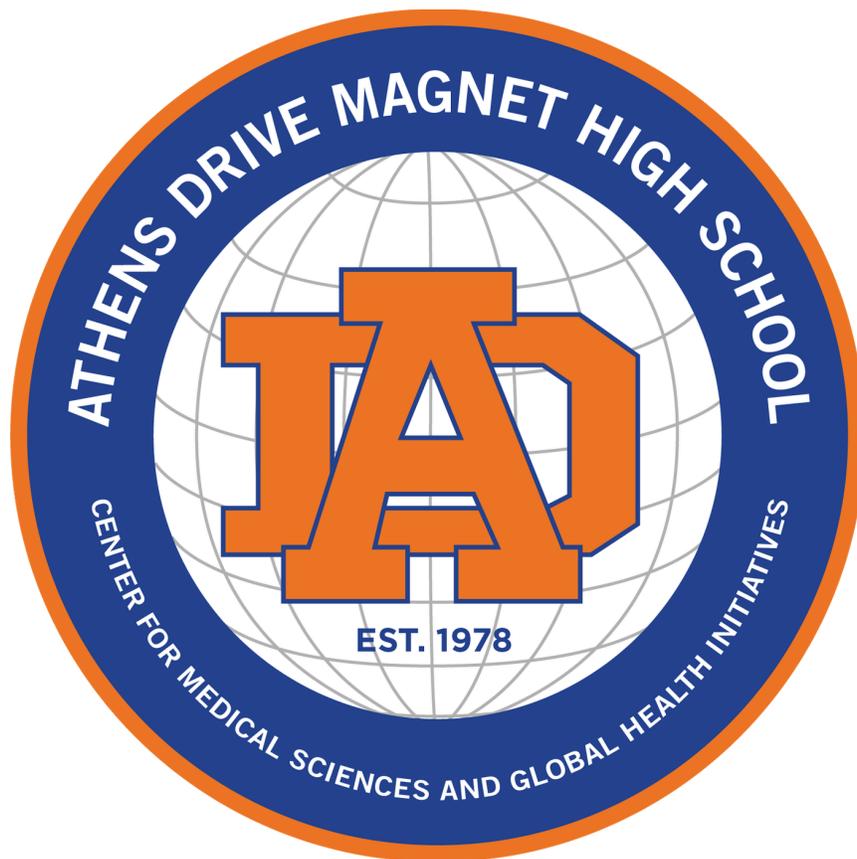# Athens Drive Magnet High School Supplemental Handbook 2024-2025

WCPSS will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators, and critical thinkers.
**This handbook should be considered as a supplement to the WCPSS Student/Parent Handbook

MISSION, VISION, and VALUES

MISSION STATEMENT

WCPSS will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators, and critical thinkers.

VISION STATEMENT

Through purposeful teaching and learning, the Athens Drive Family will partner with students to instill in them the resiliency and drive to overcome any personal challenges that stand between them and graduating as engaged and contributing members of a global community.

WCPSS FIRST TWO CORE BELIEFS

Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day. Every student is expected to learn, grow, and succeed while we eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.

GENERAL INFORMATION

Significant Dates

Opening and Closing of School
First Day of School: August 27th, 2024
Last Day of School: June 13th, 2025
Graduation: TBD
AD Master Google Calendar
AD 2024-2025 Important Dates to Know (meetings, events, etc)

Reporting Periods
First Quarter: August 27, 2024 - October 31, 2024
Second Quarter: November 4, 2024 - January 17th, 2025
Third Quarter: January 22, 2025 - March 28th, 2025
Fourth Quarter: April 8th, 2025 - June 13th, 2025

Administration Team

Amanda Boshoff
Principal

aboshoff@wcpss.net

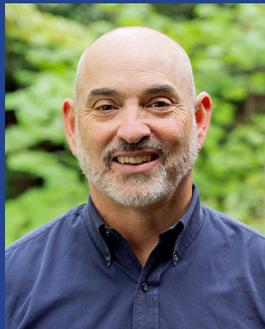| Departments	Other Responsibilities:	
Magnet Programs Assistant Principals Clerical Staff Intervention Athletics (Overall Programs)	• School Bell Schedules • JAG Club Liaison • Alumni • Student/Staff Parking • Off-Campus Lunch • Testing • Family Partners • JAG Fest/Orange and Blue Day • Cohort Graduation Rate Team • Principal's Advisory Council • Magnet Program • Staffing Plan • Master Calendar	• Student Government • Department Chairs • School Resource Officer Liaison • Graduation • Senior Awards Assembly • School Budget • Allotment Administrator • Magnet Open House • Lockdown Drills • Building Programs • School Improvement Team Member • PTSA

Pat Abel
Assistant Principal

pabel@wcpss.net

Departments	Other Responsibilities:	
Math	• Beginning Teacher Support • Mentor Coordinator • Teacher Evaluation Matrix • Peer Observation • Student Teachers	• New Teacher Orientation • Lunch Duty Matrix • Administrative Team Duty Matrix • Cafeteria Nutritional Services • School Improvement Team Members

Steve Katz
Assistant Principal of Instruction

skatz@wcpss.net

Departments	Other Responsibilities:	
Healthful Living/PE Athletics (Coaches) Student Services	• Master Schedule • Course Registration • Classroom Assignments • Professional Learning Teams • Cohort Graduation Rate Team • API Meetings • Bus Transportation (Secondary) • Security/Safety Administrator • Staff Professional Learning • Security/Allied Barton • PowerSchool Administrator	• WakeLearns • Crisis Team/Plan • Tornado Drill • AP Coordinator • Secondary Budget Manager • JAG Club Liaison • Guest Speaker Approvals • AVID • School Improvement Team Member • EVAAS Administrator

