



STUDENT HANDBOOK

2024-2025

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WHERE STUDENTS LEARN, PROFESSIONALS GROW, AND COMMUNITIES PARTNER

Welcome Heritage Huskies!

Administration is very excited for the upcoming school year at Heritage High School. As a Heritage High School student, you have the chance to continue to set the bar high, to expect great things of your school and of yourself. HHS operates on four pillars of expectation: **Respect, Integrity, Self-Discipline** and **Kindness**. We expect and will support you moving towards being a shining example of each of these attributes, and our decorum plan is designed accordingly. We seek to provide all of you with a world-class education through interactive lessons, high expectations and real-world connections. It is going to be a great year!

Jo Ellen Newhouse, Principal, Heritage High School

SCHOOL CONTACT INFORMATION

Main Office: 919-570-5600

SCHOOL ADMINISTRATION

[Jo Ellen Newhouse, Principal](#)

[Levi Beckwith, Assistant Principal](#)

[Eric Betheil, Assistant Principal](#)

[Beth Daniels, Assistant Principal of Instruction](#)

[Erica Davis, Assistant Principal](#)

[Mitzie Ortiz, Assistant Principal](#)

STUDENT SERVICES TEAM

[Lauren Weaver, Dean](#)

[Dawn Knode, School Nurse](#)

[Anna McNamee, School Psychologist](#)

[Yvonne Corcho, SAP Coordinator](#)

[Brandy Lyons, 10th-12th Grade Counselor,](#)

[Colleen Santos, 10th-12th Grade Counselor](#)

[Toria Greene, 10th-12th Grade Counselor,](#)

[Therese Tate, 9th Grade Counselor, A-Z](#)

[Susan Waldrum, Financial Aid Counselor](#)

INTERVENTION TEAM

[Sharon Yosef, Intervention Coordinator](#)

SCHOOL ATHLETICS

[Scott Sloan, Athletic Director](#)

ACADEMIC DEPARTMENTS

HERITAGE HIGH SCHOOL GRADUATES

Our staff provides a world-class education, leading our students to these outcomes upon graduation:



Core Competencies in: English, World Languages, Mathematics, economics, Science, Geography through academic rigor and support aligned with standard course of study and best practice



Exposure to 21st Century Themes in: Global Awareness, Financial, Economic, Business, and Entrepreneurial Literacy, Civic Literacy, and Health Literacy through staff commitment to after-high school applications of content, elective offerings, opportunities to demonstrate skills sets through class work, clubs and organizations, and involvement of the business community



Learning and Innovation Skills in Creativity and Innovation, Critical Thinking and Problem Solving, Communication and Collaboration through oral presentations in course work, intentional group projects, differentiated instruction, student-peer teaching, partnerships with business community



Information, Media, and Technology Skills in Information Literacy, Media Literacy, Information, Communications, and Technology Literacy through technology strands in all coursework, commitment of staff to grow in use of new technologies and partnerships with business community

STUDENT CODE OF CONDUCT

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. The Code of Student are contained in the [WCPSS Student/Parent Handbook](#), which is distributed to all students at the beginning of each school year or upon enrollment in the school. If there is a conflict between the rules expressed in *this* handbook and the Code of Student Conduct, the WCPSS Code of Student Conduct policies shall take precedence.

Todas las políticas del Código de Conducta Estudiantil se encuentran en [el manual de WCPSS de Estudiantes/Padres](#), el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

All students shall comply with the Code of Student Conduct. Serious violations of this code may result in a long-term suspension (LTS) or expulsion.

A school climate conducive to serious study and respect is essential. Each school principal has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior. School administrators may use reasonable force if it is necessary to control behavior or remove a person from the scene when enforcing/ implementing the following:

- ◆ To quell a disturbance
- ◆ To obtain weapons on/or within the control of students
- ◆ For self-defense
- ◆ For the protection of persons or property
- ◆ To maintain order on school property or in the classroom
- ◆ To maintain order at school related event

IT IS THE RESPONSIBILITY OF THE STUDENT AND PARENT TO BE FAMILIAR WITH ALL AREAS OF THE STUDENT CODE OF CONDUCT. THE HHS STUDENT-PARENT HANDBOOK IS A SUMMARY. THE [WCPSS CODE OF STUDENT CONDUCT CAN BE FOUND ON THE WCPSS WEBSITE.](#)

PILLARS OF STUDENT EXPECTATIONS FOR HERITAGE CITIZENSHIP

THE HERITAGE STUDENT SHOWS:

- ◆ **Respect** - high regard for authority, for other people, for self, for property, and for country. Understanding that all people have dignity as human beings.
- ◆ **Integrity** - the strength to be truthful, trustworthy, and honest in all things. Acting justly and honorably.
- ◆ **Self-Discipline** - hard work and commitment to purpose. Regulating oneself for improvement and refraining from inappropriate behaviors. Being in proper control of one's words, actions, impulses, and desires.
- ◆ **Kindness** - considerate, courteous, helpful, and understanding of others. Showing care, compassion, friendship, and generosity. Treating others as one would like to be treated.

Everyone has moments where we don't live up to these standards. One of our jobs as educators is to help students move towards these ideals and explain the RISKS of moving away from them.

HERITAGE HIGH SCHOOL STAFF COMMITS TO:

- ◆ Communicating pride in students who demonstrate these pillars
- ◆ Communicating with students how traits are necessary beyond high school
- ◆ Modeling these behaviors to students
- ◆ Recognizing outstanding examples of reaching these standards publicly through school-wide recognition
- ◆ Correcting students whose behavior puts their adherence to these standards at RISK
- ◆ Communicating with parents when student's behavior puts them at RISK
- ◆ Placing additional consequences in place to help students align to these standards when appropriate.

