

East Wake High School Student Handbook



**2022 – 2023
School Year**

Discover □ Excel □ Become

This handbook is the official school guide specifically for operations at East Wake High School. All faculty, staff, and 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. WCPSS policies are also located on the WCPSS district website. **If there is a conflict between the rules expressed in this handbook and the WCPSS policies and procedures, the WCPSS policies shall take precedence.**

MISSION STATEMENT

East Wake High School will educate all students to be college and career ready and to be valuable contributors in the community.

VISION STATEMENT

East Wake High School is a safe and rigorous learning environment in which all students and staff are inspired, engaged, and supported to reach their potential.

VALUE STATEMENTS

East Wake High School will:

- Encourage and model integrity, compassion and creativity.
- Provide engaging, rigorous, and relevant instruction to prepare all students to be critical thinkers and problem solvers.
- Provide a safe, respectful learning environment.
- Partner with our community stakeholders to fully achieve our shared vision.

SCHOOL ADDRESS

East Wake High School
 5101 Rolesville Road
 Wendell, NC 27591
 (919) 365-2625 | (919) 670-4343 – Fax

DAILY BELL SCHEDULE

Period	Time
1st Period	7:25 a.m. - 8:44 a.m.
2nd Period	8:50 a.m. - 10:09 a.m.
3rd Period	10:15 a.m. - 11:34 p.m.
4th Period Required Daily Check In A Lunch B Lunch	11:40 a.m. - 12:54 p.m. 11:40 a.m. - 11:45 a.m. 11:45 a.m. - 12:15 p.m. 12:24 p.m. - 12:54 p.m.
5th Period	1:00 p.m. - 2:18 p.m.

EARLY RELEASE SCHEDULE

Period	Time
1st Period	7:25 a.m. - 8:19 a.m.
2nd Period	8:25 a.m. - 9:19 a.m.
3rd Period	9:25 a.m. - 10:19 a.m.
4th Period	Students do not attend Seminar on Early Release days.
5th Period	10:25 a.m. - 11:19 a.m.
Campus Lunch	11:19 a.m. - 11:40 a.m.
Buses will depart at 11:45 a.m.	

IMPORTANT WEBSITES

www.wcpss.net
www.bit.ly/ewcounseling
www.collegeboard.org
www.act.org
www.cfnc.org
www.fafsa.gov
www.ed.gov/finaid/
www.fastweb.com

Interims & Report Card Issue Dates

Interim reports will be distributed to students every three weeks. They are also available on PowerSchool. Parents will be contacted if a student is receiving a failing grade.

Interims	Quarter Ends	Report Card
Q1 – By September 16 & October 11	November 3	November 10
Q2 – By December 2 & December 20	January 26	February 3
Q3 – By February 17 & March 10	March 30	April 14
Q4 – By April 28 & May 19	June 9	June 16

HOLIDAYS & TEACHER WORKDAYS:

Fall 2022 Semester	Spring 2023 Semester
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<p>August 29 - First Day of School September 2 - Early Release Day September 5 - Holiday September 26 - Teacher Workday October 10 - Teacher Workday November 3 - End of the 2nd Quarter November 4 - Teacher Workday November 8- Calendar Out Day (Election Day) November 10 - Early Release Day November 11 - Holiday November 23 - 25 - Holiday December 5 - Early Release Day December 21 - Early Release Day December 22 - January 2 - Holiday Break January 16 - Holiday</p>	<p>January 27 - Teacher Workday January 30 - First Day of the 2nd Semester February 20 - Holiday March 7 - Teacher Workday March 24 - Early Release Day March 30 - End of the 3rd Quarter March 31 - Teacher Workday April 3 - 7 - Spring Break April 21 - Teacher Workday May 9 - Early Release May 29 - Holiday June 9 - Last Day of School</p>
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PERSONNEL INFORMATION

Administration	
<p>Stacey Alston James Fitzgerald Gregory Wade Tanya Byrd-Robinson Katonnia Ford Pamela Age</p>	<p>Principal Assistant Principal of Instruction Assistant Principal Students A - D Assistant Principal Students E - L Assistant Principal Students M - R Assistant Principal Students S - Z</p>

Administration Support Staff	
<p>Audrey Webb Kimberly Thibault Jeong Kendrick Wannetta Best Heather Morris Theora McNeil Kaleah Boddie</p>	<p>Lead Secretary Bookkeeper Data Manager Registrar Student Services Receptionist Main Office Receptionist Attendance Clerk</p>

Student Support Services	
<p>Tiffany Robinson Toni Dupree Rosanna Orozco-Ewais Matthew Hendricks Reginald Lowery Carmelina Almanzar Melanie Lynch Dealton Cotton</p>	<p>Dean of Counseling & Students Services Counselor A - Co 10th Grade Counselor Cr - Ha 12th Grade Counselor He - Me 11th Grade Counselor Mi - R 10th Grade Counselor S - Z 9th Grade SAP Counselor SAP Counselor</p>

Athletics (Head Coaches)

Charles Mann	Athletic Director
Anthony Piercy	Assistant Athletic Director, Baseball, Golf (W)
Jessie Campbell	Women's Tennis
Amelia Burns	Athletic Trainer
Jennifer Sanders	Assistant Athletic Trainer
Dealton Cotton	Football
Avery Upshur	Softball
Kristin Thill	Volleyball
Natalie Albero	Soccer
Jackson Glasgow	Men's Tennis
Kenneth Melton	Men's Basketball
Toni Dupree	Women's Basketball
Shomka Edmonds	Cheerleading
Matthew Brock	Wrestling
Jonathan Hasbrouck	Golf (M)
Kevin Crudup	Indoor Track, Men's Track
Emily Steele	Women's Track, Cross Country

*A complete list of all staff can be found on the EWHS website under the "Staff Directory" link.

