



MILLBROOK MAGNET HIGH SCHOOL

*AN INTERNATIONAL BACCALAUREATE
WORLD SCHOOL*



*2019-2020 Student
Handbook*

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Millbrook High School
An International Baccalaureate World School
2201 Spring Forest Road
Raleigh, NC 27615

August 2019

tel:(919) 850-8787
fax:(919) 850-8803

Dear Students,

Welcome to the 2019 – 2020 school year. If you are new to Millbrook High School, it is important to go through this handbook to understand how our school is organized and how to take full advantage of all the excellent programs offered. MHS is a large high school with nearly 2,400 students who make up our student body and that we want each and every one of you to be successful. If you are a returning student, you will notice a few changes as you peruse this handbook.

An important reminder is that students who need to be picked up from school after 3:00 pm will not wait in front of the school. Students should arrange to be picked up either in front of the Wildcat Academy (bus lot) or by the Wildcat Den (athletics). Also, the Spring Forest entrance to the school is closed during the lunch block from 10:30 AM – 1:00 PM. Students and parents should enter and exit from the Dixie Forest Road entrance during this period.

Students and parents will notice all of our campus doors remain locked during the day. We have moved our attendance office (now called *Guest Services*) to the main entrance of our main building, this is where students will check in and out and where parents will come to request this. Our motive for this change is to decrease the open access of our buildings and to increase school safety. There are more changes to come, so be on the lookout.

We have a few changes in our Student Services department. All freshmen are assigned a counselor and administrator who will remain with you throughout your years at Millbrook. Utilize your counselor and administrator early. They can be a great resource as you navigate the school year. The new assignments are:

<u>Counselor</u>	<u>Administrator</u>	<u>Student Last Name</u>
Jenny Cahoon	Natasha Wilson	A-CI
Glenn Flowers	Charles Patton	Co-He
Shaunte Adams	Duane Flowers	Hi-Me
Open	Sebastian Shipp	Mi-R
Caitlin Harvey	Sophia Overdiep	S-Z

Go through this handbook and be aware of important dates. There are no more early release days but a lot more teacher work days. Our **Fall Parent-Teacher Conference** date is October 17 and our **Spring Conference** date is February 13.

Thank you for familiarizing yourself with this information about our school. By performing this simple task you have already demonstrated initiative for success.

*“Education is the most powerful weapon which you can use
to change the world.” ~ Nelson Mandela*

I am excited about your pathway at the start of this school year. Take advantage of all the people at Millbrook who are here to help you.

Sincerely,

Dana King
Dana King
Principal





July / julio 2019

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

August / agosto 2019

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

September / septiembre 2019

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

October / octubre 2019

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

November / noviembre 2019

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

December / diciembre 2019

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

January / enero 2020

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

February / febrero 2020

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

March / marzo 2020

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

April / abril 2020

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

May / mayo 2020

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

June / junio 2020

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

LEGEND / LEYENDA

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

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

- November 1
- December 20
- Bested Hours
- February 17
- February 27
- Bested Hours
- March 9
- May 1
- Bested Hours

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

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

De acuerdo a lo establecido por la Ley de Calendario de Carolina del Norte, el Superintendente actualizará este calendario de acuerdo a las horas acumuladas por proporcionar días/horas adicionales, utilizando los días laborales de los maestros, vacaciones, horas acumuladas de instrucción, o días programados de vacaciones para cumplir con los requerimientos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se agotan todas las demás opciones, se pueden utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

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

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

MILLBROOK MAGNET HIGH SCHOOL BELL SCHEDULE

1st BLOCK	7:25 – 8:55 AM
2nd BLOCK	9:00 – 9:03 AM – MORNING GROWL 9:03 – 10:33 AM
3rd BLOCK 1st Lunch 2nd Lunch 3rd Lunch	10:38 – 12:43 10:33 – 11:08 11:20 – 11:55 12:08 – 12:43
4th BLOCK	12:48 – 2:20
BUS DEPARTURE	2:25

Alternate Bell Schedules

Early Release

1 st block:	7:25am – 8:25am
2 nd block:	8:30am – 9:30am
3 rd block:	9:35am – 10:35am
4 th block:	10:40am – 11:40am

1 Hour Delay

1 st block:	8:25am – 9:50am
2 nd block:	9:55am – 11:20am
3 rd block:	

First lunch **11:20am-11:55am** / 12:00pm-1:15pm

Second lunch 11:25am-12:00pm / **12:00pm-12:35pm** / 12:40pm-1:15pm

Third lunch 11:25am-12:40pm / **12:40pm-1:15pm**

4th block: 1:20pm-2:20pm

2 Hour Delay

1 st block:	9:25am – 10:25am
2 nd block:	10:30am – 11:30am
3 rd block:	