CONSEQUENCES

Below are the types of administrative consequences we may employ in conjunction with teacher-directed methodologies:

Types of Consequences	Description
Loss of Privileges	Includes, but not limited to: lunch privileges, bus riding, driving privileges, extra-curricular participation (teams, clubs, dances), restriction (computer use, use of Media Center), and other appropriate consequence given by administration
Lunch Detention	Student stays in lunch-detention room for a half hour or full hour. Multiple days may be assigned.
Removal from Class	Teacher sends student to another supervised classroom or to an administrator's office
In-School Suspension	Student will be in the ISS room for a time ranging from 1 period to 3 days.
Out-of-School Suspension	Student is suspended from school campus between 1 and 10 days. Student may not participate in extra-curriculars on days suspended and may have additional consequences from supervisors of extra-curriculars. All work may be made up according to written policy.
Alternative Learning Center (ALC)	Student can be placed in an alternative setting for up to 45 days.
Recommendation for Long-Term/365-Day Suspension	Student is suspended for 10 days with a recommendation for long-term or 365-day suspension to the superintendent.

PROBLEM BEHAVIORS

The following is a (non-exhaustive) list of the types of behaviors which will result in additional consequences from an administrator. To gain a better understanding of the Student Code of Conduct along with possible consequences for behaviors please refer to the WCPSS Code of Student Conduct found using the links. ([English](#)) ([Spanish](#)) Asterisked policies have further Board of Education definitions.

Student Behavior
Assault*
Bus Misbehavior (excluding major incidents)
Cheating/Plagiarism
Class Disruption
Communicating Threats
Disrespectful Actions Towards Staff (eye rolling, tongue clicking, sarcasm, etc.)
Dress Code Violations*
Failure to Respond to Reasonable Request
Failure to Give Up Electronic Device
Failure to Identify Self to Any School Employee
Fighting (Verbal)
Fighting (Physical)*
Gang Policy Violation*
Graffiti/Damage to Property
Harassment/Bullying
Harassment/Bullying
Inappropriate Literature
Inappropriate Sexual Contact on Campus
Inappropriate Tone or Volume of Voice Towards Adult
Leaving Campus Outside of Set Procedures
Possession of a Weapon

Possession/Under Influence of Drugs/Alcohol*
Profanity
Profanity Towards Staff
Reckless Driving
Sexual Harassment*
Skipping Class
Tardy
Theft*
Tobacco/Electronic Cigarettes/Vape Devices
Trespassing on Other School Campus
Unauthorized Area

The following are abbreviated definitions of select behaviors from the Wake County Public Schools Board of Education. For additional information, see county policies provided to all parents and students.

INAPPROPRIATE DRESS

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

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

Specifically:

- ◆ Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.
- ◆ Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
- ◆ Clothing must cover undergarments (waistbands and straps excluded).
- ◆ Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric.

◆ Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.

◆ Specialized courses may require specialized attire, such as sports uniforms or safety gear.

**The principal or principal's designee may require a student to change his or her dress or appearance if inappropriate.*

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature

GANG AND GANG-RELATED ACTIVITIES

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

◆ Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;

◆ Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;

◆ Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;

◆ Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;

◆ Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;

◆ Soliciting others for gang membership;

◆ Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

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

FIGHTING/PHYSICAL AGGRESSION

Fighting/assaults is prohibited. A student who is attacked may use reasonable force to free himself to notify school personnel. A student who exceeds this may be disciplined even though someone else started the fight.

WEAPONS/DANGEROUS INSTRUMENTS

No student, pre-kindergarten-12, shall possess, handle, or transmit any weapon, facsimile of a weapon, dangerous instruments, substances or other object that can reasonably be considered or used as a weapon or dangerous instrument. This does not apply to any student who finds a weapon or dangerous instrument on school property or receives it from another person on school property and who immediately reports the weapon or dangerous instrument to school or law enforcement authorities.

For the purpose of the Code of Student Conduct the following definitions apply:

- (1) **Weapon:** any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades (except cartridge razors used solely for personal shaving), boxcutter and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.
- (2) **Dangerous Instruments/Substances:** Any object or substance that is possessed, handled, transmitted, or used for the purpose of causing or attempting to cause physical injury.
- (3) **Facsimile of a Weapon:** any copy of a weapon that could reasonably be perceived to be a real weapon.
- (4) **Firearm:** any gun, rifle, shotgun, pistol, starter pistol, firearm silencer, or part thereof, or any powerful explosive, including dynamite, nitroglycerin, trinitrotoluene, blasting cap, or any firearm or destructive device defined by 18 U.S.C. § 921 or G.S. 14-269.2 (b) and (g).

NARCOTICS, ALCOHOL, CHEMICALS, DRUG PARAPHERNALIA

No student shall possess, use, distribute, sell, conspire to sell or distribute or be under the influence of narcotics, drugs, amphetamines, barbiturates, marijuana, steroids, alcohol, or chemicals which could be used to alter a student's mood or behavior. This includes drug paraphernalia (papers, pipes, etc.) and counterfeit drugs.

TOBACCO/ELECTRONIC CIGARETTES/VAPING DEVICES

No student shall possess, display, or use any tobacco product or vaping device. This applies even when the student is on school system property or at any school-sponsored activity as a visitor or spectator. Electronic cigarettes and vaping devices will be treated as tobacco products.