Michael Clinkscales

Assistant Principal
Discipline: A - Cl

mclinkscales@wcpss.net

Departments	Other Responsibilities:	
Special Education Instructional Assistants	• CANVAS Administrator • CPR Graduation Requirements • Emergency Bags • Website • Faculty Handbook	• Master Calendar • Administrative Coverage Calendar • Meet the Teacher Night • JAG Fest • Special Education Contact
Counselor	• Curriculum Night • Instructional Assistant of the year	• Powerschool Administrator • School Improvement Team Member
Ms. Crutcher		

Donti Coats

Assistant Principal
Discipline: Co - Ha

dcoats@wcpss.net

Departments	Other Responsibilities:	
English/Literacy Media Specialists ESL	• Transportation (Secondary) • Professional Learning Teams • Field Trips • Driver's Ed Eligibility	• Health Science Career Academy • Restorative Justice • Cohort Graduation Rate Team • Summer School
Counselor	• Volunteer Approval • Teacher of the Year • Secondary Budget Manager	• Literacy Coach • Technology • School Improvement Team Member
Ms. Burnette		

Ryan Piccolo
Assistant Principal
Discipline: He - Mc

rpiccolo@wcpss.net

Departments	Other Responsibilities:	
CTE ISS/ALC	● Transportation (Primary) ● Attendance ● MTSS ● Discipline Data ● Tardy Sweep ● Restorative Justice ● Cohort Graduation Rate Team ● Health Science Career Academy	● Volunteer Approval ● ISS/ALC Management ● Credit Recovery ● Academic Recovery Plans ● eCATS Management ● Edgenuity ● School Improvement Team Member

Counselor
Ms. Dickson

Taneshia Harris
Assistant Principal
Discipline: Me - Sam

tharris@wcpss.net

Departments	Other Responsibilities:	
Science World Language	● Special Transportation ● MTSS ● Video Approvals ● Guest Speaker Approvals ● Clubs ● Business Alliance ● Cohort Graduation Rate Team	● PBIS Co-Coordinator ● Employee/Staff Appreciation ● End-of-Year Staff Celebration ● Business Alliance ● School Improvement Team Member ● STEM Academy

Counselor
Mr. Grabiec

Shayla Wiggins
Assistant Principal
Discipline: San - Z

scwiggins@wcpss.net

Departments	Other Responsibilities:	
Arts Social Studies Custodians	• Facilities/Key Administration • School Assemblies • Staff Required Trainings • Equity Team • Cohort Graduation Rate Team • Hospitality/Hardship • Performing Arts Booster Club • BIMAS	• Backpack Buddies/Food Pantry • Community in Schools • Custodial Contracts • Risk Management • Fire Drills • Class Meetings • School Improvement Team Member
Counselor		
Ms. Hegarty		

Elizabeth Logsdon
Administration Intern

elogsdon2@wcpss.net

	• Re-Entry Coordinator	• Academic Support in Math

2024-2025 Bell Schedules

Regular Bell Schedule (First Twenty Days)

Warning Bell	7:17				
First Period	7:25- 8:54	89 minutes			
Second Period	9:00- 10:35	95 minutes			
	**10:30 ***10:35*	*A Lunch Off-Campus Students' Dismissal* *All Other Second Period Students' Dismissal*			
Third Period	10:35- 12:44	A Lunch	10:35- 11:09	A Lunch	34 Minutes
			11:15- 12:44	A Lunch 3rd Period	89 Minutes
		B Lunch	10:41- 12:10	B Lunch 3rd Period	89 Minutes
			**12:10 ***12:15*	*B Lunch Off-Campus Students' Dismissal* *All Other B Lunch Students' Dismissal*	
			12:10- 12:44	B Lunch	34 Minutes
Fourth Period	12:50- 2:18	88 minutes			

A Lunch: Arts, English, Math, Occupational Course of Study, Social Studies, Special Education
B Lunch: CTE, English as a Second Language, Edgenuity, Physical Education/Healthful Living, Science, World Languages

Regular Bell Schedule (SMART Lunch)

Warning Bell	7:17	
First Period	7:25- 8:50	85 minutes
Second Period	8:56- 10:29	87 minutes
3rd Period	10:35- 12:00	85 minutes
	**11:55 ***12:00*	*Lunch Off-Campus Students' Dismissal* *All Other Second Period Students' Dismissal*
SMART Lunch	12:00 - 12:50	50 minutes
Fourth Period	12:50- 2:18	88 minutes

SMART LUNCH LOCATIONS: Cafeteria, Courtyard, Gym Lobby, Trailers/Basketball Court Area

Academic Support Locations					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
A -Lunch (12:00 - 12:25)	English	Math	Science	English	Math
B - Lunch (12:25 - 12:50)	Science/World Language	Social Studies/CTE	World Language/Healthful Living	Fine Arts/CTE	Healthful Living/Social Studies

ACADEMICS

Honor Code: *Policy Code:* 4310

Academic honesty is essential to excellence in education and is directly related to the Board's educational objectives for students to promote integrity and self-discipline in students. As all schoolwork is a measure of student performance, academic honesty facilitates an accurate measurement of student learning.

