

MESSAGE FROM THE PRINCIPAL .....	3
HISTORY .....	3
STAFF, FACULTY, AND BOARD .....	5
Contacting Teachers .....	6
Contacting Students.....	6
RTHS Communications Policy .....	7
EXPECTATIONS OF STUDENTS .....	9
Unacceptable Behavior .....	9
Tiered Response Discipline Guidelines.....	9
The Raptor Value System .....	11
ATTENDANCE.....	12
Late Arrival.....	13
Early Departure .....	13
Loss of Credit Due to Absence.....	15
Make-Up Work .....	15
BUILDING AND SURROUNDINGS.....	15
LUNCH .....	15
DISTRIBUTION OF MEDICATION.....	16
VISITORS .....	16
BAD WEATHER POLICY.....	16
EMERGENCY PROCEDURES.....	16
Visitor Parking .....	18
Carpool Route.....	18
Other Forms of Transportation .....	20
GRADING .....	21
Progress Reports .....	21
HOMEWORK.....	22
PERSONALIZED LEARNING .....	22
LATE ASSIGNMENTS.....	23
COURSE WEIGHTS.....	23
RESEARCH TRIANGLE HIGH SCHOOL GRADUATION REQUIREMENTS.....	24
GRADE LEVEL PROMOTION .....	25
REGISTRATION.....	25
ACCEPTABLE COMPUTER USE POLICY.....	27
DRIVER'S EDUCATION AND ELIGIBILITY CERTIFICATES.....	32

Dropout Prevention/License Revocation .....	32
Driver's Eligibility Certificates .....	32
STUDENT CLUBS .....	33
RAPTOR ATHLETICS .....	33
SEMINAR SYSTEM.....	35
SPECIAL PROGRAMS .....	35
Project Child Find.....	36
Transfers of Exceptional Children .....	36
STUDENT INFORMATION .....	37
TEACHER CONFERENCES.....	37
APPENDICES.....	38
1. RTHS Schedules.....	38
One-hour Delay (40-minute periods) .....	38
Two-hour Delay (30/35-minute periods) .....	38
Final Exam Schedule (3 hours*).....	38
Research Triangle High School – 2017-2018 Student Parking Regulations .....	40
3. Raptor Code of Conduct.....	43

## ***INTRODUCTION***

### **MESSAGE FROM THE PRINCIPAL**

Bread is amazing. You mix water, something sweet, ground up wheat, and yeast in a bowl. The yeast eat the sugar and burp, making this pile of pale goo swell and grow with pockets of nothing. It goes from a sticky, lumpy mess to something bread-shaped with just a few minutes of work. Then, you bake it. That's a bad day for the yeast, but a great day for the bubbles. They expand and are trapped when the proteins and starches change form and become stiff, and then the crust locks everything in, creating that chewy, crunchy shell that hides the steamy, puffy goodness inside.

Once we were pale goo, swelling with yeasty burps. Over time we have taken on form and begun to look like bread. Now we're baking. Some of what used to be soft and pliable in our school will harden, protecting the really valuable insides. That means we won't be able to work in some ways the way we used to. But that crust preserves the greatness of the loaf inside, and as we grow in the oven this year, we will work to protect what is great about us inside.

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 147 ninth graders. In January of 2016, the school opened at its current location, the former Sigma Xi world headquarters in RTP.

### **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.

## **ANTI-DISCRIMINATION POLICY**

It is the policy of the School not to discriminate on the basis of race, color, religious creed, national origin, ancestry, sexual orientation, disability or handicap. No person shall, on the basis of race, color, national origin, ancestry, gender, sexual orientation, disability, or handicap, be denied equal access or admission to school programs, courses, extracurricular activities and employment opportunities. In addition, under section 504 of the federal Rehabilitation Act of 1973, no otherwise qualified individual, shall solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of or be subjected to discrimination under any program or activity at the School.

## STAFF, FACULTY, AND BOARD ADMINISTRATION AND STAFF

Chief School Officer  
Associate School Officer  
Managing Director, External Engagement  
Office Manager/PowerSchool Data Manager  
Population Manager  
Digital Media Director  
Athletic Director  
Chief Technology Officer  
Counselor (11<sup>th</sup>, 12<sup>th</sup>)  
Counselor (9<sup>th</sup>, 10<sup>th</sup>)  
College Counselor  
Director of Student and Family Relations

Eric Grunden  
Leatha Fields-Carey  
Pamela Blizzard  
Ludmila Presutti  
Karen Mudd  
Jay Liotta  
Alex Drake  
Steve Edmundson  
Kristen Cook  
Yolanda Lemay  
Lindsey Ringenbach  
LaMont Frazier

[egrunden@rthighschool.org](mailto:egrunden@rthighschool.org)  
[lfieldscares@rthighschool.org](mailto:lfieldscares@rthighschool.org)  
[pblizzard@rthighschool.org](mailto:pblizzard@rthighschool.org)  
[lpresutti@rthighschool.org](mailto:lpresutti@rthighschool.org)  
[kmudd@rthighschool.org](mailto:kmudd@rthighschool.org)  
[jliotta@rthighschool.org](mailto:jliotta@rthighschool.org)  
[adrake@rthighschool.org](mailto:adrake@rthighschool.org)  
[stevee@rthighschool.org](mailto:stevee@rthighschool.org)  
[kcook@rthighschool.org](mailto:kcook@rthighschool.org)  
[ylemay@rthighschool.org](mailto:ylemay@rthighschool.org)  
[lringenbach@rthighschool.org](mailto:lringenbach@rthighschool.org)  
[lfrazier@rthighschool.org](mailto:lfrazier@rthighschool.org)

## TEACHING FACULTY

<b>ENGLISH</b> Deborah Brown <a href="mailto:dbrown@rthighschool.org">dbrown@rthighschool.org</a> Janan Casar <a href="mailto:sjcasar@rthighschool.org">sjcasar@rthighschool.org</a> Leatha Fields-Carey <a href="mailto:lfieldscares@rthighschool.org">lfieldscares@rthighschool.org</a> Jessica Stokes <a href="mailto:jstokes@rthighschool.org">jstokes@rthighschool.org</a> Jessica Ginocchio <a href="mailto:jginocchio@rthighschool.org">jginocchio@rthighschool.org</a> Mamie Hall <a href="mailto:mhall@rthighschool.org">mhall@rthighschool.org</a> Monica Manzer <a href="mailto:mmanzer@rthighschool.org">mmanzer@rthighschool.org</a>	<b>MATHEMATICS</b> Lisa Austin <a href="mailto:laustin@rthighschool.org">laustin@rthighschool.org</a> Angela Cooper <a href="mailto:acooper@rthighschool.org">acooper@rthighschool.org</a> Alan Goldstein <a href="mailto:agoldstein@rthighschool.org">agoldstein@rthighschool.org</a> Donna Irvin <a href="mailto:dirvin@rthighschool.org">dirvin@rthighschool.org</a> Suzanne Lynch <a href="mailto:slynch@rthighschool.org">slynch@rthighschool.org</a> Garrett Pedersen <a href="mailto:gpetersen@rthighschool.org">gpetersen@rthighschool.org</a>
<b>WORLD LANGUAGES</b> Katherine Baker <a href="mailto:kbaker@rthighschool.org">kbaker@rthighschool.org</a> Janis Overlock <a href="mailto:joverlock@rthighschool.org">joverlock@rthighschool.org</a> Darcy Turner <a href="mailto:dturner@rthighschool.org">dturner@rthighschool.org</a>	<b>SCIENCE</b> Johnny Croft (Chemistry/Environmental Science) <a href="mailto:jcroft@rthighschool.org">jcroft@rthighschool.org</a> Cinnamon Frame (Chemistry) <a href="mailto:cframe@rthighschool.org">cframe@rthighschool.org</a> Jessie Howington (Environmental Science) <a href="mailto:jhowington@rthighschool.org">jhowington@rthighschool.org</a> Aisha Frenchers (Physics) <a href="mailto:afrenchers@rthighschool.org">afrenchers@rthighschool.org</a> Ben Laptad (Chemistry/Biology) <a href="mailto:blaptad@rthighschool.org">blaptad@rthighschool.org</a> Sarah Reid (Biology) <a href="mailto:sreid@rthighschool.org">sreid@rthighschool.org</a>