ACADEMICS

COUNSELING & STUDENT SERVICES

The vision of the EWHS Student Services department is that all students will receive comprehensive and equitable School Counseling services as a part of their total educational program. The role of the school counselor is to provide support in meeting educational, vocational, and personal-social needs of students. We want students to reach their full potential and be prepared for successful grade level and life transitions with necessary character, college and career readiness skills. To meet the needs of our students, we offer classroom sessions, group counseling and individual student planning meetings. We also encourage our students to set up appointments to meet with their assigned counselor to discuss their interests, goals, post-secondary plans, etc. Please visit the Student Services website, <https://www.wcpss.net/Page/22653> to find resources and academic opportunities!

EXAM EXEMPTION

Seniors who have an anticipated final grade of C or better are exempt in courses where there is not a requirement for a state exam, post assessment, or field test. The principal is the final authority in determining exemption status. Students **CANNOT** be exempt from EOC exams, or CTE Post-Assessments.

GRADING POLICIES

East Wake High School is committed to maintaining rigorous performance and achievement standards for all students. We provide a fair and consistent process for evaluating and reporting student progress. Grades will be readily available through student PowerSchool and the Parent Portal of PowerSchool. Parents will be encouraged to use the portal and opportunities to gain access will be provided in a variety of ways and times to support access to grades. Grading practices are based on factors directly related to the learning objectives and will appropriately reflect students' academic mastery of their learning objectives.

GRADING SYSTEM

The grading system for all WCPSS high schools is established by the Wake County School Board. Grade Point Average Quality Points (QP) for students are as follows:

Letter Grade	Academic Course QP	Honors Course QP	Advanced Placement Course QP
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3

D	1	1.5	2
F	0	0	0

Students will receive one extra quality point for specific Community College courses approved by the Comprehensive Articulation Agreement (CAA). Students in selected Project Lead The Way courses will earn one extra quality point.

GRADING SCALE

The following grading scale applies to all high school courses.

A = 90-100	B = 80-89	C = 70-79	D = 60-69
F = less than 60	I = Incomplete	WP = Withdraw, no penalty	WF = withdrawal w/ an F

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

PROMOTION REQUIREMENTS

From Grade	Promotion Criteria	Credits
9	English I; two credits in the areas of mathematics, social studies, or science; and three additional credits	6
10	English II; one credit in mathematics; one credit in social studies; one credit in science; and two additional credits	12
11	English III; enrollment in a program which, if successfully accomplished, will result in the completion of graduation requirements	18

GRADUATION REQUIREMENTS

Content Area	FUTURE-READY CORE	OCCUPATIONAL COURSE OF STUDY
English	4 Credits English I, II, III, IV	4 Credits English I, II, III, IV
Mathematics	4 Credits NC Math 1, NC Math 2, NC Math 3, and a 4th Math Course to be aligned with the students' post high school plans. <i>In the rare instance a principal exempts a student from the FRC math sequence, the student would be required to pass NC Math 1 and NC Math 2 and two other application-based math courses.</i>	3 Credits Introduction to Mathematics, NC Math I, Financial Management
Science	3 Credits A physical science course, Biology, Earth/Environmental Science	2 Credits Applied Science, Biology
Social Studies	4 Credits Entering high school Fall 2019 and before: World History (or AP World History), American History I: Founding Principles, American History II (or AP US History & 1 additional social studies elective), and American History: Founding Principles, Civics & Economics Entering high school Fall 2020 and beyond: World History (or AP World History), Civic Literacy, American History, and Economics & Personal Finance	2 Credits Entering high school prior to Fall 2020: American History I or American History II and American History: Founding Principles, Civics & Economics Entering high school during Fall 2020 and beyond: Civic Literacy and Economics & Personal Finance
World Language	2 Credits are required to meet Minimum Application Requirements for the UNC System.	Not Required

Health & Physical Education	1 Credit Healthful Living I <u>and</u> Completion of CPR requirement	1 Credit Healthful Living I <u>and</u> Completion of CPR requirement						
Specific Electives	6 Credits Required 2 elective credits of any combination from either: - Career & Technical Education (CTE) - Arts Education - World Languages 4 elective credits strongly recommended (four course concentration) from one of the following: - Career & Technical Education (CTE) - JROTC - Arts Education (e.g., dance, music, theatre, visual arts) - Any other subject area (e.g., mathematics, science, social studies, English, or cross-disciplinary)	6 Credits Occupational Prep I, II, III, IV Completion of Work-Based Hours as follows: 600 Hours <table border="1" data-bbox="1040 331 1437 590"> <tr> <td>School-Based Vocational Training =</td> <td>150 Hours</td> </tr> <tr> <td>Community-Based Vocational Training =</td> <td>225 Hours</td> </tr> <tr> <td>Competitive Paid Employment =</td> <td>225 Hours</td> </tr> </table> Completion and presentation of a Career Portfolio containing all of the required components.	School-Based Vocational Training =	150 Hours	Community-Based Vocational Training =	225 Hours	Competitive Paid Employment =	225 Hours
School-Based Vocational Training =	150 Hours							
Community-Based Vocational Training =	225 Hours							
Competitive Paid Employment =	225 Hours							
Career & Technical Education		4 Credits CTE Electives						
Additional Electives	4 Credits							
Total	26 Credits	22 Credits						

Classwork & Assessments

Grading practices will be based on factors directly related to the learning objectives and will appropriately reflect students' academic mastery of their learning objectives.

The information below shares specific information about our school-wide grading practices. ALL grading practices are aligned to Board Policy.

