

# Wake Forest High School



Student Handbook  
School Year 2024-25

# Table of Contents

Administration & Student Services Information	1
Message from Principal Thomas	2
Bell Schedule	4
School Attendance Policy	5
Tardy Policy	6
Bicycles and Skateboards Policy	8
Student Meal Policy	8
Cougar Paws 2024	9
Dress Code	11
Electronic Communication with Teachers/Administrators/Staff	12
Electronic Equipment/Technology Acceptable Use Policy	12
Elevator Use Policy	14
School Grading Plan	14
Honor Code	17
Prohibited Behavior	17
Consequences for Violations	17
Items Dropped Off for Students	18
Lockers Policy	19
Locks for Health and PE Classes	19
Loitering Policy	19
Ninth Grade Center	20
Off-Campus Lunch Passes Guidelines	20
Permits/Tags Guidelines	21
Bus Transportation Guidelines	21
Senior Exam Exemption	22
Bullying and Harassment Policy	22
Social Media Policy	24
Student Conduct/Expectations	24
Student Morning Drop-Off/Afternoon Pick-Up	26

**Please note:** Students and families are encouraged to review and discuss the material contained in this handbook, which summarizes several important policies. Please note that this document is not a comprehensive list of all school or district policies and that these summaries are not a substitute for the policies themselves. District policies and procedures are available online at [www.wcpss.net/policies](http://www.wcpss.net/policies) and at the central office. Students and their families are urged to review the actual language of these policies and procedures, which include important information about student rights and responsibilities.

WFHS reserves the right to make changes to this handbook and/or policies/procedures contained within without notice.

## Administration & Student Services Information

Administration		Student Services	
<b>Mrs. Melissa Thomas</b> <a href="mailto:mthomas1@wcpss.net">mthomas1@wcpss.net</a> 919-554-8611 (ext. 23664)	Principal	<b>Mrs. Lisette Pike</b> <a href="mailto:lpike@wcpss.net">lpike@wcpss.net</a> ext. 23691	Dean of Students
<b>Mrs. Patty Edwards</b> <a href="mailto:pedwards@wcpss.net">pedwards@wcpss.net</a>	API: 10 <sup>th</sup> -12 <sup>th</sup> A-D	<b>Ms. Bettina Pope</b> <a href="mailto:bpope@wcpss.net">bpope@wcpss.net</a> ext. 23690	Counselor 10th-12th grade; A-D
<b>Mr. Demarcus Jones</b> <a href="mailto:djones5@wcpss.net">djones5@wcpss.net</a>	AP: 9 <sup>th</sup> A-J	<b>Mrs. Caroline Sutton</b> <a href="mailto:cwsutton@wcpss.net">cwsutton@wcpss.net</a> ext. 23726  Counselor: <b>1st time: Freshmen Only</b>	
<b>Mrs. Covington</b> <a href="mailto:mcovington@wcpss.net">mcovington@wcpss.net</a>	AP: 9 <sup>th</sup> K-Z		
<b>Ms. Rommy Woodley</b> <a href="mailto:rwoodley@wcpss.net">rwoodley@wcpss.net</a>	AP: 10th-12th E-K	<b>Mr. Bryce Gibbons</b> <a href="mailto:bgibbons@wcpss.net">bgibbons@wcpss.net</a> ext. 23699	Counselor 10th-12th grade; E-K
<b>Ms. Tanya Smith</b> <a href="mailto:tsmith18@wcpss.net">tsmith18@wcpss.net</a>	AP: 10th-12th L-Ri	<b>Ms. C. Duncan</b> <a href="mailto:cduncan3@wcpss.net">cduncan3@wcpss.net</a>	Counselor: 10th-12th grade; L-Ri
<b>Mr. Christopher Davis</b> <a href="mailto:cdavis17@wcpss.net">cdavis17@wcpss.net</a>	AP: 10 <sup>th</sup> 12th Rj-Z	<b>Mrs. Alicia Stockel</b> <a href="mailto:astockel@wcpss.net">astockel@wcpss.net</a> ext. 29035	Counselor: 10th-12th grade; Rj-Z
<b>Mr. Jeff Dunbar</b> <a href="mailto:rdunbar@wcpss.net">rdunbar@wcpss.net</a> ext. 23712	Athletic Director	<b>Ms. Jodi Deskus</b>	SAP Counselor
		<b>Mrs. Rachel Nawaz</b>	Intervention Coordinator
		<b>Mrs. Amy Burger</b>	Student Services Technician
		<b>Ms. Michelle Cooper</b>	Registrar
		<b>Ms. Charlotte Hicks</b>	Nurse
		<b>Ms. Jennifer Case</b>	Psychologist
<b>Note:</b> Repeat Freshmen are assigned to their Alpha Administrator		<b>Ms. Kimberly Dove</b>	Speech Pathologist

## Message from Principal Thomas

As principal of Wake Forest High School, it is my pleasure to welcome you to Wake Forest High School, home of the **COUGARS!**

Here at Wake Forest High School, our goal is to graduate students who are open-minded, resilient, and intellectually prepared to lead productive lives in a globally competitive world.

The mission of Wake Forest High School is to:

**ENGAGE** in dynamic, relevant learning experiences,

**NURTURE** social and emotional well-being,

**CULTIVATE** partnerships with all communities.

I am truly honored to serve as the principal of Wake Forest High School where the community of parents, teachers, and students care for each other and strive to build positive relationships, strong academics, and well-prepared students.

Let's make it another great year at Wake Forest High School!

