

PANTHER CREEK HIGH SCHOOL

CATAMOUNTS

*FAMILY GUIDE*

2023-2024

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*Panther Creek High School will pursue excellence through  
PASSION, PURPOSE, and PRIDE.*



*Catamounts, Welcome!*

*We are so excited to be starting a new school year, embarking on a journey of multiple possibilities for us to grow and learn together. We invite you to take this journey with us and participate in every experience of Panther Creek High School academically and socially. There are a variety of academic courses, competitive athletic teams, creative arts activities, and extra-curricular clubs ready for you to explore. So, get ready to engage and immerse yourself in connecting with your Catamount family in the 2023-2024 school year!*

Sincerely,

Panther Creek Administration

Dr. Gregory Decker  
Ms. Monica Click  
Mrs. Casey Otten  
Mr. Kenon Crumble  
Mr. Dion Mapp  
Mr. Grey Mangum  
Mrs. Crystal Locus

## CONTACT US

Main Office	Fax Number	Transportation
919.463.8656	919.694.8614	919.805.3030

Student Services	Attendance
919.463.8656 ext. 25215	919.463.8656 ext. 25201
Twitter: @ThePantherCreek	Website: <a href="https://www.wcpss.net/panthercreekhs">https://www.wcpss.net/panthercreekhs</a>

## ADMINISTRATION

<p>Dr. Gregory Decker gdecker@wcpss.net</p>	<p>Principal Department Administrator for PCHS Administration Athletics and Clerical</p>
<p>Monica Click msclick@wcpss.net</p>	<p>Assistant Principal Department Administrator for Fine Arts &amp; Mathematics Freshman Student Last Names: A-L Counselor Pairing:</p>
<p>Casey Otten cotten2@wcpss.net</p>	<p>Assistant Principal Department Administrator for Special Education 10th - 12th Student Last Names: A-F Counselor Pairing: Mario Jones</p>
<p>Kenon Crumble kcrumble@wcpss.net</p>	<p>Assistant Principal Department Administrator for Healthful Living and Social Studies Freshman Student Last Names: M-Z Counselor Pairing: Michael Smith</p>
<p>Dion Mapp amapp@wcpss.net</p>	<p>Assistant Principal of Instruction Department Administrator for English, Student Services, and Intervention 10th - 12th Student Last Names: G-L Counselor Pairing: Akanksha Jain</p>
<p>Grey Mangum tmangum2@wcpss.net</p>	<p>Assistant Principal Department Administrator for CTE, ESL, and Media 10th - 12th Last Names: M-Ri Counselor Pairing: Langley Hoeferkamp</p>
<p>Crystal Locus clocus@wcpss.net</p>	<p>Assistant Principal Department Administrator for World Languages and Science 10th - 12th Last Names: Ro-Z Counselor Pairing: Erica Pendergraft</p>

## STUDENT SERVICES TEAM

	Position	Student Last Names	Contact
Shernita Telfair	Dean of Students	—	<a href="mailto:stelfair@wcpss.net">stelfair@wcpss.net</a>
TBA	9th Counselor	A-L	
Michael Smith	9th Counselor	M-Z	<a href="mailto:msmith21@wcpss.net">msmith21@wcpss.net</a>
Mario Jones	10th - 12th Counselor	A-F	<a href="mailto:mjones13@wcpss.net">mjones13@wcpss.net</a>
Akanksha Jain	10th - 12th Counselor	G-L	<a href="mailto:ajain@wcpss.net">ajain@wcpss.net</a>
Langley Hoeferkamp	10th - 12th Counselor	M-Ri	<a href="mailto:lhoeferkamp@wcpss.net">lhoeferkamp@wcpss.net</a>
Erica Pendergraft	10th - 12th Counselor	Ro-Z	<a href="mailto:ependergraft@wcpss.net">ependergraft@wcpss.net</a>
Jasmine Iverson	SAP Counselor	—	<a href="mailto:jiverson@wcpss.net">jiverson@wcpss.net</a>

[Check website for most up-to-date pairings](#)

### School Counselors

School counselors are considered the primary contact for academic, personal, and social counseling, as well as four-year planning and student scheduling. Specific questions related to grades should be directed to teachers.

