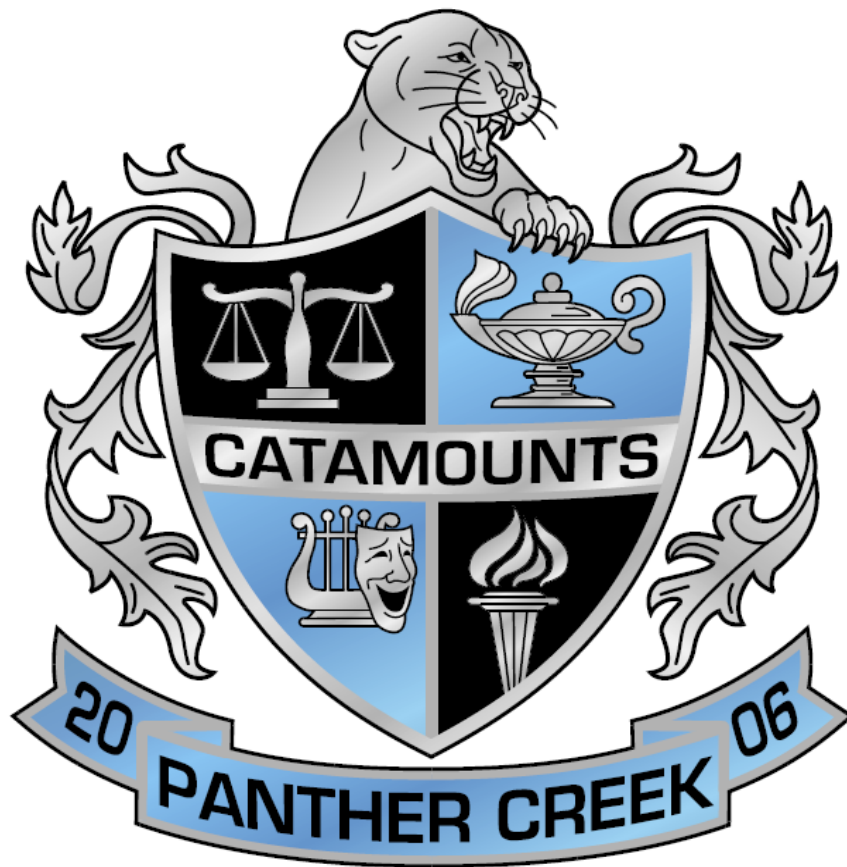


# PANTHER CREEK HIGH SCHOOL STUDENT/PARENT HANDBOOK 2016-2017



The PCHS Student/Parent Handbook is designed for use in conjunction with the WCPSS Student/Parent Handbook. Supplemental materials regarding course selection and requirements are available in the WCPSS High School Program Planning Guide. Both WCPSS documents are available on the WCPSS website at [www.wcpss.net](http://www.wcpss.net).

# PANTHER CREEK HIGH SCHOOL

## Student/ Parent Handbook



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## **WCPSS Mission**

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

## **PCHS Vision**

Panther Creek High School is a collaborative community characterized by **passion, purpose, and pride**. Panther Creek promotes a culture of personal responsibility for learning through meaningful relationships, a challenging and relevant curriculum, and opportunities for engagement. Valuing continuous improvement, our community uses tradition, innovation, and evaluation to shape principles and practices that honor life-long learning.

## **Collective Commitments**

As a community of learners, Panther Creek High School commits itself to shared values:

- We believe that all students can learn and that high school students must take personal responsibility for choices and consequences related to their learning.
- We share responsibility for high academic standards that encourage all students to reach their full potential.
- We promote a culture focused on collaborative planning, purpose-driven and challenging instruction, and support systems centered on learning.
- We foster a sense of community through curricular and extracurricular programs.
- We communicate clear expectations and consequences that hold all community members responsible for maintaining a safe, orderly, and caring environment.
- We appreciate the ordinary, pursue the extraordinary, and celebrate progress and achievement.

## **PCHS Basic Expectations**

Be present and on time.

Be a person of character.

Be prepared for and engaged in learning.

Be Safe and comply with PCHS and WCPSS policies.



## 2016-2017 TRADITIONAL CALENDAR

Calendario Tradicional

July / julio 2016

ML	TM	WM	TJ	FN
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August / agosto 2016

ML	TM	WM	TJ	FN	
	1	2	3	4	5
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	W
W	W	W	W	W	
★	29	30	31		

September / septiembre 2016

ML	TM	WM	TJ	FN	
				1	2
H	5	6	7	8	ER
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	ER

October / octubre 2016

ML	TM	WM	TJ	FN	
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	ER
	24	25	26	27	Q
W	31				

November / noviembre 2016

ML	TM	WM	TJ	FN	
		1	2	3	4
	7	8	9	10	H
	14	15	16	17	18
	21	22	W	H	H
	28	29	30		

December / diciembre 2016

ML	TM	WM	TJ	FN	
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	W	H
H	26	H	V	V	V

January / enero 2017

ML	TM	WM	TJ	FN		
	2	3	4	5	6	
	9	10	11	12	13	
H	16	17	18	19	ER	
	23	Q	24	25	26	W
	30	31				

February / febrero 2017

ML	TM	WM	TJ	FN	
			1	2	3
	6	7	8	9	ER
	13	14	15	16	17
W	20	21	22	23	24
	27	28			

March / marzo 2017

ML	TM	WM	TJ	FN		
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	Q	28	29	30	W

April / abril 2017

ML	TM	WM	TJ	FN	
	3	4	5	6	R
V	10	V	V	V	H
	17	18	19	20	21
	24	25	26	27	28

May / mayo 2017

ML	TM	WM	TJ	FN	
	1	2	3	4	5
	8	9	10	11	W
	15	16	17	18	19
	22	23	24	25	26
H	29	30	31		

June / junio 2017

ML	TM	WM	TJ	FN	
				1	2
	5	6	7	8	★
W	12	V	V	V	R
	19	20	21	22	23
	26	27	28	29	30

### LEGEND / LEYENDA

- ★ First and last days  
Primer y último días de clase
- H Holiday  
Día Festivo
- W Teacher Workday  
Día de trabajo del maestro
- V Vacation Day  
Día de Vacaciones
- ER Early Release Day  
Día de Salida Temprana
- Q End of Nine Weeks  
El Final de Nueve Semanas
- R Report Card  
Boleta de calificaciones

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

- 9/30 & 10/21 - Early Release (Salida temprana)
- 10/31
- 10/29 - Saturday, full day (sábado, día completo)
- 11/23
- 12/2 and 1/20 - Early Release (Salida temprana)
- 12/22
- 1/27
- 2/20
- 3/31
- 5/12
- Banked Hours (up to 3 days) (horas acumuladas - hasta 3 días)
- 6/12
- 4/1 - Saturday, full day (sábado, día completo)
- 6/13
- 6/14
- 6/15

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

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

De acuerdo a lo establecido por la Ley de Calendarios de Carolina del Norte, si el distrito escolar tiene que cerrar las escuelas, el Superintendente actualizará este calendario para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborales programados para los maestros, sábados, horas acumuladas de instrucción, o días programados de vacaciones para cumplir con los requisitos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se agotan todas las demás opciones, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

\* Horas acumuladas por las escuelas que exceden las 1025 horas requeridas de instrucción.

