

**Wakefield High School**

**Student Handbook**



**2019-2020**

***It's All About the W!***



# Wakefield High School

2200 Wakefield Pines Dr. Raleigh NC 27614

**Mascot: The Wolverine**  
**Main Office: (919) 562-3600**

**Colors: maroon, silver, black, white**  
**Fax: (919) 562-3623**

## A Message from the Administration:

Welcome to Wakefield High School and welcome to the 2019-2020 school year. As we respond to the current needs of the community, we are cognizant of the high standards and traditions established at Wakefield in the past. We continue to take pride in our students' achievements in academics as well as in the arts and athletics. High school can be an exciting time and the faculty is here to help students be as successful as they can be.

<b>Administration:</b>	<b>ext.</b>	<b>email</b>
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학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오. (919)852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại, 919-852-3303

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# Student Handbook Table of Contents

Wakefield High School's Mission Vision and Values	4
<b>Section 1: Wakefield Community Information</b>	<b>5</b>
WHS Faculty and Staff List	
WHS Coaching Staff	
Parent Involvement Information	
<b>Section 2: Student and Parent Information</b>	<b>9</b>
Attendance	
Bell Schedules	
BYOD	
Discipline	
Academic Policies	
Topics by Alpha	
<b>Section 3: Student Services Information</b>	<b>32</b>
Counselor Assignments	
Topics by Alpha	

# Wakefield High School

## **Mission**

Wakefield maintains a high standard of learning for all students that effectively prepares all students for graduation and for becoming productive citizens.

## **Vision**

The Wakefield learning community supports students in developing 21st Century skills that allow them to contribute responsibly in an ever-changing environment.

## **Value Statements**

- We believe in the education of the whole person and learning is a continuous, lifelong process. Interactive learning experiences, specific assessment of talents and abilities, and exposure to future opportunities prepares students for the pursuit of life goals.
- Within the learning community, education extends beyond the classroom and requires the active participation of students, teachers, parents, staff, and business partners. Individual mastery of challenging academic standards requires high expectations, support systems, highly qualified staff, optimal physical facilities and differentiated instruction.
- We respect and appreciate diversity as we foster unity in our students, faculty, staff, and community.
- The Wakefield High School learning community has the right to a safe, healthy and orderly environment and an atmosphere that supports individual worth, dignity, and mutual respect.

## **Wakefield Honor Code**

The students of Wakefield High School are committed to being honest and responsible in the completion of academic materials and interactions with the school administration and community. Cheating, stealing, plagiarism (passing off another's work, words, or ideas as one's own), and lying (including willful distortion or misrepresentation) are considered violations of the Honor Code. Through a joint fulfillment of this code, students and faculty will achieve their fullest potential in academic excellence and character.

# Section 1: Wakefield Community Information

## Wakefield High Coaching Staff

Coaching Position	Last Name	First Name
Athletic Director	WOLFE	CHANCEY
Athletic Director, Assistant	STEVENS	GARRETT
Athletic Trainer Head	DORENKAMP	BRENT
Football Varsity Head	WARD	JAMES
Football J.V./Asst.	LAIR	GREG
Football J.V./Asst.	WILSON	TRENT
Football J.V./Asst.	CURRY	DOUGLAS
Football J.V./Asst.	RICHARDSON	JOE
Football J.V./Asst.	SMITH	ADAM
Football J.V./Asst.	LAIR	DREW
Football J.V./Asst.	ANDERSON	MATT
Soccer Boys' Varsity Head	PAIVA	COOPER
Soccer Boys' J.V./Asst.	TEEL	DEREK
Soccer Girls' Varsity		
Soccer Girls' J.V./Asst.	TEEL	DEREK
Volleyball Varsity Head	TERRELL	CYNTHIA
Volleyball J.V./Asst	SHANNON	STACEY
Tennis, Girls Head	STEWART	KEN
Golf Girls Head	REITZ	CAROLYN
Cross Country Varsity Head		
Cheerleading Varsity Head	SKOKAUCKAS	TERRI
Cheerleading J.V./Asst.		
Basketball Boys' Varsity Head	STEVENS	GARRETT
Basketball Boys' J.V./Asst	WILSON	TRENT
Basketball Boys' J.V./Asst	MILLS	ADAM
Basketball Boys' J.V./Asst	HILL	CARL
Basketball Boys' J.V./Asst	JONES	WILL
Basketball Boys' J.V./Asst	LEE	JASON
Basketball Girls' Varsity Head	WILLIAMS	DONALD
Basketball Girls' J.V./Asst.	CYNTHIA	TERRELL
Indoor Track Varsity Head	RICHARDSON	JOE
Wrestling Varsity Head	RUSSELL	WILLIAMS
Swimming Varsity Head	WAINIO	COURTNEY
Gymnastics Varsity Head		
Tennis Boys Varsity Head	STEWART	KEN
Golf Boys Varsity Head	DOYLE	JIM

Baseball Varsity Head	KEOWN	CHRIS
Baseball J.V./Asst.	CHAPEL	TIM
Baseball J.V./Asst.	WRIGHT	CHRIS
Track Varsity Head-Girl's	WILSON	TRENT
Track J.V./Asst.-Girl's	RICHARDSON	JOE
Track Varsity Head-Boy's	WARD	JAMES
Track J.V./Asst-Boy's	LAIR	GREG
Softball Varsity Head	BOWMAN	NICK
Stunt Varsity Head	SKOKAUCKAS	TERRI
Lacrosse Varsity Head-Boy's	VACCA	DERIN
Lacrosse J.V./Asst.-Boy's	SMITH	JAKE
Lacrosse J.V./Asst.-Boy's	CUMMINGS	RYAN
Lacrosse Varsity Head-Girl's	GRASSO	DENNA
Lacrosse J.V./Asst.-Girl's		

## Parent Involvement

Wakefield High School has numerous opportunities for parents to be active in the school. For various organizations contact the following people:

**Athletics:** Chancey Wolfe, Athletic Director, [cwolfe@wcpss.net](mailto:cwolfe@wcpss.net)

**Band:** Brian Munoz, Band Director, [bmunoz@wcpss.net](mailto:bmunoz@wcpss.net)

**Business Alliance:** Sarah Joyner, Career Development, [sjoyner@wcpss.net](mailto:sjoyner@wcpss.net)

**Chorus:** John Mullinax, Choral Director, [jmullinax@wcpss.net](mailto:jmullinax@wcpss.net)

**Drama:** Paul Orsett, Theater Director, [porsett@wcpss.net](mailto:porsett@wcpss.net)

**PTSA:** Susan Napolitano, [president@wakefieldhsptsa.org](mailto:president@wakefieldhsptsa.org)

## The Wakefield High PTSA

The Wakefield High School PTSA is a volunteer organization of parents, faculty, and students who work jointly to assist in the education of Wakefield High School students. Programs include Lamp of Knowledge Awards, AIM-Academic Improvement in Motion Awards, Staff Development Luncheons, and funding for the JUST THINK FIRST Program. Through membership and donations, the PTSA is able to support all of these great programs. Your help is needed. For more information about membership and volunteering, please go to: <http://wakefieldhsptsa.org> or visit our Facebook page: Wakefield High School PTSA.

