

STEP INSIDE. FEEL THE PRIDE.



MILLBROOK HIGH SCHOOL

AN INTERNATIONAL BACCALAUREATE WORLD SCHOOL



MILLBROOK

2015 - 2016 STUDENT HANDBOOK

STUDENT NAME

August 2015

Dear Students,

Welcome to the 2015 – 2016 school year. If you are new to Millbrook High School, it is important to go through this handbook to understand how our school is organized and how to take full advantage of all the excellent programs offered. MHS is a large high school with over twenty-five hundred students who make up our student body and we want each and every one of you to be successful. If you are a returning student, you will notice a few changes as you peruse this handbook.

An important reminder is that students who need to be picked up from school after 3:00 pm will not wait in front of the school. Students should arrange to be picked up either in front of the Wildcat Academy (bus lot) or by the Wildcat Den (athletics). Also, the Spring Forest entrance to the school will be closed during the lunch block from 10:30 – 1:00. Students and parents should enter and exit from the Dixie Forest Road entrance during this period. Seniors, we hope you will enjoy the new space we have created for you, “The Senior Lounge”. This space has over twenty four electrical outlets, will have specialized comfortable seating, and is available to *seniors only* before school and after school. Senior I.D.’s must be worn in the lounge at all times.

We have a few changes in our Student Services department. All families have a counselor and administrator assigned to you as a freshman who will remain with you through graduation. Get to know your counselor and administrator early. They can be a great resource as you navigate the school year. The new assignments are:

<u>Counselor</u>	<u>Administrator</u>	<u>Student Last Name</u>
Jenny Cahoon	Bridget Rogers	A-C
Glenn Flowers	Julieta Ventura	D-I
Shaunte Adams	Glenn Dansky	J-M
Zohra Sadat	Sebastian Shipp	N-SL
Caitlin Tarantiles	Amy McGarry	SM-Z

Go through this handbook and be aware of important dates. Our early release days are September 4, October 16, December 18, January 15, February 12, and March 4. Our **Fall Open House** is September 17 and we will have a **Spring Open House** (conference night) February 11.

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

“In a global economy where the most valuable skill you can sell is your knowledge, a good education is no longer just a pathway to opportunity – it is a prerequisite.”
Barack Obama

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

Sincerely,


Dana King
Principal

MILLBROOK HIGH SCHOOL 2015-2016 A/B CALENDAR

July 2015				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
				0.0

August 2015				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
	W	W	W	W
24	25	26	27	28
A	B	A	B	A
31				
B				
				0.0

September 2015				
M	T	W	T	F
	1	2	3	4
	A	B	A	B
7	8	9	10	11
H	A	B	A	B
14	15	16	17	18
A	B	A	B	A
21	22	23	24	25
B	A	W	B	A
28	29	30		
B	A	B		
				0.0

October 2015				
M	T	W	T	F
			1	2
			A	B
5	6	7	8	9
A	B	A	B	A
12	13	14	15	16
B	A	B	A	B
19	20	21	22	Q
A	B	A	B	A
26	27	28	29	30
W	B	A	B	A
				0.0

November 2015				
M	T	W	T	F
2	3	4	5	6
B	A	B	A	B
9	10	11	12	13
A	B	H	A	B
16	17	18	19	20
A	B	A	B	A
23	24	25	26	27
B	A	W	H	H
30				
B				
				0.0

December 2015				
M	T	W	T	F
	1	2	3	4
	A	B	A	B
7	8	9	10	11
A	B	A	B	A
14	15	16	17	18
B	A	B	A	B
21	22	23	24	25
W	W	V	H	H
28	29	30	31	
V	V	V	V	
				0.0

January 2016				
M	T	W	T	F
				1
				H
4	5	6	7	8
B	A	B	A	B
11	12	13	14	Q
A	B	A	B	A
18	19	20	21	22
H	W	B	A	B
25	26	27	28	29
A	B	A	B	A
				0.0

February 2016				
M	T	W	T	F
1	2	3	4	5
B	A	B	A	B
8	9	10	11	12
A	B	A	B	A
15	16	17	18	19
W	B	A	B	A
22	23	24	25	26
B	A	B	A	B
29				
A				
				0.0

