

East Wake School of Integrated Technology Student/Parent Handbook



5101 Rolesville Road
Wendell, NC 27591

School Website: <http://ewhs.wcpss.net>

SIT Office: (919) 365-2657

SIT FAX: (919) 365-2658

Malik Bazzell, Principal

Trenton Brown, Assistant Principal

Reginald Lowrey, Counselor: 365-0940

East Wake Campus Office: (919) 365-2625

Athletic Director (919) 365-2655

Student Services (919) 365-2633

Child Nutrition (919) 365-1665

Transportation (919) 365-2627

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.

East Wake Small Schools Campus ~ 2014 – 2015 Daily Bell Schedules

Regular Bell Schedule ~ (Monday, Tuesday, Thursday, Friday)

Warning Bell	7:17
1st Period	7:25 – 8:56 (91)
2nd Period	9:01 – 10:32 (91)
3A Period 10:37 – 12:08 (91)	Lunch A 10:32 – 11:06 (34)
Lunch B 12:08 – 12:42 (34)	3B Period 11:11 – 12:42 (91)
4th Period	12:47 – 2:18 (91)

Weekly Advisory Bell Schedule ~ (Wednesday)

Warning Bell	7:17
1st Period	7:25 – 8:40 (75)
Advisory	8:45 – 9:45 (60)
2nd Period	9:50 – 11:05 (75)
3A Period 11:10 – 12:25 (75)	Lunch A 11:05 – 11:38 (33)
Lunch B 12:25 – 12:58 (33)	3B Period 11:43 – 1:03 (75)
4th Period	1:03 – 2:18 (75)

EARLY RELEASE Bell Schedule ~ (2.5 hour early dismissal)

September 5, October 17, November 7, February 13, March 6 & April 17

Warning Bell	7:17
1st Period	7:25 – 8:22 (57)
2nd Period	8:27 – 9:24 (57)
3rd Period	9:29 – 10:26 (57)
4th Period	10:31 – 11:28 (57)
Campus Lunch	11:28 – 12 noon (32)
Bus Departure	11:46
Instructional Planning	12 noon – 3:00 (180)

One-Hour Delay Bell Schedule

Warning Bell	8:17
1st Period	8:25 – 9:41 (76)
2nd Period	9:46 – 11:02 (76)
3A Period 11:07 – 12:23 (76)	Lunch A 11:02 – 11:36 (34)
Lunch B 12:23 – 12:57 (34)	3B Period 11:41 – 12:57 (76)
4th Period	1:02 – 2:18 (76)

Two-Hour Delay Bell Schedule

Warning Bell	9:17
1st Period	9:25 – 10:26 (61)
2nd Period	10:31 – 11:32 (61)
3A Period 11:37 – 12:38 (61)	Lunch A 11:32 – 12:06 (34)
Lunch B 12:38 – 1:12 (34)	3B Period 12:11 – 1:12(61)
4th Period	1:17-2:18(61)

STUDENT HOLIDAYS 2014-2015 SCHOOL YEAR

Labor Day	September 1
Teacher Workday	September 25
Teacher Workday	October 29
Veterans' Day	November 11
Thanksgiving	November 26-28
Winter Break	Dec. 22 – Jan. 2
M.L. King Holiday	January 19
Teacher Workday	January 20
Spring Break	March 23-27
Holiday	April 3
Memorial Day	May 25

**Inclement weather make-up days (in order): Oct. 29, Jan. 20, Mar. 23, June 9, June 10 and June 11.*
Calendar information is also available at the WCPSS web site: <http://www.wcpss.net>

PROGRESS REPORTS ISSUED: Teachers will update Power Schools every two weeks to provide students and parents' information about their academic progress.

ADMINISTRATION AND STUDENT SERVICES STAFF

School of Integrated Technology Staff

Malik Bazzell	Principal
Trenton Brown	Assistant Principal
Reginald Lowrey	Counselor
Faye Dunn	Secretary
Karen Tant	Data Manager

Campus Administrative Staff

Jon Hasbrouck	Athletic Director
Rebecca Ferguson	Bookkeeper main number
Lavon Barrett	Campus Secretary
Lynne Murray	Receptionist
Ava Etheridge	Cafeteria Manager
Deloris Kittrell	Transportation Director

Student Services Staff

Leon Hines	Dean of Students
Karimah Midgette	SAP Coordinator
Jane Stevers	Registrar
Tanya Sanders	Secretary

LEARNING THE BLOCK SCHEDULE

How it Works

Students will have four classes in the fall semester and four classes in the spring semester, for a possible total of eight credits per year. Each class is ninety-one minutes. This larger chunk of time allows teachers to use a variety of teaching strategies including lectures, group work, research, and hands-on activities, and it allows students to have classes for just one semester instead of a whole school year.

Attendance is crucial on block scheduling. Students will be exposed to more information in ninety-one minute classes and missing one school day can result in missing double the amount of schoolwork received on a traditional six period schedule. Those absences add up quickly, remember- students cannot earn credit for a class if they've missed more than 10 days for that class in one term, even if s/he has a passing grade. That figure includes **both excused and unexcused absences, so make sure you're at school every day!**

Bell Schedule

Regular Day Schedule...