**Go COUGARS!**

Melissa Thomas,  
Principal



What is PRIDE?	CLASSROOM
<u>PUNCTUALITY</u>	<ul style="list-style-type: none"> <li>● Be seated, materials out, and ready to begin class when the tardy bell rings.</li> </ul>
<u>RESPECT</u>	<ul style="list-style-type: none"> <li>● Follow all classroom procedures.</li> <li>● Use appropriate language, tone, and volume.</li> <li>● Be mindful of others' space and work environment.</li> </ul>
<u>INTEGRITY</u>	<ul style="list-style-type: none"> <li>● Be honest with yourself and others.</li> <li>● Use resources (cell phone, internet, etc.) only as assigned.</li> </ul>
<u>DETERMINATION</u>	<ul style="list-style-type: none"> <li>● Strive for understanding.</li> <li>● Aim for the highest grade. If you make a bad grade, have the mindset to work harder.</li> </ul>
<u>EXCELLENCE</u>	<ul style="list-style-type: none"> <li>● Maximize your effort.</li> <li>● Take ownership of your efforts and actions.</li> </ul>

# Bell Schedule



## Wake Forest High School 2024-2025



Monday		Tuesday		Wednesday		Thursday		Friday	
1st Period	7:20-8:50	1st Period	7:20-8:50	1st Period	Instruction: 7:20-8:20	1st Period	7:20-8:50	1st Period	7:20-8:50
					Cougar PAWS: 8:20-8:50				
2nd Period	8:55-10:25	2nd Period	8:55-10:25	2nd Period	Instruction: 8:55-9:55	2nd Period	8:55-10:25	2nd Period	8:55-10:25
					Cougar PAWS: 9:55-10:25				
3rd Period	10:30-12:35	3rd Period	10:30-12:35	3rd Period	10:30-12:35	3rd Period	10:30-12:35	3rd Period	10:30-12:35
A Lunch	10:25-11:00	A Lunch	10:25-11:00	A Lunch	10:25-11:00	A Lunch	10:25-11:00	A Lunch	10:25-11:00
A Lunch Class	11:05-12:35	A Lunch Class	11:05-12:35	A Lunch Class	Instruction: 11:05-12:05	A Lunch Class	11:05-12:35	A Lunch Class	11:05-12:35
					Cougar PAWS: 12:05-12:35				
B Lunch Class	10:30-12:00	B Lunch Class	10:30-12:00	B Lunch Class	Cougar PAWS: 10:30-11:00	B Lunch Class	10:30-12:00	B Lunch Class	10:30-12:00
					Instruction: 11:00-12:00				
B Lunch	12:00-12:35	B Lunch	12:00-12:35	B Lunch	12:00-12:35	B Lunch	12:00-12:35	B Lunch	12:00-12:35
4th Period	12:40-2:13	4th Period	12:40-2:13	4th Period	Instruction: 12:40-1:40	4th Period	12:40-2:13	4th Period	12:40-2:13
					Cougar PAWS: 1:40-2:13				

# School Attendance Policy

## Attendance

Regular and punctual attendance is crucial for academic achievement and school success, as it is required by state law for students between the ages of 7 and 16. Students are expected to be in class on time every day and remain in class for the entire period.

### Excused Absences:

- Illness or injury
- Death in the family
- Health care appointments
- Court appearances
- College visits
- Religious observance
- Participation in a valid educational opportunity outside of the school setting (with prior notice)

### Unexcused Absences/Tardies:

- Missing the bus
- Oversleeping
- Carpool issues
- Car trouble
- Running errands
- Work
- Locker or bathroom trips

Any student late to school must report to the Attendance Window to sign in and receive a late pass to class. Students must be in the classroom when the bell rings or they will be recorded as tardy. A student must attend at least one-half of the period (**at least 45 minutes of a regular 90-minute period**) to be counted as present.

### Leaving School During the Day:

- Students needing to leave during the school day must bring a note to the Attendance Office before the start of the first period (7:20 AM). The note must include:
  - Student's name (first and last)
  - Reason for absence
  - Parent's name (first and last)
  - Contact phone number(s) for confirmation

### Important Procedures:

- Students who leave school without following proper procedures will receive a permanent unexcused absence for the classes missed and will be referred to their administrator for skipping.
- For a student to be checked out without a note, a parent/guardian must go to the Attendance Window with photo identification to check the student out. Phone calls, emails, and faxes will not be accepted. Students must be checked out before 1:30 PM. Students will only be released to the parent/guardian and those listed in PowerSchool. Parents are responsible for keeping this information up to date.

### Documentation for Absences:

- Absent students must present proper documentation within **two days** of returning to school for the absence to be coded as "excused." Notes must be placed in the Attendance lockbox (next to the Attendance Office window) or emailed to **wfhs-attendance@wcpss.net** before the start of the first period, no later than the **second day** of the student's return. Late documentation will not be considered. The email must come from the parent/guardian email listed in PowerSchool.

For more details, please refer to the Board Policy regarding Attendance.

## Tardy Policy

### Prohibited Behaviors:

- Being tardy to class.
- Skipping class or school.
- Leaving campus without permission.
- Being in an unauthorized area.

### Policy Overview:

- **Classroom Procedure:** Teachers will close and lock their doors at the tardy bell for each period. Students not present in class at this time will be marked unexcused absence (code 2A) by the classroom teacher. This code is to be used exclusively for students not in the classroom at the time of the tardy bell. The attendance office will re-code absences if necessary.
- **Entry After the Tardy Bell:** Once the doors are locked, students will enter the school through the front entrance (both during AM arrival and after lunch). Students arriving late must report to the attendance office.
- **Attendance Marking:** Students missing half a class (45 minutes) will be marked absent for that period. If a student has an excused absence, they must present their documentation at the attendance office when signing in. Students with an excused note will receive a pass marked "excused" and can proceed to class. Students without an excuse will be placed on the tardy list and then sent to class.

### Tardy Sweeps:

- Wake Forest High School will conduct daily and consistent 'Tardy Sweeps.' Students caught in a sweep will need a tardy pass to enter class. To ensure the safety and recognition of all students enrolled at Wake Forest High School, no tardy student will be allowed to enter class without a tardy pass.