<b>SOCIAL STUDIES</b> Alex Drake <a href="mailto:adrake@rthighschool.org">adrake@rthighschool.org</a> Elizabeth Godwin <a href="mailto:egodwin@rthighschool.org">egodwin@rthighschool.org</a> Steve Goldberg <a href="mailto:sgoldberg@rthighschool.org">sgoldberg@rthighschool.org</a> Jeff Guilford <a href="mailto:jguilford@rthighschool.org">jguilford@rthighschool.org</a> Patrick Lassetter <a href="mailto:plassetter@rthighschool.org">plassetter@rthighschool.org</a> Matt Tyler <a href="mailto:mt Tyler@rthighschool.org">mt Tyler@rthighschool.org</a>	<b>FINE ARTS</b> Jessica Warren (Visual Art) <a href="mailto:jwarren@rthighschool.org">jwarren@rthighschool.org</a> Ian Finley (Theater Arts) <a href="mailto:ifinley@rthighschool.org">ifinley@rthighschool.org</a> John Wood <a href="mailto:jwood@rthighschool.org">jwood@rthighschool.org</a>
<b>SPECIAL PROGRAMS</b> Evelyn Brandenberger <a href="mailto:ebrandenberger@rthighschool.org">ebrandenberger@rthighschool.org</a> Chlonda Claude <a href="mailto:cclaude@rthighschool.org">cclaude@rthighschool.org</a> Tami Reichert <a href="mailto:treichert@rthighschool.org">treichert@rthighschool.org</a>	<b>HEALTH AND PHYSICAL EDUCATION</b> Jarred Franklin <a href="mailto:jfranklin@rthighschool.org">jfranklin@rthighschool.org</a>

## Contacting Teachers

To figure out a teacher's email address, take the first letter of their first name and add their last name, followed by @rthighschool.org. For example, to contact Mr. Drake, use [adrake@rthighschool.org](mailto:adrake@rthighschool.org).

If you have questions about grades, classroom policies, or information directly related to a course or teacher, please contact the teacher directly. If, after trying to resolve a situation with a teacher, you are not satisfied, then you should contact the administration.

## Contacting Students

To figure out a student's email address, take the first letter of their first name and add their last name, ending with the last two digits of their graduation year, followed by @rthighschool.org. For example, to contact James Kirk (class of 2021), use [jkirk21@rthighschool.org](mailto:jkirk21@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.

Please note that students may not want to be contacted by people they do not know, so be kind.

## RTHS Communications Policy

While we recognize that not all our families have access to the internet outside of school, the school's faculty and staff principally communicate by email. We do so for several reasons, including keeping records of communication, ease of tracking, and accessibility at any time or place. For very important, but not time-sensitive issues, we will also send home letters. Historically, asking students to take papers home to families has been problematic at every school. We will send letters and paper copies of other communications home with students who do not have access to electronic communication at home.

We ask that all faculty and staff respond to and acknowledge messages within 24 hours, and provide considered answers to questions within three days. If an issue takes more time to resolve, that will be communicated. We want to balance teacher lives with effective communication.

If you would prefer to receive paper copies of notices, please contact the front office.

### Whom should I contact?

- **Teachers:** If you have a question about an assignment, grade, class policy, or anything that directly concerns something happening in a classroom, you should contact the teacher directly. The school's administration (Principal and Assistant) do not have direct access to information that could affect the situation and most likely these kinds of issues can be resolved quickly and efficiently with the teacher. Involving the administration adds additional steps that will increase the amount of time involved and often will complicate a resolution.
- **EC Case Managers:** From time to time, issues might arise that necessitate contacting a student's IEP case manager. Such issues may include concerns about an IEP being implemented properly or the desire to schedule an IEP team meeting to discuss issues related to a student's plan. Keep in mind that if a parent has concerns about a student's performance in a particular class, the first point of contact is the teacher of that class. A student's guidance counselor can also be helpful in addressing certain concerns.
- **Administrators:** If your question is about school policy, discipline, or if you have attempted to resolve an issue with a teacher unsuccessfully, please contact the principal or assistant principal.
- **Front Office Staff:** If you have a comment, question, or request about school records, including absences or tardies, please contact the front office staff, Mrs. Presutti or Mrs. Mudd, or use the office email account ([office@rthighschool.org](mailto:office@rthighschool.org)). This account is checked throughout the day.
- **Counselors:** if you have questions about student schedules, transcripts, grade records, NC Virtual Public School courses, student social issues, or other sensitive issues related to student or family life, please contact Mrs. Cook or Mrs. LeMay.
- **College Counseling:** If your question concerns college applications, scholarships, or other post-high school issue, please contact Mrs. Ringenbach.

**What is the deal with the phones at RTHS?**

All faculty and staff may be reached at the front office number, 919-998-6757. Each teacher has his/her own extension and voicemail box. In addition, some teachers have their own private work numbers which they may give out also.

**Can I leave a voicemail message at the main number?**

Yes, and you can also leave messages directly for teachers if you know their direct extensions.

**Does the school have a fax number?**

Yes, that number is 919-998-3402. We can even send and receive faxes in *color* in the twenty-first century.