1 st period	7:25-8:56		
2 nd period	9:01-10:32		
3A period	10:37-12:08	A Lunch	10:32-11:06
B Lunch	12:08-12:42	3B Period	11:11-12:42
4 th period	12:47-2:18		

ACADEMICS

The primary mission of the East Wake School of Integrated Technology is to assure that all students graduate prepared for productive citizenship. For many students this means going to college after graduation; for others, it means enrollment in the community college system; for others it means direct entry into the workplace or enlistment in the United States military. In every instance the quality of the high school experience directly impacts the student's likelihood of success later in life.

To encourage the highest possible level of study and achievement a number of academic recognitions are offered. They include the North Carolina Academic Scholars Program, class marshals, induction into various honor societies (National Honor Society, Spanish Honor Society, Alpha Beta, Quill and Scroll), and graduation with both honors and high honors.

Graduation Requirements

Graduation requirements are established by the Board of Education. Units are counted from the ninth grade forward. Complete descriptions of requirements are printed in the *High School Planning Guide* and differ depending upon the year of expected graduation. (Students must satisfy all course, credit, and testing requirements for a specific "Course of Study" in order to earn a diploma.) Minimum graduation requirements for all students include successful completion of the following courses and demonstrated competency on standardized tests as required by the State Board of Education. *Refer to the 2014-15 WCPSS Student/Parent Handbook for grade specific graduation requirements.*

Graduation from East Wake School of Integrated Technology requires completion of a minimum of 26 credits.

Students: It is your responsibility to register for the courses needed for graduation. Please maintain regular contact with your counselor to be sure you are meeting all requirements.

Grades and Grading

Grades are issued each nine weeks; interim reports are issued at the mid-point of each nine weeks. Grades are computed using the grading scale adopted by the Board of Education.

A:	93-100
B:	85-92
C:	77-84
D:	70-76
F:	Less than 70

The grading scale is a "quality points" system built on a basic four-point scale. Additional quality points are awarded for honors and advanced placement work.

Grade	Q.P.s	Quality Points for	
		Honors	AP
A	4	5	6
B	3	4	5
C	2	3	4
D	1	2	3
F	0	0	0

Students with a grade point average of 4.0 or better (with no incompletes and no grade below C) will be recognized on the Principal's List.

Fall Semester (August 25, 2014 – January 16, 2015)

- Exams will be given between the weeks of January 6 2014 – January 17, 2014. The first day of exams is usually for 1st and 3rd period non EOC classes, and the second day of exams are for 2nd and 4th period non EOC classes. A final report card for the fall semester will be given to your student on January 28th. This report card reflects the final grades your student earned for the fall courses.

Spring Semester (January 21, 2015 – June 8, 2015)

- Exams will be given between the weeks of May 27, 2014 and June 10, 2014. A final report card will be issued around June 18th containing grades for each class for the entire school year. This report card reflects whether or not your student has been promoted to the next grade level.

(See section below on Promotion Requirements for details).

Examinations and Exemptions

Final exams are administered in all courses. For courses in which there is a state- end-of-course test, the percentage of the student's final grade determined by the EOC is determined at the school system level.

Seniors may exempt final exams in courses for which there is no state end-of-course test or VoCats assessment under the following conditions:

- Average of A and 3 or fewer absences and **no more than 3 unexcused tardies/semester.**
- Average of B and 2 or fewer absences and **no more than 3 unexcused tardies/semester.**
- Average of C and 1 absences and **no more than 3 unexcused tardies/semester.**

In considering exam exemptions, all absences are included. Only seniors are eligible to exempt final exams.

Homework

Homework is an important part of the educational program for all students. Regularly completing appropriate homework leads to greater academic success. The Board of Education has established policies regarding homework, which include the following provisions.

- Homework should be purposeful continuations or extensions of the instructional program, appropriate to the student's developmental level.
- Homework will be done outside of school hours.
- The amount of homework required of students should increase as grade levels increase and should be commensurate with abilities and course content.

Promotion Requirements

Students shall be promoted by attaining units of credit that are earned through successful completion of specific required courses as illustrated below. **(Students should check with their counselors for information on additional 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 in social studies, one in science, and two additional credits	12
11	English III and enrollment in a program which, if successfully accomplished, will result in the completion of graduation requirements	18

NORTH CAROLINA END-OF-COURSE TEST REQUIREMENTS

End-of-Course (EOC) tests will be administered for the following courses: **Common Core I, Biology and English II**

North Carolina Common Exams or CTE exams will be administered in every core class and CTE elective.

In all courses with an End-of-Course test, the EOC test shall count as 25% of the student's final grade. In courses without an End-of-Course test, the final exam shall count as 20% of the student's final grade.

North Carolina Academic Scholars

The State Board of Education administers the North Carolina Academic Scholars program. Students who complete requirements for this challenging program receive special recognition, including a seal affixed to their diplomas. Criteria for Scholars recognition are printed in the *High School Planning Guide* provided to all students. If you have questions see your counselor.

Academic Honors—Seniors

Students who maintain a grade point average of at least 3.33 through the first semester of their senior year graduate *with honors*. Students who maintain a grade point average of at least 3.75 through the first semester of their senior year graduate *with highest honors*. In both instances the student's record, transcript, and graduation program reflect the honor.

The senior who maintains the highest academic average through the 3rd grading period of the senior year is designated *class valedictorian*. The senior who maintains the second highest average is designated *class salutatorian*.

Class Marshals

The top ten cumulative grade point averages calculated through the third grading period of the eleventh grade will be designated as *class marshals*. Junior class marshals assist with all programs related to commencement and are given special recognition in all printed programs.