March 2016				
M	T	W	T	F
	1	2	3	4
	B	A	B	A
7	8	9	10	11
B	A	B	A	B
14	15	16	17	18
A	B	A	B	A
21	22	23	24	25
B	A	B	W	H
28	29	30	31	
V	V	V	V	
				0.0

April 2016				
M	T	W	T	F
				1
				V
4	5	6	7	8
A	B	A	B	A
11	12	13	14	15
B	A	B	A	B
18	19	20	21	22
A	B	A	B	A
25	26	27	28	29
W	B	A	B	A
				0.0

May 2016				
M	T	W	T	F
2	3	4	5	6
B	A	B	A	B
9	10	11	12	13
A	B	A	B	A
16	17	18	19	20
B	A	B	A	B
23	24	25	26	27
30	31			
H				
				0.0

June 2016				
M	T	W	T	F
		1	2	3
6	7	8	9	10
			★	W
13	14	15	16	17
W				
20	21	22	23	24
27	28	29	30	
				0.0

LEGEND

H - Holiday

W - Teacher Workday

V - Required Vacation Day

ER - Early Release Day

★ First and last days

Q - End of Nine Weeks

TWDs Available for
Weather Make up: -
NOT IN ORDER

October 26

November 25

December 21

December 22

January 19

February 15

March 24

April 25

June 10

In accordance with the NC Calendar Law, if the school district must close schools, this calendar may be updated to provide additional days/time during scheduled teacher work days, using early release days as full days, by using banked instructional hours or using scheduled vacation days. Families should refer to <http://www.wcpss.net/parents/calendars/2013-14/make-up.html> for more information about weather make up for the instructional calendar used at the school their child(ren) attend.

1st Period Flex (Typically Monday)				2nd Period Flex (Typically Tuesday)			
	1st period	7:25-8:46	81 minutes		1st period	7:25 - 8:46	81 minutes
	FLEX 1	8:46-9:16	30 minutes		Announcements	8:51-8:56	5 minutes
	Announcements	9:21-9:26	5 minutes		2nd period	8:56 - 10:17	81 minutes
	2nd period	9:26-10:47	81 minutes		FLEX 2	10:17 - 10:47	30 minutes
A Lunchers	A Lunch	10:47-11:23	36 minutes	A Lunchers	A Lunch	10:47-11:23	36 minutes
	3rd period	11:28-12:53	85 minutes		3rd period	11:28-12:53	85 minutes
B Lunchers	3rd period	10:52-11:32	40 minutes	B Lunchers	3rd period	10:52-11:32	40 minutes
	B Lunch	11:32-12:08	36 minutes		B Lunch	11:32-12:08	36 minutes
	3rd period	12:13-12:53	40 minutes		3rd period	12:13-12:53	40 minutes
C Lunchers	3rd period	10:52-12:17	85 minutes	C Lunchers	3rd period	10:52-12:17	85 minutes
	C Lunch	12:17-12:53	36 minutes		C Lunch	12:17-12:53	36 minutes
	4th period	12:58-2:19	81 minutes		4th period	12:58-2:19	81 minutes
	Announcements	2:19 - 2:20	1 minute		Announcements	2:19 - 2:20	1 minute
3rd Period Flex (Typically Wednesday)				4th Period Flex (Typically Thursday)			
	1st period	7:25-8:46	81 minutes		1st period	7:25-8:46	81 minutes
	Announcements	8:51-8:56	5 minutes		Announcements	8:51-8:56	5 minutes
	2nd period	8:56-10:17	81 minutes		2nd period	8:56-10:17	81 minutes
A Lunchers	FLEX 3	10:22-10:52	30 minutes	A Lunchers	A Lunch	10:17-10:53	36 minutes
	A Lunch	10:52-11:28	36 minutes		3rd period	11:02-12:23	85 minutes
	3rd period	11:33-12:53	80 minutes	B Lunchers	3rd period	10:22-11:02	40 minutes
B Lunchers	FLEX 3	10:22-10:52	30 minutes		B Lunch	11:02-11:37	35 minutes
	3rd period	10:52-11:37	45 minutes		3rd period	11:42-12:23	41 minutes
	B Lunch	11:37-12:12	35 minutes	C Lunchers	3rd period	10:22-11:47	85 minutes
	3rd period	12:17-12:53	36 minutes		C Lunch	11:47-12:23	36 minutes
C Lunchers	FLEX 3	10:22-10:52	30 minutes		4th period	12:28-1:49	81 minutes
	3rd period	10:52-12:18	86 minutes		FLEX 4	1:49-2:19	30 minutes
	C Lunch	12:18-12:53	35 minutes		Announcements	2:19 - 2:20	1 minute
	4th period	12:58-2:19	81 minutes				
	Announcements	2:19 - 2:20	1 minute				
No Flex (Typically Friday)							
	1st period	7:25-8:55	90 minutes				
	Announcements	9:00-9:03	3 minutes				
	2nd period	9:03-10:33	90 minutes				
A Lunchers	A Lunch	10:33-11:08	35 minutes				
	3rd period	11:13-12:43	90 minutes				
B Lunchers	3rd period	10:38-11:23	45 minutes				
	B Lunch	11:23-11:58	35 minutes				
	3rd period	12:03-12:43	40 minutes				
C Lunchers	3rd period	10:38-12:08	90 minutes				
	C Lunch	12:08-12:43	35 minutes				
	4th period	12:48-2:19	91 minutes				
	Announcements	2:19 - 2:20	1 minute				

