

# MIDDLE CREEK HIGH SCHOOL

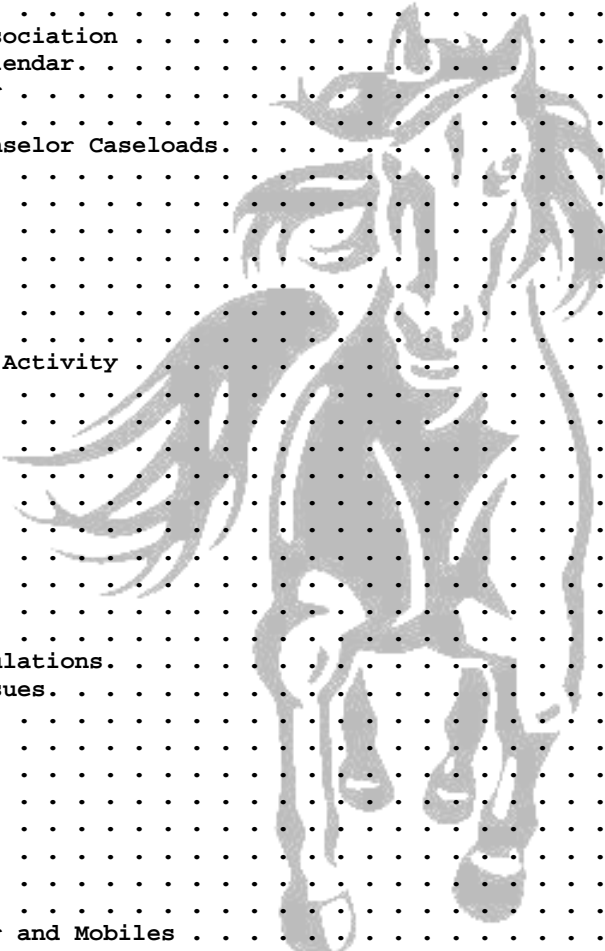
## Student/Parent Handbook – 2009-2010

Students and parents are expected to read the Student/Parent Handbook published yearly by the Wake County Public School Systems. This yearly manual contains all system-wide policies and procedures.

The MCHS Student Handbook section of this agenda includes building-specific procedures and is a supplement to the WCPSS handbook. The contents of this handbook are subject to revisions and changes by the administration. Policy changes will be provided through due notice to students.

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The mission of Middle Creek High School is to create a youth-centered community consisting of responsible, respectful, life-long learners who are engaged in personalized acts of discovery.

*The Wake County Public School System has a policy prohibiting discrimination against students or employees in programs, employment or assignments because of race, color, religion, disability or national origin.*

**STUDENT GOVERNMENT ASSOCIATION  
PRESIDENT'S LETTER**

**Middle Creek Mustangs,**

I hope each of you had a wonderful summer and are excited about having an even better school year! I would like to welcome back the returning student body as we prepare for the next challenging and rewarding chapter at MCHS. To incoming freshmen as well as new Middle Creek students, welcome to the family. I hope MCHS exceeds your expectations as it has for so many of us. Here at Middle Creek High School we strive for the best, work hard until it's done, and have a great time doing it! Middle Creek High School is loaded with activities in which you can participate. I encourage each and every one of you to get involved with your favorite activity and show your school spirit by supporting the others. Whether it be a concert, musical, game, club or show...the greater the participation by our student body, the better it is!

As this year's Student Body President, I am confident that we, the Student Government Association, will do our best to achieve our goals and ensure that the 2009-2010 school year will be unforgettable. We encourage each student to play an active role in our success. To all returning mustangs, bring back that great school spirit and strive to constantly improve the great foundation you have already built. To all freshmen, be yourself, do your school work, have fun, and get involved at The Creek. High School can be very rewarding, so make these years here at MCHS worth it.

Best wishes and enjoy YOUR school year!

Your Student Body President,

*Aimee Mushrush*

President, 2009-2010  
Middle Creek High School  
Student Government Association

**STUDENT GOVERNMENT ASSOCIATION  
2009-2010**

**Executive Branch**

SGA President ..... Aimee Mushrush  
SGA Vice-President..... Rachel Gibson  
SGA Secretary ..... Jim Turner  
SGA Projects Director ..... Chris Jasinski  
SGA Historian..... Ashley Klein  
SGA Treasurer..... Whitney Stillwell

**Senior Class, Class of 2010**

President ..... Olivia Skillen  
Vice-President ..... Matt Frongello  
Secretary ..... Alexis Wetherill  
Projects Director ..... Allie Ehinger

**Junior Class, Class of 2011**

President ..... James Hughes  
Vice-President ..... Riley Gallaher  
Secretary ..... Pierce Conway  
Projects Director ..... Amanda Sergesketter

**Sophomore Class, Class of 2012**

President ..... Chad Johnson  
Vice-President ..... Lauren Stillwell  
Secretary ..... Megan Forte  
Projects Director ..... Jordyn Druga

**Freshmen Class, Class of 2013**

President ..... TBD  
Vice-President ..... TBD  
Secretary ..... TBD  
Projects Director ..... TBD

**Legislators**

Caroline Beam  
Melanie Bennett  
Seth Hampsey  
Jordyn Hodge  
Sarah Kennedy  
Shalyn Patel  
Ariel Rosario  
Marisa Scaro  
Taylor Treadaway  
Olivia White

