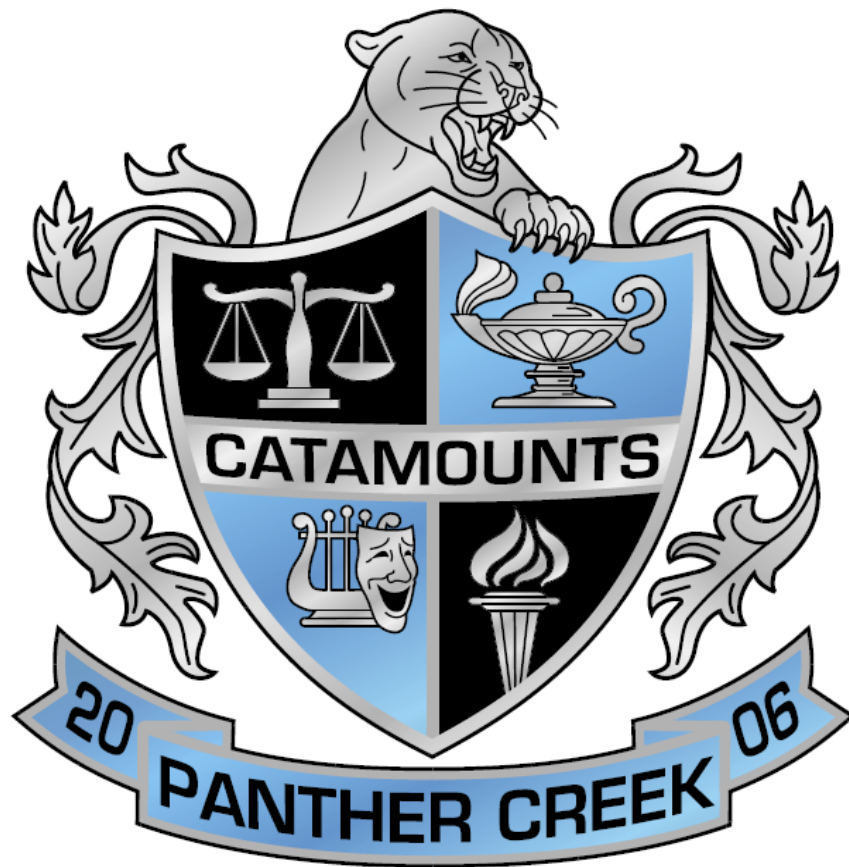


# **PANTHER CREEK HIGH SCHOOL**

# **STUDENT/PARENT HANDBOOK**

## **2024-2025**



The PCHS Student/Parent Handbook is designed for use in conjunction with the WCPSS Student/Parent Handbook. Supplemental materials regarding course selection and requirements are available in the WCPSS High School Program Planning Guide. Both WCPSS documents are available on the WCPSS website at [www.wcpss.net](http://www.wcpss.net).

# PANTHER CREEK HIGH SCHOOL

## Student/ Parent Handbook



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## **WCPSS Vision and Mission**

### Vision

All Wake County Public School System students will be prepared to reach their full potential and lead productive lives in a complex and changing world.

### Mission

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

## **PCHS Vision**

Pursuing excellence through **passion**, **purpose** and **pride**.

## **WCPSS Core Beliefs**

- Every student uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.
- Every student is expected to learn, grown, and succeed while we will eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.
- Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all the students.
- The Board of Education, superintendent, and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high performing organization focused on students achievement.
- The board of Education, superintendent and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
- The Wake Count residents value a strong public school system and will partner to provide the support and resources to full realize our shared vision, accomplish the mission, and sustain core beliefs.

## **PCHS Expectations—See full Expectation matrices at end of handbook**

Participate actively in learning

Celebrate diversity

Honor PCHS and WCPSS procedures and policies

Strive to be a person of character



## Panther Creek High School Administration

2024 – 2025

**Dr. Gregory Decker, Principal**

[gdecker@wcpss.net](mailto:gdecker@wcpss.net)

Administration, Athletics, Office/Clerical

Monica Click Assistant Principal <a href="mailto:msclick@wcpss.net">msclick@wcpss.net</a>	Jeorgine Trevithick Assistant Principal <a href="mailto:jtrevithick@wcpss.net">jtrevithick@wcpss.net</a>	Joseph Biggs Assistant Principal	Casey Otten Assistant Principal <a href="mailto:cotten2@wcpss.net">cotten2@wcpss.net</a>	Dion Mapp Assistant Principal of Instruction <a href="mailto:amapp@wcpss.net">amapp@wcpss.net</a>	Grey Mangum Assistant Principal <a href="mailto:tmangum2@wcpss.net">tmangum2@wcpss.net</a>	Crystal Locus Assistant Principal <a href="mailto:clocus@wcpss.net">clocus@wcpss.net</a>
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Student Last Names and Counselor Pairing A-He (9th)  Vacant	Student Last Names and Counselor Pairing Hi-Pa (9th) Vacant (A-Ma) & Michael Smith (Mb-Z)	Student Last Names and Counselor Pairing Pe-Z (9th) Michael Smith <a href="mailto:Msmith21@wcpss.net">Msmith21@wcpss.net</a>	Student Last Names and Counselor Pairing A-F (10th-12th) Mario Jones <a href="mailto:Mjones13@wcpss.net">Mjones13@wcpss.net</a>	Student Last Names and Counselor Pairing G-L (10th-12th) Akanksha Jain <a href="mailto:Ajain@wcpss.net">Ajain@wcpss.net</a>	Student Last Names and Counselor Pairing M-Ri (10th-12th) Ashley Mathes <a href="mailto:Amathes@wcpss.net">Amathes@wcpss.net</a>	Student Last Names and Counselor Pairing Ro-Z (10th-12th) Angela Spangler <a href="mailto:Aspangler@wcpss.net">Aspangler@wcpss.net</a>
Departments Math Arts	Departments English World Languages	Departments Social Studies	Departments Special Education Testing	Departments Intervention Healthful Living	Departments Media CTE ESL	Departments Student Services Science

# Panther Creek Academics

## Graduation Requirements

The *WCPSS High School Program Planning Guide* provides detailed information. Copies are provided to students during the planning period for course selections. Additionally, a copy of the WCPSS high school program planning guide is available at: <http://www.wcpss.net/high-school>.