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

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

Mission Statement

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

School Mascot--Wildcat School Colors--Navy, White, & Silver

MILLBROOK FIGHT SONG

(to the tune of The Notre Dame Fight Song)

Rah! Rah!
Rah, Rah, Rah! for Millbrook High.
Her dear old memories will never die.
We will always love her name,
Sing out her praises, shout out her fame, oh glory!
Her goal will always be victory. We'll put her name in school history.
Where you'll go, you'll hear us cry: Rah, Rah! for Millbrook High!

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

Win Borden

Main Office.....	850-8787
Fax Number.....	850-8803
Receptionist-Angelita Rodriguez.....	850-8787
Lead Secretary-Teresa Cronin.....	501-7993
Bookkeeper-Brenda Bryant – Confiscated Items.....	850-8792
Attendance Office-Ester Rosado.....	850-8804
Secretary-Gena Cooper-Parking.....	850-8808
Athletic Director-Scott McInnes.....	850-8816
Cafeteria Manager-Charles Harris.....	850-8796
Driver Education- Jeff Wooten.....	850-8795
School Resource Officer-Jesse Herrera.....	850-8985
Transportation-Priscilla Horton.....	870-4247
Digital Media Coorinator-Cassandra Walton.....	850-8787
Media Center –Kira Berggren/Chris Powell.....	850-8794

Administrative Team.....	850-8787
Principal-Dana King.....	501-7993
Assistant Principal-Tara Drouhard/ API.....	850-8823
Assistant Principal-Bridget Rogers (A-C).....	850-8800
Assistant Principal-M. Julieta Ventura (D-I).....	431-8185
Assistant Principal-Glenn Dansky (J-M).....	850-8798
Assistant Principal-Sebastian Shipp (N-SL).....	850-1858
Assistant Principal- Amy McGarry (SM-Z).....	850-8799
Administrative Intern- Natasha Wilson.....	850-8829
IBDP Coordinator- Loren Baron.....	501-7952
IBMYP Coordinator-Jessica Collins.....	431-8275

Student Services.....	850-8807
Dean of Students-Vanessa Barnes.....	850-8806
Counselor-Jenny Cahoun (A-C).....	850-8836
Counselor-Glenn Flowers (D-I).....	850-8813
Counselor-Shaunté Adams (J-M).....	501-7942
Counselor-Zohra Sadhat (N-SL).....	850-8811
Counselor- Caitlin Tarantiles (SM-Z).....	850-8812
Counselor-Ken Lathan-Student Assistance Program.....	850-8827
Career Development Counselor-Timothy Walker.....	850-8805
Secretary-Jill Drabot.....	850-8807
Data Manager- Josh Bunting.....	850-8801
Registrar-Renee Patterson.....	850-8810
Graduation Coach-Brad Berggren.....	850-8996
Intervention Coordinator- Dana Corbin.....	850-8996
School Psychologist-Jennifer Garcia.....	850-8787

MILLBROOK HIGH SCHOOL CALENDAR

For the most updated calendar of events, please check the Google Calendar located on the Millbrook Website, MHS.WCPSS.NET.