Each student, parent, family and staff member has a responsibility to promote a culture that respects and fosters integrity and honesty. Academic integrity and honesty requires that all stakeholders share responsibility in the fulfillment of this policy.

In fulfilling these responsibilities:

- students will collaborate with their peers to foster a culture of academic integrity; refrain from participating, either directly or indirectly, in any form of cheating or plagiarism; and adhere to the honor code.
- parents and family will actively support the honor code by encouraging their child(ren) to foster and uphold a culture of academic integrity.
- staff will establish and annually teach expectations regarding academic integrity and honesty; and promote the honor code.

A. Prohibited Behavior

1. **Cheating:** Cheating is an academic deception where a student intends in some way to receive or attempt to receive credit for work not originated by the student, to give or receive unauthorized assistance, or to give or receive an unfair advantage on any form of academic work.

   Cheating includes, but is not limited to:
   - copying from another student's examination, assignment, or other coursework with or without permission.

- allowing another student to copy work without authorization from a teacher or administrator.
- taking an examination, writing a paper, or completing any other assigned academic task on another student's behalf.
- using notes or resources in any form, including written or online, without authorization.
- sharing or accepting from another, without authorization, any examination content, questions, answers, or tips on an assessment or assignment through the use of notes, scratch paper, social media, or any type of written, oral, or electronic communication.

2. **Plagiarism**: Plagiarism is using passages, materials, words, ideas, and/or thoughts of someone or something else and representing them as one's own original work without properly crediting the source.

Plagiarism includes, but is not limited to:
- Copying text, images, charts, or other materials from digital or print sources without proper citation.
- Misuse of AI generated writing tools for assignments.
- Intentional misrepresentation of work as your own by paraphrasing items from digital or print sources without proper citation.
- Using translation tools or resources to translate sentences or passages without permission.
- Using a thesis, hypothesis, or idea obtained from another source without proper citation.

3. **Falsification or Deceit:** Intentional acts of falsification or serious deceitful misconduct that threaten the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals are prohibited.

Falsification or deceit includes, but is not limited to:
- Falsifying another person's name on a school-related document such as a test or report.
- Buying or selling test questions or answers.
- Copying secure test materials and providing the materials to others.
- Paying for or receiving anything of value to complete a school assignment.

B. Violations

1) Staff will intervene and reeducate students to promote positive change in student behavior.
2) A student's grade may or may not be impacted by a violation. If the violation impacts a student's grade, the school may impose academic consequences according to the following criteria: (a) when reasonably possible, the student will be expected to complete the assignment or an alternative assignment as determined by the professional learning team (PLC) guidelines and will do so in an honest

manner consistent with the honor code, and (b) the student may receive full, partial, or no grading credit for the assignment as determined by PLC guidelines approved by the principal. Guidelines will consider the age of the student, the student's performance on a repeated or alternative assignment, the student's number of violations of the Honor Code during the school year, and the gravity or level of the violation.

3) A violation of the Honor Code may or may not result in a disciplinary consequence.
Staff will address violations of this policy under Board Policy 4309, Student Behavior – Code of Conduct, Levels I-11 (Honor Code) and Level II-1 (Falsification or Deceit) as applicable.

Level I-11 (Honor Code) states: "All students are expected to adhere to the academic Honor Code. Disciplinary consequences for violations of this policy will typically be consistent with Level I violations."

Level II-1 states that, "Intentional acts of falsification or serious deceitful misconduct that threatens the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals, are prohibited." A further description of Falsification or Deceit is set forth above in this policy.

4) Violations of the Honor Code may impact eligibility for school privileges including but not limited to athletic participation, honors, or awards. Further, this policy does not prevent consequences from being imposed by other organizations or regulations, including honor societies.

Integrity

All students are expected to show integrity in their academic work. Students should not engage in cheating, plagiarism, falsification of work, or other activities outlined in WCPSS Board Policy 4310 and/or Teacher directions for assignments and classroom activities. Student behaviors that are in violation of this policy will be addressed through appropriate discipline and grading as outlined by the Student Code of Conduct.

Course Syllabus & Canvas Requirements (LMS)

All Athens Drive Magnet High School staff are required to use CANVAS as the Learning Management System (LMS) for the 2024-2025 school year. Parents can contact teachers for a Parent Observer Classroom Code in order to monitor their student's Canvas page.

Prevention and Intervention

I. Purpose
For students at risk of failure, our school seeks to provide a prevention/intervention system that promotes successful completion and mastery of work, and provides students additional time and support to be successful.

II. Academic Recovery Plans (ARP)

Any student who is failing a class must receive an Academic Recovery Plan to begin the Second and Fourth Quarters. This plan must be developed in conjunction with the student and the parent/guardian. The Academic Recovery Plan will have the following elements:

- Will serve as an intervention for a student who is failing a class.
- Will outline a strategic plan of action so the student can successfully complete the course.
- Will allow the student's First and Third Quarter average to be raised to a level that allows the student to pass the class for the Semester provided the student earns at least a 60 for the Second or Fourth Quarter
- The ARP:

  A. Will encourage regular class attendance which includes punctuality.
  B. Will encourage preparedness for class.
  C. Will encourage class participation.
  D. Will require participation in Student Hours

- Parents/guardians will be contacted and apprised of the development of an ARP. A copy of the ARP will be provided to the parent. The Intervention Coordinator will coordinate the efforts of our teachers and PLCs in implementing ARPs.