## Course Selections

Panther Creek students may request courses as provided in the *WCPSS High School Program Planning Guide*. Course offerings are subject to sufficient minimum student enrollment and adequate staffing and materials. If a program of study that a student wishes to pursue is not available at Panther Creek, a student may request a transfer through the Office of Student Assignment.

During the period of course selections, a student and his/her parents should carefully review the chosen course of study and make appropriate decisions in order to satisfy graduation requirements. Teachers and Student Services staff are available to assist and advise students and parents in the course selection process. Each Panther Creek student is encouraged to pursue the most challenging course of study in which he/she can be successful.

## Course Changes

Individual schedules and the school's master schedule are built based upon student course selections. It is essential that students select primary and alternate courses carefully; schedule changes after the course selection process will be limited and will be based upon the following reasons:

- Student has already received credit for the course.
- Student has not met the prerequisite for the scheduled course.
- Student has an incomplete schedule.
- Student previously failed the course with the same teacher.
- Student needs specific course to meet graduation requirements (priority given to seniors and students with non-elective graduation requirement issues).
- Student is scheduled for a class they did not request in their 11 choices.

Requests for schedule corrections should be made to Student Services. Specific procedures for requesting schedule corrections are provided when schedules are issued to students. All schedule corrections require administrative approval.

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

# Panther Creek High School 2024-2025 Grading Policy



## Purpose

Grades aim to appropriately and consistently measure a student's mastery of defined standards and knowledge and skills learned over a grading period or semester. Grading practices are not to be punitive in nature.

## Grading System

Panther Creek High School follows the grading system established by the NC State Board of Education, which includes the letter grade scale, GPA calculations, quality point weights, and quarter and final exam weights.

## Teacher Commitments

- A minimum number of four major assessments and seven minor assessments per quarter.
- PLCs must have the same number of major and minor assessments.
- Assessments should be Common Assessments as decided by the PLC.
- Any assignment entered into PowerSchool to be calculated as part of a student's grade will receive specific, meaningful feedback designed to impact student learning.
- Minor assessments should be returned to students before taking the major assessment.
- All summative assessments will include multiple checkpoints of learning along the way.
- All Teachers will update PowerSchool gradebooks weekly.
- Teachers will respond to student/parent questions regarding grading within 48 business hours.

## Student Expectations

- Students are responsible for using their classes' Learning Management Systems and communicating with teachers to identify missed/missing assignments.
- Students are expected to attend SMART lunch weekly for classes in which they have missing or late assignments (following SMART lunch schedule).
- Students who score below 70 on a major assessment will receive remediation before doing an alternate assessment.
- Students with known upcoming absences should communicate with their teachers before absences to obtain assignments.

## Assessing Learning

**Summative-** Assessments designed to measure the cumulative learning and mastery of standards addressed within a unit. Examples of summative assessments include tests, projects, essays, labs, performances, etc.

**Formative-** Assessments designed to measure student skill acquisition, content mastery, and conceptual understanding throughout the unit. Examples of formative assessments include classwork, homework, quizzes, etc.

## Grading Practices

### General

Grades will reflect a student's learning around mastery of standards. Student grades will not be negatively impacted by non-academic or non-curricular variables (such as no name on the paper, wrong size paper, parent signature, etc.), except when items are specifically addressed in a rubric for a formal paper or project. Cheating is a violation of the WCPSS Code of Student Conduct and will be addressed through the school discipline plan. Teachers may also assign an alternative assessment/activity.

#### Grading Calculations

First Semester Grades	Second Semester Grades
Quarter 1: 40% Quarter 2: 40% Exam: 20%	Quarter 3: 40% Quarter 4: 40% Exam: 20%

#### Category Weights

	Academic	Honors	AP
Major Assessments	50%	60%	70%
Minor Assessments	50%	40%	30%

*Subject area PLCs will determine which assessments are considered "Major" vs. "Minor".*

## Grading Process

- Assess:** Students take a major or minor assessment for which they receive a numerical grade of 0-100. Any student who scores a 70 or above is considered to have mastered the content.
- Remediate:** Any student who did not demonstrate mastery on a **major assessment** will be retaught that content (mini-lesson with the teacher, test corrections, video review, etc) and then have an opportunity to demonstrate mastery by remediating (rewriting an essay, retaking a test, completing an alternate assignment, etc). The higher of the two scores will replace the original grade in the gradebook **UP TO a 70**.
- Recover:** Any student who STILL has less than a 70 on a major assignment will have an opportunity to recover their grade. If a student does not complete an assignment (has a 0 in the gradebook), fails to complete remediation, or fails remediation they will be assigned to Edgenuity. Teachers will complete the Google Form on the Panther Creek site so the Recovery Lead can assign the content to the student. PLCs have discretion to provide an alternate assessment where Edgenuity does not align with the standards.

## Missing and Late Work Policy

### Minor

- Students are expected to complete all minor assignments on time and to the best of their ability.
- For each day late, 5 percentage points will be deducted from the student's original earned grade, with a maximum of 30 percentage points deducted from the earned grade.
- Students will receive two (2) days per excused absence to make up missed assignments.