The following are school-wide expectations for all student coursework and assessments:

Grading Categories: Categories and category weights for class assignments and PowerSchool Gradebook setup are as follows:

- Major Assessments/Projects 30-50%
- Classwork/Minor Assessments 20-30%
- Quizzes 10-20%
- Homework 0-10%

Homework

The faculty of East Wake High School considers homework to be an important part of the educational program. Homework must only be an extension of class work and afford students the opportunity to practice skills and apply concepts learned in the classroom. 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 East Wake High School teachers and staff. Homework will not count more than 10% of a student's total quarter grade, as defined by Departments.

Missed Work/Late Work

Students will be expected to make up missed work. Teachers shall develop and consistently implement common grading procedures for missed work and will communicate the common grading procedures to parents and students in writing.

For previously assigned projects/assignments:

- Students have 1 day for each day they are absent up to 1-3 days
- Students have 2 days for each day they were absent over 3 days

Although the time required for the completion of an assignment will vary from student to student, teachers should be cognizant of the demands of other disciplines when planning homework assignments.

RETEST POLICY

East Wake High School Retest Policy supports the premise that all students can experience success.

Students that do not perform to their expectation on a test will be allowed to retake at least two tests per quarter. Each teacher/department will determine the maximum grade that a student will be allowed to earn for that retaken test. Remediation prior to taking the retest may be required. Students taking the test for the first time will not require remediation.

TRANSCRIPTS

All WCPSS high schools use the College Foundation of North Carolina (CFNC, www.cfnc.org) Electronic Transcript Manager to send senior transcripts, at no charge, to North Carolina colleges, universities, and community colleges. WCPSS high schools provide each currently enrolled high school student with three official transcripts per year at no charge. There is also no charge for mid-year senior year transcript, final transcript after graduation, or transcript for any scholarship or award requested by the high school scholarship committee. After the first three, there will be a \$5.00 charge for each additional paper transcript, for it to be "official", it must be sent from the high school office to the receiver without the student or parent handling it.

Transcripts may be requested online via East Wake's website, <https://wcpss.scribborder.com>, or via counselor or registrar.

Evaluation of Student Progress

"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." All courses shall administer a final exam that will count 20% of the student's final grade. Where applicable, final exams should be common assessments used by all members of a PLT (excludes courses where a common final is provided by the state). Final exams that are not a traditional test must be approved by your department administrator and must take place during the scheduled final exam time.

Teachers **MUST** adhere to the following formulas to calculate students' grade:

Semester Courses Grade Percentages		
Final Grade	1 st Quarter/3 rd Quarter Average	40%
	2 nd Quarter/4 th Quarter Average	40%
	Final Exam	20%
Final Grade = $.40(1^{\text{st}}/3^{\text{rd}}$ Quarter Average) + $.40(2^{\text{nd}}/4^{\text{th}}$ Quarter Average) + $.20(\text{Final Exam})$		

CAFETERIA GUIDELINES

Students are to leave their tables clean and throw all their trash away. While eating breakfast and lunch, students must stay in the cafeteria and remain seated. **No food should be in any academic areas.** Students are not to have lunch brought to campus from fast food restaurants. They are to bring their lunch with them in the morning or buy lunch in our cafeteria. **If parents would like to join a student for lunch and bring outside food, they must contact the main office to get approval.** A designated area for the parent and child to eat will be provided.

COMMUNICATING THROUGH TECHNOLOGY

CANVAS

- All staff members are expected to create and maintain a Canvas site for each course taught.
- Canvas will include course assignments, expectations and policies, and grading procedures.
- Canvas should be updated regularly and provide current information such as Google Meet codes.
- Media Specialist/Technology Help Desk is the contact for Canvas assistance.

GRADES

By using PowerSchool, parents can monitor student progress regularly, which can result in improved student achievement and allow for early intervention.

- Grades should be updated prior to Monday weekly in PowerSchool by all teachers. At least one grade per week should be issued in PowerSchool.
- A printed interim must be provided for parents who do not have access to a computer upon request.
- Extreme changes in student performance should be discussed with parents and students as the performance is changing. However, it is the parents responsibility to make sure that the student's contact information is up to date with the school for the communication to occur.

INTERNET ACCESS AND ELECTRONIC MAIL

WCPSS offers Internet access and electronic mail for student use. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. WCPSS uses advanced software for Internet content filtering and has procedures in place to further block accessibility to materials, as necessary. Each student will automatically be given access to the Internet and E-mail. However, Internet access is considered a privilege and may be revoked at any time by school administration. Parents or legal guardians may deny access to their child at any time through completion of a Parental Request to Deny Access Form.

DRESS CODE

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. WCPSS [Student Dress Code](#) prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. Here are some examples.

Don't wear:

- exposed undergarments
- see-through or excessively short, tight or revealing clothes
- bare midriff shirts
- clothing with lewd, indecent or vulgar messages or illustrations
- clothing that advertises products or services illegal to minors
- head coverings
 - Head coverings are allowed if they are an expression of a sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).
- chains, spikes or other accessories that could be perceived as or used as a weapon
- clothing that violates the school system's policies against gang and gang-related activities

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

We reserve the right to specify additional items of dress or appearance that may be disruptive to the school environment. Students who are not able to correct the violation immediately will remain in ISS (In School Suspension) until the problem is corrected.

GENERAL POLICIES & PROCEDURES

ABSENCES

Attendance is essential for student achievement and success. State law requires school attendance for all children between the ages of seven and sixteen. Parents must ensure that students attend and remain in school daily.

Wake County Public Schools Attendance policy states to be counted present a student must be in attendance at least one-half of the student school day. A student will be considered absent from a class after missing more than half of the period. This shall include attendance at official school activities at a place other than school with the approval of the principal. A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy. At the secondary level cumulative absences above ten in a block course (twenty in a full-year course) are excessive.

EXCUSED ABSENCES

When a student is absent, a written excuse signed by a parent or guardian must be presented to the attendance office within two days of the student's return after an absence. Absences due to extended illnesses may also require a statement from a physician. Failure to submit a written excuse will result in the absence being coded unexcused.