WCPSS policy on student conduct may change without notice. Updated policy information can be found on the county website. www.wcpss.net

STUDENT AND PARENT INFORMATION BY TOPIC

ACADEMIC HONORS

Students are recognized for academic achievement through avenues including: induction into various honor societies, recognition during annual school awards ceremony, recognition during senior class night. WCPSS Board has approved the use of the Latin Honors System for graduating seniors. At the end of the first semester,

1. Seniors with a 3.75 - 3.99 weighted grade point average shall receive the distinction of cum laude
2. Seniors with a 4.0 - 4.249 weighted grade point average shall receive the distinction of magna cum laude
3. Seniors with a 4.25 or higher weighted grade point average shall receive the distinction of summa cum laude

ATHLETIC ELIGIBILITY REQUIREMENTS

Students interested in participating in high school athletics in the 2022-23 school year should familiarize themselves with the following general regulations, academic and attendance requirements, and athletic policies. Listed below are the sports offered.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football - V/JV	Basketball - V/JV	Soccer - girls - V/JV
Soccer - boys - V/JV	Wrestling	Softball - V/JV
Volleyball - V/JV	Gymnastics	Baseball - V/JV
Cross Country	Swimming	Tennis - boys
Tennis - girls	Cheerleading - V/JV	Golf - boys
Cheerleading - V/JV	Indoor Track	Track
Golf - girls		Lacrosse - V/JV
		Stunt

* Unless noted, sport is offered for both boys and girls.

** V - Varsity

JV - Junior Varsity

NCHSAA First Practice Dates – Announcement will be made informing students of tryouts for each sport.

Eligibility Requirements

To be eligible for tryouts, practice, or participation in interscholastic athletic contests, a player must meet all North Carolina High School Athletic Association (NCHSAA) and Wake County Public School System (WCPSS) eligibility requirements and policies:

Age: Must not participate if he/she becomes 19 years of age on or before August 31st.

Attendance: Must follow NCHSAA rules, which have an 85% attendance requirement (13 days) for the previous semester and includes all absences. WCPSS requires the athlete to be present the entire day in order to participate in activities or practices.

Academics:

A student, upon first entering grade nine (9), is academically eligible for competition on high school teams. All requirements must be met the first semester (fall) in order for this student to be eligible for athletic participation the second semester (spring).

◆ Must meet promotion requirements at their school to be eligible for the fall semester.

◆ Must earn passing grades in five subjects, or three for block schedule schools, or six for schools on an A/B form of scheduling, during each semester in order to be eligible for participation during the succeeding semester.

- ◆ WCPSS also requires a cumulative overall grade point average of 1.5 or above.

Enrollment

- ◆ Must participate at the school to which he or she is assigned by the local board of education based on the residence of the parent or legal custodian within the administrative unit. The athlete must live with the parents or legal custodian. According to WCPSS Board Policy 6201 a “legal custodian” is a person or agency awarded legal custody of a child by a court of law.
- ◆ Must be a properly enrolled student in a member school of the WCPSS district, must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at that school.

Medical Examination

- ◆ Must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician’s assistant.
- ◆ Must be released by a licensed physician if absent from athletic practice for five or more days due to illness or injury.

Other NCHSAA Requirements

- ◆ Must not participate at the high school level for a period lasting longer than eight consecutive semesters beginning with the student’s first entry into grade nine or participation on a high school team.
- ◆ Must not participate at the high school level for more than four seasons in that sport (one season per year).
- ◆ Must not be convicted of a felony in this or any other state, or adjudicated as a delinquent for an offense that would be a felony if committed by an adult in this or any other state.
- ◆ May not play, sit on the bench, or practice if ineligible.
- ◆ To maintain amateur status, the athlete must not accept money or awards having utilitarian value (golf balls, clubs, tennis rackets and balls).
- ◆ Must not have signed a professional contract, played on a junior college team or be enrolled and attending class in college.

Other WCPSS Policy

- ◆ May not participate in practice or play if assigned to In-School Suspension (ISS) or Out-of-school Suspension (OSS).
- ◆ May not participate at a second school in WCPSS in the same sport season.

ATTENDANCE PROCEDURES

Regular attendance is critical to students’ success. Please refer to the daily [BELL SCHEDULE](#) for specific times. Attendance information is shared with parents and students. Each evening School Messenger, an automated telephone system, phones home to report classroom absences – excused and unexcused.

Excused absences* are defined by the WCPSS as:

- ◆ Illness
- ◆ Quarantine by State Board of Health
- ◆ Death in the immediate family
- ◆ Confirmed medical or dental appointments
- ◆ Court, when a student is under subpoena
- ◆ Religious observance
- ◆ Educational opportunities (Educational Leave Form must be submitted to the attendance office to be approved by an administrator three days prior to the leave). The form can be picked up in the attendance office.

Unexcused absences:

Other absences such as **oversleeping, heavy traffic, car trouble, absent from class without permission**, etc. are unexcused.

***Notes:**

For an absence to be excused, a note needs to be taken to the Attendance Office that includes the following: student's name (first and last)

- ◆ date(s) absent
- ◆ reason for absence
- ◆ parent/guardian signature
- ◆ home and work phone of parents for confirmation.

Notes must be brought to the Attendance Office within two (2) days of the absence and presented to the Attendance Technician BEFORE THE START OF FIRST PERIOD.

Absences not documented within two (2) days are considered unexcused. Notes sent via email should be from the parent email address on file with the school in Power School.

Check In:

Prior to 7:35 AM a student should proceed to a tardy station to receive a pass to enter class. After 7:35 AM a student must sign in at the Attendance Office. (Excused with note or Unexcused without note).

Check Out – With Note:

A student who needs to leave school before the end of school (doctor/ dentist/ court note must be on letterhead) should present a note to the Attendance Technician before the start of first period indicating the following: student name, date/time of absence/appointment, reason for leaving, parent/guardian signature, home/work telephone of parent/guardian.

