



***Apex High School
Student/Parent Handbook
2019-2020***

The most recent version of the Student Handbook can be downloaded at: tiny.cc/ahshandbook

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ADMINISTRATIVE/STAFF ASSIGNMENTS

Administrators

Principal	Ms. Elaine Hofmann
Assistant Principal	Mr. Allen Ellzey (A-Da)
Assistant Principal	Ms. Jeannette Hill (Db-J)
Assistant Principal	Mr. Drew Hill (K-Q)
Assistant Principal	Mr. David Zies (R-Z)

Department Chairpersons

English	Ms. Tori McGee, Ms. Leslie Dott
Mathematics	Ms. Bobbie Neff
Science	Ms. Piper, Ms. Bost
Social Studies	Mr. Adam Oltmans
World Languages	Ms. Kate Lasher
Special Programs	Ms. Jennifer Hubbard, Ms. Jenny Schweer
Visual/Performing Arts	Ms. Shawnda Rossi
Physical Education	Ms. Dana Ivy, Mr. Ryan Phelps
Career/Technical Education	Ms. Erica Hoskins, Ms. Kelly Caudill
Media	Ms. Heather Munger
ESL	Ms. Preeti Parti

School Improvement Team

The School Improvement Team (SIT) acts as a steering committee for programs available in the school. The SIT is also responsible for generating and overseeing the implementation of the School Improvement Plan as required by the state of North Carolina and Wake County Public Schools. The SIT consists of one faculty member from each department, at least two at-large members, administrators, and parent representatives. Meetings are the fourth Monday of each month and are open to all staff. Ideas and input are always welcome.

Name	Position/Area Representing
Jeannette Hill	Administrator
Maureen Kurz/Kristi Leak	Process Manager
Preeti Parti	ESL
Maureen Kurz	Student Services
Monica Liljegren	World Languages
Scott Summers	Media
Janice May	Support Staff
Andrew Coffey	English
Kate Lord	CTE
Mary Kepley	Social Studies
Rotation	Healthful Living
Jane Whitehurst	Math
Jeremy Bellion	Arts
Savannah Hersh	Special Programs
Carly Johnson	Science
Kristi Leak	Intervention

Apex's Most Frequently Reviewed Policies

Classroom Attendance

Apex High School is committed to helping students graduate on time to maximize their opportunities for career, college, and/or military after high school. An Apex High School study was conducted and a direct correlation between attendance and student GPA was identified. Students with greater attendance saw better academic performance.

Tardies

It is of utmost importance that classes start on time and due to the need to increase instructional time Apex High School will be instituting a new tardy plan to support students in arriving to class on time. Students late to class must sign in at a tardy station to receive a pass into class. Each tardy comes with an automatically assigned consequence. Consequences can include lunch detention, suspension of lunch pass and ISS for multiple infractions of the policy. Excessive tardies will lead to written notification and the potential of out of school suspension.

Lunch Passes

Freshmen and sophomores are not permitted to leave the campus for lunch. **Freshmen and sophomores who leave the campus during the lunch periods are subject to disciplinary action.** Juniors and seniors may leave campus during their lunch period, provided a parent permission slip is on file and an off-campus lunch pass is shown to the parking lot supervisor when the student leaves the campus. Students must either eat their lunch in the cafeteria or off campus. Eating lunch in the parking lot is prohibited. Passes will be sold to students who have a signed parent permission form at a cost of \$10.00. If a student loses his/her pass, the replacement pass will cost the student \$10.00. Students may not eat lunch in their cars or in the parking lot, as all students should be in supervised locations on campus. All students leaving campus must show a lunch pass to supervising adults before exiting campus.

On Campus Lunch

Students without lunch passes are required to stay in the **cafeteria or courtyard**. You may not have food delivered to the school. Students with lunch passes that choose to stay on campus must still remain in the cafeteria or courtyard. Students may not be in the hallways, collaborative spaces or instructional hallways unless supervised by a staff member.

Parking

Students who wish to park on campus must purchase an AHS Parking Permit through the main office. Students parking on campus without a parking pass displayed are subject to disciplinary action, including, but not limited to fines and revocation of their parking permit.