**Chief Justices**

Ben Fisch  
McKenzie Jenkins  
Dylan McGlynn  
Kenny Roush

**Prom Council**

Co-Chairs:  
Abby Peoples  
Amy Ogilvie  
Members:  
Tori Candler  
David Cardoso  
Conrad James  
Sabrina Sperlazza  
Tessa Pena  
Austin Wiser

**STUDENT ACTIVITIES CALENDAR  
2009-2010**

**August 2009**

- 1 Band Camp Begins
- 6 Band Camp Performance
- 12 Last Day of Summer School
- 13 Summer School Graduation
- 20 Freshmen Orientation
- 25 First Day of School

**September 2009**

- 3 Open House
- 7 Holiday
- 10 Senior Parent Information Night
- 10 Choir Picnic
- 11 Freshmen Elections
- 12 Choir Car Wash
- 19 Meet at the Creek Performance
- 21-25 Interim Reports Issued
- 22 Fall Show Auditions
- 23 Fall Show Callbacks
- 26 Band Contest vs. SRMHS

**October 2009**

- 3 Band Contest vs. Wakefield HS
- 3 Superstar Saturday @ UNC-G
- 12-16 Homecoming Week Activities
- 13 Fall Choral & Band Concert
- 14 PSAT Testing
- 14-15 Cap and Gown Sales
- 16 Homecoming Gamer vs. Cary HS
- 17 Band Contest vs. FVHS
- 19 Spanish Honor Society Inductions
- 25 National Honor Society Inductions
- 29 Tri-High Choral Festival

**November 2009**

- 4 College Panel for Juniors
- 5 Report Cards Go Home
- 7 Cary Band Day
- 11 Veterans Day Parade
- 19-21 Fall Show Performance
- 20 Career Day
- 21 Raleigh Christmas Parade
- 30 NHS Toy Drive thru Dec. 11

**December 2009**

- 2 Financial Aid Night
- 3 Honor Roll Celebration
- 3 Theatre II Showcase Performance
- 5 Stampede Club Auction
- 7-11 Interim Reports Issued
- 9 PSAT Night for Parents
- 10 Holiday Choral Concert
- 13 Holiday Band Concert

**January 2010**

- 4 Musical Rehearsal Begins
- 9 All District Band Auditions
- 15-21 Exams
- 22 Exam Make-Up Day
- 23 Mid-Year Graduation Ceremony
- 26 New Semester Begins
- 29 Report Cards Go Home

**February 2010**

- 4 Meet the Teacher Night
- 5-6 All District Band Clinic at UNC
- 18 Honor Roll Celebration
- 22-26 Interim Reports Issued
- 23 National Achievers Soc. Inductions

**March 2010**

- 1 State Choral Competition
- 4-7 MCHS Musical
- 6 All-State Band Auditions
- 7 Concert with SRMHS
- 11 Science Night
- 19 Job Fair
- 25 SGA Executive Office Elections

**April 2010**

- 9 Report Cards Go Home
- 15 Cap and Gown Delivery
- 22 Senior Group Photo
- 25 Prevent Child Abuse Walk
- 26 AP Night for Students and Parents
- 29 Honor Roll Celebration
- 30 Theatre III/IV Showcase

**May 2010**

- 1 Prom
- 3-7 Interim Reports Issued
- 6 Jazz Concert
- 7 Class Elections
- 14 Spring Choral Concert
- 16 Spring Band Concert
- 19 Spring Choral Banquet
- 23 Baccalaureate
- 25 Senior Awards Night & Slide Show
- 27 Celebration of Scholarship

**June 2010**

- 1 Choral Ensemble Concert
- 3-8 Exams
- 9 Exam Make-Up Day
- 9 Last Day of School

**Dates are subject to change. For the most current information, please refer to MCHS website: <http://middlecreekhs.wcpss.net/calendar>**





# MCHS STUDENT HANDBOOK

## EXPECTATIONS & PROCEDURES

All Middle Creek students will receive a student handbook on the first day of school. All students are responsible for knowing the information in this handbook and the Wake County Public Schools Student Handbook. The Middle Creek handbook is an addendum to the Wake County Handbook. ALL STUDENTS ARE RESPONSIBLE FOR KNOWING THE EXPECTATIONS AND PROCEDURES IN THESE HANDBOOKS.

### EXPECTATIONS

1. Excellent Attendance
2. Punctuality
3. Responsible Student Behavior
4. An Orderly and Safe Environment
5. Protection of Personal and Public Property
6. Healthy Bodies and Minds
7. Honesty
8. Respect for Self and Others
9. Safe Transportation To and From School
10. Learning From Mistakes and Successes

When anyone violates any one of these rules, inform an adult. Safe schools are full of student citizens who report unsafe and careless acts. In most cases when someone is harmed on campus, someone knew about the threat in advance and did not report it.