Check Out – Without Note:

If a student needs to check out early and does not have a note, a parent or guardian must go to the Attendance Office and check the student out. Phone calls, faxes, and emails will not be accepted. NO student may be checked out after 2:00 at the end of school. Students who leave campus without following proper sign-out procedures will receive a permanent unexcused absence in classes missed, and they will be considered skipping. Skipping will warrant disciplinary consequences.

If a student drives to school and does not follow procedures to check out, his/her parking privileges may be taken away.

Make-up work following absences- *The student* is responsible for securing make-up work at the secondary level.

When a student is absent from a class, the student must contact the teacher to inquire about the lesson(s) missed and the work that was assigned during the student's absence. Assignments submitted after the make-up window are subject to the late work policy. If a student is absent on the day of a test or quiz, the student should be prepared to take the test or quiz on the day the student returns to school.

Classwork is not eligible for make-up work extensions if the student was present for the class.

Tardy Policy- Students who are late to class **MUST** obtain a tardy note from a teacher located at the “sweeper stations” in the hall. Consequences for being tardy are listed below.

Tardy 1-4 – Warning

Tardy 5 – 40 minute lunch detention

Tardy 10 –2 days 40 minute lunch detention

Tardy 15 – 1 day of ISS

Tardy 20 – 5 days of ALC

***Administration reserves the right to be creative with tardy consequences, that could include lunch/parking privileges and entry into school related functions.**

CLUBS

Students are encouraged to participate in clubs. They make the school feel smaller, your connection to it stronger and your ability to give back to the community more pronounced. Most clubs meet on Pack Days as well as before or after school. Club information is posted on the school website and on the bulletin board located outside of Student Services. If a student is interested in starting a new club at Heritage High School, please see Student Government for an application.

COLLABORATION SPACES

On the 500, 1500, and 2500 halls, collaboration spaces have been installed for instructional purposes. These areas may be used before school by students. **NO FOOD or DRINKS** are allowed in this area. To use these areas during the school day and after school, a supervising adult must sign out the area just as they would a computer lab. Students are not permitted to use these spaces during Lunch or Husky Help.

DELIVERIES

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. Only students with Lunch Passes may leave campus for lunch. Students with Lunch Passes will have their Lunch Pass privilege revoked if they bring food back to school. Students are not permitted to leave the area in which they are scheduled to meet food delivery drivers.

DISMISSAL/AFTER SCHOOL ACTIVITIES

Students will be dismissed at the 2:18 bell. Students are to leave the building and go immediately to their transportation unless with a supervising staff member. All students should be out of the school by 2:30 unless with a supervising staff member or waiting in the designated area for a bus.

DO NOT ADMIT LIST for EXTRA-CURRICULAR ACTIVITIES/EVENTS

Participation in extra-curricular activities/events can be limited based on **academics, behavior, or financial debts** owed to school. Administrators, the bookkeeper and media specialists will regularly alert students to their inclusion on this list and e-mail impacted coaches, sponsors and ticket-takers. Appearance on this list may lead to revocation of **driving permits, dances, and athletic participation** to name a few.

EXAM EXEMPTIONS

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 absences in the course.
- Students cannot be exempt from state testing including field testing.
- **Absences will all count equally when considering eligibility for exam exemptions. Absences may be excused or unexcused. College visits and other educational absences will count as part of the 10 days.**

FIRE DRILLS

Monthly 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 specific to locations. Exit procedures are posted in each classroom and students should remain with their teacher throughout drills and in the event of a real emergency.

FUNDRAISING

In accordance with Board Policy, 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 school bookkeeper.

GRADING

In the Wake County Public School System, we are 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 and relevant for instructional purposes.

The information below shares specific information about grading at our school. For more information on these practices, please contact: Dr. Beth Daniels, API

Homework

- Heritage High School aligns with WCPSS Board of Education grading policies.
- Students are expected to complete homework for each class on-time.
- Late homework is accepted for partial credit (maximum grade of 60%) up until the quarter interval due date.
- Graded homework will be counted and weighted in the overall grade, consistent across the content PLC. Specific information about homework weight is communicated in the course syllabus.
- At least 3 graded assignments are required if Homework is weighted 15%.
- Homework should not exceed fifteen percent (15%) of a student's academic grade for a marking period.
- Teachers in each content area PLC will record a consistent number of grades with a variance not to exceed 5 in the Homework category.

Classwork

- Heritage High School aligns with WCPSS Board of Education grading policies.
- Students are expected to complete classwork during the class period.
- Late classwork is not accepted if the student was present in class.
- Grades are assigned by the teacher for work completed/submitted, not for behaviors (signed paperwork, effort, passes, etc.).
- No grade lower than 50% assigned for final quarter one or final quarter three grades if the student earns a 70 the following quarter.
- At least 3 graded assignments are required if Classwork is weighted 15% or higher.
- Graded classwork will be counted and weighted in the overall grade, consistent across the content PLC.

Specific information about classwork weight is communicated in the course syllabus.

- Teachers in each content area PLC will record a consistent number of grades with a variance not to exceed 5 in the Classwork category.

Assignments Requiring Group Work:

- Include rubrics that evaluate each individual within the framework of Group Projects
- Consist of purposeful grouping assigned by the teacher
- Group Project grades do not determine an individual's final grade on a group project.
- Graded aspects of the group work will be completed in class or through monitored technology so it can be monitored and measured.
- Teachers will be conscientious of student transportation, technology access, etc. when assigning Group Projects.
- While student evaluation is helpful, the teacher assigns the grade for group work and Group Projects.
- Teachers in each content area PLC will record a consistent number of grades with a variance not to exceed 2 in major categories, including Projects; not to exceed 5 in minor categories such as classwork.