Senior Exam Exemptions

To qualify for Senior Exam Exemptions, a senior must have:

- No more than three (3) absences (**any form of absence**) during the semester/term and an A in the course
- No more than two (2) absences (**any form of absence**) during the semester/term and a B in the course
- No more than one (1) absence (**any form of absence**) during the semester/term and a C in the course

Exemptions shall NOT be granted for courses culminating in a North Carolina Final Exam or a CTE post assessment. For more details please see our school website.

Use of Cell Phones

Students must comply with teacher direction with regard to cell phones. Teachers reserve the right to tell students to put their cell phones away. Refusal to comply with a teacher's directions will result in disciplinary action.

Bandanas

The displaying or wearing of bandanas on campus is prohibited.

Skateboards/Bicycles

Riding skateboards on campus is prohibited. All skateboards should be 'parked' in the main office upon arrival to school. All Bicycles should be locked on bike racks provided on campus. Apex High School is not responsible for stolen or damaged bicycles.

Fines and Fees

Any fines or fees assessed to students must be paid in full before a student is permitted to participate in their graduation ceremony.

Carpool Rules

Detailed plans for a.m. and p.m. carpool will be shared in various communications during the start of the school year. Please make yourself familiar with these plans before the start of the school year. Following all carpool rules will help the flow of carpool and increases safety for all students.

Arrival to School

Students should not arrive on campus prior to 7:00am. Students are expected to enter the building in an orderly manner. Students arriving via bus will enter the south side entrance between the auditorium and band room. Students entering from the student parking lot will enter through the south side entrance nearest the greenhouse. Carpool students will enter through the main entrance on the north side of the building. Excessive noise or other inappropriate behavior will be addressed by school staff / administration. By the 7:15 am bell, all students should be moving toward their first period class.

Departure from School

Students should report directly to the bus pick up area, to carpool, or to their vehicle. Students may use the A, B and C entrances to exit the building. No student should be on campus after 2:45pm unless under the direct supervision of a staff member. Students who are repeatedly on campus after school without specific purpose will be subject to disciplinary action in accordance with the Student Code of Conduct.

Deliveries and Messages

Apex High believes in maximizing the instructional day and minimizing class disruptions. Therefore, we will be unable to accept deliveries for students. Classes will not be interrupted to deliver messages / items to students or teachers. Only deliveries that are crucial for classroom instruction or afterschool events/practices will be accepted. Students are responsible for picking up these items. In no situation will the school accept deliveries of balloons, flowers, or other items not critical to the operation of the school day.

Posters, Banners, & Signs

All posters and printed materials must first be approved by the club / activity sponsor or principal. All printed material must be initialed by the club sponsor or it will be removed. Posters, signs, and any other printed materials may be hung only on the painted brick wall surfaces in locker bays, in stairwell landings, on brick columns in the cafeteria area, and on approved bulletin boards. Items may not be posted on other surfaces, on academic hallways, or on windows.

Vending Machines

Machines are unavailable to students during instructional class periods and class transitions. Students who use the vending machines during these "off limits" time periods are subject to disciplinary action.

Hall Passes

Students must use the bathroom identified by their teacher's bathroom pass unless otherwise approved by staff. Students must have a signed hall pass when in hallways during instructional time unless otherwise approved by staff. Students using a bathroom other than the assigned bathroom, in an area not indicated on a pass, or without a pass are subject to consequences. **No students should be in the parking lot, on the athletic fields, or any other location outside or inside of the building without adult supervision before, during or after school.**

OFF LIMITS

The following areas are off limits unless staff members are providing direct supervision.

During lunch periods: parking lots, auditorium, academic wings, gymnasium, gym and locker room hallways, unsupervised outside areas (including playing and practice fields), unsupervised indoor areas, teacher workrooms, wooded areas.

During class time: parking lots, athletic areas unless assigned and supervised, hallways without a pass, bathrooms without a pass, commons area without a pass, and any other unsupervised areas inside or outside the building

After school: any unsupervised indoor areas, any unsupervised outdoor area, the woods and neighborhoods surrounding the campus, and parking lots unless entering or exiting.

After School Transportation: Waiting for transportation is permitted for 20 minutes after school. Students that are not picked up by 2:45 must move to the designated cafeteria table until their transportation arrives.