<b>School Administrator and Guidance Counselor Case Loads</b>		
<b>Name</b>	<b>Caseload</b>	<b>E-mail</b>
John Williams	Principal	jhwilliams@wcpss.net
Joseph Blanchard	9 <sup>th</sup> Grade Assistant Principal	jblanchard@wcpss.net
Corey Moore	10 <sup>th</sup> Grade Assistant Principal	cmoore2@wcpss.net
Lisa Whitaker	11 <sup>th</sup> Grade Assistant Principal	lwhitaker@wcpss.net
Kebbler Williams	12 <sup>th</sup> Grade Assistant Principal	kwilliams9@wcpss.net
Tammy Butler	Dean of Students 8 <sup>th</sup> Grade Contact Caseload TBD	trhyebutler@wcpss.net
Tara Middleton	Counselor 9 <sup>th</sup> /10 <sup>th</sup> Grade Contact Caseload TBD	tmiddleton@wcpss.net
Dave Minion	Counselor 11 <sup>th</sup> Grade Contact Caseload TBD	dminion@wcpss.net
Amy Gregorio	Counselor 12 <sup>th</sup> Grade Contact 12 <sup>th</sup> Grade Caseload	agregorio@wcpss.net

## **ATHLETICS (EXPECTATION #6-Healthy bodies and minds)**

Middle Creek High School offers a good athletic program where all students are encouraged to try out. Middle Creek is a member of the Tri-8 Conference. To be eligible to participate in any sport, a student must meet scholastic requirements, have parental consent, and have approval of a physician. Students will be provided a copy of the Middle Creek High School Statement of Discipline.

Our teams and MCHS have already earned an outstanding reputation by playing games with a spirit of sportsmanship and fair play. All student athletes can feel especially honored that they have the major responsibility for continuing that spirit. In the same way, sportsmanship in the stands is as important as sportsmanship on the field. If you are found to be in gross violation of the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic contests.

Middle Creek's Athletics Program fields the following teams:

### **Fall Sports**

Cheerleading \*  
Cross Country  
Football \*  
Golf – Women  
Soccer – Men \*  
Tennis – Women  
Volleyball

### **Winter Sports**

Basketball – Men \*  
Basketball – Women \*  
Gymnastics  
Indoor Track  
Swimming  
Wrestling

### **Spring Sports**

Baseball \*  
Golf – Men  
Lacrosse – Men \*  
Lacrosse – Women  
Soccer – Women \*  
Softball \*  
Tennis – Men  
Track & Field –  
Men/Women

*\* Indicates sports fielding both varsity and JV teams*

## **ATTENDANCE (EXPECTATION #1-Excellent Attendance)**

Attendance in school and participation in class are an integral part of academic achievement and the teaching/learning process. Regular attendance develops patterns of behavior that are essential to professional and personal success in life. Regular attendance by every student is mandatory.

When the need for an absence exists, it is imperative that the student returns to school with a note from his/her parent or guardian providing an explanation for the absence and the signature and daytime contact information of the parent or guardian.

If a student is absent for five total days for any reason, parents will be asked to have a conference at the school to write a plan to improve attendance. If a student accumulates ten days of absences for any reason in any class, the student may fail the course, regardless of the student's current grade in the course.

The MCHS leadership team approved the following school-based attendance plan.

### **Discipline actions for unexcused absences**

1. Work for unexcused absences should be made up for at least 70% credit.
2. Teacher detention
3. Administrative referral
4. Some serious offenses (on or off campus) will result in out-of-school suspension upon the first offense.

### **Consequence after 10<sup>th</sup> Absence for a Semester Course**

1. Once the student reaches the 10<sup>th</sup> absence, excused or unexcused, the teacher may decide whether or not to waive the attendance-based failure.
2. If the teacher does not choose to waive the attendance-based failure, then the student may appeal to the attendance committee.
3. The teacher will have the opportunity to speak or give written information about the student to the committee.
4. The attendance committee will be made up of volunteer administrators, counselors, and teachers.

### **Verification of Absence**

1. The attendance office will verify a student's absence as excused or unexcused based upon receipt of the absence note from a parent. Parents/guardians will be contacted by telephone on a daily basis notifying them of a student's absence. Parents should notify the school if contact information changes. If a student's note is fraudulent, the attendance office will notify the teacher.
2. The classroom teacher will contact the student's parent/guardian the second day after the student returns to school from an absence if the student has not provided a note from a parent for the absence. The teacher will notify the parent/guardian that the student has been absent without following procedure. If the parent verifies the absence as excused as specified by WCPSS policy, the teacher then will provide a written record to the attendance office.
3. Students who do not present a note to the attendance office and subsequently to the classroom teacher within two days will have the absence coded unexcused and the student may be subject to disciplinary action.

### **Checking In and Out**

1. The student brings a note from his/her parent or custodial guardian to the attendance office between 7:00 – 7:20 a.m.
2. A parent/custodial guardian is contacted before a student leaves campus.
3. A student should pick up the check-out note during a class change or during lunch.
4. If a student becomes ill during the school day, the classroom teacher may send the student to the attendance office with a pass. The attendance office will contact the parent. The student will return to class immediately after notifying the attendance office to call a parent and will remain in class until the arrival of a parent/guardian at the attendance office to check the student out of school.

Students must remember that they must sign in and out in the Attendance Office when they are leaving campus early or arriving to campus late. It is important that a student's whereabouts is always known by school officials. Failure to sign in and out appropriately will result in disciplinary action against the student.

### **Tardies**

1 <sup>st</sup> Tardy	The student will be given a verbal warning from the teacher.
2 <sup>nd</sup> Tardy	The student will receive a written warning to be shared with parents.
3 <sup>rd</sup> Tardy	The teacher will make every effort to contact the parent via the phone.
4 <sup>th</sup> Tardy	Two lunch detentions are assigned and entered in SAM/SPAN
5 <sup>th</sup> Tardy	The teacher turns in a discipline referral to the grade level administrator.

Tardies are counted on a class-by-class basis. Tardies will start over at the end of the semester. Repeated tardies could result in a loss of lunch and/or parking permits for students with those privileges. Students who refuse to show for assigned detentions for tardies will receive a more severe consequence.