Homework

I. Purpose

Homework reinforces learning and fosters independence, responsibility, and self-direction. Homework refers to school-related instruction that is to be completed outside the classroom, and it should fulfill the following purposes:
1. To enrich and extend school experiences through related home activities.
2. To reinforce learning by providing practice and application.
3. Students should be prepared for nightly homework in all subjects.

II. Assignments

Each teacher in the Professional Learning Team shall follow the PLCs plan for homework, including the amount of homework assigned and the length of time required for completion. Additionally, the following procedures should be implemented to ensure homework is appropriately assigned:

1. The teacher will introduce a concept or skill, thoroughly explain the concept or skill, and provide guided practice before making a related homework assignment.
2. Homework assignments shall be specific, within the student' ability and have clearly defined expectations. Questions pertaining to the completion of a homework assignment should be answered and clarified.
3. Homework assignments are not to be given as punishment or busy work.

4. Homework assignments will not require the use of books or materials which are not readily available in the home or accessible to the student.

III. Evaluation

1. Teachers shall provide specific and timely feedback on homework assignments.
2. Homework should not exceed ten percent (10%) of a student's academic grade for a marking period. PLCs that agree to utilize Total Points must also ensure that points awarded for homework do not exceed 10% of the total points per grading period.

IV. Time

1. In general, homework should not exceed a total of 120 minutes per day for all subjects.
2. Where students choose to challenge themselves with more rigorous college-level courses, homework may exceed this amount at times.
3. Students who routinely experience a heavier load than this should seek a student-parent-teacher conference.

Communication

I. Purpose

Teachers will provide students and their parents/guardians with clear expectations or their grading practices. It is expected that teachers update PowerSchool at least weekly for each of their students. Teachers will provide each student with regular feedback to promote learning, self-evaluation, and growth.

II. Expectations

All Teachers will inform students and parents of specific grading practices through a course syllabus and class websites. PowerSchool grades will be updated at least weekly, and Interim Reports will be sent home at the midpoint of each Quarter.

Semester Examinations (General)

Basic features of the policy and administrative procedures are as follows:

- **All teachers must give a final exam or have students present a final project during the scheduled exam period.**
- Adequate review should be given prior to all exams.
-

Final Exam Do's and Don'ts

- Students MUST REMAIN IN THE CLASSROOM for the ENTIRE EXAM PERIOD, even if they finish the exam early.
- Do not give permission for students to take exams other than at the assigned time without administrative approval.
- Students should arrange make-up exams with individual teachers.
- Students who do not take an exam should receive a zero with final grades averaged accordingly.
- An EOC exam counts 20% of the COURSE GRADE; other exams (including CTE Post assessments) count 20% of the COURSE GRADE.
- No extracurricular activities, (i.e., athletics, clubs, etc.) may plan any meetings or practices during the week of exams.

Final Exam Exemption

Seniors enrolled in courses that require state mandated assessments (including End-of-Course Exams, CTE Proof of Learning Assessments, North Carolina Final Exams and AP exams) may not be exempt from these tests. For courses not requiring these mandated assessments, seniors may be exempt from the final exam if the following criteria is met:

- 10 or less unexcused or excused absences with a projected A or B in the course.

GRADING

GRADING PLAN PURPOSE

Athens Drive Magnet High School is committed to maintaining rigorous performance and achievement standards for all students and to providing a fair and consistent process for evaluating and reporting student progress that is understandable to students and their parents/guardians and relevant for instructional purposes. The Grading Plan for Athens Drive Magnet High School has been developed according to School Board Policy #3400. WCPSS Board Policy 3400

REPORTING SYSTEM

I. Purpose

The purpose of our grading system is to appropriately and consistently measure and communicate an individual student's level of mastery of defined learning objectives. All of our school's grading practices will support

teaching and learning and encourage success for all students. Grading practices are not to be punitive in nature. WCPSS policies regarding student grades are are Policy Code 3400 Evaluation of Student Progress: WCPSS Board Policy 3400

II. Grading System

Teachers will provide **consistent communication** to students and parents with clear and regular explanations of grades and their grading practices. Grading practices will be consistent across PLCs. Our school uses the WCPSS grading scale consistent with guidelines from the North Carolina Department of Public Instruction and based on the following guidelines:

$$A = 90 - 100$$
$$B = 80 - 89$$
$$C = 70 - 79$$
$$D = 60 - 69$$
$$F = <60$$

Grades are to be updated at least weekly in PowerSchools. Interim Reports will be provided to students at the midpoint of each Quarter. Grades are reported on Report Cards and student transcripts as numeric grades, rather than letter grades. For the purposes of determining a final grade for each course, the following calculations shall be used:

Quarter 1 = 40%
Quarter 2 = 40%
Final Exam = 20%

Letter Grades	Standard Courses	Honors Courses	AP Courses
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0
WP	0	0	0
WF	0	0	0

For the 2024 – 2025 school year, **weighted GPA** requirements for graduating with honors is as follows:

A) 3.75 – 3.99 GPA: Cum Laude

B) 4.00 – 4.249 GPA: Magna Cum Laude

C) 4.25 + GPA: Summa Cum Laude

III. Senior Exam Exemptions: *WCPSS Policy updated 7/20/23*

Senior Exam Exemption Agreement

Students in Grade 12 may be exempt from exams based on the following criteria:

- Students must have a projected final grade of B or higher
- Students must have 10 or fewer excused or unexcused absences in the course.
- Students cannot be exempt from state testing including CTE Proof of Learning and EOC Tests.