An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family; (including, but not necessarily limited to parents, siblings, and grandparents);
4. medical or dental appointment of the student;

5. participation as a party or under subpoena as a witness in a court proceeding;
6. observance of an event required or suggested by the religion of the student or the student's parent(s); a minimum of two days each academic year
7. participation in a valid educational opportunity, such as travel or college visit, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out-of-school suspensions, and absences for failure to submit a school health assessment form within 30 days of entering school, the student will be permitted to make up his or her work. The teacher will determine when work is to be made up. The student or parent is responsible for finding out what assignments are due and completing them within the specified time period.

Parental written explanation of absences must be presented, with documentation, for each absence upon returning to school. All parental notes for absences, early dismissals, and tardiness must include the student's first and last name, dates absent, reason for absence and parent signature. The school will code absences in accordance with the State guidelines. If no parental note is presented within two days, the absence will be coded as unexcused.

Early dismissals need to be submitted to the office before school. Students who do not turn in notices before 1st block run the risk of not being able to leave on time. If a student brings an early dismissal note to the office after the school day begins and is then tardy to the next class, the tardy will be unexcused. A student that leaves school during the day or comes in late due to medical or court appointment must submit a note from the medical office or court order for the time missed to be excused.

If a student has early dismissal the students must sign out at the front office before leaving school. Students must sign in at the attendance office immediately upon return to school from an early dismissal. Note: Students who do not have a lunch pass are not to leave campus for lunch. If a student becomes sick, the student should report to the front office where office personnel will attempt to contact the parent/guardian. If a parent or guardian cannot be contacted the student must return to class until contact has been made.

It is the responsibility of the student to contact his/her teachers on the first day of his/her return to school following an absence to arrange for make-up time and work. All assigned make-up work will be completed outside of regular class time within 3 school days (except in the case of consecutive multiple absences).

Please note, there are NO early dismissals during final exams.

ARRIVAL AND DEPARTURE-

In order to provide for the proper supervision, students should not arrive at school prior to 6:45 AM. When students enter the building, they must report to the cafeteria until 6:55 AM. Students will be released from the cafeteria at 6:55 AM to their first period class.

ATTENDANCE PROCEDURES-

Teachers will be responsible for recording and verifying student attendance. All teachers must record attendance data for **each** period in PowerSchool daily **within the first 20 minutes of class**. Attendance records are considered legal documents and must always be accurate. Students should not be given attendance duties. The Data Manager will check daily to ensure attendance is completed at 2:00 PM. When you leave campus for any reason, students must check out in the Attendance Office.

BANNERS/POSTERS/SIGNS

Only signs or posters pertaining to school-related and approved activities will be posted on campus.

Students must present all signs, posters, and/or decorations to their sponsor/advisor/coach, who will, in turn, present them to administration for final approval before posting. **ONLY SIGNS WITH THE APPROVAL STAMP ON IT WILL BE POSTED.** All signs/posters must be displayed on the designed bulletin boards or bricked areas. Signs/posters will not be allowed on glass surfaces, doors, or painted surfaces. All items must be removed immediately following the event.

BOARD POLICIES

The Wake County School Student Handbook is designed to address questions you may have throughout your career in Wake County. Please take time to read the handbook. Students are responsible for familiarizing themselves with the printed policies of the Wake County Board of Education and for compliance with them. Copies of policies, regulations, and procedures are also available on the WCPSS website.

CALENDAR OF EVENTS

A calendar of events can be found on the website at <http://www.wcpss.net/eastwakehs>.

CAMPUS POLICY FOR ELECTRONIC DEVICE

Students should only utilize electronic devices in the classroom during approved instruction activities in the classroom. Electronic devices may be utilized during class changes and at lunch. Wireless speakers are not allowed. When using headphones, one ear must be device free for safety reasons. If a student brings any device into EWHS, EWHS is not responsible for any lost or stolen devices. If at any time a student needs to make a call during the school day, the designated school phone will be used.

Students should only utilize electronic devices in the classroom during approved instruction activities in the classroom. As a campus we will utilize the following color code system in the classroom to notify students if it is appropriate to use their device. Teachers will denote within the lesson plan with a red, green or yellow check mark (either projected or written on the board) when personal devices will be allowed during the class period:

BYOD Stoplight:

RED - All devices stored away.

(Devices should be stored away in lockers, backpacks, purses or pockets)

YELLOW - Devices parked and ready for educational use.

GREEN - Devices in use for instructional purposes.

Parking Your Device

When devices are "parked" during a lesson, the devices should be placed on the students' desks face down (small devices) or closed on desks (laptops) until the teacher gives the green light.

Screen Checks

Teachers will perform screen checks to ensure that students are following directions and visiting appropriate and approved websites and apps and that students are on the filtered school network (WAKE-BYOD) and not a 3G/4G network.

Device Check

At the end of each class period in which devices are used, teachers need to perform a device check. This is where students will ensure they have their own device in their possession prior to leaving the classroom allowing students to make sure they have their devices throughout the day

As as a BYOD (Bring Your Own Device) school, we look forward to this exciting opportunity because we know it will enable our students to become future-ready, empowering them with the "4 Cs" of learning -collaboration, communication, creativity and critical thinking to make decisions and solve problems. In this initiative, students are encouraged to bring their own technology devices to the classroom to enhance their learning experiences. Please note that students who cannot bring outside technology will be able to access and utilize the school's equipment. No student will be left out of classroom instruction.

Definition of Device:

For purposes of BYOD, "device" means a privately-owned wireless, portable electronic equipment that can be used for word processing, wireless internet access, sound recording, image/video capturing, etc. Some examples include but are not limited to iPad, iPod, cell phone, laptop, chromebook, or tablet.