### **Late Buses**

Students arriving on a late bus will report to the Attendance Office to receive a late bus slip and then report directly to class.

### **CLEANLINESS (EXPECTATIONS #4-Orderly and safe environment, #5-Protection of personal and public property, #6-Healthy bodies and minds, #8-Respect for self and others)**

Everyone at MCHS is expected to assume responsibility for a clean building.

There is only one custodian in the morning, two during lunch, and one after school. Therefore, students must dispose of trash properly. Littering in the building or outside of the building will result in the litterer being assigned responsibility to clean the campus or be subject to punitive action.

Dirt begets dirt. Our school is too beautiful to appear trashy because of neglect.

### **CLUBS (EXPECTATION #3-Responsible student behavior)**

All students are encouraged to participate in clubs and student activities. Participating in clubs is a privilege and is contingent on being a student in good standing. Students may post information about elections and other approved club activities on the cork-strips and bulletin boards located throughout the campus. Posting with tape or other adhesives in undesignated areas is prohibited. For information on clubs, faculty advisors, and activities, see the website at: <http://middlecreekhs.wcpss.net/clubs.htm>.

### **DELIVERIES/MESSAGES (EXPECTATION #4-Orderly and safe environment)**

Deliveries of gifts in any form to students during the school day are not permitted. If deliveries for students should be made to the school, they will be returned to the supplier. Classes will not be interrupted to deliver messages to students except in cases of emergencies, defined as situations important to a student's safety. This policy applies to all school days including birthdays, Valentine's Day, etc.

Other messages for students will be left in the Attendance Office. Students wanting to receive messages should check there upon their departure from school.

### **DISCIPLINE (EXPECTATIONS # 3-Responsible student behavior, #4-Orderly and safe environment, #5-Protection of personal and public property, #7-Honesty, #8-Respect for self and others, #10-Learning from mistakes and successes)**

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.

Legal and appropriate disciplinary action at Middle Creek High School shall include:

Parent conference: (intervention) a meeting with parents or students intended to identify misbehavior and expected correction; parents will be expected to support the school.

Personal correction plan: (intervention) written agreement about ways to correct misconduct; a specific behavioral plan is individualized for the student and the nature of the misconduct; parents and others interacting with the student will be involved; drafted and monitored by the grade-level administrator or their designee.

Restricted privileges/Probation: (punishment) revocation of participation in all student activities or denial of expanded privileges for students for a specified period of time.

Corrective Learning Detention: (intervention/punishment) detention during lunch. The CLD will operate during the time of each lunch period each day of the week.

After-School Detention: (intervention/punishment) detention held in the afternoon. ASD is 140 minutes long and is an alternative to suspension.

Mustang Repair Shop: (intervention/punishment) is working detention held in the afternoon for 140 minutes. Successful completion of MRS workshops can end probation.

Restitution: (intervention) written agreement specifying how an injured party will receive legal and ethical compensation from the one who injured him/her.

Out-of-school suspension: (punishment) removal from school for a period of time from 1 day to 365 days. Some serious offenses (on or off campus) will result in suspension upon the first offense.

Long Term Suspension: (punishment) specific actions as specified by School Board Policy or repeated refusal to follow the Code of Conduct; removal from the school for the remainder of the year; recommended by the principal for action by the superintendent. Some serious offenses (on or off campus) will result in long-term suspension upon the first offense.

Expulsion: (punishment) certain action specified by law resulting in a permanent removal from the school system; recommended by the principal for action by the superintendent.

<b>ZERO TOLERANCE</b>	
BULLYING OTHERS SERIOUS OR REPEATED MISCONDUCT VIOLENT BEHAVIOR DRUG VIOLATION GANG RELATED ACTIVITIES SOME NON-COMPLIANT BEHAVIOR	THREATS TO OTHERS POSSESSION OF WEAPONS SEXUAL MISCONDUCT DANGEROUS ACTIONS OFF CAMPUS BLATANT DISRESPECT
<b>ACTS LEADING TO IMMEDIATE SUSPENSION</b>	

**Dress Code**

Per WCPSS School Board Policy 6410.1, students are prohibited from presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of other students. Examples of prohibited dress or appearance include, but are not limited to: exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes; and any symbols, styles or attire frequently associated with intimidation, violence, or violent groups at which students at a particular school have been notified. 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 the dress code, the principal or his designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

**Gangs and Gang Related Activities**

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.

Please refer to the WCPSS Parent/Student Handbook for prohibited conduct related to this policy. Students may be suspended for the remainder of the school year for violating this policy.

### **DRIVER EDUCATION (EXPECTATION #9-Safe transportation to and from school)**

Students who are between the ages 14 ½ years to 18 years old are eligible to take driver education. There is a three-level process for acquiring a driver license. Upon completion of the Driver Education Program, students at age 15 will be eligible for a 12-month Level 1 learner permit. Students not completing driver education are not eligible to get their learner permit or driver license until they reach age 18. Students must complete 30 hours of classroom instruction and 6 hours of behind-the-wheel training to be eligible for the driver license examination required by the state.

A private company, Jordan Driving School, provides the program for all eligible students. The program is free of charge one time only. Students must register for the course. See Mrs. Burnette in the Guidance office for an application or see the website for additional information: [http://www.jordandriving.com/wake\\_co.htm](http://www.jordandriving.com/wake_co.htm)

### **EMERGENCY PROCEDURES (EXPECTATION #4-Orderly and safe environment)**

The principal will conduct a fire drill during the first week of school and thereafter, at least one fire drill a month. A separate emergency plan will be distributed to all students as necessary.