UNC System Admission

Minimum admission standards for the various campuses of the University of North Carolina System are printed in the *High School Planning Guide* provided to all students. Additional copies are available in the Guidance Department and at the UNC web site. Please note that some campuses of the UNC System require a more competitive transcript for admission; out of state and private colleges may well have different admission requirements. Extensive on-line information regarding colleges/universities, including catalogs, applications, and financial aid, is available. Please consult with your counselor for assistance.

Student Support Teams

The Student Support Team (SST) is a school-based group of people with a common mission – to strengthen and support students in the regular classroom who are having difficulty in school. Teachers (regular and special education), school counselors, psychologists, social workers, nurses, and administrators are examples of some of the people who may comprise the group that meet on a regular basis. Parents are particularly critical to the team both in their participation and their input. The goal of the Student Support Team is to provide strategies and support through a regular education setting for them student. The Student Support Team utilizes a 6 Step Instructional Planning process to achieve this goal.

The steps are as follows:

Step 1: Identify the concern and turn it into a positive objective

Step 2: Assess the situation (student, teacher, home)

Step 3: Brainstorm strategies

Step 4: Select appropriate strategies

Step 5: Develop an Action Plan

Step 6: Evaluate the Action Plan

Reach, Teach, Challenge

It is essential to the success of the Action Plan that all participants agree to the strategies, students, parents and school staff. After implementing the strategies, the SST will revisit the Action Plan to evaluate improvement and decide to continue, or modify plan. You may contact your school's administrative staff if you would like additional information about your school's Student Support Team

STUDENT SERVICES

Student Services is often called the Guidance Office as well. At the Student Services office, which is right around the corner from the main office, we help students with all kinds of problems, questions and concerns. We work with student schedules, planning courses for each year of high school, helping your student adjust to your new school, college planning, and last but not least, personal/social issues that your student may have. We do our very best to help your student be successful in and out of the classroom.

<u>Counselor</u>	<u>phone number</u>	<u>email address</u>
Ms. Reginald Lowrey	(919) 365-0940	TBD

How your student should make an appointment with his/her counselor

For your student to see his/her counselor, s/he should stop by Student Services to find the counselor's office. Mrs. Sanders, the receptionist will assist students in scheduling an appointment with their counselor. The student should look for an open time in the counselor's notebook, fill in his/her name and get an appointment slip from Mrs. Sanders and take it with him/her. When it's time for the appointment, your student should show the appointment slip to his/her teacher and that will be a pass out of class. When the appointment is finished, the counselor will sign the slip, which will be a pass back to class.

The school psychologist, Ms. Taylor, will provide services as appropriate. Please contact her at (919) 365-2705.

The campus registrar, Mrs. Dean, provides support in the area of transcripts and records. The campus school nurse is available for consultations, referrals, classroom presentations, and emergency services. Please see the Student Services secretary in the Student Services office (adjacent to the main office) to schedule time with any of the Student Services personnel.

Media Center Staff:

The Media Center is available to students to research just about any subject. Students shouldn't wait until teachers assign research papers or projects to stop by. Our friendly staff is here to help them find books, magazine articles, and internet information for assignments. Ms. Jackson and Ms. Kendrick are all available to help students find the right information for the right project.

Driver Education

WCPSS provides Driver Education services through our private contractor, Jordan Driving School. Driver Education is provided at all WCPSS high schools for students that are at least fourteen years, six months of age. To register for a class, contact the driver education lead teacher at the high school of your choice. For more information, log on to www.wcpss.net/drivers-ed, or contact Jordan Driving School, 772-4877.

Dropout Prevention/Driver's License Legislation

North Carolina has established legislation that reflects a coordinated statewide effort to motivate and encourage students to complete high school. This legislation requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is defined as passing 70% of all courses and is determined by first semester grades and second semester grades for schools on block scheduling. For schools on a traditional six-period day schedule, grades are determined by first semester grades and end-of-the-year grades

A student is exempt from this law when he or she reaches the age of 18 or has obtained a high school diploma, a GED, or an adult high school diploma. In rare cases, there may be circumstances beyond the control of the student or his/her parents that qualify as a hardship. If a hardship exists, the student may request a waiver. If the waiver is granted, the student would not be affected by the legislation. Hardship cases are rare and are reserved for extreme situations. Hardship Review forms are available at your school and on the Internet at <http://www.wcpss.net/cass/drivers-license-loss/>

Lose Control, Lose Your License Legislation

North Carolina has established legislation, requiring that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days for one of the following reasons:

1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S.115C-391 (d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
3. The physical assault on a teacher or other school personnel on school property.

Students who are 18 years old at the time of the suspension from school cannot be charged under this law. It is possible, however, for a student to have his or her license suspended as a 17 ½ year old and not be eligible to drive for a full calendar year, reaching 18 ½ before being eligible to drive. A student can become eligible for a Driver's Eligibility Certificate after a six-month waiting period if the student displays exemplary student behavior. The school principal or designee shall issue a Driving Eligibility Certificate to the student under the following:

1. The student has returned to school or has been placed in an alternative educational setting and has displayed exemplary student behavior during the six-month waiting period.
 2. The student has successfully completed a drug or alcohol treatment-counseling program for a drug-related suspension and has demonstrated exemplary behavior during the six-month waiting period.
- Visit <http://www.wcpss.net/faqs/departments/cass.html> for more information on exemplary behavior

STUDENT ORGANIZATIONS, CLUBS, AND ACTIVITIES

We strive to offer extra and co-curricular activities to meet the unique needs of our students. In addition to student government, athletics, music, and dramatics, many clubs and similar organizations are also provided. In many cases, student organizations provide an opportunity for service to the school, to the community, and to others; in other instances they are an extension of instructional programs. All school rules and regulations apply to all after-school activities since they are part of the total school program. The advisor or coach who has been assigned by the principal must be present at all activities of extra and co-curricular organizations. Participation in extra- and co-curricular activities is governed by Board policy 6860.