Co-Curricular Activities

The Wake County Public School System and Millbrook High School sponsor a varied activities program for all students enrolled in secondary school. Because certain activities, including athletics, meet outside of the school day and require a significant amount of time on the part of students, specific eligibility requirements are mandated. Please refer to the WCPSS *Parent/Student Handbook*, the *High School Planning Guide* or contact the Dean of Students for more details.

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

NATIONAL HONOR SOCIETY

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

Senior Fees

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

NEW SENIOR LOUNGE

The Senior Class Lounge is located in the front lobby of the school, directly outside the main office and the cafeteria. The lounge is designated for usage by seniors only before and after school, and possibly during lunch if the space is kept clean. There are electronic charging stations and furniture for senior use. Seniors must have their SENIOR IDs out and visible at all times in the lounge. The lounge may be reserved during this time for staff usage on certain occasions.

REMEMBER TO RESPECT THE SPACE AND KEEP IT CLEAN!

Athletic Eligibility

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

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

Must be properly enrolled at the time of participation, must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at that school.

Must not have more than 5 unexcused absences in the semester of athletic participation. All students participating in interscholastic activity must have been in attendance for at least eighty-five (85%) of the previous semester.

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

Must be under 19 years of age on or before October 16.

Must live with your parents or legal guardian within the Wake County Public School System administrative unit.

Must be present 100% of the student day on the day of an athletic event in order to participate. This includes games and practices.

Must have passed a minimum of five (5) courses during the previous semester in a traditional schedule or three (3) in a block schedule. Of these one must be English. The student must maintain at least a 1.5 overall GPA.

Must have received a medical examination by a licensed physician within

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

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

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

Must not participate in unsanctioned all-star or bowl games.

May not receive team instructions from your school's coaching staff during the school year outside your sport season (from first practice through final games). Instruction is limited to the coach and one or multiple participants in small group settings.

May not, as an individual or a team, practice or play during the school day (from first practice through conference tournament).

May not play, practice, or assemble as a team with your coach on Sunday.

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

Must not play more than three (3) games in one sport per week (exceptions: Baseball, Softball, Cheerleading and Volleyball); and not more than one (1) contest per day in the same sport (exceptions: Baseball, Softball, Cheerleading or Volleyball).

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

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

Discipline Guide

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

<u>LEVEL 1 OFFENSES</u>		
<u>Consequences-Lunch Detention, ALC/ALC +, Up to 2 days of Out of School Suspension</u>		
Non-compliance	Disrespect	School/Class Attendance (skipping)
Inappropriate Language	Inappropriate Dress	Electronic Devices
Trespassing	Tobacco -- Including E-Cigarettes	Gambling
<u>LEVEL 2 OFFENSES</u>		
<u>Consequences-Up to 5 Days of Out of School Suspension/Possible Long Term Suspension based on Aggravating Factors</u>		
Integrity (cheating, lying, falsification)	Inappropriate Literature	Violation of Computer Access
Activity Disturbance	Fire Setting	Property Damage
Theft	Extortion	Sexual Activity/Indecent Exposure
Harassment/Bullying	Sexual Harassment	Threat/False Threat
Physical Aggression/Fighting	Aggressive Actions w/Intervention	Hazing
<u>LEVEL 3 OFFENSES</u>		
<u>Consequences- Up to 10 days OSS and recommendation for long term suspension</u>		
Drugs	Gang Related Activity	Weapons
Assaults	Bomb Threats	Acts of Terror

Dress Code

Students should be appropriately dressed at all times. Students should not dress in any manner which would be disruptive to a climate conducive to serious study or the orderly operation of school. Students are expected to adhere to standards of dress and appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar offensive, or obscene, which endangers the health and safety of the students or others is prohibited.