### School Assistance Program Counselor (SAP)

The SAP Counselor works with identified at-risk students and their families in providing counseling and support services. He/she also assists in the implementation of activities such as:

- Developing Support Groups
- School Liaison for Community Agencies
- Attendance Issues
- Homebound and Homeless Students
- Signs of Suicide Contact
- Concussion
- Initial 504 Plans

## BELL SCHEDULES

	Daily	1 Hour Delay	2 Hour Delay	3 Hour Delay
First Bell	7:18 am	8:18 am	9:18 am	10:18 am
1st Period	7:25 am - 8:49 am	8:25 am - 9:34 am	9:25 am - 10:24 am	10:25 am - 11:05 am
2nd Period	8:55 am - 10:19 am Announcements	9:40 am - 10:54 am Announcements	10:30 am - 11:29 am Announcements	11:11 am - 11:54 am Announcements
SMART Lunch	10:24 am - 11:19 am 10:19 - Off-campus lunch released 10:22 - All others released 10:50 - Midpoint Bell	10:54 am - 11:48 am	11:35 am - 12:09 pm	11:54 am - 12:46 am
3rd Period	11:25 am - 12:49 pm	11:54 am - 1:03 pm	12:24 am - 1:18 pm	12:52 am - 1:32 pm
4th Period	12:55 pm - 2:18 pm	1:09 pm - 2:18 pm	1:24 pm - 2:18 pm	1:38 pm - 2:18 pm

### Early Release Schedule

First Bell	7:18 am
1st Period	7:25 am - 8:29 am
2nd Period	8:35 am - 9:39 am Daily Announcements
3rd Period	9:45 am - 10:49 am
4th Period	10:55 am - 11:59 pm
Lunch	12:05 pm - 12:18 pm



# SMART Lunch



	Monday	Tuesday	Wednesday	Thursday	Friday
<b>A Lunch</b>	English Special Education	Healthful Living Intramurals Social Studies	Math Special Education	Healthful Living Intramurals Science	Career & Technical Education World Languages
<b>B Lunch</b>	Math	World Language Science	Career & Technical Education Fine Arts	English	Social Studies



**Panther Creek High School**  
Home of the Catamounts

## **BASIC EXPECTATIONS**

- **Be present and on time.**
- **Be prepared for and engaged in learning.**
- **Be a person of character.**
- **Be safe and comply with PCHS and WCPSS policies.**

## ACADEMICS

### Graduation Requirements and Grading System

The WCPSS High School Program Planning Guide provides detailed information. A copy of this planning guide can be found at this [link](#).

### Schedule Corrections

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 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 as soon as the schedule request window opens. 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 (10) 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.

## Academic Concerns

Students and parents with concerns pertaining to specific courses are expected to first contact the teacher of the course with their concerns.

## GRADING FOR LEARNING

*Panther Creek High School is committed to maintaining rigorous performance and achievement standards for all students and to providing a fair and consistent process for evaluating and reporting student learning progress as well as feedback that is understandable to students and their parents and relevant for instructional purposes.*

### 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

Panther Creek High School follows the grading system established by the North Carolina State Board of Education, which includes letter grade scale, GPA calculations, quality point weights, and quarter and final exam weights.

#### *Instructor Commitments*

- A minimum number of 4 assignments per category
- Any assignments entered in Powerschool to be calculated as a part of a student's grade will be given specific, meaningful feedback to students, designed to impact student learning.
- Feedback on a graded formative assessment will be given prior to assigning the next graded assignment within the same unit.
- All summative assessments will include multiple checkpoints of learning along the way.
- Teachers will update Powerschool gradebooks weekly.

#### *Student Expectations*

- Students are responsible for using their classes' Learning Management Systems and/or communicating with teachers to identify missed/missing assignments.
- Students are expected to attend SMART lunch daily if they have missing or late assignments (following SMART lunch schedule).
- Students with known upcoming absences should communicate with their teachers in advance of absences to obtain assignments.

### Assessment of Learning

*Summative* - Assessments designed to measure the cumulative learning and mastery of standards addressed within a unit. Examples of summative assessments include tests, projects, essays, labs, performances, etc.

*Formative* - Assessments designed to measure student skill acquisition, content mastery, and/or conceptual understanding throughout the unit. Examples of formative assessments include classwork, homework, quizzes, etc.

### Grading Practices

#### *General*

Grades will reflect a student's learning around mastery of standards. Student grades will not be negatively impacted by non-academic or non-curricular variables (such as no name on the paper, wrong size paper, parent signature, etc.), except when items are specifically addressed in a rubric for a formal paper or project. Cheating is a violation of the WCPSS Code of Student Conduct and will be addressed through the school discipline plan. Teachers may also assign an alternative assessment/activity.