### Major

- If a summative assessment is due on the final day of the unit, the above plan applies, up to 6 school days.
- PowerSchool grade comments will include the original, earned grade and the number of days late.
- Teachers will record Zeros in PowerSchool when an assignment is not turned in and input a missing symbol.
- For multi-day & project Major Assessments turned in late, 5 percentage points will be deducted from the student's original major assessment earned grade for up to 6 school days.**
- Students who fail to complete Summative Assessments will have an Alternate Pathway through Edgenuity or an Alternate Assessment to recover up to a 70%.
- PowerSchool grade comments will include the original, earned grade and the number of days late.
- Teachers will record Zeros in PowerSchool when an assignment is not turned in and input a missing symbol.
- Students will receive two (2) days per excused absence to make up missed assignments.

### Academic Recovery Plan

At the end of the first nine weeks of a semester, a student who earns a grade lower than 60% will be assigned an individualized Academic Recovery Plan so that the student has an additional opportunity to learn course material and demonstrate mastery of the course objectives. At the end of the semester, the teacher will revise the first 9 week's grade to a 60% when the student completes the Academic Recovery Plan.

### Honor Code

We are committed to integrity and excellence in academics and in personal accountability. Because of this commitment, it is imperative that all PCHS students embody personal honor, personal integrity, and personal responsibility. If a student is found to have violated the honor code in any way, he/she will receive the following consequences:

- 1<sup>st</sup> consequence: Student gets a zero with an opportunity to take an alternate assignment that he/she must complete within two days of the offer. The student can earn 60% credit for the alternate assignment and will receive a discipline referral.
- 2<sup>nd</sup> consequence: Student receives a zero with an opportunity to take an alternate assignment that must be completed within two days of the offer. The student can earn 50% credit for the alternate assignment and receive a discipline referral.
- 3<sup>rd</sup> consequence: The student will receive a zero for the assignment and receive a discipline referral.

### Senior Exam Exemptions Policy

Student 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 absences in the course. This is for excused and unexcused absences.
- Students cannot be exempt from state testing, including field testing.



## **Attendance**

### **WCPSS Policy and Procedures**

Attendance in school is central to educational achievement and school success. Attendance and participation in class is an integral part of the teaching/learning process, and thereby a part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. An absence is excused if the following conditions exist (WCPSS School Board Policy 6000):

- Illness or injury
- Death in the family
- Health care appointments
- Court appearances
- Religious observance
- Natural disasters
- Outside educational opportunities (go to the PCHS website under the “Parents” tab)

### **Make-up Work/SMART Lunch Assistance**

A student is expected to make up all work missed when he/she misses class. It is the responsibility of the student to arrange to make up all work at the convenience of the teacher. Every teacher is available to meet with students during their scheduled times (twice a week) to assist with make-up work and/or provide extra help. Sessions are held either the first twenty-five minutes of lunch or the last twenty-five minutes of lunch. All students are encouraged to take advantage of these sessions for make-up work or extra help. Teachers will announce and post times that they are available for student assistance. Each student is expected to participate in at least four sessions per quarter, receiving assistance or serving as a peer tutor to assist the teacher.

### **Make-up Work Policy for Excused Absences**

WCPSS Board Policy 6000 R&P Section F – School work will be made up for excused absences under the following conditions:

1. If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student' control, and the nature of which would not support make-up work the day of return (e.g., death in the immediate family, serious illness).
2. If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration should be given in the case of extended absences due to injury or chronic illness.
3. The student is responsible for securing make-up work at the secondary level.

## Make-up Work Policy for Unexcused Absences

WCPSS Board Policy 6000 R&P Section E– 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 make-up work completed within the school' established procedures. In making final determinations about credit, the procedures should take into account the following:

1. The past performance of the student,
2. Circumstances that may have made the unexcused absence unavoidable,
3. Unusual family circumstances,
4. Nature of the specific learning activity,

Other issues that the teacher determines to be relevant to the situation.

Absences resulting from out-of-school suspensions are considered unexcused, and the same policy for make-up work applies. Full credit must be given for quarter, semester or grading period examinations in the case of short-term suspensions.

## PCHS Specific Attendance Policy and Procedures

In the event of an absence or tardy, it shall be the responsibility of the student to present to the attendance office a note signed by the parent or guardian citing the reason for such absence or tardiness. The note should list a telephone number where the parent may be reached during the school day. Such notes shall be presented within two (2) days of the student's return to school. Failure to comply will result in the absence or tardy being recorded as unexcused per School Board Policy 6000.4. The administration may require any additional documentation deemed necessary to verify an absence or tardy.

**Students returning to school from an absence and students securing permission for early release should report to the Attendance Office as early as possible to avoid tardiness to class. The Attendance Office opens at 7:00 a.m. Students who report to the Attendance Office after 7:20 a.m. to handle such notes may not be excused for tardiness to Period 1.**

## Tardiness

Beginning class on time and valuing learning are at the heart of what makes Panther Creek a superior high school. All students should be in their assigned classroom or location before the tardy bell rings. Any student who has an unexcused tardy to class is subject to the following:

Level	Tardy Range	Consequence Assigned	Staff Assigning
1	1 - 4	Warning	Teacher
2	5 - 9	Lunch Detention	Administrator
3	10	ALC or Loss of Lunch Pass	Administrator
4	11 - 15	Lunch Detention	Administrator
5	15 +	ALC or Loss of Lunch Pass	Administrator

