

# Crossroads Flex High School

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**Student/Parent Handbook  
2018-2019**



**CROSSROADS  
FLEX**

# CROSSROADS FLEX HIGH SCHOOL

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## **Mission**

The Crossroads Flex High School community will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

## **Vision**

As the premier flexible education experience, Crossroads FLEX will guide and graduate students whose individual pursuits empower them to emblazon change upon the world.

## **Belief Statements**

- Independent of learner characteristics, students will have the freedom to follow their pursuits with equal access to curriculum.
- We create and support a learning community in which diversity is celebrated and students are prepared to be effective citizens.
- Through self-advocacy and resiliency, students will pursue outside interests and engender meaningful changes throughout their lives.
- Commitment to their education will empower students to lead full, productive lives and equip them to compete effectively in a global society.

## **WCPSS Code of Conduct**

All students are responsible for complying with and are expected to be familiar with the *WCPSS Code of Student Conduct* and school board policies governing student behavior and conduct. All *Code of Student Conduct* policies are contained in the *WCPSS Student/Parent Handbook*, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the *Code of Student Conduct* policies, *the WCPSS Code of Student Conduct* policies shall take precedence.

Todos los estudiantes son responsables de cumplir con y familiarizarse con el Código de Conducta Estudiantil de WCPSS y las políticas de la Junta de Educación que gobiernan el comportamiento y la conducta de estudiantes. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

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



# 2018-2019 TRADITIONAL CALENDAR

Calendario Tradicional

July / julio 2018

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August / agosto 2018

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
W	W	W	W	W
★ 27	28	29	30	31

September / septiembre 2018

M/L	T/M	W/M	T/J	F/V
H 3	4	5	6	7
10	11	12	13	14
17	18	V 19	20	21
24	25	26	27	ER 28

October / octubre 2018

M/L	T/M	W/M	T/J	F/V
1	2	3	4	5
8	9	10	11	12
15	16	17	18	ER 19
22	23	24	25	26
29	Q 30	W 31		

November / noviembre 2018

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	7	8	9
H 12	13	14	15	16
19	ER 20	V 21	H 22	H 23
26	27	28	29	30

December / diciembre 2018

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	ER 21
H 24	H 25	H 26	V 27	V 28
V 31				

January / enero 2019

M/L	T/M	W/M	T/J	F/V
	H 1	V 2	3	4
7	8	9	10	11
14	15	16	Q 17	W 18
H 21	22	23	24	25
28	29	30	31	

February / febrero 2019

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	ER 15
W 18	W 19	20	21	22
25	26	27	28	

March / marzo 2019

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	ER 8
11	12	13	14	15
18	19	20	21	22
25	Q 26	27	28	W 29

April / abril 2019

M/L	T/M	W/M	T/J	F/V
1	2	3	4	5
8	9	10	11	12
V 15	V 16	V 17	V 18	H 19
W 22	23	24	25	26
29	30			

May / mayo 2019

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
H 27	28	29	30	31

June / junio 2019

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	★ 11	W 12	13	14
17	18	19	20	21
24	25	26	27	28

## LEGEND / LEYENDA

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

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

- 10/31
- 10/13- Saturday, full day (sábado, día completo)
- 11/21
- 1/18
- 2/19
- 2/18
- 3/29
- 6/12
- Banked Hours (up to 3 days) (horas acumuladas - hasta 3 días)
- 4/6 - Saturday, full day (sábado, día completo)
- 4/15
- 4/16
- 4/17

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

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

De acuerdo a lo establecido por la Ley de Calendarios de Carolina del Norte, el Superintendente actualizará este calendario deberá ser actualizado para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborables de los maestros, sábados, horas acumuladas de instrucción\*, o días programados de vacaciones para cumplir con los requerimientos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se terminan todas las demás opciones, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

\* Horas acumuladas por las escuelas, por encima de las 1025 horas requeridas de instrucción.

MORE INFORMATION / MÁS INFORMACIÓN  
www.wcpss.net/calendars

## **Administration**

**Keith Richardson, Principal**

*Welcome to Crossroads FLEX and the 2018-19 school year. This is a great opportunity for you as you embark on your high school journey while you explore other areas of your interest outside high school. To be successful you will need to be self-motivated, dedicated, take initiative, and organized. We at Crossroads FLEX are here to help you be successful. Communication and your time on campus will be key to your success in this program. Let's make it a great year for everyone. Have a great year!!*

# Academics

## Graduation Requirements

The *WCPSS High School Program Planning Guide* provides detailed information. A copy is available at <http://www.wcpss.net/planning-guides/>.