Student Council

Student Council is the organization that helps prepare students for leadership roles in our larger society through providing leadership to our schools. In Student Council students learn to accept responsibility and pursue individual rights. All students at East Wake High School are members of the Council and are welcome to attend all meetings. **Faculty advisor for SIT Student Council is April Gaddy.**

Athletics

The interscholastic athletic program at East Wake High School operates under the guidelines of the North Carolina High School Athletic Association and the **Greater Neuse River Athletic Conference** (Clayton, East Wake, Garner, Holly Springs, Smithfield-Selma, Southeast Raleigh & West Johnston).

Athletic teams at East Wake include: **Denotes sport with Junior Varsity Program*

<u>Men</u>	<u>Women</u>
Baseball*	Softball*
Basketball*	Basketball*
Cross Country	Cross Country
Football*	Soccer*
Soccer*	Golf
Golf	Swimming
Swimming	Tennis
Tennis	Track
Track	Volleyball*
Wrestling	Wrestling
Varsity and Junior Varsity Cheerleaders	

In order to compete on any interscholastic team students must meet the eligibility requirements of the North Carolina High School Athletic Association and the Wake County Board of Education. All regulations encompass academics, attendance, and behavior/sportsmanship. Complete regulations are available from Athletic Director Jon Hasbrouck. His office is located in the main office building. The National Collegiate Athletic Association has established comprehensive requirements to participate in interscholastic athletics at the college level and to be considered for athletic scholarships. Copies of NCAA regulations, including course requirements, are available from Coach Hasbrouck.

Attendance (Policy 6000)

Regular school attendance is a significant factor in educational growth. In order to benefit fully from the instructional program and to develop habits of punctuality, self-discipline and responsibility, all students are expected to attend school regularly and to be on time for classes.

It is reasonable to expect that most students will be absent at some time during the year. Excessive absences, however, will result in failure. Students who are absent more than ten times in a course shall fail the course. Provisions are available to appeal for waiver of these provisions in case of unusual circumstances at the conclusion of each semester. These provisions are detailed below. **Please note that the policy does not address excused versus unexcused absences with regards to course failure; rather, *total times absent from class is the sole criterion of concern.*** Students and parents are encouraged to check the school calendar before planning trips during the school year. A listing of scheduled student holidays is printed in the front of this handbook.

Excused and Unexcused Absences

Students are required to be in their assigned classes unless specifically excused. Any deviation constitutes an unexcused absence, or skipping. **All absences are considered unexcused unless an acceptable note from a parent is presented within two days of the student's return to school. Notes must be turned in to the SIT office.**

An absence is excused if the following conditions exist:

- 1 Illness or injury which makes the student physically unable to attend school.
- 2 Isolation ordered by the State Board of Health or the Wake County Health Department.
- 3 Death in family.
- 4 Medical, dental, or other appointment with a health care provider approved in advance.
- 5 Court when a student is under subpoena.
- 6 Religious observance, as suggested by the religion of the student or the student's parents.
- 5 Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons."

Absences not fitting the above criteria are unexcused. The student is responsible for submitting a note signed by the parent citing the reason for an absence to the principal's designee within two (2) days of the student's return to school. Failure to comply with the above will result in the absence being unexcused. If a student has an unexcused absence and fails to turn in a note after two days, that student will receive a referral for skipping class.

Following an absence from school students must:

- 1 Present a written excuse signed by the parent or guardian.
- 2 Written excuse is due the day you return to school.
- 3 It must be presented to the main office.
- 4 If it is not presented in two days a referral will be generated.
- 5 Each note must carry the following information:
 - o *Date*
 - o *First and last name of student*
 - o *Exact date of absence*
 - o *Specific reason for absence*
 - o *School enrolled in*
 - o *Signature of parent or guardian and daytime phone number*

If a doctor or dentist appointment is stated it must include the doctor's or dentist's name and an appointment slip.

Students arriving at school late must:

- 1 Bring a written excuse from their parents
- 2 Note must be presented to the SIT office (failure to provide a written excuse note is an automatic unexcused tardy.
- 3 The secretary or administrator will issue an "admit to class" slip.
- 4 Reasons for excused tardiness to school are the same as for absences.
- 5 Students/Parents need to be aware that unexcused tardies will be assigned silent lunch for the next day. Additional disciplinary action may be assigned based on the number or tardies.

School work will be made up for excused absences under the following conditions:

- 1 If the absence is **approved in advance and/or if the work is assigned by the teacher in advance**, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return (e.g., death in the immediate family, serious illness).
- 2 If the make-up work has **not been assigned in advance**, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration should be given in the case of extended absences due to injury or chronic illness.
- 3 Make-up work for **unexcused absences** shall be graded at a standard consistent with the original work.
- 4 Work submitted late will receive not less than 70% credit. The following criteria will be used in determining exact credit:
 - A. The past performance of the student,
 - B. Circumstances that may have made the unexcused absence unavoidable,
 - C. Unusual family circumstances,
 - D. Nature of the specific learning activity,
 - E. Other issues that the teacher determines to be relevant to the situation.

