

Student-Parent Handbook



Heritage High School

WHERE STUDENTS LEARN, PROFESSIONALS GROW AND
COMMUNITIES PARTNER

Welcome Heritage Huskies!

Administration is very excited for our 2019-2020 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

SCHOOL CONTACT INFORMATION

Main Office: 919-570-5600

SCHOOL ADMINISTRATION

Scott Lyons, Principal	slyons@wcpss.net
John Drake, Assistant Principal	jcdrake@wcpss.net
Kevin Ferrell, Assistant Principal	kferrell@wcpss.net
Bonnie Mwanda, Assistant Principal of Instruction	bmwanda@wcpss.net
Christina Vaughan, Assistant Principal	clvaughan@wcpss.net

STUDENT SERVICES TEAM

Deirdra Williams, Dean	dcwilliams@wcpss.net
Yvonne Corcho, SAP Coordinator	ycorcho@wcpss.net
Therese Tate, 9th Grade Counselor, A-Z	ttate@wcpss.net
Nicole Leggett, 10th-12th Grade Counselor, O-Z	nbloomerleggett@wcpss.net
Lauren Weaver, 10th-12th Grade Counselor, GF-N	lweaver2@wcpss.net
John Walston, 10th-12th Grade Counselor, A-GE	jwalston3@wcpss.net
Erica Davis, Intervention Coordinator	edavis7@wcpss.net
Susan Waldrum, Financial Aid Counselor	swaldrum@wcpss.net
Anna Barrett Williams, School Psychologist	awilliams2@wcpss.net
Lisa Atkinson, School Nurse	latkinson@wcpss.net

SCHOOL ATHLETICS

Pat Kennedy, Athletic Director	pkennedy@wcpss.net
Charles Johnson, Assistant Athletic Director	cjohnson11@wcpss.net

Heritage High School Graduates

Through a world-class education, Heritage High School graduates will have:

Core Competencies in: English, World Languages, Mathematics, economics, Science, Geography,	Through academic rigor and support aligned with standard course of study and best practice
Exposure to 21st Century Themes in: Global Awareness, Financial, Economic, Business, and Entrepreneurial Literacy, Civic Literacy, and Health Literacy	Through staff commitment to after-high school applications of content, elective offerings, opportunities to demonstrate skills sets through class work, clubs and organizations, and involvement of
Learning and Innovation Skills in Creativity and Innovation, Critical Thinking and Problem Solving, Communication and Collaboration	Through oral presentations in course work, intentional group projects, differentiated instruction, student-peer teaching, partnerships with business
Information, Media, and Technology Skills in Information Literacy, Media Literacy, Information, Communications, and Technology Literacy	Through technology strands in all coursework, commitment of staff to grow in use of new technologies, understanding/use of HHS Style

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 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.

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 AND PARENT TO BE FAMILIAR WITH ALL AREAS OF THE STUDENT CODE OF CONDUCT. THE HHS STUDENT-PARENT HANDBOOK IS A SUMMARY. THE [WCPSS CODE OF STUDENT CONDUCT](#) CAN BE FOUND ON [THE WCPSS WEBSITE](#).

PILLARS OF STUDENT EXPECTATIONS FOR 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

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 riding, driving privileges, extra-curricular participation (teams, clubs, dances), restriction (computer use, use of Media Center), and other appropriate
Lunch Detention	Student stays in lunch-detention room for a half or full hour. Multiple
Removal from Class	Teacher sends student to another supervised classroom or to an
In-School Suspension	Student will be in the ISS room for a time ranging from 1 period to 3
Out-of-School Suspension	Student is suspended from school campus between 1 and 10 days. Student may not participate in extra-curriculars on days suspended and may have additional consequences from supervisors of extra-
Alternative Learning Center	Student can be placed in an alternative setting for up to 45 days.
Recommendation for Long-Term/365-Day Suspension	Student is suspended for 10 days with a recommendation for long-term or 365-day suspension to the superintendent.

