

TABLE OF CONTENTS

TABLE OF CONTENTS	1
MESSAGE FROM THE PRINCIPAL	3
HISTORY	3
Contacting Teachers.....	4
Contacting Students	4
OPERATIONAL POLICIES AND PROCEDURES	5
STUDENT CODE OF CONDUCT	5
EXPECTATIONS OF STUDENTS BY THE SCHOOL	5
Unacceptable Behavior	5
Tiered Response Discipline Guidelines	5
ATTENDANCE.....	7
Late Arrival.....	7
Early Departure.....	7
Make-Up Work	9
BUILDING AND SURROUNDINGS	9
LUNCH	10
DISTRIBUTION OF MEDICATION.....	10
VISITORS	10
BAD WEATHER POLICY.....	10
EMERGENCY PROCEDURES	10
Visitor Parking.....	11
Carpool Route.....	11
Other Forms of Transportation	13
ACADEMIC POLICIES AND PROCEDURES.....	13
GRADING	13
Progress Reports	14
HOMEWORK.....	14
LATE ASSIGNMENTS	14
COURSE WEIGHTS.....	14
RESEARCH TRIANGLE HIGH SCHOOL GRADUATION REQUIREMENTS	14
GRADE PROMOTION.....	15
REGISTRATION	15
ACCEPTABLE COMPUTER USE POLICY.....	15

DRIVER’S EDUCATION AND ELIGIBILITY CERTIFICATES	20
Dropout Prevention/License Revocation	20
Driver’s Eligibility Certificates.....	21
EXTRACURRICULAR ACTIVITIES.....	21
STUDENT CLUBS	21
RAPTOR ATHLETICS	21
COMMUNICATION AND SUPPORT SERVICES	22
ADVISORY SYSTEM.....	22
SPECIAL PROGRAMS.....	23
STUDENT INFORMATION.....	23
TEACHER CONFERENCES	23
One-hour Delay (40-minute periods).....	24
Two-hour Delay (30-minute periods)	24
Mid-year Exam Schedule (1 hour, 55 min)	24
Exam Block 11:30 - 1:30.....	24
Final-Exam Schedule (2 hours, 30 minutes).....	24

INTRODUCTION

MESSAGE FROM THE PRINCIPAL

The “sophomore slump” is a well-documented occurrence whereby second efforts aren’t as successful as a fantastic debut. RTHS’ first year opened the doors to a great second year, and while we may differ on how fantastic year one was, we can say that year two has great potential. Just think: new classrooms, new teachers, new freshmen, and how much we all learned from building a new school.

Eric A. Grunden

HISTORY

The Contemporary Science Center is an educational nonprofit founded in 2002 created to adapt scientific discoveries and processes that originated in Research Triangle Park into long-format lab activities for high school students. Its focus was on experiential learning; immersing students in the process of science so as to change their thinking about science and make lifelong engagement with science more accessible. In 2011, a team of educators, professionals, and scientists collaborated to create Research Triangle High School and write a charter which was approved in 2012. The school opened August 13, 2012 at 10 Park Drive in the Research Triangle Park, with an inaugural class of 160 ninth-graders.

THE MISSION

The mission of the Research Triangle High School is to increase access to globally competitive Science, Technology, Engineering, and Math (STEM) education for students and teachers across North Carolina, by incubating, proving and scaling innovative models of teaching and learning.

STAFF, FACULTY, AND BOARD

ADMINISTRATION AND STAFF

Chief School Officer	Eric Grunden	egrunden@rthighschool.org
Associate School Officer	Leatha Fields-Carey	lfieldscarey@rthighschool.org
Managing Director, External Engagement	Pamela Blizzard	pblizzard@rthighschool.org
Office Manager/Powerschool Data Manager	Ludmila Presutti	lpresutti@rthighschool.org
Digital Media Director		
Athletic Director	Alex Drake	adrake@rthighschool.org
Chief Technology Officer	Dan Eckert	deckert@rthighschool.org
Counselor	Jessica Fager	jfager@rthighschool.org
Office Assistant	Karen Mudd	kmudd@rthighschool.org

TEACHING FACULTY

ENGLISH Deborah Brown dbrown@rthighschool.org Leatha Fields-Carey lfieldscaey@rthighschool.org Faiza Siddiqui fsiddiqui@rthighschool.org	MATHEMATICS Melissa Gresham mgresham@rthighschool.org Jessica Bonner jbonner@rthighschool.org Lisa Austin laustin@rthighschool.org
WORLD LANGUAGES Marianela Miller (Spanish) mmiller@rthighschool.org Paul Wiedmer (Spanish, German) pwiedmer@rthighschool.org	SCIENCE Sarah Reid (Biology) sreid@rthighschool.org Michael Farrow (Biology) mfarrow@rthighschool.org Norma Pedersen (Chemistry) npedersen@rthighschool.org
HISTORY Alex Drake adrake@rthighschool.org Mamie Hall mhall@rthighschool.org Traci Barger tbarger@rthighschool.org	FINE ARTS Jessica Warren (Visual Art) jwarren@rthighschool.org Ian Finley (Theater Arts) ifinley@rthighschool.org Michael Farrow (Music) mfarrow@rthighschool.org
SPECIAL PROGRAMS Tammy Darden tdarden@rthighschool.org	HEALTH AND PHYSICAL EDUCATION Richard Jowers rjowers@rthighschool.org

Contacting Teachers

Email address for faculty is the userid in parentheses followed by @rthighschool.org. For example, to contact Mr. Drake, use adrake@rthighschool.org.

Please contact teachers directly to get information, to ask questions, and to express concerns. If this important step is omitted, the administration will direct parents and students to talk to the teachers.

Contacting Students

Email address for students is the userid in parentheses followed by @rthighschool.org. For example, to contact James Kirk, use jkirk@rthighschool.org. In some cases student addresses might be slightly different (such as in case of similar names). You may find the address by starting the name in your Gmail window and choosing the correct student from the list.

OPERATIONAL POLICIES AND PROCEDURES

STUDENT CODE OF CONDUCT

EXPECTATIONS OF STUDENTS BY THE SCHOOL

At Research Triangle High School, we aspire to create a community of learners who are responsible for their own learning, engaged in their class content, supportive and respectful to their peers and teachers, and who are willing to be vulnerable for the sake of growing. Our faculty and staff are committed to knowing each student and teaching each student where they are. We expect students to contribute to that knowledge of where they are.