First lunch **11:30am-12:00pm** / 12:05pm-1:15pm

Second lunch 11:35am-12:05pm / **12:10pm-12:40pm** / 12:45pm-1:15pm

Third lunch 11:35am-12:45pm / **12:45pm-1:15pm**

4th block: 1:20pm-2:20pm

3 Hour Delay

1 st block:	10:25am – 11:05am
2 nd block:	11:10am – 11:50am
3 rd block:	

First lunch **11:50am-12:20pm** / 12:25pm-1:30pm

Second lunch 11:55am-12:25pm / **12:25pm-12:55pm** / 1:00pm-1:30pm

Third lunch 11:55am-1:00pm / **1:00pm-1:30pm**

4th block: 1:35pm-2:20pm

**** In the event that Wake County Public Schools System announces an unexpected early dismissal, we will default to an early release schedule and students will be provided with a bag lunch.**

Millbrook Magnet High School
2201 Spring Forest Road
Raleigh, NC 27615

Wake County Public School System programs are staffed and offered without regard to race, color, religion, national origin, sex, age, disability, or citizenship status.

Mission Statement

The mission of Millbrook High School is to provide an environment where the educational growth exceeds the expected growth of every student.

School Mascot--Wildcat

School Colors--Navy, White, & Silver

MILLBROOK FIGHT SONG

(to the tune of The Notre Dame Fight Song)

Rah! Rah!

Rah, Rah, Rah! for Millbrook High.

Her dear old memories will never die.

We will always love her name,

Sing out her praises, shout out her fame, oh glory!

Her goal will always be victory. We'll put her name in school history.

Where you'll go, you'll hear us cry: Rah, Rah! for Millbrook High!

"Demand the best from yourself because others will demand the best of you. Successful people don't simply give a project hard work. They give it their best work." Win Borden

Office Personnel

Name

@wcps.net

Location

Receptionist			1319
Lead Secretary	Teresa Cronin	tcronin	1332
Bookkeeper	Kim Miller	knelsonmiller	1330
Guest Services	Gena Cooper	gcooper1	1101
Athletic Director	Scott McInnes	smcinnnes	1922
Cafeteria Manager	Stephanie Sands	ssands	1204/Café
School Resource Officer			1319
Media Center	Rachell Genesky	rgenesky	1100

Administrative Team

850-8787

Principal	Dana King	dking	1325
Assistant Principal	Dail Midgette/API	dmidgette	1315
Assistant Principal	Natasha Wilson (A - Cl)	nwilson5	1331
Assistant Principal	Charles Patton (Co - He)	cpatton2	3604
Assistant Principal	Duane Flowers (Hi - Me)	dflowers	249
Assistant Principal	Sebastian Shipp (Mi - R)	sshipp	1328
Assistant Principal	Sophia Overdiep (S - Z)	soverdiep	1321
IBDP Coordinator	Loren Baron	lbaron	1322
IBMYP Coordinator	Ashley Davis	edavis6	3508A

Student Services

850-8787

Student Services Secretary	Jill Drabot	jdrabot	1301
Dean of Students	Vanessa Barnes	vbarnes	1302
Counselor	Jenny Cahoon (A - Cl)	jcahoon	1303
Counselor	Glenn Flowers (Co - He)	gflowers	1304
Counselor	Shaunté Adams (Hi - Me)	sadams2	1306
Counselor	(Mi - R)		1308
Counselor	Caitlin Harvey (S - Z)	cjharvey	1305
Student Assistance Program	Quincy Dowden	qdowden	1316
Counselor			
Career Development Counselor	Darlene Frazier	dfrazier1	2606
Digital Media Academy	April Smith	asmith13	1104A
Coordinator			
Data Manager	Chris Bunting	cbunting	1312
Registrar	Renee Patterson	lpatterson	1101
Intervention Coordinator	Austin Smoak	dsmoak	223
School Psychologist	Charlotte Nagy	cnagy	1309
Social Worker	Jahyeda Casiano	jasiano	1313
Special Populations Coordinator	Marcie Mack	mmack	223

Millbrook High School students are expected to be in class every day, on time, ready to learn, respect others and respect school property. Millbrook High School is a place for serious study where each person respects oneself, other people, and property. All school personnel, including teachers, substitute teachers, counselors, media specialists, cafeteria staff, teacher assistants, secretaries, bus drivers and administrators have the responsibility and authority to discipline students during the school day and during scheduled school activities. Students are expected to follow the rules established by the Wake County Board of Education and those established for Millbrook High School.

