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INTRODUCTION

MESSAGE FROM THE PRINCIPAL

The faculty and staff at Raleigh Charter High School are committed to creating an atmosphere where learning is functional and fun for all students. The Board of Directors of the School has empowered the faculty and staff to create innovative approaches to learning and to maintain a high level of caring, intelligent teaching for all of our students. We are glad you have chosen to share your talents with us as you travel this journey of experimentation and discovery.

Our faculty believes that learning brings its own rewards. Our teachers bring a wide array of experiences to our enterprise; their cosmopolitan backgrounds contribute to our students becoming “Citizens of the World.”

I hope that as you read and reread this Student Handbook, you will see that our community—students, parents, and staff members—has devoted a great deal of energy and time to create a learning place that sets high standards. Read the lines, but also read between the lines. You will see that the rules and regulations, policies and procedures, accomplishments and expectations all work synergistically to create an atmosphere that is highly conducive to learning. Every page of this Handbook points, implicitly or explicitly, to our school’s fundamental goal: that every student can be challenged to learn more. I challenge you to learn more.

As we begin our eleventh year in 2009-2010, we are excited about the potential for growth and learning that will take place within our educational community. We welcome you on this wonderful journey.

Thomas E. Humble

HISTORY

Raleigh Charter High School was founded by a Board of Directors made up of business professionals, experienced educators, and college professors who were parents of rising eighth graders at The Magellan Charter School. These founders wished to continue the secure, nurturing, academically enriched education that students experienced at Magellan and to expand this opportunity to include more Raleigh-area students. The Founders of the School wrote the Charter Application which, when formally approved by the State Board of Education in February 1999, became the School’s Charter. We have revised our Charter once. The school is managed by a Board of Directors of a non-profit corporation, Raleigh Charter High School, Inc.

RCBS opened in August 1999 in part of the 1910 Administration Building of the Pilot Mill, a former textile factory, north of downtown Raleigh. In January 2001, the school expanded into part of the 1903 Weaving Building.

THE MISSION

Raleigh Charter High School challenges college-bound students in a creative and supportive atmosphere to become knowledgeable, thoughtful, and contributing citizens. Students are

exposed to many resources in downtown Raleigh—in government, performing arts, social services and the international community. RCHS is a place of opportunity for highly motivated students and actively involved parents.

Important elements of this experience include

- A small community of learners allowing teachers to focus on teaching rather than crowd management
- Actively involved parents that support the teaching staff AND communicate strongly to their children the importance of education
- Hands-on, experiential learning enabling students to delve into the North Carolina Standard Course of Study in great depth

STAFF, FACULTY, AND BOARD

Administration

Principal	Dr. Thomas E. Humble	(thumble)
Academic Deans	Whit Hames Lisa Huddleston Shayne Klein	(whames) (lhuddleston) (sklein)
Office Personnel	Glenda Atkinson, General Manager Linda Hash Peggy Wall	(gatkinton) (lhash) (pwall)
College Counseling	Nadine Askins Glenda Atkinson, Director Kern Hairston	(naskins) (gatkinton) (khairston)
Counseling	Jerie Hobbs	(jhobbs)
Athletic Director	Steve Efird	(sefird)
Director of Development	Crawford Crenshaw	(ccrenshaw)
Director of Alumni Affairs and Development Officer	Carolyn Jackson	(cjackson)
Community Liaison	Judy McDevitt	(jmcdevitt)
Graduation Project Coordinator	Angela Callanan	(acallanan)
Testing Coordinator	Kern Hairston	(khairston)
Systems Administrator	Hoey Crain	(hcrain)
Network Technician	Cheryl Smith	(csmith)

Teaching Faculty

ENGLISH

Sera Arcaro	(sarcaro)
Dr. Steve Busonik	(sbusonik)
Angela Callanan	(acallanan)
Kristine Chalifoux*	(kchalifoux)
Dr. Amy Marschall	(amarschall)
Miguel Rios	(mrios)
Becky Schmitz	(bschmitz)

MATHEMATICS

Karen Carroll	(kcarroll)
Hoey Crain	(hcrain)
Kenny Felder	(kfelder)
Lisa Huddleston	(lhuddleston)
Robert Hussey	(rhussey)
Henry Rich	(hrich)
Calixta Solano*	(csolano)
Barbara Soloman	(bsoloman)
Hikaru Wajima	(hwajima)

SPECIAL PROGRAMS

DeeAnn Cherveney*	(dcherveney)
Jerie Hobbs	(jhobbs)

FINE ARTS

Dr. Cynthia Brown*	(cbrown)
Sherry Lattin	(slattin)
Maggie Rasnick	(mrasnick)
Bill Thelen	(bthelen)

SCIENCE

Scott Caudill	(scaudill)
Laurie Cone	(lcone)
Dr. Andrée Genéz	(agenez)
Eric Grunden*	(egrunden)
Whit Hames	(whames)
Amy Koch	(akoch)
Lindsey Scherer	(lscherer)
Liz Woolard	(lwoolard)

WORLD LANGUAGES

Monique Halpin-Poirier	(mpoirier)
Mary Krawiec	(mkrawiec)
Dr. Amy Marschall	(amarschall)
Petra Martignoni	(pmartignoni)
Linda Reffner	(lreffner)
Henry Rich	(hrich)
Joanne Shang	(jshang)
Mark Slattery*	(mslattery)
David West	(dwest)

HISTORY

Stephen Day	(sday)
Shayne Klein	(sklein)
Petra Martignoni	(pmartignoni)
Charles Montague *	(cmontague)
Betsy Newmark	(bnewmark)
Dave Palmieri	(dpalmieri)

*Department chair

Contacting Teachers

Email address for faculty is the userid in parentheses followed by @raleighcharterhs.org. For example, to contact Ms. Koch, use akoch@raleighcharterhs.org.

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

Board of Directors

Mike Jordan, Chair

Dana Barrow, Vice-Chair

Scott Saylor, Secretary

Dr. Susan Arrendell

Debra DeCamillis

Vidya Iyer

Danny Zweigart

Dr. Thomas Humble, ex officio

Mary Krawiec, Faculty Representative

Pete Cotter, PASTA Representative

OPERATIONAL POLICIES AND PROCEDURES

EXPECTATIONS OF STUDENTS BY THE SCHOOL

At Raleigh Charter High School, a college-preparatory school, we have set high standards for our students. In order to graduate citizens of the world, we have designed a challenging, rigorous curriculum, but we also seek to create a welcoming learning community. This creation can only be accomplished with the responsible participation of our students, parents, faculty, and administration.

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 reserve the right to set standards for their classrooms.
- Students will attend class regularly. They will be on time and prepared every day.
- Students will accept responsibility for helping to maintain our facilities.