Integrity

Students are expected to be honest and forthright with school staff and volunteers. Lying, intentionally misleading, and actively concealing the truth from staff and volunteers are prohibited. Dishonest acts or statements that violate other rules in this Code may result in consequences under those other rules. Integrity may also be considered as an aggravating factor in connection with other forms of misconduct.

Honor Code

All students are expected to adhere to the academic Honor Code policy. Disciplinary consequences for violations of this policy will typically be consistent with Level I violations. However, serious violations of the Honor Code may be addressed under Rule II-1 Falsification or Deceit

Lockers

The great majority of Apex students do not use lockers, but if a student wishes to request a locker they can do so through their Cougar Class teacher. Each student must provide his/her own lock and should put a lock on his/her locker only. If there is a problem with the locker, students should notify an assistant principal, and it will be repaired or the student will be assigned to another locker. Books or belongings placed in an unassigned locker or in a locker assigned to another student will be removed and the lock cut off. Students must claim their belongings in the main office. Lockers remain at all times the property of the school system and are subject to search and seizure without notice per Wake County Board policy. The school is not responsible for personal items lost or stolen. Lost and found items should be brought to the main office.

Over the past couple of years we have experienced a chronic problem with theft from the PE locker rooms. Lockers are provided for all students during each PE class period, but most students have not used locks to secure their personal items. It is highly recommended that all PE students purchase and use a lock on their PE locker when they are participating in PE classes.

Bell Schedules

Monday, Tuesday, Thursday, Friday		
Class	Start	End
1st	7:25	8:53
2nd	8:59	10:29
1st Lunch	10:29	11:09
3rd Class	11:15	12:43
3rd Class	10:35	12:03
2nd Lunch	12:03	12:43
4th	12:49	2:18

Wednesday		
Class	Start	End
1st	7:25	8:48
Cougar Class	8:54	10:39
1st Lunch	10:39	11:19
3rd Class	11:25	12:48
3rd Class	10:45	12:08
2nd Lunch	12:08	12:43
4th	12:49	2:18

1-HR Delay		
Class	Start	End
1st	8:25	9:38
2nd	9:44	10:59
1st Lunch	10:59	11:39
3rd Class	11:45	12:58
3rd Class	11:05	12:18
2nd Lunch	12:18	12:58
4th	1:04	2:18

2-HR Delay		
Class	Start	End
1st	9:25	10:23
2nd	10:29	11:29
1st Lunch	11:29	12:09
3rd Class	12:15	1:13
3rd Class	11:35	12:33
2nd Lunch	12:33	1:13
4th	1:19	2:18

3-HR Delay		
Class	Start	End
1st	10:25	11:09
2nd	11:15	11:59
1st Lunch	11:59	12:39
3rd Class	12:45	1:28
3rd Class	12:05	12:48
2nd Lunch	12:48	1:28
4th	1:34	2:18

Student Services Assignments

The counselors and staff in the Student Services department are ready and willing to assist students with questions and problems related to their educational experience at Apex and their plans for the future. Students are assigned counselors via first letter of their last name.

Dean of Students	Ms. Keri Pannell
Last names beginning with A-Da	Ms. Allison Cole
Last names beginning with Db-J	Ms. Haley Stallworth/Maureen Kurz
Last names beginning with K-Q	Ms. Melissa Schwartz
Last names beginning with R-Z	Ms. Tandra Taylor
Career Development Coordinator	Mr. Jackson Hayes
SAP and 504 Coordinator	Ms. Michelle Pittelli
Registrar	Ms. Cathy Howard
Testing Coordinator	Ms. Kristi Leak/Ms. Whitehurst

Hours/Appointments

The Student Services department offers an array of services for students to support emotional and academic needs and college and career planning. Students needing assistance from the Student Services Department should get permission from their teacher to go request an appointment.

Withdrawals

Students who wish to withdraw from Apex High School must meet with a counselor or an administrator. If students are moving during the school year, parents must contact the student's counselor and/or registrar. Students should pick up a withdrawal form from the registrar in the Student Services office before the last day of attendance at Apex. This form must be signed by all teachers, including the media center and all books must be turned in/paid for at that time. Before leaving on their last day, students need to return the form to Student Services. Official records will follow when formally requested by the new school.