## Additional Requirements

- All attendance notes should include the following:
  - Student's first and last name as listed in official school records
  - Date(s) tardy or absent
  - Reason for tardiness or absence
  - Signature of parent/legal guardian
  - Phone number where parent can be reached during the school day

Parents and students are encouraged to use the "PCHS Absence Report Form," which may be obtained at <https://www.wcpss.net/domain/7442>

- Absences not anticipated in advance may be excused if the student presents to the Attendance Office a note from his/her parent or guardian explaining the absence within two (2) days of his/her return to school. The note should be presented to the attendance personnel who will issue a class admission slip. The student shall present this slip to each teacher on the day of return to school. Parents may call the attendance office (919-463-8659) to report absences but are also expected to send a note upon the student's return to school.
- Absences anticipated in advance must be approved in advance. A "Request for Excused Absence for Education Reasons" <https://www.wcpss.net/domain/7442> form should be used. These forms are to be completed by the parent and returned to the attendance office. They should list a telephone number where the parent may be reached during the school day. Completed request forms will be considered for approval by the principal. The student will present this form to his/her teachers. **Because of this procedure, students are encouraged to make these requests at least two (2) school days prior to the anticipated absence.**
- Students arriving to school after the first tardy bell must report to the Attendance Office to obtain admission to class. If the tardy is to be considered **excused**, the student should bring a note from home. A tardy is excused if it meets WCPSS Board Policy 6000. The excused list is available on page 8.
  - Individual automobile equipment failures or long carpool lines are not considered as reasons for excused tardies.
  - Students arriving late to school on a school bus will be issued a late bus pass from the Attendance Office. Late buses and their arrival times will be reported to teachers.
- A student who needs to leave school early should present a note to the Attendance Office, 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 the attendance office **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 the attendance office to sign out. If the student returns to school on the same day, he/she should sign in at the attendance office 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 the Attendance Office a note from a parent along with the early release slip that was previously issued by the Attendance Office. **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.**

Types of absences other than the ones listed as excused or where procedures are not followed will be recorded as **unexcused**. In addition,

- For unexcused absences and tardies, student may be assigned disciplinary consequences including lunch detention, suspension, or other measures determined by administration.
- Students with attendance problems (excessive absences or tardies) will be referred to the administration for disciplinary action.
- Students with consecutive and/or excessive unexcused absences over 30 days may risk being dropped from the school if over age 16.

- Every attempt will be made to notify parents when students are absent. The school may use an automated message or a personal call.
- The school administration discourages parents from requesting to see students during the school day. To protect instructional times for students and staff, the administration may deny early dismissal from class for any student who did not obtain prior approval from the Attendance Office. In such cases, dismissal will occur at the end of the class period.
- Appeals of unexcused notes should be directed to the Attendance Clerk for consideration by the principal. Disposition of these matters will be based on the following conditions:
  - Compliance with stated procedure
  - Parental contact
  - Extent of mitigating circumstances
  - WCPSS Board Policy 6000
  
- **Credit for attendance** – To be recorded present for a class, a student must be in attendance for at least half the class. Students who have excused absences should be reminded that it is their responsibility to determine from the teacher the missed assignments and to complete all make-up work within the allotted time period.
  
- **The school administration may require the presence of a parent to sign out a student.**
- **Students who have an excessive number of unexcused absences (10 or more) without a note presented to the school are at risk of receiving state attendance letters in compliance with the North Carolina Compulsory Attendance Law.** If your child continues to accumulate excessive unexcused absences after receiving this letter, a referral will be made to the school social worker and your student may be at risk for being withdrawn from the school, pending administration review.

### **Traditional Academic and Attendance Incentive Plan for Seniors**

Seniors may be exempt from non-state exams based on the following criteria: (1) projected final grade of B or higher; and (2) student must have 10 or fewer absences in the course. All absences will count toward the 10 total absences including excused, unexcused, educational, college visits, etc. Students cannot be exempt from state testing including field tests.

The attendance count includes each instructional/student day of the semester and is calculated per class period by the teacher according to period attendance. A student must be in class for at least one half of the class period in order to be considered present for the class.

Time missed for school-related activities led by a teacher, activity advisor, or coach (such as field trips, school athletic participation, etc., that have been pre-approved by the principal) and pre-approved religious holidays (not including services, retreats, workshops, etc.) are not considered absences for purposes of exemption.

Absences related to visits to college campuses are considered absences for purposes of exemption. Students should use teacher workdays, holidays, and weekends for such visits. If a senior is competing for a scholarship that requires an interview during the school day, the student must submit an official document from the scholarship sponsor or university for approval prior to the absence; such required scholarship absences then may be waived by the principal for purposes of exam exemption.

Any suspension during the senior year makes a senior ineligible for exemption.

A student who is eligible for exemption may opt to take the final exam; the grade earned on the final exam will be used in calculating the student's final grade for the course.

Teachers are responsible for maintaining records to determine student eligibility for exemption.

The principal (consistent with North Carolina General Statute 115C-288) is responsible for the final determination of exam exemption eligibility.

***There are no exceptions to these standards.***

## **Behavioral Policies and Procedures**

### **General Discipline Policy**

All Wake County Public School System and Panther Creek High School rules apply to the regular instructional day as well as extracurricular activities and other events affiliated with the school, including activities off campus and such behaviors that may affect the safe and orderly environment of the school. All WCPSS Code of Student Conduct policy can be found below:

[https://boardpolicyonline.com/bl/?b=wake\\_new&s=208219](https://boardpolicyonline.com/bl/?b=wake_new&s=208219)

### **Student Behavior**

The academic and social expectations for students at Panther Creek are high. Respect for oneself and others as well as respect for instructional time and a healthy learning environment are essential to a successful school. Students are expected to display appropriate behavior at all times--in the classroom, hallways, restrooms, cafeteria, gyms, parking lots, buses, and at all school-sponsored events. Judicially, staff members have authority over students regardless of place. Students are expected to respect this authority.