## Course Selections

Crossroads Flex students may request courses as provided in the *WCPSS High School Program Planning Guide* in conjunction with courses provided through North Carolina Virtual Public Schools (NCVPS). Course offerings are subject to sufficient minimum student enrollment and adequate staffing and materials.

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 personnel are available to assist and advise students and parents in the course selection process. Each 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 needs specific course to meet graduation requirements (priority given to seniors and students with non-elective graduation requirement issues).
- Student wants to increase academic rigor.
- Student's schedule must be changed for administrative reasons (class size, etc.).

Requests for schedule changes should be made to the Dean of Students as soon as possible within the time frame given by Crossroads FLEX; the administration and staff encourage students to make changes before the end of the first five (5) days of the semester. Specific procedures for requesting schedule changes are provided when schedules are issued to students. All schedule changes require administrative approval.

## Grading Scale

In accordance with WCPSS policy, the grading scale below is reflected on all progress reports for all instructional programs:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 or below

FF = Failure for violation of attendance policy

WP = Withdraw with a Pass

WF = Withdraw with an F

## Academic Integrity

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

### **Students are expected:**

- To produce authentic and original work
- To refrain from gaining an unfair advantage on academic work or assisting others in doing so
- To cooperate in a community of freedom and trust
- To hold one another accountable to the values of the Crossroads FLEX community
- To honestly represent one's actions and those of others
- To clarify with the teacher how the expectations of academic integrity apply to any assignment
- To communicate with their Crossroads FLEX case manager and dean of students continuously
- To meet the expectations set forth by North Carolina Virtual Public Schools
- To be a responsible citizen both in the digital platform and in society
- To work daily and diligently to be successful high school students
- To be a self-advocate and know when to reach out for assistance
- To meet the required minimum of 10-15 hours per week face to face time at Crossroads FLEX

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

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

- a. **Cheating**- giving or receiving of any unauthorized assistance on academic work.
- b. **Plagiarism**- copying the language, structure, or idea of another and representing it as one's own work.
- c. **Falsification**- verbal or written statement of any untruth.
- d. **Violation of software copyright laws**- unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software.”

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

1<sup>st</sup> Infraction: Opportunity to resubmit alternative assignment for partial credit.

2<sup>nd</sup> Infraction: Student will receive a zero without the opportunity to redo an assignment.

3<sup>rd</sup> Infraction: Student will be automatically withdrawn from the course and receive a “WF” for the course. This will impact his/her overall GPA.

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

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

# Daily Schedule

<p><b>Crossroads Flex</b> Hours of Operation <b>7:30 a.m.- 5:00 p.m.</b></p>
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## Crossroad FLEX Alternate Day Schedules

<p><b>ONE-HOUR DELAY</b></p>
<p>HOURS OF OPERATION 8:30 A.M. - 5:00 P.M.</p>

<p><b>TWO-HOUR DELAY</b></p>
<p>HOURS OF OPERATION 9:30 A.M. – 5:00 P.M.</p>

<p><b>EARLY RELEASE DAYS</b></p> <p>September 28, 2018 October 19, 2018 November 20, 2018 December 21, 2018 February 15, 2019 March 8, 2019</p>
<p>HOURS OF OPERATION 7:30 A.M.- 11:30 A.M.</p>

# Attendance

## **WCPSS Policy and Procedures**

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

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

## **Make-up Work**

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 after communicating with their teacher of record. Every teacher is available to meet with students. Teachers will announce and post times that they are available for student assistance. Students at Crossroads FLEX have the privilege of working on assignments even when not on campus due to absence.

## **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:

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

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

1. The past performance of the student,
2. Circumstances that may have made the unexcused absence unavoidable,
3. Unusual family circumstances,
4. Nature of the specific learning activity,
5. 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.

## **Crossroads FLEX Specific Attendance Policy and Procedures**

Student attendance is determined by the amount of weekly seat time assigned, the amount of weekly seat time completed, and attendance at scheduled class times and meetings. Students are expected to meet their assigned seat time per week at the Crossroads FLEX site. Attendance will be affected if students do not meet this expectation. Students should submit documentation when they will be unable to meet their hours for that week.

A blended learning program is a combination of online learning and face to face learning at Crossroads FLEX. Therefore, some seat time is required for all students.

In the event of an absence...