Discipline Guide

Violation of school rules may result in varying consequences. This list **does not include** every possible violation of the Student Code of Conduct. Please refer to the Wake County Student/Parent handbook for others. Consequences may vary depending on the situation. Administrators reserve the right to modify these consequences when deemed necessary. **A serious violation of any of these policies may result in long-term suspension or expulsion. Repeated violations may also subject a student to long-term suspension or expulsion.**

LEVEL 1 Rules of Conduct

Consequences-Counseling, Parent Conference, Lunch Detention, ALC/ALC +

Compliance with Directives	Mutual Respect	School/ Class Attendance
Appropriate Language	Student Dress Code	Electronic Devices
Trespassing	Tobacco, Vaporizers, and Nicotine Products	Gambling
Integrity	Honor Code	

Consequences-Up to 5 Days of Out of School Suspension/Possible Long Term Suspension based on Aggravating Factors

Falsification/Deceit	Inappropriate Illustrations, Images or Other Material	Hacking and Unauthorized Computer Access	Substantially Disruptive or Dangerous Behavior
School Transportation Disturbance	False Fire Alarm/Reported Emergency	Fire Setting/Incendiary Material	Property Damage
Physical Aggression/Fighting	Report Firearm/ Destructive Device	Indecent Exposure/ Sexual Behavior	Harassment/Bullying
Sexual Harassment	Threat/False Threat	Extortion	Theft
Hazing	Search and Seizure	Aiding and Abetting	Repeated Violations of Level 1 Rules

LEVEL 3 OFFENSES

Consequences- Up to 10 days OSS and recommendation for long term Suspension

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

Dress Code

Students are expected to adhere to standards of dress and appearance. WCPSS guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school.

To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

- 1. Depict profanity, vulgarity, obscenity, or violence;*
- 2. Promote the use or abuse of alcohol, tobacco, or illegal drugs;*
- 3. Are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct;*
- 4. Threaten the health or safety of staff or students; or*
- 5. Are reasonably likely to create a substantial disruption of the educational process or operations of the school.*

Specifically:

- Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.*
- Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.*
- Clothing must cover undergarments (waistbands and straps excluded).*
- Breasts, genitals, and buttocks must be covered with opaque (non-see-through) fabric.*
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.*
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.*
- Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).*

Inappropriately dressed students will have the opportunity to change clothes or will be placed in ALC until appropriate clothing is provided.

Dress Code at MHS Dances

Semi-formal attire is required for Homecoming and Winterfest. Formal attire is required Junior/Senior Prom. The following dress code/restrictions will be in effect. Violation(s) may result in non-admittance. If dress code violation(s) is noticed/occurs after admittance, student/attendee may be removed from the dance. If any attendee has a question about the appropriateness of their dress, please consult a school administrator.

FEMALE ATTENDEES:

- a. Dresses must be appropriate length, which is mid-thigh, including side slit on dress.
- b. Any other clothing deemed inappropriate by the administration will be addressed.

MALE ATTENDEES:

- a. Must wear collared shirts, slacks, and tie apparel.
- b. Undershirts may not be worn in place of collared shirt.
- c. Any other clothing deemed inappropriate by the administration will be addressed.

Head Coverings

Head coverings may not be visible in the buildings at any time. *This includes hoods and bandanas. Please see the dress code policy.*

Bikes and skates/skateboards

Students are not permitted to use skateboards or roller skates on campus at any time. Any skateboard or skate apparatus used on campus will be confiscated and will need to be picked up by a parent or guardian. All bicycles should be parked in the area designated for that purpose. Students are urged to lock their bicycles to the bike rack. Millbrook is not responsible for stolen and/or damaged bicycles or bicycle locks.

Prohibited Items

Playing cards, dice and other equipment deemed disruptive to an environment conducive to learning are not allowed to be visible or used from 7:20 a.m. until 2:20 p.m. including between classes and during lunch. Such items may be taken by staff members and held by an administrator until the parent of the student comes to retrieve them. **The school will assume no responsibility for confiscated items.**

Electronic Devices

Electronic devices are a great tool to have when used properly; however, in a school setting, electronic devices can cause many distractions and can be a safety hazard. Therefore, no cellphones, headphones, or earbuds are to be visible in the classrooms. Cellphone use is strictly prohibited in the classroom settings unless explicitly instructed by the teacher.

Alternative Learning Center (ALC)

Students may be assigned to ALC by an administrator for one or more periods or one or more days. Students assigned to ALC are considered present.

1. No student may enter ALC without an administrative referral or administrative escort.
2. Students will remain on task at all times and talking is not allowed.
3. Only educational materials are allowed in ALC. Students are expected to complete schoolwork to be turned in their teachers.
4. Sleeping is not permitted while in ALC. Students must sit in an upright position
5. Students are not allowed to leave the room without the permission of the director.
6. No food or drink is allowed in the room.
7. Students assigned to ALC must be in the room on time.
8. Students assigned to ALC may not participate in extracurricular activities until the day following the completion of the ALC assignment.
9. *Electronic devices may only be used with the coordinator's expressed permission.*

Lunch Detention (LD)

Students assigned to lunch detention must report to **trailer 13 at the beginning of their lunch**. Students who report late or fail to report for LD will be assigned another day. Should the student miss the assigned LD again, an administrative referral will be issued.