Prohibited dress or appearance include, but are not limited to, the following:

- No exposed undergarments
- No spaghetti straps
- No bare midriff shirts, halter tops, backless shirts, or crop shirts
- Tank tops may be worn as long as arm openings are even with underarms and the straps are at least 2 inches in width
- No pants worn below the hips; no sagging pants
- No excessively short or tight garments (or daisy dukes); shorts must be no more than 8 inches from the knee
- No strapless shirts
- No attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by laws to minors
- No adornments such as chains or spikes that reasonably could be perceived as or used as a weapon
- Shoes are to be worn at all times
- No head covering of any kind
- No symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified
- No sunglasses
- No pajamas or house shoes
- No leggings worn alone

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

Suspensions

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

Hall Passes

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

Head Coverings and Electronic Devices

Head coverings may not be visible in the buildings at any time. Playing cards, dice and other equipment deemed disruptive to an environment conducive to learning are **not allowed to be visible or used from 7:20 a.m. until 2:20 p.m including between classes and during lunch.** Such items may be taken by staff members and held by an administrator until the parent of the student comes to retrieve them. **The school will assume no responsibility for confiscated items.** **Electronic devices, such as cell phones and iPods are allowed to be used during class change and lunch, and during class with teacher permission and electronics policy form completed.**

Alternative Learning Center (ALC)

Students may be assigned to ALC by an administrator for one or more periods or one or more days. Students assigned to ALC are considered present, not absent from classes.

After-School Detention Program (ASD)

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

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

Restricted Areas

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

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

Attendance

Students who arrive at school after CATS on Time and before the end of first or second block **with or without a note** should report directly to the Attendance Office. Students who are absent from school for more than half of the school day are usually too sick to be in school. If a student wishes to check in after 10:30am, the student must either have a doctor's note or the student's parent must come into the Attendance Office and sign the student in.

Checking Out of School

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.

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

Excused Absence Criteria:

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

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

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

A student who accumulates fourteen absences will be required to provide official documentation (doctor's note, court documents, etc.) for every absence beyond the fourteenth day. Parent letters will no longer be accepted. Failure to provide official documentation will result in the absence being coded as unexcused. A student who exceeds more than ten (10) unexcused absences in a course will be in jeopardy of receiving a grade of FF for that course. If a student's average is lower than a 70, he/she will receive the grade earned.

Students must maintain 85% or above attendance or be subject to the loss of Winterfest Assembly/Dance (first semester attendance), and Prom and/or senior class activity privileges (second semester attendance).

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

Tardies – CATS on Time

Any student tardy will report to the nearest sweeper station to receive a CATS on Time tardy slip to be admitted to class.

Once a student accumulates 3 tardies (not per block but overall) they will receive an administrative phone call informing parents that their child will start to receive the following consequences when they reach the 4th overall tardy.

Tardy 3-4—One Day ASD
Tardy 5-8—One Day ALC
Tardy 9-12—Two Days ALC
Tardy 13--ALC Plus 5 Days

After 13 Tardies- students will be referred to their administrator

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

Make-Up Work

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

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

Honesty Policy

Cheating, plagiarism, tampering, stealing, or falsification will not be tolerated. Cheating is the use of dishonest means of attaining credit for academic work. Plagiarism is the use and presentation of another's words or ideas as one's own. Tampering refers to manipulating a teacher's testing or instructional supplies. Stealing is the theft and/or distribution of teacher materials. Falsification is any verbal or written statement of untruth. According to Policy 6410, this is a Level 2 offense and students who engage in any of these are subject to an array of disciplinary actions, up to and including suspension.

Senior Exam Exemptions

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

Semester Long Classes

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

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

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

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

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

Schedule Changes

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

- A student has passed a course in which he/she is enrolled.
- A student requests to be moved because the student previously failed a course under that teacher.
- A student has not met the prerequisites for the course in which he/she is enrolled.

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

Students with scheduling concerns that meet these criteria--and only these criteria--must make the schedule change request **before the end of the tenth day of the year (September 8, 2015)**. **Requests after that date and reasons other than those listed above will not be considered.**

Student Email at School

In compliance with the Board R&P 2313 which requires that “all WCPSS business conducted on-line must utilize WCPSS authorized e-mail (communications) programs or services,” all WCPSS students and staff must use WCPSS provided e-mail accounts when required for instructional needs. The use of Gmail, Hotmail, Yahoo or any other non-WCPSS provided e-mail account would be in violation of board policy.