- It shall be the responsibility of the student to present to his/her FLEX Coach a note signed by the parent or guardian citing the reason for such absence.
- The note should list a telephone number where the parent may be reached during the school day.
- An absence form is available for student use and located on the school website. Such notes shall be presented within two (2) days of the student's return to school. Failure to comply will result in the absence 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.

If a student is absent due to his/her pursuit...

- He/She must present an "Extended Absence Notification" form **prior** to the pursuit dates.
- This form will help academic coaches support students during their absence. This form is also located on the school website or at Crossroads FLEX.

There is a mandatory, minimum seat time of ten (10) hours per week for all students at Crossroads FLEX. There is a mandatory, minimum seat time of fifteen (15) hours per week for all freshmen at Crossroads FLEX.

### **Required Seat Time at Crossroads FLEX**

The staff at Crossroads FLEX can increase additional seat time for the following reasons:

- If student is a freshman;
- If student is performing below benchmark in two (2) or more courses;
- If student is not responding to staff correspondence at Crossroads FLEX or North Carolina Virtual Public Schools (NCVPS); and/or
- If student is not submitting assignments on time.

Students are responsible for their coursework including studying to attain passing grades, submitting all assignments on time and keeping in contact with their instructors. Failure to do so may result in an increase of required seat time up to twenty (20) hours per week. Required seat time can be reduced if a student improves in the areas aforementioned above.

A high school student's first priority is being a high school student. Any seat time required by Crossroads FLEX serves to assist a student's success during their high school matriculation. If online school is not successful a student may be required to complete all coursework on site at Crossroads FLEX (30 hours per week).

### **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 “Absence Form,” which may be obtained at <http://www.wcpss.net/cms/lib/NC01911451/Centricity/Domain/10894/Absence%20Report.pdf>

- A Pursuit Absences Notification Form must be completed and submitted when students will be out a number of days involving their pursuit. These forms are to be completed by the parent and returned to the Lead Secretary. 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. Because of this procedure, students are encouraged to make these requests at least three (3) school days prior to the anticipated absence.
- 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, student may be assigned disciplinary consequences determined by administration.
  - Students with attendance problems (excessive absences or tardies) will be referred to the administration for disciplinary action.
  - Students not meeting the minimum seat time requirements or required seat time requirements are subject to disciplinary consequences.
  - Students not online at a minimum of two (2) hours are subject to conferencing and possibly disciplinary consequences.
- Appeals of unexcused notes should be directed to the Lead Secretary for consideration by the principal. Disposition of these matters will be based on the following conditions:
  - Compliance with stated procedure
  - Parental contact
  - Extent of mitigating circumstances
  - WCPSS Board Policy 6000.3

**Credit for attendance** – Student attendance is determined by the amount of weekly seat time assigned, the amount of weekly seat time completed, and attendance at scheduled class times and meetings. Students are expected to meet their assigned seat time per week at the Crossroads FLEX site. Attendance will be affected if students do not meet this expectation. Students should submit documentation when they will be unable to meet their hours for that week.

- **The school administration may require the presence of a parent to sign out a student.**

### **Electronic Devices**

An electronic device to access NCVPS, other curriculum resources, and to communicate with Crossroads FLEX staff will be provided to each student enrolled at Crossroads FLEX. Students will be able to opt out of the WCPSS issued device and utilize their own personal device. Students are responsible for the safety of the school issued device. Damaged caused by negligence or lost and/or stolen devices are the responsibility of the student and parent and therefore, parents and students assume all costs associated to repair or replace the device.

Students and parents must also have read, signed, and submitted the electronic devices acknowledgement form and the technology use agreement form.

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

## **North Carolina Virtual Public Schools (NCVPS):**

### **Things to Know**

It is essential that both students and parents take time to navigate through the NCVPS website at [www.ncvps.org](http://www.ncvps.org)

#### **NCVPS Course Catalogue**

To access NCVPS Course Offerings go to [www.ncvps.org/catalogue](http://www.ncvps.org/catalogue)

To view Course Descriptions go to [www.ncvps.org](http://www.ncvps.org), select “Course Info”; select “Catalogue; select “NCVPS Course Descriptions”

#### **NCVPS Orientation**

Orientation for NCVPS will take place during assigned orientation. Students who are absent from their scheduled orientation are responsible for setting up an appointment with their assigned academic coach.

#### **NCVPS Tech Requirements**

You will not be successful in your online course without your computer meeting NCVPS technical requirements, using the right internet browsers, and using the proper plugins. There’s not usually a cost with any of the basic internet plugins and updates (like Chrome, Firefox, Adobe PDF, java, etc.).