### **FOOD & DRINK (EXPECTATION #3-Responsible student behavior, #6-Healthy bodies and minds, #8-Respect for self and others)**

1. Students, including those who are permitted to leave campus for lunch, may not bring food or drinks in containers from commercial establishments (McDonalds, Jersey Mike's, Wendy's, etc.) onto the school campus or onto school busses. Similarly, parents may not bring food from commercial establishments to students. Students may bring a lunch from home. Glass containers are not allowed on the school campus.
2. Food /drink are not to be removed from the dining area.
3. Food / drink are not to be consumed in classrooms.
4. Students are to remove trays and waste products from tables when they finish eating. Tables and the floor area are to be left clean.
5. Students may not sell candy or other food items on the school campus for personal gain or any other reason.
6. Students may not display or consume food/drink on the campus during the regular school day except in the cafeteria or as approved by a teacher.
7. Any food item on the cafeteria serving line touched by a student is considered to have been selected for purchase.
8. Students must remain within the perimeters of the dining area unless authorized by a school official.

### **FUNDRAISING (EXPECTATION #3-Responsible student behavior)**

All fundraising activities must be approved by the school administration. No sales of any product or services can be made in school during school hours unless prior approval is received. All money obtained from the sale of approved products or service must be deposited with the school bookkeeper by the end of each school day.

Parent booster groups' fundraisers must also be approved by the school administration.

Each class organization may sponsor one fundraiser per year. The student government may sponsor one fundraiser per year. Clubs must raise money through a single fundraiser per year as a project to support all clubs. In other words, no single club may sponsor an independent fundraiser.

### **HALL PASSES (EXPECTATION 1#-Excellent attendance, #2-Punctuality, #3-Responsible student behavior, #4-Orderly and safe environment)**

Teachers are responsible for providing students a hall pass each time the student is given permission to leave the classroom. The hall passes are color-coded, changing colors each week. The following information must always be documented on the form prior to the student's departure from the classroom:

- Student name
- Time of departure/Time of return
- Date
- Destination
- Teacher signature

**LANGUAGE (EXPECTATION #3-Responsible student behavior and #8-Respect for self and others)**

Adults will correct students who use inappropriate language anywhere on campus. Inappropriate written language is not protected. Threatening, vulgar, indecent, or profane written or oral language will result in disciplinary action.

**LOITERING (EXPECTATION #4-Orderly and safe environment)**

Students are not permitted to loiter in the hallways or locker bays before school, after school, between classes, or at any other time. Students arriving on campus before classes begin must report to either the Commons Area, the Media Center, or their first period class.

Students must depart from campus no later than 2:40 daily unless they are involved in an organized school activity and working under the direct and continuous supervision of a staff member. When staying after school, students are to arrange for pickup at the front entrance only. Students must arrange with the parent for a specific pickup time. At 3:00 p.m., all unsupervised students must report to study hall in the designated location, including those waiting for rides. Students staying after school must comply with the directives of the security officers as well as any other school personnel.

Failure to comply with any of the above expectations will result in appropriate disciplinary action.

**LUNCH PERMIT (EXPECTATION #9-Safe transportation to and from school)**

**Seniors and juniors may obtain a lunch permit application from the Front (Administration) Office.** A parent or guardian must **sign and notarize** the lunch permit application for seniors and juniors to have off-campus lunch privilege. Because of the joint liability of both parent and school in this regard, there can be no exceptions. The student must also sign the application. **ONLY SENIORS and JUNIORS** may leave campus during their lunch period. They must have the lunch permit in their possession at time of departure every day. Students should not attempt to leave campus if they have forgotten their pass. Students are forbidden to use another student's pass or a pass from a previous school year.

- The student and parent primarily are responsible for where the student goes for lunch and his/her transportation.
- A senior or junior leaving campus during any lunch period other than his/her own will constitute a violation of this agreement. **\*Consequences for truancy will also be assigned.**
- Neither absences from nor tardiness to a class following the lunch period will be permitted. There will be no excused reasons for tardiness, and any absence from classes after lunch must be cleared by the administration.
- A senior or junior who is referred to the administration for compulsive and excessive violation of school rules may be subject to have his/her permit revoked by the principal **FOR THE REMAINDER OF THE YEAR.**
- Students exercising off-campus lunch privileges are subject to the rules of student conduct, as applicable to the regular school day, adopted by the Wake County School Board.
- A senior or junior who transports a student who does not have a valid lunch permit off campus during lunch constitutes a violation of this agreement. The senior or junior who provides transportation for a student who does not have a lunch permit may be subject to disciplinary action which may include losing his/her lunch permit and/or parking permit **FOR THE REMAINDER OF THE YEAR.**
- A lunch pass is a privilege and can be suspended or revoked if school rules/regulations are violated.

- The charge for an original lunch pass is \$5.00. If the lunch pass is misplaced, the charge for a replacement is \$10.00.

### **MEDIA CENTER (EXPECTATION #6-Healthy bodies and minds)**

The Media Center is the focal point in our instructional program. Maximum use of its resources requires the cooperation of every staff member and student.

**Hours:** Monday through Thursday 7:00 a.m. to 3:30 p.m. Friday 7:00 a.m. to 3:00 p.m.

**Atmosphere:** An atmosphere conducive to student learning will be maintained. The Media Center staff reserves the right to prohibit facility use to students who choose not to conform to Media Center guidelines and expectations.