Scholarship/Financial Aid Information

Students should research scholarships at <http://apexhscounselors.weebly.com/scholarships.html>. Any student may pick up applications or additional information on any scholarship for which he/she may qualify in the Student Services office. Every year a Financial Aid advisor is assigned to Apex High. The advisor can help parents and students complete and answer questions about financial aid forms and/or processes. The advisor usually works at Apex High one day a week from October– April.

Extended Illness Assignments

When a student is out sick for three or more days, parents may request assignments by calling the Student Services. **It is necessary to have 24 hours notice for homework requests so teachers have time to send work to Student Services.** Parents may pick up the assignments in the Student Services office.

Intervention Program

Academic achievement is the foremost goal for Apex High School students. Sometimes students do not experience academic success so teachers implement intervention strategies to address those needs. In addition to implementing strategies, the faculty is expected to contact parents/guardians if the student is failing or in danger of failing a course. Students failing a course will be provided an Academic Recovery Plan which will detail both strategies and expectations. If, after implementing the improvement strategies, the student is still unsuccessful, the student's situation will be forwarded to their regular counselor, the Intervention Coordinator, or the Student Assistance Program counselor (SAP) for further action.

Parent/Teacher/Student Association (PTSA)

Mission: To support and speak on behalf of children and youth in the schools, in the community, and before government bodies and other organizations that make decisions affecting children. (To assist parents in developing the

skills they need to raise and protect their children; and to encourage parent involvement in the public schools of this nation.)

Executive Committee: Please visit <http://www.teacherweb.com/NC/ApexHigh/PTSA/index.aspx>.

PTSA Meetings are held the second Monday of each month at 7:00 p.m. in the Apex High School Media Center.

Athletic Booster Club (www.apexcougarclub.org/)

Band Booster Organization (www.apexhighband.org)

Transcript Information

Transcripts for Seniors

For all North Carolina Colleges and Universities:

Use CFNC (cfnc.org)- send as many transcripts electronically as you want for free.

For Colleges/Universities that utilize “The Common Application” or “SendEdu”:

Your counselor will upload your transcript electronically and send it in as part of your application package. There is no charge for transcripts requested this way.

For an out of state College/University that does not use Common App or SendEdu:

The transcripts need to be requested apexhs.wcpss.net. Click transcripts on the right hand side toward the bottom of the site. The first 3 transcripts are free, after that they are \$5.00 each, including requests made by coaches and unofficial copies. (You can request an unofficial copy and make as many copies as you need. No transcripts will be sent until this form is signed and fees are paid if more than 3 free have already been sent.)

Transcripts for Grades 9-11:

Request for Unofficial Transcripts, Immunizations, and Identification (for DMV or Social Security): The transcripts need to be requested apexhs.wcpss.net. Click transcripts on the right hand side toward the bottom of the site.

Counselor Forms and Recommendations:

Counselor forms and recommendations should be done electronically whenever possible. The student supplies his/her counselor's name and email on their application and the college will contact the counselor directly. Some schools have paper counselor forms. These should be turned in to Student Services and will be mailed in by Student Services. Always be sure to allow ten days notice for counselor forms and recommendations. Students must submit a Brag Sheet (/uploads/8/2/4/8214257/senior_brag_sheet.docx) to their counselor in order to receive a written recommendation. [Policy](#)

Code: 3400 Evaluation of Student Progress

The Board of Education 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 progress that is understandable to students and their parents and relevant for instructional purposes.

A. GRADING SYSTEM

1. The purpose of a grading system is to appropriately and consistently measure and communicate an individual student's level of mastery of defined learning objectives.
2. All WCPSS grading and reporting practices will support the learning and teaching process and encourage success for all students.
3. Grading practices are not to be punitive in nature. Any loss of credit or other academic or disciplinary penalty for plagiarism, cheating, or other forms of dishonesty must be consistent with the Board's Honor Code policy.
4. For students at risk of academic failure, schools will develop and implement a plan for grade recovery.

B. ASSESSMENTS

1. All local assessments and assignments will be aligned with state/district adopted standards and /or curriculum and be designed to appropriately assess student achievement.
2. Appropriate and consistent evaluation of academic achievement shall employ formative and summative assessments to determine a student's level of mastery of curriculum objectives.