**Membership:** We Need you! PTSA membership is open to parents, faculty, students and community leaders to support Wakefield PTSA, Wake County PTA and NC PTA programs, scholarships and goals. Membership forms are available at WHS (in the office) and online at [www.wakefieldhsptsa.org](http://www.wakefieldhsptsa.org). Follow us on Facebook or Twitter! We are happy to help promote school activities for our members in conjunction with other clubs and groups. Send info to [shannonburnett1@yahoo.com](mailto:shannonburnett1@yahoo.com)

### **PTSA Officers**

**Susan Napolitano:** President/Mistletoe Market/Social Media Chairperson

[President@wakefieldhsptsa.org](mailto:President@wakefieldhsptsa.org)

**Melinda Jones:** VP Programs/Teacher Grants/Senior Scholarships Chairperson (1st VP)

[VP\\_Programs@wakefieldhsptsa.org](mailto:VP_Programs@wakefieldhsptsa.org) / [Scholarships@wakefieldhsptsa.org](mailto:Scholarships@wakefieldhsptsa.org)

**Susan Napolitano:** VP Communications/Newsletter/Social Media Chairperson (2nd VP)

[VP\\_Communications@wakefieldhsptsa.org](mailto:VP_Communications@wakefieldhsptsa.org)

**Shannon Burnett:** VP Membership (3rd VP)

[VP\\_Membership@wakefieldhsptsa.org](mailto:VP_Membership@wakefieldhsptsa.org)

**Andréa M. Wallace** Secretary/Lamp of Knowledge Chair

[Secretary@wakefieldhsptsa.org](mailto:Secretary@wakefieldhsptsa.org) / [LampofKnowledge@wakefieldhsptsa.org](mailto:LampofKnowledge@wakefieldhsptsa.org)

**Sally Norton** Treasurer

[Treasurer@wakefieldhsptsa.org](mailto:Treasurer@wakefieldhsptsa.org)

**Sharon Wilson** Advocacy Chairperson [Advocacy@wakefieldhsptsa.org](mailto:Advocacy@wakefieldhsptsa.org)

### **Faculty Officers**

**Malik Bazzell** Principal/Honorary Board Member

[rbazzell@wcpss.net](mailto:rbazzell@wcpss.net)

**Dorothy Corrigan** Faculty Liaison

[dcorrigan@wcpss.net](mailto:dcorrigan@wcpss.net)

**Cheryl Leshnock** Faculty Liaison

[cleshnock@wcpss.net](mailto:cleshnock@wcpss.net)

### **PTSA Programs**

1. Lamp of Knowledge: Wednesday, Thursday, and Friday mornings before 1st period. This program recognizes students who earned a 3.75 GPA or higher during the prior academic year. Students receive a “W” letter and an academic pin. If a multiple year recipient, they receive a bar to add to their letter. A bagged breakfast “to-go” will be provided.
2. Honor Roll: A and A/B Honor Roll certificates are distributed to students at the end of each semester.
3. AIM: Academic Improvement in Motion - AIM is a program facilitated by faculty and administrators on behalf of students. It focuses on recognizing students who are not on the honor roll or in the top tier of the class but who have put forth “extra effort” to improve their grades during a 9-week period. Senior recipients are recognized at Senior Awards Night and may also apply for the PTSA’s AIM scholarship.

4. Senior Scholarships: PTSA provides academic, community service, AIM, PRIDE, 1st generation scholar and technical/vocational scholarships to seniors. Information is available in Students Services. We also help coordinate JTF scholarships. Chair: Melinda Jones – mj4882@gmail.com
5. Hospitality: PTSA provides volunteers and funding for the Faculty Back to School Breakfast, Early Release Day Luncheons and Appreciation Week. This committee also helps coordinate Senior Reception.
6. PRIDE Program (Character Education): This committee works with the faculty committee in recognizing students with PRIDE cards. These cards are given to students that display characteristics and actions exemplifying the PRIDE matrix: Positive words and actions, Respect of self and others, Integrity and Honor, Displays Self-control and Excellence.
7. WakefieldSTRONG: Student-teacher Resources from Honorable Giving. Designed to connect the needs of our students to parent or community resources to meet those needs for student success, including food, clothing, and school supplies. Chair: Julie Raftery - julraft5@gmail.com
8. Wakefield High School PTSA Special Programs Committee: This committee provides opportunities for interested parties to work together to plan programs and activities for students with special needs. Encouraging an inclusive school environment where all students are valued for educational potential, talent and contributions, this committee meets monthly and welcomes all students, families and educators. Chair: Annemarie Ward – Wardwakeforest@aol.com
9. So Easy – Grocery & Target Card Link: Link the number in parenthesis: Link your Harris Teeter VIC Card (4707) and Kroger Card (81831). Go online to the store's website or list your card number on the PTSA Membership form. and PTSA will take care of it. Also connect your Target VISA, check or red card at a local Target Store or at [www.target.com](http://www.target.com) (115201).



# **Section 2: Student and Parent Information:**

## **Student Attendance Procedures and Policies**

Attendance is taken very seriously at Wakefield High School. There is a high correlation between attendance and achievement, and regular attendance is crucial to student success. WHS will maintain accurate attendance information and will share this information with parents and students. It is extremely important for parents and students to closely monitor and document absences.

Students will not be counted absent from school when participating in school- sponsored events. School assemblies are considered school-related. If students do not attend the assembly, it is considered an unexcused absence. To be counted present during the school day, students must be in school at least one half of the day (2 periods). A student must be in class a minimum of 45 minutes to be counted present for period attendance.

### **Excused Absences:**

Excused Absences are defined by the WCPSS School Board Policy #6000.3 as:

- illness or injury which makes the student physically unable to attend school.
- isolation ordered by the State Board of Health or the Wake County Health Department.
- death in the immediate family.
- medical, dental, or other appointment with a health care provider for the student or for a child for whom the student is the parent.
- court when a student is under subpoena.
- religious observance, as suggested by the religion of the student or parent.
- participation in an educational opportunity, such as travel with prior approval as documented on the "Request for Excused Absences for Educational Reasons."
- a catastrophic event or natural disaster.

Excuse Notes must include the following:

- Student's name – first and last – no nicknames
- Date(s) absent
- Time leaving school
- Reason for leaving
- Parent/Guardian signature
- Home and work phone numbers of parents

Notes must be brought to the Attendance Office within two (2) days of returning from the absence and presented BEFORE the start of first period or during lunch. Absences not documented within two (2) days will be classified as unexcused, as mandated by School Board Policy 6000.4. Absence notes will not be accepted via fax or email. Students who were absent from school the previous school day and have a note must report to the attendance office before school from 7:05–7:20 or during lunch.

### **Unexcused Absences**

Absences such as oversleeping, missing the bus, traffic, car trouble, or absent from class without permission are unexcused. Following an unexcused absence, work can be completed for full credit provided the student attends a remediation session (Pride Time or SMART LUNCH) to complete assignments. Absences resulting from suspensions are unexcused and the same make-up policy applies.

### **Educational Leave**

An educational leave form (Form 1710) must be completed and approved for a student to be excused for educational reasons. This form is available at on our school website. All teachers must sign this form prior to it being submitted. It must accompany a 300-word essay regarding the educational value of the absence. All paperwork **MUST** be turned in at least three (3) school days prior to the documented absence.

### **College Visits**

Juniors and Seniors may take school days to visit colleges. Juniors are provided one day per semester, and seniors are provided two days per semester. When taking these days students do not need to submit an educational leave form. For the absence to be excused the student must submit verification that they were on the college campus within two days of the visit. Acceptable verification can be a validated parking pass or verification of the visit on university letterhead. Brochures of the college will **not** be accepted as verification.

### **Check-In**

Students arriving to school after 7:35 AM must sign in at the Attendance Office and receive an Admittance Slip. This slip should be shown to every teacher whose class was missed. Habitually late students will receive disciplinary consequences and may lose parking privileges and/or off-campus lunch privileges. Students who arrive after 8:04 M-TH should report to the Attendance Office. On Friday, students who arrive after 8:08 should report to the Attendance Office.

### **Check Out: With Note**

A student who needs to leave school before the end of the school day should present a note to Attendance before the start of 1st period indicating the following: student name, date/time of absence/appointment, reason for leaving, parent/guardian signature, home/work telephone of parent/guardian. Students should return to Attendance at the appropriate time to check out and check in when they return. All notes will be verified. Phone calls, faxes, and emails will not be accepted for checking out students. In the case of forgery, disciplinary action will be taken. All absences are marked unexcused until a valid note for the absence is turned into Attendance.

### **Check Out: Without Note**

If a student needs to check out early and does not have a note, a parent or guardian must go to the Attendance Office and check the student out. Phone calls, faxes, and emails are not accepted. Any parent/guardian who checks out a student must show a picture ID and be on the approved contact list. If a student goes off campus for lunch and does not return because he or she is ill, a parent must go to the school and officially check the student out.