We have developed guidelines to clarify our expectations for our students:

- Students will focus on their academic work during school hours.
- Students will be civil and kind to each other, to the staff, and to the larger community.
- Students will dress appropriately. Dress should not be disruptive, obscene, or offensive. Teachers may identify additional expectations necessary for their individual subject areas.
- Students will attend class regularly. They will be on time and prepared every day.
- Students will accept responsibility for helping to maintain our facilities.

Students may be taken aside by faculty to advise about the above items. The purpose of those advisory contacts is to change the behavior in the future. These contacts are not disciplinary, but if students continue not to meet those standards, or refuse teacher corrections of those behaviors, more serious consequences, including detentions, suspensions, or behavior contracts may be implemented.

Unacceptable Behavior

While we expect and trust each Research Triangle High School student to exhibit exemplary behavior, we inform our parents and students of the consequences of unacceptable behavior. The behaviors and consequences below are the official Code of Conduct Policies for unacceptable behavior and discipline for students at our school. Please note that these are administrative discipline policies, and supersede the Raptor Values and demerit system.

Tiered Response Discipline Guidelines

Tier 1
Classroom teacher responds and gives consequences for the following types of student actions:
<ul style="list-style-type: none">- tardiness- not turning in homework- talking out of turn- misuse of equipment or supplies- disrespect towards peers- disrespect towards adults (eye roll, smacking teeth, refusing direction, etc)- noncompliance with requests by staff or faculty, including eating/drinking and bathroom trips- not prepared for class- not meeting classroom expectations- academic dishonesty- non-compliance with school arrival and study hall policies

Tier 2
Students are referred to the Administrative staff for conference which may include placement under a Behavior Contract, in conference with their parents, for the following behaviors:
<ul style="list-style-type: none"> - any repetition of Tier 1 offenses - not completing in-class work - inappropriate language and profanity - disrupting learning environment - off-task/distracting behaviors - out of place - dress code violations - violation of Acceptable Use Policy
Tier 3
Students are referred to the Principal for the behaviors below, to result in interventions that range from conference with the Principal, and/or with parents, and/or possible short-term suspension from one to ten days:
<ul style="list-style-type: none"> - any repetition of Tier 2 offenses - lying/cheating - harassing behavior or bullying - dangerous behavior in cafeteria or bus or school property (threatening or endangering the emotional, physical or mental health of others) - truancy - property damage (repairable at minor expense or by student intervention) - inappropriate displays of affection
Tier 4
Students are sent directly to Principal when students do the following, for immediate suspension. The days of suspension may include long-term suspension for the balance of the school year.
<ul style="list-style-type: none"> - repeated or serious Tier 3 offenses, including not responding to interventions on Tier 1 and 2 offenses - physical aggression – assault, making threats, instigating or inciting a fight, or affray - theft, or damage to personal or school property (irreparable or repairable/replaceable at significant expense to school and/or family) - non-compliance with a teacher’s or staff member’s directive to go to the office because of the student’s unacceptable behavior - tobacco/drugs/alcohol - gambling - fire alarm, bomb threat - drug or paraphernalia possession - vandalism - leaving school or failing to attend class without permission

Students may also suffer disciplinary consequences for conduct listed above not occurring on educational property if that conduct violates this Code of Student Conduct and has had or is expected to have a direct and immediate impact on the orderly and efficient operation of the school or the safety of individuals in

the school environment. In addition, our expectations for our students during the school day apply to all extracurricular and co-curricular events both on campus and off campus.

Some more serious offenses will result in immediate long-term suspension, which include the student having received repeated short-term suspensions, and specifically include those offenses outlined by General Statute 115C-391, such as possession of weapon(s) including a fire arm or other weapons as dictated by General Statute. Students who are placed under long-term suspension are entitled to a hearing before the Board of Directors, or a subcommittee thereof, as proscribed in the General Statute.

Arrival and Departure

School begins at 9:00 a.m. To accommodate parents' schedules, students may arrive at school as early as 7:30 a.m. Any student arriving on campus between 7:30 and 8:30 a.m. must come into the building and is welcome to sit in the Gallery or supervised morning study halls. If teachers are available, students may meet with them during this time.

However, first period begins at 9:00am, which means that students should arrive *before* then so that they are seated and ready to begin at 9:00. Tardy students entering classrooms after classes have begun not only hurt the late student but disrupt the class and distract everyone. **We ask parents to ensure that students arrive no later than 8:55am.** Failure to deliver your student on time to school results in truancy which can result in legal action against parents under North Carolina statute.

Between arriving on campus and departing campus, students must stay in the immediate vicinity of our building. When students arrive at school, they must come into the building. Students must not stay in the school parking lot or in their vehicles parked anywhere before school unless accompanied by a parent.

School ends at 3:55 p.m. and all students must be picked up by 5:00 p.m. Students may stay after school for athletics, club meetings, or extra help from a teacher. After 4:15 all students must be in a supervised activity or silent study hall.

ATTENDANCE

Attendance to class is critical for academic success at Research Triangle High School. Students who are ill should remain at home to recover. However, parents and students should be aware that frequent absences often result in academic difficulties. We encourage you to schedule appointments and travel during non-school hours and scheduled breaks.

Tardiness has a negative impact not only on the tardy student's education, but also on that of his or her classmates. Students should arrive at class on time and to be ready to participate.

Late Arrival

A student who arrives at school after 9:00 a.m. must provide a signed note from a parent or guardian explaining the tardiness and must sign-in in the office. Office staff will give the student an admittance form to enter class. On the following day, students should show that form to any teacher whose class was missed.

Early Departure

Students who leave school early should bring a signed note from a parent or guardian explaining the reason for the departure. When it is time to leave school, the student should show the note to the teacher before taking the note to the office. The student must then sign-out before leaving the building. (If a student leaves school for an appointment, he or she must sign out and sign back in again when returning to campus.) If a student gets sick during the school day and needs to leave school, the student should go

to the office and call a parent or guardian. Office staff will speak to the parent or guardian before the student is allowed to sign-out.