Unacceptable Behavior

While we expect and trust each Raleigh Charter High School student to exhibit exemplary behavior, we inform our parents and students of the consequences of unacceptable behavior.

All students at RCHS must abide by the regulations set by the Raleigh Charter High School Board and administration. The following behaviors are not permitted and will result in immediate suspension and may also result in the contacting of legal authorities as required by law:

- Assault, fighting, making threats, theft, or any other illegal activity
- Issuing a fire alarm or bomb threat
- Possession and/or use of narcotics, alcoholic beverages, stimulant drugs, and drug paraphernalia

- Theft or damage to personal or school property
- Possession or use of a weapon or other object that could reasonably be considered a weapon.* Students may not bring knives or other weapons or weapon-facsimiles to school or any school events.
- Leaving the school or failing to attend class without permission
- Not complying with a teacher's or staff member's directive to go to the office because of the student's unacceptable behavior.

The following behaviors are not accepted at Raleigh Charter High School and will be addressed on an individual basis by the teachers and administration:

- Noncompliance with teacher or staff member expectations and rules
- Insubordination to staff members
- Disruption of learning
- Tardiness to class or activity
- Use of inappropriate language
- Smoking or using tobacco during school hours or school events. School hours include the times when the student has arrived in the vicinity of the school. No student may go off-campus to smoke before, during, or after school.
- Eating and drinking in the classrooms without the express consent of the teacher
- Using a cell phone at an unapproved time. Cell phones may ONLY be used before and after school and during lunch. If students need to use a phone during the school day, they should ask to use the phone in the main office.
- Using an electronic device during class without permission. All electronic devices must be turned off during class. Laptop computers may be used at school with permission of teachers or administrators.
- Using the school phones, computers, or other school technologies without permission
- Gambling
- Violations of the Acceptable Computer Use Policy
- Academic dishonesty, including cheating and plagiarism
- Using the elevator without permission

Consequences for failing to meet behavioral expectations may include detention, parent involvement and/or suspension. Our expectations for our students during the school day apply to all extracurricular and co-curricular events both on campus and off campus.

*It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on school property or to a curricular or extracurricular activity sponsored by the school. State law mandates that student violators of this law be suspended for a full 365-day term regardless of the time of year the offense occurs. Also, all violators will be prosecuted.

It shall be a Class I misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and razor blades on school property.

See Public School Law 115C-391 and General Statute 14-269.2

Arrival and Departure

School begins at 9:00 a.m. To accommodate parents' schedules, students may arrive at school as early as 8:10 a.m. Any student arriving on campus between 8:10 and 8:40 a.m. must come into the building and will be required to stay in a silent study hall on the 200 hall or in the Education Technology Center, unless he or she is enrolled in a seventh-period class. Students should come directly up to the 200 hall when they arrive at school prior to 8:40 a.m. to study there silently or to sign up for a spot in the ETC. Students must remain in silent study hall so that teachers can prepare for the school day. Because there is no staff available to supervise students prior to 8:10 a.m., students must not arrive on campus before that time.

Between arriving on campus and departing campus, students must stay in the immediate vicinity of our buildings. When students arrive at school, they must come into the building. Students must not hang out in the school parking lot or in their vehicles parked anywhere before school. For the safety of students, access to the parking lot during the day is limited to emergencies. Students must obtain permission from the office staff and a pass before going to the parking lot.

School ends at 2:40 p.m. and all students must be picked up by 4:00 p.m. Students may stay after school for athletics, club meetings, or extra help from a teacher. Students not working with a teacher may attend a silent study hall in the ETC from 2:45 until 4:00 p.m. Tuesday through Friday. On Mondays or on other days, students may work quietly in Room 204 until 4:00 p.m. Students **must** be in one of these locations—Room 204 or the ETC—if they remain on campus after 3:00 p.m. each day.

ATTENDANCE

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

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

Late Arrival

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

Early Departure

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

Absences

The NC Department of Public Instruction considers absences for these reasons to be lawful:

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

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

In case of an absence, parents should *call the school before 10 a.m. on the morning of the absence* in order to help insure the safety of our students. We would appreciate calls as early as possible so as not to unnecessarily burden our office staff. Parents may leave messages on the school's voice mail (919 715-1155). 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 note from a parent or guardian explaining the absence. This written confirmation is necessary for state auditing purposes.

If a student returns to school from an absence WITHOUT a parental note, he or she should still go to the main office first thing in the morning. The student will receive an after-school detention. If the student brings the note the following day, the detention will be forgiven. All detentions related to absences will be held on Friday afternoons from 2:45 to 3:15 pm. If a student brings a note listing a reason other than one of the seven lawful reasons for absence, a detention will not be assigned. However, if a student has three unlawful absences from school, parents will be notified and a detention will be assigned. If a student accumulates six unlawful absences, parents will be notified that they are in violation of the Compulsory Attendance Law and may face prosecution if the absences cannot be justified.

Make-Up Work

Students are responsible for making up work when they are absent. Students should work with their teachers to make arrangements to complete assignments, tests, and quizzes in a timely fashion. Students who are absent or anticipate being absent for two or more days may arrange to get assignments from their teachers at school or via email. When that arrangement is not possible, students or parents may request assignments through the office.

PHYSICAL PLANT

Raleigh Charter High School leases space from the owners of Pilot Mill, and we share the Pilot Mill buildings with a variety of businesses and agencies. In order to maintain excellent relations with other tenants and our landlord, students must respect the boundaries of our space and help to maintain the facilities. Our grounds include the 100, 200, 300 Halls, the music building (Room 400), the space between the two buildings and the front student/faculty parking lot. The area behind the elevator shaft of the main building belongs to other tenants. Because this area is not school property, students found loitering in this area are subject to disciplinary action. Students going to and from the music building should not loiter in the rear faculty parking lot or behind the buildings. Students should also stay away from the fence along the west side of Haynes Street. In the past, tenants in the 1101 Haynes Street Building (where the 300 Hall is located) have been disturbed by students, particularly after school.

Students have a responsibility to help keep the Raleigh Charter High School facilities clean and free of litter. This includes classroom space, bathrooms, hallways, and outdoor areas. When we fail to fulfill this responsibility, it has a negative impact on our neighbors when RCHS trash blows around the Pilot Mill grounds. The last several minutes of the school day are used by students to maintain cleanliness in the classroom and around the school.

LUNCH

Because RCHS does not have a cafeteria, students eat lunch in designated classrooms and outside in the immediate vicinity of our buildings. 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.

Students may work quietly in the Education Technology Center (ETC) during lunch. However, students may not eat or drink in the labs.