To provide some clarification to the guidelines above:

- Absences will all count equally when considering eligibility for exam exemptions. Absences may be excused or unexcused. College visitations will count as part of the 10 days.

I. Grading Practices

Grading practices will be based on factors directly related to the learning objectives and will appropriately reflect students' academic mastery of standards. In addition, to support student academic success, PLCs will provide a common plan for students that allows for additional opportunities for students to demonstrate mastery of standards. Those opportunities may include, but are not limited to, make-up assignments, re-tests, test corrections, Edgeunity recovery units, etc. **Grading practices are not to be punitive in nature.**

II. Missed or Late Work

The following are school-wide expectations regarding missed or late work:
Students are expected to make up for any missed work.

- Each PLC will develop procedures that are aligned with school and WCPSS guidelines to address the acceptance of missed work. Students will be given reasonable opportunities to make up work or submit an assignment.
- A student who is suspended from school may also make up missed work with no penalty. Teachers must communicate with the student to ensure that they are given the opportunity to complete missing assignments and have access to learning materials while they are out.
- Any assignment or assessment made up within an accepted make-up period is eligible for full credit, however PLCs can incorporate grade deductions for unexcused late work. Each PLC will determine any penalty for unexcused late assignments.
-

III. Missed or Late Work (continued)

- Teachers will use discretion and may make exceptions in the case of students whose absences were not planned in advance, were beyond the student's control, and the nature of which would not support a timely submission of make-up work.
- Students who are receiving homebound instruction may require that the Teacher provide assignments that can be completed outside of school, and students should complete those assignments in a timely manner.
- Grades and assignments will never be used as a means of punishment.
- Students in ISS, ALC, or serving OSS must be given access to all learning materials, be kept up with the class work they are missing, and be given opportunities to make up missed assignments by their teacher
- Teachers should meet one on one with students returning from ALC, ISS, OSS upon their return to class

PREVENTION AND INTERVENTION AT ADMHS

I. Purpose

For students at risk of failure, our school seeks to provide a prevention/intervention system that promotes successful completion and mastery of work as well as providing students additional time and support to be successful.

II. Academic Recovery Plans (ARP)

Any student who is failing a class must receive an Academic Recovery Plan to begin the Second and Fourth Quarters. This plan must be developed in conjunction with the student and the parent/guardian. The Academic Recovery Plan will have the following elements:

- Will serve as an intervention for a student who is failing a class.
- Will outline a strategic plan of action so the student can successfully complete the course.
- The ARP must have expectations that are clearly articulated,documented, measurable, and achievable. **Teachers should provide feedback to all shareholders regarding student progress or lack thereof at least one time by midway through the academic quarter**
- Will allow the student's First and Third Quarter average to be raised to a level that allows the student to pass the class for the Semester provided the student earns at least a 60 for the Second or Fourth Quarter

The ARP:
1. Will encourage regular class attendance which includes punctuality.
2. Will encourage preparedness for class.
3. Will encourage class participation.
4. Will require participation in Student Hours

- Parents/guardians will be contacted and apprised of the development of an ARP. A copy of the ARP will be provided to the parent. The Intervention Coordinator will coordinate the efforts of our teachers and PLCs in implementing ARPs.

INTEGRITY/HONOR CODE

I. Purpose

All students are expected to show integrity in their academic work. Students should not engage in cheating, plagiarism, falsification of work, or other activities outlined in Board Policy 4310 WCPSS Honor Code and/or Teacher directions for assignments and classroom activities. Student behaviors that are in violation of this policy will be addressed through appropriate discipline and grading as outlined by the Student Code of Conduct.

Student integrity issues should be first addressed by the individual instructor.
The individual teacher should notify the student and their caregivers about the incident and provide evidence. The instructor will allow the student to make up the assignment for partial or full credit. The instructor should document the incident, actions, and parent contact
- If a student has **multiple** integrity issues within a class, the teacher can inform the student's administrator and document the offense in EASI. The instructor can include any previous actions from the teacher when reporting to the respective administrator
- If the teacher believes that the integrity violation involves hacking, unauthorized access to accounts, attempts to organize group/class cheating, sharing unauthorized products or information with multiple students, they should immediately report the incident to the student's administrator.

COMMUNICATION

I. Purpose

Teachers will provide students and their parents/guardians with clear expectations or their grading practices. It is expected that teachers update individual student grades in Powerschools at least once a week. Teachers will provide each student with regular feedback to promote learning, self-evaluation, and growth.

II. Expectations

All Teachers will inform students and parents of specific grading practices through a course syllabus and class Learning Management System (Canvas). PowerSchool grades will be updated at least weekly, and Interim Reports will be sent home at the midpoint of each Quarter.

All Staff will respond to communication received from students or parents within 48 hours. Staff should maintain professional standards when communicating with students and parents. If needed, Staff are reminded to use the word CONFIDENTIAL in the subject line when sending secure information.

EXTRA CREDIT (Additional Opportunities for Mastery)

I. Purpose

Additional opportunities for mastery, if assigned, are to be used to enhance grades and must be connected to learning outcomes. Extra Credit opportunities will be determined by the PLC and be consistently applied.