## Category Weights

	AP, Honors, and Academic
Major Assignments	60%
Minor Assignments	40%

*Subject area PLCs will determine and communicate which assignments are considered "Major" versus "Minor". PLCs will align their assignment types for consistency.*

### **Missed and Late Work**

#### Minor

- Students are expected to complete all minor assignments on time and to the best of their ability.
- For each day late, 5 percentage points will be deducted from the student's original earned grade, with a maximum of 30 percentage points deducted from the earned grade.
- Students will receive two (2) days per excused absence to make up missed assignments.

#### Major

- If a summative assessment is due on the final day of the unit, the above plan applies, up to 6 school days.
- PowerSchool grade comments will include the original, earned grade and the number of days late.
- Teachers will record Zeros in PowerSchool when an assignment is not turned in and input a missing symbol.
- For multi-day & project Major Assessments turned in late, 5 percentage points will be deducted from the student's original major assessment earned grade for up to 6 school days.
- Students who fail to complete Summative Assessments will have an Alternate Pathway through Edgenuity or an Alternate Assessment to recover up to a 70%.
- PowerSchool grade comments will include the original, earned grade and the number of days late.
- Teachers will record Zeros in PowerSchool when an assignment is not turned in and input a missing symbol.
- Students will receive two (2) days per excused absence to make up missed assignments.

### **Student Absences**

After an absence, students should submit assignments the day they return to school. For excused absences, students will be given the number of school days missed to complete and submit assignments. Special consideration will be given for unique circumstances (ex - extended illnesses, injuries, etc). Teachers will use discretion and may make exceptions when 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 (ie, death in the family, serious injury/illness).

### **Homework**

For this purpose, *Homework* is defined as assignments that are completed fully outside of the classroom and are designed to be used as reinforcement of learning (skill practice, preparation, or review). Homework completion may be recorded in Powerschool but may not be calculated in a student's overall grade as a standalone assignment.

### **Extra Credit**

Panther Creek High School does not incorporate extra credit or bonus points into student grades. Teachers will not use non-academic behaviors as extra-credit opportunities.

### **Additional Opportunities for Mastery**

Panther Creek High School PLC's will determine guidelines for students concerning additional opportunities to show mastery of content learning.

### **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 an individualized Academic Recovery Plan so that the student has an additional opportunity to learn course material and demonstrate mastery of the course objectives. At the end of the semester, the teacher will revise the first 9 week's grade to a 60% when the following criteria are met:

- Student completion of Academic Recovery Plan
- Student maintains an average of 60% or higher for the second 9 weeks

## Honor Code

We are a community that is committed to integrity and excellence in academics and in personal accountability. Because of this commitment, it is imperative that all members of the PCHS community embody personal honor, personal integrity, and personal responsibility. If a student is cheating or breaking the honor code in any way, he/she will receive the following consequences:

- 1<sup>st</sup> consequence: Student receives a discipline referral and gets the opportunity to take an alternate assignment that he/she must complete within two days of the offer.
- 2<sup>nd</sup> consequence: Student receives a zero with an opportunity to take an alternate assignment that must be completed within two days of the offer. The student can earn 60% credit for the alternate assignment and receive a discipline referral.
- 3<sup>rd</sup> consequence: The student will receive a zero for the assignment and receive a discipline referral.

## Final Exams

At the conclusion of the semester (or year for year-long courses), students will take a final exam which will constitute 20% of their final grade in the course. Courses that do not have a state-mandated exam will have a teacher-made exam.

### Final Exam Dates (Tentative)

Fall Exams: January 17 - 22, 2024  
Spring Exams: June 6 - 7, 10 - 11, 2024

*Due to the time sensitive nature of exams, please schedule student leave outside of these date ranges.*

## Senior Exam Exemption

Seniors who have a final grade of B or better in a course that does not require a state exam will be considered exempt.

## Transcripts

WCPSS provides each student with 3 official transcripts per year at no charge. Additional transcripts can be requested at any time and are available for \$5.00 per transcript. [Link to Transcript Requests](#).

## ATTENDANCE

Attendance in school is central to educational achievement and school success and participation in class are an integral part of the learning process and thereby a part of the grade earned. Student attendance is mandatory.

## PCHS Absence Note

For an absence to be excused, students must submit a [PCHS Absence Note](#) within 2 days of student return to school. For medical and dental appointments, please request a note from the doctor for verification of an appointment and attach it to the ABSENCE NOTE and turn it into the Attendance Office.