Quizzes and Tests

- **Tests:** The content PLC will determine the procedure to retake any test. This may include, but not limited to, completion of all unit homework assignments, test corrections and attending teacher remediation outside of Husky Help. This information will be included in each teacher's syllabus. Retakes may take a different form than the initial test. If a student is absent on the retest day, the absence must be excused and they must take the test the day they return. A maximum score of 70% may be earned on a test retake.
- **Quizzes:** When students score a cumulative test grade higher than the quizzes which covered the same material, the PLC can decide to substitute the test grade for that quiz grade (s). PLCs can determine that an original test may replace a quiz grade; retest scores cannot replace quiz grades.
- Graded quizzes and tests will be counted and weighted in the overall grade, consistent across the content PLC. Specific information about quiz and test weight is communicated in the course syllabus.
- Teachers in each content area PLC will record a consistent number of grades with a variance not to exceed 2 in major categories, including tests; not to exceed 5 in minor categories such as quizzes.

Missed Work

- Teachers in each content area PLC will accept missed/overdue work throughout the designated intervals each quarter. A maximum grade of a 60% can be earned for late work. Each content area PLC will determine point deduction for longer assignments.
- 2024-2025 Quarter Interval Deadlines for make-up work: Quarter 1: 9/13, 10/4, 10/25; Quarter 2: 11/22, 12/13, 1/10; Quarter 3: 2/7, 2/28, 3/21 Quarter 4: 4/25; 5/16; 6/6
- Missed work due to an excused absence will follow the make up work policy: If the make-up work was not assigned in advance of the absence, the student will have 1 day for each day absent to complete and submit the assignment (for excused absences of 1-3 days). For excused absences exceeding 3 days, the student may have 2 days for each day absent to make up the work. Special considerations will be given in the case of extended absences due to injury or chronic illness. Students who have exhausted their days for excused absences may submit completed make-up work throughout the designated intervals each quarter. A maximum grade of a 60% can be earned for late work. Each content area PLC will determine point deduction for longer assignments.

- Work that is missed due to unexcused absence is subject to our late work policy. The late work policy also applies to students who were present, but did not turn in work on the due date.
- Late classwork is not accepted if the student was present in class.

Prevention-Intervention Plan

- Heritage High School offers Husky Help, a built-in 25 minute remediation time for each period once per week. Intervention will take place within the classroom during the additional time allotted with students who are not in need of intervention being provided work to extend them within the content area.
- Teachers hold office hours after school for student support at least 1 hour per week.
- A study buddy table at lunch on Tuesday through Thursday for students to get help on assignments.
- ALC is utilized for remediation and academic support.
- Bi-weekly, the Intervention Coordinator runs a grade report to identify students in need of targeted support.
- Peer Tutors are utilized to support students in need.
- We hold weekly advisory lessons and check-ins regarding academic progress. Specialized advisories are assigned for students off-cohort for more personalized support.
- Mentoring Programs, including staff members, students, and community members, are provided to identified students in need.
- Husky Academy, specifically for first-time 9th graders, has been designed to wrap support around our students. We provide structured services in a dedicated area of the building, with support available from dedicated Husky Academy teachers, a dedicated freshman counselor, our Intervention Coordinator, and an Assistant Principal.

Extra Credit

- Heritage High School does not offer extra credit. Grades earned are a reflection of mastery of the content with numerous opportunities for improvement and remediation.

HUSKY HONOR CODE

Our ultimate goal as educators is to prepare students to be active and productive citizens after they graduate high school. School is a sort of training ground for the “real world”. Here we can help them to develop (or sharpen) characteristics that will serve them well after they graduate. At Heritage High School, the acronym R.I.S.K. is a symbol of the characteristics that we hope our students will embody, Respect, Integrity, Self-Discipline and Kindness. The Husky Honor Code focuses on the “I” in R.I.S.K. In the academic sense, Integrity means being honest in the completion and submission of assignments. Being a person of integrity impacts those around us. In our Husky community, we encourage our students to be honorable and to report dishonorable behavior since it can weaken our school community.

Any suspected occurrences of plagiarism, fraud, academic dishonesty or cheating will be referred to the Heritage Honor Court. Students who violate the Husky Honor Code will be subject to consequences outlined in the Honor Code.

Violations of the Husky Honor Code include:

- Utilizing AI tools and claiming the finished product as your own without proper documentation.
- Copying an assignment from another student, internet, or other source
- Prior knowledge of assessments or assignments without the teacher’s knowledge
- Plagiarism, which is using another’s work or ideas as your own, whether knowingly or unknowingly
- Forgery, which is completing someone else’s work as if it were them
- Sharing your work without your teacher’s permission, either on paper or digitally, and making it available for another student to plagiarize
- Providing or accepting unauthorized assistance during an assessment
- Allowing another person to complete an assignment, including the use of commercially available essays or paying another party to complete the work

The Heritage Honor Court is comprised of an Assistant Principal, the Dean of Students and three teachers/staff members and exists to review Honor Code violations. Use of the Honor Court helps to ensure that consequences for violations are consistent throughout the school.

Consequences for violation of the Honor Code

First Offense

- The violation is referred to the Assistant Principal on the Honor Court through the formal referral process.
- The student receives a zero on the graded assignment. Student is given a replacement assignment and the two grades are averaged.
- The student’s parents/guardians, teacher and administrator are notified of the violation.
- If the student is in an honor society, he or she is put on probation for a period of time depending on the honor society’s membership rules.
- A single honor code violation in the previous two semesters keeps the student from being admitted to an honor society.
- If the student is serving as a representative on the Student Government Association, as a class officer or as a member of Student Government Association, he or she will be placed on probation and will not be able to take a leadership role in the next student activity.