Because classrooms are used immediately following lunch, please take extra care to make the rooms ready for the incoming class. Teachers may ask you to clean up your area. Students are expected to be respectful and responsible for the cleanliness of their DLA.

DISTRIBUTION OF MEDICATION

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

VISITORS

Any visitors to RCHS, 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 RCHS. Parents who need to meet with teachers should make an appointment. Graduates of RCHS may visit during lunch or after school and must sign in at the front office. Graduates may only visit during class time if they have been invited by a faculty member.

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 log on to www.wral.com for information on Raleigh Charter High School's either closing or delaying the opening of school. We decide independently of other schools or systems whether to alter our regular schedule.

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 two parking lots. Should the emergency be of a nature that the administrative team decides to move the students farther from the building, teachers will escort students to the Halifax Community Center located at the intersection of Halifax and Cedar Streets. If classes are not able to resume, students will contact their parents using cell phones to pick them up there. Raleigh Charter will work through WRAL-TV5 and WRAL-FM to publicize emergency information as quickly as possible.

TRANSPORTATION

Student Parking

Students with valid parking permits are allowed to park in designated spaces while attending school or school-related events. The student parking lot is located on the corner of Haynes Street and Cedar Street. Parking permits are awarded in a lottery at the end of each school year and can be purchased on Orientation Day in August by selected students. Families are encouraged to carpool whenever possible. Students are **NOT** allowed to park on Haynes Street or Cedar Street because parking there interferes with carpool. Nearby public streets are not the properties of the school, and students who choose to park there will be subject to city parking rules. Halifax Community Center is city property, and students should not park there or at the Raleigh Nursery School. Students should also be courteous to residents in the neighborhood when parking on local city streets.

Student drivers turn onto Haynes Street to get to the parking lot. If approaching Haynes Street from the east (Blount Street), student drivers must wait behind the carpool line until they reach the intersection. Student drivers should **never** pass or drive around the carpool line to turn onto Haynes Street. Students who do not follow these rules risk losing their parking privileges.

Visitor Parking

Visitors to the school should park along Haynes Street adjacent to the school and must check in at the front office before going to any other school facilities. Because of afternoon carpooling needs, visitors who arrive at school between 2:00 and 3:00 p.m. should park in the cul-de-sac at the end of Haynes Street or in any empty spots in the student parking lot (front lot).

Carpool Route

Raleigh Charter is only one of many enterprises located in the Pilot Mill facilities. For this reason, it is important that we do our best to prevent unnecessary traffic problems. We ask that all parents strictly follow the carpool route, *regardless of what time you arrive at the school*. At no time of day may drop-off or pick-up vehicles use the marked private alleyway behind the student parking lot between Harp and Haynes Streets.

Morning Drop-off

Parents should travel south on Blount Street, make a right onto Cedar Street (traveling towards Halifax), and should drop off students in front of the school on Cedar Street. Cars should stop before passing the intersection of Haynes Street, careful to keep that intersection clear. **Unless they are coming into the school themselves, parents should never turn onto Haynes Street to drop off students.**

Afternoon Pick-up

The afternoon carpool route can make use of Haynes Street. **Drivers who arrive before 2:35** may pull into Haynes Street, drive to the cul-de-sac at the end, and park along the school-side of the Haynes Street. Two-way traffic must be maintained on Haynes Street at all times; carpools may only use the school-side of the street.

The first driver in the afternoon pick-up should align the vehicle with the front of the school building. No vehicles should park between the front of the school and the stop sign at the corner of Haynes and Cedar. No cars should be parked on the other side of the street adjacent to the student/faculty parking lot in order to facilitate student drivers who are leaving campus. The carpool line on Haynes Street will be closed on Flex Days and Community Work Days.

Drivers who arrive after 2:35 should follow the morning drop-off route for pick-up as well.

Please be cautious of all drivers turning onto Cedar Street from Haynes Street. Students not involved in school-related after school activities should be picked up by 3:00. After 3:00 p.m., the rules of parking on Haynes Street are relaxed.

Other Forms of Transportation

A variety of public transportation options exist in Wake County and nearby counties. Capital Area Transit, or CAT, operates fixed-route buses within the city of Raleigh, including service to area colleges, universities and libraries. Hours of operation are 6 a.m. to 10 p.m., Monday through Saturday. For more information about Capital Area Transit, including bus routes, check their web site at www.raleigh-nc.org/transit/index.htm. This list of other websites may meet your transportation needs:

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

ACADEMIC POLICIES AND PROCEDURES

GRADING

The grading scale at Raleigh Charter High School is as follows:

A+	99-100
A	95-98
A-	93-94
B+	91-92
B	87-90
B-	85-86
C+	83-84
C	79-82
C-	77-78
D+	75-76
D	72-74
D-	70-71
F	Below 70

- There are six grading periods—three before Winter Break, and three after.
- In each semester, cumulative grades will be reported at the end of the grading period.
- Midyear exams will be held December 15-18. Two one hour and fifty-five minute exams will be held each day. Exams count as 20% of the first semester grade.
- Finals, including EOC state tests, will be held May 26-June 4. One two hour and thirty minute exam will be held each day. Final exams will count as 20% of the second semester grade.

In 2009-2010, EOC state tests will be given for

Biology	Chemistry
Physics	Algebra I
Algebra II	Geometry
English I	Civics and Economics
United States History	

Advanced Placement (AP) exams are taken May 3-May 14, and the scores are not reported until mid-July. AP students will take a final exam for each course at the normal time.

The school uses unweighted grades to determine athletic eligibility and National Honor Society membership, among other qualifying competitions.

Progress Reports

At the end of the first six weeks, comments in addition to grades will be sent home to indicate areas of strength and/or weakness.

HOMEWORK

We have an efficient school day, and we believe that focused homework assignments are required for student growth. Therefore, in an enriched, advanced, or standard ability-level class, students should expect 20 to 30 minutes of work per course per night. In an AP class, the homework may take from 30 to 45 minutes per night. Students should be aware of individual teachers' homework policies.

LATE ASSIGNMENTS

Teachers set their own late-work policy, 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.

EXAMS

Students will have mid-year exams in December and final exams in May. The daily schedule will be modified during exam weeks. This schedule will be posted on the web site prior to exams. Courses with EOC tests will offer these tests during the final days of school.

COURSE WEIGHTS

The Standard Course of Study of North Carolina Public School assigns different quality-point weights to courses. Raleigh Charter High School offers a variety of courses.

- Standard courses receive 4 quality points for an A.
- Enriched and Advanced (H) courses receive 5 quality points for an A.
- Advanced Placement (AP) receive 6 quality points for an A.