### Consequences for Tardiness:

- **1st & 2nd Tardy (Per Class Period):**
  - The student will be given a pass to return to class.
  - After the 2nd tardy, the teacher will contact the parent.
- **3rd & 4th Tardy (Per Class Period):**
  - The student will serve the class period in In-School Intervention (ISI).
  - The teacher will notify the parent after the 3rd tardy.
- **5th Tardy & Beyond (Per Class Period):**
  - The student will be assigned a full day of In-School Intervention (ISI) the day following the tardy.



- The student's administrator will contact the parent.
- The student's administrator will enter a referral in ECATs.
- **7th Tardy & Beyond (Per Class Period):**
  - A parent conference will be required with the student's assigned administrator.

#### **Teacher Responsibilities:**

##### **All-Timely Management:**

- **1st & 2nd Tardies:**
  - After the 2nd tardy, the teacher contacts the parent.
  - Coach Pitt will create the tardy list and share it with staff daily, including updates for second and third-offenders. The list will also be shared with Mrs. Davis for PowerSchool adjustments.
- **3rd & 4th Tardies:**
  - The student remains in ISI for the class period.
  - The teacher contacts the parent after the 3rd tardy.
  - Coach Pitt will manage the list and ensure Mrs. Davis makes the necessary PowerSchool adjustments.
- **5th Tardy & Beyond:**
  - The student will spend an entire day in ISI.
  - The student's administration will contact the parent.
  - The student's administrator will create an ECATs referral.

#### **Administration Actions:**

- **1st & 2nd Tardies:**
  - Name added to All-Timely.
  - Student sent to class.
  - The parents are contacted by the teacher after the 2nd tardy.
- **3rd & 4th Tardies:**
  - Name added to All-Timely.
  - The student remains in ISI for the class period.
  - The parents are contacted by the teacher after the 3rd tardy.
- **5th Tardy & Beyond:**
  - Name added to All-Timely
  - Entire day in ISI.
  - Parents contacted by the student's administrator..
  - Student's administrator will create an ECATs referral..
- **7th Tardy & Beyond:**
  - Name added to All-Timely
  - Parent Conference: The student's administrator will meet with the student and parent.

## Bicycles and Skateboards Policy

- All bicycles must be parked in the designated bicycle parking area. Students are strongly encouraged to lock their bicycles securely to the bicycle rack. WFHS is not responsible for any stolen or damaged bicycles or locks.
- Skateboards are not allowed on campus at any time. If a student brings a skateboard to campus, it will be confiscated and must be picked up by a parent or guardian.

## Student Meal Policy

**Student Meals and Pricing:** Students can purchase breakfast **(\$2.00)**, lunch **(\$3.75)**, and/or snacks/drinks from the school cafeteria. Parents are encouraged to establish a student account and make regular deposits, weekly or monthly, to ensure their child can access meals as needed. Detailed information on setting up and maintaining a student account is available on the WCPSS School Meals webpage.

**Free and Reduced-Price Meals:** Families who meet income eligibility requirements may apply for free or reduced-price meals for their children. Applications can be completed online at the [WCPSS Free/Reduced Meals webpage](#) or via paper applications available at the school. Please note that there is no grace period for the 2023-2024 school year—students must pay for meals unless they have a completed and approved application on file for the current school year.

**Lunch Account and Privacy:** Each student's PowerSchool ID number is their lunch number and must remain confidential. Students should not share their lunch number with others.

**Off-Campus Lunch Policy:** Students who choose to leave campus for lunch are not permitted to bring food back to the cafeteria or classroom, nor may they bring food for other students. All food must be consumed before returning to school.

**Media Center or Classroom Lunch Passes:** If a student plans to visit the Media Center or a classroom during lunchtime, they must obtain a pass before lunchtime begins. Students will only be allowed to leave the cafeteria area with a valid pass. Passes will not be issued in the cafeteria.

**Meal Charges and Payments:** It is expected that meals are paid for in a timely manner. In the event, a student forgets or loses their meal money, they may charge a meal as long as it does not result in a negative account balance exceeding the value of three days of meals (breakfast and lunch). If a student cannot pay or charge for a meal, an alternate meal will be provided at no cost. Parents will be regularly notified of low balances and are responsible for ensuring meal charges are paid off by the end of the school year. For more information, refer to the Board Policy on the Operation of Child Nutrition Services.

**Refunds:** If a student withdraws from the school with a remaining balance in their meal account, parents may request a refund by visiting the [WCPSS refund webpage](#). Refund requests must be made by September 1 following the year of withdrawal. Unclaimed balances will be donated to WCPSS Child Nutrition Services to support the school meal program.

**Student Wellness and Nutrition:** Proper nutrition is essential for students' physical well-being, growth, development, and academic readiness. All meals and items available for purchase meet strict nutritional guidelines and support a healthy school environment that promotes student health and wellness.

# Cougar Paws 2024

## Cougar Paws Expectations

The expectation is that Cougar Paws is being utilized for remediation and enrichment.

Cougar Paws should provide time, during the school day, for students to...

1. Get additional help with content they're struggling with
2. Complete missing/late work
3. Get a head start on homework/future projects

During Cougar Paws there should be a **pause on new content!**

While teachers can't continue with new instruction during Cougar Paws, they **CAN**...

- have students continue graded assignments
- have students make up missing/late work
- provide remediation for students
- provide enrichment activities for students who are caught up/don't need remediation
- have **students who are all caught up/doing well** in the class utilize the time as a study hall; the entire class should **not** be using Cougar Paws as a study hall each week.
- The expectation is that students are getting help/ using Cougar Paws time to better understand class material.

