teacher complete their section of the form including current grades.
3. The student returns their books to each teacher on the last day; returns any books to the Media Center and pays all fines.
4. At the end of the day, the student returns the Withdrawal Form to Student Services for processing their withdrawal.
5. The student will receive a copy of the Withdrawal Form and an unofficial transcript to take with them to their new school.

How to Pick Up a Student Message

Protecting instructional time is critical to student academic success. Please make sure the message is absolutely necessary. Class time will not be interrupted to deliver messages to students. The following procedure will be used for notifying students who have messages:

1. Messages must be received before SMART lunch begins.
2. The message is taken and placed on the Student Message Board in Student Services.
3. Announcements are made prior to SMART lunch that students have a message.
4. Students are responsible for picking up the message during their lunchtime.
5. Final announcements are made at the end of the day for students who did not pick up their message during lunch.

Classes will not be interrupted to deliver messages to students.

How to Pick Up Items Dropped Off for Students

Students are encouraged to plan ahead for items they will need for classes, athletics, band, and any other school-related activity. Class time will not be interrupted to deliver items to students. The following process will be used to notify students of items dropped off for them:

1. There will be a designated table/area in Student Services for items to be tagged/identified by the parent/family member and left for students.
2. The duplicate copy of the notification will be placed on the Message Board and the student's name will be added to the list of students who have messages on the Message Board.
3. Announcements are made prior to first lunch that students have a message on the Message Board.
4. Students are responsible for picking up their packages/belongings during their lunchtime.
5. Final announcements are made at the end of the day for students who did not pick up their packages/belongings during lunch.

Classes will not be interrupted to deliver packages/belongings to students.