Absences

North Carolina General Statutes consider absences for these reasons to be lawful:

1. Illness or injury: When absence results from illness or injury which prevents the student from being physically able to attend school
2. Quarantine: When isolation of the student is ordered by the local health official or the State Board of Health
3. Death in the immediate family: When absences results from the death of a member of the immediate family of the student
4. Medical or Dental appointments
5. Court or administrative proceedings
6. Religious observance
7. Educational opportunity: Approval must be granted by an administrator one week *prior* to the absence.

If a student plans to be absent for an educational opportunity, he or she should come to the office at least one week before the absence and complete a pre-approved absence form to be approved by an administrator. After the absence has been approved, then the students' teachers must sign the pre-approval form. Then the form must be returned to the main office.

In case of an absence, parents should *call the school before 10 a.m. on the morning of the absence* in order to help insure the safety of our students. We would appreciate calls as early as possible so as not to unnecessarily burden our office staff. Parents may leave messages on the school's voice mail (919-998-6757). Parents should expect calls from the school office in the morning if their student is absent and we have no advance notice. **In addition, when the student returns to school, he or she must go to the main office first thing in the morning to turn in a signed note from a parent or guardian explaining the absence. This written confirmation is required for state auditing purposes.**

If a student returns to school from an absence WITHOUT a parental note, he or she should still go to the main office first thing in the morning. The student will receive an after-school detention. If the student brings the note the following day, the detention will be forgiven. All detentions related to absences will be held on Friday afternoons from 2:05 to 2:35 pm. If a student brings a note listing a reason other than one of the seven lawful reasons for absence, a detention will not be assigned. **However, if a student has three unlawful absences from school, parents will be notified and a detention will be assigned. If a student accumulates six unlawful absences, parents will be notified that they are in violation of the Compulsory Attendance Law and may face prosecution if the absences cannot be justified.**

Make-Up Work

Students are responsible for making up work when they are absent. Students should work with their teachers to make arrangements to complete assignments, tests, and quizzes in a timely fashion. Students may access their assignments and instruction from Moodle, and are expected to keep current with their assignments while absent. If a student does not have home internet access, assignments can be collected from teachers in advance with proper notice.

BUILDING AND SURROUNDINGS

In order to maintain excellent relations with our neighbors, students must respect the boundaries of our space and help to maintain the facilities. Our grounds include the building and the parking lot surrounding it. Students should not enter the property of the RTP Federal Credit Union, the Wells Fargo Bank, the First Citizens Bank, the site of the former Radisson hotel, or the neighboring office buildings. Because these areas are not school property, students found loitering off of school property are subject to disciplinary action.

In addition, students have a responsibility to help keep the Research Triangle High School facilities clean and free of litter. This includes classroom space, bathrooms, hallways, and outdoor areas. Teachers will establish clean up routines for their classrooms, and students may be disciplined for not contributing to the cleanliness of the school area. We are a family and our house should be kept clean.

LUNCH

Because RTHS does not have a cafeteria, students eat lunch in designated classrooms and outside in the patio area in the front of the school building. Students may eat in the designated lunch area (DLA) of their choice. Once lunch begins, students should have selected a DLA and should remain there until the end of the lunch period. Students must ask permission to leave their DLA.

Because classrooms are used immediately following lunch, please take extra care to make the rooms ready for the incoming class. Students are expected to be respectful and responsible for the cleanliness of their DLA.

DISTRIBUTION OF MEDICATION

If a student needs to take any medication during the school day, the student should bring the medicine along with a form obtained from the physician to the office. It is the student's responsibility to come to the office at the specified time to receive his or her medication from a member of the office staff. Medication will be taken in the presence of a staff member. The student should sign the medication log provided by the office staff.

VISITORS

Any visitors to RTHS, including parents, should check in at the front office and receive a visitor name tag. Students who attend other schools are not permitted to visit RTHS. Parents who need to meet with teachers should make an appointment.

BAD WEATHER POLICY

Should the weather interfere with our normal school schedule as is sometimes the case in North Carolina, please listen to WRAL-TV (Channel 5) or WRAL-FM (101.5 FM) or visit www.wral.com for information on Research Triangle High School's either closing or delaying the opening of school. In addition, information will be posted to our Facebook page, website (www.rthighschool.org) and on Twitter (follow us @restrihigh). Because our population is split between counties with often different weather results and policies, it is important to check the school's report rather than looking at the county schools themselves.

EMERGENCY PROCEDURES

In the event of an emergency at school, such as a fire, that requires the evacuation of the building, students will initially gather with their teachers in the designated evacuation area for their classroom, as shown on the evacuation chart. Should the emergency be of a nature that the administrative team decides to move the students farther from the building, teachers will escort students to the field north of the school. If classes are not able to resume, students will contact their parents using cell phones to pick them up there. The school staff will work through WRAL-TV5 and WRAL-FM as well as Twitter and Facebook to publicize emergency information as quickly as possible.

TRANSPORTATION

Visitor Parking

Visitors to the school may park in any of the spaces located on the south side of the school (facing NC-54) and must check in at the front office before going to any other school facilities. Please avoid parking in spaces near the other businesses in the complex. Please note the regions outlined in the map below.

Carpool Route

Research Triangle High School has developed a traffic plan designed to help ensure the safety of RTHS students and patrons of local businesses. Use of the Park Drive entrances is prohibited from **8:00 to 9:15 a.m.** and **3:30 to 4:15 p.m.** It is essential that all members of our school community comply with the carpool routes. Thank you for your cooperation.