Afterschool Detention Program (ASD)

ASD is a program designed for students who violate classroom guidelines. The Millbrook High School ALC Coordinator will run this program Tuesday through Thursday. Students assigned to ASD must report to **trailer 13** at 2:30 p.m. and remain until 3:30 p.m. No student will be able to enter the room after 2:31 pm. Any teacher has the authority to assign students ASD instead of submitting a discipline referral to an administrator.

- **Report to ASD (Trailer 13) by 2:30 for CHECK IN.**
- **Bring enough school work to keep you busy for 60 minutes**
- **NO DRINKS, NO FOOD, NO MUSIC, NO TALKING, NO SLEEPING**
- All MHS school rules apply and will be enforced
- **Leave school grounds immediately following completion of ASD**

ASD will be assigned as many times as needed throughout the year (August-June) at the teacher's discretion.

Hall Passes

Official hall passes are required for students in the hallways following the sound of the tardy bell. Students must properly identify themselves when asked by a staff member.

Tardies—CATS on Time

Any student tardy will report to the **nearest sweeper station** to receive a CATS on Time tardy slip to be admitted to class. Once a student accumulates 3 tardies (not per block but overall) they will receive an administrative phone call informing parents that their child will start to receive the following consequences when they reach the 4th overall tardy.

Tardy 4 – 1st Block ALC

Tardy 5 – 2nd Block ALC

Tardy 6 – 3rd Block ALC

Tardy 7 – 4th Block ALC

Tardy 8 - 10 – One Day ALC

Tardy 11 & 12 – Two Days ALC

Tardy 13 – Three Days ALC and Administrative Referral

After 13 Tardies - students will be referred to their administrator

***Students who do not attend ASD, or ALC for CATS Tardies will be subject to out of school suspension.**

Attendance

School attendance is required by state law for all children between the ages of 7 and 16. Students shall be in their assigned area at the beginning of the school day and the beginning of each class, or the student will be marked tardy. Students who arrive at school after CATS on Time and before the end of first or second block should report directly to Guest Services. Students who are absent from school for more than half of the school day are usually too sick to be in school. If a student wishes to check in after 10:30am, the student must either have a doctor's note or the student's parent must come into Guest Service and sign the student in.

Checking Out of School

A student who needs to leave school early should present a note to Guest Services, including explaining the reason and the time and date to be excused. This note must be signed by a parent/guardian and should include a phone number for verification. The student should present this note to Guest Services **before** the school day begins to have the note verified and to receive a permission slip to be released from class at the appropriate time. The student should report to Guest Services to sign out. If the student returns to school on the same day, he/she should sign in at Guest Services to receive an admission slip for class. If the student returns the next day, he/she should treat this situation as an absence and present to Guest Services a note from a parent along with the early release slip that was previously issued by Guest Services.

When leaving during the day to visit a doctor or dentist, the student should have the medical office receptionist stamp the early release slip and return this form to the attendance personnel. Students who properly obtain permission for early release in advance assist the attendance personnel from interrupting classes and also prevent further delays for parents who have come to provide transportation.

Following an absence from school, students must present a note to Guest Services before 7:20am, written by a parent/guardian, explaining the reason for the absence. Failure to present a legitimate note by the second day following an absence will result in the absence being unexcused. When possible, a student should include any official documentation from doctors, court officers, etc.

Excused Absence Criteria:

- Illness or injury which makes the student physically unable to attend school
- Isolation ordered by the State Board of Health or Wake County Health Department
- Death in the family
- Medical, Dental or other appointment with a health care provider approved in advance
- Court when a student is under subpoena
- Religious observance, as suggested by the religion of the student's parents
- Participation in a valid educational opportunity*
- Catastrophic event or natural disaster

* A student must obtain prior approval from the principal for educational travel including college days or family trips. This approval must be obtained three (3) days prior to the scheduled trip. If the principal grants the request, these absences will be excused; however, excused absences will still count against senior exam exemption. A student who does not

obtain prior approval of an educational absence or a request that is not granted by the principal will be coded as an unexcused absence.

Frequent absences affect a child's learning. North Carolina law requires that a child enrolled in school attend regularly. Parents, guardians and custodians are legally responsible for the school attendance of their children. Schools have the responsibility of determining whether or not absences are excusable according to law. At the secondary level, cumulative absences of ten (10) or more days in a block course or twenty (20) or more days in a full year course are excessive. Attendance letters will be sent after the third, sixth and tenth absence to keep parents/guardians and students informed.

A student who accumulates fourteen absences will be required to provide official documentation (doctor's note, court documents, etc.) for every absence beyond the fourteenth day. Parent letters will no longer be accepted. Failure to provide official documentation will result in the absence being coded as unexcused.

All students participating in interscholastic activities must be present in school for the entire day in order to participate in activities, performances or practices except where specifically exempted by a physician. Refer to the "Extracurricular Activities and Athletics" section for details on absences and participation in activities.