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

Student Behavior	Consequence <u>Start Point</u>
Communicating Threats	Varies
Disrespectful Actions Towards Staff (eye rolling, tongue clicking, sarcasm, etc.)	Detention
Dress Code Violations*	Varies
Failure to Respond to Reasonable Request	Varies
Failure to Give Up Electronic Device	ISS
Failure to Identify Self to Any School Employee	Varies
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/Vape Devices	ISS (minimum 2 days)
Trespassing on Other School Campus	Suspension
Unauthorized Area	Loss of Privileges/Detention

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

Inappropriate Dress

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

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

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

Specifically:

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

**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-Related 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/Vaping Devices

No student shall possess, display, or use any tobacco product or vaping device. This applies even when the student is on school system property or at any school-sponsored activity as a visitor or spectator. Electronic cigarettes and vaping devices 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. The WCPSS Board has approved the use of the Latin Honors System for graduating seniors. At the end of Quarter 3,

1. Seniors with a 3.75 - 3.99 weighted grade point average shall receive the distinction of cum laude
2. Seniors with a 4.0 - 4.249 weighted grade point average shall receive the distinction of magna cum laude
3. Seniors with a 4.25 or higher weighted grade point average shall receive the distinction of summa cum laude

Athletics

2019-2020 HIGH SCHOOL ATHLETIC ELIGIBILITY REQUIREMENTS

Students interested in participating in high school athletics in the 2019-2020 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 - V/JV
Soccer - boys - V/JV
Volleyball - V/JV
Cross Country
Tennis - girls
Cheerleading - V/JV
Golf - girls

Winter

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

Spring

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

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

** V - Varsity

JV - Junior Varsity

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 31st.
- ◆ **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.

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 7:35 AM a student should proceed to the office for an unexcused note to check in. After 7:35 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

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 not follow procedures to check out, his/her parking privileges may be taken away.*

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

⇒ When a student is absent from a class, the student must contact the teacher to inquire about the lesson(s) missed and the work that was assigned during the student's absence. Students have a total of 3 days to make up work missed for each day they are absent from class. Assignments submitted after the 3 day make-up window are subject to the late work policy. If a student is absent on the day of a test or quiz, the student should be prepared to take the test or quiz on the day the student returns to school.

⇒ Classwork is not eligible for make-up work extensions if the student was present for the class.

◆ **Tardy Policy-** Students who are late to class **MUST** attain a tardy note from a teacher located in the "sweeper stations" in the hall. 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

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. Students are not permitted to use these spaces during Lunch or Husky Help.

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.

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. Club information is posted on the school website and on the bulletin, board located outside of Student Services. If a student is interested in starting a new club at Heritage High School, please see Student Government for an application.

Do Not Admit List for Extra-Curricular Activities/Events

Participation in extra-curricular activities/events can be limited based on **academics, behavior, or financial debts** owed to school. Administrators, the bookkeeper and media specialists 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, and athletic participation** 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. Only students with Lunch Passes may leave campus for lunch. Students with Lunch Passes will have their Lunch Pass privilege revoked if they bring food back to school. Due to our non-compete policy with the cafeteria/Child Nutrition, food from commercial eateries cannot be brought to students on campus during the school day. Food delivery services such as Grub Hub, Uber Eats, etc are not permitted on campus for student deliveries. Food that is left in the office will be discarded.

Fundraising

In accordance with Board Policy, 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 our school bookkeeper.

Grading

See the Heritage High School Grading Plan on pages 13-15.

Heritage High School Grading Plan

In the Wake County Public School System, we are committed to maintaining rigorous performance and achievement standards for all students and to providing a fair and consistent process for evaluating and reporting student progress that is understandable to students and their parents and relevant for instructional purposes. The information below shares specific information about our school-wide grading practices.

Homework

- ◆ Heritage High School aligns with WCPSS Board of Education grading policies.
- ◆ Students are expected to complete homework for each class on-time.
- ◆ Late homework is accepted for partial credit (maximum grade of 60%) up until the quarter interval due date.
- ◆ Graded homework will be counted and weighted in the overall grade, consistent across the content PLT. Specific information about homework weight is communicated in the course syllabus.
- ◆ For work due after scheduled breaks from school, teachers will give students time to complete assignments either prior to or following the break. Students may choose to structure their time accordingly.
- ◆ At least 3 graded assignments are required if Homework is weighted 15%.
- ◆ Homework should not exceed fifteen percent (15%) of a student's academic grade for a marking period.
- ◆ Teachers in each content area PLT will record a consistent number of grades with a variance not to exceed 5 in the Homework category.