# OPERATIONAL POLICIES AND PROCEDURES

## EXPECTATIONS OF STUDENTS

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 classes.
- 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"><li>- tardiness</li><li>- not turning in homework</li><li>- talking out of turn</li><li>- misuse of equipment or supplies</li><li>- disrespect towards peers</li><li>- disrespect towards adults (eye roll, smacking teeth, refusing direction, etc.)</li><li>- noncompliance with requests by staff or faculty, including eating/drinking and bathroom trips</li><li>- not being prepared for class</li><li>- not meeting classroom expectations</li></ul>

<ul style="list-style-type: none"> <li>- academic dishonesty</li> <li>- non-compliance with school arrival and seminar policies</li> </ul>
<b>Tier 2</b>
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"> <li>- any repetition of Tier 1 offenses</li> <li>- not completing in-class work</li> <li>- inappropriate language and profanity</li> <li>- disrupting learning environment</li> <li>- off-task/distracting behaviors</li> <li>- being out of place</li> <li>- dress code violations</li> <li>- violation of Acceptable Use Policy</li> </ul>

<b>Tier 3</b>
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"> <li>- any repetition of Tier 2 offenses</li> <li>- lying/cheating<sup>1</sup></li> <li>- harassing behavior or bullying</li> <li>- dangerous behavior in cafeteria or bus or school property (threatening or endangering the emotional, physical or mental health of others)</li> <li>- truancy</li> <li>- property damage (repairable at minor expense or by student intervention)</li> <li>- inappropriate displays of affection</li> </ul>

<b>Tier 4</b>
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"> <li>- repeated or serious Tier 3 offenses, including not responding to interventions on Tier 1 and 2 offenses</li> <li>- physical aggression – assault, making threats, instigating or inciting a fight, or affray</li> <li>- theft, or damage to personal or school property (irreparable or repairable/replaceable at significant expense to school and/or family)</li> <li>- non-compliance with a teacher's or staff member's directive to go to the office because of the student's unacceptable behavior</li> <li>- possession or use of tobacco/drugs/alcohol (see below)</li> <li>- gambling</li> </ul>

---

<sup>1</sup> Cheating at this level refers to a more premeditated, substantial effort at preparing to cheat, such as obtaining a copy of a test or distributing answers to other students. The Tier 1 academic dishonesty offense refers more to spontaneous events like copying an answer or plagiarizing small samples.

- |  |
|--|
| <ul style="list-style-type: none"><li>- causing, creating, or helping to cause or create a fire alarm, bomb threat, or similar emergency action</li><li>- drug paraphernalia possession</li><li>- vandalism</li><li>- leaving school or failing to attend class without permission</li></ul> |
|--|

Students may also suffer disciplinary consequences for conduct listed above not occurring on school 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, as well as during travel on public transportation to and from the school. 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 firearm 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.

Please note that suspension of a student out of school is a last resort, and is usually reserved for cases where safety must be preserved. We prefer to impose consequences on students that do not remove a student from class, unless the student represents a threat to school order or to an individual.

RTHS considers “tobacco products” to include cigarettes, cigars, “blunts,” pipes, chewing tobacco, snuff, e-cigarettes, vaporizers, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, vaping, chewing, dipping, or any other use of tobacco products. “Tobacco-free campus” refers to any building, facility, grounds, property, owned by RTHS as well as any spaces where school-sponsored or activities are held, whether on or off campus.<sup>2</sup> Students interested in quitting smoking are encouraged to visit the NC Quitline: <http://www.quitlinenc.com/tobacco-users/just-for-you/teens>

## **The Raptor Value System**

We want students to make good choices about how to behave, and we believe that guidance and instruction of our values make that possible. To reduce administrative penalties for discipline problems, our teachers created the Raptor Value System, which reminds our students what behaviors we look for and encourage every day. The RAPTOR (Respectful, Attentive, Prepared, Task-Oriented, Responsible) values come with examples of behaviors that don’t agree with those values, and if students demonstrate those behaviors, they can be issued demerits by a teacher.

Demerits are warnings, not penalties. They are a way of letting students know they are doing something they shouldn’t. Our hope is that this warning or advice is enough to change the

---

<sup>2</sup> Thank you to Durham Technical Community College for their help with this wording.

behavior. Usually, it is. Only if a student earns more than 5 demerits in one week is there any consequence, and that consequence is a lunch detention during the week, or some other arrangement made by a teacher or the administration. If a student does not earn 5 demerits in a Wednesday-to-Wednesday one week cycle, any demerits they have earned are erased and they start over. We understand that students make mistakes or sometimes have circumstances that cause them to break one of these rules. We forgive them, and we don't hold grudges. Detention or other penalties should be for chronic behavior that never changes.

Demerits and non-administrative penalties are not kept in a student's record. Serious offenses can be, but demerits do not rise to that level.

### **Arrival and Departure**

School begins at 8:45 a.m. (Zero period begins at 7:50 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 8:45am, which means that students should arrive before then so that they are seated and ready to begin at 8:40.** 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 8:35 am.** Failure to deliver a student on time to school results in truancy, which can result in legal action against parents under North Carolina statute. Excessive tardiness to class can result in loss of credit.

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 4:00 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 4:30 p.m. all students must be in a supervised activity or silent study hall. Students remaining on campus at 5 p.m. Monday through Thursday or after 2:45 p.m. on Friday, unless taking part in a supervised activity, are allowed to remain on campus to wait but the building will be closed.

### **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. Please see the "Tardiness to Class" section below.

### **Late Arrival**

**A student who arrives at school after 8:45 a.m. must provide a signed note from a parent or guardian explaining the tardiness and must sign-in at 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. **For every two *unexcused* tardies to school, a student will earn one absence. Once a student reaches 5 unexcused absences in a particular class period, he or she will no longer be able to receive credit for that class. RTHS does not distinguish between tardies due to the student's fault or the fault of the parent that brings the student late.**

### **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.

In the event that a student is a part of a carpool that must leave early, the student must have permission on file from his/her own parent or guardian in order to leave school early. The law does not allow us to check minors out to anyone who is not listed in our files as a parent or guardian without prior permission.

### **Tardiness to Class**

Students are allowed five minutes passing time between classes. If a student arrives to class tardy, he or she will receive demerits for being tardy. If a student receives more than 5 demerits in any week they will be required to serve lunchtime detention or some other penalty to restore value to the school. In addition, teachers may serve their own penalties for being tardy to their classes, which may include a lunch detention with the teacher or some other reasonable penalty at the teacher's discretion.

## 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 (#7), 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. Please note that just because the absence is approved in advance does not mean that the absence will be excused. Any absence must fit one of the seven reasons above to be excused.

In case of an absence, parents should *call the school before 10 a.m. on the morning of the absence* in order to help ensure the safety of our students. Our records system will automatically contact parents if their student is marked absent, unless we have a previous notification. 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), or email Mrs. Presutti or Mrs. Mudd announcing the absence. Please do not email the principal. Contacting teachers is thoughtful and helps with class performance, but the front office needs to know to record official attendance. 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<sup>3</sup> 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. If a student brings a note listing a reason other than one of the seven lawful reasons for absence, the absence will be recorded as unexcused. **If a student has three unlawful absences from school, parents will be notified and an after-school 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.**

---

<sup>3</sup> A handwritten signature. A typed signature is not acceptable.

## **Loss of Credit Due to Absence**

Once a student reaches 5 unexcused absences in a particular class period, he or she may not be able to receive credit for that class. What we do during school time at RTHS is extremely important to student academic success. The flipped model and PLP enable students to keep up with class content and assignments, but they also create the opportunity for special class activities. Students who miss class time are not taking full advantage of an RTHS education.

## **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**

Students who park in areas near our campus but not on our campus do so at their own risk and are subject to whatever policies the owners of those spaces enact. RTHS does not intervene to prevent towing, parking tickets, or other consequences.

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 cleanup 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.