The additional benefits include the ability to:

- Honor “deny e-mail requests” from parents and guardians.
- Simplify user accounts and passwords.
- Have a consistent means of communication with students
- Monitor and address harassment via e-mail.

E-mail accounts will be automatically generated for all students in grades 6-12. Account information will be sent to School Sub Admins (Julieta Ventura). Information about the distribution of student email accounts will be provided at a later time.

WCPSS Google Apps accounts will be created for all students in grades 6-12 for the 2015-16. Students will be expected to use the WCPSS Google Apps domain. Use of any other Google Apps domain is prohibited. The WCPSS Google Apps domain has settings and protections in place that comply with laws and district policies. Details regarding login and password information will be shared once student accounts have been created.

Media Center

Media Specialists: **Kira Berggren and Chris Powell**

Hours of Operation

(Subject to change based on scheduling needs.)

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

Circulation and Overdue Book Fines

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

Lunch Time

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

Cafeteria Procedures

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

Regular breakfast meals will cost \$1.25, with reduced meals at \$.30, and lunch meals will cost \$2.25 and with reduced meals at \$.40.

Locks & Lockers

Only students who have rented MHS locks for \$5.00 each will be issued lockers. **ALL OTHER LOCKS WILL BE REMOVED.** To obtain a lock and locker, see Ms. Cooper in 205. Once the locker is assigned, each student is responsible for the care and protection of the locker and is liable for damages. Students should notify Ms. Cooper if their locker is damaged.

The school cannot be held liable if items are stolen or taken from lockers. All valuable articles for non-school use should be left at home. Lockers are subject to search by school officials at any time. **Students in Physical Education classes must bring a lock to be used on gym lockers during that period only and must remove the lock at the end of the period.** **WARNING:** Sharing lockers or locker combinations is not permitted.

Fire & Severe Weather Drills

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

School Closing, Delayed Starting Time and Inclement Weather

In case of snow and other dangerous weather or emergency situations, a decision may be made to close or delay school. As soon as a decision is made, local radio and television stations are notified. Tune in for this information. Please do not call school offices or radio and television stations. Telephone lines must be kept open so that news media can receive special information from schools and business regarding schedule changes. If school days are missed for inclement weather, the order of make-up days will be as follows: **9/4 and 10/16 (Early Release), 10/26, 10/10 (Saturday, full day), 11/25, 12/18 and 1/15 (Early Release), 12/21, 12/22, 1/19, 2/15, 3/24, 4/25, Banked Hours, 2/12 and 3/4 (Early Release), 4/16 (Saturday, full day), 4/1, 3/31, 3/30, 6/10.**

Administering Medication

School officials may administer medication to students if the "Parent Request and Physician Order for Medication" (form #1702) is completed and is in the possession of school officials. Form 1702 is available in the Attendance Office.

Student Use of Elevator

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

Rules for MHS Dances

- NON-MHS STUDENTS: must attach a clear photocopy of a current High School ID or Driver's License showing date of birth with permission slip.
- Any non-student who has been suspended or expelled for the 2015-2016 school year will not be eligible to attend MHS dances.
- Any guest attending the dance with a MHS student must not be older than 21 years of age and not be a middle school student.
- Students or guests who leave during the dance will not be re-admitted.
- Any inappropriate dancing will be addressed by MHS Administration. Repeated violations could result in removal from the dance.
- Students who are suspended for a drug or alcohol offense will not be able to attend dances during the semester of the given offenses, including prom and Winterfest.
- Any student or guest using alcohol or any controlled or illegal substances are subject to all school rules in regulations. Any students found in violation of the above rule will be removed from the dance and disciplined in accordance with Wake County School Board Policy 6429. Parents will be called to escort the person(s) home. **All students, their guests, and their vehicles may be checked for possession or being under the influence of illegal or controlled substances prior to or during the dance.**
- Students removed or denied entry to the dance will not be given a refund.
- ALL ATTENDEES MUST PRESENT VALID PICTURE IDENTIFICATION AT THE REGISTRATION TABLE AT THE DANCE.