#### **NCVPS Textbooks and Materials**

Make sure you have the textbook and materials for your course. Only Advanced Placement courses need textbooks, but a few courses need materials, like headphones, microphones, lab materials, etc. Ask your E-Learning Advisor or academic coach if you need any textbooks or materials for your courses.

## **NCVPS Workload**

**Fall & Spring Block Courses:** You should expect 90 minutes of work each day, depending on the course, Monday through Friday.

**AP/Yearlong Courses:** You should expect 50-60 minutes of work each day, depending on the course, Monday through Friday.

**Weekends:** Just like in traditional schools you may have work on the weekends. We do not have any due dates on the weekend but you may need to study for a test, read a novel, or work on a project.

## **NCVPS Late Work Policy 2018-2019**

NCVPS is a student-focused supplemental school for all secondary students of NC. With over 115 school districts and 70+ charter schools enrolling in NCVPS courses, consistency in guidelines is critical for our stakeholders.

Students who get behind in their learning are so focused on catching up that learning often doesn't happen.

With consistent due dates, students know the expectations and can work daily for the best learning possible. It is important that students complete meaningful assignments so that meaningful feedback can be provided thus it is essential that students remain on track throughout their coursework.

Students should be working daily, following the day-to-day pacing guide, to meet their deadlines as posted in each course. If a student does not meet a due date for an assignment(s), the following deductions will be applied:

**1st week** - 10% deduction to be applied to the final assignment grade

**2nd week** - 20% deduction to be applied to the final assignment grade

**Starting the 3rd week** - 40% deduction to be applied to the final assignment grade

## **NCVPS Help Center**

Students have several places to seek help when needed. Refer to [www.ncvps.org/ncvps-help](http://www.ncvps.org/ncvps-help)

## **NCVPS Student/Parent Handbook**

Students and parents should check out [www.ncvps.org/student-parent-handbook](http://www.ncvps.org/student-parent-handbook) to be better prepared for e-learning and online courses. Student and parent FAQs, and the getting started checklist are included on that site.

## **Behavioral Policies and Procedures**

### **General Discipline Policy**

All Wake County Public School System and Crossroads Flex 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 Crossroads FLEX 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, online, in the building, parking lots, and at all school-sponsored events including attendance at any other Wake County School. 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 logical consequences. 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.

### **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 (clubs, field trips, etc.).

If a student is suspended from school the absence will be counted as unexcused although a student can still access his/her coursework. The student is expected to maintain all online coursework and meet all due dates.

### **Long-term Suspension**

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

### **Search and Seizure**

Refer to WCPSS Board Policy 6600.

## **Dress Code**

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

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

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

**Level I-** Level I rule violations should generally result in in-school interventions in lieu of out of school suspensions. In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level One rule, or where there are other aggravating circumstances the principal may impose a short-term suspension that shall not exceed two school days. Level One rule violations shall not result in a long-term suspension.

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

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

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

**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 fourteen (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. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.

### **Level I—In School Discipline/Possible Short-Term Suspension not to exceed 2 days**

- I-1 Noncompliance
- I-2 Disrespect
- I-3 School/Class Attendance
- I-4 Inappropriate Language
- I-5 Inappropriate Dress
- I-6 Electronic Devices
- I-7 Trespassing
- I-8 Tobacco
- I-9 Gambling
- I-10 Misconduct on School Vehicle

### **Level II—Short-term Suspension not to exceed 5 days/Possible Long-Term Suspension with Aggravating Factors**

- II-1 Integrity
- II-2 Inappropriate Literature
- II-3 Violation of computer access
- II-4 Class/Activity Disturbance
- II-5 School Disturbance
- II-6 School Transportation Disturbance
- II-7 Disruptive Protest
- II-8 False Fire Alarm
- II-9 Fire Setting/Incendiary Material
- II-10 Property Damage
- II-11 Theft
- II-12 Extortion
- II-13 Indecent Exposure/Sexual Behavior
- II-14 Harassment/Bullying
- II-15 Sexual Harassment
- II-16 Threat/False Threat
- II-17 Physical Aggression/Fighting
- II-18 Failure to Report Firearm
- II-19 Hazing
- II-20 Search and Seizure
- II-21 Aiding and Abetting

### **Level III—Long-Term Suspension/Possible Short-Term Suspension with Mitigating Factors**

- III-1 Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia
- III-2 Gang and Gang Related Activity
- III-3 Weapons/Dangerous Instruments/Substances
- III-4 Assault on a Student
- III-5 Assault on School Personnel or Other Adult
- III-6 Assault involving Weapon/Dangerous Instrument/Substances
- III-7 Bomb Threat
- III-8 Bomb Threat: Aiding/Abetting
- III-9 Acts of Terror

## **Level IV— Suspensions Required under State Law**

IV-1 Firearm/Destructive Device K-12

## **Level V—Expulsion**

A student fourteen (14) years of age or older may be expelled for a violation of this Code of Conduct if the Board determines the student's behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of other students or employees, and that there is no appropriate alternative educational program. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.