**Use:** While classes are in session, students must either be with their teacher or have a signed pass from their current teacher to use the Media Center.

**Lunch:** Students are permitted to utilize the Media Center during their assigned lunch period for studying or school-related work. Admission to the Media Center during this time is at the discretion of the Media Specialist and administration.

**Circulation:** Books may be checked out for two weeks and can then be renewed for two additional weeks. Reference books may be checked out overnight.

**Overdue Fines:**

Books:	\$0.10 per day
Magazines:	\$0.10 per day
Reference:	\$1.00 per day

**Computers:** The Media Center has computers available for student use to perform various computer applications.

**Computer Printing:** Students may print from the computers for \$.10 per page.

**Copy Machine Use:** A copier is available for student use at \$.10 per copy.

**Internet Use:** Improper use of the Internet may result in disciplinary action.

### **OFF LIMITS - PASSES (EXPECTATION #3-Responsible student behavior, #4-Orderly and safe environment, #5-Protection of personal and public property, #6-Healthy bodies and minds)**

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

During lunch period: parking lots, auditorium, academic wings, gymnasium, unsupervised outside areas, unsupervised indoor areas, teacher workrooms, wooded areas, community center, gym, and locker room hallways.

During class time: parking lots, athletic areas unless assigned and supervised, hallways without a pass, bathrooms without a pass, commons area without a pass, community center, teacher workrooms, and unsupervised outside and inside areas.

Before/After school/Weekends & Holidays: any unsupervised indoor area; any unsupervised outdoor area (including the park) and parking lots unless exiting. Skateboarding, rollerblading, and other recreational activities on the school's campus are strictly prohibited at all times – even when school is not in session.

No student may be in an area off limits without the authorization of a school official.

### **PARKING (EXPECTATION # 9-Safe transportation to and from school)**

**Parking permit forms may be obtained from the Administration office.** Members of the senior and junior classes may park on campus when they become eligible at the rate established by the Wake County Board of Education. Students must meet all 10 expectations for MCHS to be eligible for student parking. Students must also have a valid

North Carolina driver's license (not a permit) and may not have any outstanding fees or fines (this includes library fines). Further, students who park on campus must abide by all rules and regulations agreed to at the time of the permit purchase. This agreement will be signed and will remain in effect during the time the student parks on campus. Students who violate any of the rules and regulations may have their parking permits revoked. Handicapped students will be granted first priority, elected student officials will have second priority, seniors will receive third priority, and juniors will have fourth priority. Sophomores will receive parking permits if surplus spaces are available.

### **PARKING RULES AND REGULATIONS**

#### **GENERAL INFORMATION**

1. The parking fee for 2009-2010 is established by the **Wake County Board of Education**. The fee must be paid in full at the beginning of the school year. Mid-year graduates may keep their parking pass until mid-year graduation only. Their space will then be available for sale by the school to another student for use during second semester.
2. Parking a vehicle on school property is a privilege, not a right. Please review all parking regulations with your parents. Students who park on campus must be "in good standing" with the school. Please call the school for clarification if there are questions.
3. Handicapped students will be granted first priority, elected student officials will have second priority, seniors will receive third priority, and juniors will have fourth priority. Sophomores will receive parking permits if surplus spaces are available.
4. Excessive tardiness to first block will result in a loss of parking privilege.

#### **VEHICLE REGISTRATION INFORMATION AND CONSEQUENCES FOR NON-COMPLIANCE**

1. Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. Under School Board Policy 7170 students who violate parking regulations are subject to any or all of the following consequences:
  - Revocation of parking privilege
  - Ticketing
  - Towing and storage of the vehicle, at the owner's expense
  - Disciplinary action
  - Criminal charges as prescribed by law
2. Students may share a parking space/parking tag. However, it is important to note that when a parking violation occurs, the student in whose name the vehicle is registered will be held accountable. The selling of parking decals between students is prohibited.
3. Students with proper registration may park their motor vehicles in their assigned parking space. Vehicles should be parked front-end first, within space lines. Backing into spaces is not permitted. The tag must be hung from the inside rear view mirror, with number facing the front of the vehicle.
4. Vehicles must be parked in assigned spaces. The only place available for students to park is the student lot. Students may not park in the school bus parking lot, faculty lots, visitor spaces, the community center, the tennis courts, or any other undesignated areas. Vehicles parked in the wrong space or in unauthorized areas will be towed at the owner's expense and the permit will be subject to revocation without refund.
5. Students who fail to properly display the tag will be ticketed or have their tag revoked.
6. Lost parking tags will be replaced for a \$10 fee. Report losses to the office.

7. Inform the office immediately of any changes in vehicle or license plate. (**Before parking a different vehicle on campus, you must bring a copy of the vehicle registration to the office.**)

### **PARKING LOT SAFETY ISSUES**

1. In an effort to promote safety for all students, school personnel, and visitors, all students must abide by all North Carolina General Statutes regarding seatbelt usage and automobile operations when on campus and when arriving or departing campus. Failure to abide by these North Carolina General Statutes could result in fines, suspension or revocation of parking privileges.
2. Students are expected to comply with all directions of the security officer who will be assigned to the parking areas and campus.
3. Any student who parks a motor vehicle illegally will face disciplinary action, loss of permit, and may face prosecution according to North Carolina General Statute 115-35-1.
4. The safe operation of motor vehicles is required. Vehicles must not travel in excess of **10 miles per hour**. All traffic laws apply. No squalling of tires or reckless driving on campus. Citations will be issued as necessary. School buses always have right of way over all other vehicles.
5. The school system is not responsible for damages to or theft from vehicles. Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked.
6. Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband is present in the vehicle.
7. School Board Policy 6410.10 prohibits the possession and/or use of tobacco products on campus. **Students may not possess tobacco products or smoke in cars at any time while on school campus.**
8. Loitering in the parking lot is prohibited. Students should lock their cars and leave the parking lot immediately upon arriving at school. Students need written permission from an administrator or the SRO to be in student lots during school hours.
9. Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student.
10. It should be understood that the basis for assessing a parking fee is to provide salary payments to security personnel. While lots are supervised routinely, the school is not responsible for damage to vehicles while they are parked on campus.