Make-Up Work

Work should be made up for all absences, regardless of whether or not the absence was excused. If an absence is approved in advance and/or if the work is assigned by the teacher in advance, all makeup work (including any tests scheduled for the day of return), is due upon the student's return to school. If the make-up work has not been assigned in advance, for absences of 1-3 days, the student will have one day for each day absent to complete any assignments he/she missed. For absences exceeding three days, the student may have two days for each day absent to make up work. The student is responsible for securing makeup work.

If the absence is unexcused, make-up work shall be graded at a standard consistent with the original work. Credit equivalent to not less than 70% of the original value of the work shall be awarded for makeup work completed within the school's established rules.

Suspensions

Students who have been suspended may not attend assemblies, pep rallies, or dances (including Prom) during the semester in which they were suspended. Students who are suspended for a drug or alcohol offense will not be able to attend dances or school functions during the semester of the given offenses, including prom and Winterfest.

Prom

Prom is an exciting event that requires a lot of time, money, and coordination. In order to ensure student safety and enjoyment, the following guidelines are in place:

1) Student Eligibility:

a. Attendance: Students who miss more than 10 days in any single class will be placed on a list and may be denied the ability to purchase a prom ticket. This includes excused and unexcused absences and is easily viewable in Powerschool.

b. Discipline: Any student who has been suspended for Level II-15 offenses or any Level III Offense will be ineligible to attend.

2) Guest Eligibility:

a. No guests over the age of 20 will be permitted to attend.

b. Millbrook HS Students are required to submit the guest application in its entirety before a guest will be permitted to enter the event.

c. All Millbrook High School juniors and seniors must purchase a prom ticket in order to attend. Students in 9th and 10th grade must be invited by an eligible junior or senior and submit the guest application form.

3) BAC Testing:

a. All guests may be subject to a random Blood Alcohol Concentration screening prior to entry into Prom. Students who refuse the test will not be admitted and their parents will be contacted.

Note: Further information will be published in the Prom Bulletin in the spring.

Rules for MHS Dances (including Prom)

- NON-MHS STUDENTS: must attach a clear photocopy of a current High School ID or Driver's License showing date of birth with permission slip.
- Any non-student who has been suspended or expelled for the current school year will not be eligible to attend MHS dances.
- Any guest attending the dance with a MHS student must not be older than 21 years of age and not be a middle school student.
- Students or guests who leave during the dance will not be re-admitted.
- Any inappropriate dancing will be addressed by MHS Administration. Repeated violations could result in removal from the dance.
- Students who are suspended for a drug or alcohol offense will not be able to attend dances during the semester of the given offenses, including prom and Winterfest.
- Any student or guest using alcohol or any controlled or illegal substances are subject to all school rules in regulations. Any students found in violation of the above rule will be removed from the dance and disciplined in accordance with Wake County School Board Policy 6429. Parents will be called to escort the person(s) home. All students, their guests, and their vehicles may be checked for possession or being under the influence of illegal or controlled substances prior to or during the dance.
- Students removed or denied entry to the dance will not be given a refund.
- ALL ATTENDEES MUST PRESENT VALID PICTURE IDENTIFICATION AT THE REGISTRATION TABLE AT THE DANCE.

Schedule Changes

Developing the school's master course schedule is a complex process that is guided by students' selection of courses during the spring registration process and governed by guidelines related to class size, teacher allotments, room assignments and other factors. Consequently, administrative approval of a student schedule change after the master schedule has been developed is extremely rare. A request for a schedule change will be considered only when:

- A student has passed a course in which he/she is enrolled.

- A student wishes to increase the rigor of the course in which they are currently enrolled.
- A student requests to be moved because the student previously failed a course under that teacher.
- A student has not met the prerequisites for the course in which he/she is enrolled.

Students MUST remain in their scheduled classes until they are officially changed to another class.

Students with scheduling concerns that meet these criteria **[and only these criteria]** must make the schedule change request before the end of the tenth day of the year (September 9, 2019). Requests after that date and reasons other than those listed above will not be considered.

Administering Medication

School officials may administer medication to students if the “Parent Request and Physician Order for Medication” (form #1702) is completed and is in the possession of school officials. Form 1702 is available in the Health Room (1311). **Students are also required to have Form 1702 on file if they self-carry medication including over the counter medications.**

Grades

The state of North Carolina requires high schools to use a standard 10-point grading scale. Grades and grade point averages will be applied as follows:

A: 90 – 100	= 4.0
B: 80 – 89	= 3.0
C: 70 – 79	= 2.0
D: 60 – 69	= 1.0
F: 0 – 59	= 0.0

Students are expected to complete all assignments on time. Homework is assigned to enrich and extend school experiences through related home activities and to reinforce learning by providing practice and application. Homework will count no more than 15% of a student's grade for a marking period. Homework may not exceed 30 minutes per class.