No student may be checked out during the last 10 minutes of school. Students who leave campus without following proper sign-out procedures will receive a permanent unexcused absence in classes missed, and they will be considered skipping. Skipping will result in disciplinary action.

### **Attendance Communication**

Attendance information is shared with parents and students via the student handbook, school website, and announcements at the beginning of the semester. State law requires parents to be informed of student absences. Each evening School Messenger, an automated telephone system, phones home to alert parents when their student is absent regardless of the reason. State law requires parents be informed. Additionally, letters are sent to parents when students reach 6 and 10 absences.

### **Participation in Interscholastic Activities**

All students participating in interscholastic activities must be present in school for the entire day in order to participate in activities, performances, or practices, except where exempted by a physician.

### **Make-Up Work**

Any student who misses a class is entitled and expected to make up assignments. The student is responsible for getting the missed assignments and scheduling times to make up tests. Teachers will communicate their expectations for completing make-up work. Each teacher's assistance/office hours are posted outside his/her classroom door. Students who are absent for an extended time due to illness or emergency should contact student services for assignments. Assignments that are assigned prior to an absence will be due upon return; this includes tests that are scheduled for the day of return. If make-up work is not assigned in advance, for absences of 1 to 3 days, the student will have a minimum of 1 day for each absence to complete the missed assignments. For absences exceeding 3 days, the student will have a minimum of 2 days for each absence to complete assignments. Students receive full credit for make-up work after an absence if it is completed according to teacher expectations. Absences resulting from out-of-school suspensions are unexcused. Make-up work can be arranged with teachers. Students will receive full credit for exams.

### **Exam Exemption Policy**

All classes are required to give a final assessment. For students who are not taking a course with an EOC, NCFE or VOCAT exam, all absences count in the exemption total except for approved school sponsored activities and college visits. Students may earn exemptions based on the following criteria:

- "A" with 3 or fewer excused absences
- "B" with 2 or fewer excused absences, or
- "C" with 1 or fewer excused absences

In determining exam exemption, the policy considers 3 tardies to equal 1 absence. Any student with an unexcused absence cannot be exempt from an exam. A PLT is not required to allow students to be exempt from their exam. There will be no appeals process for exemptions.

### **Teachers and Attendance Records**

WCPSS School Board Policy 6000.1 states that teachers will:

- monitor and report student absences daily, following all attendance regulations
- keep detailed records, entering attendance daily into PowerSchool and a separate roll book
- when students reach 3 absences in a class, parents will be notified

### **Attendance and School-Sponsored Events and Testing**

Teachers conducting a field trip or school related activity will notify the Attendance Technician of all students who were present before the trip or activity. When there is school-wide testing, such as the PLAN or ACT, the testing coordinator will email a list of students present within one day of testing; teachers are responsible for adjusting their attendance according.

## **BYOD and Technology Information**

### **Acceptable Use Policy (AUP) for Students**

All students registered in the Wake County Public School System will automatically be given access to the internet and e-mail. Parents have the option of denying these services by completing the Parent Request to Deny Access Form. Unless otherwise stated, students acknowledge that they have read, understand, and agree to the acceptable use of these services as stated in the WCPSS Student Internet Access and Electronic Mail Policy (6446). This policy is found in the Parent & Student Handbook and on the Internet at [www.wcpss.net](http://www.wcpss.net)

Additional information on Acceptable Use is available on the Wakefield High School website.

### **BYOD (Bring Your Own Device) Information**

The mission of Wakefield High School is to provide a relevant and engaging education and to graduate students who are collaborative, creative, effective communicators and critical thinkers. Our students will utilize internet-based devices to enhance and extend the learning community beyond the walls of our school. As a result, students will become actively engaged in the learning process, collaborating with their parents and teachers on different platforms to promote strong digital citizenship skills.

#### **What You Will Need:**

- A device that will connect to the Internet.
  - Devices include laptops, netbooks, iPads, tablets, and smartphones are acceptable as well, so choose the device that works best for you.
  - If you don't have a device available, your teacher may loan you a school-owned device for the duration of the class, or you may work with a group.
- A wireless network
  - There will be a special BYOD network for you to use.
- A Google account which includes Google Drive to store documents
  - You can access your Google Drive through the Wakefield High Homepage. Your username and password for Google Apps is the same as your email username and password.
- Signed WHS BYOD Guidelines on file

- You and your parent/guardian will need to have a signed WHS BYOD Guidelines on file.

#### **BYOD FAQs:**

- What if I don't have a device of my own to bring to school?
  - Those students who do not own their own phone, tablet, or laptop will be provided a device to use during class assignments.
- If I store my work on my WCPSS account (My documents – H drive) can I access it at home?
  - No, you cannot access your WCPSS home directory on your own device unless you are connected to the BYOD Wifi server. However, if you save your work on your WCPSS Google Drive, you will be able to access it from home.
- How do I access the Internet on my device?
  - Instructions will be provided for you. You will be using a separate network server to connect for BYOD.
- What if I have trouble connecting my device to the network?
  - You can bring your device to the Media Center for help.
- Will there be charging stations at school?
  - No. You will have to charge your device at home and a fully charged device should be last for the school day.
- When may I use my device?
  - You may use your device before or after school, during lunch, and when your teacher asks you to use it in class. Your classroom teacher is the one who determines whether or not you will be needing your device during his/her class period.
- Will I need to pay for any applications or software for my device?
  - No. Applications and software that are used are free. There is no requirement to pay for any educational applications.
- What if my device is damaged, lost, or stolen?
  - You are responsible for your own device. Bringing a device to school is not required so you have to be very careful with it and make sure you keep it with you at all time. You or your parents may want to look into insurance or extended warranties for your device.
- Why can't I use my own network data plan at school?
  - You are required to use the WCPSS BYOD server. It is secure, and it has filters to make the internet safer.

**More information and the required forms can be found under the Our School directory on the school website.**

## Discipline

A school climate conducive to serious study and respect for oneself, others, and property is essential to meet the needs of youth. Each school principal has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior.

### Wakefield High Schools Discipline and Tardy Policies

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

We believe that teachers have the right to teach and students have the right to learn. Every student has the right to be free from distractions and harm caused by inappropriate behavior in the classroom. Wakefield's Discipline Program focuses on helping students develop self-discipline and on creating the best learning environment for all. Administration reserves the right to modify consequences for inappropriate behavior based on student need.

### Potential Discipline Consequences

- Alternative Learning Center: Students are assigned by administration
- ISS: Assignment is for the period or for the day.
- Long Term Suspension: For serious infractions, OSS is 10+ days.
- Lunch Detention: Students remain with faculty for lunch.
- Out-of-School Suspension: Suspension for 1 to 10 days.
- Revocation of Privileges: Lunch & parking permits, attendance at or participation in extracurricular activities are taken away.
- Reverse Suspensions: Used in lieu of OSS; parents will be invited to attend school to monitor their child's behavior and school work.
- Saturday Validation: 9am - 12 noon on designated Saturdays. These days are used to make up missed time only.

### Alternative Learning Center (ALC)

The alternative learning center will provide:

- a safe environment where students can make progress academically, behaviorally, and socially;
- a way to deter students from continuing certain behaviors without placement outside of the school;
- interventions that reduce a student's likelihood of being suspended again;
- the opportunity for students to return to class and continue with success.

### In-School Suspension (ISS)

Teachers may send students that need to be removed from class to ISS for the period or for the day. Work will be provided to the ISS Coordinator. Administrators may assign students to ISS for multiple disciplinary infractions in response to a referral.

#### Lunch Detention

Lunch detention is assigned by teachers or administrators for various violations of the Student Code of Conduct.

#### Revocation of Privileges

Parking passes and lunch passes will be revoked for excessive tardies and skipping for juniors and seniors.

#### Reverse Suspension

This may be used in lieu of out-of-school suspensions for particular violations. Parents will be invited to attend school to monitor their child's behavior and school work.

#### Saturday Validation

This is held from 9AM - 12PM on particular Saturdays noted on the school calendar. Students should be on time, bring school work, and work silently during the validation time. Students who are late or do not follow the rules will be asked to leave and will not receive credit for serving time. These days are for making up time missed at school.