Morning Drop-off/Afternoon Pickup

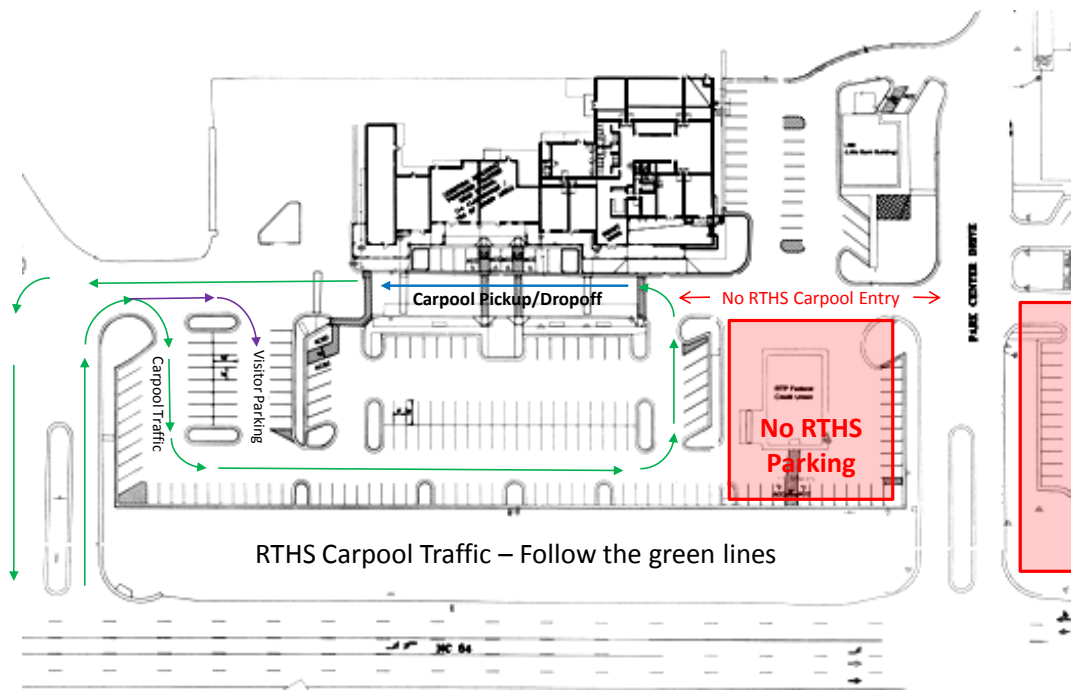
All parents and students must use the west entrance to the parking lot from NC-54. Drivers should follow the route displayed below around, keeping to the right, until turning in front of the school. Drivers should continue down the length of the school as far as possible before stopping for pickup. When finished, drivers will exit from the same location out on to NC-54. **Do not enter the parking lot from the Wells Fargo side.**

In the past, when parents arrive at the same time for pickup, we often have lines that extend out of the parking lot, and we cannot block NC-54. Because of the larger student population in our second year, we are suggesting the following pickup schedule:

3:45-4:00	freshman pickup
4:00-4:15	sophomore pickup

We expect some overlap because of carpooling situations, but if parents can generally observe that pattern and come later if picking up sophomores and earlier if picking up freshmen, we can alleviate the long hot wait in the summer sun and hopefully not stop traffic. We will adjust as we see what patterns develop.

(Carpool map on next page)



Other Forms of Transportation

Many of our students ride Triangle Transit Authority buses to and from the school. The TTA serves Apex, Cary, Raleigh, Durham, and Chapel Hill. Information, including smartphone apps for bus schedules and route planning, can be found here:

- Go Triangle <http://www.gotriangle.org/>
- Triangle Transit <http://www.triangletransit.org/>

RTHS students who choose to use the bus will be given a GoPass which allows for free rides between the school and any other location they serve (for school travel only). Students who ride are subject to TTA rules and regulations as well as school standards for behavior. GoPasses can be revoked at the school's discretion for violation of either TTA or school rules.

ACADEMIC POLICIES AND PROCEDURES

GRADING

The grading scale at Research Triangle High School is as follows:

A	93-100	
B	85-92	
C	77-84	
D	70-76	
F	below 70	Failing

- There are four grading periods—two before Winter Break, and two after.
- When reading a RTHS report card, Q1, Q2, Q3, and Q4 are the nine weeks reporting periods. S1 is the first semester grade and S2 is the second semester grade. X1 and X2 are the first semester and final exam grades respectively. If the student is taking a course in which an End of Course (EOC) exam or NC Final Exam is given, X3 will be the exam grade instead of X2. F1 is the final grade in the course.
- In each semester, cumulative grades will be reported at the end of the grading period.
- Midyear exams will be held December 16-19. Two one hour and fifty-five minute exams will be held each day. December 20 will be the make-up exam day. Attendance on that day is required only if students miss one of the regularly scheduled exams. Exams count as 20% of the first semester grade.
- Finals, including EOC state tests, will be held May 29-June 6. One two hour and thirty minute exam will be held each day. June 6 is the final exam make-up day. Final exams will count as 20% of the second semester grade unless otherwise dictated by the state.

In 2013-2014, READY EOC state tests will be given for
Algebra I Biology English II

The state also gives North Carolina Final Exams which are used primarily for teacher evaluation. These exams are part of core subject final exams; and are written and supplied by the state.

The school uses unweighted grades to determine athletic eligibility and academic society memberships as well as other extracurricular activities. The school does not calculate class rank information.

Progress Reports

At the end of the first nine weeks, comments in addition to grades will be sent home to indicate areas of strength and/or weakness. Student grades will also be available for parent and student review via the internet.

HOMEWORK

The flipped classroom model changes the way we think about homework. **Students should expect to spend approximately 90 minutes outside of class each day preparing for their next day's classes.** This amount of time will vary from student to student. For this reason we have provided study time during the school day. Students can complete work or consult their playlists during this time. TTA buses also feature wireless internet access, so students who have travel time can complete homework on their way to and from school.

LATE ASSIGNMENTS

Teachers set their own late-work policies, and it is the **student's responsibility** to make arrangements regarding any late work with the individual teacher. The student should approach the teacher at an appropriate time and discuss the time limit for turning in the late work. Please note that some policies may be to accept no late work.

COURSE WEIGHTS

The North Carolina Essential Standards assign different quality-point weights to courses. Research Triangle High School offers a variety of courses.

- Standard courses receive 4 quality points for an A.
- Honors level courses receive 5 quality points for an A.
- Advanced Placement (AP) courses receive 6 quality points for an A. For the 2013-2014 school year RTHS does not offer any AP courses.

RESEARCH TRIANGLE HIGH SCHOOL GRADUATION REQUIREMENTS

Mathematics	4 units
Science	4 units (Biology, Chemistry, Earth/Environmental Science, and Physics)
History	4 units (World History, Civics and Economics, US History I and II)
English	4 units (English I, II, III, IV)
Foreign Language	2 units (including one course beyond the first year)
Healthful Living	1 unit
<u>Electives</u>	<u>4 units</u>
Total	23 units

A unit equals the successful completion of a yearlong course or two semester courses. Students must also pass End-of-Course tests in Math I, Biology, and English 10.