MORE INFORMATION / MÁS INFORMACIÓN  
[www.wcps.net/calendars](http://www.wcps.net/calendars)

# Administration

## Camille Hedrick, Principal

[chedrick@wcpss.net](mailto:chedrick@wcpss.net)

Department Administrator for World Languages and Clerical/Office

Jonathan Chang , Assistant Principal

[schang@wcpss.net](mailto:schang@wcpss.net)

Department Administrator for CTE and Media

Student Last Names A—Cl: Morgan Graves

Student Last Names Co—Ek: Felicia Moore

Drew Mabe, Assistant Principal

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Department Administrator for Healthful Living and Social Studies

Student Last Names El—H: Beverly Davis

Benjamin Olin, Assistant Principal

[bolin@wcpss.net](mailto:bolin@wcpss.net)

Department Administrator for English, Fine Arts and Custodial

Student Last Names I—Ma: Amie Graham

Eric Rosen, Assistant Principal

[erosen@wcpss.net](mailto:erosen@wcpss.net)

Department Administrator for Math, Special Education and Resource Specialist

Student Last Names Mc—Po: Gerri Hawkins

Student Last Names Pr—Sr: James Gross

Pam Smith, Interim Assistant Principal

Department Administrator for Science and Student Services

Student Last Names St—Z: Pam Savage



## **Academics**

### **Graduation Requirements**

The *WCPSS High School Program Planning Guide* provides detailed information. Copies are provided to students during the planning period for course selections. Likewise, a copy is available at

<http://www.wcpss.net/high-school>.

### **Course Selections**

Panther Creek students may request courses as provided in the *WCPSS High School Program Planning Guide*. Course offerings are subject to sufficient minimum student enrollment and adequate staffing and materials. If a program of study that a student wishes to pursue is not available at Panther Creek, a student may request a transfer through the Office of Student Assignment.

During the period of course selections, a student and his/her parents should carefully review the chosen course of study and make appropriate decisions in order to satisfy graduation requirements. Teachers and Student Services staff are available to assist and advise students and parents in the course selection process. Each Panther Creek student is encouraged to pursue the most challenging course of study in which he/she can be successful.

### **Course Changes**

Individual schedules and the school's master schedule are built based upon student course selections. It is essential that students select primary and alternate courses carefully; schedule changes after the course selection process will be limited and will be based upon the following reasons:

- Student has already received credit for the course.
- Student has not met the prerequisite for the scheduled course.
- Student has an incomplete schedule.
- Student previously failed the course with the same teacher.
- Student needs specific course to meet graduation requirements (priority given to seniors and students with non-elective graduation requirement issues).
- Student wants to increase academic rigor.
- Student's schedule must be changed for administrative reasons (class size, etc.).

Requests for schedule changes should be made to Student Services as soon as possible; the administration and staff encourage students to make changes before the end of the first five (5) days of the semester. Specific procedures for requesting schedule changes are provided when schedules are issued to students. All schedule changes require administrative approval.

Except when approved by the principal, students are not allowed to drop a course after the first ten days of school. If a student withdraws after the ten-day period and an emergency situation does not exist, a failure (WF) is noted as the grade, and the course is counted as a course attempted with no quality points earned.

## Grading Policy

### Purpose

The purpose of grades is to appropriately and consistently measure a student's mastery of defined standards, as well as knowledge and skills learned over a grading period or semester.

Grading practices are not to be punitive in nature.

### Grading System

In January 2015, the North Carolina State Board of Education approved a 10-point grading scale to begin with the 2015-16 school year for all students in grades 9, 10, 11, and 12. This scale will be applied for coursework beginning with the 2015-16 school year; grades from prior years will not be altered to fit the new scale.

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	<59	0.0

In high school, grades are awarded corresponding quality points for the calculation of a student's grade point average (GPA). These values and those courses receiving weighted values are noted below:

Quality points for students who entered grade 9<sup>th</sup> prior to 2015-16:

Letter Grade	Standard Courses	Honors Courses	AP Courses
A	4	5	6
B	3	4	5
C	2	3	4
D	1	2	3
F	0	0	0
FF	0	0	0

Quality points for students entering 9<sup>th</sup> grade in 2015-16 and beyond:

## **Assessments**

- All Professional Learning Teams (PLTs) will have common practices for calculating student grades.
- All PLTs will utilize common assessments for summative assessments including tests, quizzes and projects.
- Major assessment percentages apply school wide across all curricula. Major assessments may include tests, long-term projects, papers, etc. In Advanced Placement classes, major assessments weigh 70% of the quarter grade; in honors classes, major assessments weigh 60% of the quarter grade; in academic classes, major assessments weigh 50% of the quarter grade.
- PLT members will analyze results of common assessments to determine students' level of mastery and respond to results by re-teaching and reassessing on a timely basis.
- Student engagement is a separate school wide grading category. Student engagement must be directly related to learning outcomes. PLTs will determine student engagement opportunities to be used. No teacher within the PLT shall vary from the agreed upon acceptable student engagement opportunities.
- Formative assessments used by teachers include: observations, discussions, questioning and practices.
- Each PLT must implement a "no zero" standard in at least one PLT agreed upon aspect of their grading. Under the "no zero" standard, grades will be designated as:

4 = 100

3 = 89

2 = 79

1 = 69

0 = 40

## **Communication**

All teachers will inform students and parents of specific homework requirements as well as the evaluation procedure for each course at the beginning of each semester through documents distributed by teachers in individual classes.

Feedback on assessments will provide guidance on how to work toward mastery and define how grades are determined.

All staff will respond to emails and phone calls within 48 hours.

Assessments will be graded and returned in a timely manner with regular feedback.

PowerSchool is updated weekly.

Interim Reports will be issued to all students at the end of week four of each quarter.

Each teacher maintains a student Canvas site with curriculum, assessment and assignment information.

Each teacher maintains a Google Site or Weebly for parent communication.

## **Missed Work**

Students are expected to make up missed work. Any assignment or assessment made up within the make-up period is eligible for full credit. If the student has not completed missed work prior to the date by which the teacher has graded and returned the work to the class, the student may be offered an alternative assignment. Major assignments not turned in by the designated due date can be submitted late with a penalty of ten points per day up to a forty points maximum.



### **SMART Lunch**

Each teacher is available to meet with students during SMART Lunch to assist with make-up work and/or provide extra help. Each student is expected to participate in at least four SMART Lunch sessions per quarter. Two sessions should occur prior to interims and two sessions should occur after interims.

### **Extra Credit**

Extra credit opportunities, if assigned, are to be used to enhance grades and must be connected to learning outcomes. PLTs will determine extra-credit opportunities to be used. No teacher within the PLT shall vary from the agreed upon acceptable “opportunities.” Under no circumstances shall teachers use behaviors (i.e. supplying tissues, attending a school function, etc.) as extra-credit opportunities.

Additionally, students who need assistance to master concepts and skills receive that assistance through re-teaching.

### **Recovery Plan**

At the end of the first nine weeks of a semester, a student who earns a grade lower than 60% will be assigned to an Academic Recovery Plan so that the student has an opportunity to re-learn material and meet course objectives. At the end of the course, the subject teacher will revise the grade to a 60% for the first nine weeks if the student meets the following criteria:

- student completes Academic Recovery Plan

student maintains an average of at least 65% for second nine weeks of the semester

## **HOMEWORK**

### **Purpose**

The purpose of homework is to extend and enrich class work, and provide opportunities for the development of initiative, creativity, and responsibility.

No student shall be assigned more than 120 total minutes of homework per night, and will count no more than 15% of grade as a common PLT weight.