STUDENT EXPECTATIONS

Tardy Policy

Students who arrive late to any class after the bell has rung, must report directly to their class and will be admitted to class. Teachers will mark a student Tardy in PowerSchool. **Parent tardiness, car trouble, and traffic are examples of situations that are not considered excused by WCPSS Board policy.** If students are late because of riding a WCPSS school bus, they will receive a Bus Pass that will admit them to class without being assessed a Tardy within a set time limit. *Students will be marked tardy for the first 30 minutes of each class. After 30 minutes, students will be marked absent for that class period as that is considered "skipping" the core instruction.*

Tier 1 Consequence (Per class period)
- 1st Tardy: Warning
- 2nd Tardy: Warning
- 3rd Tardy: Warning (Parent/Guardian notification by Teacher)
- 4th Tardy: Warning
- 5th Tardy: Lunch Detention next day (If you miss 1st Lunch Detention, issue another lunch detention)
- 6th Tardy: Lunch Detention next day (If you miss 2nd Lunch Detention, issue another lunch detention)
- 7th Tardy: Lunch Detention next day (If you miss 3rd Lunch Detention, Assign Full day ISS)
- 8th Tardy: ISS for the Entire Day
- 9th Tardy: ISS for the Entire Day (Only if student skipped a Tier 1 consequence)

Tier 2 Consequence (Per class period)

- 13th Tardy - ISS for entire day (Tardy system does not reset if 13+ tardies for that specific class)
- 14th Tardy - 2 Days ISS for Entire Day

- 15th Tardy - A.L.L (Alternate Learning Location) for 3 days
- 16th Tardy - 2 days OSS

TARDY SYSTEM RESETS TO 0 AT THE END OF EACH QUARTER. <u>ALL</u> TIER CONSEQUENCES RESET AT THE END OF EACH SEMESTER

The administration reserves the right to adjust these consequences on a case-by-case basis, if necessary, due to the severity or frequency of the behaviors, which may result in an immediate school consequence up-to-and-including an Out-Of-School Suspension.

Responsibilities of Students

1. Arrive to school and class on time.
2. Students who are late to school due to an approved reason (WCPSS Board Policy 4400) should report to the Attendance Desk with an excused note to receive an Attendance Pass to class. Students who arrive after 7:55 a.m. ***(Excluding a late Bus Pass or a Pass from the Attendance Office)*** to be admitted to class but will be marked unexcused absence (2A).
3. Students are considered Tardy to class if they are outside of the classroom when the Bell rings (Regardless of them in-sight of the classroom door. They need to be in the classroom prior to the bell).
4. Students' personal belongings being placed in the classroom ***does not*** constitute a student being on time if the student leaves and arrives back to class after the Bell rings.
5. Be aware of the consequences related to tardiness and skipping class.
6. Report directly to your class in the event you are late.
7. Report to class quickly, quietly, and respectfully.
8. Refrain from disruptive behavior while in the hallways.
9. While in the hallways during instruction, have your official pass in view and be prepared to present your pass to staff members upon request.

Student Dress Code

Students are expected to adhere to standards of dress and appearance. Our 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. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy.

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

- Depict profanity, vulgarity, obscenity, or violence.

- Promote the use or abuse of alcohol, tobacco, or illegal drugs.
- Are prohibited under policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct.
- Threaten the health or safety of staff or students.
- 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 reasonable accommodate medication or disability-related issues (e.g., protective helmets).

Cell Phone and/or Electronic Device Policy

For the purposes of this policy, a cell phone and/or electronic device is defined as any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smartphones, smartwatches, airpods, earphones, headphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, iPods, iPads, tablets, computers, any device that allows the possessor to access the Internet, or any similar device or any accessories to such devices such as earphones and Bluetooth devices.

Students may possess or use cell phones and/or electronic devices on school property, on school buses, or at school-sponsored events according to the following guidelines:

- **Before school until the beginning of the school day (7:25 a.m.)**

- **In a classroom ONLY with explicit permission from a teacher or staff member**
- **During transitions between classes**
- **During a student's Lunch Period**
- **After school (2:18 p.m.)**

Cell phones and/or electronic devices must be stored out of sight of the student, classmates, and teacher during every class. Students must not access cell phones and/or electronic devices during class time. Unless the student has explicit permission from the teacher or staff member, the use of a cell phone and/or electronic device is prohibited within the classroom. This policy does not apply to school-issued WCPSS laptop computers that students use for instructional purposes.

Cell phones and/or electronic devices may not be used to cause any disruption to teaching and learning, or for unethical or illegal purposes. Prohibited uses of cell phones and/or electronic devices include, but are not limited to, cheating on assignments and/or assessments, harassing or bullying others, and taking or distributing unauthorized photographs or recordings of other people. Personal electronic devices may not be used to access any obscene, threatening, or otherwise inappropriate material via any form of electronic communication. Live Streaming, texting, or social media posting during class is not allowed and automatically violates the cell phone and/or electronic device policy.

Teachers and staff members have the authority to permit students to utilize cell phones and/or electronic devices for instructional purposes or for personal use within the confines of a classroom to support teaching and learning.

During all classes, a student's cell phone and/or electronic device must remain in their backpack or put away on their person, turned off, and not accessed unless explicitly instructed by the teacher or staff member that it is permissible. Students are not permitted to use their cell phones and/or electronic devices in the restroom during class. The school and its staff are not responsible for any damage to or theft of a student's cell phone and/or electronic device. Students must properly secure and take care of their own cell phones and/or electronic devices.