RALEIGH CHARTER HIGH SCHOOL GRADUATION REQUIREMENTS

Mathematics	4 units
Science	3 units (Biology, Chemistry and Earth/Environmental Science)
History	3 units (World History, Civics and Economics, US History)
English	4 units (English I, II, III, IV)
Modern or Classical Language	2 units (including one course beyond the first year)
Healthful Living	1 unit
Electives	5 units
Total	22 units

A unit equals the successful completion of a yearlong course or two semester courses.

Students must also pass End-of-Course tests in Algebra I, Biology, English I, Civics and Economics, and US History.

Graduation Project

The North Carolina State Legislature has voted to delay the Graduation Project requirement; currently, it is uncertain as to which class will be the first required to complete the state project. While we began the Graduation Project at RCHS in order to fulfill state requirements, we also value the opportunity it provided for our students to grow as independent thinkers and doers, as citizens committed to a social issue. Therefore, we are offering students in the Class of 2010, who have already completed a significant portion of the project, the opportunity to continue with an altered version of the Graduation Project. Several students have chosen this option and are working on projects that will benefit the school and broader community. We will update families as we know more about decisions made by the NC State Legislature, the NC State Board of Education, and the RCHS faculty regarding the Graduation Project for future classes.

GRADE PROMOTION

	<i>To Be Promoted to Grade 10</i>	<i>To Be Promoted to Grade 11</i>	<i>To Be Promoted to Grade 12</i>	<i>To Graduate</i>
RCHS units	5 (including at least one math course and one English course)	10 (including at least two math courses and two English courses)	16 (including at least three math courses and three English courses)	22

REGISTRATION

Registration will be discussed in advisory groups, and individual students will be able to discuss their four-year plan with their advisor at this time. Students who register for a seventh course (meeting at 8:10 each morning) must pay tuition for that seventh course.

Important Points about Course Registration at RCHS:

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

NATIONAL HONOR SOCIETY

The National Honor Society recognizes students for outstanding scholarship, leadership, character, and service. Throughout the year, NHS students participate in a variety of activities such as providing tutoring to students requesting additional help, organizing an occasional fundraiser, or assisting in graduation.

Students are invited to make application for admission to the National Honor Society based on their unweighted grade-point average (GPA) in the spring of their junior year. In the student's application, the student will illustrate how he or she meets each of the four criteria, and the student must demonstrate all four characteristics to be offered admission into the Society. Once a student is accepted, he or she will be inducted in a special ceremony. For students who are not accepted, the characteristic that was not sufficiently demonstrated will be identified, and the student can work to improve in this area over the next year and reapply for admission the following spring. Completing the application with care is essential. Membership in the Society is a national honor that recognizes students for more than just grades.

HONOR SYSTEM

Students, faculty, staff, administrators and parents at Raleigh Charter High School create a community founded on trust and nurtured by honorable action. However, the internal condition of integrity does not spring forth fully formed as students cross the threshold of the high school on the first day of class. Rather, students must be challenged to commit to integrity. Just like academic classes encourage the development of the intellectual capacities of students, a well-constructed honor system encourages the growth and development of integrity in students. Students must be challenged to honorable action by the educational community of which they are a part.

Any honor violation in an academic setting—be it the falsification of data, copying of homework, plagiarizing of an essay, or forging of sources for a term paper—serves only to erode the quality and vigor of the learning community. An active honor system exists at Raleigh Charter High School in order to maintain and enhance the quality, intellectual intensity, and productivity of the school's academic pursuits.

An honor system commits Raleigh Charter High School to a unified vision of what it means to be a part of a community founded on trust and nurtured by honorable action. This system creates a clear sense of expectations—it educates students about their responsibilities and rights as members of the greater school community.

The Honor Code

Instances of cheating and lying not only break down community, but also subvert the purpose of an academic institution and distract students, teachers, and administrators from the tasks of teaching and learning. Therefore, it is vital to the academic community that all students and staff members understand and abide by the Raleigh Charter Honor Code.

Membership in a community carries responsibilities and rights and the Honor Code serves to protect the rights of all by requiring standards of academic integrity. As a citizen of the Raleigh Charter High School community, I understand that engaging in academic dishonesty, no matter the degree or form, undermines my character and that of the school at large. I will uphold the standard of academic integrity through my attitudes and actions.

The Honor Code exists to encourage academic integrity and extends to all subjects, media and assignments. The Code addresses academic dishonesty in any form. Examples of Honor Code violations are, but are not limited to

Cheating—The use of unauthorized sources for academic work

- Attempting to use or using unauthorized materials on a test or assignment
- Copying from another student (not limited to a testing situation; copying includes homework and class work)
- Giving or receiving unauthorized aid (this includes asking for or giving information pertaining to quizzes or tests before or after they have been taken)

Plagiarism—Presenting the words or ideas of another as one’s own work

- Using information not considered common knowledge without citation
- Submitting the work of another as your own, in part or in entirety
- Copying the words or ideas of another without giving proper credit to the source

Note: Plagiarism is not always intentional; accidental plagiarism shall also be considered a violation of the Academic Honesty policy. Not knowing how to cite sources is not a reasonable defense for plagiarism.

Falsification—Oral or verbal statement of untruth

- Creating data
- Falsifying reasons for absence
- Placing your name on someone else’s work
- Submitting work (in its entirety or in part) that was previously submitted for another class without prior approval of both teachers

All members of the Raleigh Charter High School student body and faculty are bound by this Honor Code. While teachers may choose to highlight subject-specific elements which relate to the Honor Code, all students in all courses are bound by the same set of expectations.

In order for this system to maintain its integrity and perform its intended purpose, members of the community must deal with violations as they arise. Members of the community are expected to report all violations in the manner outlined below and should do so in a timely fashion. Anyone who knowingly witnesses an Honor Code violation is honor bound to report the violation.

The Honor Pledge

A shortened version of the Honor Code, known as the Honor Pledge, will be used throughout the year at the discretion of individual teachers. The writing and signing of the pledge is a reminder of the system at large and will generally be reserved for use on tests, papers, projects and other major assignments. While daily work or homework may not require the writing and signing of the pledge, it is understood that all work done by an individual student is covered under the Honor System. Any violation of the Honor Code—whether on a small homework assignment or on an exam—will be subject to consequences recommended by the Honor Council or assigned by the administration.

The Honor Pledge

On my honor, I have neither given nor received any unauthorized or unacknowledged help on this assignment.

Honor System Structure

The Honor System at RCHS involves two interrelated student groups associated with it, the Honor Committee and the Honor Council.

- The *Honor Committee* is the larger group, consisting of five student members from each class.
- The *Honor Council* consists of the junior/senior representatives on the Honor Committee and is responsible for adjudicating potential honor violations.