Absences resulting from out-of-school suspensions are considered excused, and the same policy for make-up work applies.

Early Dismissal

Students who need to leave school before the end of the scheduled day **must secure written permission from the main office or SIT office.** Permission will be granted only under the following circumstances:

- 1 Present a written request for early dismissal before 8:05 of the day of the dismissal.
- 2 The written request must indicate the date, reason for the request, and the time you are to be excused.
- 3 **It must be signed by a parent or guardian with a daytime phone number.**
- 4 The reason for the requested early dismissal must be sufficiently important to merit missing a portion of the school day. It also must be within the provisions of State law and policies of the Wake County Board of Education. **Any reason for early dismissal failing to meet these criteria will result in *unexcused absences*.**

Students who become ill during the day and need to leave school:

- Will report to the office where parental permission will be secured by telephone.
- **Students who are ill enough to leave may not drive from school unless the school receives a fax from the parent accepting full responsibility for the student's safety. The student must still sign out in the main office.**
- **The student must be picked up by a parent/guardian or parent designee.**
- Students who leave school due to illness may not return later during the day without verification of having been treated by a physician.
- ***There are no circumstances where students may leave campus without parent permission.***
- ***There are no circumstances where a student may leave campus with another student.***

SIT Student Behavior Intervention Plan

School-wide Interventions:

Minor infractions (Examples include: excessive talking, off-task behaviors, tossing objects, talking out, smart comments, minor verbal altercation with peer, use of electronic devices, etc.)

Interventions

The teacher may assign silent lunch with parent contact. That, along with a conference with the student should happen before referral to an administrator.

- 1) Student-teacher conference (**Required**)
- 2) Parent contact (**Required**)
- 3) Silent Lunch

Mid-Level Infractions (Examples include: Disrespect to teacher, profanity, blatant non-compliance after attempts by teacher fail, verbal altercation, skipping class, leaving campus.

Referral to administrator

High Level Infractions (Examples include: suspicion of drugs/alcohol, theft, severe verbal or any physical altercation)

Administrator will be called to remove student(s) from the class and policy will be applied.

Interventions used by administrator:

Lunch intervention
After-school intervention
Community service/restitution
Referral to Student Assistance Team for intervention plan
In School Suspension
Out of School Suspension

Tardy Policy – It is the utmost importance that students use the freedom they have been given in high school wisely and make it to class in a timely manner. Below is the EWSIT Tardy Policy:

- (3)Tardies- Lunch Detention
- (6) Tardies- Lunch Detention
- (9) Tardies- One day of ISS
- (12)Tardies- Two days of ISS/ Parent Conference required
- (15) Tardies OSS

Unexcused Absences/Skipping

Students are required to be in their assigned classes unless specifically excused. Any deviation constitutes skipping class. All absences are considered skipping unless an acceptable note from a parent is presented within two days of the student's return to school after an absence.

Campus Policy for Electronic Devices

The following guidelines will be enforced on all four campuses at East Wake:

Cell phones and other electronic devices such as iPods, MP3 players, computer games, etc. are prohibited from the beginning of the school day - 8:05 – until dismissal at 3:00. Each school will allow electronic devices to be used during lunch. Students who call, text or contact students in another school will have the device confiscated and may face additional consequences.

Any devices, including earbuds, should be kept out of sight and turned off during the instructional day, including class changes between 8:05 – 3:00 except lunch time. Devices that are visible or heard will be confiscated and returned to parents only. (See Board Policy 6426 on page 20 of the WCPSS Handbook.)

Internet Access and Appropriate Use Policy

At East Wake, we believe that technology holds great promise for expanding educational opportunities for students and for enhancing communication between home and school. Accordingly, Internet access and e-mail are provided to all faculty. Unless parental permission is denied, Internet access is available to students.

Students with Internet access are expected to comply with school system rules embodied in Board policy 6446. In brief, these rules prohibit plagiarizing and infringing on copyrights, illegally downloading/accessing/using data in files or folders, using the network for commercial purposes, engaging in any illegal activity—including advocating acts of violence, or accessing pornography or hate literature, displaying, posting or sending material that is offensive in nature, harassing or insulting others, or intentionally wasting limited resources (e.g., mass e-mail messages, chain letters, etc.). Failure to comply with all regulations will result in loss of Internet privileges and other sanctions as warranted. Damage to any computer, or any software, or the computer network will result in severe consequences.

Student Code of Conduct

A safe and orderly environment is essential to having an effective learning environment. EWSIT will strive to create and maintain an environment that is conducive to all students achieving at high levels. We will work at enforcing the Wake County Public Schools' Code of Conduct as found on pages 11-27 of the WCPSS Student/Parent Handbook. A copy of this handbook is provided and reviewed with each student upon enrolling. The following items are covered:

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 hearing panel pursuant to Policy 6500D.

Level III – Level III rule violations are more severe in nature and support long-term suspension. The principal may recommend a short-term suspension (10 days or less) based on mitigating factors. Any reduction to short-term suspension based on mitigating factors shall be approved by a panel of 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.

Parking on Campus

Parking privately owned motor vehicles on school property is a **privilege** granted by the Board of Education.