### **Summary of Discipline Infractions (from WHS and WCPSS Code of Student Conduct)**

Assault: No student shall cause serious physical injury to any student, attempt to cause serious physical injury, or intentionally behave in a manner that could cause serious physical injury to another student.

#### Gangs and Gang Related Activities:

No student shall commit any act that furthers gangs or gang related activities including the following:

- wearing, possessing, using, distributing, displaying, or selling clothing, jewelry, badges, etc. that shows affiliation in a gang.
- communicating in order to convey membership in a gang.
- tagging school property with gang related symbols.
- requiring payment for protection

Inappropriate Dress: Clothing that disrupts the educational environment and violates dress code is not allowed. Students who dress inappropriately will be sent to the Student Services and given the following options:

- change into clothes provided by WHS
- call a parent/guardian to bring a change of clothes
- spend the rest of the day in ISS for non-compliance

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

Physical Aggression: No student shall engage in physical aggression towards others or take any action or make any comments or write messages which might be expected to result in a fight. A student who is attacked may use reasonable force to get free and notify school personnel. A student who exceeds this may be disciplined although someone else started the fight.

Tardies to Class & to School: Tardies are cumulative; discipline is assigned beginning with the 3rd overall tardy. Reminder bells sound 1 minute before the tardy bell. For a tardy to school before 7:35 AM go directly to class with a sweeper pass and/or sign in. After 7:35 AM, go to the Attendance Office. After 45 minutes, the student is marked absent. The 15-15 rule is in place for all classes.

Wireless Devices, Electronic Devices, Cell Phones: may be used before school, between classes, during lunch, and after school; however, the use of a cell phone or electronic device during class is at teacher discretion for educational purposes only. Electronic devices used in class that are confiscated by teachers must be picked up by parents in the office after school. Parents who call and text their students during class time put them at risk for disciplinary consequences. Emergency calls may be made in the office.

## **Dress Code Highlights**

**WCPS Dress Code Policy (4316, May 2019) states:** "Students are expected to adhere to standards of dress and appearance. Our guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy."

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

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



Specifically:

- a) Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.
- b) Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
- c) Clothing must cover undergarments (waistbands and straps excluded).
- d) Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric.
- e) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- f) Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- g) Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

Non-compliance with these policies will result in disciplinary action.

## **Honor Code Policy**

WCPSS Honor Code Policy (4310) states: “Academic honesty is essential to excellence in education and is directly related to the Board's educational objectives for students to promote integrity and self-discipline in students. As all schoolwork is a measure of student performance, academic honesty facilitates an accurate measurement of student learning.

Each student, parent, family and staff member has a responsibility to promote a culture that respects and fosters integrity and honesty. Academic integrity and honesty requires that all stakeholders share responsibility in the fulfillment of this policy.

In fulfilling these responsibilities:

- students will collaborate with their peers to foster a culture of academic integrity; refrain from participating, either directly or indirectly, in any form of cheating or plagiarism; and adhere to the honor code;
- parents and family will actively support the honor code by encouraging their child(ren) to foster and uphold a culture of academic integrity;
- staff will establish and annually teach expectations regarding academic integrity and honesty; and promote the honor code.

#### A. Prohibited Behavior

1. Cheating: Cheating is an academic deception where a student intends in some way to receive or attempt to receive credit for work not originated by the student, to give or receive unauthorized assistance, or to give or receive an unfair advantage on any form of academic work.

Cheating includes, but is not limited to:

- copying from another student's examination, assignment, or other coursework with or without permission;
  - allowing another student to copy work without authorization from a teacher or administrator;
  - taking an examination, writing a paper, or completing any other assigned academic task on another student's behalf;
  - using notes or resources in any form, including written or online, without authorization;
  - sharing or accepting from another, without authorization, any examination content, questions, answers, or tips on an assessment or assignment through the use of notes, scratch paper, social media, or any type of written, oral, or electronic communication.
2. Plagiarism: Plagiarism is using passages, materials, words, ideas, and/or thoughts of someone or something else and representing them as one's own original work without properly crediting the source.

Plagiarism includes, but is not limited to:

- copying text, images, charts, or other materials from digital or print sources without proper citation;
- intentional misrepresentation of work as your own by paraphrasing of items from digital or print sources without proper citation;
- using translation tools or resources to translate sentences or passages without permission;
- using a thesis, hypothesis, or idea obtained from another source without proper citation.

3. Falsification or Deceit: Intentional acts of falsification or serious deceitful misconduct that threaten the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals are prohibited.

Falsification or deceit includes, but is not limited to:

- falsifying another person's name on a school-related document such as a test or report;
- buying or selling test questions or answers;
- copying secure test materials and providing the materials to others;
- paying for or receiving anything of value to complete a school assignment.

B. Violations: A violation of the Honor Code may or may not result in a disciplinary consequence.

- Staff will address violations of this policy under Board Policy 4309, Student Behavior – Code of Conduct, Levels I-11 (Honor Code) and Level II-1 (Falsification or Deceit) as applicable.
- Level I-11 (Honor Code) states: "All students are expected to adhere to the academic Honor Code. Disciplinary consequences for violations of this policy will typically be consistent with Level I violations."
- Level II-1 states that, "Intentional acts of falsification or serious deceitful misconduct that threatens the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals, are prohibited." A further description of Falsification or Deceit is set forth above in this policy.
- Violations of the Honor Code may impact eligibility for school privileges including but not limited to athletic participation, honors, or awards. Further, this policy does not prevent consequences from being imposed by other organizations or regulations.

## **Homework Plan and Policies**

### **Purpose**

Inasmuch as the term "homework" refers to school-related instruction that is to be completed outside the classroom, it should fulfill the following purposes:

- To enrich and extend school experiences through related home activities
- To reinforce learning by providing practice and application

Homework serves as a link between school and home that shows what children are learning in the classroom.

In order to support the WCPSS Board Policy #3135 pertaining to homework, the following homework plan has been implemented at Wakefield High School:

## **Assignments**

Each teacher shall follow the school's homework plan guidelines concerning the amount of homework assigned and the length of time required for completion. Additionally, the following procedures should be implemented to ensure homework is appropriately assigned:

- The teacher will introduce a concept or skill, thoroughly explain the concept or skill, and provide guided practice before making a related homework assignment.
- Homework assignments shall be specific, within the student's ability and have clearly defined expectations. Questions pertaining to the completion of a homework assignment should be answered and clarified.
- Homework assignments are not to be given as punishment or busy work.
- Homework assignments will not require the use of books or materials which are not readily available in the home or accessible to the student.

## **Evaluation**

Teachers shall provide specific and timely feedback on homework assignments.

Homework is considered practice in grades K-5; therefore, it is reflected in the Work Habits grade.

Homework should be considered in reporting a student's progress to parents; however, in grades 6-12 homework should not exceed fifteen percent (15%) of a student's academic grade for a marking period.

To evaluate the effectiveness of a homework assignment, the following questions might be applied:

- Does the student possess the skills needed to complete the assignment?
- Does the assignment extend and enrich class work?
- Does the assignment meet a real need in the student's learning experience?
- Does the student clearly understand the purpose of the assignment?
- Can the assignment be completed within the suggested time limits?
- Do some assignments provide opportunities for the development of initiative, creativity, and responsibility?

## **Amount of Homework**

The research-based guidelines for minutes of homework per day state that grades 9-12 should have approximately 120 minutes per day

## **Involvement of Parents/Guardians**

- Send your child to school each day, well-rested, fed, and with a positive attitude;
- Set up a quiet, comfortable study area with good lighting and the supplies necessary for your child to have uninterrupted study time;
- Check homework assignments for completion and discuss with your child when he/she is failing to turn in his/her homework, when necessary;
- Offer your child the academic support necessary to succeed
- Parents may receive information on how to help their children with homework at parent conferences, progress reports, feedback through the Parent Portal, or regular parent communication through phone or email.