The Honor Committee includes two faculty representatives who help guide the committee and also play a significant oversight role on the Honor Council.

Process

Potential violations of the Honor Code will be brought to the attention of the Honor Council through members of the faculty. Anyone in the RCHS community who suspects that a violation of the Honor Code has occurred should contact a faculty member who will then report the incident to one of the two faculty advisors to the Honor Council. The faculty advisors will supervise an investigation of the allegation and, in consultation with the administration, will determine whether a violation of the Honor Code has occurred.

Note that all grade-related penalties of honor violations will be determined by departmental policy.

When a violation has occurred, one of the faculty advisors will contact the student and the student's parents to explain the issue. The student and his or her parents will then have the option of participating in the Honor Council process or dealing directly with the RCHS administration to have the consequences for the violation determined. This decision should be made within 24 hours. The student and parents will then sign a consent form giving permission for the student to take part in an Honor Council meeting. Students have the option of selecting a member of the school community (student or teacher) to appear with the student at the Honor Council meeting as the student's advocate.

Prior to a meeting of the Honor Council, the faculty advisors will gather any relevant information, including documentation and statements from witnesses. A meeting time will be set that is no later than ten school days after notifying the accused student and his or her parents. Meetings will be held before or after school or on teacher workdays in a classroom at the school. Those present at the meeting will include the accused student, his or her advocate, one faculty advisor to the Honor Council, and four student members of the Honor Council. Additional faculty members and students may be called to Honor Council meetings to provide relevant information to the Council.

Normally, one of the student co-chairs of the Honor Council will preside at an Honor Council meeting. In the event that neither co-chair is available, the faculty advisors will appoint another student member of the Honor Council to serve as chair of the meeting. During the meeting, the faculty advisor will assist the student chair as needed.

The chair will call the meeting to order and explain the proceedings to those present, making sure that everyone in the room is introduced and understands the confidential nature of the meeting. The faculty advisor will present the information that has been gathered in the preliminary phase both orally and in writing.

The accused student will be invited to tell his or her story, and then the Council will conduct a question and answer session to clarify the nature of the incident and the perspectives of those involved. (To protect confidentiality, the accused student may be excused from the meeting room during statements from other students.) The student's advocate will be given the opportunity to speak on his or her behalf.

The accused and his or her advocate will be excused from the meeting while the Council deliberates on the appropriate consequences to recommend to the administration in the particular case. The Council will then inform the accused and the advocate of its recommendation. The student chair will read a final statement reminding everyone present of the confidential nature of the meeting.

Any paper documents used or generated in the meeting will be gathered by the faculty advisor who will place all documentation about the case in a secure file in the main office. This file will then be used only by the RCHS administration and will not be used by the Honor Council in future meetings that address separate incidents.

The faculty advisor will inform the RCHS administration of the Honor Council's recommendation, and will contact the student and his or her parents to discuss the final disposition of the case.

ACCEPTABLE COMPUTER USE POLICY

Privileges

Internet access is available to students and teachers at Raleigh Charter High School. We are very pleased to bring this access to RCHS and believe the Internet offers vast, diverse, and unique learning resources to students and teachers. Computer and network-based technologies at RCHS, including Internet access, are provided to further your educational goals and objectives.

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. Raleigh Charter 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 RCHS 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 RCHS 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-biased materials. RCHS school-based computer use policies have been developed to protect against these dangers, and student use will be monitored by school staff to enforce these policies. In addition, data that track individual student Internet activity can be made available to parents upon request. Students are hereby warned against giving out any personal information over the Internet, including physical description or photo of self, name, age, address, school attended, or any times when the student will be home alone (including after school before parents have returned from work). Students should never meet one-on-one with someone they

have met on the Internet without first seeking guidance from their teacher/advisor and parent/guardian.

Unlike home-based Internet usage which may be for entertainment and other purposes, Internet usage at RCHS is for educational purposes only. Raleigh Charter High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. RCHS reserves the right to block or filter Internet content that has no educational purpose, is obscene, contains pornography, or is harmful to minors. RCHS makes no guarantee that the functions of services provided by or through the RCHS network will be error-free or without defect. Raleigh Charter 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. RCHS is not responsible for the accuracy or quality of the information obtained through or stored in the system or network. RCHS 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.

RCHS Network Access—Terms and Conditions

A responsible student user of the RCHS Network

- MAY USE the Internet to research assigned classroom projects.
- MAY USE the Internet to research/develop educational materials.
- UNDERSTANDS that NONE of his or her communications and information accessible through the RCHS 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 RCHS staff may be silently observing his or her workstation and network activity at any time, and may intervene in this activity at any time.
- AGREES that he/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 RCHS Acceptable Computer Use Policy is violated, the student may not be allowed to use the RCHS network and disciplinary action may be taken.

- UNDERSTANDS that if he or she loses the privilege of using the RCHS 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) Workstation Violations: A student is to leave the computer exactly as he or she finds it unless given specific permission from an instructor. Prohibited changes include, but are not limited to

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

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

1. Use of RCHS 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 RCHS network, or any other network, or to any secure data is considered hacking activity and thus is prohibited. Hacking activity includes students attempting to logon to the network/Internet as a faculty member or an administrator.
4. Possessing and/or using or attempting to use hacking tools, including keystroke loggers and password/encryption tools.
5. Not reporting network security violations or potential violations that you are aware of. If you become aware of a problem, do not demonstrate the problem to other users.
6. Downloading and storing files on the network without authorization (as a student you are authorized to store only course-related documents in your home directory folder on the S drive).

7. Connecting any non-RCHS hardware (including personal laptops and PDA devices) to the network without specific advance permission.
8. Providing access to the RCHS network to unauthorized individuals via one's own account, another's account, or otherwise.
9. Using profanity, obscenity or language that is considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities. This includes retrieving, viewing, producing, posting, or sending (or attempting to post or send) material that
 - is profane, obscene, lewd, sexually explicit or suggestive or pornographic in purpose.
 - advocates or engages in illegal acts, threats, hate or violence.
 - potentially disrupts, causes damage, threatens or endangers students or staff.
10. 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.
11. Posting personal or private information about yourself or other people on the Internet. Violating any aspect of a student's right to privacy by disclosing confidential information including but not limited to a student's grades or test scores.
12. Posting, sending, or disclosing over the Internet information that insults, defames, or harasses.
13. "Re-posting" or forwarding personal communications without the author's prior consent.
14. Chat rooms and instant messaging are off-limits during school hours except with prior specific permission. Arranging or agreeing to meet with a person you have met online without specific advance permission from a parent or teacher is prohibited.
15. Using RCHS technology to copy commercial software in violation of state, federal, or international copyright laws.
16. Using the RCHS network for financial gain or for the transaction of any business, commercial or lobbying activities.
17. 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.
18. Plagiarizing (claiming another person's writings as your own) any information gained on or through the network or from the Internet. (This includes the downloading of reports or term papers purchased on the Internet and passing them off as one's own). Be aware that RCHS has implemented software that identifies plagiarized copy purchased by students over the Internet. NEVER SUBMIT ANY WORK THAT IS NOT YOUR OWN without proper attribution.