Grading Policy

School-Wide Grading Practices & Procedures

1. All quarter grades are posted as earned, both semester grades (S1 and S2) shall be bumped to 50, with comments, if earned grade is below 50. The actual grades earned on individual assignments should remain in the gradebook, only the semester grade should be overridden. The actual semester grade earned shall be entered on the report card as a comment. Students whose grade has been overridden should be placed on an academic contract according to their PLT intervention plan.
2. Assignment categories and weights will be common by department.
3. Assignment titles in PowerSchool must be entered in such a way to include the Standard and/or Objective being assessed.

4. PowerSchool gradebooks shall be updated at least bi-weekly [**one new graded assignment per each 5 class meetings**] for A/B courses or weekly for blocked classes.
5. Homework may not count more than 15% of a student's grade.
6. Re-test/alternative assignment and remediation policies must be set by departments.

School-Wide Late Work Policy

1. Late work should be turned in up to the date of the unit assessment; however, once a due date passes, an alternate/adjusted assignment may be given that assesses the same objectives at the teacher's discretion.
2. Assigned *classwork* is not subject to the late work policy and will be graded at teachers' discretion.

Integrity

Cheating, plagiarism, tampering, stealing, or falsification will not be tolerated. Cheating is the use of dishonest means of obtaining credit for academic work. Plagiarism is the use and presentation of another's words or ideas as one's own. Tampering refers to manipulating a teacher's testing or instructional supplies. Stealing is the theft and/or distribution of teacher materials. Falsification is any verbal or written statement of untruth. According to Policy 3400, these are violations of the student code of conduct, and students who engage in any of these behaviors are subject to an array of disciplinary actions. Students will also be expected to complete an alternate, standards-based assignment to demonstrate their mastery of the assessed content.

Cafeteria Procedures

All students will use a lunch number (Student ID number) when going through the lunch line. This includes students who pre-pay for lunch as well as students paying with cash.

Regular breakfast meals will cost \$1.50, with reduced meals at \$0.30, and lunch meals will cost \$3.00, with reduced meals at \$0.40.

Lunch Time

The main entrance to the school on Spring Forest Road will be CLOSED daily from 10:30am – 1:00pm to ensure the safety of our students during lunch. Students leaving and returning to campus during this time must use the Dixie Forest Road entrance to the school. Students may not wait in front of the school during lunch. Also, students are responsible for removing all trash from the tables. Parents and other outside guests are not permitted to eat lunch with students on campus.

Collaborative Spaces

The collaborative spaces are designated for usage by students before school only. There are electronic charging stations and furniture in these spaces and must be kept clean and properly cared for. The collaborative spaces are not allowed for student use during lunch. They may be reserved during this time for staff usage on certain occasions.

Students are not allowed to hang out in the collaborative spaces at the end of school without adult supervision. At the dismissal of school, all students are to exit the building, unless the student is with a MHS staff member.

Restricted Areas

Students must be in their assigned areas at all times. Students may not leave campus without permission.

1. Millbrook Exchange Park is off limits to students at all times.
2. The Faculty Parking Lot is strictly off limits to students at all times. Parking in this area will result in cars being towed and/or other administrative action.
3. The Junior/Senior Parking Lots are off limits to students who do not have parking passes assigned in those lots. Students are only permitted in the lots before and after school, or during lunch if students have off campus lunch privileges.
4. Locker rooms are off limits to students not assigned to the class that is in session, and to individuals not on athletic teams that are in season. Students are not permitted in locker rooms after hours or between classes unless under the supervision of MHS staff.

Off Campus Lunch

What is an Off Campus lunch permit?

- This is a school issued pass that allows juniors and seniors to leave campus for lunch on their own during their scheduled lunch period and return to school for the remainder of the day.
- It is required to be carried and displayed when leaving campus for lunch.

What are the requirements to attain an Off Campus lunch pass?

- Students must be a **junior or a senior**. Freshman and sophomores are strictly prohibited from leaving campus during the school day.
- Students must have **expressed parental consent** to leave campus for lunch that is documented on a completed and **notarized** Off Campus lunch application form.

How do I obtain my Off Campus lunch pass?

- Information and forms are available on the school's website (<http://mhs.wcpss.net>) or in Guest Services.
- **OFF-CAMPUS LUNCH PASSES ARE AVAILABLE FOR A \$10.00 FEE / \$20 FOR REPLACEMENT PASSES.**

How can a student lose his/her off campus lunch privileges?