Classwork

- ◆ Heritage High School aligns with WCPSS Board of Education grading policies.
- ◆ Students are expected to complete classwork during the class period.
- ◆ Late classwork is not accepted if the student was present for the class.
- ◆ Grades are assigned by the teacher for work completed/submitted, not for behaviors (signed paperwork, effort, passes, etc.).
- ◆ No grade lower than 50% assigned for final quarter one or final quarter three grades if the student passes the following quarter.
- ◆ At least 3 graded assignments are required if Classwork is weighted 15% or higher.
- ◆ Graded classwork will be counted and weighted in the overall grade, consistent across the content PLT. Specific information about classwork weight is communicated in the course syllabus.
- ◆ Teachers in each content area PLT will record a consistent number of grades with a variance not to exceed 5 in the Classwork category.

Assignments Requiring Group Work:

- ◆ Include rubrics that evaluate each individual within the framework of Group Projects
- ◆ Consist of purposeful grouping assigned by the teacher
- ◆ Group Project grades do not determine an individual's final grade on a group project.
- ◆ Graded aspects of the group work will be completed in class or through monitored technology so it can be monitored and measured.
- ◆ Teachers will be conscientious of student transportation, technology access, etc. when assigning Group Projects.
- ◆ While student evaluation is helpful, the teacher assigns the grade for group work and Group Projects.
- ◆ Teachers in each content area PLT will record a consistent number of grades with a variance not to exceed 2 in major categories, including Projects; not to exceed 5 in minor categories such as classwork.

Quizzes and Tests

- ◆ **Tests:** Students can retake tests within one week of return date as long as they have all of their homework in for that unit and they attend teacher remediation outside of Husky Help. Students with a class average of 79% or below will be required to remediate in Husky Help. Retakes may take a different form than the initial test. If a student is absent on the retest day, the absence must be excused and they must take the test the day they return. A maximum score of 70% may be earned on a test retake.
- ◆ **Quizzes:** Content area PLTs may opt to offer quiz replacement when students score a cumulative test grade higher than the quizzes which covered the same material. Quiz replacement opportunities are at the discretion of each PLT. An original test may replace a quiz grade; retest scores cannot replace quiz grades.
- ◆ Graded quizzes and tests will be counted and weighted in the overall grade, consistent across the content PLT. Specific information about quiz and test weight is communicated in the course syllabus.
- ◆ Teachers in each content area PLT will record a consistent number of grades with a variance not to exceed 2 in major categories, including tests; not to exceed 5 in minor categories such as quizzes.

Missed Work

- ◆ Teachers in each content area PLT will accept missed/overdue work throughout the designated intervals each quarter. A maximum grade of a 60% can be earned for late work. Each content area PLT will determine point deduction for longer assignments.
- ◆ 2019-2020 Quarter Interval Deadlines for make-up work: Quarter 1: 9/13, 10/4, 10/25; Quarter 2: 11/22, 12/13, 1/17; Quarter 3: 2/14, 3/6, 3/27; Quarter 4: 4/23; 5/15; 6/5
- ◆ Missed work due to an excused absence will follow the make up work policy: If the make-up work was not assigned in advance of the absence, the student will have 1 day for each day absent to complete and submit the assignment (for excused absences of 1-3 days). For excused absences exceeding 3 days, the

student may have 2 days for each day absent to make up the work. Special considerations will be given in the case of extended absences due to injury or chronic illness. Students who have exhausted their days for excused absences may submit completed make-up work throughout the designated intervals each quarter. A maximum grade of a 60% can be earned for late work. Each content area PLT will determine point deduction for longer assignments.

- ◆ Work that was assigned prior to the student's absence should be submitted on the date the student returns to school, otherwise it is subject to the late work policy.

Prevention and Intervention Plan

- ◆ Heritage High School offers Husky Help, a built-in 30 minute remediation time for each period once per week. Students who have below a B are required to stay with the teacher to remediate. Students who are not required to attend Husky Help have the option to stay in the class and work or have structured free time in various areas of the building.
- ◆ Teachers hold office hours after school for student support at least 1 hour per week.
- ◆ Daily, we offer a study buddy table at lunch for students to get help on assignments.
- ◆ A structured study hall is available 2 days per week after school for any student who needs help with academic course work.
- ◆ ALC is utilized for remediation and academic support.
- ◆ Bi-weekly, the Intervention Coordinator runs a grade report to identify students in need of targeted support.
- ◆ Peer Tutors are utilized to support students in need.
- ◆ Teacher cadets are assigned in targeted classrooms.