Teachers assign homework to:

- extend and enrich class work
- meet a real need in the student' learning experience
- provide opportunities for the development of initiative, creativity, and responsibility

When teachers assign homework (practice) they:

- thoroughly introduce the concept/skill and provide guided practice prior to the end of class so that students possess the skills needed to complete the assignment.
- articulate the purpose of the practice and respond to questions and clarify expectations so that students clearly understand the purpose of the assignment
- provide specific and timely feedback

Homework shall:

- only extend and be related to class work
- use only materials readily available to all students

# Bell Schedules

## PCHS Regular Block Bell Schedule

<b>REGULAR BLOCK</b>
(First Bell 7:18)
BLOCK 1 7:25 - 8:49
BLOCK 2 8:55 - 10:24
SMART Lunch 10:24 - 11:18
BLOCK 3 11:24 - 12:48
BLOCK 4 12:54 - 2:18

<b>EARLY RELEASE</b>
9/9, 9/30, 10/21, 12/2, 1/20 and 2/10
(First Bell 7:18)
BLOCK 1 7:25-8:25
Block 2 8:31-9:36
Block 3 9:42-10:42
Block 4 10:48-11:48

<b>ONE-HOUR DELAY</b>
(First Bell 8:18)
BLOCK 1 8:25-9:34
BLOCK 2 9:40-10:54
SMART Lunch 10:54-11:48
BLOCK 3 11:54-1:03
BLOCK 4 1:09-2:18

<b>TWO-HOUR DELAY</b>
(First Bell 9:18)
BLOCK 1 9:25-10:19
BLOCK 2 10:25-11:24
SMART Lunch 11:24-12:18
BLOCK 3 12:24-1:18
BLOCK 4 1:24-2:18

## **Attendance**

### **WCPSS Policy and Procedures**

Attendance in school is central to educational achievement and school success. Attendance and participation in class is an integral part of the teaching/learning process, and thereby a part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. An absence is excused if the following conditions exist (WCPSS School Board Policy 6000.3):

- Illness or injury that makes the student physically unable to attend school
- Isolation ordered by the State Board of Health or the Wake County Health Department
- Death in the family
- Medical, dental, or other appointment with a healthcare provider approved in advance
- Court when a student is under subpoena
- Religious observance, as suggested by the religion of the student or student's parents
- Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons"
- A catastrophic event or natural disaster

### **Make-up Work/SMART Lunch Assistance**

A student is expected to make up all work missed when he/she misses class. It is the responsibility of the student to arrange to make up all work at the convenience of the teacher. Every teacher is available to meet with students during their scheduled times (twice a week) to assist with make-up work and/or provide extra help. Sessions are held either the first twenty-five minutes of lunch or the last twenty-five minutes of lunch. All students are encouraged to take advantage of these sessions for make-up work or extra help. Teachers will announce and post times that they are available for student assistance. Each student is expected to participate in at least four sessions per quarter, receiving assistance or serving as a peer tutor to assist the teacher.

### **Make-up Work Policy for Excused Absences**

WCPSS Board Policy 6000 R&P Section F – School work will be made up for excused absences under the following conditions:

1. If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return (e.g., death in the immediate family, serious illness).
2. If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration should be given in the case of extended absences due to injury or chronic illness.
3. The student is responsible for securing make-up work at the secondary level.

## **Make-up Work Policy for Unexcused Absences**

WCPSS Board Policy 6000 R&P Section E– Make-up work shall be graded at a standard consistent with the original work. Credit equivalent to not less than 70% of the original value of the work shall be awarded for make-up work completed within the school' established procedures. In making final determinations about credit, the procedures should take into account the following:

1. The past performance of the student,
2. Circumstances that may have made the unexcused absence unavoidable,
3. Unusual family circumstances,
4. Nature of the specific learning activity,

Other issues that the teacher determines to be relevant to the situation.

Absences resulting from out-of-school suspensions are considered unexcused, and the same policy for make-up work applies. Full credit must be given for quarter, semester or grading period examinations in the case of short-term suspensions.

## **PCHS Specific Attendance Policy and Procedures**

In the event of an absence or tardy, it shall be the responsibility of the student to present to the attendance office a note signed by the parent or guardian citing the reason for such absence or tardiness. The note should list a telephone number where the parent may be reached during the school day. Such notes shall be presented within two (2) days of the student's return to school. Failure to comply will result in the absence or tardy being recorded as unexcused per School Board Policy 6000.4. The administration may require any additional documentation deemed necessary to verify an absence or tardy.

**Students returning to school from an absence and students securing permission for early release should report to the Attendance Office as early as possible to avoid tardiness to class. The Attendance Office opens at 7:00 a.m. Students who report to the Attendance Office after 7:20 a.m. to handle such notes may not be excused for tardiness to Period 1.**

## **Tardiness**

Beginning class on time and valuing learning are at the heart of what makes Panther Creek a superior high school. All students should be in their assigned classroom or location before the tardy bell rings. Any student who has an unexcused tardy to class is subject to the following:

Tardiness Procedure for Period 1 and 3 - managed by administration

- 3rd tardy for semester = Parent contact/warning
- 4th tardy for semester = Parent contact/Administrative Lunch Detention (ALD)
- 5<sup>th</sup> tardy for semester = Parent contact/ALD
- 6<sup>th</sup> tardy for semester = Parent contact/ ALD/Warning next offense can lead to revocation of lunch / parking privilege
- 7<sup>th</sup> tardy for semester = Parent contact/continue privilege revocation/additional consequences assigned by administrator

Additional tardy for semester = Administrative referral (ALD /OSS/privilege revocation)

### **Tardiness Procedure for Period 2 and 4 - managed by teachers**

- 3rd tardy for semester = Parent contact/warning
- 4th tardy for semester = Teacher assigns student to teacher assigned consequence
- 5<sup>th</sup> tardy for semester = Administrative referral (ALD)
- Additional tardy for semester = Administrative Referral (ALD or privilege revocation)

\*Students who fail to serve their assigned consequences will receive additional consequences assigned by administrator

### **Additional Requirements**

- All attendance notes should include the following:
  - Student's first and last name as listed in official school records
  - Date(s) tardy or absent
  - Reason for tardiness or absence
  - Signature of parent/legal guardian
  - Phone number where parent can be reached during the school day

Parents and students are encouraged to use the "PCHS Absence Report Form," which may be obtained at <http://www.wcpss.net/cms/lib/NC01911451/Centricity/Domain/7442/Absence%20Report.pdf>

- Absences not anticipated in advance may be excused if the student presents to the Attendance Office a note from his/her parent or guardian explaining the absence within two (2) days of his/her return to school. The note should be presented to the attendance personnel who will issue a class admission slip. The student shall present this slip to each teacher on the day of return to school. Parents may call the attendance office (919-463-8659) to report absences but are also expected to send a note upon the student's return to school.
- Absences anticipated in advance must be approved in advance. A "Request for Excused Absence for Education Reasons" form (<http://www.wcpss.net/cms/lib/NC01911451/Centricity/Domain/7442/req-for-excused-absence.pdf>) should be used. These forms are to be completed by the parent and returned to the attendance office. They should list a telephone number where the parent may be reached during the school day. Completed request forms will be considered for approval by the principal. The student will present this form to his/her teachers. **Because of this procedure, students are encouraged to make these requests at least two (2) school days prior to the anticipated absence.**
- Students arriving to school after the first tardy bell must report to the Attendance Office to obtain admission to class. If the tardy is to be considered **excused**, the student should bring a note from home. A tardy is excused if it meets WCPSS Board Policy 6000.3. The excused list is available on page 8.
  - Individual automobile equipment failures are not considered as reasons for excused tardies.
  - Students arriving late to school on a school bus will be issued a late bus pass from the Attendance Office. Late buses and their arrival times will be reported to teachers.