### **Techniques Taught to Help Students**

- All students will be assigned homework on a day by day basis as needed by teachers;
- All teachers will monitor their homework distribution and clearly communicate to students their expectations for homework;
- Assignments may be collected and feedback provided in a timely manner.

### **Resources Available to Students**

- Pride Time and SMART Lunch one day a week are times for students to collaborate, remediate, get teacher help, and make up missed assignments.
- Teachers offer help before and after school as needed.
- Parents may communicate with the teacher to determine when extra help is offered as well as other ways that the student may need assistance with material studied.
- The media center will be open before school and after school for students who need access to a computer
- Tutors are available through various honor societies in the school to be coordinated with the student's counselor.

### **Teacher Feedback**

- Teachers will make every effort to provide feedback to students in a timely fashion;
- Students will be held accountable for doing their homework;

In order for this homework plan to be successful, all aspects of the school community, including administrators, parents, students, and teachers, must support all components of the plan. More importantly, all students must complete their homework as assigned to the best of their ability by the due date given in order to enhance their knowledge base.

## **LATE AND MISSING WORK POLICY**

### **Late Work**

Late Work due to an excused absence will follow the WCPSS make up work policy: Assignments assigned prior to an absence will be due upon return; this includes tests scheduled for the day of the return. If the make-up work has not been assigned in advance, for absences of 1 to 3 days, the student will have a minimum of 1 day for each absence to complete missed assignments. For absences exceeding 3 days, the student will have a minimum of 2 days for each absence to complete assignments. Students will receive full credit for all make-up work following an excused or unexcused absence as long as the work is completed within the time limit according to teacher expectations and for unexcused absences as long as remediation has been attended to complete the assignment. Special consideration should be given in the case of extended absences due to injury or chronic illness.

### **Academic Courses**

All students receiving academic credit for a course have the opportunity to recover grades through completing alternative assignments to demonstrate mastery, turning in missing work, and/or completing retests. Students will earn a minimum of 70% of the grade they would have received if turned in on time. Work that is submitted on time and meets the minimal completion requirements will

receive a score no less than 50%. Teachers do not have to accept late work after one week prior to the beginning of the exam period for the grading term (Midterms – 1st and 3rd Quarter / Finals – 2nd and 4th Quarter).

### **Honors Courses**

All students receiving honors credit for a course have the opportunity to recover grades through completing alternative assignments to demonstrate mastery, turning in missing work, and/or completing retests. Students will earn a minimum of 60% of the grade they would have received if turned in on time. Work that is submitted on time and meets the minimal completion requirements will receive a score no less than 50%. Late work is due by the end of the unit or the day of the unit assessment and does not need to be accepted by the teacher after this time.

### **AP Courses**

For late work in AP courses, students will earn a minimum of 60% of the grade they would have received if turned in on time. Teachers do not have to accept late work beyond 1 week after the initial due date.

## **Student Athletics Information:**

See 2019-2020 Student Athletics Handbook [Here](#).

## **Student and Parent Information by Topic:**

### **Academic Honors**

Students are recognized in the spring and fall semesters at a school ceremony for outstanding academic achievement. The Wakefield Lamp of Knowledge letter is awarded to students who achieve a 3.75 weighted GPA. In addition, outstanding students are recognized by induction into various honor societies. Awards for the school year are announced at the All School Awards Ceremony and Senior Class Night in the spring of each year. The PTSA also honors groups of students through their program entitled AIM - Academic Achievement in Motion.

### **Activity Buses**

After-school Activity Buses will run on Tuesdays and Thursdays.

### **Activity Pass**

A student activity pass, sponsored by the Wolverine Booster Club, is available which includes admission to all regular season home athletic events (avg. cost \$7). The pass is not transferable and is subject to revocation for disciplinary violations. Note: Admission to sporting events is free for Activity Card holders except for endowment, tournament and playoff games.

### **Business Alliance**

The Wakefield Business Alliance provides opportunity for students to network with professionals through career fairs, job shadowing, field trips, internships, and more. In Spring Semester, Friday Fairs are available during lunch. Business representatives from health, agriculture, business, engineering, construction, public service, biological/chemical, and global technologies participate in the career fairs.

### **Cafeteria**

Parents may establish a student account and make weekly or monthly deposits. Call the cafeteria manager for details at 562-3635. Students may not bring commercial food into the cafeteria; parents may not drop off food. Students are assigned lunch numbers.

### **Career Center**

Career information is available in Student Services and on the school website. Part-time jobs and volunteer opportunities are posted regularly. Listen to announcements for updates. Career assessments and information may be accessed at [www.f4k.org](http://www.f4k.org), [www.cfnc.org](http://www.cfnc.org), and [www.ncsoicc.org](http://www.ncsoicc.org). Job shadowing, internships, career fairs, guest speakers, and other activities are available through the Career Center. For more information contact Ms. Joyner at [sjoyner@wcpss.net](mailto:sjoyner@wcpss.net).

## Character Education: JUST THINK FIRST

Through education, we continue to be committed in our efforts to provide powerful messages to teens regarding the safe and responsible choices they can make, helping them realize, visualize, and understand the importance of choice when driving or riding in a car. The JUST THINK FIRST Organization seeks to raise awareness on this topic and additional topics that affect teens in society today including violence, sex, drugs, alcohol, gangs and bullying. The organization provides speakers and plans assemblies and has produced 3 videos to date that have been distributed to all high schools in NC. They are used in guidance programs and in drivers' ed as teaching tools.



### Background

Over a period of 18 months ending in 2006, Wakefield High School had lost 8 students in 5 separate automobile accidents. In two additional accidents, two more students were left permanently impaired. These accidents and the loss of so many young lives put the Wakefield community in a state of disbelief. Determined to take action and call attention to teen driving practices, the school and the PTSA implemented various programs designed to bring home to students just how quickly and tragically auto accidents can occur. Many organizations and people reached out to Wakefield offering support and assistance with money, time, materials, and programs and after receiving a grant from the Wake County New Vehicle Dealers' Association, a video/ documentary was produced.

This video, entitled **JUST THINK FIRST: choices count**, addresses key issues for new drivers: inexperience, distractions, seatbelt use, high speed/street racing, and drinking and driving. It also provides a combination of statistics and fast paced images for viewers while offering solutions to problems often encountered by teens. In addition, the story of students who lost their lives while in school at Wakefield is interwoven into the video along with commentary on the impact of these tragedies. With the emergence of the video **Wakefield's JUST THINK FIRST Program** was born. This program serves as the umbrella program





## Clubs and Student Organizations

Students at Wakefield High School have the opportunity to participate in a number of clubs and student organizations. These organizations include:

Advanced Computer Aided Design "Drafting" Club	Key Club
Asian American Association	Mu Alpha Theta
Beta Club	National Achievers Society
Black Student Union	National Art Honor Society
Brain Game	National English Honor Society
Buddhist Club	National Honor Society
Dance Team	National Technical Honors Society
Drama Club	Newspaper: The Howler
Dumbledore's Army Club	Photography Club
FBLA	Rho Kappa National Social Studies Honor Society
FCA	Science Honor Society
FCCLA	Science Olympiad
Feminist Club	Spanish Honor Society
FFA	Sports Medicine Club/ National Honor Society of Sports Medicine
French Honor Society	Student Government Association
Freshmen Art Club	Students Teaming Up For Families
Gay Straight Alliance	Thrive Club
German Club	Tri-M Honor Society
International Thespian Honor Society	Video Game Club
Jewish Culture Club	Wolverine Excel Cheerleaders & Co-Coaches
Junior Classical League	Yearbook
Just Think First	

To begin a new club at WHS, students must find an advisor, then complete the club form and submit it for review. Once approved, a meeting day and time can be selected. (See club schedules for options available.) All clubs are required to keep meeting minutes that will be submitted to the Meeting Notes Edmodo site once per quarter by an officer.

For more information regarding clubs and activities, see Michelle Gordon, Assistant Principal.