## **General Student Information**

### **Clubs/Organizations**

Clubs and Organizations are welcomed at Crossroads FLEX. They should be organized to serve the needs and interests of students. In order to initiate a club/organization a student must submit a proposal to the principal. Included in the proposal should be a commitment from a staff member to serve as a sponsor and documentation that there are at least five (5) students who have committed to joining the proposed organization. All proposals will be reviewed by the principal and will be at the principal's discretion to approve or deny any request.

**Seniors are required to pay a \$20 Senior Fee at the beginning of the school year. Senior fees will cover graduation expenses, a senior lunch, and senior activities sponsored by the school.**

### **Emergencies/Health Room**

Any student wishing to receive assistance for an illness or accident is to report to the front desk 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 front desk 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 Crossroads FLEX and appointments can be made through your counselor.

### **Fines/Fees**

Students are expected to clear any fines/fees promptly, including returning books, materials, etc. Failure to clear fines and fees will prohibit a student's eligibility for an off-campus lunch pass. In addition, students may be ineligible to participate in student activities such as the prom, graduation, 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. Staff members will review instructions with students. Exit procedures are posted in each room.

## **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.

## **Fundraising**

In accordance with WCPSS Board Policy 6830, all school-sponsored fundraising events must have the prior approval of the administration. In addition, all events of this nature must be supervised by a staff member. For information, consult with the activity or club advisor. Additional questions should be directed to the administrator over fundraising.

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

Crossroads FLEX allows members of the senior class to have the opportunity to state their interest in delivering the farewell address at graduation. Seniors interested will have the opportunity to write and present his/her speech to the graduation committee. The graduation committee will make all final decisions regarding graduation speakers.

## **Graduation Speaker (Introduction of Guests)**

Crossroads FLEX allows members of the senior class to have the opportunity to state their interest in introducing the stage guests at graduation. The graduation committee will make all final decisions regarding graduation speakers.

## **Homework**

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

## **Breakfast and Lunch**

**The established breakfast time for Crossroads FLEX is 7:30a.m.-9:00a.m. and 10:30a.m.-1:00p.m. for lunch.**

- Information regarding eligibility for free/reduced meal will be made available at the beginning of the school year. For assistance, please see the Student Services secretary; students must re-apply for free/reduced price each year.
- Prices for the school year are \$2.80 for full price plate lunch and \$.40 for reduced price lunch; \$1.50 for full price plate breakfast and \$.30 for reduced price.
- Students should consume beverages and food items only in the Café at Crossroads FLEX. This ensures that all electronic equipment and furnishings remain safe and clean.
- Students may leave campus with a valid Crossroads FLEX Lunch Pass (only juniors and seniors are eligible for an off-campus lunch pass) between the times of 10:30 a.m. and 1:00 p.m.

- It is the responsibility of the student to have a parent contact the front office if he/she is not able to return to school after lunch due to an illness.
- Students should not be off campus longer than 45 minutes for lunch.
- Students may bring breakfast and/or lunch from home or purchase lunch from Child Nutrition Services.

**Breakfast and lunch will be available to students daily upon request. Breakfast and Lunch will be delivered daily to Crossroads FLEX in partnership with Dillard Drive Middle School.**

- Students interested in requesting a school lunch should place their order with the Lead Secretary by 9:30a.m. each morning. All orders will be submitted by 9:30 a.m. each morning.
- Students interested in requesting a school breakfast should place their order the day before when they request lunch.
- Breakfast and lunch will be delivered to the school once a day. Food will be stored appropriately until the student is ready for his/her breakfast and/or lunch.
- When ready, the student will request his/her breakfast or lunch from the Lead Secretary.
- If a student is not on campus but would like breakfast or lunch the following day, he/she must contact the Lead Secretary by phone or email.
- If a student pre-orders a breakfast and/or lunch and is then absent on that day, he/she will still be charged for the pre-ordered meals, no exceptions (this is due to the meals being delivered to the school site).
- Breakfast and lunch should be paid for through [www.myschoolbucks.com](http://www.myschoolbucks.com) or call 855.832.5226 to enroll. You will need your child's school ID number to register. If paying onsite only checks will be accepted payable to Child Nutrition Services.