C. SCHOOL-BASED GRADING PLAN

1. The principal of each school will ensure the development of a school-based grading plan and will place the plan on file in the school and will submit it to the designated area superintendent for approval.
2. Upon approval of a school-based grading plan, the principal shall be responsible for communicating the plan to staff, students, and parents.

D. COMMUNICATION

1. Teachers will provide students and their parents/guardians with clear explanations of their grading practices.
2. Teachers will provide each student with regular feedback to promote learning, self- evaluation, and growth.
3. Communication between teachers, parents, and students will be timely, including ongoing system-wide mechanisms for communication of student progress and grades.

E. GRADING PERIOD/INTERIMS/REPORT CARDS

In grades K-12, report cards are issued to students each quarter. Interim reports are issued to all students at the mid-point of each quarter.

Adopted: July 19, 2016

Revised: June 18, 2019

Apex High School Grading System

While a student should receive a grade whenever possible, the teacher may issue an "Incomplete" (INC), with principal approval, when students are unable to complete assignments that are major components of the grade. Students must adhere to the teacher's plan for completing those assignments or the grade will revert to the original grade. Incompletes will not be used for 4th quarter grades.

Grading System/Course Weights			
	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

Note: College or university non-remedial courses and community college courses approved by the university system for college transfer receive honors (+1) quality points for 100 and 200 level courses and AP (+2) quality points for 300 and 400 level courses. *Note: As a result of B.S. 116-11, enacted by the General Assembly of North Carolina in July 1992, the institutions of higher education in cooperation with the State Board of Education have determined that no school may offer an honors course (carrying weighted credit) without offering a corresponding standard level of that course.*

Academic Honors

Grade point averages are calculated and rounded off to three decimal places. Class rank is calculated based on that three-decimal-place grade point average. **Class rank for seniors is calculated through the third nine weeks of the senior year.** Seniors who take a college course in the winter/spring term will not have the course grade figured into their GPA for class rank purposes because mid-term grades are not communicated to Apex HS from the university/college.

North Carolina End-Of-Course (EOC) Test Requirements

End-of-Course (EOC) Test will be administered for Math 1, Biology, and English II.

In all courses with an End-of-Course test, the EOC test shall count as 20% of the student's final grade. In courses without an End-of Course test, the final exam shall count as 20% of the student's final grade of each term.

Graduation Requirements

The following information is from the NC Department of Public Instruction (NCDPI) website (<http://www.dpi.state.nc.us/>). Click on K-12 Curriculum (top left) and the Graduation Requirements link (4th bulleted item).

North Carolina high school students are expected to meet specific course and credit requirements and testing standards in order to receive a high school diploma. These requirements differ depending on when students entered ninth grade for the first time.

Over the past few years, the State Board of Education has changed graduation requirements to better reflect the skills and knowledge needed for success at community colleges, colleges and universities, and in business and industry. The course and credit requirements in place for students entering ninth grade in fall 2009 and later are commonly known as the "Future-Ready Core." School Counselors are available to answer any questions you may have about what you need to graduate. <http://www.dpi.state.nc.us/curriculum/graduation/table>

Local Requirements

Students must meet any additional requirements adopted by the local board of education. **Wake County students must obtain a minimum of 26 credits to graduate.**

According to North Carolina state law and Wake County Public School System (WCPSS) Board policy, students do not have to meet the Graduation Project requirement.

Media Center

Media Specialist
Media Specialist

Ms. Heather Munger (Department Chair)
Mr. Scott Summers

Media Center hours are as follows: Monday through Friday 7:05 - 2:45pm. Students may use the Media Center during class time if they have a pass from their teacher, as long as seating is available and students follow accepted standards of behavior.

Media Services

General collection books may be checked out by students for a period of two weeks and renewed as needed. Reference materials may be checked out overnight. Students will be charged an overdue fine of 10 cents per day for general collection materials and 25 cents per period for overnight books and materials. A copy machine is located in the Media Center for the convenience of students at a fee of 10 cents per copy. Access to the Internet, several online research databases, plus state-of-the-art multimedia technology is also available to students.