GRADE PROMOTION

	<i>To Be Promoted to Grade 10</i>	<i>To Be Promoted to Grade 11</i>	<i>To Be Promoted to Grade 12</i>	<i>To Graduate</i>
RTHS units	5 (including at least one math course and one English course)	11 (including at least two math courses and two English courses)	17 (including at least three math courses and three English courses)	23

REGISTRATION

Registration will be discussed in seminars, and individual students will be able to discuss their four-year plan with their advisor at this time.

Important Points about Course Registration at RTHS:

- Registration will take place in the spring semester.
- The student's four-year plan should be considered when choosing courses.
- Each student will choose 6 classes and 3 alternates.
- It is critical to choose alternates; otherwise, classes will be selected for the student.
- Most classes need the signatures of current teachers indicating their recommendation. All registration forms need the signatures of the student and the parent.
- If a family does not agree with a teacher's recommendation, the family may appeal to the administration to take a different level of the course. The appeal includes a meeting with the student, a parent, and an administrator.
- Electives can include a fine arts course, modern or classical language, or another choice in the core classes (i.e. second history, science, English or math).
- Course offerings may change from year to year according to interest and availability of resources.

ACCEPTABLE COMPUTER USE POLICY

Privileges

Internet access is available to students and teachers at Research Triangle High School. Our educational model requires access to the large pool of data and instructional materials available through the global network, thus its availability is not only a high priority for the school but a necessary part of the daily educational process.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Research Triangle High School will take precautions to restrict access to such materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information.

We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Responsibilities

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that students are aware of the responsibilities they are about to acquire. Students are expected to abide by this Acceptable Computer Use Policy as well as all current local, state, and federal laws. If an RTHS student violates any of these provisions, he or she may lose any and all computer access privileges (including use for school work) for a period of time based on the severity of the violation and/or face other disciplinary consequences. Severe violations and/or violations of state or federal laws will incur more serious consequences in accordance with those policies and the law. The signatures on the Acceptable Computer Use Agreement are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Risks and Limitation of Liability

Since RTHS has no campus library or media center, the Internet serves as a powerful and essential educational tool. However, students and parents must be informed of the potential dangers that exist on the Internet, including (but not limited to) child/sexual predators, scam artists, and hate-based materials. RTHS school-based computer use policies have been developed to protect against these dangers, and student use will be monitored by school staff to enforce these policies. In addition, data that track individual student Internet activity can be made available to parents upon request. Students are hereby warned against giving out any personal information over the Internet, including physical description or photo of self, name, age, address, school attended, or any times when the student will be home alone (including after school before parents have returned from work). Students should never meet one-on-one with someone they have met on the Internet without first seeking guidance from their teacher/advisor and parent/guardian.

Unlike home-based Internet usage which may be for entertainment and other purposes, Internet usage at RTHS is for educational purposes only. Research Triangle High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. RTHS reserves the right to block or filter Internet content that has no educational purpose, is obscene, contains pornography, or is harmful to minors. RTHS makes no guarantee that the functions of services provided by or through the RTHS network will be error-free or without defect. Research Triangle High School will not be responsible for any damages a user may suffer including but not limited to loss of data, delays, nondeliveries, misdeliveries, or service interruptions caused by provider/user negligence, errors or omissions. RTHS is not responsible for the accuracy or quality of the information obtained through or stored in the system or network. RTHS will not be responsible for financial obligations arising through the unauthorized use of the system. Use any information obtained via the Internet at your own risk.

RTHS Network Access—Terms and Conditions

A responsible student user of the RTHS Network

- MAY USE the Internet to research assigned classroom projects.
- MAY USE the Internet to research or develop educational materials.
- UNDERSTANDS that NONE of his or her communications and information accessible through the RTHS Network is considered private or confidential.
- UNDERSTANDS that his or her Internet activity may be tracked and monitored and made available for parental review.

- UNDERSTANDS that RTHS staff may be silently observing his or her workstation or device and network activity at any time, and may intervene in this activity at any time.
- AGREES that he or she will NEVER disclose his or her password to any other student.
- AGREES to NEVER disclose his or her personal information or private information about another person over the Internet either by posting or by disclosing this information to another person met on the Internet.
- UNDERSTANDS that security on any computer system serving many users is critical, and it is the responsibility of all users to help safeguard the integrity of the system. This responsibility includes the reporting of any potential security breach such as unauthorized or prohibited use. If you feel you can identify a security problem on the network, you must notify a teacher or an administrator.
- UNDERSTANDS that if any provision of the RTHS Acceptable Computer Use Policy is violated, the student may not be allowed to use the RTHS network and disciplinary action may be taken. Loss of internet privileges at RTHS will have catastrophic effects on a student's educational success at school.
- UNDERSTANDS that if he or she loses the privilege of using the RTHS network, there shall be no obligation to provide a subsequent opportunity to access the network. This means that the student may receive failing grades on subsequent in-school activities requiring network access.

1) School Workstation Violations: A student is to leave the computer exactly as he or she finds it unless given specific permission from an instructor. Prohibited changes include, but are not limited to

1. Installing unauthorized software on any workstation or anywhere on the network.
2. Logging on as another user or allowing another individual the use of one's account or userID.
3. Stealing, vandalizing or defacing hardware (including keyboards, monitors, and headphones).
4. Not reporting computer vandalism that you are aware of.
5. Removing or replacing hardware or cables without authorization.
6. Changing the screensaver or desktop backgrounds.
7. Moving, adding, deleting, or changing icons on the desktop, including printer icons.
8. Setting themes or sounds; changing the screen resolution or tampering with operational settings including the Start menu.

2) Usage Violations: Use of the computer must be in support of education and research and consistent with the educational objectives of Research Triangle High School. *The student is responsible, at all times, for its proper use.* Improper use of the RTHS network is prohibited. Uses of the RTHS network that are prohibited include, but are not limited to

1. Use of RTHS technologies in support of any illegal purposes.
2. Intentionally uploading, creating, or spreading computer viruses or worms.
3. Attempting to gain unauthorized access to the RTHS network, or any other network, or to any secure data is considered hacking activity and thus is prohibited. Hacking activity includes students attempting to logon to the network/Internet as a faculty member or an administrator.