# Schedule

Monday		Tuesday		Wednesday		Thursday		Friday	
<b>1</b>	7:20-8:50	<b>1</b>	7:20-8:50	<b>1</b>	Instruction: 7:20-8:20	<b>1</b>	7:20-8:50	<b>1</b>	7:20-8:50
					Cougar PAWS: 8:20 - 8:50				
<b>2</b>	8:55-10:25	<b>2</b>	8:55-10:25	<b>2</b>	Instruction: 8:55- 9:55	<b>2</b>	8:55-10:25	<b>2</b>	8:55-10:25
					Cougar PAWS: 9:55 -10:25				
<b>A</b> Lunch	10:25-11:00	<b>A</b> Lunch	10:22-11:00	<b>A</b> Lunch	10:25-11:00	<b>A</b> Lunch	10:25-11:00	<b>A</b> Lunch	10:25-11:00
<b>A</b> Class	11:05-12:35	<b>A</b> Class	11:05-12:35	<b>A</b> Class	Class = 11:05-12:05	<b>A</b> Class	11:05-12:35	<b>A</b> Class	11:05-12:35
					Cougar PAWS: 12:05-12:35				
<b>B</b> Class	10:30-12:00	<b>B</b> Class	10:30-12:00	<b>B</b> Class	Cougar PAWS: 10:30 -11:00	<b>B</b> Class	10:30-12:00	<b>B</b> Class	10:30-12:00
					Class = 11:00-12:00				
<b>B</b> Lunch	12:00-12:35	<b>B</b> Lunch	12:00-12:35	<b>B</b> Lunch	12:00-12:35	<b>B</b> Lunch	12:00-12:35	<b>B</b> Lunch	12:00-12:35
<b>4</b>	12:40-2:13	<b>4</b>	12:40-2:13	<b>4</b>	Instruction: 12:40-1:40	<b>4</b>	12:40-2:13	<b>4</b>	12:40-2:13
					Cougar PAWS: 1:40-2:13				

# Dress Code

Students are expected to adhere to standards of dress and appearance that align with the guiding principles experienced and expected in the workplace. The attire should promote the health and safety of students and staff, support the educational process, and facilitate the operations of the school. Parents are asked to partner with the school district to monitor student attire to ensure adherence to these principles.

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

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

## Specific Guidelines:

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

## Electronic Communication with Teachers/Administrators/Staff

All students are provided with a WCPSS-issued email account, which must be used for all email communications with staff members. Staff members will not respond to emails from students that are sent from personal or non-WCPSS email accounts.

Parents are advised not to use their child's student email account to contact teachers. Instead, parents should use their own personal email accounts to communicate with teachers. Teachers will only respond to students through the official student email accounts provided by WCPSS.

## Electronic Equipment/Technology Acceptable Use Policy

### 1. General Expectations

- **Student Responsibility:** Students are expected to bring their WCPSS-issued Chromebooks to school every day for use in class. The security of these devices is the responsibility of each individual student. Neither WFHS nor WCPSS is liable for any device that is stolen or damaged on campus. It is highly recommended that students personalize their devices with skins or other temporary, non-permanent custom touches to easily identify them. Additionally, using protective cases is encouraged to safeguard the technology.

### 2. Network Access

- **WCPSS Network:** WCPSS Chromebooks will automatically connect to the school network when on campus.
- **Personal Devices:** Students who bring personal devices should connect to the WCPSS Guest network while on campus. No password is required to access this network.

### 3. Use of Technology Resources

- **Communication:** Students must use their WCPSS-issued email accounts for all communications with staff members. Staff will not respond to emails sent from non-WCPSS email accounts.
- **Google Drive Access:** Students must use their WCPSS email accounts to access Google Drive and other educational resources provided by the district.
- **Printing:** Personal devices and WCPSS Chromebooks do not have printing capabilities on campus. If printing is necessary, teachers will provide a device that can connect to the printers.

### 4. Responsible Use of Technology

- **Privileges and Responsibilities:** The use of WCPSS technological resources is a privilege, not a right. Users are responsible for their behavior and communications while using these resources.
- **Appropriate Use:** Use of technology must be ethical, respectful, academically honest, and supportive of learning. Users are expected to respect others in the school community and abide by generally accepted rules of network etiquette. Use of technology is limited to school-related purposes and responsible, efficient, and legal activities that support learning.
- **Inappropriate Use:** Inappropriate use includes, but is not limited to:
  - Using another person's ID or password
  - Plagiarizing or copying others' work
  - Accessing, downloading, producing, displaying, or viewing inappropriate/offensive material
  - Accessing entertainment software or other files unrelated to WCPSS's mission and objectives

- Interfering with others' ability to use resources
- Disclosing personally identifying information (of self or others)
- Intentional and/or negligent damage to technological resources
- Any activity that violates state or federal laws

## 5. Testing and Electronic Devices

- **Testing Regulations:** During state-mandated testing (e.g., EOC, NCFE, CTE) and standardized testing (e.g., PSAT, PLAN, ACT), students are prohibited from having electronics, including cell phones and smartwatches, with them. All devices will be collected and securely stored until the testing period concludes.

## 6. Classroom Use of Technology

- **No Texting During Class:** Students are not allowed to text during class time, including texting parents. In case of an emergency requiring immediate contact with a student, parents should call the school, and a staff member will relay the message to the student.
- **Consequences for Policy Violations:** Staff members may confiscate devices used in violation of this policy. Confiscated items will be returned to the student's parents. Repeated violations may result in further disciplinary consequences.

## 7. Compliance with District Policies

- **Responsible Use and Code of Conduct:** Students are required to comply with Board Policies on Technology Responsible Use and the Code of Student Conduct when using any school or personal device on school property, at school-sponsored events, on school-based transportation, or any time a personal device is connected to district technology resources. Devices used in violation of these policies will be confiscated and returned to the student's parents.
- **Technology Assistance:** Parents and students can access technology assistance at [help.wcpss.net](http://help.wcpss.net) or by calling 919-664-5700.