- 1 Parking is allowable to Juniors and Seniors ONLY by permit.
- 2 Permits are issued upon completion of an application and payment of the fee established by the Board of Education.
- 3 Applications are available in the main office and on the website.
- 4 Parking regulations are established by the Board for all schools in Wake County and are printed on the application required to purchase a permit.
- 5 The parking fee is \$170.
- 6 For students who purchase parking permits after the beginning of the year, fees will be reduced by \$15 per whole month not used.
- 7 **Seniors graduating in January will pay a prorated parking fee – No refunds will be awarded for overpayment.**
- 8 Only eligible students leaving campus for lunch are allowed in student parking lots.
- 9 Permission must be obtained from a campus administrator to visit a parking lot.
- 10 Cars are not to be used as lockers for books, lunch money, etc.
- 11 A student allowing a student without off-campus lunch privileges to ride in a vehicle will forfeit his/her lunch pass. Passes must be shown daily to leave the campus.
- 12 Trash cans are provided in the parking areas and trash should be disposed of before entering the building.
- 13 Parking permits cannot be transferred between students. All parking is assigned by the school administration.

Students who leave school without permission and transport other students away from school in a vehicle are subject to immediate and permanent revocation of parking privileges, in addition to out of school suspension.

Bus Regulations

Riding a school bus is a **privilege**. Associated with this privilege is the responsibility for safe and responsible behavior. High school students are expected to behave as young adults and to set an example of good behavior for younger students to follow.

- 1 All students shall follow the directions of the bus driver for loading and unloading the bus, seating arrangements, and general conduct.
- 2 Any unsafe driving practices should be reported to the Transportation Director. The office is located in the School of Health Science Office Building.
- 3 Transportation telephone: 365-2627.

Child Nutrition Services

Every child needs nourishment during the school day. Many students do not eat a balanced breakfast in the morning, and may be hungry when they arrive at school. Also, many students would not receive a meal or a nutritionally balanced meal if they had to bring their own lunches. Research has shown that children with empty stomachs are lethargic, irritable, and unable to participate fully in learning experiences. Good nutrition is critical to student achievement. Meals are provided at school to enable all students to achieve their highest potential. All elementary and middle schools offer both breakfast and lunch to all students every day and all high schools offer lunch to all students every day. High schools offer breakfast when there is sufficient interest

With **MyLunchMoney**, giving lunch money to your kids could not be easier. The service is easy-to-use, convenient, private and secure. Simply go to www.myLunchMoney.com to enroll and start using the site to deposit funds into your child's lunch account. Once your account is established, you can check balances and fund the account anytime from your home computer, phone or fax. Your child's information is safe--it stays at school. Your personal and payment card information is protected by the most advanced Internet security. Funds will be posted on your child's account at the top of each hour. There is a \$1.95 service charge for each transaction. For more information about how to use this exciting new service, call 800-479-3531 or visit www.myLunchMoney.com. In order to enroll for this service, you will need your child's ID or NCWISE number. See specific information about Child Nutrition Services on the WCPSS internet website by using the Lunch Menu link.

Food & Drinks/Cafeteria Rules

Snacks for use at lunch and beverages are offered via vending machines in the cafeteria. They are intended primarily and after school. All other vending machines are available only after 3:00.

Free and Reduced Price Meals

Our school system participates in the National School Lunch Program, which includes provision for free or reduced price meals for students whose family income qualifies them for inclusion. Application forms are provided at the beginning of each year. This year, an **On-Line Payment Option** is available for all students. You may prepay online as often as you wish. Features of the Program are provided and you may make your payment of any dollar amount (minimum of \$10.00) on the secure website. Debit and credit cards, bank drafts and e-checks are accepted. For more information, go the "Child Nutrition Services" web page at <http://www.wcpss.net>. Students with questions about the program or who need additional applications should contact Mrs. Ava Etheridge, cafeteria manager. Her office is located in the cafeteria, and she may be reached at 365-1665.

General Lunchtime Rules

Student behavior is governed by the same rules of conduct as all other aspects of school. Realize that classes are in session during both lunch periods. Do not make unnecessary and/or loud noises either inside the cafeterias or outside the buildings.

- Our cafeteria serves both a traditional lunch and a selection of sandwiches and other nutritious foods daily. Students may purchase lunch at school or bring a lunch from home, but they may not bring food in containers from commercial establishments into the cafeterias.
- Food and beverages may be consumed in the cafeteria or the courtyard adjacent to the cafeteria. All other areas are off limits.
- All trash should be properly disposed of regardless of where you choose to eat. Do not leave a mess at your table.
- Tables in the cafeteria may not be moved.
- With written parent permission, and within regulations that apply, **juniors and seniors** may leave campus for lunch.
- **Students with delinquent fees and fines will not be granted off-campus lunch privileges.**
 - Copies of off-campus lunch regulations are available on the website. Failure to comply with printed regulations eliminates this privilege for the remainder of the year.
 - **Transporting ineligible students away from campus during lunch will result in the revocation both of off-campus lunch privileges and parking privileges.**

- The gym lobby exit to the student parking lot should not be used. Doors will be locked except during the last 5 minutes of lunch.
- **Students must exit vehicles upon arrival on campus and are not allowed to loiter in the parking lots.**