An absence is excused if the following conditions exist:

- Illness or injury
- Death in the family
- Health care appointments
- Court appearances
- Religious observance
- Natural disasters
- Outside educational opportunities (must be approved in advance)

### Excused Absence

When a student is going to miss part of the day because of illness, medical appointment, etc. the student must bring a PCHS ABSENCE NOTE to the Attendance Office when he/she arrives at school. This also includes arriving during lunch. Please provide a note from the doctor/dentist office when possible. In lieu of the note, a parent may come to the Attendance Office and sign in the student.

### Unexcused Absence

If a student arrives late to school and does not have a note or a parent/guardian to sign them in, he/she needs to report immediately to their class. The student will be marked "unexcused." Arriving late because of carpool is not an excused reason for being late. You will have 2 days to turn in an excuse note for the tardy.

### Request for Excused Absence(s) for Educational Reasons

This form is used for absences due to educational opportunities. Educational opportunity should be of comparable value to regular attendance in school. This form needs to be completed and submitted prior to the absence. The principal will review the form and determine if the request is approved.

### Notification

Every attempt will be made to notify parents when students are absent. The school may use an automated message through Powerschool or a personal call.

### Dismissals

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. Please see the procedure below.

### Credit for Attendance

To be recorded present for a class, students must be in attendance for at least half the class. Students who have excused absences should keep in mind 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.

### Late Check-In Procedure

- Students who return to school from appointments must sign in at the attendance office in order to be marked present. If applicable, please bring a note from the medical/dental appt. etc. upon returning to school.

### Early Checkout Procedures

#### Parent Pick-Up

- Students should bring a note signed by a parent/guardian with a phone number to the Attendance window before the school day begins (7:00 - 7:20 am).
- Notes will be verified through Attendance by calling and speaking to a parent or guardian. Passes are given to students once notes are verified.
- Students should come to the Attendance window at the stated time to check out.
- The school administration requires the presence of a parent/guardian to sign out a student. Students are not permitted to sign themselves out, regardless of age.
- Phone calls, faxes, and e-mails will not be accepted.

#### Checkout Procedures for Juniors and Seniors with a Parking Pass

- Juniors and Seniors with a parking pass who need to check-out early, should follow the same procedure stated above with the exception of a parent signing them out. However, students must provide a parent or medical note in advance in order to sign-out early.
- Students leaving for an appointment during lunch should sign out through Attendance before leaving campus with appropriate documentation. Please bring that documentation to the Attendance window before 1st period.
- Students should always sign in upon returning to avoid being marked absent for the remainder of the day.

## Tardy Policy

### Purpose

In order to provide the most rigorous, engaging learning environment, it is crucial that we protect and utilize all instructional time. Student attendance in all classes, for the duration of the class period is an expectation. Excessive tardies will result in the assignment of required additional work/study time to recover the missed class time.

### Procedures

- Students are considered tardy to class if they are outside of the classroom when the bell rings. (Students' personal belongings being placed in the classroom does not constitute student arrival to class).
- Staff will admit tardy students to class and record the tardy.
- After a students' 2nd unexcused tardy to that class, the teacher will contact the family.
- If a student is tardy 3 or more times in a quarter, staff will follow the matrix below, depending on the tier.
- Teachers will notify administrators of each unexcused tardy for that quarter, starting with Level 2.

### Tiers

Level	Tardy Range	Assignment Options	Staff Assigning
1	3	Parent Communication (email or telephone) Document in ECATS as minor offense	Teacher
2	6	Lunch Detention Off-Campus Lunch Pass Suspension (1-Day)	Administrator
3	9	Alternative Learning Center (Half Day) Off-Campus Lunch Pass Suspension (1 week) Parking Pass Suspension (1 week)	Administrator
4	12+	Alternative Learning Center (Full Day) Lunch/Parking Pass Revocation (rest of semester)	Administrator

### Additional Information

- Any tardies caused by a disruption to district-provided transportation will be excused.
- Families should plan in advance for extended carpool times. Tardies due to slow carpool traffic will not be excused.
- Students who are late to school due to an approved reason (listed in Board Policy 4400) may check in at the Attendance Office with his or her note and will receive a pass to class.

## BEHAVIORAL POLICIES AND PROCEDURES

All students are responsible for complying with and being familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior. All Code of Student Conduct policies are contained in the [WCPSS Student/Parent Handbook](#), which is distributed to all students each school year or upon enrollment in a WCPSS school. All Wake County Public School System and Green Hope 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. Teachers and school administrators must adhere to the measures prescribed by the policies of the Wake County Public School System. If disciplinary measures are necessary, the administrator may assign, but is not limited to lunch detention, the Alternative Learning Center (the Falcon Center), or out-of-school suspension (OSS).