Extra Credit

Heritage High School does not offer extra credit. Grades earned are a reflection of mastery of the content with numerous opportunities for improvement and remediation.

Husky Honor Code

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

Each student, parent, family and staff member has a responsibility to promote a culture that respects and fosters integrity and honesty. Academic integrity and honesty requires that all stakeholders share responsibility in the fulfillment of this policy.

In fulfilling these responsibilities:

- ◆ students will collaborate with their peers to foster a culture of academic integrity; refrain from participating, either directly or indirectly, in any form of cheating or plagiarism; and adhere to the honor code;
- ◆ parents and family will actively support the honor code by encouraging their child(ren) to foster and uphold a culture of academic integrity;
- ◆ staff will establish and annually teach expectations regarding academic integrity and honesty; and promote the honor code.

A. Prohibited Behavior

1. **Cheating:** Cheating is an academic deception where a student intends in some way to receive or attempt to receive credit for work not originated by the student, to give or receive unauthorized assistance, or to give or receive an unfair advantage on any form of academic work. Cheating includes, but is not limited to:

- ⇒ copying from another student's examination, assignment, or other coursework with or without permission;
- ⇒ allowing another student to copy work without authorization from a teacher or administrator;
- ⇒ taking an examination, writing a paper, or completing any other assigned academic task on another student's behalf;
- ⇒ using notes or resources in any form, including written or online, without authorization;
- ⇒ sharing or accepting from another, without authorization, any examination content, questions, answers, or tips on an assessment or assignment through the use of notes, scratch paper, social media, or any type of written, oral, or electronic communication.

2. **Plagiarism:** Plagiarism is using passages, materials, words, ideas, and/or thoughts of someone or something else and representing them as one's own original work without properly crediting the source. Plagiarism includes, but is not limited to:

- ⇒ copying text, images, charts, or other materials from digital or print sources without proper citation;
- ⇒ intentional misrepresentation of work as your own by paraphrasing of items from digital or print sources without proper citation;
- ⇒ using translation tools or resources to translate sentences or passages without permission;
- ⇒ using a thesis, hypothesis, or idea obtained from another source without proper citation.

3. **Falsification or Deceit:** Intentional acts of falsification or serious deceitful misconduct that threaten the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals are prohibited. Falsification or deceit includes, but is not limited to:

- ⇒ falsifying another person's name on a school-related document such as a test or report;
- ⇒ buying or selling test questions or answers;
- ⇒ copying secure test materials and providing the materials to others;
- ⇒ paying for or receiving anything of value to complete a school assignment.

B. Violations

- 1) Staff will intervene and reeducate students to promote positive change in student behavior.
- 2) A student's grade may or may not be impacted by a violation. If the violation impacts a student's grade, the school may impose academic consequences according to the following criteria: (a) when reasonably possible, the student will be expected to complete the assignment or an alternative assignment as determined by the professional learning team (PLT) guidelines and will do so in an honest manner consistent with the honor code, and (b) the student may receive full, partial, or no grading credit for the assignment as determined by PLT guidelines approved by the principal. Guidelines will consider the age of the student, the student's performance on a repeated or alternative assignment, the student's number of violations of the Honor Code during the school year, and the gravity or level of the violation.
- 3) A violation of the Honor Code may or may not result in a disciplinary consequence. Staff will address violations of this policy under Board Policy [4309](#), Student Behavior – Code of Conduct, Levels I-11 (Honor Code) and Level II-1 (Falsification or Deceit) as applicable.

Level I-11 (Honor Code) states: "All students are expected to adhere to the academic Honor Code. Disciplinary consequences for violations of this policy will typically be consistent with Level I violations."

Level II-1 states that, "Intentional acts of falsification or serious deceitful misconduct that threatens the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals, are prohibited." A further description of Falsification or Deceit is set forth above in this policy.
- 4) Violations of the Honor Code may impact eligibility for school privileges including but not limited to athletic participation, honors, or awards. Further, this policy does not prevent consequences from being imposed by other organizations or regulations.