Administering Medication

School officials may administer medication to students if the "Parent Request and Physician Order for Medication" form (1702) is completed and in the possession of school officials (Form 1702 is available at the school office) No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of medication, the date the prescription was filled, and directions clearly marked. At all school levels, students may self-medicate with prescription medicine if they have permission to do so documented on Form 1702. Parents are responsible for transporting all medicines to school unless special arrangements are made with the Principal or it is an emergency medicine that the child has permission to keep with them. Parents are responsible for monitoring medication expiration dates and replacing medications when expired. All unused, discontinued, or outdated medication must be returned to the parent/guardian or disposed of in accordance with the WCPSS Medication Disposal Process. Student Self-Administration of Emergency Medications Senate Bill 663 was enacted in the 2005-2006 school year. This bill allows students who have met certain conditions to carry and self-administer emergency medications for asthma and severe, life-threatening allergies (anaphylaxis) during the school day and at all school-sponsored after-school events including transportation to and from the event(s). Medication includes asthma inhalers and injectable epinephrine. The parent must submit a written treatment plan from a medical provider that includes a diagnosis (WCPSS "1702" form). Parent must also sign the 1702 form giving the student permission to use the medication. The student must be trained in and certified to be able to self-administration of the anaphylaxis or asthma medication by their medical provider. In addition, the student must demonstrate to authorized school personnel that they have the skills necessary to self-administer the medication

Off-limits Areas

- 1 Students may be in the cafeteria or in the courtyard during lunch. *All other areas are off-limits.*
- 2 **Students who are in off-limits areas are subject to disciplinary action.**
- 3 Students are expected to go to their lockers either immediately before going to lunch or after the bell sounds to end the lunch period.
- 4 Restroom facilities are available in the areas immediately adjacent to both cafeterias. All other restrooms are off-limits. **Students are not allowed in student parking lots at anytime without permission from an administrator.**

Locks and Lockers

All students in the East Wake School of Integrated Technology are issued a locker in which books and other personal items needed at school may be stored.

- 1 There is no charge for lockers.
- 2 Students assigned a locker requiring a lock will be provided a combination lock at no charge (a fee of \$5.00 is charged for all school-owned locks that are not returned at the end of the year). **No personal locks are allowed and will be removed.**
- 3 Please maintain security for your combination lock at all times.
- 4 Sharing lockers or using non-assigned locker is prohibited.
- 5 All lockers are school property and the administration reserves the right to open any locker at any time if there is reason to suspect stolen property, drugs, weapons, or contraband of any sort may be in the locker.
- 6 The school assumes no responsibility for items stolen from lockers.

Telephone Use

- 1 Telephones in offices are business phones and are not available for student use except in emergency situations.

- 2 Telephones may not be used during class time. The school does not accept routine telephone calls for students, but staff will accept emergency messages.

Hall and Media Center Passes

Students who are out of class for any reason must have a pass issued by their teacher.

- 1 We restrict hall passes to a minimum; therefore, passes will be issued only when you are being sent by the teacher to another part of the campus, or have an emergency, or have an urgent personal need.
- 2 Take care of routine personal needs and personal business at times during the day when you are not in class.
- 3 Students should never be in the halls during instructional time without a hall pass.

Fire Drills

Consistent with state law and Division of Emergency Management Services requirements, fire and severe weather drills are conducted to assure student safety in the event a building must be evacuated in emergencies.

- 1 Fire drills are conducted at least once per month; other drills are conducted as needed but at least annually.
- 2 The signal to evacuate the building for fire or other emergencies is a loud "horn."
- 3 When you hear the signal you should immediately prepare to leave the building by the exits and or stairwells designated for the class you are in.
- 4 *Exits and stairwells are posted in each classroom.*
- 5 Always assume that an emergency actually exists and behave accordingly.
- 6 Leave the room in an orderly fashion and at a brisk pace. Continue walking once outside the building until you are a safe distance from the building and are instructed by your teacher to stop.
- 7 When stopped, remain quietly in line while the teacher checks roll. An administrator will signal you to return to the building.
- 8 Never return to the building until signaled to do so.
- 9 Tampering with the fire alarm in any fashion, regardless of circumstances, is considered a serious offense and will result in immediate suspension from school and arrest.
- 10 Setting fire to anything on campus for any purpose will result in suspension and arrest.
- 11 Failure to comply fully with behavioral expectations during any fire or other emergency drill will result in disciplinary action.

Insurance

Optional hospitalization and dental insurance programs are available for a nominal cost.

- 1 Applications are available in the north and south campus offices.
- 2 A limited injury insurance policy is provided to students who participate on athletic teams. A description of coverage is provided to all athletes.
- 3 No other insurance coverage is available through the school.

Student Dress (Policy 6410.1)

Appropriate dress is necessary in order to maintain an atmosphere that is conducive to learning and safety. In order to support this, the Board of Education adopted the following dress code for all Wake County Public Schools effective the beginning of the 2002-2003 school year.

Principals shall exercise appropriate discretion in implementing this policy, 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 and safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to, the following:

- exposed undergarments,
- **sagging pants (waistband of the pants must be above the buttocks)**

- excessively short (**hemline must at be no more than 2 inches above the knee**) or tight garments,
- **bare midriff shirts, strapless shirts, t-back tanks, “spaghetti strap” shirts, or tank tops (all shirts must cover the entire back and have a sleeve that covers the shoulder).**
- 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, (**this includes and is not limited to scarfs, doo-rags, hats, crochet caps**).
- see-through clothing, (**this includes but is not limited to ripped shorts/jeans and opaque tights**)
- 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.

Please note the changes highlighted in bold for the entire East Wake High School Campus. These changes are effective immediately upon the opening of school.

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 the principal’s designee may require the student to change his or her appearance. A second or repeated violation of this policy will result in disciplinary action.

Head Covering Policy:

Hats (or other head coverings) are not permitted on campus during the school day.