Second Offense

- The violation is referred to the Assistant Principal on the Honor Court through the formal referral process. The Assistant Principal will convene a meeting with the Honor Court within seven school days to review the referral.
- The student receives a zero on the graded assignment. No replacement assignment is assigned.
- The student's parents/guardian, teachers, coaches, sponsors, administrator, and counselor are notified of the violation.
- The student is suspended from all extra-curricular and co-curricular activities (Monday through Sunday) following the week that the Honor Council meets to document the referral. The student is expected to continue to attend practices or rehearsals.
- The student is required to complete an Academic Integrity activity.
- The student is automatically dismissed from any honor society.
- The student may not apply to become a member of an honor society for two semesters after the infraction.
- If the student is serving as a representative on Student Government, as class officer or as a member of Student Government Association, he or she is removed from that position and the student may not run for Student Advisory Council, Student Government Association or class office in subsequent elections.

Third Offense

- The violation is referred to the Assistant Principal on the Honor Court through the formal referral process. The Assistant Principal will convene a meeting with the Honor Court within seven school days to review the referral.
- The student receives a zero on the graded assignment. No replacement assignment will be assigned.
- The student's parents/guardian, teachers, coaches, sponsors, administrator, and counselor are notified of the violation.
- The student is suspended from all extra-curricular and co-curricular activities (Monday through Sunday) for the week that the Honor Council meets to document the referral. The student is expected to continue to attend practices or rehearsals.
- The student is required to complete an Academic Integrity activity.
- The student is automatically dismissed from any honor society.
- The student may not apply to become a member of an honor society.
- If the student is serving as a representative on Student Government, as class officer or as a member of Student Government Association, he or she is removed from that position and the student may not run for Student Advisory Council, Student Government Association, or class office in subsequent elections.

Fourth Offense

- The violation is referred to the Honor Council through the formal referral process.
- The formal referral from the staff is kept on file with the Honor Council chair.
- The student receives a zero on the graded assignment. No replacement assignment will be assigned.
- The student's parents/guardian, teachers, coaches, sponsors, administrator, and counselor are notified of the violation.
- The student is suspended from all extra-curricular and co-curricular activities for 30 calendar days starting with the Monday following the week that the Honor Council meets to document the referral. The student is expected to continue to attend practices or rehearsals.
- The student is required to complete an Academic Integrity activity.

- The student is automatically dismissed from any honor society.
- The student may not apply to become a member of an honor society.
- If the student is serving as a representative on Student Government, as class officer or as a member of Student Government Association, he or she is removed from that position and the student may not run for Student Advisory Council, Student Government Association, or class office in subsequent elections.
- All Subsequent Offenses
- The violation is referred to the Honor Council through the formal referral process.
- The formal referral from the staff is kept on file with the Honor Council chair.
- The student receives a zero on the graded assignment. No replacement assignment will be assigned
- The student's parents/guardian, teachers, coaches, sponsors, administrator, and counselor are notified of the violation.
- The student is suspended from all extra-curricular and co-curricular activities for the remainder of the academic year starting the Monday following the week that the Honor Council meets to document the referral. The student will no longer be allowed to attend practices or rehearsals.

Academic Honesty Videos

<https://www.youtube.com/watch?v=VwWR-6qNi-U>

<https://www.youtube.com/watch?v=roqW2XDGeZE>

https://www.youtube.com/watch?v=p5oj_mUd6OY

LUNCH PASSES

Only JUNIORS & SENIORS with an approved lunch pass can leave campus for lunch. Students with the approved lunch pass must follow all rules stated on the [Lunch Pass Privilege Form](#), including not returning to campus with food for themselves or for other students. Food acquired while off-campus is to be consumed off-campus. Doors to the school building will be locked until just before the end of the lunch period. Off-campus lunch privileges may be revoked for up to 180 days for ANY violation of the Student Code of Conduct. Students without lunch passes who leave campus will risk loss of future opportunity to get lunch passes. Drivers are responsible for all students in their car and need to make sure they have a lunch pass prior to leaving. Lunch passes can be suspended for attendance concerns including tardies.

MEDIA CENTER

The Media Center is open daily before, during, and after school for student research and for recreational reading. Media Center passes are always required except before school and after school. Media Center or teacher passes are required during the school day. The media center is open during lunch most days for students to do work. No food or drink is allowed.

MEDICATION

Students are not permitted to carry medication or store it in their lockers and/or personal items unless a self-carry form is on file here at the school. Medication should be stored in student services and the proper medication form filled out.

[English](#) [Spanish](#)

[PARKING PERMITS](#)

Interested **Junior or Senior** students who meet on campus parking requirements: copies of valid driver's license, insurance, current registration along with a completed and signed on [campus parking contract](#) should contact our bookkeeper to obtain a parking permit. All fines and parking fees must be paid online prior to obtaining a parking permit. The price of the parking permit is \$208.10, which has been determined by WCPSS. Students must maintain academic and behavior goals to maintain parking space. Going to one's car at any time during the school day without administration or SRO's knowledge will result in revocation. Leaving campus during the school day will result in revocation.

[POSTER DISPLAYS](#)

Posting signs around the campus is an appropriate and effective way to let students know what is happening around the school. Signs need to be approved in advance by the administrator responsible for student activities. Administrator signature indicating approval must be on each sign. Finally, all posters and signs need to follow the guidelines for approval:

1. The group sponsoring the event and the nature of the group's activities must be clearly stated.
2. 24 hours of prior approval time is required before a sign can be posted.
3. Signs must have administrative signature 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, next to a bulletin board.