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
- ⇒ Referral to the Heritage High School High Court on the 3rd offense. The Heritage High School Honor Court will impose any of a range of consequences including:
 - ◇ Documentation in permanent file
 - ◇ Removal from all extra-curricular activities as participant or observer (time may vary)
 - ◇ Community school-service

- ◇ Required study in field of academic integrity
- ◇ Letter sent to accepting colleges
- ◇ Removal from honor societies, barred from future application
- ◇ Removal of “perks” such as off-campus privileges, prom, driving, etc.
- ◇ Ineligibility for letters of recommendation from Heritage High School staff
- ◇ Other consequences as the Honor Court deems fit

Lunch Passes

Only **JUNIORS & SENIORS** with an approved lunch pass can leave campus for lunch. Students with the approved lunch pass must follow all rules stated on the [Lunch Pass Privilege Form](#), including not returning to campus with food for themselves or for other students. Food acquired while off-campus is to be consumed off-campus. Doors to the school building will be locked until just before the end of the lunch period. Off-campus lunch privileges may be revoked for up to 180 days for **ANY** violation of the Student Code of Conduct. Students without lunch passes who leave campus will risk loss of future opportunity to get lunch passes.

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 during the school day. The Media Center has networked computers for student use before school, after school, and during the day as they are available.

Medication

Students are not permitted to carry medication or store it in their lockers and/or personal items unless a self-carry form is on file here at the school.

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 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 a discipline history, owes fines to the school or is in academic danger.

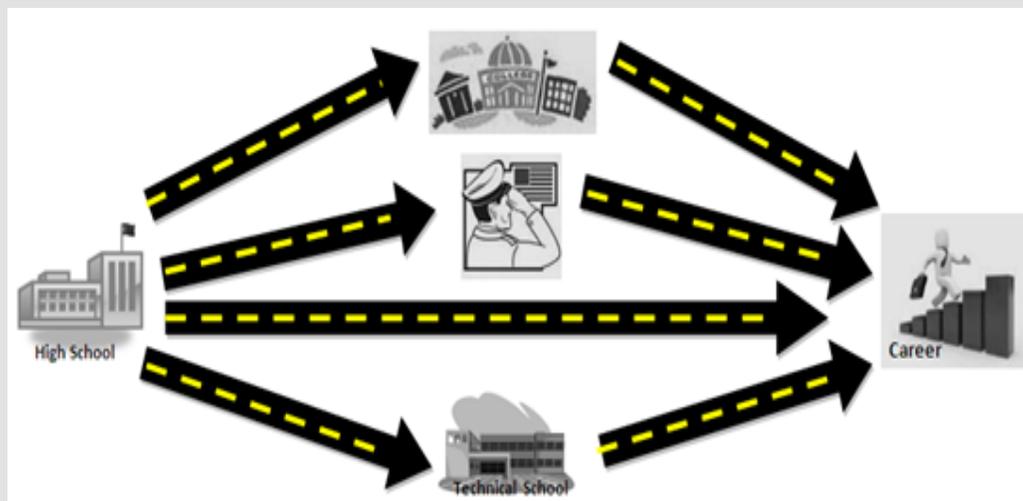
Skateboards/Roller-Skating/Bicycles

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.

Student Services

For information about our Career Development Coordinator, Counseling, and Student Services, see pages 20-28.

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 your CDC or 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.



Heritage High School

Counseling and Student Services

The mission of the Heritage High School Counseling department is to implement a comprehensive school counseling program that is relevant and engaging for all students. By providing individual counseling, classroom guidance, and small groups to deliver the NC standard course of study and address academic, career and social emotional student needs, school counselors will assist all students to graduate on time with their cohort and equip them with lifelong 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	Anger Management
Study Skills Development	Friday Career Fairs	
Online Learning		
Parent/Teacher Conferences	ASVAB	Peer Mediation/Conflict Resolution
Dual Enrollment Opportunities	Grade Level "Round Ups"	
Four-Year Graduation Plans	College Recommendations	Adjusting to High School
Graduating Early	Financial Aid for College	Time Management
Course Selections	Scholarships for College	At Risk Assessments
Transcripts	Military Recruitment Information	Attendance Issues
Academic Intervention		
Governor's School	Parent Informational Meetings	Lost/Found Items
Hugh O'Brien Youth Ldshp		
NC School of Science and Math Applications	Internships	Transition back to school after suspension
	Apprenticeships	
Summer Ventures	NCAA Eligibility Planning	Grief Support
Other Summer Enrichment	Job Shadowing	Substance Abuse
SAT Registration	College on-site Admissions	Crisis Intervention/Response
ACT Registration	General College Admissions	Peer Mentoring
PSAT/PreACT Registration	College Application Week	High School Transition
AP Exam Registration	Essay Writing	
Dual Enrollment Opportunities		
Withdrawal/transferring		