Disciplinary measures vary based upon the seriousness of the infraction. Teachers and school administrators must adhere to the measures prescribed by the policies of the Wake County Public School System. When a student violates a classroom or school standard, the student may be referred to the proper school administrator, who will make any necessary investigations. If disciplinary measures are necessary, the administrator may assign, but is not limited to lunch detention or out-of-school suspension (OSS). Serious or repeated offenses may result in a recommendation for long-term suspension. Disciplinary measures are progressive in application. When a student is referred to an administrator, several different approaches may be used in an attempt to effect a behavior change. Naturally, the school is concerned with the causes of misbehavior; however, each student must understand that he/she will have to accept the consequences of misbehavior.

### **Alternative Learning Center (ALC)**

Alternative Learning Center (ALC) is a self-contained classroom located in the Media Center. Administrators approve placement in ALC. A licensed staff runs the program and provides character lessons tied-in with behavior.

### **Administrative Lunch Detention (ALD)**

Administrative lunch detention (ALD) is held in Room 2520 and begins immediately following the tardy bell and ends at the conclusion of SMART Lunch. A student assigned to ALD is expected to arrive with sufficient school work or appropriate reading material. A student who fails to report to or cooperate in ALD will be referred to an administrator and assigned appropriate consequences that may include additional dates assigned or out-of-school suspension (OSS). Students assigned to ALD may choose to bring lunch from home or may purchase a bagged lunch prepared by the school cafeteria.

## **Out-of-School Suspension (OSS)**

Students who commit major and serious infractions or who are repeat offenders may face out-of-school suspension (OSS), which is a denial of school attendance and a denial of participation in or attendance at school-sponsored activities. Such suspensions are made by the administration in accordance with policies of the Wake County Public School System.

While on out-of-school suspension, a student may not attend any school function and is not allowed on school grounds. Violators may face additional suspension and/or trespassing charges. A suspended student will not be allowed to participate in or practice any extracurricular activities (athletics, clubs, concerts, field trips, etc.).

## **Long-term Suspension**

Long-term suspension is defined as suspended from school for the remainder of the school term. In the case of firearm or explosive and other serious violations outlined in Wake County Public School System Board Policies, students may be suspended for 365 days.

## **Search and Seizure**

Refer to WCPSS Board Policy 4342

[https://boardpolicyonline.com/bl/?b=wake\\_new&s=208219#&&hs=208228](https://boardpolicyonline.com/bl/?b=wake_new&s=208219#&&hs=208228) .

## **Dress Code**

All information on the WCPSS Dress Code can be found at the link below.

[https://boardpolicyonline.com/bl/?b=wake\\_new&s=208219#&&hs=622447](https://boardpolicyonline.com/bl/?b=wake_new&s=208219#&&hs=622447)

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

## **Electronic Devices and the PCHS electronic device policy**

Refer to WCPSS Board Policy 3225/4312/7320; adherence to this policy is expected.

[https://boardpolicyonline.com/bl/?b=wake\\_new&s=208219#&&hs=194197](https://boardpolicyonline.com/bl/?b=wake_new&s=208219#&&hs=194197)

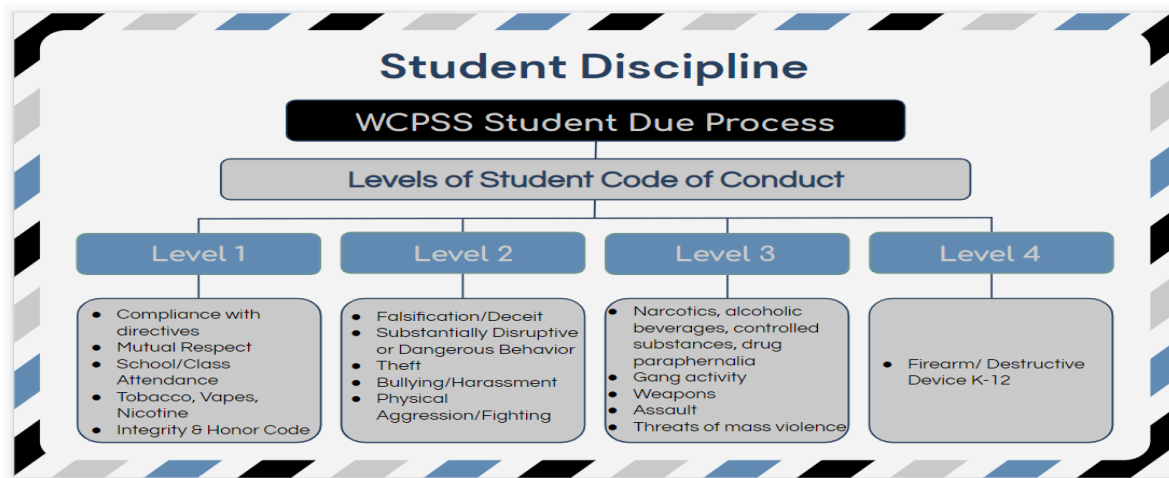
Please read about the 2024-25 PCHS electronic device policy here: <https://docs.google.com/document/d/1gC42Ae4QKCwP4Gv3GeUFpEGxF3sq85mYzHZNOllQIbw/edit?usp=sharing>

School administration expect all students to comply with the electronic policy and parents to help communicate these expectations to their students.