### **LEAVING CAMPUS**

1. Student drivers permitted to leave campus for lunch must show their lunch permit to the security officer before departure every day. Students should not attempt to leave campus if they have forgotten their pass. Students are forbidden to use another student's pass or a pass from a previous school year.
2. Student drivers who check out of school early must present their check-out slip to the security officer before departure.
3. **Student drivers are NOT to take unauthorized students off campus at any time.**

### **PARKING REFUNDS**

1. There will be NO refunds for parking permits. An exception will be made if the student moves away from the Wake County Public School System. All refunds will be made prorata. Specifically, refunds will NOT be made under the following circumstances:

- a. voluntary withdrawal from school (dropping out)
- b. long-term suspension
- c. school-based disciplinary action related to loss of parking privilege
- d. loss of driving privilege due to revocation of operator's license
- e. cancellation of need for space (e.g. car sold, parents revoke driving privilege, car wrecked, etc.)
- OR
- f. any reason not specified above

- 2. If a student holding an assigned parking space transfers within the WCPSS during the year, he or she will be assigned a space at the new school with no further payment of fees, assuming the original parking tag has been returned to the office of the previous school. If no space is available at the new school, the originating school will make the refund.

**PUBLICATIONS (EXPECTATION #3-Responsible student behavior, #4-Orderly and safe environment, #6-Healthy bodies and minds, #8-Respect for self and others)**

The distribution of publications and literature by anyone on campus shall be at a time and place as designated by the principal. Students wishing to distribute publications on campus should submit the publication to the principal for review. The principal shall prohibit the distribution of any written matter that is

- Vulgar, indecent, or obscene
- Contains libelous statements or abusive language such as language defaming a person's character, race, religion, ethnic origin, or disability
- Causes or clearly threatens to cause a material and substantial disruption of normal classroom activity, any normal school function, or other school activity
- Encourages the commission of unlawful acts or the violation of lawful school regulations
- Advertises any product or service not permitted to minors by law
- Casting the image of the school community in a negative light

The principal or his designee will review all student-sponsored publications for appropriate content.

**PROHIBITED ITEMS ON CAMPUS (EXPECTATION #4-Orderly and safe environment)**

Items listed below will be confiscated without warning when seen and/or heard on campus during the instructional day. Parents must reclaim any confiscated item from the teacher or front office staff. **Any item lost or stolen as a result of this policy violation will not be the responsibility of the school, and searches will not be conducted to find the lost or stolen item.** Consequences for possession will be in accordance with WCPSS policy. Prohibited items include:

Electronic communication devices (for example: CD players, iPods and other MP3 players, cellular phones, laser pointers, pagers, etc...) during school hours, contraband substances, narcotic substances, alcoholic beverages, weapons, dangerous instruments, gang-related paraphernalia, clothing specified in policy, water dispensers/toys, pets, skateboards, musical instruments unrelated to school functions, athletic equipment outside play areas, and food from outside vendors unless approved for a special occasion by an administrator.

**NOTE:** Any prescriptive medication will be maintained and distributed in the office with a clear note from a doctor about the treatment. Sharing prescriptive and/or non-prescriptive medication with other students is prohibited. All medications on campus should be stored in the Guidance Office.

**SAFE SCHOOLS ACT (EXPECTATION #4-Orderly and safe environment)**

All students shall comply with all state and federal laws on or off campus. This code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place, on or off campus, has a direct and immediate affect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school.

In other words, law permits the principal to discipline a student for an act off campus at any time if that act affects order, safety, or welfare on campus.

**SEARCHES (EXPECTATION #4-Orderly and safe environment)**

A student's person, personal affects, locker, or vehicle may be searched whenever a school authority has a reasonable suspicion to believe that the student is in possession of illegal or unauthorized material and that the material could be found on the student, in his/her personal affects, locker, or vehicle.

**STUDY HALL (EXPECTATION #4-Orderly and safe environment)**

At 3:00 p.m., each school day, any unsupervised student must report to study hall in the designated location. This expectation applies to all students waiting for rides.

**TEXTBOOKS & FEES (EXPECTATION #5-Protection of personal and public property)**

Textbooks and other supplies purchased for student use by public money must become the personal responsibility of students as they use them. Loss or damage of public property will result in fines and fees charged, which are due before a student is permitted to participate in commencement exercises. School records will not be released until students have paid all fines and fees owed.

**VALUABLES AND ELECTRONIC DEVICES (EXPECTATION #5-Protection of personal and public property)**

Students should not bring valuables, large sums of money, expensive jewelry, etc., to school. If it is absolutely necessary for students to bring such items, students should make arrangements with a sponsor or teacher for safekeeping. Students are responsible for securing their money or valuables in a locker at all times – including their time spent in PE classes. Furthermore, students are responsible for marking their personal belongings so that lost possessions can be identified.