Students are not allowed in the school parking lot during class time or lunch. Student drivers are expected to come into the building immediately upon arrival and leave immediately upon reaching their cars in the afternoon.

Students are not to leave the school building during the day. The woods surrounding the school are off-limits. Students should not use the lower level exit door except in emergencies. Students should never prop open doors.

## **LUNCH**

Because RTHS does not have a cafeteria, students may eat lunch in galleries, designated classrooms, or 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, students are expected to 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 (either a prescription or a note explaining the dose, medication, and circumstances in the case of over-the-counter medications), 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 must be taken in the presence of a staff member. The student should sign the medication log provided by the office staff. Students should never self-medicate. We understand that each medical situation is unique and will work with families. Please see the front office staff if you have questions.

## 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 during the school day. This includes RTHS graduates, unless by special arrangement. Parents who need to meet with teachers or administrators should make an appointment directly.

Parents who are delivering materials (including lunch) to a specific student must take those items to the front office for the student to pick up. Please do not have a student simply meet you in the parking lot.

## 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](http://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](http://www.rthighschool.org)) and on Twitter (follow us @restrihigh). Email notification will be sent to students and parents when possible. 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. **Since RTHS is not a part of any county school system, we do not necessarily follow the closing policies of other county school systems.**

## 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 such 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.



If an emergency occurs during carpool pickup or dropoff times, students will be sequestered safely according to the school's safety policy. Students may be released directly to parents so long as others are not endangered further by the release.

## TRANSPORTATION

### Visitor Parking

Visitors may use the spaces marked with the letter “V” in the main parking lot. Please note that parking or leaving the school will be difficult during the peak of carpool time, which is between 4:00 and 4:20. After 4:20 everyone is much more relaxed.

### Carpool Route

Research Triangle High School has developed a traffic plan in conjunction with the NC Department of Transportation designed to help ensure the safety of RTHS students and patrons of local businesses. We ask parents to observe the following conventions:

1. Observe the speed limit in the parking lot – 7 mph.
2. Keep the center lane clear for traffic to exit.
3. Do not turn left under any circumstances when exiting the parking lot during carpool hours.
4. Do not attempt a U-turn on highway 54.
5. Do not use the parking lots of the Frontier or Progress Center for school parking or to pick up students. These locations are private property.
6. Be aware of the crosswalk. It may be activated at any time.
7. Do not enter the parking lot and turn left during carpool.
8. Do not park in the visitor spaces or side lot (PE area) for carpool pickup.
9. Do not stop to pick up students on highway 54.
10. Please be aware that students may walk anywhere on campus and their movements are not always predictable.

### Morning Drop-off/Afternoon Pickup

- Incoming cars will be “double stacked”. In some cases a third lane will be used for incoming cars. The third center lane in front of the school is reserved for cars that are ready to leave.
- Drivers may not turn left to exit the parking lot on to Highway 54 during carpool. Drivers may turn right and then make a u-turn **at the stoplight** a block down the street in order to head west on 54.
- Parents may not park in the lot to the left of the school. This is an athletic practice area.

### Sports Pickup:

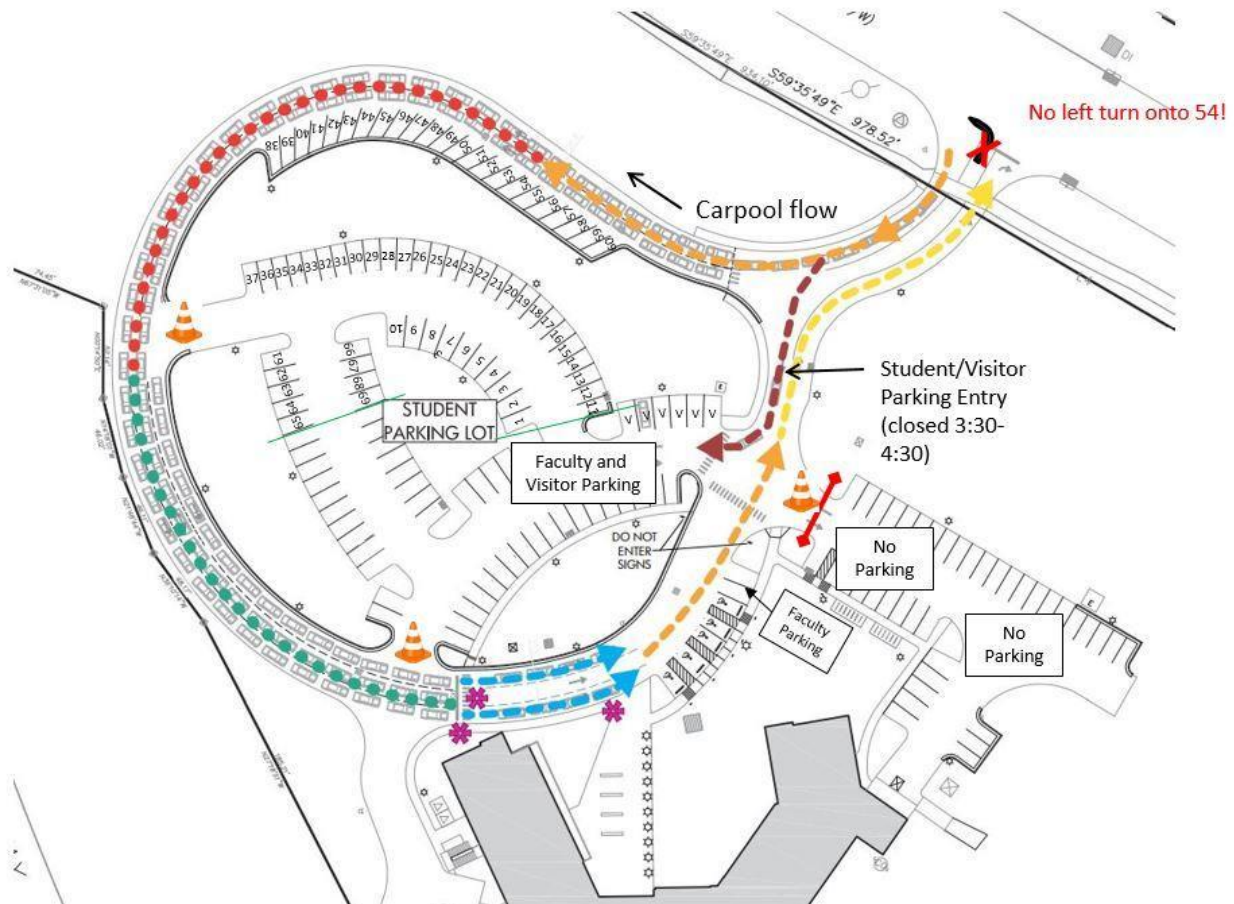
- Parents who will be transporting students to off-campus practices or games should get an athlete pass from the front office. These passes are good for the particular season for the sport.
- With a pass, parents may park in the lot by the loading dock, to the left of the school as you enter the parking lot, and wait for students.