- A student who needs to leave school early should present a note to the Attendance Office, including explaining the reason and the time and date to be excused. This note must be signed by a parent/guardian and should include a phone number for verification. The student should present this note to the attendance office **before** the school day begins to have the note verified and to receive a permission slip to be released from class at the appropriate time. The student should report to the attendance office to sign out. If the student returns to school on the same day, he/she should sign in at the attendance office to receive an admission slip for class. If the student returns the next day, he/she should treat this situation as an absence and present to the Attendance Office a note from a parent along with the early release slip that was previously issued by the Attendance Office. **When leaving during the day to visit a doctor or dentist, the student should have the medical office receptionist stamp the early release slip and return this form to the attendance personnel. Students who properly obtain permission for early release in advance assist the attendance personnel from interrupting classes and also prevent further delays for parents who have come to provide transportation.**
- Types of absences other than the ones listed as excused or where procedures are not followed will be recorded as **unexcused**. In addition,
  - For unexcused absences and tardies, student may be assigned disciplinary consequences including lunch detention, suspension, or other measures determined by administration.
  - Students with attendance problems (excessive absences or tardies) will be referred to the administration for disciplinary action.
- Every attempt will be made to notify parents when students are absent. The school may use an automated message or a personal call.
- The school administration discourages parents from requesting to see students during the school day. To protect instructional times for students and staff, the administration may deny early dismissal from class for any student who did not obtain prior approval from the Attendance Office. In such cases, dismissal will occur at the end of the class period.
- Appeals of unexcused notes should be directed to the Attendance Clerk for consideration by the principal. Disposition of these matters will be based on the following conditions:
  - Compliance with stated procedure
  - Parental contact
  - Extent of mitigating circumstances
  - WCPSS Board Policy 6000.3
- **Credit for attendance** – To be recorded present for a class, a student must be in attendance for at least half the class. Students who have excused absences should be reminded that it is their responsibility to determine from the teacher the missed assignments and to complete all make-up work within the allotted time period.
- **The school administration may require the presence of a parent to sign out a student.**

## **Academic and Attendance Incentive Plan for Seniors**

A senior may qualify for exemption from final exams based on the following standards:

In accordance with the high school attendance plans, seniors will be exempt from non-State exams under the following parameters.

6 or fewer excused absences with an A average for a year-long course

4 or fewer excused absences with a B average for a year-long course

2 or fewer excused absences with a C average for a year-long course

3 or fewer excused absences with an A average for a semester course

2 or fewer excused absences with a B average for a semester course

1 or fewer excused absences with a C average for a semester course

The attendance count includes each instructional/student day of the semester and is calculated per class period by the teacher according to period attendance. A student must be in class for at least one half of the class period in order to be considered present for the class.

Time missed for school-related activities led by a teacher, activity advisor, or coach (such as field trips, school athletic participation, etc., that have been pre-approved by the principal) and pre-approved religious holidays (not including services, retreats, workshops, etc.) are not considered absences for purposes of exemption.

Absences related to visits to college campuses are considered absences for purposes of exemption. Students should use teacher workdays, holidays, and weekends for such visits. If a senior is competing for a scholarship that requires an interview during the school day, the student must submit an official document from the scholarship sponsor or university for approval prior to the absence; such required scholarship absences then may be waived by the principal for purposes of exam exemption.

Any suspension during the senior year makes a senior ineligible for exemption.

A student who is eligible for exemption may opt to take the final exam; the grade earned on the final exam will be used in calculating the student's final grade for the course.

Teachers are responsible for maintaining records to determine student eligibility for exemption.

The principal (consistent with North Carolina General Statute 115C-288) is responsible for the final determination of exam exemption eligibility.

***There are no exceptions to these standards.***

## **Behavioral Policies and Procedures**

### **General Discipline Policy**

All Wake County Public School System and Panther Creek High School rules apply to the regular instructional day as well as extracurricular activities and other events affiliated with the school, including activities off campus and such behaviors that may affect the safe and orderly environment of the school.

### **Student Behavior**

The academic and social expectations for students at Panther Creek are high. Respect for oneself and others as well as respect for instructional time and a healthy learning environment are essential to a successful school. Students are expected to display appropriate behavior at all times--in the classroom, hallways, restrooms, cafeteria, gyms, parking lots, buses, and at all school-sponsored events. Judicially, staff members have authority over students regardless of place. Students are expected to respect this authority.

Disciplinary measures vary based upon the seriousness of the infraction. Teachers and school administrators must adhere to the measures prescribed by the policies of the Wake County Public School System. When a student violates a classroom or school standard, the student may be referred to the proper school administrator, who will make any necessary investigations. If disciplinary measures are necessary, the administrator may assign, but is not limited to lunch detention or out-of-school suspension (OSS). Serious or repeated offenses may result in a recommendation for long-term suspension. Disciplinary measures are progressive in application. When a student is referred to an administrator, several different approaches may be used in an attempt to effect a behavior change. Naturally, the school is concerned with the causes of misbehavior; however, each student must understand that he/she will have to accept the consequences of misbehavior.

### **Alternative Learning Center (ALC)**

Alternative Learning Center (ALC) is a self-contained classroom located in the Media Center. Administrators approve placement in ALC. A licensed staff runs the program and provides character lessons tied-in with behavior.

### **Administrative Lunch Detention (ALD)**

Administrative lunch detention (ALD) is held in Room 1512 and begins immediately following the tardy bell and ends at the conclusion of SMART Lunch. A student assigned to ALD is expected to arrive with sufficient school work or appropriate reading material. A student who fails to report to or cooperate in ALD will be referred to an administrator and assigned appropriate consequences that may include additional dates assigned or out-of-school suspension (OSS). Students assigned to ALD may choose to bring lunch from home or may purchase a bagged lunch prepared by the school cafeteria.



## **Out-of-School Suspension (OSS)**

Students who commit major and serious infractions or who are repeat offenders may face out-of-school suspension (OSS), which is a denial of school attendance and a denial of participation in or attendance at school-sponsored activities. Such suspensions are made by the administration in accordance with policies of the Wake County Public School System.

While on out-of-school suspension, a student may not attend any school function and is not allowed on school grounds. Violators may face additional suspension and/or trespassing charges. A suspended student will not be allowed to participate in or practice any extracurricular activities (athletics, clubs, concerts, field trips, etc.).

## **Long-term Suspension**

Long-term suspension is defined as suspended from school for the remainder of the school term. In the case of firearm or explosive and other serious violations outlined in Wake County Public School System Board Policies, students may be suspended for 365 days.

## **Search and Seizure**

Refer to WCPSS Board Policy 6600.

## **Dress Code**

According to WCPSS Board Policy 6410 Level I-5, the principal shall exercise appropriate discretion in implementing the dress code, including making reasonable accommodations on the basis of students' religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to: exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any symbols, styles, or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified (Refer to WCPSS Board Policy 6410 Level III-2). Sunglasses in the building are also prohibited unless approval has been granted by administration because of medical reasons.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance.

## **Electronic Devices**

Refer to WCPSS Board Policy 6410 I-6; adherence to this policy is expected.

## **Possible Consequences for Behavioral Infractions**

The *Student Code of Conduct* establishes a common understanding among students, parents, and teachers of what is expected of students at Panther Creek High School. The code of conduct in no way limits the prerogative of the school administration and teachers to establish rules not included therein. In all cases involving discipline, every effort will be made to establish contact with a parent. This document is designed for use in conjunction with the *WCPSS Student/Parent Handbook*. The *Student Code of Conduct* rules are leveled, indicating the severity of violation and type of consequence.

**Level I-** Level I rule violations are less serious and should generally result in in-school interventions in lieu of out-of-school suspensions. A student may receive an out-of-school suspension for a Level I rule violation if it is the student's third (3<sup>rd</sup>) violation of a Level I rule within the same semester and in-school interventions were attempted in response to both prior violations or in cases where a student refuses to participate in the in-school interventions. In these cases a Level I rule violation may result in an out-of-school suspension of up to two (2) days, provided the parents or guardians have been offered the opportunity to meet with administrators to discuss behavioral issues in connection with at least one of the prior Level I offenses. A principal may impose an out-of-school suspension of up to two (2) days for the first or second Level I rule violation in any given semester only after consultation with the Area Superintendent and based on aggravating factors that are listed in the suspension notice. Level I rule violations shall not result in a long-term suspension.