**Parking on Campus during the School Day**

Crossroads FLEX assumes no liability for damages that may occur when a vehicle is parked on campus or when it is or towed and stored. A parking form must be completed and submitted to the Lead Secretary. This form is available on the school website and at the front desk.

There is no parking pass fee at this time. However, this may change during the school year or next school year if necessary. Parking pass fees will be assessed should parking passes be required.

**Posters and Displays**

Posting signs around the campus is an appropriate and effective way to let students know what is happening around the school. Signs need to be approved in advance by the administrator responsible for student activities. A stamp of approval, indicating approval length, must be on each sign. Finally, all posters and signs need to follow the guidelines for approval:

1. The group sponsoring the event and the nature of the group's activities must be clearly stated.
2. Seventy-two hours of prior approval time is required before a sign can be posted.
3. Signs must have the "stamp of approval" in order to remain posted.
4. Signs must be taken down the day after an announced event by the club or group.
5. Only school-related activities may be promoted with postings. Other promotional material must be approved for placement on the community board.
6. Items may be posted in designated areas only (generally key intersections, visible areas vs. random placement).

**School Functions**

School functions 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 Crossroads FLEX students and their invited guests. Students may be limited to one guest and may be required to obtain prior approval for the guest. Students and guests will be under the supervision of the school at school-sponsored dances and will be expected to abide by all school rules

and regulations. Administration reserves the right to deny participation in school activities for any student who has multiple suspensions.

### **Bicycles/Mopeds**

All bicycles should be parked in the area designated for that purpose. Students are urged to lock their bicycles. Crossroads FLEX 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. In order to obtain a student ID students must be present on Fall Picture Day.

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

WCPSS provides students a WCPSS email account, for which Crossroads FLEX provides all log-in information. Students are expected to use their WCPSS email accounts when communicating with NCVPS teachers and Crossroads FLEX staff.

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

### **Telephones**

- Teachers may make appropriate calls for students; however, student use of staff phones in teacher work areas is not permitted.
- Student calls related to attendance (signing out) must be made from the front desk with permission of the Lead Secretary or designee.
- Students may use electronic devices including cell phones on school for educational purposes only. Personal entertainment devices, including iPods/MP3 players, iPads, etc. are permitted but with the use of headphones or ear buds only.
- Electronic games, nor laser pointer or similar devices are allowed until after the conclusion of the instructional day. School principals may authorize individual students to possess and/or use for personal purposes wireless communication devices if, in the opinion of the principal, there is a reasonable need for such communication.
- Use of social media sites and platforms is prohibited during the school day.

### **Telephone Messages**

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

**Students must use their Wake County provided email address when contacting NCVPS or Crossroads FLEX staff.**

## Textbooks

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

## Trespassing

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

## Valuables

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

## Visitors

- All visitors are required to report directly to the front desk 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 Crossroads FLEX campus during regular school hours without the prior approval of the principal.
- Students are not allowed to have visitors on campus.

## WCPSS Email

All students have been provided an e-mail account from WCPSS. Students are expected to check their e-mail accounts **at least twice a day**. Students should respond to messages in a timely manner (at least within **24 hours**) especially those messages from teachers and administration. WCPSS e-mail accounts should not be used for personal use. Remember, WCPSS e-mail accounts can be subpoenaed at any time and are always public record. Contact your FLEX coach should any issues arise regarding your e-mail account. **Students must use their Wake County provided email address when contacting NCVPs or Crossroads FLEX staff.**

## **Student Services**

Crossroads FLEX 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. 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 are services provided by Crossroads FLEX Student Services. 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 Crossroads FLEX website and announced at school.

Students who wish to see a counselor should stop by the Dean of Students' Office before school, during school, and during lunch to set an appointment. Students and parents may also email the counselor to schedule an appointment.

### **Transcripts**

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

Students needing a transcript (unofficial or official) for out of state universities or scholarships will make their request via the [wcpss.net/transcripts](http://wcpss.net/transcripts). The first three (3) transcripts are free. There is a \$5 fee for each additional transcript request. Students needing to send a transcript to an in-state college or university will make the request by going to [www.cfnc.org](http://www.cfnc.org).