## Alternative Learning Center (ALC): “The Catamount Center”

The Alternative Learning Center is a classroom located in the main building. Administrators approve placement in the Alternative Learning Center. A certified teacher implements a program that provides character lessons, behavior instruction, and academic enrichment.

## Out-of-School Suspension (OSS)

Students who commit major and serious infractions or who are repeat offenders may receive an 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.

## Student Dress Code

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Our [Student Dress Code](#) prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. Students who violate the WCPSS student dress code will be asked to change.

**Applicability:** This policy is to be applied fairly and consistently without regard to race, gender, or other inherent traits or characteristics. Principals or their designees shall make reasonable accommodations for religious, educational, medical, or disability-related reasons and for cultural celebrations. This policy does not apply to school-sanctioned uniforms and costumes approved for athletics, choral, band, dance, or dramatic performances. Except as specifically noted in this policy based on an exception or accommodation, this policy applies at all times when students are present on school property or in attendance at official, school-sponsored events.

# GENERAL 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:

## Bus Regulations

Students eligible for transportation should register via the [WCPSS Bus Registration](#) site. Routes are created and maintained by the district and subject to change based on student distribution and other factors.

Families may find route information, including pick up/drop off location and time via PowerSchool. The exact time will vary during the first weeks of school. Students should be ready and waiting for the bus at least 10 minutes before the bus is expected to arrive. Due to various factors, stop times may be impacted. Families can visit [PCHS Live Bus Update](#) to determine if a bus will be unavailable or running late. Families are also encouraged to utilize the WCPSS bus tracking system called [Here Comes the Bus](#).

School transportation is a privilege, not a right. When riding in a school vehicle, students must observe the directives of the driver and follow the WCPSS Code of Student Conduct and school board policies governing student behavior. Failure to follow WCPSS rules may result in temporary or permanent suspension from the bus.

## Cafeteria

Information regarding eligibility for free/reduced meals 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 \$3.50 for full price plate lunch and \$1.75 for full price plate breakfast. 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.
- No outside food deliveries are allowed (Uber Eats, DoorDash, etc).

## Panther Creek CarPool Procedures - Student Drop-off Area

Carpool families are recommended to **arrive before 7:00 AM**. The risk of a first period tardy increases between 7:05 AM and 7:15 AM.

Families are not permitted to drop off their students in any area other than the designated carpool drop off location. The carpool entrance is the first entrance when approaching from Hwy 55. While we recommend that you approach from Hwy 55, you may come from either direction.

For safety and a smooth flow of traffic, do not drop off before you reach the sidewalk area.

**The bus lot and the main entrance are not open to carpool traffic and may not be used to drop off or pick up students.** Only valid student drivers and special transportation services are allowed to proceed toward the circle in front of the flagpole. Anyone entering must display their parking tag or special permit issued by the office. All others will be directed to turn around.

## Communication

### *General:*

Administration will send a weekly message (Catamount Messenger) to all families that includes timely and important school and district information, student activity information, and upcoming school events. It is imperative that all families read this weekly message in order to stay informed.

### *School Website:*

The Panther Creek High School website contains detailed and specific information and should serve as the first place to find information.

### *Teacher Contacts:*

Teachers will share general class information via their class syllabus at the beginning of each semester. Teachers will also keep an updated website that can be used as an additional resource. Teachers will use Talking Points, email, and phone calls to contact individual families and/or whole classes.

## Electronic Devices

Personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used by students for instructional purposes with the permission and under the supervision of the teachers in compliance with the Technology Responsibility Use Policy. The school system assumes no responsibility for personal technology devices brought to school.

## Emergencies/Health Room

The health room is located within the Student Services Office. Any student wishing to receive assistance for an illness or accident is to report to Student Services or Attendance and seek assistance from a staff member. Students too sick to remain in class are asked to go to Attendance to contact a parent to pick them up. 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.

## Drop-Off Procedures

Panther Creek High School makes all efforts to avoid interruptions to instruction in the classroom. We encourage students to plan ahead. Students will not be called out of class to retrieve items; communication is between parents and students. Students may pick up items between classes and during their lunch period. We do not accept athletic equipment, musical instruments or items for afterschool activities.

## Elevator Use

Students are **not** allowed to use the elevator unless a documented medical condition warrants use. Students should report to the Student Services Office before school to pick up an elevator pass.