## Possible Consequences for Behavioral Infractions

The *Student Code of Conduct* establishes a common understanding among students, parents, and teachers of what is expected of students at Panther Creek High School. The code of conduct in no way limits the prerogative of the school administration and teachers to establish rules not included therein. In all cases involving discipline, every effort will be made to establish contact with a parent. This document is designed for use in conjunction with the *WCPSS Student/Parent Handbook*. The *Student Code of Conduct* rules are leveled, indicating the severity of violation and type of consequence.

**\*The Student/Parent Handbook does NOT include all WCPSS discipline policies. Additional policies and information may be found online at [www.wcpss.net/handbook](http://www.wcpss.net/handbook) and [https://boardpolicyonline.com/bl/?b=wake\\_new&s=208219](https://boardpolicyonline.com/bl/?b=wake_new&s=208219)**



**Level I-** Level I rule violations generally result in in-school interventions rather than out-of-school suspensions. In some instances, a student may receive an out-of-school suspension of up to two days for a Level I rule violation.

**Level II-** Level II rule violations may warrant a short-term suspension, not to exceed five school days. Principals may recommend a long-term suspension (more than 10 days) based on aggravating factors.

**Level III-** Level III rule violations are more severe in nature and support a recommendation for long-term suspension, even without aggravating factors.

**Level IV-** Level IV rule violations compromise the safety and welfare of students and staff. State law requires the school principal to recommend a 365 calendar-day suspension.

**Level V-** Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is 14 years of age or older and the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines there is no appropriate alternative education program.



## General Student Information

### Cafeteria

- Information regarding eligibility for free/reduced meal will be made available at the beginning of the school year. For assistance, please see the Student Services secretary; students must re-apply for free/reduced price each year.
- Prices for the school year are \$3.25 for full price lunch; \$1.75 for full price breakfast and \$.00 for reduced price lunch or breakfast.
- Students may pick up breakfast and take the food to their Period One Class. Students may bring a lunch from home or purchase a lunch prepared by the cafeteria staff.
- Ninth and tenth grade students may not leave campus during a lunch period for any reason without prior approval by administration through the attendance office. Only students in grades 11 & 12 may apply for an off-campus lunch pass and must have this on their person in order to leave campus during lunch. Violation of this policy may result in OSS.
- Students are required to throw away all of their trash at the end of their lunch period.

### Emergencies/Health Room

The health room is located in Student Services. Any student wishing to receive assistance for an illness or accident is to report to Student Services or the Attendance Office and seek assistance from a staff member. Students too sick to remain in class are too sick to remain at school. For this reason, students are asked to go to the Attendance Office to contact a parent to pick them up when having to check into the health room. Regarding chronic health concerns, a Public Health Nurse, though not on campus daily, is assigned to Panther Creek High School and appointments can be made through your counselor.

### Fines/Fees

Students are expected to clear any fines/fees promptly, including returning books, materials, uniforms, equipment, etc. Failure to clear fines and fees will prohibit a student's eligibility for a parking permit and/or off-campus lunch pass. In addition, students may be ineligible to participate in student activities such as the prom, tryouts for athletic teams, etc.

### Fire Drills

Fire drills are required by law as safety precautions. Thus, at the time of a drill, all students should follow directions and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give his/her students instructions. Exit procedures are posted in each classroom.

### Flowers, Balloons, Gifts, Lunches, etc.

Items such as flowers, balloons, and other gifts create a disruption of the educational process when delivered to school. Thus, these types of items will not be accepted for students by any office or school staff. Students possessing such items may be required to keep them in the office. The school is not responsible for these items. In addition, high school students are expected to bring lunch from home or come to school prepared to eat food from the cafeteria. The office staff will not accept food for delivery to students.

### Fundraising

In accordance with WCPSS Board Policy 6830, all school-sponsored fundraising events must have the prior approval of the administration. In addition, all events of this nature must be supervised by a staff member. For information, consult with the activity or club advisor. Additional questions should be directed to the administrator over fundraising.

## **Hall Passes**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have an official PCHS hall pass from an authorized staff member.

## **Lockers**

Hall lockers and physical education lockers are the possession of the Wake County Board of Education and may be entered at any time by the staff of Panther Creek High School. Students wanting a locker will be issued a lock as well as a locker in the academic areas with the completion of the Locker Agreement Form. Physical education locks and lockers will be issued as needed and are handled by the student's P.E. teacher. Students who fail to return their assigned lock will be charged \$5.00. Students may also be fined for damaged lockers. Properly securing possessions is the responsibility of the individual student. Students are encouraged to leave valuable items at home and limit possession of significant sums of money. While the administration will support students and promote integrity, taking ownership of irresponsible decisions and carelessness cannot be the priority of the school staff.

## **Lunch**

Panther Creek High School offers SMART Lunch, an extended single lunch period. Students have the opportunity to have lunch and participate in an array of activities offered during SMART Lunch. Such activities may include but are not limited to tutorials during the teachers scheduled times (twice a week), opportunities to gain service hours by providing assistance, intramural sports, clubs/organizations offered through PCHS, groups offered through Student Services, departmental offerings such as guest speakers, career speakers/programs, and many more.

- Students may bring lunch from home or purchase lunch from Child Nutrition Services (Cafeteria); lunch should not be delivered by parents or other individuals, including students returning to campus from lunch off-campus. No outside food deliveries will be permitted.
- Students may leave campus with a valid PCHS Lunch Pass (only juniors and seniors are eligible for an off-campus lunch pass); it is the responsibility of the student to have a parent contact the Attendance Office if he/she is not able to return to school after lunch due to an illness. Off Campus Lunch Information can be located here:

<https://www.wcpss.net/domain/7224>

## **Media Center**

Monday - Thursday, 6:55 a.m. - 3:15 p.m., and Friday, 6:55 a.m. - 3:00 p.m.