## Elevator Use Policy

- **Elevator Pass Requirement:** Students must have a school-issued elevator pass to use the elevator.
- **How to Obtain an Elevator Pass:** Elevator passes are available from Mrs. Pike in Student Services. To receive a pass, students must provide the appropriate medical documentation.
- **Strict Enforcement:** No student is allowed to use the elevator without a valid, current elevator pass.
- **Consequences:** Students found using the elevator without the proper pass will face disciplinary action.

## School Grading Plan

In the Wake County Public School System, we are committed to maintaining rigorous performance and achievement standards for all students. We provide a fair and consistent process for evaluating and reporting student progress that is understandable to students and their parents and relevant for instructional purposes.

For more information on these practices, please contact Mrs. Patty Edwards, Assistant Principal for Instruction, at 919.554.8611.

---

## Homework

The School Improvement Team at Wake Forest High School affirms Wake County Board of Education Policy 3135 and the associated regulations and procedures. Our staff adheres to the established policy included below with respect to the assignment and evaluation of homework assignments.

- Homework assignments will be specific and well-explained by the teacher.
- Homework assignments will be varied to help students with a diverse range of needs and skills.
- Homework should take no more than 30 minutes per subject and no more than 120 minutes total per night.
- Homework completion is required when assigned and will represent no more than 10% of the student's final course grade.

## Grade/Subject Specific Expectations

Homework is assigned according to the WCPSS Homework Policy (3135).

- Homework must serve an academic purpose.
- The highest percentage that homework can contribute is 10%.

The school's Homework Plan can be found in the main office.

---



## Classwork & Assessments

### School-Wide Expectations:

- Grading Scale: WFHS maintains a standard grading scale. Letter grades for a course follow the WCPSS grading scale:
    - A = 90-100
    - B = 80-89
    - C = 70-79
    - D = 60-69
    - F = 59 and below
  - Grading Breakdown: Most courses operate on either a 40/30/20/10 or a 60/30/10 breakdown for individual class elements. Exceptions may include Advanced Placement and Honors CTE classes. The grading breakdown is consistent among each PLC, and each teacher's syllabus notes the grading for the course.
  - Grade Assignments: Grades are assigned for work that serves an academic purpose and not for behaviors (e.g., signed papers, dressing out, effort).
  - Retesting/Test Corrections:
    - Academic Courses: Maximum of 3 per grading period.
    - Honors Courses: Maximum of 2\* per grading period.
    - Advanced Placement Courses: Maximum of 1\* per grading period.
    - *Retests for Honors and Advanced Placement are cumulative.*
- 

## Missed Work

### Absences:

- Students must check with their teacher to determine due dates for work missed due to absences. Work turned in by this due date receives full credit. Special consideration will be given in the case of extended absences due to injury or chronic illness with appropriate documentation.
- For lengthy absences (excused or unexcused), parents may call the Attendance Office to secure make-up work, or teachers may be contacted directly by email. Teachers have 24 hours to respond to requests for student work.

### Late Work:

- Students are allowed to turn in late work up to 5 school days after the original due date for a minimum grade of 60% of the earned grade up to a maximum grade of 80% of the earned grade. Teachers will note the 5 school day due date for makeup work in PowerSchool. After this date, late assignments will not be accepted. Assignments in the 10% category must be submitted by the original due date.

### Note:

- All assignments not submitted when grades are initially entered are entered as zeroes; grades will be updated as expediently as possible, though grading current assignments will take priority.
-

## **Prevention-Intervention Plan**

For students at risk of academic failure, our school seeks to provide a prevention/intervention system that promotes successful completion and mastery of work.

School-Wide Expectations for Prevention-Intervention Efforts:

- Cougar PAWS: 30-minute intervention/enrichment (per week/per class) is built into our daily schedule for strategic support.
  - Parental Contact: Parent(s) are contacted as needed.
  - ALC: Utilized for remediation and academic support.
  - Peer Tutors: Utilized to support students in need.
  - Saturday School: Provided as needed.
  - Mentoring Programs: Including staff members, students, and community members, are provided to identified students in need.
  - Grade Reports: Reviewed monthly by the intervention team to implement intensive support.
  - Grade Adjustments: Teachers adjust 1st/3rd quarter failing grades to a 50% if the student passes the 2nd/4th quarter to encourage the student that they can still pass the course.
- 

Other

### **Group Work:**

- Group grades cannot determine a child's final grade on a project.
- Every student's work should be scored on a rubric that evaluates their work within the scope of the entire project.
- Grades must be assigned by the teacher, although peer evaluation can be used as a tool.

### **Updating and Posting Grades:**

- Grades are to be updated and posted every Friday starting the second Friday of each semester.

# Honor Code

In accordance with the Wake County Board of Education Code of Student Conduct (Policy Code 4310) regarding academic integrity, Wake Forest High School adheres to the following guidelines:

## Prohibited Behavior

### Cheating:

Cheating is an academic deception where a student attempts to receive credit for work not originated by themselves, to give or receive unauthorized assistance, or to gain an unfair advantage on any form of academic work. Examples of cheating include, but are not limited to:

- Copying from another student's examination, assignment, or other coursework, with or without their permission.
- Allowing another student to copy one's work without authorization from a teacher or administrator.
- Completing any academic task (such as taking an examination or writing a paper) on behalf of another student. \*
- Using unauthorized notes or resources in any form, including written or online materials.
- Sharing or accepting examination content, questions, answers, or tips without authorization through any medium, including notes, scratch paper, social media, or any form of communication.