Gang and Gang Related Activities (Policy 6424)

The WCPSS does not support or condone gang membership or gang activity. The Superintendent/designee shall regularly consult with law enforcement officials to identify gang-related items, symbols and behaviors, and provide each principal with this information.

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any WCPSS policy, and having a common name or common identifying sign, colors or symbols. Conduct prohibited by this policy includes:

- A. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation.
- B. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation.
- C. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans.
- D. Requiring payment of protection, money or insurance, or otherwise.
- E. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.
- F. Soliciting others for gang membership
- G. Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

Before being suspended for a first offense of wearing gang-related attire (when not involved in any other kind of gang-related activity or behavior), a student may receive a warning and be allowed to immediately change or remove the attire if the school administration determines that the student did not intend the attire to show gang affiliation. Reference policy 6400 for disciplinary action.

Family Involvement

A child's education is a responsibility shared by the school and the family. Parents, families, schools, and communities working as partners can promote increased student achievement and positive attitudes about self and school. The Board of Education supports the development, implementation and regular evaluation of a comprehensive parental involvement program in each school to involve parents at all grade levels in a variety of roles. In addition to school-based programs for parent and family involvement, the Board of Education supports the involvement of parents and families at the district level through participation in advisory councils, PTA Council, and other ad-hoc advisory groups to assist the administration and Board in policy and program development. The district should also develop a plan for using community resources to strengthen school programs, family practices, and student learning.

PTA's National Standards for Family-School Partnerships

Standard 1 Welcoming all families into the school community

Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

Standard 2 Communicating effectively

Families and school staff engage in regular, meaningful communication about student learning.

Standard 3 Supporting student success

Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard 4 Speaking up for every child

Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard 5 Sharing power

Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices and programs.

Standard 6 Collaborating with community

Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation

PROMOTION REQUIREMENTS FOR 9TH GRADERS:

Earn a total of 6 credits

1 credit earned must be English 1

2 credits must be in Math, Science and/or Social Studies

FAQS: FRESHMEN QUESTIONS ANSWERED

Question: How is my student doing in his/her classes?

Answer: Grades are updated bi weekly in Power Schools. The Principal will send a school messenger home to inform you when grades have been updated. Encourage your student to ask his/her teacher any time for a print out of a grading sheet, so you can see any assignments your student has missed. Turning in work late is better than not getting any credit for it at all. Remember though, late work = points taken off so get your assignments in on time! If you want to speak to a teacher, just contact the SIT office at 365-2657.

Question: What do I do if my student needs extra help with his/her classes?

Answer: There are many ways get help; all you have to do is ask. Find out when your student's teachers have their tutoring hours after school. This information will be located on the school website. Also ask your child to listen to announcements. I.

Question: How do I get my student's make-up work when s/he is out sick?

Answer: Have your student first talk to his/her teachers. Each student will receive one day to make up work for every excused absence. If your student will be out of school for an extended amount of time, contact Mrs. Sanders in Student Services (365-2633) to make arrangements to obtain make-up work.

Question: What happens if my child is late for school?

Answer: S/he will need to go to the SIT office when first arriving on campus. S/he needs to bring a written note from you (parent/guardian) listing the student's name, date and the reason for arriving late. When coming from a medical appointment, your student should bring a note from the medical office. A pass, either excused or unexcused will be issued to your student for their admittance to class.

Question: What happens if my child is late for class?

Answer: The first day or two at school, teachers are lenient with students who are still learning their way around the halls. Once the bell rings, though, students are officially late. After the first couple days, teachers will be issuing tardies to late students. If your student makes being late a habit, his/her teachers will refer your student to silent lunch. Silent lunch is held daily during the lunch period.

Question: What happens if my student misses a class, or a day of school?

Answer: An automated system daily calls the home of every student absent from a class. Once your student reaches five absences, the data manager will mail home a letter requesting you contact your student's counselor regarding the absences.

Once your student reaches 10 absences in a class, a computer-generated letter will be sent home. This letter lets you know that academic failure is imminent. Students with more than ten absences in a term, whose attendance file lacks appropriate notes from a doctor, dentist, court, hospital, etc., will receive an "FF/60" for the final grade. Third party documentation should be submitted immediately following the absence.

Question: What does my student do when returning to school after being absent?

Answer: Your student must present a note written by you explaining why s/he was absent, within two days, to the SIT office. If you do not submit a note within two days, your student automatically receives an unexcused absence(s) for the day(s) missed and a referral will be generated for skipping class.

Question: How do I check out my child for a doctor's appointment, or due to illness?

Answer: A parent/guardian or an adult who's listed as an emergency contact may contact the main office at 365-2625. Students may bring in written notes from a parent/guardian to the main office in the morning before 8:05 for a check out later that day. The main office is located as you enter the school by the cafeteria.

Question: Can freshmen go off campus for lunch?

Answer: No, freshmen cannot go off campus for lunch. Only juniors who have earned a cumulative 1.5 or better GPA can go off campus with approval, and seniors with lunch permits are allowed off campus.

Question: How does my student find out about a part time job?

Answer: Your student should make an appointment with the school's Career Development Coordinator. She will have contacts with local businesses that are in need of part-time help.

Question: What does GPA mean and what is it for?

Answer: GPA means Grade Point Average and it is an average of all the final grades your student receives from grade 9 through grade 12. It is used to help college admissions officers determine whether or not your student will be admitted to their college after graduation. Employers often review transcripts as part of screening potential employees. See the following section for more detailed information about your GPA, and how it's calculated.