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

1. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Do not be rude or abusive in your messages to others.
 - Use only appropriate language. Do not swear or use vulgarities or any other inappropriate or offensive language.
2. Using technology for off-task activities during class (playing games, videos, music, or visiting websites not instructionally related) is prohibited.
3. You may not visit chat rooms, bulletin boards, newsgroups or translator services at any time during class without your instructor's permission.
4. You may not instant message or check your email, or send email or chat messages during class unless your instructor gives you permission to do so.
5. No food or drink are allowed in the ETC, the Language Lab, or the Mini-Lab. Leave any food or drink at the front of the ETC.
6. You must log-off and clean up your workstation before you leave.
7. You must report any unsolicited or inappropriate web site that pops up on your screen without your consent to your teacher or ETC monitor.
8. If you experience any problems with your workstation (you can't log on, you can't print, you can't get on the network or to the Internet, your floppy disc is stuck, etc.), you must report these problems to your teacher/advisor, an administrator, or the ETC monitor.
9. It is your responsibility to keep your password confidential. **IF YOUR PASSWORD IS COMPROMISED, YOU MUST CHANGE IT IMMEDIATELY!** If you forget your password, see your teacher or advisor who will help you create a new password. Choose a password you can easily remember. Your password must follow specific guidelines for a secure password. It must contain at least six characters. It must also include 3 of the 4 following items: Uppercase letter, Lowercase letter, Symbol, and Number. It may not contain all or part of your username. During the year, you will be required to change your password every 90 days to ensure the security of your account and your data. You may not use any previous passwords. You will be notified when your password is about to expire.

Consequences for Violations of Terms and Conditions

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

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

Academic Consequences of Violations

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

The following applies to all violations:

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

DRIVER'S EDUCATION AND ELIGIBILITY CERTIFICATES

Raleigh Charter High School does not offer driver's education classes. Driver's education is offered through Jordan Driving School and is available at Broughton High School or at the student's base school. Students will be notified in the weekly announcements when sign-up for classes will begin. Generally, older students are scheduled first. Students should contact Jordan Driving School directly for more information about classes at 919 772 4877 or at <http://www.jordandriving.com/>. There is no charge for the driver's education class, but families should be aware that if a student signs up for a class and then does not attend, the student will need to pay \$300 to register for another class. You may only enroll for one Jordan Driving School class free of charge.

Dropout Prevention/License Revocation

North Carolina has established legislation that reflects a coordinated statewide effort to motivate and to encourage students to complete high school. This legislation, effective August 1, 1998, requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is determined by first semester grades and end-of-the-year grades and is defined as passing 70% of courses. At Raleigh Charter

High School, this means a student must be passing five of his or her six courses. A student is exempt from this law when he or she reaches the age of 18 or has obtained a high school diploma, GED, or an adult high-school diploma. RCHS is required to notify the Division of Motor Vehicles after each semester if a student fails to meet this requirement.

Students who are at least 14 years old or who were rising 8th graders on or after July 1, 2000, are subject to additional legislation requiring that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for: 1) possession or sale of alcoholic beverage or an illegal controlled substance on school property, 2) possession or use on school property of a weapon or firearm, or 3) the physical assault on a teacher or other school personnel on school property. School property includes the physical premises of the school, including the parking lot, any vehicles under the school's control that are used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school.

Driver's Eligibility Certificates

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

DISTINCTIVE SCHOOL PROGRAMS

FLEX DAYS

We believe that students learn more when they are *active*, *social*, and *creative* learners. **Flexible Days**, an important innovation at RCHS, allow teachers and students to explore topics in depth and often to study across disciplines. They occur over two successive Fridays during which regular classes are not held. Students instead meet in small groups to pursue projects in a subject area or to engage in citizenship activities. Seventh-period classes do not meet on Flex days.

Attendance on Flex Days is mandatory, and all normal attendance and tardy procedures will apply. Tardiness for an off-campus program may cause the student to miss assigned transportation. This will result in assignment to another program and a subsequent make-up assignment for the missed program. Students who are absent for a Flex Day should see their subject-area teachers for make-up assignments.

RCHS has established wonderful working relationships with organizations and businesses in the community through our Flex-Day program. We expect that students will maintain excellent behavior and decorum in Flex-Day programs. Unsatisfactory behavior will be handled by the administration. The Flex-Day coordinator will inform administrators about tardiness and unacceptable behaviors. Administrators will enforce consequences for tardiness, skipping, and other unacceptable behaviors.

For the 2009-2010 academic year, the following Fridays have been scheduled as Flex Days:

18, 25 September	English, History, Math, Science
15 January	Interdisciplinary Study
12, 19 February	Foreign Language, Fine Arts, History, English, Math, Science

For each set of Flex Days, students will rotate through the subject area programs. Flex-Day assignments will be distributed through advisories.

Parents looking for a way to help are of great service on Flex Days. On any given Flex Day, about one-half of our student population leaves campus. In order to make this happen, we need volunteers to drive students to and from Flex Day activities.

EX DAYS

Ex(tended-Period) Days lengthen the usual 45-minute class period to 95 minutes. Students meet periods 1, 3, and 5 on one day and 2, 4, and 6 on the second day, allowing teachers to do in-depth labs, rehearsals, seminars, simulations, practices sessions, or group work. (Seventh-period classes meet on both days at the regular times.) For 2009-2010, the following Thursday-Friday pairings have been scheduled as Ex-Days:

- 10, 11 September
- 29, 30 October
- 3, 4 December
- 4, 5 February
- 18, 19 March
- 22, 23 April

CITIZENSHIP

Citizenship education is central to the mission of Raleigh Charter High School. We seek to develop good citizens by working with our students to encourage self-awareness, build and maintain local communities, develop an awareness of our membership in ever larger communities, engage in common enterprise with people who are different, accommodate and address conflict and change, facilitate problem solving, foster balance and moderation in life, and help them take ownership and responsibility for learning. We will focus on these goals in our classrooms, on Flex Days, through extracurricular activities, and in our graduation projects.

In addition, in order to give students and faculty opportunities to work together serving our community, RCHS has dedicated two separate community workdays, one each semester, to service activities. A wide variety of activities will be available, and students will have an opportunity to express their preferences. The Workdays Committee will try to honor these preferences as much as possible, particularly for seniors and juniors.