Dress Code at MHS Dances

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

FEMALE ATTENDEES:

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

MALE ATTENDEES:

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

Bikes and skates/skateboards

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



Off-Campus Lunch

What is an Off-Campus lunch permit?

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

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

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

How do I obtain my Off-Campus lunch pass?

- Information and forms are available on the school's website (<http://mhs.wcpss.net>) or in the Attendance Office.
- **OFF-CAMPUS LUNCH PASSES ARE AVAILABLE FOR A \$5.00 FEE / \$20 FOR REPLACEMENT PASSES.**

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

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

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

Driver's Education

Driver's Education is not a Wake County Public School System or MHS program. The program is run by Jordan Driving School. If you have questions or need more information call 850-8795 or 772-4877.

Driving Eligibility Certificates (DECs) Policy & Procedure

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



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

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

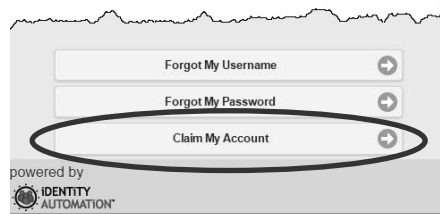


Beginning July 6, 2015, access to Home Base applications will be replaced by a single sign-on process offered through NCEdCloud. Applications affected include:

- Canvas
- PowerSchool
- SchoolNet

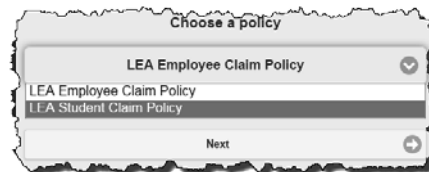
Claim Your NCEdCloud (IAM) Account

1. Using Google Chrome or Firefox, visit <http://my.ncedcloud.org> .



2. Click **Claim My Account**.

3. Select **LEA Student Claim Policy**.

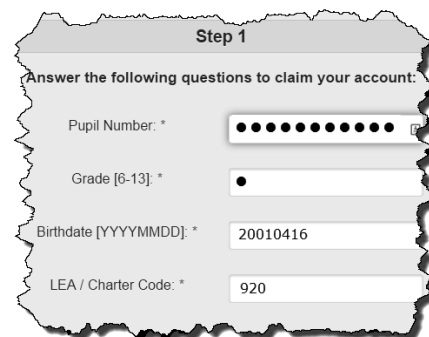


4. Click **Next**.

5. Enter the required information.

Note:

- **Pupil Number** is your **Student ID** number assigned from PowerSchool.
- **Grade [6-13]** – Enter student grade for the 2015/16 school year. If account is claimed before July 6th, use the 2014/15 grade level.
- Follow the required format for Birthdate.
- LEA/Charter Code is 920.



6. Click **I'm not a robot**.



Note:

- If prompted, follow the instructions on the next page that appears (e.g., Select all images with salad.) and click **Verify**.

7. Click **Next**.

8. Create a **new password** and verify.

Note:

- You must type your password once on each line to ensure your passwords match.

Passwords **must**

- Be between 8 and 16 characters long
- Contain at least one uppercase character
- Contain at least one lowercase character
- Contain at least one numeric digit

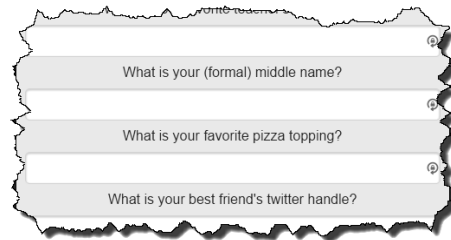


9. Click **Next**.

10. Answer **at least 5** of the security questions.

Note:

- These questions will be used in the event you forget your password.



11. Click **Next**.

- A confirmation page is displayed.

