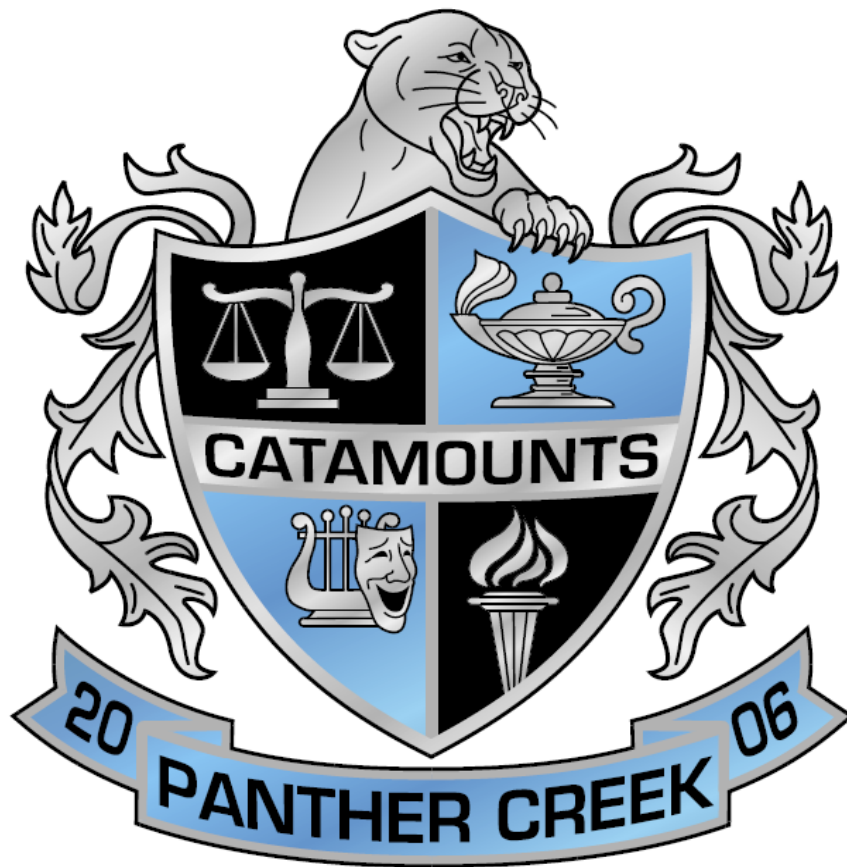


PANTHER CREEK HIGH SCHOOL

STUDENT/PARENT HANDBOOK

2019-2020



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.

PANTHER CREEK HIGH SCHOOL

Student/ Parent Handbook



Table of Contents

Mission.....	3	General Student Information	
WCPSS Code of Conduct.....	3	• Cafeteria.....	17
Collective Commitments.....	3	• Emergencies/Health Room.....	17
Vision.....	3	• Fines/Fees.....	17
Administration.....	4	• Fire Drills.....	17
Academics		• Flowers, Balloons, Gifts, Lunches.....	17
• Graduation Requirements.....	5	• Fundraising.....	17
• Course Selections.....	5	• Hall Passes.....	18
• Course Correction.....	5	• Lockers.....	18
• Grading Policy.....	7-8	• Lunch.....	18
Attendance		• Media Center.....	18
• WCPSS Policies and Procedures.....	9	• Parking	19
• Make-up Work/SMART Lunch Attendance.....	9	• Posters and Displays.....	19
• Make-up Work Policy - Excused Absences.....	9	• School Functions.....	19
• Make-up Work Policy - Unexcused Absences.....	10	• Skateboards./Roller-Skating/Bicycles.....	19
• PCHS Specific Attendance Policy and Procedures.....	12	• Student Identification Cards.....	19
• Additional Requirements.....	11	• Student Internet/Email/Opt Out Option.....	20
• Academic and Attendance Incentive Plan for Seniors.....	13	• Telephones.....	20
Behavioral Policies and Procedures		• Telephone Messages.....	20
• General Discipline Policy.....	14	• Textbooks.....	20
• Student Behavior.....	14	• Trespassing.....	20
• Alternative Learning Center (ALC).....	14	• Valuables.....	20
• Lunch Detention (ALD).....	14	• Visitors.....	20
• Out of School Suspension (OSS).....	15	Athletics	
• Long-term Suspension.....	15	• Wake County High School Athletic Form.....	21
• Search and Seizure.....	15	• Attendance on the Day of an Athletic Event.....	21
• Dress Code.....	15	• Team Roster.....	21
• Electronic Devices.....	15	• Out of School Suspension (OSS).....	21
• Possible Consequences for Behavioral Infractions.....	16	• Sportsmanship.....	21
		Student Services	
		• Student Services.....	22