I-1 Noncompliance

I-2 Disrespect

I-3 School/Class Attendance (Cutting Class, Excessive Tardiness, Leaving Class Without Permission, Skipping School, Late to Class)

I-4 Inappropriate Language

I-5 Inappropriate Dress

I-6 Electronic Devices (Cell Phone, Other Than Cell Phone)

I-7 Trespassing

I-8 Tobacco

I-9 Gambling

**Level II-** Level II rule violations involve more serious misconduct that may warrant a short-term suspension that shall not exceed five (5) school days. Principals may recommend a long-term suspension based upon aggravating factors regarding the severity of the violation and/or safety concerns which may warrant the recommendation of long-term suspension. Any long-term suspension recommendation based on aggravating factors shall be approved by an impartial Review Panel pursuant to Policy 6500E.

II-1 Integrity (Honor Code Violation, Falsification)

II-2 Inappropriate Literature

II-3 Violation of computer access

II-4 Class/Activity Disturbance

II-5 School Disturbance

II-6 School Transportation Disturbance

II-7 Disruptive Protest

II-8 False Fire Alarm

II-9 Fire Setting/Incendiary Material

II-10 Property Damage

II-11 Theft

II-12 Extortion

II-13 Indecent Exposure/Sexual Behavior

II-14 Harassment/Bullying

II-15 Sexual Harassment

II-16 Threat/False Threat

II-17 Physical Aggression/Fighting

II-18 Failure to Report Firearm

II-19 Hazing

II-20 Search and Seizure

II-21 Aiding and Abetting

**Level III-** Level III rule violations are more severe in nature and support long-term suspension. The principal may recommend a short-term suspension (ten [10] days or less) based on mitigating factors. Any reduction to short-term suspension based on mitigating factors shall be approved by the Discipline Review Committee appointed by the Superintendent.

III-1 Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia

III-2 Gang and Gang Related Activity

III-3 Weapons/Dangerous Instruments/Substances

III-4 Assault on a Student

III-5 Assault on School Personnel or Other Adult

III-6 Assault involving Weapon/Dangerous Instrument/Substances

III-7 Bomb Threat

III-8 Bomb Threat: Aiding/Abetting

III-9 Acts of Terror

**Level IV-** Level IV rule violations compromise the safety and welfare of students and staff and require a suspension under NC General Statutes.

## Academic Integrity

The students and faculty of Panther Creek High School value honor, integrity, and responsibility in order to promote and foster an atmosphere of cooperation and mutual respect. By upholding these values, students will build a community in which they will achieve their greatest potential in character and citizenship.

### Students are expected to:

- To produce authentic and original work
- To refrain from gaining an unfair advantage on academic work or assisting others in doing so
- To cooperate in a community of freedom and trust
- To hold one another accountable to the values of the Panther Creek High School community
- To honestly represent one's actions and those of others
- To clarify with the teacher how the expectations of academic integrity apply to any assignment

The Wake County Public School System's *Code of Student Conduct* (6410) specifically addresses integrity:

**Level II-1 Integrity** - Any student who engages in or attempts to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:

- a. **Cheating**- giving or receiving of any unauthorized assistance on academic work.
- b. **Plagiarism**- copying the language, structure, or idea of another and representing it as one's own work.
- c. **Falsification**- verbal or written statement of any untruth.

**Violation of software copyright laws**- unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software."

As identified in the WCPSS *Code of Student Conduct* (6410), cheating, plagiarism, falsification, and violation of software copyright laws are Level II-1 offenses. Thus, a student who engages in violations of academic integrity is subject to a short-term suspension not to exceed five days or a possible long-term suspension with aggravating factors. Additionally, acts that do not show academic integrity can influence student references for college applications, job applications, etc. A student who engages in violations of academic integrity is also subject, based on membership guidelines, to dismissal from such organizations as National Honor Society.

WCPSS Board Policy 6410 Level II-1 specifically prohibits plagiarism, cheating, falsification, and violation of software copyright laws. Included in the chart below are examples of such violations of academic integrity. Please note that the examples provided are not all-inclusive.

<p><b><i>Examples of Plagiarism</i></b></p>	<p><b><u>Turning in someone else's work as your own</u></b></p> <ul style="list-style-type: none"> <li>• Submitting a complete version of someone else's work</li> <li>• Turning in another student's work with or without that student's knowledge</li> <li>• Turning in a paper a peer or anyone else (adult, parent, etc.) has written for the student</li> <li>• Including significant portions of text straight from a single source, without alteration</li> <li>• Copying from several sources, tweaking the sentences to make them fit together while retaining most of the original phrasing</li> <li>• Buying a paper from a research service or from an internet site</li> </ul> <p><b><u>Copying words or ideas from someone else without giving credit</u></b></p> <ul style="list-style-type: none"> <li>• Changing only key words or phrases while keeping the essential content of the original source(s)</li> <li>• Changing words but copying the sentence structure or essay structure of a source</li> <li>• Copying so many words or ideas from an electronic or print source that it makes up the majority of your work, whether you give credit or not</li> <li>• Using images from electronic or print sources without proper citation</li> <li>• Using translation services or devices without authorization</li> </ul> <p><b><u>Failing to put a quotation in quotation marks</u></b></p> <ul style="list-style-type: none"> <li>• Properly citing a source, but neglecting to put in quotation marks text that has been copied word-for-word, or close to it</li> </ul> <p><b><u>Giving incorrect information about the source of a quotation</u></b></p> <ul style="list-style-type: none"> <li>• Mentioning the author's name for a source, but neglecting to include specific information on the location of the material referenced</li> <li>• Purposefully providing inaccurate information regarding sources, making it impossible to find them</li> </ul>
<p><b><i>Avoiding Plagiarism</i></b></p>	<p>Changing the words of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.</p> <p>The PCHS Media Center Blackboard site has several resources to help students avoid plagiarism. These resources are available in the "MLA Formatting" section and the "Plagiarism" section.</p>
<p><b><i>Examples of Cheating</i></b></p>	<ul style="list-style-type: none"> <li>• Copying or allowing others to copy information from someone else's assignments, test papers, homework, etc.</li> <li>• Using or obtaining unauthorized materials and methods while completing an assignment or assessment</li> </ul>
<p><b><i>Examples of Falsification</i></b></p>	<ul style="list-style-type: none"> <li>• Forging signatures,</li> <li>• Lying, fabricating data</li> </ul>
<p><b><i>Examples of Violations of Software Copyright Laws</i></b></p>	<ul style="list-style-type: none"> <li>• Unauthorized duplication of computer software (computer piracy)</li> <li>• Unauthorized duplication of printed material related to computer software</li> <li>• Use of pirated computer software</li> </ul>

## **General Student Information**

### **Assemblies**

Assemblies at Panther Creek High School are extensions of the classroom and occur only when there is instructional merit. Most assemblies are scheduled during SMART Lunch. However, for assemblies to be positive experiences, students must behave in an appropriate manner. The following standards will be applied to all assemblies at Panther Creek High School:

- Students are required to follow instructions for entering and leaving all assemblies.
- These instructions will be communicated to them by their classroom teachers and/or by administration.
- Students are required to sit with their teacher in the area designated for their class by the administration.
- Students should be seated in the gym or auditorium as quickly as possible.
- Students are required to listen attentively to any instructions or introductions given in an assembly.
- Audiences will not be permitted to interrupt performances, speeches, or the order of the program in an inappropriate manner.
- Students will not be permitted to leave an assembly except in the case of an emergency.

### **Cafeteria**

- Information regarding eligibility for free/reduced meal will be made available at the beginning of the school year. For assistance, please see the Student Services secretary; students must re-apply for free/reduced price each year.
- Prices for the school year are \$2.50 for full price plate lunch and \$.40 for reduced price lunch; \$1.50 for full price plate breakfast and \$.00 for reduced price.
- Students may pick up breakfast and take the food to their Period One Class. Students may bring a lunch from home or purchase a lunch prepared by the cafeteria staff.
- Students may not leave campus during a lunch period for any reason without prior approval by administration through the attendance office. Violation of this policy may result in OSS.
- Students are required to throw away all of their trash at the end of their lunch period.