[RETEST POLICY](#)

In order to retake a test, students must take advantage of remediation sessions given by teachers and have all work turned in for the chapter/unit being assessed. The highest grade that can be made is a 70%. Students can retake all tests. This policy is inclusive of all levels, Academic, Honors, and AP. This policy applies to tests only and not quizzes and other assessments.

[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 will be scheduled exclusively for Heritage students and their invited guests. Students will be limited to one guest and may be required to obtain prior approval for the guest. 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 discipline history, owes fines to the school or is in academic danger.

[SKATEBOARDS/ROLLER-SKATING/BICYCLES](#)

Skateboards and roller skates are not permitted to be used 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.

STUDENT SERVICES

Every Road Ends with Career

Where will your path lead you?

Whether you are college bound, pursuing a military branch or going straight into the workforce, you are more successful in learning when you can see how the concept directly relates to your future. Knowing your future will give you leverage to motivate your own success.

What is a CDC?

CDC stands for Career Development Coordinator. This position is responsible for not ONLY supporting Career and Technical Education, but also to coordinate career development services for all students. Your CDC facilitates linkages with parents, business/industry, postsecondary institutions, and community organizations to support students' transition to postsecondary education and employment.

What can the CDC do for me?

Job Shadowing: This is an opportunity to what you are learning in class to the real world.

Internship: This opportunity allows juniors & seniors the ability to gain valuable work experience and receive course credit.

Field Trips: Check with your CDC to see if there is a particular company or organization that you can visit!

Interest Inventories: Take an interest inventory assessment to get a better understanding of your interests and find suitable careers based on your results.

Career Fairs: This is an excellent opportunity for you to meet real world professionals within your occupational area of interest.

Resume: Learn how to build a professional resume.

Mock Interviews: Participate in a practice interview.

Job Placement/Volunteer Opportunities: Businesses are continuously looking for high school students to fill part-time positions or volunteer opportunities. Your CDC can assist you in finding a work-based learning opportunity!

Military Admissions Officers: Your CDC can assist you in meeting with a branch of the military.

Wake Tech Dual Enrollment: This is a great way for you to earn high school and college course credit at the same time for free! If you are looking at Wake Tech as an option after high school, I encourage you to visit the website <http://www.waketech.edu/career-and-college-promise> see your CDC or more information.

Tutoring and Mentoring: There is a Business Alliance Committee at Heritage which consist of career professionals that are willing to help assist you as needed.

Mrs. Dawn Beaster, Career Development Coordinator, 1204 Media Center, dbeaster@wcpss.net;
<http://hhscareerdevelopmentervices.weebly.com>

Counseling and Student Services Assist Students With:

Academic	Career	Social/Emotional
Graduation Requirements	College Planning	Stress Management
Promotion Requirements	Career Exploration Activities	Anger Management
Study Skills Development		
Parent/Teacher Conferences	ASVAB	Peer Mediation/Conflict Resolution
Dual Enrollment Opportunities	Grade Level "Round Ups"	
Four-Year Graduation Plans	College Recommendations	Adjusting to High School
Graduating Early	Financial Aid for College	Time Management
Course Selections	Scholarships for College	At Risk Assessments
Transcripts	Military Recruitment Information	Attendance Issues
Academic Intervention		
NC Governor's School	Parent Informational Meetings	Lost/Found Items
Hugh O'Brien Youth Ldshp		
NC School of Science and Math Applications	Internships	Transition back to school after suspension
	Apprenticeships	
Summer Ventures	NCAA Eligibility Planning	Grief Support
Other Summer Enrichment	Job Shadowing	Substance Abuse
SAT & ACT Registration	College on-site Admissions	Crisis Intervention/Response
PSATRegistration	General College Admissions	Peer Mentoring
AP Exam Registration	College Application Week	High School Transition
Dual Enrollment Opportunities	College Application Essay Writing	
Withdrawal/transferring		

Freshmen	Prepare for strong academic outcomes for first year Generate a positive transition to high school Learn and practice skills and behaviors for academic success Write a four-year graduation plan Get involved with extracurricular activities and/or community service Engage in career exploration activities Create College Foundation of North Carolina "CFNC" account Take PSAT (optional – familiarize self with test, baseline score, access to Khan Academy) Explore summer opportunities Pursue essay/oratorical contest opportunities
Sophomores	Prepare for strong academic outcomes for sophomore year Maintain/increase academic rigor Revisit four-year plan Continue extracurricular involvement and/or community service Continue career exploration activities Update CFNC account and update resume Learn about and research college options Take PSAT (measure growth and compare to freshman year, access Khan Academy and My Big Future) Explore summer opportunities (Governor's School, Summer Ventures, HOBY, etc.) Register with NCAA at end of year (if pursuing collegiate athletics) Pursue essay/oratorical contest opportunities
Juniors	Create strong academic outcomes for junior year Maintain/increase academic rigor Revisit four-year plans Continue extracurricular involvement and/or community service Participate in leadership activities and events Engage in career exploration and update resume Secure job shadowing/internship/apprenticeship opportunity Take PSAT (Qualifying year for National Merit Scholarships) Take SAT and/or ACT (at least once before the end of the year) Engage in college planning activities college campuses, attend college fairs Communicate with Admissions Reps Review applications for admission Research scholarships/apply for some Plan for summer opportunities (Governor's School, Summer Ventures, etc.)
Seniors	Secure high school graduation requirements Secure requirements for college, military or work Apply for financial aid (scholarships all year, FAFSA beginning 10/1) Take SAT and/or ACT in fall Finish high school with strong academic outcomes Prepare for post high school transition Participate in senior activities Graduate!