- Excessive tardiness from lunch (*Five (5) or more in a quarter*)
- Leaving campus without the required pass
- Failure to display or surrender required pass to administration, faculty member or security upon request
- Using or providing a false or falsified pass
- Use of lunch privileges to attend appointments (students must properly check out for doctor/dentist/court appointments)
- Misbehavior in the community
- Engaging in behavior that is against Millbrook/School Board policy
- Excessive absences
- Driving a student off campus for lunch who does not have an Off Campus lunch pass, including 9th and 10th Graders
- *Allowing another student to use the pass*
- **PARENTS OR GUARDIANS MAY REVOKE THE PASS AT ANY TIME!**

Student Parking Permits

Any senior or junior that does not owe a fee or fine is eligible to submit an application for on campus parking. The cost of an on campus parking permit is \$200.00 for the entire year. The replacement cost for a lost parking permit is \$10.00. Each month the total cost is prorated by \$20.00. Due to the limited number of parking spaces, there will be one distribution day for seniors and for juniors to submit a completed application for a parking permit which include the following items:

- Photocopy of valid NC Driver's License (Driver's permit is not sufficient).
- Photocopy of registration card for each vehicle.
- Full payment in the form of cash, check or money order. Checks and money orders made payable to "Millbrook High School".
- Signed copy of the "Millbrook High School Parking Regulations".
- Senior/Junior "Vehicle Registration Form".

Parking a vehicle on school campus is a privilege, not a right. Students must utilize the assigned parking space with the vehicle listed on the vehicle registration form on file at Millbrook. Please review all parking regulations online at <http://www.wcpss.net/policy-files/series/policies/7180-bp.html>. Some infractions may include but are not limited to the following:

- Parking in the wrong student space, faculty/bus lot or designated fire lanes
- Sharing parking permit with non-registered student driver
- Exceeding speed limit (10 MPH) while driving on campus
- Storing prohibited items, contraband or controlled substances as outlined by WCPSS Board Policy

Minor parking violations will result in parking tickets administered by school security officer. Repeated violations, major infractions or violations of school student code of conduct (including tardy policy) may result in temporary suspension or permanent revocation of parking permit. Repeated parking violations may also result in a conference with your administrator and towing of vehicle. Students are responsible for the cost of releasing a vehicle from a towing company. Because parking spaces are property of WCPSS, vehicles utilizing a Millbrook High School parking space are subject to administrative searches.

Parents dropping off items

*Parents will be allowed to leave items for students in Guest Services; however, students will not be called out of class to retrieve items. This includes food and money. **Students will only be allowed to retrieve items left by parents during passing periods or during their lunch.** Students who arrive at Guest Services, during class time, to pick up items left by parents, will be returned to class and told to return during the appropriate times.*

Buses

Bus transportation is an extension of the school day, and the same student behavior standards that apply in the classroom also apply on the bus and at the bus stop. A driver will report to the school administrator any misconduct or violation of the driver's instructions. Buses also have cameras on board to provide video and audio that school leaders may use to monitor student behavior. Inappropriate behavior or misconduct could cause a student to lose his or her privilege to ride the bus.

Students who ride the school bus, must be on the bus by 2:25 pm. Buses will depart from MHS at 2:25 pm. Once the bus door closes, students will not be admitted on the bus. Students will not be allowed to ride a bus in which the student is not assigned. Students can look under the transportation tab in PowerSchool to see what bus they are assigned.

Senior Fees

This year, Senior Class dues will be \$25. Dues can be paid by check (made out to Millbrook High School), by cash and turned in to Guest Services, or online. Senior Class dues cover the cost of your diploma cover, senior picnic, graduation, and other Senior Class activities. Dues must be paid before your cap and gown can be ordered.

Senior Exam Exemptions

Seniors may be exempted from exams if the following criteria are met:

Semester Long Classes

“A” average, 3 excused absences, no unexcused tardies

“B” average, 2 excused absences, no unexcused tardies

“C” average, 1 excused absence, no unexcused tardies

Absences due to religious holidays, school sponsored activities and legislative page services are not included in absence totals. All other excused absences, including trips, college days, and medical appointments count in absence totals.

No senior can be exempt from a state End-of-Course Test, NCFE, or CTE Post Assessment Test. Teachers are responsible for determining eligible seniors in each class based on the above criteria.

Student Use of Elevator

Students may not use the elevator without a doctor’s note providing the reason and length of time the student needs to use the elevator. The doctor’s note must be signed by an administrator and the student must be in possession of the note in order to use the elevator. Students caught using the elevator without permission will be subject to administrative consequences.

Fire & Severe Weather Drills

Fire drills and tornado drills are a required part of the school routine. Everyone is to leave the building and return in a quiet and orderly manner during fire drills following established routes. Remain across driveways and away from buildings until all clear is signaled. During tornado drills, remain indoors and follow the instructions of MHS staff in the area.

School Closing, Delayed Starting Time and Inclement Weather

In case of snow and other dangerous weather or emergency situations, a decision may be made to close or delay school. As soon as a decision is made, local radio and television stations are notified. Tune in for this information. Please do not call school offices or radio and television stations. Telephone lines must be kept open so that news media can receive special information from schools and business regarding schedule changes. If school days are missed for inclement weather, the order of make-up days can be found on the WCPSS webpage under “Calendars.”