Security and Damages:

Responsibility for the security of the device resides with the individual student. EWHS and its staff are not liable for any device stolen or damaged on campus. We highly recommend custom touches to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Electronic devices may be utilized during class changes and at lunch. Wireless speakers are not allowed. When using headphones, one ear must be device-free for safety reasons. If a student brings any device into EWHS, EWHS is not responsible for any lost or stolen devices. If at any time a student needs to make a call during the school day, the designated school phone will be used.

ELEVATOR USE

Students are not allowed to use the elevator unless a documented medical condition warrants use. Those with medical documentation should submit the information to the attendance office to receive an elevator pass. Unauthorized use may result in disciplinary consequences.

EMERGENCY DRILLS

School officials are required to conduct fire, tornado drills, and lockdown drills throughout the school year. The purpose of these drills is to ensure safe evacuation in the event of an emergency. Students should become familiar with the evacuation plan for each classroom on their schedules. Students should exit the building in an orderly manner and remain with the classroom teacher. Students should refrain from talking during emergency drills. **Students who violate this policy will receive disciplinary consequences.**

FINES/FEES

Technology, damaged/lost books, band equipment, uniforms, etc. will require a fee or replacement cost. Failure to pay fines or fees in a timely manner may prohibit students from attending or participating in certain school events/activities, which includes prom, school dances, etc.

INCLEMENT WEATHER

When school is dismissed early or when there is no school due to inclement weather, all student activities for the day are canceled unless special permission is granted by the Superintendent's office. When school opens later than normal, student activities for the day are not automatically cancelled. Please tune into local radio and TV stations for the latest information on school closings and delays. Information will also be posted on the county's website at www.wcpss.net.

INTEGRITY

Any student who engages in or attempts to engage in plagiarism, falsification, violation of software copyright laws, or violations of computer access may be subject to disciplinary action and will receive zero on the assignment until the alternate assignment is administered. The alternate assignment should be made up within one week from notification of the academic integrity issue. An alternate assignment for credit will be determined by the classroom teacher based on the severity of the offense. Parent contact will be made, and the incident will be documented as a minor referral. Repeat offenses may not receive an alternate assignment, which is the teacher's discretion. Cheating includes giving or receiving any unauthorized assistance of academic work. Plagiarism includes copying the language, structure, or idea of another and representing it as one's own work.

LOST & FOUND/STOLEN

The school does not assume responsibility for any items brought to school. Should any item become stolen, the school does not have the resources to investigate theft of items. If an item is confiscated due to use or not allowed on school grounds the school does not accept responsibility for that item. School

personnel will make every effort to secure the item so it may be returned in the proper manner, but ultimately are not responsible for a loss or damage to the property.

MESSAGES

Students will not be called from class for incoming phone calls. Personal telephone messages for students are neither accepted nor delivered unless they are EMERGENCY (which will be determined by the front office staff) in nature. If this is the case, please ask the caller to make this clear. In an EMERGENCY, the parent/legal guardian must clearly state the nature of the situation.

OFF-LIMITS/RESTRICTED AREAS

Designated areas of the campus are off-limits to students unless they have received written permission by an authorized staff member.

RESTROOM BREAKS FOR STUDENTS

Students will not be allowed to leave class during the first 15 minutes or the last 15 minutes of class. Students are encouraged to use the bathroom during the transition between classes and at lunch. Students who are ill should not remain in the restrooms but should report immediately to the front office for assistance. Failure to do so will be considered skipping.

SCHOOL-SPONSORED EVENTS/DANCES

Students who attend school-sponsored events, such as dances, plays, concerts, and athletic events should remain inside the designated area during the entire event. Attendance at after-school events is a privilege. Students who exhibit inappropriate behavior may lose this privilege.

SIGNS/POSTERS

Only signs or posters pertaining to school-related and approved activities will be posted on campus. Students must present all signs, posters, and/or decorations to their sponsor/advisor/coach, who will, in turn, present them to administration for final approval before posting. All signs/posters must be displayed on the designed bulletin boards. Signs/posters will not be allowed on glass surfaces, doors, or painted surfaces. All items must be removed immediately following the event.

STUDENT PARKING

Students will have the opportunity to purchase a parking space in the student parking lot that meet the outline criteria on the student parking regulations. Students are to park **ONLY** in their assigned parking space and the decal must always be displayed. Student cars parked illegally anywhere on campus are subject to towing. If another car is parked in your assigned space, please notify the front office, giving as much information about the car as possible. Park in a visitor's space or in the circle in front of the school **ONLY** when the above situation occurs. At no time should students park in the bus parking lot or in the fire lane.

Talking Points

This platform allows teachers to communicate with parents via text messages easily - including parents who don't speak English. The software will sync directly to parent contact information in PowerSchool. In addition, it provides a multilingual family engagement platform that helps you to engage with your families, keep connected with your students, and get the most critical information out to your communities.

TOBACCO-FREE AND SMOKE-FREE ENVIRONMENT

Students may not possess, display, or use any tobacco product at any time on school premises, including school vehicles, or while participating in school-sponsored events. This restriction always applies on all school system property and, even when the individual is on the school grounds as a visitor or spectator. Vapors, hookahs, and e-cigarettes are included in this restriction.

ORGANIZATIONS & ATHLETICS

The organization of clubs will take place during the first month of school. After club rosters have been determined, advisors will arrange meetings based on the Club Advisor's availability. In order to start a club, it must meet the following requirements: at least six members, a club advisor/sponsor, and administrative team approval.

Athletic eligibility is set by the NCHSAA. To be eligible during the fall semester, a student must have passed three subjects on a block schedule during the previous semester AND been promoted to the next grade level. To be eligible during the spring semester, a student must have passed three subjects on block schedule during the previous semester. Athletes must have been in attendance for at least 85% of the days during the previous semester. WCPSS requires the athlete to be present the entire day in order to participate in activities or practices.