The Workdays Committee will assign students and teachers to small groups of around fifteen people. These groups will meet a total of three times each semester—twice for hour-long planning

meetings and once for a shortened school day to participate in their service project. This year's Community Workdays will be October 23 and April 16, and RCHS will have a modified schedule on those days to accommodate the variety of activities.

EXTRA CURRICULAR ACTIVITIES

Providing students with rewarding extracurricular activities is important to us at Raleigh Charter High School. We offer a wide range of academic, social, athletic and service activities to meet our students' needs and interests.

STUDENT CLUBS

Clubs at Raleigh Charter 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. Each fall, there is a club fair on the Second Friday of the school year to inform students about club offerings and opportunities.

ATHLETICS

Raleigh Charter High School offers nine sports, eight of which include both a mens' and a womens' team. Tryouts are open to students of all grade levels. Sports currently offered at Raleigh Charter include

- Basketball Men and Women—Winter
- Cross-country Men and Women—Fall
- Golf Men and Women—Spring
- Soccer Men—Fall, Women—Spring
- Swimming Men and Women—Winter
- Tennis Women—Fall, Men—Spring
- Track Men and Women—Spring
- Volleyball Women—Fall

Raleigh Charter is a member of the Carolina 9 Athletic Conference (1A/2A) in the North Carolina High School Athletic Association. Conference members include Durham School of the Arts, North Carolina School of Science and Mathematics, River Mill Academy, Granville Central, South Granville, Carrboro, Cedar Ridge, and Northwood High Schools.

Eligibility for participation in athletic activities:

Required Forms:

1. Athletic Participation Form, including a current physical exam (physicals are valid for one calendar year)
2. Transportation Release Waiver

Academic Requirements:

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

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

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

NOTE: The NCHSAA policies supersede any and all RCHS athletic policies.

COMMUNICATION AND SUPPORT SERVICES

Below you will find descriptions of the various services created to foster communication among members of the RCHS community. For up-to-date information, such as a school events calendar, athletic schedules, and course descriptions, check out the RCHS web site at www.raleighcharterhs.org.

ADVISORY SYSTEM

Every student at RCHS is in an advisory group with a faculty member. This group meets daily to listen to and discuss announcements and to address issues such as registration, citizenship, and Flex-Day planning. Students usually stay in the same advisory group for their entire career at RCHS, enabling one faculty member to see the broader academic and social picture for each advisee. Advisors not only monitor academic progress, but also facilitate teacher-parent conferences as needed.

COLLEGE COUNSELING

Raleigh Charter High School provides a comprehensive college-counseling program. Please see our web site for complete details. Through the college counseling newsletter on the web site and postings near the college counseling office, students are informed of upcoming college fairs, open houses, and college representative visits.

During the junior year, counselors meet with students and parents to begin the college search plan. During the senior year, counselors work with students on their college applications, essays, letters of recommendation, scholarship applications, and college decisions.

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

Representatives from many colleges and universities visit RCHS each year. Students are encouraged to attend sessions of interest to them. The student must obtain from the college counseling office a permission form to be completed and approved by the teacher of the class the student may miss, and the student must sign up prior to the visit on the form provided outside the counseling office. Students who abuse this privilege will not be allowed to attend future sessions.

Muse

Muse is the RCHS Fine Arts Department Parent Support Group. The purpose of this group is to support Arts Education at RCHS. Muse assists with classroom activities, off-campus events for students and parents, transportation needs, fund raising, and resources related to the Arts. Contact the Fine Arts Department if you are interested in supporting Muse.

NEWSLETTER

An important communication tool for the school is the electronic newsletter called *The Phoenix News*. These weekly emails contain announcements of upcoming events, opportunities for volunteering, or needs from the faculty. Submissions to *The Phoenix News* may be emailed to phoenixnewseditor@yahoo.com or submitted to the newsletter box in the front office. Electronic submissions must be received by Tuesday at noon. The newsletter will be sent out each Friday of the school year.

PASTA

The **P**arent, **A**dministrator, **S**tudent, **T**eacher **A**ssociation of Raleigh Charter High School was formed in 1999 to support the teachers, staff, and students and to encourage active parent participation by providing meaningful ways to support the mission and goals of the school—as stated in the original charter application. PASTA is always looking for ways to enhance the high-school experience. Please join, be active and supportive, and share new ideas. Every family is encouraged to join for an annual membership fee of \$20. Our goal is to have 100% of our families join because 100% of our students directly benefit from PASTA's efforts.

PASTA is organized into committees that report to the executive officers. These committees are responsible for communications/technology, academic support, volunteer coordination, fund raising, and building and grounds.

PASTA Communication/Technology committees make things at RCHS happen smoothly. *The Phoenix News*, a weekly electronic newsletter, is sent to all who subscribe. A link to *The Phoenix News* is also posted on the Raleigh Charter website, www.raleighcharterhs.org. Reading *The Phoenix News* is a must for all RCHS parents, students, and teachers! If you would like to receive the Phoenix News automatically each week, please subscribe to the RCHS Yahoo! news group by sending an email to: RaleighCharterHS-subscribe@yahoogroups.com. Please indicate your student's name in the info section so that the moderator can verify that you are a member of the RCHS community. Membership is monitored and is available only to RCHS parents, students and personnel.

You can access PASTA web pages under the PASTA tab on the RCHS website. From these pages, you can

- Find information on joining PASTA and check out this year's projects and events
- Read the current *Phoenix News* or check out an archived edition
- Review PASTA's current calendar
- Find out about volunteer opportunities
- Update or search directory information
- Read "helpful hints" submitted by other RCHS families
- Get contact info for PASTA Officers and Committee Chairs
- Join the RCHS Alumni Association or update your Alumni information

PASTA **Volunteer** committees maintain a database, used by faculty, staff and other volunteers, to coordinate programs such as

- Building and grounds work days
- Flex-Day transportation and staffing
- Test proctors
- Teacher-appreciation activities
- Course-Pack Sale at the beginning of the year
- Second Friday—an after-school student social at the beginning of the year
- A reception for seniors and their guests at graduation

Throughout the school year, volunteer opportunities are announced in *The Phoenix News* and on the PASTA website. All parents are encouraged to let our vice president(s) for volunteers know of their interests, skills, and availability.

The **Building and Grounds** committees have done it all—furnishing and maintaining our campus. Committee members are continually on the lookout for more and better items for the school; they also help coordinate car pool connections and parking permits. Clean-up days are scheduled throughout the year to handle maintenance and cleaning jobs that are outside the realm of daily housekeeping. Clean-up days are a great way to meet other parents and learn your way around the school.