- **Media Center Expectations**
  - Leave candy, food and drink outside.
  - Use the media center for research projects, reading, and studying.
  - Bring a pass to enter during class time and sign in at the desk.

- **Overdue Fines**

Books: \$.10 per day up to a maximum of \$5.00. Library fines and overdue books are to be cleared before the end of each school year.

- **Computer Use in the Media Center**

Students may print from the computers for \$.10 per page for black and white, and \$.25 per page for color. Students are expected to use their WCPSS email accounts and their WCPSS google accounts. Improper use of the Internet may result in disciplinary action.

- **Copier**

A self-service copier is available in the Media Center for student use at \$.10 per copy.

Additional information can be found at <http://panthercreekmediacenter.weebly.com/>

## **Parking**

All Student Parking information for the 2024-2025 school year will be located here once final decisions are made by WCPSS:

<https://www.wcpss.net/domain/7223>

## **Posters and Displays**

1. The group sponsoring the event and the nature of the group's activities must be clearly stated.
2. Seventy-two hours of prior approval time is required before a sign can be posted.
3. Signs must have the "stamp of approval" in order to remain posted.
4. Signs must be taken down the day after an announced event by the club or group.
5. Only school-related activities may be promoted with postings. Other promotional material must be approved for placement on the community board.
6. Items may be posted in designated areas only (generally key intersections, visible areas vs. random placement).

## **School Functions**

School functions such as dances, concerts, and athletic events are extensions of the school day. All school rules must be followed at all school events that occur after the regular school day. Dances may be scheduled exclusively for PCHS students and their invited guests. Students are required to obtain prior approval for guests. Students and guests will be under the supervision of the school at school-sponsored dances and will be expected to abide by all school rules and regulations. Administration reserves the right to deny participation in school activities for any student who has multiple suspensions. Student rides should be here to pick up students following these events no later than 15 minutes after the conclusion of the event. If students remain on campus longer than 15 minutes following the conclusion of the event more than two times, they will not be allowed to participate in any future afterschool/ hour functions. This includes dances and athletic events.

## **Skateboards/Roller-Skating/Bicycles**

Skateboards and roller skates are not permitted on campus at any time. All bicycles should be parked in the area designated for that purpose. Students are urged to lock their bicycles to the bike rack. Panther Creek is not responsible for stolen and/or damaged bicycles or bicycle locks.

## **Off-Campus lunch pass**

Students in 11th and 12th grades must have their off campus lunch pass available at all times. These are subject to be checked by teachers, administration, and security at all times. Students who are chronically tardy from lunch will be at risk for the school taking their off-campus lunch pass per the school tardy policy.

## **Student Internet/E-mail Opt Out Option**

WCPSS provides students a WCPSS email account, for which PCHS provides all log-in information. Students are expected to use their WCPSS email accounts when communicating with staff. Parents and students should review WCPSS Board Policy 3225 in the *WCPSS Student/Parent Handbook*. Students are subject to disciplinary action for failure to adhere to the policies regarding "Student Acceptable Use of Electronic Resources." As outlined in the policies, "Annually, parents may deny their child's individual access to the Internet and/or prohibit them from obtaining a Wake County Public School System email account at any time by submitting a signed and dated Parental Request to Deny Access Form. PCHS parents should submit such written requests to the principal.

## **Telephones**

- Teachers may make appropriate calls for students who stay after school; however, student use of staff phones in teacher work areas is not permitted. Students may ask to call parents from the phone in the main office.
- Students staying after school may use classroom phones with staff supervision.
- Student calls related to attendance (signing out) must be made from the Attendance Office with permission of the attendance clerk.

## **Telephone Messages**

Personal telephone messages for students will not be accepted nor delivered, except in emergency situations. Callers need to clearly identify to the main office staff any telephone calls related to emergency situations. Ultimately, school personnel must make judgments regarding if/when to interrupt instruction for delivery of messages. To every extent possible, the school will avoid interruptions of classes.

## **Textbooks**

When textbooks are issued to students, they become responsible for returning them in the same condition as when issued, except for normal wear. Charges will be assessed for lost and damaged books. Students may be denied participation in prom or other school-sponsored activities if they have any debt to school.

## **Trespassing**

No student shall be on the campus of any school except the one to which the student is assigned without the knowledge and consent of the officials of that school. Students who remain at the school after the close of the school day or come onto school grounds when school is not in session without permission will be considered trespassers. If the student does not leave when instructed to do so, he/she may be prosecuted. A student under suspension from school is trespassing if he/she speaks on the property of any school or at any school-sponsored activity during the suspension period without the express permission of the principal.

## **Valuables**

Students should not bring valuables, large sums of money, expensive jewelry, etc., to school. Students should not leave money or valuables in a locker. Students are responsible for marking their personal possessions so that lost possessions can be identified. During PE classes all valuables are to be secured with the PE teacher. The school administration cannot be responsible for items lost or irresponsibly managed by students.

## **Visitors**

- All visitors are required to report directly to the main office upon entering the school building. Furthermore, they will be required to register as a visitor in the main office and wear a visitor badge (provided by the school) during their entire time on our campus.
- Students from other Wake County schools, as well as out-of-town guests, are not permitted to come on the Panther Creek High School campus during regular school hours without the prior approval of the principal.
- Students are not allowed to have visitors on campus.