4. Possessing and/or using or attempting to use hacking tools, including keystroke loggers and password/encryption tools.
5. Not reporting network security violations or potential violations that you are aware of. If you become aware of a problem, do not demonstrate the problem to other users.
6. Downloading and storing files on the network without authorization. Logging on as another user or allowing another individual the use of one's account or userID. When logged in properly, students have authority to download and store materials that do not violate other conditions of the agreement.
7. Providing access to the RTHS network to unauthorized individuals via one's own account, another's account, or otherwise.
8. Using profanity, obscenity or language that is considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities. This includes retrieving, viewing, producing, posting, or sending (or attempting to post or send) material that
 - is profane, obscene, lewd, sexually explicit or suggestive or pornographic in purpose.
 - advocates or engages in illegal acts, threats, hate or violence.
 - potentially disrupts, causes damage, threatens or endangers students or staff.

Exceptions to North Carolina laws concerning email or texting of explicit images do not exist for minors. So-called "sexting" may result in criminal prosecution and registration as a sex offender.

9. Spamming: Distributing mass e-mail messages and chain letters or sending e-mail to school address lists or other large numbers of people or a large volume of messages to one or more individuals for the purpose of causing annoyance.
10. Posting personal or private information about yourself or other people on the Internet. Violating any aspect of a student's right to privacy by disclosing confidential information including but not limited to a student's grades or test scores.
11. Posting, sending, or disclosing over the Internet information that insults, defames, or harasses.
12. "Re-posting" or forwarding personal communications without the author's prior consent.
13. Chat rooms and instant messaging are off-limits during school hours except with prior specific permission. Arranging or agreeing to meet with a person you have met online without specific advance permission from a parent or teacher is prohibited.
14. Using RTHS technology to copy commercial software in violation of state, federal, or international copyright laws.
15. Using the RTHS network for financial gain or for the transaction of any business, commercial or lobbying activities.
16. Using technology to cheat; to misrepresent another's work as one's own or to pass one's work on to another for the purpose of cheating.
17. Plagiarizing (claiming another person's writings as your own) any information gained on or through the network or from the Internet. (This includes the downloading of reports or term papers purchased on the Internet and passing them off as one's own). Be aware that RTHS has implemented software that identifies plagiarized copy purchased by students over the Internet. NEVER SUBMIT ANY WORK THAT IS NOT YOUR OWN without proper attribution.

3) Conduct Violations: The use of the computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and severe disciplinary action. The school administrators will deem what is inappropriate use, based on the explicit and implicit guidelines in the Acceptance Computer Use Policy.

1. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Do not be rude or abusive in your messages to others.
 - Use only appropriate language. Do not swear or use vulgarities or any other inappropriate or offensive language.
2. Using technology for off-task activities during class (playing games, videos, music, or visiting websites not instructionally related) is prohibited.
3. You may not visit chat rooms, bulletin boards, newsgroups or translator services at any time during class without your instructor's permission.
4. You must log-off and clean up your workstation before you leave.
5. You must report any unsolicited or inappropriate web site that pops up on your screen without your consent to your teacher.
6. If you experience any problems with your device (you can't log on, you can't print, you can't get on the network or to the Internet, your memory tool is stuck, etc.), you must report these problems to your teacher/advisor, an administrator, or the IT staff.
7. It is your responsibility to keep your password confidential. **IF YOUR PASSWORD IS COMPROMISED, YOU MUST CHANGE IT IMMEDIATELY!** If you forget your password, see your teacher or advisor who will help you create a new password. Choose a password you can easily remember. Your password must follow specific guidelines for a secure password. It must contain at least six characters. It must also include 3 of the 4 following items: Uppercase letter, Lowercase letter, Symbol, and Number. It may not contain all or part of your username. During the year, you will be required to change your password every 90 days to ensure the security of your account and your data. You may not use any previous passwords. You will be notified when your password is about to expire.

Consequences for Violations of Terms and Conditions

Workstation and Usage Violations such as those listed above are **SERIOUS** violations with **SEVERE** consequences. Workstation and Usage violations can incur suspension of computer privileges as well as disciplinary action and notification of a student's parents. Reinstatement will require parental signature and/or conference.

Conduct Violations also have the consequence of disciplinary action which may include suspension of computer privileges. Repeated conduct violations will be treated as a serious violation (see above) and parents will be notified.

Academic Consequences of Violations

Violations of the Acceptable Computer Use Agreement may carry serious academic consequences. If you lose your computer privileges, you may not use ANY RTHS computer. You may NOT bring a personal laptop to school to use for the duration of the violation. If you have access to the necessary hardware/software at home, you may complete computer-related assignments at home. Otherwise, you must complete your assignment at a public library or some other public computing facility. You may propose alternate, non-technology assignments to your teachers. Your teachers will decide whether your proposal constitutes an acceptable alternative for meeting the learning objectives of the original computer-based assignment. If there are no valid alternatives in computer-based courses, the result may be that you would fail the assignment.

The following applies to all violations:

1. If the school year ends before the computer suspension, the remainder of the suspension will carry over to the next school year.
2. Acts of vandalism that require the replacement of equipment will require financial recompense by the student or the student's parents.
3. Any violation of this agreement may result in additional disciplinary action in accordance with school policies, local, state and federal laws.

DRIVER'S EDUCATION AND ELIGIBILITY CERTIFICATES

Research Triangle High School does not offer driver's education classes. Students who are residents of Wake County may take courses for \$45 through Jordan Driving School (<http://www.jordandriving.com/>). For Durham County residents a similar arrangement can be made through Durham Public Schools (<http://www.dpsnc.net/programs-services/driver-ed>). At the present time all classes in Durham and Wake County are offered at public schools throughout the counties and students could, in theory, attend whatever site they like. However, at the present time all after school classes begin at 2pm. RTHS students would need to take classes in the summer or on Saturdays. These classes have not been scheduled yet; should you be interested please contact the agencies listed above for scheduling opportunities.

Dropout Prevention/License Revocation

North Carolina has established legislation that reflects a coordinated statewide effort to motivate and to encourage students to complete high school. This legislation, effective August 1, 1998, requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is determined by first semester grades and end-of-the-year grades and is defined as passing 70% of courses. At Research Triangle High School, this means a student must be passing five of his or her six courses. A student is exempt from this law when he or she reaches the age of 18 or has obtained a high school diploma, GED, or an adult high-school diploma. RTHS is required to notify the Division of Motor Vehicles after each semester if a student fails to meet this requirement.