### **Emergencies/Health Room**

The health room is located in Student Services. Any student wishing to receive assistance for an illness or accident is to report to Student Services or the Attendance Office and seek assistance from a staff member. Students too sick to remain in class are too sick to remain at school. For this reason, students are asked to go to the Attendance Office to contact a parent to pick them up when having to check into the health room. Regarding chronic health concerns, a Public Health Nurse, though not on campus daily, is assigned to Panther Creek High School and appointments can be made through your counselor.

### **Fines/Fees**

Students are expected to clear any fines/fees promptly, including returning books, materials, uniforms, equipment, etc. Failure to clear fines and fees will prohibit a student's eligibility for a parking permit and/or off-campus lunch pass. In addition, students may be ineligible to participate in student activities such as the prom, tryouts for athletic teams, etc.

## **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. The office staff will not accept food for delivery to students.

## **Fundraising**

In accordance with WCPSS 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 activity or club advisor. Additional questions should be directed to the administrator over fundraising.

## **Graduation Speaker (Farewell Address)**

Panther Creek tradition allows members of the senior class to have the opportunity to elect their classmate who will deliver the farewell address at graduation. Seniors with the top ten weighted grade-point averages at the end of the third grading period are given the opportunity to have their names placed on the ballot.

## **Graduation Speaker (Welcome Address)**

The Welcome Address at the graduation commencement will be given by a senior from the student body. The Welcome Address will not be more than two minutes in length. In order to apply, a senior must meet the following criteria:

1. Weighted GPA must be equal to or above the class average.
2. Student must have been enrolled at PCHS for four consecutive semesters.
3. Student must obtain three teacher endorsements, one of which must be a current instructor.
4. Student must list all extra-curricular activities in which they have been involved.

Auditions will be scheduled in early June in front of a faculty panel. If a student does not appear for the scheduled audition, the student will no longer be considered.

## **Hall Passes**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have an official PCHS hall pass from an authorized staff member.

## **Homework**

The faculty of Panther Creek High School considers homework to be an important part of the educational program. Thus, homework will be assigned on a regular basis throughout the school year. These assignments will be purposeful extensions of the instructional program. Homework appropriate to the developmental level of the student will be given for the purpose of review, practice, reinforcement, inquiry, and enrichment. Students and parents will be informed of the specific homework requirements as well as the evaluation procedure for each course at the beginning of each semester by way of documents distributed by teachers in individual classes.

## **Lockers**

Hall lockers and physical education lockers are the possession of the Wake County Board of Education and may be entered at any time by the staff of Panther Creek High School. Students wanting a locker will be issued a lock as well as a locker in the academic areas with the completion of the Locker Agreement Form. Physical education locks and lockers will be issued as needed and are handled by the student's P.E. teacher. Students who fail to return their assigned lock will be charged \$5.00. Students may also be fined for damaged lockers. Properly securing possessions is the responsibility of the individual student. Students are encouraged to leave valuable items at home and limit possession of significant sums of money. While the administration will support students and promote integrity, taking ownership of irresponsible decisions and carelessness cannot be the priority of the school staff.

## **Lunch**

Panther Creek High School offers SMART Lunch, an extended single lunch period. Students have the opportunity to have lunch and participate in an array of activities offered during SMART Lunch. Such activities may include but are not limited to tutorials during the teachers scheduled times (twice a week), opportunities to gain service hours by providing assistance, intramural sports, clubs/organizations offered through PCHS, groups offered through Student Services, departmental offerings such as guest speakers, career speakers/programs, and many more.

- Students may bring lunch from home or purchase lunch from Child Nutrition Services (Cafeteria); lunch should not be delivered by parents or other individuals, including students returning to campus from lunch off-campus.
- Students may leave campus with a valid PCHS Lunch Pass (only juniors and seniors are eligible for an off-campus lunch pass); it is the responsibility of the student to have a parent contact the Attendance Office if he/she is not able to return to school after lunch due to an illness.



## **Media Center**

The Media Center's mission is to empower students and staff to become effective and ethical users of information and ideas. The goal of the media program is to prepare our users to be lifelong learners able to identify their information needs, to be able to access, search, and evaluate relevant information, to solve problems and make decisions, and to be able to communicate new knowledge and ideas in a variety of formats. The media center will be open Monday - Thursday, 6:55 a.m. - 3:15 p.m., and Friday, 6:55 a.m. - 3:00 p.m.

- **Media Center Expectations**

- Use a quiet voice.
- Leave, candy, food and drink outside.
- Use the media center for research projects, reading, and studying.
- Bring a pass to enter during class time and sign in at the desk.
- WCPSS policy prohibits the use of personal email, IM, games, and downloading/installing software programs and music.
- Research and school assignments receive priority for computer use.
- Respect others' created works by observing copyright laws and by citing all sources of information including the Internet.

- **Atmosphere**

An atmosphere conducive to student learning will be maintained. The Media Center staff reserve the right to prohibit facility use to students who make choices not to follow Media Center expectations.

- **Use**

No passes are required before and after school. While classes are in session, students must either be with a teacher, or have a signed pass from their subject teacher to use the Media Center. Students with a pass must sign in and out at the desk from 7:25 a.m. until 2:18 p.m. during regular school hours. Students using the Media Center during SMART Lunch must sign in.

- **Circulation**

Books may be checked out for 2 weeks and renewed. Books may be placed on reserve by teachers or by the media staff.

- **Overdue Fines**

Books: \$.10 per **day up to a maximum of \$5.00**. Library fines and overdue books are to be cleared before the end of each school year.

- **Computer Use in the Media Center**

Students may print from the computers for \$.10 per page for black and white, and \$.25 per page for color. Students are expected to use their WCPSS email accounts and their WCPSS google accounts. Improper use of the Internet may result in disciplinary action.

- **Copier**

A self-service copier is available in the Media Center for student use at \$.10 per copy.

## **Parking on Campus during the School Day**

Only students who have been issued official parking permits from school administration are allowed to park on the Panther Creek campus on school days (6:45 a.m. until 3:30 p.m.). No student drivers are permitted to enter or exit the visitor/staff parking area of campus between 6:00 a.m. and 6:00 p.m. Information on applying for a parking permit is available under the "Forms" section of the school's web site. Students who park on campus without an official parking permit are subject to disciplinary consequences, including but not limited to the following: ineligibility to receive an official parking permit; citation; towing at the owner's expense. Towing fees are determined by the company that tows and stores the vehicle. Panther Creek assumes no liability for damages that may occur when a vehicle is parked illegally on campus or towed and stored. All students should be familiar with the parking regulations, which can be found under the "Forms" section of the Panther Creek web site.

## **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. A stamp of approval, 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. Seventy-two hours of prior approval time is required before a sign can be posted.
3. Signs must have the "stamp of approval" in order 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 (generally key intersections, visible areas vs. random placement).

## **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 may be scheduled exclusively for PCHS students and their invited guests. Students may 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 multiple suspensions.

## **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. Panther Creek is not responsible for stolen and/or damaged bicycles or bicycle locks.

## **Student Identification Card**

Students must have their Student ID cards at all times.

## **Student Internet/E-mail Opt Out Option**

WCPSS provides students a WCPSS email account, for which PCHS provides all log-in information. Students are expected to use their WCPSS email accounts when communicating with staff. Parents and students should review WCPSS Board Policy 6446 and 6446 R&P in the *WCPSS Student/Parent Handbook*. Students are subject to disciplinary action for failure to adhere to the policies regarding "Student Acceptable Use of Electronic Resources." As outlined in the policies, "Annually, parents may deny their child's individual access to the Internet and/or prohibit them from obtaining a Wake County Public School System email account at any time by submitting a signed and dated Parental Request to Deny Access Form. It may [also] be downloaded from the forms section of the district's Internet website. Parent's requests to deny access are effective only for the current school year and do not carry over into the child's next school year." PCHS parents should submit such written requests to the principal.