Grade Point Average and Eligibility to Participate in Athletic Activities

To be eligible to participate in interscholastic athletics, students participating in athletics must pass a minimum load as established by NCHSAA during the preceding semester and must meet WCPSS and State promotion standards. In addition to existing academic requirements, all students are required to maintain a cumulative GPA of 1.5 overall. Freshmen upon first entering the 9th grade are academically eligible to participate in athletic activities. For more information please contact the appropriate coach for the selected sport:

Athletics (Head Coaches)	
Charles Mann	Athletic Director
Anthony Piercy	Assistant Athletic Director, Baseball, Golf (W)
Jessie Campbell	Women's Tennis
Amelia Burns	Athletic Trainer
Jennifer Sanders	Assistant Athletic Trainer
Dealton Cotton	Football
Avery Upshur	Softball
Kristin Thill	Volleyball
Natalie Albero	Soccer
Jackson Glasgow	Men's Tennis
Kenneth Melton	Men's Basketball
Toni Dupree	Women's Basketball
Shomka Edmonds	Cheerleading
Matthew Brock	Wrestling
Jonathan Hasbrouck	Golf (M)
Kevin Crudup	Indoor Track, Men's Track
Emily Steele	Women's Track, Cross Country

PROFESSIONAL CODE OF HONOR

INFORMATION VS. COMMUNICATION

At East Wake High School, we are committed to

- Making a distinction between sharing information and communication.
- Sharing Information will involve the distribution of information when a response is not necessary or expected.
- Communication will be a 2-way exchange between the teacher and parent that results in a plan of action.

SHARING INFORMATION

At East Wake High School every parent can expect the following:

- To receive information through parent letters, syllabus, handbooks, PowerSchool, web page, phone calls, emails, letters, report cards, interims, and the phone messenger.
- A parent letter that will include a positive greeting, teacher contact information, request for parent contact information, what the parent and student can expect from the teacher, and a syllabus that contains grading policies, course and classroom expectations.
- That parent letters and policies will be consistent with the East Wake High School and WCPSS policies.
- To receive the parent letter the first week of each semester from any staff member with a class or case load.
- Teachers post grades in PowerSchool every week and make them visible to parents.
- Teachers to maintain accurate attendance and tardy information electronically in PowerSchool and manually in an attendance book.
- Teachers send interims at 3 weeks and 6 weeks each quarter.
- Teachers will post important dates and major assignment information 1 week prior to the due date.
- Teachers will keep their web pages/Canvas site current.

COMMUNICATION

At East Wake High School, every teacher will be required to Communicate (2-way exchange that results in a plan of action) with a parent when:

- At the end of 3 weeks, 6 weeks, or 9 weeks a grade changes by at least two letter grades or below a C average.
- A student has 3 absences in a class.
- Before a teacher submits a discipline referral or assigns a detention.
- Communication may be in the form of email, phone call, text message, or Talking Points.

SCHOOL-WIDE CLASSROOM CULTURE PLAN

To create the most positive learning environment possible, East Wake High School practices a school-wide culture plan, based on communicating clear behavioral expectations to students and following up with defined consequences called Capturing Kids' Hearts. The result is a proactive, student-centered behavioral management plan that creates a safe and caring environment for the students and staff. Redirection occurs anytime students violate and/or threaten other's rights.

Students are responsible for their own actions in the classroom. When students choose behaviors inconsistent with expectations, they are subject to disciplinary consequences. The following proactive system has been established to allow for student behavior adjustment without administrative intervention.

SCHOOL-WIDE EXPECTATIONS

- Every student has the right to learn and teachers have the right to teach!
- Follow directions and respond to a request.
- Be on time and be prepared to learn.
- Be in your designated area.
- Respond respectfully to questions asked by any staff member.

STANDARD OF CLASSROOM BEHAVIOR

- Be in class on time prepared to work.
- Bring the needed materials to complete classwork.
- Respect everyone's right to learn, and the teacher's right to instruct.
- Respect all rights and property of others.

SCHOOL-WIDE CLASSROOM NON-NEGOTIABLE EXPECTATIONS

- All teachers will greet students at the threshold of their classroom and monitor hallway activities outside their door every class period.

- Teachers will offer at least one office hour/tutoring session each week and document attendance.
- Passes should not be given to students during the first & last 15 minutes of class.
- Instruction should be from bell to bell. Students should not gather by your classroom door until the class has been properly dismissed.
- Maintain and distribute a common course syllabus that is developed with subject area PLT members on the school syllabus template.
- Every teacher should post & adhere to the formalized CKH school-wide/classroom expectations (social contract, EXCEL agenda, launch). The daily objective should be posted with the EXCEL agenda.
- Attendance should be taken daily in the first 20 minutes of class.
- Grades should be updated prior to Monday weekly in PowerSchool by all teachers. At least one grade per week should be issued in PowerSchool.
- Students who are at risk of failing a course should be placed on an intervention/academic recovery plan following the timeline & sequence developed by the Intervention Team.
- Teachers will maintain and utilize Canvas to manage assignments and share information with students and parents.

STUDENT EXPECTATIONS

- Students will refrain from disrupting class to discuss why the warning has been issued.
- Any student-initiated discussion of warnings will happen after class when it can be discussed privately.
- Students who receive a fourth warning will remain in the classroom until the administrator arrives. The administrator will assess the situation and then determine further action.
- Students will not be allowed to leave class during the first 15 minutes or the last 15 minutes of class. Students are encouraged to use the bathroom during the transition between classes and at lunch. Students who are ill should not remain in the restrooms but should report immediately to the front office for assistance. Failure to do so will be considered skipping.