**Students are encouraged to walk out into the carpool line to meet their rides at the end of the day rather than waiting by the front door. This is the reason for the free-flowing center lane.**

## Student Drivers

Students who wish to drive to school and park on campus must obtain a parking space through the [PTSO](#). This is a lottery process and requires an application. If a student receives a parking space, he/she must use that space in accordance with the student parking rules. **There are not enough spaces to meet demand. RTHS makes no promise to provide student parking. We have no arrangements with any off-campus areas for students to park. Parking off our campus is at a student's own risk and can result in ticketing or towing, and RTHS will not intervene to prevent these consequences.**

- Students may park in their own numbered spaces only.
- Upon arrival, students must leave the parking lot and enter the school building. Students may not wait in their cars before or after school.
- Student drivers wishing to leave before the end of the school day must bring a signed note from a parent to check out. Students under the age of 18 may not check themselves out of school.



### **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/>

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 GoTriangle rules and regulations as well as school standards for behavior. GoPasses can be revoked at the school's discretion for violation of either GoTriangle or school rules.

# **ACADEMIC POLICIES AND PROCEDURES**

## **GRADING**

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

<u>Letter Grade</u>	<u>Percent Range</u>	<u>Grade Points</u>
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

- There are four grading periods—two before Winter Break, and two after.
- When reading the Powerschool grade display, S0 is the 18 weeks reporting period; what would have been the first two quarters in a traditional school. 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. F1 is the final grade in the course.
- In each semester, cumulative grades will be reported at the end of the grading period.
- Teachers may choose to give midyear exams. RTHS does not give a traditional, large-format exam at the end of the first semester. Regular classes will continue until the end of the semester.
- Final exams, including EOC state tests, will be held during the last two weeks of school. One 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.
- Final exams, including EOC state tests, will be held during the last week of May and the first week of June. One exam will be held each day. June 8 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 2017-2018, READY EOC state tests will be given for  
NC Math 1                      Biology                      English II

RTHS is not required to, and chooses not to, administer North Carolina Final Exams. Teachers of classes other than NC Math 1, Biology, and English II, will give their own exams at the end of the year.

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. Seniors are recognized as *summa cum laude* (highest honors), *magna cum laude* (high honors), or *cum laude* (honors) graduates based on their grade point averages.

## **Progress Reports**

Parents have detailed access to student grades and progress through PowerSchool and the PLP platform. For this reason, teachers do not send formal progress reports or report cards at the end of grading periods. Teachers are expected to contact parents before the end of the first grading period, and as needed throughout the year, if a student is not making sufficient progress in a course.

While grade information may be available twenty-four hours a day over the internet, teachers are not. RTHS faculty make every effort to enter grades as quickly as possible and to keep student averages in a timely manner, but these can change from day to day. Grades should not be considered final until a teacher says that they are. It is our expectation that teachers will update grades in PowerSchool at least weekly.

## **HOMEWORK**

The flipped classroom model changes the way we think about homework. **Students should expect to spend approximately 20-30 minutes outside of class each day per class preparing for their next day's classes<sup>4</sup>. If the courses are AP courses, this number will be higher.** This amount of time will vary from student to student, and it is impossible to predict what an individual student's need will be. For this reason we have provided some 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.

While the flipped model is intended to keep what is normally considered “homework” at school, it may be necessary for students to continue work begun at school.

## **PERSONALIZED LEARNING**

RTHS uses a personalized learning program for students beginning in the class of 2019. Referred to as PLP (Personalized Learning Platform/Program), the program is both a software package that manages student assignments and assessments as well as an educational philosophy. When using PLP, students are required to pass a number of assessments in order to demonstrate competency in the course material and earn credit for the course. Generally, for PLP-based courses, 30% of the student's overall grade is a content (subject matter) grade, while the remaining 70% comes from their ability to demonstrate growth in a series of “cognitive skills,” such as use of evidence and following norms and conventions that are measured in all classes. For assessments, students must correctly answer 8 of 10 questions on a topic in order to pass, which earns them a score of 100% for the assessment. Cognitive Skills are evaluated through student “projects,” which are different examples of student work. These are scored using a comprehensive rubric used by all teachers, on a scale that reflects the student's course level. For example, we expect ninth graders to score between 3.5 and 5.5, while tenth graders in a similar course would be expected to score between 4 and 6. Students are expected to show growth in these skills over the course of a year.

In the program, students have a great deal of freedom to control when they work on assignments, take assessments, and in choosing the order in which they approach topics. However, this is not a “learn at your own pace” course—students are expected to make progress at a certain rate, but this rate is somewhat flexible. This allows students to better tailor coursework to their lives.

---

<sup>4</sup> Our internal research shows that for the majority of students 2-3 hours of homework each day is typical.

Students and parents access information in the PLP through the same interface that teachers see, so all information about student progress is available, and it is expected that parents will help students in remaining on pace and completing assignments.

RTHS believes in this educational approach because it stresses the skills that students will continue to use after high school and it better teaches them to understand their own learning and better learn to prepare themselves for success in college. It is an extension of flipping in that it gives teachers more time to work with students and gives students more freedom to access important information provided by their teachers in ways that better suit their learning.

*Personalized Learning is NOT using software to teach courses.* RTHS believes strongly in the importance of a good classroom teacher being present in the classroom and developing their own classroom skills and attitude as a part of a course. The teacher-student relationship within the context of a course is critical, and PL helps us add to the time needed to develop that relationship.

## **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 teacher 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.

For students in the class of 2018:

- Standard courses receive 4 quality points for an A (3 for a B, 2 for a C, etc.).
- Honors level courses receive 5 quality points for an A (4 for a B, etc.).
- Advanced Placement (AP) courses receive 6 quality points for an A (5 for a B, etc.).

For all other students:

- Standard courses receive 4 quality points for an A (3 for a B, 2 for a C, etc.).
- Honors level courses receive 4.5 quality points for an A (4 for a B, etc.).
- Advanced Placement (AP) courses receive 5 quality points for an A (5 for a B, etc.).

## RESEARCH TRIANGLE HIGH SCHOOL GRADUATION REQUIREMENTS

Mathematics	4 units (Math I, Math II, Math III, and another course)
Science	4 units (Biology, Chemistry, Earth/Environmental Science, and Physics)
History	4 units (World History, Civics and Economics, US History I and II <sup>5</sup> )
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. In some cases, a one-credit course may be completed in a semester, such as some courses offered through the NC Virtual Public School, including summer courses.

### NCVPS Course Policy

RTHS uses the NC Virtual Public school to supply independent study courses to students for the following reasons:

1. Students are in need of credits in order to graduate because of failed courses
2. Students want to take classes not offered at RTHS

RTHS does not generally support

1. Students taking courses offered in classrooms at RTHS
2. Students taking summer math courses to accelerate their math schedules
3. Ninth grade students taking NCVPS courses

While NCVPS courses are rigorous and well-taught, we find that

1. Summer courses do not provide sufficient depth and length of time exposed to material for students to develop long-term mastery of math and other content
2. Classroom language courses provide cultural information, personal interaction, and speaking practice that an online course does not usually offer.

---

<sup>5</sup> A student who takes AP US History would fulfill the US History I and II courses in one year. The student would then need to take one additional social studies credit to meet graduation requirements.