Cell phones and/or electronic devices will need to be turned in at the beginning of any Lunch Detention, Alternative Learning Center, or In-School-Suspension assignment. Cell phones and/or electronic devices are not permitted to be used, or be in the possession of a student, while serving Lunch Detention, Alternative Learning Center, or In-School Suspension unless explicitly authorized by the teacher or staff member.

Consequences for Violating the Cell Phone and/or Electronic Device Policy

If a student is found to be in violation of the cell phone and/or electronic device policy, the following consequences will occur:

- First Offense: The student will receive a warning. The student must put away their cell telephone and/or electronic device as detailed in this policy.
- Second Offense: The student will receive a warning. The student must put away their cell telephone and/or electronic device as detailed in this policy. The teacher or staff member will communicate with parents/guardians about the student violations of the cell telephone and/or electronic devices policy.
- Third Offense: Discipline referral and meeting with Administrator, phone confiscated for the rest of the day (student can pick-up).
- Fourth Offense: Discipline referral, meeting with Administrator, and confiscation of cell telephone and/or electronic device and held in the Main Office until the end of the day when a parent may pick up the cell telephone and/or electronic device. Refusal by a student to surrender the device will result in further disciplinary consequences.
- Fifth Offense and Beyond: Discipline consequences assigned in accordance with Board Policy 4309.

The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students may result in an immediate school consequence up-to-and-including an Out-Of-School Suspension.

Responsibilities of Staff

1. Teach students about the cell phone and/or electronic device policy.
2. Encourage students to adhere to the cell phone and/or electronic device policy.
3. Monitor the use of cell phones and/or electronic devices by students in the classroom.
4. Communicate with parents/guardians if there are issues with students violating the cell phone and/or electronic device policy.
5. Follow the consequence steps listed in the cell phone and/or electronic devices policy.
6. If a student demonstrates serious violations of the cell phone and/or electronic device policy, the teacher should submit a Discipline Referral for the student.

Responsibilities of Students

1. Adhere to this policy.
2. During class time, keep cell phones and/or electronic devices in your backpack, put away on your person, turned off, and out of sight.
3. Use cell phone and/or electronic devices only when explicitly permitted to utilize those devices.
4. If you violate the cell phone and/or electronic device policy, respectfully adhere and understand the consequences assigned.

Responsibilities of Administrators

1. Inform students and school families about the cell phone and/or electronic device policy.
2. Encourage compliance with the cell phone and/or electronic device policy.
3. Monitor the implementation of this policy.
4. Monitor student adherence to this policy.
5. Document violations of this policy in ECATS as needed.
6. Enforce consequences.

Attendance Procedures

SCENARIO	SOLUTION
My student is arriving late to school OR returning after an earlier check out.	All students arriving late or returning after an earlier check out should report to the attendance desk, located at the main entrance, to sign into school. When the student presents a doctor, dentist or parent note indicating a WCPSS approved excused reason then that note will be exchanged for a pass to class.
My student misses an entire day (or more) of school.	Upon return to school, the student should arrive with a note from the doctor/dentist or parent and turn it in at the attendance desk located at the main entrance. The note should state the reason for the absence, the day(s) missed, include a parent's signature, and daytime phone number in case we have questions or need more information.
My student needs to be picked up from school early.	The parent/guardian must come to the main entrance with BOTH their phone and driver's license (or other official picture ID). A QR code is posted on the window at the main entrance. The parent/guardian will scan that code with the phone's camera and complete the survey which requires scanning the driver's license. The parent/guardian remains outside the door and visible to the clerk inside. The student will be called up and sent out to the parent/guardian. Please do not text your student to come out to you. Students are to remain in the class until they are called for by the attendance coordinator. If a student is too ill to sit in class while waiting for a ride home, (s)he must sit in Student Services or the Main Office and will be called up when the parent arrives.

My student drives to school & needs to leave early.	If the student drives to school, the student should bring a note that states the time, date and reason they need to leave. If the student needs to leave during class time, then the student should show the note to the teacher to be released from class. If the student needs to leave during class transition the student can come straight to the attendance desk between class change. The student should then bring the note to the attendance desk, present the note, sign out of school and receive a pass to leave campus. Phone calls should be for EMERGENCIES only. If your student becomes ill or you need them to leave school early, please call the attendance coordinator. They will verify some information and will call the student up to sign out and receive a pass to leave campus. The attendance desk is often quite busy so if we do not answer your call please wait a few minutes and call back. Please do not leave a message or send this request via email as we may not hear/read that message/email until much later. All student drivers must check out at the attendance desk. The student must also return to school with a note from a doctor/dentist/parent for the absence to be excused (unless one was provided *before* the absence).
My student will be absent from school for a sports / church / family / educational trip / job shadowing / etc.	When an absence has an educational component to it, please fill out the form titled "**Request for Excused Absence for Educational Reasons**". These forms can be on our website or picked up from the main office. Please turn in the completed forms to the main office at least 48 hours in advance of the trip. If/when the principal approves the absence then PowerSchool will be updated. If you do not turn in this form or it is not approved, it will remain an "unexcused absence".
My student will be absent for a college visit.	Upon returning from the absence, the student will need to turn in a note to the attendance coordinator from the college on the College's letterhead that states they were present for an official college tour on that day. This letter is required to excuse the absence for this reason.