NATIONAL HONOR SOCIETY

Membership in the Millbrook High School chapter of the National Honor Society is based on scholarship, service, leadership and character. Juniors and seniors with a minimum grade point average of 3.80 and who have attended Millbrook High School for the equivalent of one semester are eligible for consideration. The procedure used for determining membership is available from the NHS Advisor. Membership is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, leadership, character and service.

Media Center

Media Specialist: *Rachell Genesky*

Hours of Operation

(Subject to change based on scheduling needs.)

Monday	7:00 am to 2:30 pm
Tuesday - Thursday	7:00 am to 3:30 pm
Friday	7:00 am to 3:00 pm

Circulation and Overdue Book Fines

- General books are checked out for 2 weeks and can be renewed. The late fee is \$0.10 per day.
- Reference books are checked out overnight and must be returned before school the next day. The late fee is \$1.50 per day.
- Current issues of magazines can be used in the Media Center only.
- All fines must be cleared before a student graduates.

Student Email at School

E-mail accounts are provided for students to use to communicate with their teachers. Email accounts are automatically created for all students in grades 6-12. ***Students will access their WCPSS email in Outlook. They will be able to access their emails from the web or a mobile device. Although students are permitted to access their Outlook email via a mobile application please note, the district does not support applications installed on students' personal devices.***

Account information will be available from Charles Patton, Chris Bunting, and Rachell Genesky. Information about the distribution of student email accounts will be provided at a later time.

When using email, students must observe guidelines and prohibited uses as outlined in the Technology Responsible Use Policy (Board Policy 3225/4312/7320) and Student Responsible Use Policy (3225/4312/7320 – R&P).

Extra-Curricular Activities

The Wake County Public School System and Millbrook High School sponsor a varied activities program for all students enrolled in secondary school. Because certain activities, including athletics, meet outside of the school day and require a significant amount of time on the part of students, specific eligibility requirements are mandated. Please refer to the WCPSS

Parent/Student Handbook, the High School Planning Guide or contact the Dean of Students for more details.

For specific information about clubs and activities, as well as a list of sponsors, please refer to the Millbrook Website, MHS.WCPSS.NET

Athletic Eligibility

Code of Sportsmanship: It is recognized that public school interscholastic athletic events should be conducted in such a manner that good sportsmanship prevails at all times. Every effort should be made to promote a climate of wholesome competition. Unsportsmanlike acts will not be tolerated. Players are under the coach's control from the time they arrive at the athletic field until they leave the field. The penalties listed in the North Carolina High School Athletic Association Handbook (NCHSAA) will be adhered to for any athlete ejected from an athletic contest. Millbrook High School strictly adheres to NCHSAA eligibility rules and regulations.

Protect Your Eligibility; Know the Rules. To be eligible to participate in athletics, students:

Must be under the age of 19 on or before August 31 of the current school year.

Must have passed a minimum of five (5) courses during the previous semester in a traditional schedule, three (3) in a block schedule, or six (6) in an A/B schedule. The student must maintain at least a 1.5 overall GPA.

Must meet local promotion standards as set by the Wake County Public School system school board.

Must must have been in attendance for at least eighty-five (85%) of the previous semester.

Must be present the entire day in order to participate in activities or practices.

Must not be convicted of a felony in this or any other state, or adjudicated as a delinquent for an offence that would be a felony if committed by an adult in this or any other state.

Must live with your parents or legal guardian within the Wake County Public School System administrative unit. **Must** be properly enrolled at the time of participation, must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at that school. **Must not** participate in all-star or bowl games.

Must not have exceeded eight (8) consecutive semesters of attendance or have participated in more than four (4) seasons in any sport since first entering grade nine (9).

Must have received a medical examination by a licensed physician within the past 365 days; if a student missed five (5) or more days of practice due to illness or injury, the student must receive a medical release from a licensed physician before practicing or playing.

Must not accept prizes, merchandise, money, or anything that can be exchanged for money as a result of athletic participation. This includes being on a free list or loan list for equipment, etc.

Must not have signed a professional contract, have played on a junior college team or be enrolled and attending a class in college. This does not affect a regularly enrolled high school student who is taking a college course(s) for advanced credit.

May not practice or participate if assigned ALC or OSS.

May not dress for a contest, sit on the bench, or practice if you are not eligible to participate.

SO YOU THINK YOU'RE READY TO GET BEHIND THE WHEEL . . .

Driver's Education

Driver's Education is not a Wake County Public School System or MHS program. The program is run by Jordan Driving School. If you have questions or need more information call 850-8787 ext. 21452.

Driving Eligibility Certificates (DECs) Policy & Procedure

Students should contact Ms. Barnes in Student Services to secure a DEC. Only one DEC will be issued during a semester. DEC's are valid for a period of 30 days.



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.

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.



MILLBROOK MAGNET HIGH SCHOOL

An International Baccalaureate World School

2201 Spring Forest Road

Raleigh, NC 27615

[Http://MHS.wcpss.net](http://MHS.wcpss.net)