## GRADE LEVEL PROMOTION

	To Be Promoted to Grade 10	To Be Promoted to Grade 11	To Be Promoted to Grade 12	To Graduate
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

At RTHS, as at other North Carolina schools, promotion from one grade level to the next is based on the number and type of credits earned. For example, a student is not designated as a sophomore (or tenth grader) unless and until he or she has earned five credits, two of which must be English and math. Graduation from RTHS is only based on credits earned, not time spent in school. If a student wishes to be classified as a particular grade level, he or she must ensure that he or she passes the requisite courses to advance. A student's grade level classification, based on the number of earned credits, will be used in school publications (yearbook, etc.). While we are aware that grade level designations of this type can sometimes be a source of frustration and disappointment for a student, we choose to prioritize progress towards graduation as the primary indicator of a student's academic standing, rather than the year during which the student entered high school.

For college counseling purposes, student credits are monitored. For example, a student may be classified as a 11<sup>th</sup> grader at the beginning of their fourth year at the school and may become a 12<sup>th</sup> grader by the end of the first semester because of extra work they have done. The college counselors will ensure that students in this situation will still be considered for graduation, yearbook placement, etc.

## 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 early in the spring semester.
- The student's four-year plan should be considered when choosing courses.
- Each student will choose six courses and a selection of alternate courses.
- It is critical to choose alternates; otherwise, courses will be selected for the student.
- Student course choices will be limited in PowerSchool based on the recommendations of their current subject teachers. 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. Parents must sign a form in order to override a school recommendation.

- Electives can include a fine arts course, language, or another choice in the core courses (i.e. second history, science, English or math). Courses may be taken through certain outside vendors as well.
- Course offerings may change from year to year according to interest and availability of resources.

Parents should note that for a school of RTHS' size, giving each student the schedule they want is nearly impossible. We will always do our best to give the student as much of their wish as we can, but from time to time courses may not be available and a student may have to take a course they did not request.

### **TEACHER RECOMMENDATIONS**

During the registration process, RTHS faculty provide course recommendations in order to help students make appropriate course choices for the next school year. These recommendations come from a student's teacher having spent an entire year (or more) working with the student. It is our belief that this experience is the best measure of a student's ability, work habits, and potential for a given course. Years of experience shows these recommendations to be accurate, though sometimes students can change.

It is always our policy to ensure that a student is correctly placed. We never want to set a student up to fail, though we always want to see students stretch themselves. Teacher recommendations take this into account. It is also the school's policy to defer to teacher experience rather than second-guess teachers. For these reasons, an override request process is in place. Parents of a student who disagree with a recommendation may visit the front office to begin the override request process.

## **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 tracks 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 communication 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, the following:**

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 one is 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, the following:**

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, including accessing a student or staff account that has been left open by mistake.
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. 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. Logging on as another user or allowing another individual the use of one's account or userID is prohibited.
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, or 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. This includes the use of bots or other virtual devices or processes to disrupt school resources or lessons.
10. Posting personal or private information about yourself or other people on the Internet. Violating any aspect of a student’s, or staff member’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 for classroom purposes. 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.)

**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. If you find a student or staff account that is left open or logged in, you must close the account immediately and notify the IT staff. Accounts may contain personal or restricted information.

3. Using technology for off-task activities during class (playing games, videos, music, or visiting websites not instructionally related) is prohibited without permission from your teacher.
4. You must report to a staff member any unsolicited or inappropriate web site that pops up on your screen without your consent.
5. If you experience any problems with a school-owned 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 the IT staff.
6. 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.

### **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 period of computer suspension. 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 cannot offer driver's education classes. Students who are residents of Wake County may take courses 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.

### **Dropout Prevention/License Revocation**

North Carolina has established legislation that reflects a coordinated statewide effort to motivate and 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-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, including Math and English<sup>6</sup>. 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 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. After grades have been verified, the DEC will be issued. The DEC is only good for thirty days from the date issued.

---

<sup>6</sup> State law requires passing 70% of courses taken in the previous grading period and allows schools to add their own requirements.



## **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

Boys' Cross Country  
Girls' Cross Country  
Boys' Soccer  
Volleyball  
Girls' Tennis

#### Winter

Boys' Basketball  
Girls' Basketball  
Cheerleading  
Boys' Indoor Track  
Girls' Indoor Track

#### Spring

Girls' Soccer  
Boys' Track  
Girls' Track  
Boys' Tennis

RTHS is a member of NCHSAA and the [Central Tar Heel Conference](#), which includes local charter schools.

## **Eligibility for participation in athletic activities:**

### *Required Information:*

1. Student-athlete information form
2. Medical History and Physical Examination, signed by a doctor (valid for one calendar year)
3. Concussion Awareness Statement
4. Eligibility and Authorization Statement
5. Sportsmanship Pledge

Forms are available through the Athletic Director's Office and for download through the athletic department website, [rthsraptors.org](http://rthsraptors.org).

Playing a sport at Research Triangle High School is not a right, but a privilege; in order to have that privilege, student-athletes must meet the following requirements:

### **Academics**

- Must have passed five out of six classes in the previous semester
- (Fall semester) Must have met the requirements to be promoted to the next grade
- 10th grade - 5 credits; must also pass Math I and English I
- 11th grade - 11 credits; must also pass Math II and English II
- 12th grade - 17 credits; must also pass Math III and English III
- Must have a weighted grade point average of 2.3 or higher in the previous semester

### **Attendance**

- Must have been present at least 85% of all school days the previous semester (No distinction between excused and unexcused absences.)
- Must be present in school in order to take part in a practice or game that day

### **Behavior Requirements**

- Ejection from a game: two-game suspension (four games for fighting)
- Two ejections in one school year: Student is ineligible from all sports for the remainder of the school year
- Out-of-school suspension: Student is ineligible to participate in any practices or games during his/her suspension (if no games occur during the suspension, the student will be suspended for the next game, whether or not the student's sport is in season at the time of the suspension)
- Two out-of-school suspensions in one school year: Student is ineligible from all sports for the remainder of the school year
- Two in-school suspensions = one out-of-school suspension (min. one-game suspension)

## **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](http://www.rthighschool.org). We communicate heavily through our Facebook page and urgent notifications are made via Twitter (@restrihigh).

Web: [www.rthighschool.org](http://www.rthighschool.org)

Twitter: @restrihigh

Facebook: [Research Triangle High School](https://www.facebook.com/ResearchTriangleHighSchool)

Athletics Web: [rthsraptors.org](http://rthsraptors.org)

Athletics Twitter: @RTHSRaptors

### **SEMINAR SYSTEM**

Every student at RTHS is in a seminar group with a faculty member. Seminar is a time for students to complete homework in a semi-structured environment at school where they can receive help from teachers or peers. Teachers will also circulate and offer help. In addition, important announcements and special teaching opportunities happen during this time.

### **MENTORING TIME**

An element of the Personalized Learning Plan is the creation of specific time for student mentoring. Students will be assigned a mentor and will meet with that mentor during the student's seminar period. The purpose of this period is to help students develop goals and monitor and reflect on those goals, as well as to help students connect with the school and their peers.