### Rules & Requirements for WHS Honor Societies

- The Wakefield High School Faculty Council will determine consequences for all WHS honor societies in all cases for which a member of any society has had a loss of personal honor due to a disciplinary infraction.
- The Faculty Council will convene to determine consequences pertaining to membership in honor societies.
- Major disciplinary infractions concerning the WHS Faculty Council include:

- breeches of the WCPSS Code of Student Conduct that result in out- of-school suspension
- all WHS Honor Code violations including but not limited to academic violations such as cheating, plagiarism, misrepresentation, and falsification.
- Disciplinary violations of the WCPSS Code of Student Conduct and/or the WHS Honor Code will be reported by the administration to the Faculty Council and the advisors for each student's honor society.
- Students who have been assigned administrative disciplinary consequences will be allowed to make an appeal to the Faculty Council on their own behalf before a conclusion is drawn or a dismissal from honor societies is determined.
- Removal from one honor society due to a loss of personal honor will result in a removal from all societies in which a student is a member.
- Students who have been removed from honor societies will be ineligible for readmission to or participation in all honor societies for the duration of the current school year.
- Removal from some honor societies could prevent readmission according to their bylaws and/or constitution. For those societies that allow readmission following removal, students may reapply the following school year.

#### Requirements and Documentation

- Seniors who meet an honor society's requirements will be privileged to wear that society's regalia during the class night ceremony and the graduation ceremony in spring. Criteria for membership in an honor society varies for each organization. School-wide criteria includes:
  - chapter affiliation with a national organization
  - maintenance of a specific grade point average
  - fulfillment of community service requirements
  - payment of membership dues as determined by the society
- Non-disciplinary violations of an honor society's membership requirements due to a failure to maintain a minimum grade point average, fulfill service requirements, or make payment of membership dues will be dealt with according to the bylaws of each organization.
- Non-disciplinary violations will be determined and handled by each organization's faculty advisor according to the established procedures of that honor society.
- Honor society memberships will be noted in SAM. The advisor will work with the data manager at the beginning of the school year to enter all honor society memberships for students' individual records.
- An alphabetical listing (last name, first name) noting the graduating year of each student in a society will be kept by advisors and made available upon request.
- The Faculty Council will keep an alphabetical master list of all students who participate in Wakefield honor societies.
- Faculty Council will consist of approximately 7 teachers who do not currently serve as honor society advisors.
- Members shall be notified in writing of dismissal from an honor society. Members shall be notified in writing of decisions made at each level of the appeals process.

#### **Dances**

Tickets for dances can be purchased in advance and sometimes at the door. Regular dances are for Wakefield students; guests may attend special dances such as Prom if a WHS student pre-registers them. ID is requested at the door. Fines must be paid and detention hours served in order to attend dances.

### **Driver's License Requirements**

North Carolina has established legislation that reflects a statewide effort to reduce high school dropouts. Part of that plan requires a student's permit or license be revoked if he/she drops out of school or does not maintain adequate progress. Adequate progress is defined as passing 70% of all courses and is determined by 1st semester and/or end-of-year grades.

### **Early Release for Students**

Students with less than a full schedule may leave school early with prior approval. Passes are provided for such situations. Interns must leave campus when their classes are done. Teachers may not give students permission to leave campus. Students who leave for school functions must have forms on file that are signed by parents, teachers, and administration.

### **Elevator**

The elevator is for use by the faculty and/or students with disabilities. All other individuals require a medical note. An elevator pass can be obtained from the Attendance Office or an administrator.

### **Exam Exemptions**

All classes are required to give a final assessment that will account for 20% of the student's weighted grade for the semester. All instructors in a PLT will give the same final assessment to all sections of the course. Exams will be given in one of the following formats: EoC, NCFE, VOCAT, traditional test, performance assessment or summative project. Details on the format of the final exam will be included on the course syllabus. For students who are not taking a course with an EoC, NCFE or VOCAT exam, all absences count in the exemption total except for approved school sponsored activities and college visits. Students may earn exemptions based on the following criteria:

- "A" with 3 or fewer excused absences
- "B" with 2 or fewer excused absences
- "C" with 1 or fewer excused absences
- 3 tardies = 1 absence.

Any student with an unexcused absence cannot be exempt from an exam. A PLT is not required to allow students to be exempt from their exam. There will be no appeals process for exemptions.

### **Field Trips**

Field trips provide learning experiences that extend classroom instruction and enrich the cultural experiences of students. Trips approved must be of an educational nature, pertain to specific elements of the curriculum, and be integrated into the curriculum. Participation in a field trip is a privilege. Students are required to adhere to all school and district policies while on the field trip.

### **Fees and Fines**

Money owed to the school for books, parking, tickets, performing arts fees, athletics, etc. is documented in the student's account in PowerSchool. All fees/fines owed must be paid in order to purchase a parking or lunch pass, an activity card, or to participate in extracurricular activities. A fee is charged for each book not returned on time. A restock fee is also charged for books left in lockers. The Media Center handles fines and fees. PLEASE NOTE THAT SENIOR FEES FOR SENIOR EXPENSES WILL BE COLLECTED SEPARATELY THIS YEAR AND WILL BE DUE IN EARLY JANUARY.

### **Gym**

Students taking gym should 1) purchase a lock for the gym locker and 2) lock ALL valuables in the locker. Book bags are too large to place in a locker. It is advisable to lock calculators, money, and jewelry securely in lockers. The school is not liable for lost or stolen items.

### **Health Room/Nurse**

The health room is located in the office. A student who wishes to use the health room requires a note from a teacher. If a student wishes to leave school early because of an illness, he or she must contact a parent. Students must sign in and out of the health room. Wakefield shares a nurse with other schools. The nurse is on campus a few hours per week.

### **IDs**

Students should carry a student ID and be able to present it when requested by any staff member. Having a picture taken for the yearbook ensures your ID is made. Students who do not have yearbook pictures taken will be charged for an ID. There is also a charge for a replacement ID.

### **Immunizations**

NC G.S. 130A-155 requires parents to present proof of immunization when enrolling in NC schools. Parents have 30 days to comply or the student will be suspended until evidence of immunization is provided.

### **Insurance**

The school system does not provide health or dental insurance. Information is distributed the first week of school about various options available.

### **Junior Marshalls**

Junior Marshalls are selected based on their class rank and character. Approximately 20 top students are chosen during their junior year. Duties include assisting the school at assemblies, parent evenings, special occasions, and graduation. It is a top academic honor for members of the junior class.

### **Lockers**

Because we do not have enough lockers for all students, they are provided to 9th - graders only. WHS is a large school and students may not be able to go to their lockers between classes and make it to class on time. Plan accordingly. Students who leave books in lockers at the end of the year are charged a restocking fee. For questions about lockers, see Mr. Boudreau.

### **Loitering**

Only students supervised by adults may be in the building after 2:40 PM. Once an activity is finished, students must exit the building. Students should arrange to be picked up immediately after school or an event. Those who consistently wait for rides on campus will be charged with trespassing.

### **Lost and Found**

The Student Service Office maintains a lost and found area. Items are removed monthly and donated to local charities.

### **Media Center**

The Media Center provides access to information and technology resources critical to students preparing for success in a global society. The Media Coordinators give whole class as well as one-on-one instruction and support for academic needs. Teachers schedule classes for research and projects. Students are welcome to use the Media Center on their own time before and after school, at lunch and during class periods with passes from teachers.

### Hours of Operation

Monday & Friday 6:45 am - 2:30 pm

Tuesday - Thursday: 6-45 am - 3:15 pm

### Check-Outs

- Non-fiction books are checked out for a 1-week period.
- Fiction books are checked out for 3 weeks.
- Reference books may be checked out overnight but are due back before 1st period the next day.
- Online resources allow access to research materials from home through the website.

### Overdue Fines

Type	Circulation Period	Fine
Non-fiction book	1 week	\$.05/school day
Fiction book	3 weeks	\$.05/school day
Reference/Reserved	overnight	\$1.50/school day
Equipment	By special arrangement	\$1.50/school day

### **Medication**

WHS discourages giving medication to students during the day when it could be taken before or after school. Students are given medication only with precise attention to the regulations of this policy; the policy covers over-the-counter medication as well as prescription drugs.