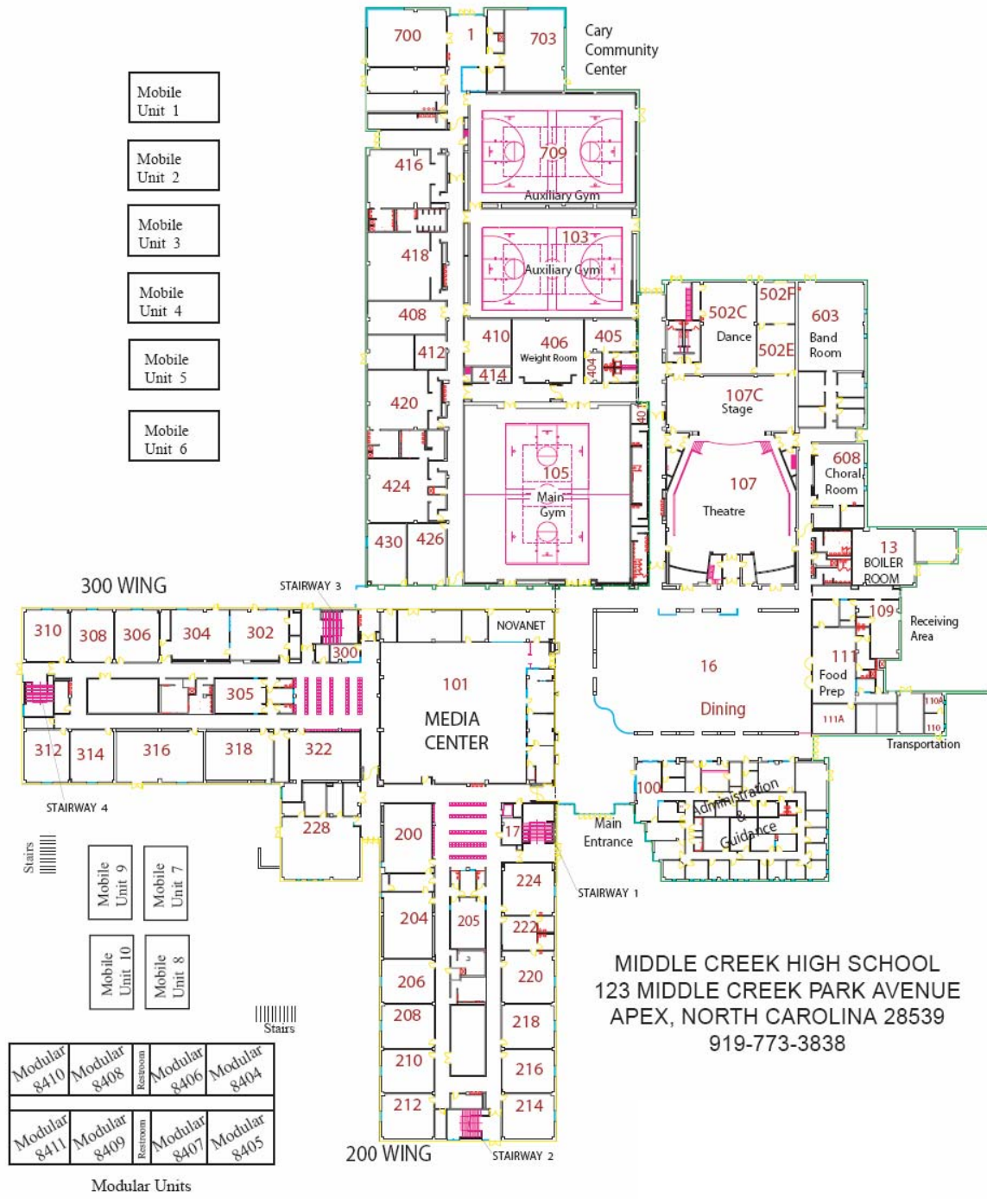
This policy applies directly to all electronic devices such as cellular phones, iPods, MP3 players, electronic games, etc., which are particularly vulnerable to theft. School Board Policy 6426.1 prohibits students from using these items during the instructional day, and Policy 6426.4 declares that any device used in violation of this policy shall be confiscated and only returned to the student's parents. Penalties for violation of this policy are determined by school administrators and may include short-term suspension.

Electronic devices such as iPods and cellular phones are not needed for academic studies, and students are strongly encouraged to leave these devices at home. If they are brought to school, it is the student's responsibility to ensure that the devices are turned off and locked securely in a locker until the conclusion of the instructional day. Consequently, school authorities will not conduct searches and/or extensive investigations to recover property for students who violate this policy. The school is not responsible for lost or stolen property.

**VISITORS (EXPECTATION #4-Orderly and safe environment)**

MCHS does not permit visitors, particularly young children, to visit students at school. Legally, neither the teacher nor the school can assume responsibility for this type of activity. Visitors must check in at the front office. All visitors will be issued a pass before they are permitted to go to other areas of the campus.

# MIDDLE CREEK HIGH SCHOOL, FLOOR 1 AND MOBILES



MIDDLE CREEK HIGH SCHOOL  
 123 MIDDLE CREEK PARK AVENUE  
 APEX, NORTH CAROLINA 28539  
 919-773-3838

# MIDDLE CREEK HIGH SCHOOL, FLOORS 2 AND 3