### **SPECIAL PROGRAMS**

RTHS offers support services under IDEA to students who are state-identified. Other students may receive special services under Section 504 of the Rehabilitation Act of 1973. Students experiencing difficulties are referred to the school's Student Support Team, who determines into which group a student falls, if eligible. Yolanda LeMay is the school's Student Support Team head.

The level of support for special education students is dependent on the student's Individualized Education Plan. For more information, contact the Exceptional Children's Department.

## **Project Child Find**

The Individuals with Disabilities Education Act includes the Child Find mandate, under which all school districts must identify, locate and evaluate all children with disabilities, regardless of the severity of their disabilities. After identifying children who may need services, all necessary evaluations must be completed on these children, at no cost to parents. RTHS participates in Child Find. General public notice signs to inform and educate the public about the need to locate and identify all children with disabilities are posted in the main lobby of RTHS, in accordance with IDEA.

## **Discipline**

A student with a disability may be removed from his or her current placement for up to ten cumulative school days in one academic year for any violation of the school code of conduct. This removal may be to another setting or it may be suspension. Services are not required during the first ten days. A disciplinary change in placement may occur when a student is removed for more than ten consecutive school days. Changing a student with a disability's educational placement (continuum of services) may be made by an IEP team only, and services may be provided. A functional behavior assessment as well as a behavior intervention plan may be developed to address the behavior violation so that it will not recur.

## **Transfers of Exceptional Children**

RTHS accept transfers of IEPs from within the state of North Carolina and from other states. Enrolling students must indicate on their enrollment paperwork that an active IEP is in place and the school will request the transfer of those records. Exceptional Children's services will be in place from the time of enrollment.

## **Dispute Resolution**

### **Facilitation**

An impartial facilitator can be requested to assist the IEP team members in communicating more effectively, keeping the focus on student outcomes, and developing compliant IEPs.

### **Mediation**

Parents or guardians have the right to request the Department of Public Instruction to provide mediation services if you and the school are unable to agree upon the identification, evaluation, educational program, placement or the provision of a free, appropriate public education of a student.

### **Formal Written Complaints**

When informal means for solving disagreements have not been successful, more formal dispute resolution alternatives are available through the provisions of federal and state laws governing special education [the Individuals with Disabilities Education Act (IDEA) and Article 9 of Chapter 115C of the North Carolina General Statutes].

More information on informal and formal dispute resolution is available at the DPI web site: <http://ec.ncpublicschools.gov/parent-resources/dispute-resolution/dispute-resolution>

The LEA contacts for RTHS are [Eric Grunden](#) and [Leatha Fields-Carey](#). Either can serve as the contact.

## **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, Raptor Report, or other public and private media outlets. 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](mailto: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 mentor and his or her teachers, parents should contact the appropriate counselor (Mrs. Cook, 9-10 or Mrs. LeMay, 11-12) 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

## 1. RTHS Schedules

<b>Regular Schedule (50-minute periods)</b> Gallery study hall (7:30 - 8:45) 0 period 7:50 - 8:40 1 <sup>st</sup> period 8:45 - 9:35 2 <sup>nd</sup> period 9:40 - 10:30 3 <sup>rd</sup> period 10:35 - 11:25 Mentoring 11:30 - 11:55 Lunch 11:55 - 12:25 4 <sup>th</sup> period 12:25 - 1:15 5 <sup>th</sup> period 1:20 - 2:10 6 <sup>th</sup> period 2:15 - 3:05 7 <sup>th</sup> period 3:10 - 4:00	<b>Friday Schedule (35-minute periods)</b> Gallery study hall (7:30 - 8:45) 0 period 7:50 - 8:40 1 <sup>st</sup> period 8:45 - 9:20 2 <sup>nd</sup> period 9:25 - 10:00 3 <sup>rd</sup> period 10:05 - 10:40 4 <sup>th</sup> period 10:45 - 11:20 Mentoring 11:25 - 11:55 Lunch 11:55 - 12:20 5 <sup>th</sup> period 12:20 - 12:55 6 <sup>th</sup> period 1:00 - 1:35 7 <sup>th</sup> period 1:40 - 2:15
<b>One-hour Delay (40-minute periods)</b> Gallery study hall (8:30 - 9:45) 0 period 8:50 - 9:40 1 <sup>st</sup> period 9:45 - 10:25 2 <sup>nd</sup> period 10:30 - 11:10 3 <sup>rd</sup> period 11:15 - 11:55 Mentoring 12:00 - 12:30 Lunch 12:30 - 1:00 4 <sup>th</sup> period 1:05 - 1:45 5 <sup>th</sup> period 1:50 - 2:30 6 <sup>th</sup> period 2:35 - 3:15 7 <sup>th</sup> period 3:20 - 4:00	<b>Two-hour Delay (30/35-minute periods)</b> Gallery study hall (9:30 - 10:45) 0 period 9:50 - 10:40 1 <sup>st</sup> period 10:45 - 11:20 2 <sup>nd</sup> period 11:25 - 12:00 3 <sup>rd</sup> period 12:05 - 12:40 <b>No Mentoring</b> Lunch 12:45 - 1:20 4 <sup>th</sup> period 1:25 - 2:00 5 <sup>th</sup> period 2:05 - 2:40 6 <sup>th</sup> period 2:45 - 3:20 7 <sup>th</sup> period 3:25 - 4:00
<b>Half-Day Schedule (noon dismissal)</b> Gallery study hall (7:30 - 8:45) 0 period 7:50 - 8:40 1 <sup>st</sup> period 8:45 - 9:05 2 <sup>nd</sup> period 9:10 - 9:35 3 <sup>rd</sup> period 9:40 - 10:10 4 <sup>th</sup> period 10:15 - 10:40 5 <sup>th</sup> period 10:45 - 11:10 6 <sup>th</sup> period 11:15 - 11:35 7 <sup>th</sup> period 11:40 - 12:00	<b>Final Exam Schedule (3 hours*)</b> Exam Block 9:00 - 12:00  *extended time students may take longer