- Students are discouraged from self-administering medication.
- Those who provide medication for other students will be disciplined.

- In accordance with Board Policy, medications can only be distributed once a parent/guardian submits a signed Request for Medication to be Given During School Hours form. Forms are found in the front office.
- Only trained office staff may distribute medication.

### **Off-Campus Lunch**

Only seniors and juniors may leave campus for lunch with signed parent permission. Forms are found on the website and in the main office. Skipping class, tardies from lunch, or taking unauthorized students off-campus will result in revocation of this privilege. Commercial food is not allowed in the cafeteria.

### **Parent Conferences**

We encourage good communication between parents and teachers. Contact your child's counselor to schedule a conference with teachers. School wide conference nights occur in November and April each year

### **Parking**

Juniors and seniors may purchase parking passes. Approved sophomores may also purchase a space if there is availability. A security officer monitors the campus and has the authority to ticket cars parked improperly. Registration information is on the school website.

### **Start on Time (Tardy Policy)**

WHS follows the Start on Time! Program to maximize instructional time and learning. The established procedures are:

1. Every student must have a pass if in the hall. If a student is in the hall without a pass, he or she will be escorted back to the classroom.
2. 15-15 Hall Sweep - Students are not permitted to exit the classroom during the first 15 minutes or the last 15 minutes of the period. This includes going to the bathroom and/or locker. The only times a student should be permitted to leave are:
  - a. The student has a pass for an appointment
  - b. An administrator, counselor, or front desk staff member has called for a student, (including test administration)
  - c. Student has testing accommodations per IEP which requires him/ her to report to another location
  - d. An emergency situation that cannot be controlled in the classroom (i.e. - student is seriously sick).
3. Basic Procedures –
  - Reminder bells - short bells 1 minute before tardy bell.
  - Common passes - used by all regardless of student destination.
  - No passes written during the first or last 15 min. of class.
  - Teachers greet students at the door before class begins.
  - Class doors are closed and locked when the late bell rings.

- Students enter with a "sweeper" pass or attendance slip.
- Teachers follow established tardy policies regarding parent communication and consequences.

### **Pride Time**

Pride Time is an infrastructure during the school day that is in place for all students. It is 30 minutes of time during the school day (M, T, Th, and F) in which students can make up work or gain remediation. Any student with a grade below 75 in class must report to Pride Time on the day designated for that class period. If a student's grade is 75 or above they can report to the main gym, Media Center, or cafeteria. Students must report to a Pride Time classroom or one of the 3 designated locations promptly. Students who do not attend will be referred for skipping.

Pride Time Schedule:

<b>Date</b>	<b>Period</b>	<b>Time</b>
Monday	1 <sup>st</sup> period	10:15-10:45
Tuesday	2 <sup>nd</sup> period	10:15-10:45
Thursday	3 <sup>rd</sup> period	10:15-10:45
Friday	4 <sup>th</sup> period	10:15-10:45

### Student Responsibilities:

- Maintain an awareness of current grades and missing work.
- Report to Pride Time on time.
- Be engaged during Pride Time and use your time wisely.
- Be seated at all times if in the media center, main gym, or the commons area rather than a classroom.

Notes: Pride Time days will be made up during the week a schedule change occurs by switching out of SMART LUNCH on Wednesday. No appeals will be heard if passes are pulled for the week or the quarter. A parent meeting is required before a parking pass is re-issued.

### **SMART Lunch**

Students Maximizing Achievement with Resources and Time

SMART Lunch provides time when all students and staff are available to collaborate, remediate, and interact. Students should use this time to get academic tutoring, make up assignments, meet with their counselors, participate in extracurricular activities, and build stronger relationships with staff.

### Locations:

- Students ARE allowed in the main hallway outside the gym, locker bays, courtyard areas, basketball courts, and classrooms scheduled for remediation.
- Students should not be hanging out in the stairwells.
- Students are NOT allowed at the middle/elementary schools, on athletic fields/courts (unless participating in intramurals), in the weight room or auditorium, in the hallways between and behind the gyms, or in the parking lot.

## Student Activities

- Teacher remediation - Make up missed tests or quizzes, get help on assignments, study, work on group projects, and other teacher directed activities. Students can also serve detention.
- Meet with counselors - Participate in counseling department programs and small groups, college planning events (college admissions counselor visits, on-site admissions, etc.)
- Intramurals - (sign in w/ ID at the start of lunch). A schedule of activities is published ahead of time.
- Club meetings - At the beginning of the year, clubs turn in requests for times to meet so students can plan ahead. Clubs that include 9th grade students will not meet during SMART Lunch.
- Media Center - The media center will be available during SMART Lunch for academic pursuits such as study, research, remediation, or homework. Students will not need a pass to enter, but they must sign in using their ID. The Media Center is an academic area; social activities should be relocated and computer priority will be given to students who have work to complete. All media center rules apply during SMART Lunch.
- Eating lunch on campus - In the cafeteria IDs will be required to buy food. Students should either be in line or SEATED at all times. Students are not allowed to stand around the commons area. If not seated, they must be moving with a purpose to another location. Students are permitted to eat in the cafeteria seated at a table, in outside areas, in classrooms with teachers who allow it, and in the locker bays on the 151 and 2nd floors, but NOT in hallways or stairwells. Students must pick up their trash at all times.
- Eating lunch off campus - Only available to juniors and seniors who have received permission to go off campus. IDs/ lunch passes are required to leave campus and are routinely checked.
- Other activities - During the school year, other activities may become available during SMART Lunch. Suggestions from students are considered.

School rules apply during SMART LUNCH! No inappropriate behavior will be tolerated - including skateboarding, fighting, smoking, etc. Staff will be supervising all areas at all times to ensure appropriate behavior.

Failure to attend assigned SMART lunch or Pride Time tutorials will result in administrator intervention and disciplinary consequences.

## Sportsmanship

Good sportsmanship is essential. Students and spectators are expected to conduct themselves in a respectful way toward fans, coaches and referees. Wakefield cheers should be positive and appropriate. There should be no "booing" or taunting. Failure to abide by these rules may result in disciplinary action or revocation of privileges for students or parents/guests.

## Textbooks

- Students are responsible for textbooks assigned to them.
- They should point out damages to books issued before the deterioration is billed to them.
- Students are charged the cost of textbooks not returned by the exam period. Books turned in after the exam period incur a late fine.



- Students are charged a restocking fee for books found in lockers or classrooms.
- All fines must be cleared in order to participate in extracurricular activities. Seniors with outstanding accounts will not participate in the graduation ceremony.
- Finding books in a locker does not constitute turning them in.

### **Transportation**

The WHS Transportation Office is located near the bus drop-off. Transportation information is found on the school website. Bus riders should:

- Ride their assigned bus and get off at their designated stop
- Refrain from loud talking, eating, drinking or moving while the bus is in motion
- Be courteous to the driver and obey all school rules
- Follow all WCPSS policies

### **Visitors**

Students are not to invite friends/relatives to attend school with them. Any WCPSS student identified on the campus of another school without prior approval from their administration is subject to a trespassing charge and school suspension. Visitors who come to campus for business purposes are required to sign in at the front desk.

### **Volunteers**

Any parent or community member who wishes to volunteer at WHS (or any WCPSS school) must follow WCPSS policies and procedures. Potential volunteers should contact Sarah Joyner ([sjoyner@wcpss.net](mailto:sjoyner@wcpss.net)) to obtain volunteer information.

## Section 3: Student Services Information

Through the framework of advocacy, leadership, collaboration, and systemic change, the Counseling & Student Services Department of Wakefield HS will foster a learning environment in which each student is empowered to attain interpersonal, academic, artistic, athletic, and career goals. The school counselors will serve in a professional and ethical manner in order to foster an environment resulting in a high standard of learning for all students.