Technology Responsible Use Board Policy 3225/4312/7320

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Lunch prices / AutoPay Lunch Money Program

Wake County Public School System is pleased to offer parents various payment options to take the worry out of remembering your child's lunch money. Options are available at www.myLunchMoney.com. Menus and all other information is available at [/www.wcpss.net/child-nutrition](http://www.wcpss.net/child-nutrition).

High School Lunch Prices: Full Price -\$3.00 Reduced Price- .40

High School Breakfast Prices: Full Price -\$1.50 Reduced Price- .00

****Visit www.wcpss.net/Page/1848 for a la carte prices**.**

APEX HIGH ATTENDANCE/TARDY POLICY & PROCEDURES

Absence/tardy note: In the event of an absence or tardy, the student must give the attendance office a note signed by the parent/guardian citing the reason for the absence or tardy. The 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.

Early check-outs: Students must get a check-out slip at the attendance office from 6:55 – 7:19 a.m. Parent note should contain student name, grade, time to be released, reason for check-out and parent signature. Check-out slip should then be given to teacher before leaving school. Students who become ill at school should report to the Main Office where staff will make arrangements with a parent. **NO STUDENT CHECK-OUTS AFTER 2:00 P.M.**

Attendance Plan for the 2019-20 School Year

- After 4 unexcused absences the teacher will report the attendance issues to an administrator and contact parent.
- Parents will be mailed attendance notices after the 3rd, 6th and 9th unexcused absences.
- After 9 unexcused absences a meeting will be set up with parent, teacher, administrator, counselor and student.

Make-up work

Students who have an excused absence must consult with the teacher upon returning to class to arrange for making up the time out of class and/or missed assignments. Students must complete assignments within a time frame designated by the teacher and within county guidelines. All work must be completed within the current 9-week grading period.

Extending work into another grading period may only occur in the following circumstances:

- an absence on the last day of the grading period
- a documented illness that occurs in the last week(s) of a grading period, but which does not qualify for homebound instruction

Students with unexcused absences may make-up work according to WCPSS Policy 6000.5 R & P.

Schools shall establish and communicate to students and parents their procedures for making up work following an unexcused absence. In making the determination about credit, the procedures should take into account the following:

- A. The past performance of the student,
- B. Circumstances that may have made the unexcused absence unavoidable,
- C. Unusual family circumstances,
- D. Nature of the specific learning activity,
- E. 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.

Athletic Eligibility Requirements

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

Age

- Must not participate if he/she becomes 19 years of age on or before August 31 of the current school year.

Attendance

- WCPSS requires students to be in attendance 85% of the previous semester.
- WCPSS requires the athlete to be present the entire day in order to participate in activities or practices.

Academics

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

Enrollment

- Must participate at the school to which he or she is assigned by the local board of education based on the residence of the parent or legal custodian within the administrative unit. The athlete must live with the parents or legal custodian. According to [WCPSS Board Policy 6201](#) a “legal custodian” is a person or agency awarded legal custody of a child by a court of law.
- A student who transfers from one NCHSAA member school to another NCHSAA member school in a different LEA (charter schools and private schools are their own LEA) after initial enrollment or participation, must sit 365 days from the date of transfer. Hardships may be granted by NCHSAA.

In compliance with federal law, Wake County Public School System administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability. For more visit: <https://www.wcpss.net/non-disc-policy>

CTE Non-Discrimination Statement

Career and Technical Education (CTE) is an integral part of the comprehensive secondary school program in Wake County. The Wake County Public School System offers a comprehensive Career and Technical Education program for students in middle and high schools.

At Apex High School, courses are offered in:

- Agricultural Education
- Business, Finance, and Information Technology Education
- Family and Consumer Sciences Education
- Health Science Education
- Marketing and Entrepreneurship Education
- Trade and Industrial Education

To ensure all students have access to CTE and are successful, Career Development and Special Populations support services are also available.

Title IX

The Wake County Board of Education will not discriminate against anyone on the bases of sex in its educational programs or activities, in admission to its educational programs or activities, or in employment policies and practices in accordance with Title IX of the Education Amendments of 1972. Inquiries regarding compliance with Title IX may be directed to the Title IX Coordinator. The Title IX Coordinator is the assistant superintendent for student services or her/his designee and may be reached at (919) 854-4349.