### Plagiarism:

Plagiarism is the act of using another's words, ideas, or materials and presenting them as one's own original work without proper citation. Examples of plagiarism include, but are not limited to:

- Copying text, images, charts, or other materials from digital or print sources without proper citation.
- Misrepresenting work as one's own by paraphrasing materials from digital or print sources without proper citation.
- Using translation tools or resources to translate sentences or passages without permission.
- Presenting a thesis, hypothesis, or idea obtained from another source without proper citation.

### Falsification or Deceit:

Falsification or deceit involves intentional acts that include falsifying information or engaging in deceitful behavior that threatens the safety or welfare of others or significantly disrupts school operations. Examples include, but are 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 them to others.
- Paying for or receiving anything of value to complete a school assignment.

## Consequences for Violations

Staff will address violations of the Honor Code by intervening and reeducating students to encourage positive behavioral changes. Consequences for violations include:

### 1st Offense:

- Teacher creates a discipline referral in ECATS under Level II-1 Integrity.
- Students are allowed to make up the assignment during lunch or after school with the teacher for up to 70% of the grade.

- Teacher notifies the parent in writing via USPS or email.

#### **2nd Offense:**

- Teacher creates a discipline referral in ECATS under Level II-1 Integrity.
- Students are allowed to make up the assignment during lunch or after school with the teacher for up to 50% of the grade.
- Teacher contacts the parent by phone.

#### **3rd Offense:**

- Teacher creates a discipline referral in ECATS under Level II-1 Integrity.
- Students receive one day of In-School Suspension (ISI) from an administrator.
- Students receive an automatic ZERO on the assignment.
- Teacher emails the student's counselor and administrator to set up a mandatory conference involving the student, parent, counselor, administrator, and all teachers.

#### **All Future Offenses:**

- Teacher creates a discipline referral in ECATS under Level II-1 Integrity.
- Students receive an automatic ZERO on the assignment.
- Students receive one day of Out-of-School Suspension (OSS) from an administrator.

*\* Consequences for the Prohibited Behaviors detailed in #1C and #3A-D in the School Board Policy differ from the above and will be addressed by an administrator.*

**Please note:** Offenses are cumulative throughout the student's enrollment at Wake Forest High School. For example, if a student violates the Honor Code with two different teachers during the fall semester of their sophomore year, these will count as a first and second offense. Any further violation during their time at the school will be considered a third offense, with corresponding consequences.

## **Items Dropped Off for Students**

Students are expected to plan ahead and bring any necessary items with them at the start of the school day. Class time will not be interrupted to deliver items, and students may not pick up items during class time.

- **Item Drop-Off:** Items (clearly labeled with the student's name) may be left at the Attendance Office for students to pick up during lunch or after school.
- **Food Deliveries:** Students and parents are not allowed to use DoorDash or similar services to deliver lunch or meals during the school day. Any food items left for students that are not claimed by dismissal will be discarded.

# Lockers Policy

## Availability:

- Lockers are available for students at Wake Forest High School, but they are not automatically assigned.

## How to Obtain a Locker:

- If a student wishes to use a locker, they must visit Ms. Burger in Student Services to have one assigned.

## Security:

- Once a locker is assigned, students should not share their locker combination with anyone to ensure the security of their belongings.
- Please note that Wake County Public School System (WCPSS) and Wake Forest High School (WFHS) are not responsible for any lost or stolen items.

# Locks for Health and PE Classes

## Requirement:

- All students enrolled in a Physical Education class must provide their own lock, either purchased or brought from home, and bring it to school every day.

## Locker Usage:

- To protect personal property, students are required to store all belongings in a locked locker during every class.
- Leaving personal items, including phones, unattended or unlocked increases the risk of theft.

## Responsibility:

- Please note that Wake County Public School System (WCPSS) and Wake Forest High School (WFHS) are not responsible for any lost or stolen items.

# Loitering Policy

## Dismissal Procedures:

- The dismissal bell rings at 2:13 PM each day.
- Students are expected to exit the school building **Immediately** unless they are under the direct supervision of an adult.

## Reentry and Waiting Guidelines:

- Once students exit the building, they are not permitted to reenter.
- Students participating in after-school activities or events should arrange for transportation in advance.
- After supervised activities are dismissed, students waiting for a ride must wait outside.

**Activity Bus Passes:**

- Activity bus passes are issued only by the adult supervising the after-school activity.
- No other staff members, including main office staff, will provide activity bus passes.

## **Ninth Grade Center**

The Ninth Grade Center at Wake Forest High School is designed to provide a supportive environment for our freshmen. This dedicated area of the school houses one administrator, one counselor, and the majority of the ninth grade teachers, creating a centralized "home base" for freshmen.

**Purpose:**

- The Ninth Grade Center aims to help ninth grade students transition smoothly into high school by ensuring they have consistent support from teachers, an administrator, and a counselor who work closely together.

**Student Experience:**

- Most ninth grade students will have at least one or two classes in the Ninth Grade Center throughout the year.
- While the Ninth Grade Center offers a focused environment, students still have access to the broader resources and opportunities of the comprehensive high school.

## **Off-Campus Lunch Passes Guidelines**

**Eligibility:**

Off-Campus Lunch Passes are available exclusively for eligible juniors and seniors.

**Application Process:**

- All necessary forms and instructions can be found online at [www.wcpss.net/wakeforesth.s](http://www.wcpss.net/wakeforesth.s).
- To receive an Off-Campus Lunch Pass, students must complete the required form and submit a \$15.70 payment.
- Passes are issued only during scheduled sessions. The dates and times for these sessions will be announced in school once the school year begins.

**Usage Requirements:**

- Passes are distributed with a lanyard, and the lanyard with the pass must be worn and visible as students exit and return to campus.
- Students with off-campus lunch privileges are prohibited from allowing any student without an off-campus lunch pass to leave campus with them.

**Consequences for Violations:**

- Ninth and tenth grade students are not permitted to leave campus at any time during the school day.