### Student Services/ Counselor Assignments

<b>Kim Douglas:</b>	Dean of Student Services	<a href="mailto:kdouglas@wcpss.net">kdouglas@wcpss.net</a>
<b>Brent Walker:</b>	9-12 Last Names A-EI	<a href="mailto:bwalker2@wcpss.net">bwalker2@wcpss.net</a>
<b>Ryan Cummings:</b>	9-12 Last Names EM-Li	<a href="mailto:wcummings@wcpss.net">wcummings@wcpss.net</a>
<b>Melissa Ansbacher:</b>	9-12 Last Names Lj-Reh	<a href="mailto:mansbacher@wcpss.net">mansbacher@wcpss.net</a>
<b>Lakia Boney:</b>	9-12 Last Names Re-Z	<a href="mailto:lboney@wcpss.net">lboney@wcpss.net</a>
<b>Toborowsky, Jill:</b>	Student Assistance Program (SAP)	<a href="mailto:jtoborowsky@wcpss.net">jtoborowsky@wcpss.net</a>
<b>Cynthia Torres:</b>	Student Services Tech	<a href="mailto:ctorres@wcpss.net">ctorres@wcpss.net</a>

### Counselors Assist Students With:

<b>Academic Development</b>	<b>Career Development</b>	<b>Personal/Social Development</b>
Graduation Requirements	College Planning	Stress Management
Promotion Requirements	Career Exploration	Anger Management
Parent Conferences	College On-site Admission	Mental Health
Drop-out Prevention	NCAA Eligibility Planning	Transitions
Graduation Plans	College Recommendations	Community Agencies
Graduating Early	Financial Aid for College	Time Management
Course Selections	Scholarships for College	Suicide Assessment
Transcripts		Attendance Issues
PSAT Registration		Grief Support
AP Exam Registration		Crisis Intervention
Dual Enrollment		
Summer Enrichment		
SAT/ ACT Registration		
NC Virtual Public School		

### Counselors Assist Teachers With

- Student achievement support
- Academic resources to support at-risk students
- Referrals about students (academic, behavior, social, emotional)
- Classroom guidance for academic, career, personal/social issues in the classroom
- Parent/student conferences and parent communication
- Mediation
- Crisis management

## **CLASS RANK**

- There are periodic compilations of class rankings in high school for the purpose of making an individual's rank available to the student, parents, and to colleges/universities for the purpose of admission and/or scholarships.
- To determine class rank, each high school uses final course grades, dividing the total number of quality points earned by the total number of units of credit attempted.
- The results are rounded to the fourth decimal place. Advanced Placement (AP) courses carry two extra quality points for juniors and seniors and one for freshmen and sophomores, and honors (HN) courses carry one for juniors and seniors and 0.5 for freshmen and sophomores.
- This program guide designates courses with weighted credit with an "AP" or "HN."
- To obtain information about which courses carry weighted credit, as well as general information about class rank, students should consult their counselors.
- A Senior Honors Rank is calculated through the third nine weeks of the senior year for any senior honors or award.

## **COLLEGE PLANNING ASSESSMENTS**

SAT	ACT
October 6	September 8
November 3	October 27
December 1	December 8
March 9	February 9
May 4	April 13
June 1	June 8

Students can register through [www.collegeboard.com](http://www.collegeboard.com) for the SAT and through [www.act.org](http://www.act.org) for the ACT. Registration bulletins are located in Student Services.

Wakefield High School's code is 343244.

The PLAN will be given in October. Details regarding students who will test have not been released yet and will be announced prior to the test date.

### Advanced Placement Exams

All students taking an AP course are encouraged to register to take the AP exam. Students could possibly earn college credit depending on the exam score and the chosen university's AP credit policy. AP exams are given the first two weeks of May. Registration is February - March.

### Course Selections

Each student served by WCPSS may request any course listed in the Mini- Registration Guide. Courses are offered, subject to minimum enrollment, adequate staffing and materials. Additionally, due to facility limitations, some courses are taught only in certain schools. A student who wants to pursue a program of study not available in the assigned school should request a transfer through the WCPSS Office of Student Assignment. Students granted a transfer must provide their own transportation.

### Course Withdrawal Penalty

Except when approved by the principal, students may not drop a course after the first 10 days of the semester. A grade of WF (failure) will be given for withdrawal after the 1st 10 days (unless there is an emergency situation).

### Dual Enrollment Opportunities

Through Dual Enrollment students may take courses at accredited institutions while completing graduation requirements (NCVPS, Wake Tech). Courses must provide opportunities not available at the student's high school. Once the transcript is received, credit will be awarded by the base school. Quality points, Class Rank and GPA are calculated as defined by the WCPSS HS Planning Guide. Dual Enrollment Forms must be turned in to counselor for approval prior to taking the class.

### Early Graduation (Six semesters or less)

For graduation prior to one's class, a student must: show mastery of academic skills + concepts; show a need for early graduation; and meet the course and testing requirements effective the year he/she entered 9th grade.

### Eligibility Requirements for the NCAA

The NCAA has established a central clearinghouse to certify athletic eligibility to Division I and II institutions. Students who intend to participate as a freshman in college must register and be certified. Please note that certification pertains to NCAA requirements and has no bearing on admission. If you have questions, contact the NCAA clearinghouse at 877-262-1492, or [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

### Grading-Interims, Report Cards

Report cards are issued every 9 weeks; interim reports, at the midpoint of the 1st and 3rd nine weeks. Students who are failing or whose grade has fallen receive an interim report at the midpoint of the 2nd and 4th grading periods.

### Grading Scale

I = incomplete    WF = withdrawal with an F    WP = withdrawal with no penalty  
A= 100-90    B= 89 – 80    C= 79 – 70    D= 69 – 60    F= less than 60

### GPA-Quality Points Scale

Letter Grades	Standard Courses	Honors	AP
A (90-100)	4	4.5	5
B (80 - 89)	3	3.5	4
C (70 -79)	2	2.5	3
D (60 -69)	1	1.5	2

### Teacher Recommendations

Students can obtain forms from Student Services or ask the teacher to draft a letter to the organization or college.

If the organization requests a paper copy, students should give the teacher a stamped, addressed envelope along with the request.

Students should follow up with the teacher for recommendations.

### Official Transcript Requests

Students receive unofficial transcripts at various times during the year upon request. An official transcript has the school stamp and signature and is sent directly to the requesting institution. The following procedures should be followed when requesting a transcript:

Three transcripts are provided at no charge. (Additional; \$5.00 ea.)

Go to Wakefield High School's website and click on Student Services, then click on College, then Transcript Request

### How to Pick Up Items Dropped off for Students

Students should plan ahead for any items they will need during the school day. Class time will not be interrupted to deliver items. The following process will be used to notify students of items dropped off for them:

- Items may be left in Student Services for a student.
- Money cannot be left with the staff.
- Announcements are made prior to lunch and after school for students to come pick up their things.
- Students should pick up during lunch or at the end of the day.

### How to Pick Up a Student Message

Please be sure messages for students are necessary. Class time will not be interrupted to deliver messages. The following procedure will be used:

- Messages must be received before lunch begins and will be placed on a board in Student Services.
- For student messages, announcements are made prior to lunch.
- Students are to pick up messages during lunch.
- Final announcements are made at the end of the day for students who did not pick up messages during lunch.

#### How to Schedule an Appointment with your Counselor

You can schedule an appointment by visiting Student Services before or after school, and during lunch. Common passes, showing appointment details are given to students. This pass must be given to a teacher in order for the student to be released from class. Emergency situations are the only times when you can meet with a counselor without an appointment. The information shared during a counseling session is kept confidential unless it relates to imminent danger to self or others.

#### Mid-Year Graduation (After Seven Semesters)

Seniors who wish to graduate mid-year of their senior year through acceleration, should consult their counselor regarding graduation credits and requirements prior to the beginning of the seventh semester. Applications are due in June of junior year.

#### Schedule Changes

At the beginning of the year, schedule change procedures must be followed. Please see the website for details. Changes that may be approved are:

- Student attended and passed a summer school course.
- Student is scheduled for a class in which he/she has already earned credit, or failed a course that is a prerequisite for another course.
- Student has failed a teacher one or more times and a schedule change has been initiated by a parent, teacher, or administrator.
- Student has not been scheduled for the correct number of classes.
- A specific course is needed for graduation or college admission.