## Extra-Curricular Activities

Extra-curricular activities play a vital role in helping students to develop crucial soft skills such as leadership, responsibility, dependability, honesty, cooperation and communication. We offer a wide range of activities to meet the diverse needs of our student body. More info can be found on our homepage under the Activities tab.

## 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, 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 must use passes when out of class during instructional time. Students must display their passes whenever they are out of class during a scheduled class period.

When leaving class, students must also be sure to sign out on the clipboard in the classroom. No passes will be issued in the first or last 10 minutes of a class period.

*All classroom clipboard hall passes have different colors aligned to their wing/modular. Students must remain in the hallways/modulars indicated by clipboard color.*

## Lunch (SMART)

SMART Lunch means "Students Maximizing Achievement, Relationships, and Time." SMART Lunch is a 56-minute lunch period that is divided into two halves, each approximately 25 minutes long. Students are expected to eat for half the time and use the other half to go to teachers' classrooms for extra help, attend club meetings, participate in tutoring, collaborate with peers and attend Career Conversations. [SMART Lunch Schedule](#)

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 GHHS 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.

## Lunch Procedures/Off-Campus Passes

Off-campus lunch passes are available for junior and senior students only. All other students must remain on campus for lunch. [Off-Campus lunch pass policy/procedures](#) Failure to comply with the conditions of the off-campus lunch policies may result in a suspended or terminated permit, parking pass, as well as other disciplinary consequences.

## 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 - Friday, 7:00 a.m. - 3:00 p.m.

### *Media Center Expectations*

- Use a quiet voice.
- No food is allowed in the media center (this includes during lunch).
- Use the media center for research projects, reading, and studying.
- Bring a pass to enter during class time and sign in at the desk.
- 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. .

### *Media Center Procedures*

- The Media Center is open before first period for printing, technology issues, and book checkout only.
- The Media Center is open for both halves of SMART Lunch.
- After school, the Media Center is open briefly for the usual services and for student socializing.

## Parking on Campus during the School Day

Only students who have been issued official Panther Creek High School 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.) and only in the designated areas. Seniors are given first priority for parking passes. Any remaining parking passes will be awarded via lottery to juniors who apply. [WCPSS & PCHS Policies on On-Campus Vehicle Operation & Parking](#)

Students are not allowed to park at any neighboring facilities such as surrounding apartment complexes, eateries, etc, and will be subject to towing. Information on applying for a parking permit is available under the "Students" 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.

## 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:

- The group sponsoring the event and the nature of the group's activities must be clearly stated.
- Seventy-two hours of prior approval time is required before a sign can be posted.
- Signs must have the "stamp of approval" in order to remain posted.

- Signs must be taken down the day after an announced event by the club or group.

Only school-related activities may be promoted with postings. Other promotional material must be approved for placement on the community board. 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 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. It may 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 and Messages

Student calls related to attendance (signing out) must be made from Attendance with permission of the Attendance Clerk. Messages will only be delivered to students in the case of an emergency.

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 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 is 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. 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. 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. Approved guests must come to the main entrance of the school and ring for entrance. They must have an ID to gain entrance. 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.

## SAFETY AND SECURITY

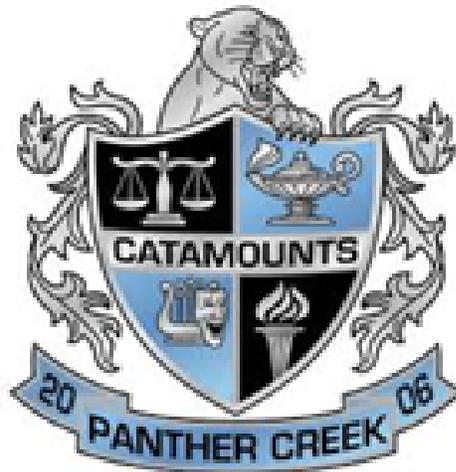
### School Resource Officer (SRO)

Panther Creek's SRO is Officer Zack Letsinger. As a member of the Cary Police Department, he works to prevent antisocial behavior through education, communication, and understanding between students, the staff, the police, and the community.

### Supervision of Students

School hours are from 7:25 a.m. - 2:18 p.m. Students must be supervised by school staff during all times they are on campus. All students must leave campus immediately at the end of school unless staying for an approved after-school activity. Students who are waiting for rides must wait outside in front of the school.

*Pursuing Excellence  
through*



*Passion.... Purpose.... and Pride!*