A student's driving permit or license must also be revoked for one year if a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for: 1) possession or sale of alcoholic beverage or an illegal controlled substance on school property, 2) possession or use on school property of a weapon or firearm, or 3) the physical assault on a teacher or other school personnel on school property. School property includes the physical premises of the school, including the parking lot, any vehicles under the school's control that are used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school.

Driver's Eligibility Certificates

A Driver's Eligibility Certificate (DEC) will be issued to a student when the student completes the driver's education class and meets the above requirement. The student and a parent should present the form stating he or she has completed the class to the office staff at RTHS. Both the student and a parent must be present when the DEC is signed and issued by the RTHS office staff. After grades have been verified, the DEC will be issued. The DEC is only good for thirty days from the date issued.

EXTRACURRICULAR ACTIVITIES

Providing students with rewarding extracurricular activities is important to us at Research Triangle High School. Our intent is to support the creation of student clubs and activities that students are interested in.

STUDENT CLUBS

Clubs at RTHS vary a great deal in terms of the time commitment for the students, allowing most students to find some activity that fits their schedule. Club meetings are held before school, during lunch, or after school. Clubs may vary slightly from year to year to suit the interests of our students and faculty.

RAPTOR ATHLETICS

Research Triangle High School offers a limited number of sports. Tryouts are open to students of all grade levels. Below are the sports offered at Research Triangle High School:

Fall

Cross Country
Boys' Soccer
Volleyball

Winter

Men's Basketball
Women's Basketball
Cheerleading

Spring

Girls' Soccer
Boys' Track
Girls' Track

RTHS is a member of NCHSAA and be eligible to compete in leagues for the 2013-2014 school year.

Eligibility for participation in athletic activities:

Required Forms:

1. Athletic Participation Form, including a current physical exam (physicals are valid for one calendar year), and the Concussion Awareness Statement
2. Forms are available through the Athletic Director's Office.

Academic Requirements:

Students who have no more than one D and no failing grades AND a 2.0 unweighted grade-point average, OR a 3.0 unweighted GPA AND any combination of grades* in the grading period prior to athletic participation are eligible to participate. Students excluded from participation will be reevaluated at the end of the following grading period. Student-athletes will be evaluated at each grading period. The first semester and final grade will be used for the second and fourth period eligibility checks, respectively.

Students who were not enrolled at Research Triangle High School during the grading period prior to athletic participation must submit their grades from the previous school. The above standards apply to those grades.

Students must have been in **attendance for at least 85%** of the previous semester at an approved school.

NOTE: The NCHSAA policies supersede any and all RTHS athletic policies when RTHS policies are lesser.

COMMUNICATION AND SUPPORT SERVICES

Below you will find descriptions of the various services created to foster communication among members of the RTHS community. For up-to-date information, such as a school events calendar, athletic schedules, and course descriptions, check out the RTHS web site at www.rthighschool.org. We communicate heavily through our Facebook page and urgent notifications are made via Twitter (@restrihigh).

SEMINAR SYSTEM

Every student at RTHS is in a seminar group with a faculty member. The intent of seminar is twofold. First, it is a time for students to complete homework in a semi-structured environment at school where they can receive help from teachers or peers. The second purpose is advice. Each seminar teacher will personally talk with each student at least once per week about school progress. Teachers will also circulate and offer help. In addition, important announcements and special teaching opportunities happen during this time.

* For example, F, B, B, A, A, A = 3.0 or D, D, A, A, A, A = 3.0

SPECIAL PROGRAMS

RTHS offers support services to students who are state identified. The level of support is dependent on the student's IEP. For more information, contact Tameson Darden in the Special Programs Department.

STUDENT INFORMATION

During the school year, Research Triangle High School will from time to time release information about students through the school directory, Facebook and other social media, local media announcements of student achievement, athletic competitions, and other school publications. This information may include the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Parents who do not wish to have this information released should contact the school office in writing within three weeks of the first day of school.

If you move or change phone numbers, please report any changes to the office at office@rthighschool.org or bring written notice. Proof of residency is required for each student.

TEACHER CONFERENCES

To request a teacher conference with the student's advisor and his or her teachers, parents should contact Ludmila Presutti in the office (919-998-6757) and leave a date or possible dates convenient for the meeting. Once the conference has been scheduled, the office staff will contact the parent. If a conference is needed with an individual teacher, the parent should contact that teacher by email.

APPENDICES

RTHS Schedules

Regular Schedule (50-minute periods) Gallery study hall (7:30 - 8:45) 1 st period 9:00 - 9:50 2 nd period 9:55 - 10:45 3 rd period 10:50 - 11:40 Lunch 11:40 - 12:10 4 th period 12:10 - 1:00 5 th period 1:05 - 1:55 6 th period 2:00 - 2:50 7 th period 2:55 - 3:45	Friday Schedule (35-minute periods) Gallery study hall (7:30 - 8:45) 1 st period 9:00 - 9:35 2 nd period 9:40 - 10:15 3 rd period 10:20 - 10:55 4 th period 11:00 - 11:35 Lunch 11:40 - 12:00 5 th period 12:05 - 12:40 6 th period 12:45 - 1:20 7 th period 1:25 - 2:00
One-hour Delay (40-minute periods) Gallery study hall (8:30 - 9:45) 1 st period 10:00 - 10:40 2 nd period 10:45 - 11:25 3 rd period 11:30 - 12:10 4 th period 12:15 - 12:55 Lunch 1:00 - 1:30 5 th period 1:35 - 2:15 6 th period 2:20 - 3:00 7 th period 3:05 - 3:45	Two-hour Delay (30/35-minute periods) Gallery study hall (9:30 - 10:45) 1 st period 11:00 - 11:30 2 nd period 11:35 - 12:10 3 rd period 12:15 - 12:45 Lunch 12:45 - 1:05 4 th period 1:10 - 1:45 5 th period 1:50 - 2:25 6 th period 2:30 - 3:10 7 th period 3:10 - 3:45
Half-Day Schedule (25-minute periods) Gallery study hall (7:30 - 8:45) 1 st period 9:00 - 9:25 2 nd period 9:30 - 9:55 3 rd period 10:00 - 10:25 4 th period 10:30 - 10:55 5 th period 11:00 - 11:25 6 th period 11:30 - 11:55 7 th period 12:00 - 12:25	Mid-year Exam Schedule (1 hour, 55 min) Exam Block 9:00 - 10:55 Break 11:00 - 11:25 Exam Block 11:30 - 1:30 Final-Exam Schedule (2 hours, 30 minutes) Class Block 9:00 - 9:30 Exam Block 9:35 - 12:05

Raptor Code of Conduct

Vision, Mission, and Values: RTHS will be a community that knows, values and respects each student, creating strong relationships and a strong work ethic so that failure is not allowed. Students will value excellence and become independent learners and problem solvers with strong technical literacy who understand professional and business behaviors. Students will graduate ready for higher academic, scientific and business pursuits and able to make a positive contribution to their community.