TEACHER EXPECTATIONS

- Teachers will develop and discuss a social contract which will be posted and referenced.
- Teachers will issue warnings for disruptive classroom behavior. Warnings will be issued one at a time to the individual student, not the entire class. Students must be given an opportunity to correct the behavior by asking the four CKH questions. Administration will remove students if needed.
- Teachers will give students an opportunity to comply and behave appropriately after asking the four questions and issuing a warning.
- Teachers will issue warnings in a positive non-disruptive manner. Teachers will not lecture, argue, fuss, or give undue attention to disruptive students. Teachers will be fair and consistent when issuing warnings. All students will be treated in a fair manner.
- Teachers will contact a parent/guardian each time a student has to be assigned detention for disruptive behavior.
- Teachers will alert administration immediately for severe violations.

CONSEQUENCES FOR RECEIVING REFERRALS FOR DISRUPTIONS

Administration will document and monitor frequency of disruption referrals per semester. Additional administrative consequences will be issued for repeated removals due to disruptive behavior. Disrupting, disturbing, or interfering with the teaching of students in a public or private educational institution is a violation of law and may result in criminal charges.

STUDENT CODE OF CONDUCT

East Wake High School staff is committed to providing a safe and orderly learning environment that promotes academic and social growth for all students. Students, parents, and all school personnel share the maintenance of a positive school climate. Students and parents are expected to be familiar

with state and federal laws, school board policies, and local school rules governing student behavior and conduct.

Students are encouraged to report any violation of the Code of Student Conduct to school authorities. In addition to this publication, each student will receive a copy of the Wake County Student Handbook, at the beginning of the school year or upon enrollment, which outlines all policies related to student behavior. Policies noted in the county handbook will not be repeated in this publication; therefore, it is important to review policies in both this publication and the handbook. Policies may be modified on a case-by-case basis to conform to the procedures established for the discipline of students with disabilities.

All students are responsible for complying with and should 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 handbook. In case of conflict between the rules expressed in this publication 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 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.

STUDENT DISCIPLINE

The Code of Student Conduct rules are leveled according to the seriousness of the behaviors and range of potential disciplinary consequences.

Level I: Level I rule violations can generally be addressed with non-disciplinary interventions or non-exclusionary discipline consequences. Except in the very limited circumstances described in Rule II-20, Level I rule violations may not result in out-of-school suspension.

Level II: Level II rule violations involve more serious misconduct that may warrant short-term suspension of up to five (5) 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 (6) to ten (10) days or recommend a long-term suspension of eleven (11) days or more based on one or more aggravating factor(s) regarding the severity of the violation and/or safety concerns, provided such aggravating factor(s) are listed in the written suspension notice.

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 ten (10) days or less or decline to impose any suspension based on mitigating factors.

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-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 permanent expulsion of a student from the Wake County Public School System for violation of one or more Level II, III, or IV rules in this Code if the following criteria are met: (1) the student is fourteen (14) years old or older; (2) both the principal and the 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 educational services; and (4) the Board determines, by clear and convincing evidence, that the student's continued presence in school constitutes a clear threat to the safety of other students or school staff.

Rules of Conduct

Level I - *Level I rule violations can generally be addressed with non-disciplinary interventions or non-exclusionary discipline consequences. Except in the very limited circumstances described in Rule II-20, Level I rule violations may not result in out-of-school suspension.*

Teacher handled:

- *Compliance with Directives*
- *Mutual Respect*
- *School/Class Attendance*
- *Appropriate Language*
- *Integrity*
- *Honor Code*
- *Electronic Devices*
- *Student Dress Code*

Administrative:

- *Trespassing*
- *Tobacco, Vaporizers, and Nicotine Products*
- *Gambling*

Level II - *All Level II rule violations will be handled by administration. These violations involve more serious misconduct that may warrant a short-term suspension up to five (5) 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 (6) to ten (10) days or recommend a long-term suspension of eleven (11) days or more based on one or more aggravating factor(s) regarding the severity of the violation and/or safety concerns, provided such aggravating factor(s) are listed in the written suspension notice.*

- *Falsification or Deceit*
- *Inappropriate Illustrations, Images, or Other Materials*
- *Hacking and Unauthorized Computer Access*
- *Substantially Disruptive or Dangerous Behavior*
- *School Transportation Disturbance*
- *School Transportation Disturbance*
- *False Fire Alarm or Reported Emergency*
- *Fire Setting/Incendiary Material*
- *Property Damage*
- *Theft*
- *Extortion*
- *Indecent Exposure/Sexual Behavior*
- *Harassment/Bullying*
- *Sexual Harassment*
- *Threat/False Threat*
- *Physical Aggression/Fighting*
- *Report Firearm or Destructive Device*
- *Hazing*
- *Search and Seizure*
- *Aiding and Abetting*
- *Repeated/Willful Violations of Level I Rules*

Level III - All Level III rule violations will be handled by administration. These viol are more severe in nature and may support long-term suspension. The principal may impose a short-term suspension of ten [10] days or less or decline to impose any suspension based on mitigating factors.