- Students who violate these regulations will face disciplinary action, which may include out-of-school suspension.

## Permits/Tags Guidelines

### Eligibility:

Parking permits are available exclusively for eligible juniors and seniors. All necessary forms and documentation are accessible online at [www.wcpss.net/wakeforesths](http://www.wcpss.net/wakeforesths). To receive a parking permit, students must complete all required forms and submit payment as instructed.

### Parking Tag Requirements:

- The parking tag must be hung in the student's car and be clearly visible at all times while on school property.
- Sharing a parking tag with another student is strictly prohibited.
- Possession of a parking tag does not authorize a student to leave campus during lunch. To leave campus, students must also have an off-campus lunch pass.
- Students who transport ineligible students off-campus during lunch may have their parking permit revoked.

**Consequences for Violations:** Students who violate parking policies are subject to disciplinary action, which may include the revocation of their parking permit and/or out-of-school suspension.

### Additional Information:

- A complete list of requirements and guidelines is provided during the application process.
- Please note that the Seminary parking lot is operated by Southeastern Baptist Theological Seminary, and Wake Forest High School does not issue permits for this lot.

## Bus Transportation Guidelines

**Transportation by school bus is a privilege, not a right.** All students are expected to remain seated and behave appropriately whenever they are on a school bus. Misconduct on the bus or at the bus stop is treated as if it occurred on school grounds, and consequences may include temporary or permanent removal from the bus, as well as school disciplinary actions up to and including Out-of-School Suspension (OSS).

### Bus Route and Stop Information:

- Students' bus route and stop details can be accessed through PowerSchool.
- All transportation issues and requests are managed by WCPSS Transportation. Wake Forest High School staff and administration do not assign buses and cannot authorize any student to ride a bus other than the one they are assigned.
- Most parent concerns or questions can be addressed via the WCPSS Transportation webpage. For additional inquiries, parents can contact the centralized transportation phone number at **919-805-3030**. This number leads to an automated message system, where inquiries are routed to the appropriate staff member for follow-up.

- Requests for dual stops (e.g., for joint custody arrangements), alternate stops, and transportation for students who are ineligible for regular bus service will be accepted starting September 30 for traditional calendar schools. Please refer to the WCPSS Transportation website for more details.

**Bus Conduct:** Bus transportation is an extension of the school day, and the same behavior standards that apply in the classroom are expected on the bus and at the bus stop. If a student violates these standards or disobeys the driver's instructions, the driver will report the incident to the school administrator. Buses are equipped with cameras that record both video and audio, which school leaders may use to address and manage student behavior. For further details, please refer to the Board Policy regarding the Code of Student Conduct.

## Senior Exam Exemption

Students in Grade 12 may be exempt from exams based on the following criteria:

- **Grade Requirement:** Students must have a projected final grade of B or higher.
- **Attendance Requirement:** Students must have 10 or fewer absences in the course.
  - All absences will count equally when considering eligibility for exam exemptions, whether excused or unexcused.
  - College visitations will count as part of the 10 days.
- **State Testing Requirement:** Students cannot be exempt from state testing, including field testing.

## Bullying and Harassment Policy

Wake Forest High School, in conjunction with the Wake County Public School System (WCPSS), is committed to providing a safe and inclusive environment for all students. Bullying and harassment are strictly prohibited and must be addressed immediately to maintain a positive and respectful school community.

**Definition:** Bullying and harassment encompass any physical act, threatening communication, or pattern of gestures or communications—whether verbal, written, or electronic—that places a student in actual and reasonable fear of harm or is certain to create a hostile environment. These behaviors include, but are not limited to, actions motivated by the victim's identifying characteristics, such as race, ethnicity, sex, sexual orientation, pregnancy, gender identity, religion, age, or disability.

### Prohibited Behaviors:

- **Physical Acts:** Any form of physical aggression, assault, or unwelcome physical contact that causes harm or fear in another student.
- **Threatening Communication:** Any communication, whether verbal, written, or electronic, that threatens to harm or intimidate another student.
- **Gestures or Communications:** Patterns of gestures, spoken words, or electronic messages intended to belittle, demean, or create a hostile environment for another student.



**Identifying Characteristics:** Bullying and harassment often target a student's perceived or actual identity. This includes but is not limited to:

- **Race or Ethnicity**
- **Sex or Gender Identity**
- **Sexual Orientation**
- **Pregnancy**
- **Religious Beliefs**
- **Age**
- **Disability (physical, mental, developmental, or sensory)**

**Reporting Bullying and Harassment:** If bullying or harassment is suspected:

- **Parents** should immediately contact their child's school administration for assistance.
- **Students** should report any incidents to a trusted staff member, counselor, or administrator.
- Both parents and students can also share safety concerns via the **WCPSS Tip Line at 919-856-1911**.

**Response and Investigation:** Upon receiving a report of bullying or harassment:

- The school administration will promptly investigate the complaint, ensuring that all parties involved are treated with respect and fairness.
- Appropriate actions will be taken based on the findings of the investigation, which may include disciplinary measures for the perpetrator and support for the victim.
- The goal of the response is to stop the bullying or harassment, eliminate the hostile environment, and prevent future incidents.

**Consequences:** Students who engage in bullying or harassment will face disciplinary actions in accordance with WCPSS Board Policy and the school's Code of Conduct. These consequences can range from behavioral interventions to suspension or expulsion, depending on the severity of the offense.

**Prevention and Education:**

- Wake Forest High School will provide ongoing education and training to students and staff to recognize and prevent bullying and harassment.
- The school will implement programs that promote a culture of respect, inclusion, and positive behavior.

**Board Policy Reference:** This policy is aligned with the WCPSS **Prohibition Against Discrimination, Harassment, and Bullying Policy (Policy Code 1710/4021/7230)**. For more details, parents and students are encouraged to review this policy on the WCPSS website or contact the school administration for further information.