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

Pursuing the extraordinary through **passion, purpose** and **pride**.

WCPSS Core Beliefs

- Every student uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaning full learning each day.
- Every student is expected to learn, grown, and succeed while we will eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.
- Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all the students.
- The Board of Education, superintendent, and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high performing organization focused on students achievement.
- The board of Education, superintendent and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
- The Wake Count residents value a strong public school system and will partner to provide the support and resources to full realize our shared vision, accomplish the mission, and sustain core beliefs.

PCHS Expectations—See full Expectation matrices at end of handbook

Participate actively in learning

Celebrate diversity

Honor PCHS and WCPSS procedures and policies

Strive to be a person of character



Panther Creek High School Administration

Dr. Gregory Decker

Principal

gdecker@wcpss.net

Departments: Administration, Athletics, Media, Office/Clerical

Jonathan Chang Assistant Principal schang@wcpss.net	Crystal Locus Assistant Principal clocus@wcpss.net	Drew Mabe Assistant Principal tmabe@wcpss.net	Benjamin Olin Assistant Principal bolin@wcpss.net	Eric Rosen Assistant Principal erosen@wcpss.net
Attendance Cary Chinese School Community Schools Fines and Fees Master Calendars Summer School Technology Integration Coordinator Textbooks Website	504 Plans Alternative Learning Center (ALC) Beginning Teacher & Mentor Program GradPoint Grants NCEES Staff Handbook Substitutes WakeLearns	Driver Education Field Trips PBIS Student Activities & Clubs Student/Parent Hand-book Student Recognition Testing Transportation Volunteers	Bell System Drills Facilities Graduation Keys Lockers Off-Campus Lunch Parking – Staff & Students Safety Coordinator Security SMART Lunch & Duty Schedules	9 th Grade Transition API Advanced Placement Family Events Intervention Program Master Schedule PowerSchool Registration School Improvement Staff Development Student Teachers
Student Last Names and Counselor Pairing A – Co: Morgan Graves	Student Last Names and Counselor Pairing St – Z: Pam Savage	Student Last Names and Counselor Pairing He – L: Amie Graham	Student Last Names and Counselor Pairing Cr – Ha: Beverly Davis	Student Last Names and Counselor Pairing Pe – R: James Gross
Departments Social Studies Special Education	Departments Science World Languages ALC & GradPoint	Departments CTE Healthful Living	Departments Arts English Custodial	Departments Math Student Services Intervention

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 is scheduled for a class they did not request in their 11 choices.

Requests for schedule corrections should be made to Student Services. Specific procedures for requesting schedule corrections are provided when schedules are issued to students. All schedule corrections 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 entering 9th grade in 2015-16 and beyond:

Letter Grade	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

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 Canvas Site, 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.

Academic 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

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):

- Illness or injury
- Death in the family
- Health care appointments
- Court appearances
- Religious observance
- Natural disasters
- Outside educational opportunities (you'll need to complete this form in advance)

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's 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 quarter = Parent contact/warning
- 4th tardy for quarter = Parent contact/Administrative Lunch Detention (ALD)
- 5th tardy for quarter = Parent contact/ALD
- 6th tardy for quarter = Parent contact/ ALD/Warning next offense can lead to revocation of lunch /parking privilege
- 7th tardy for quarter = 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 quarter = Parent contact/warning
- 4th tardy for quarter = Teacher assigns student to teacher assigned consequence
- 5th tardy for quarter = Administrative referral (ALD)
- Additional tardy for quarter = 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 <https://www.wcpss.net/domain/7442>

- 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" <https://www.wcpss.net/domain/7442> form 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. 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
- **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. All WCPSS Code of Student Conduct policy can be found below:

https://boardpolicyonline.com/bl/?b=wake_new&s=208219

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 2628 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 4342

https://boardpolicyonline.com/bl/?b=wake_new&s=208219#&&hs=208228 .