Correspondence to the Title IX Coordinator should be sent to: Dr. Rodney Trice rtrice@wcpss.net (919) 694-0524 110 Corning Road, Cary North Carolina 27518

Grievances regarding alleged sexual harassment may be raised according to the procedures outlined in Board Policy 2320/3035/4035/6415. Board of Education Policy 6210.

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act

No child will be excluded from any educational program or be subject to discrimination because he/she is an individual with a disability, as the term is defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Protected individuals include any person who has a physical or mental impairment that substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such impairment. 6210.1 The Senior Director of Related Services and Section 504 is charged with the responsibility of serving as the Wake County Public School System's Section 504/ADA Coordinator and is a contact person for questions related to Section 504/ADA. A 504/ADA contact for each school has been trained to serve as a resource for parents, guardians, and staff. 6210.3 The Superintendent shall establish procedures for implementation of this policy. These procedures shall be available through the Section 504/ADA Coordinator and the Section 504/ADA contact at each school. Board Policy 6220 - Assurance of Appropriate Services for Students with Disabilities Wake County Public School System assures all children with disabilities ages three (3) through twenty-one (21) will have available to them a free appropriate public education that emphasizes special education and related services designed to meet their individual needs in the least restrictive environment, prepares them for further education, employment, and independent living, and ensures the rights of these children and their parents are protected. 6220.1 Wake County Public School System will adhere to state and federal laws and regulations pertaining to the education of students with disabilities as well as Policies Governing Services for Children with Disabilities as adopted by the State Board of Education.

The above named persons can be contacted at: Joseph Man jman@wcpss.net (919) 694-0581 110 Corning Road, Cary North Carolina 27518

Student Code of Conduct

The Code of Student Conduct rules are leveled according to the severity of violation and type of consequence. In any given situation, based on the unique circumstances of a situation, the principal may utilize a different level of intervention than is indicated on the chart. Various interventions may be considered to address a student's behavior including restorative practices, detention, referrals to the counselor or community resources.

Level I

Level I rule violations can generally be addressed with non-disciplinary intervention or non-exclusionary discipline consequences. Except in the very limited circumstances described in a subsequent rule found in Level II, Level I rule violations may not result in out-of-school suspension. Examples of a Level I rule violation are exhibiting inappropriate language or leaving campus without permission.

Level II

Level II rule violations involve more serious misconduct that may warrant a short-term suspension of up to five school days when, in the judgment of the principal or designee, non-disciplinary interventions and non-exclusionary discipline consequences are insufficient to address the behavior and prevent its recurrence. Principals may impose a short-term suspension of six to 10 days or recommend a long-term suspension of 11 days or more based on one or more aggravating factors regarding the severity of the violation and/or safety concerns, provided such aggravating factor(s) are listed in the written suspension notice. Examples of a Level II rule violation are fighting and theft.

Level III

Level III rule violations are more severe in nature and may support long-term suspension. The principal may impose a short-term suspension of 10 days or less or decline to impose any suspension based on mitigating factors. Examples of a Level III violation are possession of a weapon and gang-related activity. The Code of Student Conduct rules are leveled according to the severity of violation and type of consequence. In any given situation, based on the unique circumstances of a situation, the principal may utilize a different level of intervention than is indicated on the chart. Various interventions may be considered to address a student's behavior including restorative practices, detention, referrals to the counselor or community resources.

Level IV

The only rule in Level IV is one that reflects a statutory prohibition on the possession of a firearm or destructive device (as defined in the rule) on school property or at a school-sponsored event. State law requires principals to recommend a 365 calendar-day suspension for all violations of this rule. Only the Superintendent or Board of Education may modify this outcome. A Level IV violation is always extremely serious and is treated as such. Level V Level V allows for expulsion of a student from the Wake County Public School System for violation of one or more Level II, III or IV rules in the code of conduct if the following criteria are met: (1) the student is 14 years old or older (2) both the principal and Superintendent/designee recommend expulsion; (3) the Superintendent and Board determine, consistent with the Board's "Due Process" policy, that there is a significant or important reason not to offer the student alternative education services and; (4) the Board determines, by clear and convincing evidence, that the students' continued presence in school constitutes a clear threat to the safety of other student or school staff.

For more information on the student code of conduct visit: https://boardpolicyonline.com/bl/?b=wake_new&s=208219