## **Telephones**

- Teachers may make appropriate calls for students who stay after school; however, student use of staff phones in teacher work areas is not permitted.
- Students staying after school may use classroom phones with staff supervision.
- Student calls related to attendance (signing out) must be made from the Attendance Office with permission of the attendance clerk.
- Except as permitted by WCPSS Board Policy 6426, no student shall use, display, transmit or have in the "on" position on school property any wireless communication device or personal entertainment device, including but not limited to, cell phones, pagers, two-way radios, CD/MP3 players, and electronic games, or any laser pointer or similar devices until after the conclusion of the instructional day. School principals may authorize individual students to possess and/or use for personal purposes wireless communication devices if, in the opinion of the principal, there is a reasonable need for such communication.

## **Telephone Messages**

Personal telephone messages for students will not be accepted nor delivered, except in emergency situations. Callers need to clearly identify to the main office staff any telephone calls related to emergency situations. Ultimately, school personnel must make judgments regarding if/when to interrupt instruction for delivery of messages. To every extent possible, the school will avoid interruptions of classes. If a message must be delivered, it likely will be held until the end of a class block.

## **Textbooks**

When textbooks are issued to students, they become responsible for returning them in the same condition as when issued, except for normal wear. Charges will be assessed for lost and damaged books. Students may be denied participation in prom or other school-sponsored activities if they have any debt to school.

## **Trespassing**

- No student shall be on any other school in the Wake County Public School System during the school day without the knowledge and consent of the officials of the school that he/she is visiting. Violators may face disciplinary consequences.
- Students who loiter at any school after the close of the school day without a specific reason or adult supervision will be considered trespassers. Furthermore, they may be prosecuted in the case of not leaving the campus when instructed to do so.
- Any student who has been suspended from Panther Creek High School will be considered trespassing if he/she appears on our school campus during the suspension period without the permission of the principal.
- Likewise, adult visitors are required to sign in at the main office and must obtain permission to be on campus. Violators will be subject to trespassing charges and/or denial to be on campus at future times.

## **Valuables**

- Students should not bring valuables, large sums of money, expensive jewelry, etc., to school. If it is necessary for students to bring such items, students should make arrangements with a sponsor or teacher for safekeeping. Students should not leave money or valuables in a locker. Students are responsible for marking their personal possessions so that lost possessions can be identified. During PE classes all valuables are to be secured with the PE teacher. The school administration cannot be responsible for items lost or irresponsibly managed by students.

## **Visitors**

- All visitors are required to report directly to the main office upon entering the school building. Furthermore, they will be required to register as a visitor in the main office and wear a visitor badge (provided by the school) during their entire time on our campus.
- Students from other Wake County schools, as well as out-of-town guests, are not permitted to come on the Panther Creek High School campus during regular school hours without the prior approval of the principal.
- Students are not allowed to have visitors on campus.

## 2016-17 Guidelines for Off-Campus Lunch Pass for Seniors and Juniors

- To be eligible for a lunch pass, a student must be classified as a junior or a senior as outlined in the school and system policies. To qualify and to maintain the pass, a student must have passed all courses attempted in the most recently completed grading period. A student with any outstanding school debt(s) on file will not be eligible for a lunch pass until all debt(s) are cleared.
- In order to leave campus at lunch, an eligible student must present a lunch pass to the school official/security officer checking passes in the student parking lot. Using an off-campus lunch pass to leave from the faculty/visitor parking lot requires administrative permission. Students should also have in their possession a valid photo ID (driver license or Panther Creek ID) and should be able to present the photo ID upon request by school or security officials. Not having the official lunch pass to show the school official/security officer prohibits a student from leaving campus. Any violations regarding departure from campus during lunch may result in revocation of the student's lunch pass.
- Students who use the off-campus lunch privilege are subject to the rules of student conduct as applicable to the regular school day as adopted by the Wake County Public School System and Panther Creek High School. Behavior off campus during the lunch period should be in compliance with system and school expectations and policies; infractions off campus may result in school disciplinary actions.
- Student drivers are responsible for knowing if persons riding with them have a lunch pass. Any student who provides transportation for a student who does not have a lunch pass may lose his/her lunch pass and any parking privileges for a time determined by administration.
- Student drivers who attempt to transport students concealed in trunks/cargo areas may have their lunch and parking permits revoked for the remainder of the school year.
- Failure to return to class after the lunch period may result in the revocation of the lunch pass privilege.
- To leave school early and not return to class after being off campus for lunch, a student must officially sign out at the attendance office and must have parental permission through the attendance office.
- Students with lunch passes may return to campus early but must abide by established school lunch rules, including not remaining in the student parking areas or other off-limit areas. Food purchased off campus is not permitted in the cafeteria/commons area.
- Littering of public or private property may result in the revocation of the lunch pass and other disciplinary actions.
- Safety is a priority and running in the parking lot is not permitted. Consequences for running can include revocation of off-campus lunch pass at the discretion of the administration.
- Lunch passes are the property of Panther Creek High School and can be revoked at any time the passes are used improperly.
- Any disciplinary matter may result in the revocation of the lunch pass privilege.
- The main office staff may issue duplicate passes. A one-week time frame will be observed before any duplicate is issued. All requests for a duplicate must be accompanied by a written parental request, which may require phone verification. There will be a \$15 charge assessed for the first duplicate and a \$20 charge for a second duplicate. No additional duplicates will be issued.
- The school assumes no liability for any accident or injury incurred in the exercise of the off-campus lunch privilege.
- The student and the parent are responsible for where the student goes for lunch and for transportation.

## WCPSS and PANTHER CREEK HIGH SCHOOL

### 2016-2017 PARKING REGULATIONS

1. All students must clear all fees and fines prior to applying for a parking tag. Tags will not be issued to students with outstanding fines or fees to Panther Creek or any other school. Tags are issued at designated times established and announced by school administration. Until students possess their assigned tag to display, they are not permitted to park on campus.
2. The parking fee established by the Wake County Board of Education for the 2016-2017 school year is **\$170**. Tags issued for less than the entire school year will be subject to a **\$17** per month rate for each remaining whole or partial month. These fees are subject to change after the WCPSS budget is finalized for the school year. Likewise, parking regulations are subject to change.
3. Parking tags will be available only to students who have a valid North Carolina Driver License.
4. Only one tag will be issued per space. Students may register up to two of their family vehicles. The tag may be moved from one registered family vehicle to another, **but may NOT be sold, given, or loaned to another student for his or her use**. The penalty for so doing is revocation of parking privileges. Notification of a vehicle change must be communicated to administration.
5. All students who park a motor vehicle on the school campus must display the current hanging-tag permit. The tag must be hung from the inside rear-view mirror, facing the front of the vehicle. Students who fail to properly display the tag will be ticketed or have their tags revoked.
6. Vehicles must be parked in assigned spaces. Students remaining on campus for school activities after school are to leave cars in their assigned spaces until exiting campus. The only places available for student parking are the student lots. Students may not park on the road, driveway, in intersections, or in any other place, including other school campuses. Vehicles parked in the wrong space or in unauthorized areas will be subject to being towed at the owner's expense and the tag will be subject to revocation without refund.
7. Vehicles should be parked front-end first. Backing into spaces is not permitted.
8. The safe operation of motor vehicles is required. Vehicles must not travel in excess of **10 miles per hour**. Seat belts are required for driver and all passengers. No person should enter or exit from a moving vehicle at any time.
9. Speeding and reckless driving are prohibited. Exiting from student lots in the afternoon will be held until buses leave campus. Citations will be issued as necessary.
10. Safety is a priority and running in the parking lot is not permitted. Consequences for running can include revocation of parking, off-campus lunch pass, or both, at the discretion of the administration.
11. Driving, parking, and backing out a vehicle other than your own is strongly discouraged. Remember, it is your or your parent's insurance and accidents do occur.
12. Supervision is provided for parking lots; however, the school system is not responsible for damages to or theft from vehicles. Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked.