STUDENTS MAY NOT BE CHECKED OUT AFTER 1:45 PM.

All WCPSS Schools are currently utilizing the Verkada Visitor System. Please ensure that you enter through appropriate entrances and be ready to show Identification. Students can be checked out utilizing the QR Code at the front entrance.

Volunteer & Visitation Policy

We welcome parents to volunteer for a variety of activities throughout the school year including, but not limited to field trips, extra-curricular activities, school beautification, and more. All volunteers must be registered through the WCPSS Volunteer System. Parents can renew annually, and must have indicated that they wish to volunteer at Athens Drive HS when registering. Registration information can be found here: https://www.wcpss.net/volunteer

WCPSS Policy Code: 5020 Visitors to the School

The Wake County Public School System encourages parent/guardian and community involvement in our schools. At the same time, the school system prioritizes student and staff safety and protection of instructional time.

Parents/guardians and other community members shall be encouraged to visit schools. Parent/guardian conferences, volunteer activities, and visits shall be by appointment.

Visitors are parents/guardians, family members, and other members of the community who are permitted on school grounds on a limited basis to participate in educational programs or school events. Visitors are not permitted to supervise students and are subject to the direct supervision of school personnel.

School system employees not assigned to the school who are accessing school property for work-related purposes should check in with the front office.

A. Opportunities to Visit the Schools

To encourage parent/guardian and community involvement, the following opportunities are provided to visit the schools.

1. Visitors are welcome to observe and learn about the educational program at each school subject to reasonable rules developed by school administrators.

2. Visitors are welcome to attend school events that are open to the public, such as athletic events, musical programs, and dramatic productions.

B. Requirements of Visitors to the Schools

While the Board welcomes visitors to the schools, the paramount concern of the Board is to provide a safe and orderly learning environment and minimize disruptions to instructional time. Accordingly, all visitors are subject to the procedures described in R&P 5020, which articulate the specific protocols governing visitors entrance to and presence on school property. The superintendent and each principal may establish and enforce additional reasonable rules to address this concern.

   1. All parents/guardians, volunteers, and school visitors during the school day shall enter the school through the main administrative entrance and must report immediately to the administrative office to provide the reason for their presence in the school and request and receive permission to be in the school before proceeding to their destinations. Each principal shall ensure that signs are posted in the school to notify visitors of this requirement.

   2. Commercial visitors, including but not limited to sales representatives and delivery workers, must report directly to the front office or other area designated by the principal. If the principal or designee grants a commercial visitor access to another part of the school campus, school staff must accompany the visitor at all times, and access should be strictly limited to the purpose of the visit. In addition, sales representatives must comply with the Board policy on Collections and Solicitations.

   3. All school visitors shall wear school-issued identification badges at all times during visits.

   4. Conferences, volunteer activities, and visits shall be scheduled at a mutually agreed-upon time, so as to minimize any disruption to instructional time.

   5. School visitors are expected to comply with the above-referenced R&P and all applicable school rules and Board policies, including but not limited to those regarding Prohibition of Alcoholic Beverages, Smoking and Tobacco Products, and Weapons and Explosives Prohibited. In addition, school visitors in a virtual setting must comply with all Wake County Board of Education policies regarding technology use and interaction with students.

   School visitors in a virtual setting who provide one-on-one communication with students must complete the requirements of the policy on school volunteers.

   6. Persons who are subject to the Registered Sex Offenders policy must comply with the provisions of that policy.

7. The principal or designee may place reasonable limits on the frequency or conditions of school and/or classroom visits or communication by parents/guardians or other visitors to avoid disruptions and to ensure that a positive, safe, and constructive educational environment is maintained. At Athens Drive, we do not allow individual parent observations of classrooms, but many teachers may welcome parents for showcases, project presentations, or other activities.

8. Staff may suspend conferences that are deemed by staff to be unproductive.

Code of Conduct Meetings

Administrative staff will visit 2nd period classrooms during the first 20 days of school to review the code of conduct and WCPSS policies with students. Students will also be issued a WCPSS Handbook that parents should sign and return.

Athletics

Student athletes must abide by WCPSS and NCHSAA rules and eligibility requirements. All students must have completed all requirements in DragonFly in order to be eligible to participate in tryouts for sports.

Parking Passes

Parking passes can be purchased for $200 annually. Beginning August 1st, Juniors and Seniors are eligible for parking passes. Students must have a license at the time of purchase. Parking passes can be revoked at any time by administration. Sophomores will be eligible to buy remaining parking spaces beginning October 1st. Parking passes purchased later in the year are on sale at a pro-rated rate. Mid-year graduates can return parking passes in January for a pro-rated refund.

School Cash On-Line

Purchases from the school should be made through School Cash On-line when at all possible. If this presents a hardship, cash or check can be accepted through the main office. Athens Drive can only receive credit card payments through SCO or GoFan for purchases.

Eligibility for Attending Prom/School Dances

Students must be in good academic and disciplinary standing to attend proms or school dances. Only Juniors and Seniors may purchase tickets for Prom. Juniors and Seniors are able to bring one guest to

the prom. Guests from other schools must have appropriate approval from administration at their own school and Athens Drive prior to attending a dance. There will be no guests from other schools allowed for the revival of the 2024 Homecoming Dance.

Please note that this supplemental handbook is intended to provide additional information regarding common scenarios and expectations. Please reach out to your student's administrator if you have any additional questions.