One of PASTA's many efforts is **Academic Support**. PASTA assists with

- **Technology:** helping to purchase and install the network server, the Language Lab, computers, LCD projectors and projection screens for every classroom.
- **Cultural Arts:** organizing and bringing performing artists to the classrooms and making attendance at other performance venues possible.
- **College Counseling:** providing RCHS hospitality bags to visiting college representatives
- **Teacher and Staff Retirement:** PASTA has made large donations to the RCHS retirement program for teachers and staff. This is another tangible way that parents have expressed support and gratitude to the outstanding teachers and staff at RCHS.

PASTA Officers for 2009-2010

<u>President</u>	Pete Cotter	pcotter@kintgs.com
<u>President-Elect</u>	Lynne Chambers	lynnechambers@nc.rr.com
<u>VP Communications</u>	Robin Morris Karen Gamble	robin4918@nc.rr.com kleegam@gmail.com
<u>VP Technology</u>	Rick Shryock Emma Jones	rsshryoc@ncsu.edu emmanurse@gmail.com
<u>VP Academic Support</u>	Rengasamy Ramshankar	ramshankar62@gmail.com
<u>VP Volunteers</u>	Laura Heintschel Janet McCormick	lahkc@earthlink.net janetanddonnie@earthlink.net
<u>VP Fundraising</u>	Nancy Thompson	pullet@msn.com
<u>VP Buildings & Grounds</u>	Mark Drummond Chris Price	mark@backyardplayground.net pricec@nc.rr.com
<u>Secretary</u>	Phyllis Hill Judith Mensah	hillpw@nc.rr.com jmensah@nc.rr.com
<u>Treasurer</u>	Carol Anne Moehring Sali Muma	cmoehring@nc.rr.com rajnialum@yahoo.com
<u>Past President</u>	Dana Barrow	barrow204@bellsouth.net

THE PHOENIX CLUB (Sports Boosters)

The Phoenix Club is a parent-sponsored group that supports the Raleigh Charter High School Athletics program. Support is provided to the athletic teams through fees collected from participating families and fund-raising activities. The Phoenix Club also seeks to promote awareness of all sports teams and to encourage attendance at the many sporting events held throughout the year. An Awards Night is held each spring to recognize individual and team accomplishments and is coordinated by various committees of the Phoenix Club.

Phoenix Club meetings are held on a monthly basis and are open to all members of the RCHS community. For the 2009-2010 school year, officers are

Presidents	Kathy and John Schultz
Secretary	Howard Browne

SPECIAL PROGRAMS

Raleigh Charter offers support services to students who are state identified. The level of support is dependent on the student's IEP. For more information, contact DeeAnn Cherveney or Jerie Hobbs in the Special Programs Department.

STUDENT INFORMATION

During the school year, Raleigh Charter High School will from time to time release information about students through the school directory, *The Phoenix News*, local media announcements of student achievement, athletic competitions, and other school publications. This information includes 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@raleighcharterhs.org.

TEACHER CONFERENCES

To request a teacher conference with the student's advisor and his or her teachers, parents should contact Linda Hash in the office 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

APPENDIX A—Schedules

Students should always move to class in the morning five minutes before the beginning of the first period of the day.

Ex Day Schedule

Thursday

Silent study hall	(8:10 - 8:40)
7 th period	8:10 - 8:55
1 st period	9:00 - 10:35
Advisory	10:40 - 10:45
3 rd period	10:50 - 12:25
LUNCH	12:30 - 12:55
5 th period	1:00 - 2:40

Friday

Silent study hall	(8:10 - 8:40)
7 th period	8:10 - 8:55
2 nd period	9:00 - 10:35
Advisory	10:40 - 10:45
4 th period	10:50 - 12:25
LUNCH	12:30 - 12:55
6 th period	1:00 - 2:40

Flex Day Schedule

Silent study hall	(8:10 - 8:40)
(No 7 th Period)	
1 st session	9:00 - 11:30
LUNCH	11:35 - 12:00
2 nd session	12:05 - 2:40

Citizenship Day Schedule

Silent study hall	(8:10 - 8:40)
(No 7 th Period)	
Citizenship Activity	9:00 - 1:00

Citizenship Meeting Schedule

Silent study hall	(8:10 - 8:40)
7 th period	8:10 - 8:55
1 st period	9:00 - 9:35
Advisory	9:40 - 9:45
2 nd period	9:50 - 10:25
3 rd period	10:30 - 11:05
4 th period	11:10 - 11:45
Citizenship Meeting	11:50 - 12:45
LUNCH	12:50 - 1:15
5 th period	1:20 - 1:55
6 th period	2:00 - 2:40

One-hour Delay

Silent study hall	(9:10 - 9:40)
7 th period	9:20 - 9:55
1 st period	10:00 - 10:35
Advisory	10:40 - 10:45
2 nd period	10:50 - 11:25
3 rd period	11:30 - 12:05
4 th period	12:10 - 12:45
LUNCH	12:50 - 1:15
5 th period	1:20 - 1:55
6 th period	2:00 - 2:40

Two-hour Delay

Silent study hall	(10:10 - 10:40)
7 th period	10:30 - 10:55
1 st period	11:00 - 11:25
Advisory	11:30 - 11:35
2 nd period	11:40 - 12:05
3 rd period	12:10 - 12:35
LUNCH	12:40 - 1:05
4 th period	1:10 - 1:35
5 th period	1:40 - 2:05
6 th period	2:10 - 2:40

Mid-year Exam Schedule

Exam Block	9:00 - 10:55
Break	11:00 - 11:25
Exam Block	11:30 - 1:30

Final Exam Schedule

Class Block	9:00 - 9:30
Exam Block	9:35 - 12:05

Extended Advisory Schedule

Silent study hall	(8:10 - 8:40)
7 th period	8:10 - 8:55
1 st period	9:00 - 9:40
Advisory	9:45 - 10:15
2 nd period	10:20 - 11:00
3 rd period	11:05 - 11:45
4 th period	11:50 - 12:30
LUNCH	12:35 - 1:00
5 th period	1:05 - 1:45
6 th period	1:50 - 2:40

APPENDIX B—FORMS

A stapled packet of forms is distributed to each student with the Student Handbook. These forms need to be signed by both students and parents. Even though there are many forms to sign, please take the time to read over all of the documents prior to signing. Students should return the signed packet of forms (still stapled) to their advisors. Forms included in the packet are

- Student Information Verification Form (one page, front and back)
- Citizenship Contract (one page)
- Parental Consent for Field Trip (one page, back of Citizenship Contract)
- Student Field Trip General Medical Information (one page, front and back)
- Acceptable Computer Use Agreement, Web Publishing and Photography Release (one page)
- Field Trip Driver's Permission and Consent (one page)