Heritage High School Counseling and Student Services Team

9TH GRADE STUDENTS - LAST NAMES A-Z

Dr. Tate - ttate@wcpss.net

10TH-12TH GRADE STUDENTS - LAST NAMES A-Ge

Ms. Greene - tgreene@wcpss.net

10TH-12TH GRADE STUDENTS - LAST NAMES Gf-Ng

Ms. Lyons - bylons@wcpss.net

10TH-12TH GRADE STUDENTS - LAST NAMES Nh-Z

Ms. Santos - cmsantos@wcpss.net

STUDENT ASSISTANCE PROGRAM COUNSELOR(SAP)

Ms. Corcho - ycorcho@wcpss.net

DEAN OF COUNSELING & STUDENT SERVICES and Early Grads

Ms. Weaver - lweaver2@wcpss.net

The mission of Heritage High School Counseling Department is to implement a comprehensive school counseling program that is relevant and engaging for all students. By providing individual counseling, classroom guidance, and small groups to deliver the NC standard course of study and address academic, career, and social/emotional student needs, school counselors will assist all students to graduate on time with their cohort and equip them with lifelong skills to be collaborative, creative, effective communicators, and critical thinkers.

How to Schedule an Appointment with Your Counselor

Visit the **Counseling Corner** during your lunch for immediate answers to questions and for matters that can be addressed without you missing valuable instructional time. However, if you need to discuss a matter that requires more than a few minutes and more confidentiality, stop by Student Services either before school, during your lunch, or after school to schedule an official appointment. You can also email your counselor directly. You'll be given a special pass to present to your teacher in order to leave the classroom. Note: teachers reserve the right to keep you in class if there is a test/quiz or other activity you shouldn't miss, unless there is a physical or mental health crisis.

**FUTURE-READY CORE:
GRADUATION REQUIREMENTS**

Curriculum	Unit	Courses
English	4	● English I ● English II ● English III ● English IV
Mathematics	4	<ul style="list-style-type: none"> ● Algebra I, Geometry, Algebra II OR Math I, II, III ● Plus 4th Math Course to be aligned with the student's post high school plans <p><i>In the rare instance a principal exempts a student from the FRC math sequence, the student would be required to pass Algebra I and Geometry or Algebra I and II, or Integrated Math I and II and two other application-based math courses.</i></p>
Science	3	● Earth / Environmental Science ● Biology ● Physical Science
Social Studies	4	● World History ● Civics & Economics ● American History I/American History II or AP US History & SS elective)
Second Languages	-	Not required for graduation. 2 credits of same language required to meet minimum admission requirements for the UNC System
Computer Skills	-	No specific course required; students must demonstrate proficiency through state testing
Health & Physical Education	1	● Healthful Living
Required Electives	6	<ul style="list-style-type: none"> ● 2 Electives credits of any combination from either: <li style="padding-left: 20px;">__ Career Technical Education (CTE) <li style="padding-left: 20px;">__ Arts Education <li style="padding-left: 20px;">__ Second Language ● 4 Elective credits strongly recommended (four course concentration) from one of the following: __ Career and Technical Education (CTE) __ JROTC, if available __ Arts Education (e.g. dance, music, theater arts, visual arts) __ Any other subject area (e.g. mathematics, science, social studies, English, or cross-disciplinary)
Additional Electives	5	Courses from any subject area
Total	26	

*N.C.G.S. 115C-81(b) allows exceptions for students who have an IEP (Individualized Education Plan) that identifies them as Learning Disabled in math and states that the disability will prevent them from mastering Algebra I and above.

How to Get Promoted to the Next Grade

High school students shall be promoted by attaining credits that are earned through successful completion of specific required courses as illustrated in the following (Note: The appropriate English credit is required for promotion each year.):

From Grade	Promotion Criteria	Credits
9	English I, two credits in the areas of mathematics, social studies, or science, and three additional credits	6
10	English II, one credit in mathematics, one in social studies, one in science, and two additional credits	12
11	English III and enrollment in a program which, if successfully accomplished, will result in the completion of graduation requirements	18

How to Recover Credits

Students who take and fail certain courses are eligible for credit recovery through the Gradpoint program. Specific core courses can be taken during the school day or in some instances, after school. See assigned counselor or intervention coordinator for more details and application forms.

HOW THE GRADING SYSTEM WORKS

QUALITY POINTS (Freshmen beginning in August 2015 and beyond receive 1 additional point for AP and .5 for Honors courses.)

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
FF	0	0	0

Note: Students will receive one extra quality point for Community College courses approved by the Comprehensive Articulation Agreement (CAA)*. Independent college and UNC system courses (100 and 200 level courses) will also earn one extra quality point. Official AP and IB courses and upper division courses (300 and 400 level courses) will earn two extra quality points.
 *CAA course list may be found at: www.ncwise.org/library_NCWISE.html

GRADING SCALE

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = less than 60

I = incomplete

WP = withdrawal, no penalty

WF = withdrawal with an F

FF = failed for violation of attendance policy

GRADING PERIODS / INTERIMS / REPORT CARDS

Report cards are issued to students every nine weeks. Interim reports are issued to all students at the mid-point of the first and third nine weeks. Students who are failing or whose grade has fallen a letter grade receive an interim report at the mid-point of the second and fourth grading periods.

Quarter	End Date	Report Card Date
1	Oct 31, 2024	Nov 8, 2024
2	Jan 17, 2025	Jan 28, 2025
3	March 28, 2025	April 15, 2025
4	Jun 13, 2025	Mailed Home