13. Student vehicles are subject to search and seizure per Wake County School Board Policy 6600.
14. School Board Policy prohibits the possession and/or use of tobacco products on campus. Students may not possess tobacco products or smoke in cars at any time while on the school campus. Weapon and drug charges will result in automatic revocation.
15. Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student.
16. If a student holding an assigned parking space transfers within the WCPSS during the year, he or she will be assigned a space at the new school with no further payment of fees, assuming the original parking tag has been returned to the office of the previous school. If no space is available at the new school, the originating school will make the refund.
17. Refunds for parking fees will be made only if the student moves away from the Wake County Public School System. Parking fees will NOT be refunded for
- voluntary withdrawal from school (dropping out).
  - long-term suspension from school.
  - school based disciplinary action related to loss of parking privilege.
  - loss of driving privilege due to revocation of operator's license.
- \*All other refund requests are at the discretion of the principal.
18. Carpooling is encouraged and parking spaces may be shared by students. If students apply to share a parking space and are approved to share, only one tag will be issued for the shared space. The student using the space must display the tag. If the tag is revoked, neither student driver may park on campus during the revocation period.
19. Students shall inform the office immediately of any changes in vehicle or license plate. Lost parking tags will be replaced for a \$10 fee. Report losses to the office.
20. Attendance and tardy policy violations may result in revocation of parking privileges. Specifically, chronic tardiness to first block and/or third block may result in revocation of parking privileges.
21. Loitering in the parking lot is prohibited. Students should lock their cars and leave the parking lot immediately upon arriving at school. Students should take all materials/items needed for the school day and not use vehicles as lockers. Students need written permission from an administrator, the SRO, or the parking lot attendant to be in student lots during school hours, including class changes. At lunch, only students using their official off-campus passes are permitted in the parking areas.
22. Student drivers leaving for off-campus lunch are responsible for knowing if persons riding with them have a lunch pass. Any student who provides transportation for a student who does not have a lunch pass or school permission to be off campus may lose his/her parking privileges for a time to be determined by administration.
23. Between 6:00 a.m. and 5:00 p.m., student drivers may not enter the campus via the visitor/staff parking area.

24. Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. According to School Board Policy, students who violate parking regulations are subject to any or all of the following consequences:

- Revocation of parking privilege.
- Ticketing (up to \$10 per citation). Multiple unpaid citations will result in restriction of privileges and/or revocation of parking pass.
- Towing and storage of the vehicle at the owner's expense.
- Disciplinary action.
- Criminal charges as prescribed by law.

25. Handicapped parking is available as needed on an assigned basis only.

26. For space numbers 195 through 589, students are not to create two-way traffic within the parking areas. In the morning, students should only enter their row from the entrance lane. When exiting, students should only back out and exit from their row, not loop around to other rows to exit.

27. For space numbers 14-194, additional safety regulations to students assigned to those spaces in the stadium parking lot.

- From the student parking entrance, use the first left to enter the assigned parking area (left at the Spirit Rock).
- After exiting vehicles, students should use sidewalks and crosswalks, exercising caution around buses and other vehicles.
- At dismissal, students should wait to move their cars until after the buses have left the parking area.
- When departing campus, students should drive toward the building and then turn right to merge with other student traffic.

28. When student drivers are exiting, they should back out of their assigned spaces only when there is an opening in the line of traffic. Creating a double line of traffic is a violation. While waiting for busses to depart, student drivers should turn off their engines.

29. Parking a vehicle on school property is a privilege, not a right. Please review all parking regulations with your parents and communicate with school administrators for clarification of any matter about which there are questions.



## **Athletics**

PCHS is a member of the Southwest Wake 4-A Athletic Conference and the NC High School Athletic Association. Students are encouraged to participate and/or support the athletics program. Team coaches and the athletic director are available to advise and assist students.

### **Wake County High School Athletic Participation Form**

This form must be completed and filed with the school's athletic trainer prior to a student's participation in any practice sessions and/or athletic contests. A current physical/medical examination is one of the components to be reported on this form. Please note that physicals/medical examinations are valid for 365 days. This form is available online at <http://www.panthercreekathletics.com/> or may be obtained from Student Services or the Main Office.

### **Attendance on the Day of an Athletic Event**

A student must be in attendance at school for the entire day on the day of any athletic game or practice activity in which he/she is to participate. Any exemptions with regard to this rule require administrative approval and most likely will require a doctor's note.

### **Team Roster**

Once an athlete has been placed on a team's roster, he/she may not withdraw from that roster and try out for another team until the original team's sport season has ended. For example, a member of the football team may not try out for basketball until the football season has ended. Dual participation will be determined on an individual basis. An example of dual participation would be playing soccer while kicking for the football team.

### **Out-of-School Suspension (OSS)**

A student assigned to OSS cannot participate in a practice or athletic contest scheduled for the day(s) of the OSS assignment.

### **Sportsmanship**

Panther Creek High School values good sportsmanship. The athletic director and the school administration expect coaches to model and emphasize positive behavior on and off the playing field or court. Regardless of a student's participation—as an athlete or a spectator—each individual student is responsible for demonstrating the highest level of respect for competitors, for fans of our opponents, and for self and all fellow Catamounts. In no form or fashion will poor sportsmanship be allowed. Routinely, a student who demonstrates poor sportsmanship will be corrected with appropriate measures, including but not limited to removal from a game, an event, denial of participation in future games, and possible suspension from a team or from school. Annually, it is Panther Creek's goal to be recognized by the North Carolina High School Athletic Association as a school with NO ejections for the school year.

Body paint is prohibited at all NCHSAA sanctioned athletic events. As a part of our belief in positive school spirit and sportsmanship, as well as our desire for a safe and orderly environment at events, body paint (including face paint) is prohibited at all Panther Creek athletic and school events. Spectators with body/face paint will be given the opportunity to remove paint before entering an event, or they will be denied admission and asked to leave the premises of the event.

It always is the expectation at Panther Creek that our students and supporters cheer for our student-athletes, not against the student-athletes from other schools. Good sportsmanship is an integral part of having a successful athletics program.

## **Student Services**

Student Services seeks to provide a continuum of support services that positively impact the personal, academic, and career development of the students within the school, family and community. Counselors provide individual counseling, group guidance, small-group counseling, consultation with teachers and parents, and referral(s) to community agencies to meet the needs of all students. During the school year, Student Services will offer various programs for parents and students. Dates and times for these programs will be posted on the Panther Creek website and announced at school. Students are assigned a counselor based on the first letter of their last name.

Students who wish to see a counselor should stop by Student Services before school, after school and during lunch to set an appointment. Counselors will contact students as soon as possible.

### **Student Assistance Program (SAP)**

The SAP Coordinator assists in implementing programs and instructional activities designed to support students who are at risk. The coordinator provides counseling and support services to students and their families; develops support groups; and provides training and instruction to staff, parents, students, and teachers.

### **Transcripts**

A student's high school transcript is a record that includes the following information: personal data, school performance, minimum admission requirements, immunization and attendance. A student's transcript will reflect the courses completed along with the credits and grades earned in high school. An authorization form for release of the transcript to any program, college, scholarship agency or organization should be submitted to the Registrar. In order for a transcript to be "official," it must be sent from the high school office to the college, university or organization without the student or parent handling it.