## **Research Triangle High School – 2017-2018 Student Parking Regulations**

1. Permits are issued at designated times established and announced by school administration. Until students possess their assigned tag to display, they are not permitted to park on campus.
2. The parking fee established by RTHS for the 2017-2018 school year is \$100. Permits issued for less than the entire school year will be subject to a \$25 per quarter rate for each remaining whole or partial quarter.
3. Parking permits will be available only to students who have a valid North Carolina Driver License.
4. All students who park a motor vehicle on the school campus must display the current hanging-tag permit. The tag must be hung from the inside rear-view mirror, facing the front of the vehicle. Students who fail to properly display the tag may have their parking privileges revoked.
5. Vehicles must be parked in assigned spaces. Students remaining on campus for school activities after school are to leave cars in the assigned spaces until exiting campus. The only places available for student parking are the marked student parking spaces. Students may not park on the road, driveway, in intersections, or in any other place. Parking in any of the business parking lots near the school is strictly prohibited. Vehicles parked in the wrong space or in unauthorized areas may be towed or “booted” at the owner’s expense and the permit will be subject to revocation without refund.
6. Loitering in the parking lot is prohibited. Students should lock their cars and leave the parking lot immediately upon arriving at school. Students should take all materials/items needed for the school day and not use vehicles as a storage area. Students need written permission from an administrator to be in student lots during school hours, including class changes and lunch time.
7. Students are prohibited from leaving the campus during lunch time.
8. Vehicles should be parked front-end first. Backing into spaces is not permitted.
9. The safe operation of motor vehicles is required. Vehicles must not travel in excess of 10 miles per hour in the school parking lot. Seat belts are required for driver and all passengers. Speeding and reckless driving are prohibited.
10. RTHS is not responsible for damages to or theft from vehicles.
11. Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked.
12. Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student.
13. Only one tag will be issued per space. Students may register up to two of their family vehicles. The tag may be moved from one registered family vehicle to another, but may NOT be sold, given, or loaned to another student for his or her use. The penalty for so doing is revocation of parking privileges.
14. Carpooling is encouraged and parking spaces may be shared by students. If students apply to share a parking space and are approved to share, only one tag will be issued for the shared space. Both students must submit a completed application and each will be placed in the lottery. The student using the space must display the tag. If the permit is revoked, neither student driver may park on campus during the revocation period.
15. Students shall inform the office immediately of any changes in vehicle or license plate.
16. Lost parking tags will be replaced for a \$10 fee. Report losses to the office.
17. The possession and/or use of tobacco products are prohibited on campus. Students may not possess tobacco products or smoke in cars at any time while on the school campus. Weapon and drug charges will result in automatic revocation of parking privileges.



18. Attendance and tardy policy violations may result in revocation of parking privileges. Specifically, chronic tardiness to first period may result in revocation of parking privileges.
19. Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. Students who violate parking regulations are subject to any or all of the following consequences:
  - Revocation of parking privilege
  - Ticketing
  - Towing and storage of the vehicle at the owner's expense
  - Disciplinary action
  - Criminal charges as prescribed by law
20. Handicapped parking is available as needed on an assigned basis only.
21. After exiting parked vehicles, students should exercise caution around other vehicles.
22. Students are not to leave the student parking lot until 15 minutes after dismissal in order to avoid safety issues with the carpool line.
23. When student drivers are exiting their parking space, they should back out of their assigned spaces only when there is an opening in the line of traffic. Creating a double line of traffic is a violation.
24. In order to be eligible for a parking permit, the student must have passed five of their six academic classes in the prior semester. If a student becomes ineligible, their parking pass/space will be saved and they will have one quarter to bring their grades up to eligibility. If the grades are not raised, that parking pass/space will be provided to the next student on the wait list. A student that loses his/her parking privilege will not be reimbursed for any portion of the fee.
25. Refunds for parking fees will be made only if the student moves out of the area, away from RTHS. Parking fees will NOT be refunded for:
  1. voluntary withdrawal from school (changing schools or dropping out).
  2. long-term suspension from school.
  3. school based disciplinary action related to loss of parking privilege.
  4. loss of driving privilege due to revocation of operator's license.All other refund requests are at the discretion of the principal.
26. Parking a vehicle on school property is a privilege, not a right. Please review all parking regulations with your parents and communicate with school administrators for clarification of any matter about which there are questions.
27. Submitting a complete electronic or paper application does not guarantee that a space will be granted. Parking spaces will be assigned randomly through a lottery. Only applications received by the published deadline will be included in the lottery. The highest grade level will be drawn first, followed by the next grade level, and so on. Once all available parking spaces have been assigned, the lottery will continue in order to build a waiting list with the remaining applications. Any application received after the published deadline will be added to the end of the waiting list in the order in which they are received, no exceptions.
28. All applicants will be notified by email of their status within one day of the lottery. Students who receive a parking permit are expected to submit their payment for the entire school year and a hardcopy of their driver's license at the time that they pick up their parking tag. (Student is responsible for making the copy.) Parking pass pickup will be on the first day of school.
29. Failure to follow or complete a step in the application/parking pass collection process will cause the application to become null and void and the application will have to be resubmitted.
30. Applications will be kept on file in case spaces become available during the school year. Those spaces will be assigned based on availability and original lottery order. Additional applications may be filed during the school year and will be added to the bottom of the waiting list.

*Note: Students who do not pick up parking permits after the lottery/notification and the first day of school are not allowed to park on campus until they obtain their parking tag from the school office.*

### 3. 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 (swearing) 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 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 first 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.

- o Students should use technology to develop academic independence; they are responsible for keeping up with assignments online, checking e-mail, and watching videos as assigned.
- o Academic activities should have priority during seminar time before playing games, watching music videos, checking Facebook, etc.
- o 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 experienced at school should be in the PG-13 or lower 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 one's 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 makes a request for a device to be put away.
  - 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. Remember that phones are not permitted except before school, after school, and at lunch. This includes in the hallways and restrooms!
  - 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:
  - o 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, anything that reveals undergarments--boxer shorts and bra straps, for example, should not be visible during the school day.
  - o Clothing bearing images or slogans referring to drug or alcohol use, or which are generally considered offensive to another person or group, including the swastika and Confederate flag, for example.
  - o Sunglasses and novelty items worn in the classroom
  - o Pajama pants and slippers worn during the school day

- o Some exceptions can be made for school spirit day and other specific occasions.
- o **You can be asked by school staff to wear alternate clothing provided by the school if you are in violation. Refusing to wear this clothing will result in punishment.**
- **School Grounds and Property:** Safety and respect for our building and facility must be a priority.
  - o Please walk when outside. Running and roughhousing can lead to accidents, especially near the roads and parking lots. Please walk when on and around campus.
  - o Skateboarding and rollerblades are permitted in designated areas and with the use of a helmet.
  - o Students should be with a staff member and in view of the school and staff at all times.
  - o No gum in the building, please; it can ruin carpets and furniture very quickly.
  - o Please pick up trash and follow recycling guidelines.
  - o Do not write on walls, desks, bathrooms, or other parts of school property.
  - o Be mindful of power cords and backpacks in classrooms. We don't want someone's computer knocked over accidentally.
  - o Please keep food and drink in designated areas.
  - o 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.
  - o Use the crosswalk if you need to cross Highway 54.
  - o **RTHS is a peanut-free building. No peanut butter or peanut containing products are allowed in the building and students must keep clean if consuming them outside the building.** Other nuts or products made in facilities that work with peanuts are allowed at this time.
- **Attendance and Tardiness**
  - o Prompt attendance to class is a key element of academic success.
  - o If you are late to school, your parent must come to the front office to sign you in.
  - o If you are absent, 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 slip 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
  - o 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 for students who are consistently late to class. **If you are late three times to a class you**

**will be required to serve lunch detention.** There may also be further consequences for repeated tardiness.

- o If you arrive late or need to leave early, you must have a parent sign you in or sign you 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 school rules are made with serious consideration and are made with my best interests in mind. I acknowledge that school rules have the ultimate purpose of helping me be a better student and citizen.

Signed: \_\_\_\_\_

Name  
(print): \_\_\_\_\_

Date: \_\_\_\_\_

Parent  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_