Dress Code

All information on the WCPSS Dress Code can be found at the link below.

https://boardpolicyonline.com/bl/?b=wake_new&s=208219#&&hs=622447

Principal may use their discretion in implementing the dress code, including making reasonable accommodations on the basis of your student's religious beliefs or medical conditions.

Electronic Devices

Refer to WCPSS Board Policy 3225/4312/7320; adherence to this policy is expected.

https://boardpolicyonline.com/bl/?b=wake_new&s=208219#&&hs=194197

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.

***The Student/Parent Handbook does NOT include all WCPSS discipline policies. Additional policies and information may be found online at www.wcpss.net/handbook and https://boardpolicyonline.com/bl/?b=wake_new&s=208219**

Level I- Level I rule violations generally result in in-school interventions rather than out-of-school suspensions. In some instances, a student may receive an out-of-school suspension of up to two days for a Level I rule violation.

Level II- Level II rule violations may warrant a short-term suspension, not to exceed five school days. Principals may recommend a long-term suspension (more than 10 days) based on aggravating factors.

Level III- Level III rule violations are more severe in nature and support a recommendation for long-term suspension, even without aggravating factors.

Level IV- Level IV rule violations compromise the safety and welfare of students and staff. State law requires the school principal to recommend a 365 calendar-day suspension.

Level V- Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is 14 years of age or older and the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines there is no appropriate alternative education program.

General Student Information

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 \$3.00 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.

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.

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. Off Campus Lunch Information can be located here:

<https://www.wcpss.net/domain/7224>

Media Center

Monday - Thursday, 6:55 a.m. - 3:15 p.m., and Friday, 6:55 a.m. - 3:00 p.m.

- **Media Center Expectations**

- o Leave candy, food and drink outside.
- o Use the media center for research projects, reading, and studying.
- o Bring a pass to enter during class time and sign in at the desk.

- **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.

Additional information can be found at <http://panthercreekmediacenter.weebly.com/>

Parking

All Student Parking information can be located here:

<https://www.wcpss.net/domain/7223>

Posters and Displays

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 are required to obtain prior approval for guests. 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 3225 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. 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.

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.

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 the campus of any school except the one to which the student is assigned without the knowledge and consent of the officials of that school. Students who remain at the school after the close of the school day or come onto school grounds when school is not in session without permission will be considered trespassers. If the student does not leave when instructed to do so, he/she may be prosecuted. A student under suspension from school is trespassing if he/she appears on the property of any school or at any school-sponsored activity during the suspension period without the express permission of the principal.

Valuables

Students should not bring valuables, large sums of money, expensive jewelry, etc., to school. 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.

Athletics

PCHS is a member of the Tri-8 4A 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.

All Student Services Information Can be located here:

<http://pchsstudentservices.weebly.com/>

Panther Creek High School Administrator & Counselor Assignments 2019 - 2020



Dr. Gregory Decker, Principal
(gdecker@wcpss.net)

Administrator	Student Group (Last Name)	Counselor
Mr. Jonathan Chang (schang@wcpss.net)	A – Da	Ms. Morgan Graves (mgraves@wcpss.net)
Mr. Ben Olin (bolin@wcpss.net)	De – Ji	Ms. Beverly Davis (bdavis@wcpss.net)
Mr. Drew Mabe (tmabe@wcpss.net)	Jo – Mo	Ms. Amie Graham (agraham4@wcpss.net)
Mr. Eric Rosen (erosen@wcpss.net)	Mu – Se	Mr. James Gross (jgross@wcpss.net)
Ms. Crystal Locus (clocus@wcpss.net)	Sh – Z	Ms. Pam Savage (psavage@wcpss.net)
	Dean of Student Services	Ms. Felicia Moore (fmoore@wcpss.net)
	SAP Counselor	Ms. Daria Johnson (djohnson@wcpss.net)