School Climate: Students should feel physically, academically and socially safe during the school day so that they can take risks, ask questions, and reflect on both failures and successes. Technology is an integral tool for delivering the academic curriculum as well as building the social climate. Technology is used to help personalize and differentiate the curriculum, offering multiple ways to explore academic concepts as well as communicate throughout the school day.

Behavior Expectations: RTHS, as part of the Research Triangle Park, will expect students to conduct themselves according to professional business standards wherever possible, especially in the following areas:

- **Relationships:**
 - All communications should be respectful, whether speaking to peers or staff members.
 - Profanity (cussing and swear words) should not be used on school property or at school events and should never be directed at a staff member or other student
 - Backtalk and disrespect towards staff members is not acceptable. Students should make every attempt to gain control of their emotions, calm down, and demonstrate maturity in handling any conflicts.
 - Students should make an effort to get to know their classmates and practice respectful tolerance towards those people who may be different from themselves. Students should look out for each other and seek to help everyone find a way to feel welcome and valued.
 - Public displays of romantic affection should not occur on school grounds or at school events.
 - Bullying, name calling, and disrespectful or unkind behavior, whether in person or online, will not be tolerated and may be subject to a full range of disciplinary action.
- **Technology:**
 - Academic uses for technology have 1st priority
 - Students should avoid using tech during the school day for gossip, personal remarks, and anything else that could be distracting or hurtful to fellow students and staff.
 - Students should use the technology to develop academic independence; you are responsible for keeping up with assignments online, checking your e-mails, and watching the videos as assigned.
 - Academic activities should have priority in your seminar time before playing games, watching music videos, checking Facebook, etc.
 - Students must abide by the guidelines of the Appropriate Use of Technology. In addition, please keep the following guidelines in mind:
 - Any videos, music, or games viewed at school should be in the PG 13 range. Please remember we have a diverse population and be sensitive to what may be offensive, inappropriate or distracting for the student next to you.

- Ear buds and headphones should not be worn when staff is giving instructions or when working in classroom groups. Volume on headphones should be low enough that it cannot be heard outside of your own ears.
 - Avoid streaming live content or downloading large files during the school day—it sucks up bandwidth and can make it difficult for tech to be quickly responsive in other classrooms
 - Be polite, respectful and immediately responsive if a staff member needs to ask you, for any reason, to please stop using any tech device.
 - Social uses of technology, such as texting, personal e-mail, Facebook, Twitter, etc. should be kept to a minimum during the school day and avoided completely during academic instruction. Time between classes, lunch, etc can be used for social connections. Follow the above guidelines for respect and kindness in anything you do while on school grounds.
 - Sending explicit messages or photos via email or text is a crime in North Carolina. High school age children have been convicted.
- **Clothing:** Students should dress appropriately for academic activities. In keeping with our goals to have our students ready for internships and higher academic and business pursuits, the following items should be avoided:
 - Hats and head coverings not worn for religious observances
 - Clothing that is excessively tight, short, low cut or revealing. This will vary from student to student and outfit to outfit, but in general, please avoid strapless tops, muscle-cut tank tops, leggings worn as pants, t-shirts or tops with inappropriate slogans or advertising (including offensive language or drug or alcohol references), and anything that reveals undergarments—boxer shorts and bra straps, for example, should not be visible during the school day.
 - Sunglasses and novelty items worn in the classroom
 - Pajama pants and slippers worn during the school day.
 - Some exceptions can be made for school spirit day and other specific occasions.
- **School Grounds & Property:** safety and respect for our brand new building and facility must be a priority. We don't want anyone to get hurt and we want to preserve our new building.
 - Please walk when outside. Running & roughhousing can lead to accidents, especially near the roads and parking lots. Please walk when in and around campus.
 - Skateboarding and rollerblades are permitted in designated areas and with the use of a helmet.
 - Students should be with a staff member and in view of the school & staff at all times.
 - No gum in the building please; it can ruin carpets and furniture very quickly.
 - Please pick up trash and follow recycling guidelines.
 - Do not write on walls, desks, bathrooms, or other parts of school property.
 - Be careful and mindful of power cords and backpacks in classrooms. We don't want someone's computer knocked over accidentally, for example.
 - Please keep food and drink in designated areas.

- North Carolina laws about tobacco, illegal substances and weapons will be strictly enforced and violations can result in criminal charges as well as school disciplinary actions.
- **Attendance & Tardiness**
 - Prompt attendance to class is a key element of academic success.
 - If you are absent, arrive late or need to leave early, please bring a signed note from your parent or guardian explaining the reason for absence
 - You will be given a check-in sheet from the front desk
 - Have each teacher sign this note in each period Contact each teacher as soon as possible to arrange make up work. This is part of developing your own independence and responsibility. If possible, e-mail teachers when you know you are going to be absent
 - Students should be on time for class. The passing time allows for students to walk from class to class, use the restroom, etc and still make it to class with plenty of time to spare. Each teacher has specific consequences if you are consistently late to class.
 - If you arrive late or need to leave early, sign in or sign out at the front desk.

These guidelines extend to any part of the school day and school functions, including classrooms, lunch time, bus stops, athletic events, club meetings and any extracurricular or school functions. The code of conduct may be reviewed and revised as needed, and any revisions or updates will be communicated to students, staff and parents.

Raptor Code of Conduct

Acknowledgement Form

I promise to uphold the principles and rules of Research Triangle High School as outlined in the Raptor Code of Conduct. My signature below is my pledge to honor my school, classmates, teachers, and display my Raptor Pride.

I understand that the rules of the school are not made without serious consideration and are made with my best interests in mind and designed to help me to become a better student and citizen.

Signed: _____

Name
(print): _____

Date: _____

Parent
Signature: _____

Date: _____