## **Athletics**

PCHS is a member of the Tri-8 4A Athletic Conference and the NC High School Athletic Association. Students are encouraged to participate and/or support the athletics program. Team coaches and the athletic director are available to advise and assist students. You can find more information about Panther Creek athletics here: <https://panthercreekathleticzone.com/>

### **Wake County High School Athletic Participation Form– Dragonfly**

The Dragonfly form must be completed and filed with the school’s athletic trainer prior to a student’s participation in any practice sessions and/or athletic contests. A current physical/medical examination is one of the components to be reported on this form. Please note that physicals/medical examinations are valid for 365 days. These forms are available online at <https://panthercreekathleticzone.com/2023/06/08/athlete-registration-2023-24-dragonfly/>.

### **Attendance on the Day of an Athletic Event**

A student must be in attendance at school for the entire day on the day of any athletic game or practice activity in which he/she is to participate. Any exemptions with regard to this rule require administrative approval and most likely will require a doctor’s note.

### **Team Roster**

Once an athlete has been placed on a team’s roster, he/she may not withdraw from that roster and try out for another team until the original team’s sport season has ended. For example, a member of the football team may not try out for basketball until the football season has ended. Dual participation will be determined on an individual basis. An example of dual participation would be playing soccer while kicking for the football team.

### **Out-of-School Suspension (OSS)**

A student assigned to OSS cannot participate in a practice or athletic contest scheduled for the day(s) of the OSS assignment.

### **Sportsmanship**

Panther Creek High School values good sportsmanship. The athletic director and the school administration expect coaches to model and emphasize positive behavior on and off the playing field or court. Regardless of a student’s participation—as an athlete or a spectator—each individual student is responsible for demonstrating the highest level of respect for competitors, for fans of our opponents, and for self and all fellow Catamounts. In no form or fashion will poor sportsmanship be allowed. Routinely, a student who demonstrates poor sportsmanship will be corrected with appropriate measures, including but not limited to removal from a game, an event, denial of participation in future games, and possible suspension from a team or from school. Annually, it is Panther Creek’s goal to be recognized by the North Carolina High School Athletic Association as a school with NO ejections for the school year.

Body paint is prohibited at all NCHSAA sanctioned athletic events. As a part of our belief in positive school spirit and sportsmanship, as well as our desire for a safe and orderly environment at events, body paint (including face paint) is prohibited at all Panther Creek athletic and school events. Spectators with body/face paint will be given the opportunity to remove paint before entering an event, or they will be denied admission and asked to leave the premises of the event.

It always is the expectation at Panther Creek that our students and supporters cheer for our student-athletes, not against the student-athletes from other schools. Good sportsmanship is an integral part of having a successful athletics program.

Students who attend athletic or extracurricular events should have their rides pick them up no later than 15 minutes after the game/event ends. If students are waiting for longer than 15 minutes for their ride on more than two occasions, they will not be allowed back to extracurricular events (dances included).

## Student Services

Student Services seeks to provide a continuum of support services that positively impact the personal, academic, and career development of the students within the school, family and community. Counselors provide individual counseling, group guidance, small-group counseling, consultation with teachers and parents, and referral(s) to community agencies to meet the needs of all students. During the school year, Student Services will offer various programs for parents and students. Dates and times for these programs will be posted on the Panther Creek website and announced at school. Students are assigned a counselor based on the first letter of their last name.

Students who wish to see a counselor should stop by Student Services before school, after school and during lunch to set an appointment. Counselors will contact students as soon as possible.

All Student Services Information Can be located here:

<https://www.wcpss.net/domain/11466>

### Panther Creek High School Administrator & Counselor Assignments 2024 - 2025



Dr. Gregory Decker, Principal

([gdecker@wcpss.net](mailto:gdecker@wcpss.net))

<u>Administrator</u>	<u>Students (Last Name)</u>	<u>Counselor</u>
Ms. Monica Click ( <a href="mailto:msclick@wcpss.net">msclick@wcpss.net</a> )	9th Grade A - He	Vacant A - Ma (email Mrs. Telfair with questions)
Ms. Jeorgine Trevithick ( <a href="mailto:jtrevithick@wcpss.net">jtrevithick@wcpss.net</a> )	9th Grade Hi - Pa	
Mr. Joseph Biggs ( <a href="mailto:jbiggs@wcpss.net">jbiggs@wcpss.net</a> )	9th Grade Pe - Z	Mr. Michael Smith Mb - Z ( <a href="mailto:msmith21@wcpss.net">msmith21@wcpss.net</a> )
Ms. Casey Otten ( <a href="mailto:cotten2@wcpss.net">cotten2@wcpss.net</a> )	10th - 12th A - F	Mr. Mario Jones ( <a href="mailto:mjones13@wcpss.net">mjones13@wcpss.net</a> )
Mr. Dion Mapp ( <a href="mailto:amapp@wcpss.net">amapp@wcpss.net</a> )	10th - 12th G - L	Ms. Akanksha Jain ( <a href="mailto:ajain@wcpss.net">ajain@wcpss.net</a> )
Mr. Grey Mangum ( <a href="mailto:tmangum2@wcpss.net">tmangum2@wcpss.net</a> )	10th - 12th M - Ri	Mrs. Ashley Mathes ( <a href="mailto:amathes@wcpss.net">amathes@wcpss.net</a> )
Ms. Crystal Locus ( <a href="mailto:clocus@wcpss.net">clocus@wcpss.net</a> )	10th - 12th Ro - Z	Ms. Angela Spangler ( <a href="mailto:aspangler@wcpss.net">aspangler@wcpss.net</a> )
Dean of Students		Ms. Shernita Telfair ( <a href="mailto:stelfair@wcpss.net">stelfair@wcpss.net</a> )
Student Assistance Program Counselor		Ms. Jasmine Iverson ( <a href="mailto:jiverson@wcpss.net">jiverson@wcpss.net</a> )