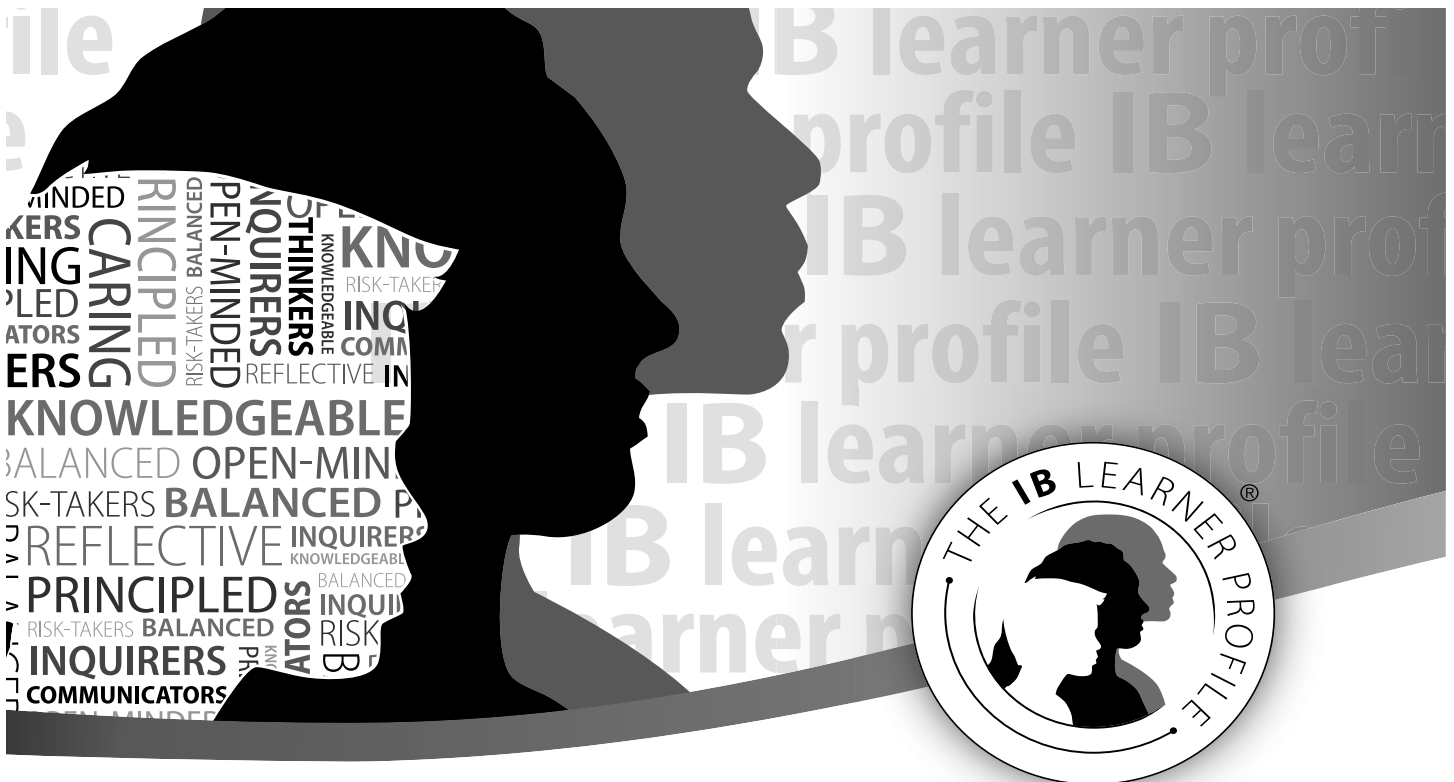
12. **Print** the confirmation page and **save** it in a secure location.

13. Close the window. You may now log into the NCEdCloud system by visiting <http://my.ncedcloud.org>.

If additional assistance is needed, let your teacher know so assistance can be provided.

Reminder - Beginning July 6, 2015:

- Visit <http://my.ncedcloud.org> to log into Canvas, PowerSchool, and SchoolNet.
- Use your **Student ID** and use the password you created to access the NCEdCloud single sign-on system.



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

Notes

Notes

Notes



MILLBROOK HIGH SCHOOL

An International Baccalaureate World School

2201 Spring Forest Road

Raleigh, NC 27615

[HTTP://MHS.WCPSS.NET/](http://MHS.WCPSS.NET/)