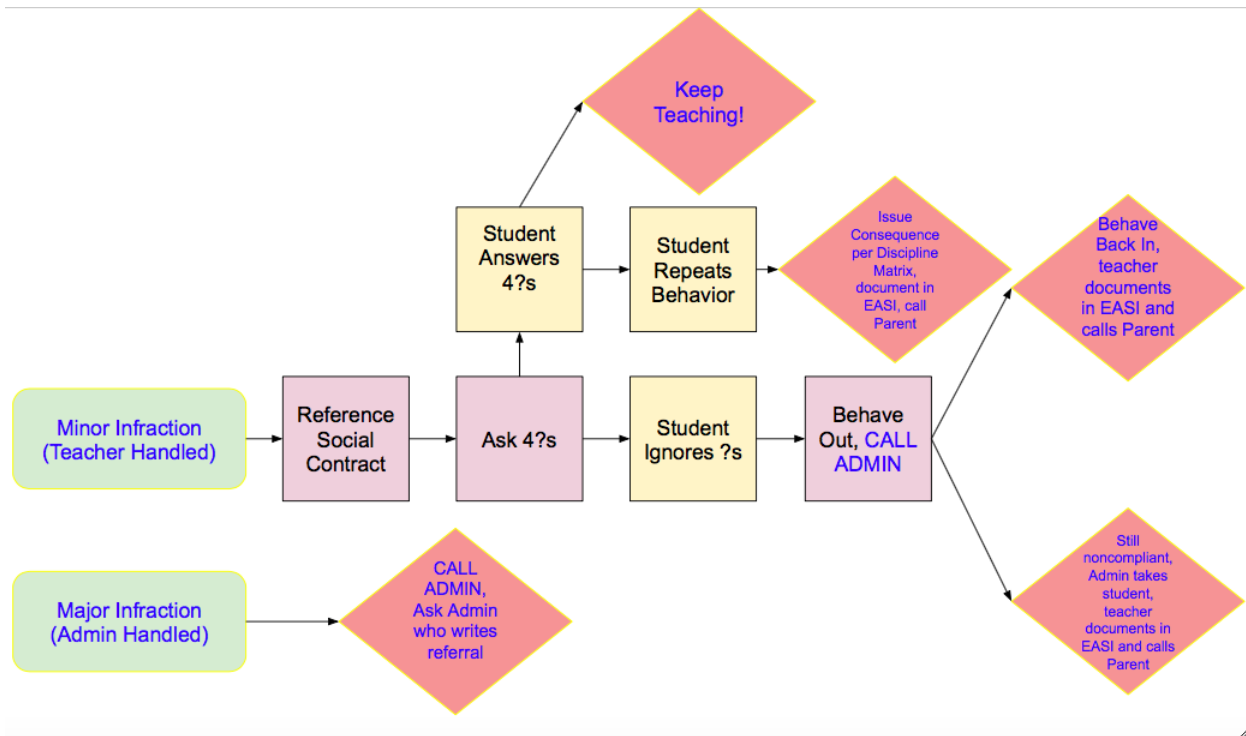
- Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia
- Gang and Gang Related Activity
- Weapons/Dangerous Instruments/Substances
- Assault on a Student
- Assault on School Personnel or Other Adult
- Assault involving Weapon/Dangerous Instrument/Substances
- Bomb Threat
- Threats of Mass Violence

Level IV - Level IV rule violations compromise the safety and welfare of students and staff and require a suspension under NC General Statutes. Some examples of infractions that might be considered Level IV offenses include, but are not limited to, the following:

- Firearm
- Destructive Device

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.

Students with a documented behavioral intervention plan (BIP) may receive modified consequences based on the BIP. Depending on the individual situation(s), consequences may be modified in accordance to additional information.



DETENTION PROCEDURES

AFTER SCHOOL DETENTION

Students who receive after school detention as a disciplinary consequence must stay after school and will meet in the cafeteria. Students who do not report or fail to comply will receive a day of ISS and/or may result in an out of school suspension.

ALTERNATIVE LEARNING CENTER

The Alternate Learning Center (ALC) is a program of discipline and guidance designed to aid students with academic and behavioral intervention as an alternative to suspension or re-entry after suspension while in an isolated school setting. Students are assigned ALC after their conduct has warranted removal from the classroom and have exceeded the ISS placement.

IN-SCHOOL SUSPENSION

In School Suspension (ISS) is a short-term assignment for discipline that allows the student to remain in school with access to instructional support. ISS allows the student who has demonstrated behavior that disrupts the educational process of others, yet does not warrant removal from school, to have his/her behavior modified and to try and correct the issue at hand that caused him/her to be placed into this setting.

LUNCH DETENTION

Students who receive lunch detention as a disciplinary consequence must eat lunch after serving lunch detention. Students should report directly to the designated lunch detention room. Students who arrive late will be given an additional day of lunch detention. Students who do not report or fail to comply will receive additional consequences possibly including out of school suspension.

TARDY POLICY

Staff will sweep students into class for the first ten minutes of the period. All student tardiness should be entered into PowerSchool to document the frequency of their lateness daily. Staff will issue late passes at stations located throughout the school. Staff members issuing the late passes will assign students their consequences immediately. Lunch detention and after-school detention will be held in room 1210. For lunch detention, students should report directly to 1210 and will be directed when they will be allowed to get their lunch.

TARDY CONSEQUENCES	
INFRACTION	TEACHER ACTION
1 st Tardy	Warning
2 nd Tardy	Warning
3 rd Tardy	Lunch Detention and Phone Call Home Students who skip lunch detention risk losing modified schedule/off-campus pass
4 th Tardy	Lunch Detention
5 th Tardy	Lunch Detention
6 th Tardy	Parent, Student, & SAP Counselor Conference/Phone Call
7 th Tardy	Administrative Consequence

	(Lunch Detention, After School Detention, ISS/ALC/Suspension)
8th Tardy	Administrative Consequence (Lunch Detention, After School Detention, ISS/ALC/Suspension)
Administration will document and monitor the frequency of tardies per class period each quarter. Students begin each quarter with zero tardies.	

TRANSPORTATION

A school bus driver represents the school's authority and is responsible for passengers' safety on the bus by enforcing behavioral rules. Misbehavior on the bus can endanger the safety of others and is considered a serious offense as a result various discipline options, up to and including suspension from the school and/or from riding the bus may result from infractions.

You can view the [2022-2023 bus routes and times](#). It is important that students remember their bus route numbers. Bus at dismissal are lined up in the bus parking lot at by route number. Route 1 is the bus parking space closest to the front office, with the route numbers appearing on the asphalt in front of the bus.