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

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

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

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

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

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

如果您需要免费翻译服务来了解学校流程，请致电 (919) 852-3303

Freshmen	<p>Prepare for strong academic outcomes for first year Generate a positive transition to high school Learn and practice skills and behaviors for academic success Write a four-year graduation plan Get involved with extracurricular activities and/or community service Engage in career exploration activities Create College Foundation of North Carolina “CFNC” account Take PSAT (optional – familiarize self with test, baseline score, access to Khan Academy) Explore summer opportunities Pursue essay/oratorical contest opportunities</p>
Sophomores	<p>Prepare for strong academic outcomes for sophomore year Maintain/increase academic rigor Revisit four-year plan Continue extracurricular involvement and/or community service Continue career exploration activities Update CFNC account and update resume Learn about and research college options Take PSAT (measure growth and compare to freshman year, access Khan Academy and My Big Future) Explore summer opportunities (Governor’s School, Summer Ventures, HOBY, etc.) Register with NCAA at end of year (if pursuing collegiate athletics) Pursue essay/oratorical contest opportunities</p>
Juniors	<p>Create strong academic outcomes for junior year Maintain/increase academic rigor Revisit four-year plans Continue extracurricular involvement and/or community service Participate in leadership activities and events Engage in career exploration and update resume Secure job shadowing/internship/apprenticeship opportunity Take PSAT (Qualifying year for National Merit Scholarships) Take SAT and/or ACT (at least once before the end of the year) 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 <p>Research scholarships/apply for some Plan for summer opportunities (Governor’s School, Summer Ventures, etc.)</p>
Seniors	<p>Secure high school graduation requirements Secure requirements for college, military or work Apply for financial aid (scholarships all year, FAFSA beginning 10/1) Take SAT and/or ACT in fall Finish high school with strong academic outcomes Prepare for post high school transition Participate in senior activities 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. Lisa Nelson	Student Services Technician	lnelson6@wcpss.net
Ms. Anna Williams	School Psychologist	awilliams2@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

Visit the Counseling Corner during your lunch for immediate answers to questions and for matters that can be addressed without you missing valuable instructional time. 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 can also email your counselor directly. 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, unless there is a physical or mental health crisis.

**FUTURE-READY CORE:
GRADUATION REQUIREMENTS**

Curriculum	Unit	Courses
English	4	<ul style="list-style-type: none"> ● English I ● English II ● English III
Mathematics	4	<ul style="list-style-type: none"> ● Algebra I, Geometry, Algebra II OR 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 of same language required to meet minimum admis-
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: __ Career Technical Education (CTE) __ Arts Education __ Second Language ● 4 Elective credits strongly recommended (four course concentration) from one of the following: __ Career and Technical Education (CTE) __ JROTC, if available __ 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 Gradpoint program. Specific core courses can be taken during the school day or in some instances, after school. See assigned counselor or intervention coordinator 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)

Six (6) credits in **language**, including

- Four (4) credits in **English** emphasizing grammar, composition, and literature, and
- Two (2) credits of a **language other than English**

Four (4) credits in **mathematics*** in any of the following combinations:

- 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

*It is recommended that prospective students take a mathematics credit in the twelfth grade.

Three (3) credits in **science**, including

- 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**

Two credits in **social studies**, including,

- One (1) credit in United States history**

**An applicant who does not have a credit in U.S. history may be admitted on the condition that at least three (3) semester hours in that subject will be passed by the end of the sophomore year.

Transferring to Another School? How to Withdraw:

The following process will be used for withdrawing from school:

1. On the last day or prior to the last day, request to see assigned counselor or registrar to indicate request to withdraw and provide details of next school.
2. Verify any outstanding fees/fines with teachers/Media Center and turn in all books and materials.

Request an unofficial transcript/most recent report card to take to 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:

- ⇒ Messages must be received before lunch begins to ensure message is shared during morning announcements.
- ⇒ Students are responsible for picking up the message during their lunchtime.
- ⇒ 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:

- ⇒ 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.
- ⇒ Items are left at own risk. HHS is not responsible for any items left on the table.
- ⇒ Announcements are made prior to A lunch for students who have items in Student Services.
- ⇒ Students are responsible for picking up their packages/belongings during their lunchtime.
- ⇒ 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.