**Commitment to a Safe Environment:** Wake Forest High School is dedicated to ensuring that every student feels safe, valued, and respected. We urge all members of our school community to stand against bullying and harassment and to actively contribute to a positive and supportive learning environment.

## Social Media Policy

Social media plays a significant role in modern education, and our school uses platforms like Twitter (X) and Facebook to communicate important information to students and the school community. However, students must exercise caution when using social media and networking sites.

- **Be Mindful:** Always be aware of who you are communicating with and what you are posting. Just because you don't intend for someone to see your post doesn't mean they won't. Once something is posted, it can be seen and shared, even if you delete it.
- **Avoid Conflicts:** Many school conflicts are sparked or worsened by social media activity. If you're unsure about posting something, it's best not to post at all.
- **Classroom Use:** Using social media during class time, unless part of a lesson, is a violation of the Student Code of Conduct and may result in disciplinary action.

## Student Conduct/Expectations

Students have the right to attend school in a safe and orderly environment where conduct rules are applied fairly, without regard to race, gender, religion, or other defining characteristics. Students are also responsible for understanding these rules, behaving appropriately, and being accountable for their actions and decisions.

All students must comply with the Wake County Public School System (WCPSS) Code of Student Conduct, state and federal laws, school board policies, and local school rules governing behavior and conduct. This code applies to any student who:

- Is on school property, including school transportation.
- Is attending school or any school-sponsored activity.
- Engages in conduct, at any time or place, including online, that is reasonably expected to have a direct and immediate impact on the orderly operation of the schools or the safety of individuals in the school environment.

**Todos los estudiantes deberán cumplir con el Código de Conducta Estudiantil del Sistema de Escuelas Públicas del Condado Wake, leyes estatales y federales, las políticas de la Junta Directiva Escolar y las reglas de la escuela que rigen el comportamiento y la conducta de los estudiantes. Este código se aplica a cualquier estudiante que:**

- **Se encuentra en la propiedad escolar, (que también incluye cualquier transporte escolar).**
- **Asista a la escuela o a cualquier actividad patrocinada por la escuela.**
- **Cuya conducta en cualquier momento, lugar o espacio cibernético, tiene o de manera razonable se espera que tenga un impacto directo e inmediato en el funcionamiento ordenado y eficaz de las escuelas o la seguridad de las personas en el entorno escolar.**

The chart below lists examples of behaviors that will result in disciplinary consequences. This is not an exhaustive list, and some consequences may vary based on the severity of the offense. Repeated or severe offenses will result in more serious consequences. WFHS administration may assign discipline that differs from the chart as appropriate.

For more information on student conduct and expectations, refer to the WCPSS Student/Parent Handbook, distributed at the start of the school year. Detailed information is also available on the district website at

[www.wcpss.net/handbook](http://www.wcpss.net/handbook). Please note that WCPSS and WFHS policies on student conduct may change without notice; updated policy information can be found on the district website.

Student Behavior	Potential Consequences
Assault	Out-of-School Suspension
Bus Misbehavior (excluding major incidents)	Loss of Privileges to Out-of-School Suspension
Cheating/Plagiarism	See Honor Code (p. 17)
Class Disruption/Disruptive Behavior	Detention to Out-of-School Suspension
Communicating Threats	Out of School Suspension
Disrespectful Actions towards Staff (eye rolling, tongue clicking, sarcasm, etc.)	Detention to Out-of-School Suspension
Dress Code Violations	Warning & Change Clothes to In-School Intervention
Failure to Respond to Reasonable Request	Detention to Out of School Suspension
Failure to Give Up Electronic Devices	In School Intervention
Failure to Identify Self to Any School Employee	In School Intervention
Fighting (Verbal)	In-School Intervention to Out-of-School Suspension
Fighting (Physical)/Physical Aggression	Out of School Suspension
Gang Policy Violation	Parent Contact/Out-of-School Suspension
Graffiti/Damage to Property	Detention to Out of School Suspension
Harassment/Bullying	In-School Intervention to Out-of-School Suspension
Inappropriate Literature	Loss of Privileges to Out-of-School Suspension
Inappropriate Sexual Contact on Campus	Out of School Suspension
Inappropriate Tone/Volume of Voice towards Adult	Detention to Out of School Suspension
Leaving Campus Outside of Set Procedures	In-School Intervention/Loss of Privileges to Out-of-School Suspension
Possession of Lighter/Matches	In-School Intervention to Out-of-School Suspension
Possession of a Weapon	Out of School Suspension/Long-Term
<b>Student Behavior (cont.)</b>	<b>Potential Consequences (cont.)</b>
Possession/Under the Influence of Drugs/Alcohol	Out of School Suspension/Long-Term
Profanity	In-School Intervention to Out-of-School Suspension
Profanity towards Staff	In-School Intervention to Out-of-School Suspension
Reckless Driving	Loss of Parking Privileges and Off Campus Pass
Sexual Harassment	Out of School Suspension
Skipping Class	In School Intervention
Tardy	Detention to In-School Intervention
Technology Inappropriate Use	Loss of Privileges to Out-of-School Suspension
Theft	Out of School Suspension
Tobacco/Electronic Cigarettes	In School Intervention
Trespassing on Other School Campus	In School Intervention/Loss of Privileges to Out of School Suspension
Unauthorized Area	Loss of Privileges/Detention to Out of School Suspension
Unauthorized Use of Elevator	Detention to In-School Intervention

The chart below describes some common consequences; this list is not an exhaustive list and is provided to give examples and sample descriptions of some common consequences.

Type of Consequence	Description
Loss of Privileges	Includes, but is not limited to off-campus lunch, bus transportation, driving/parking, extra-curricular participation (teams, clubs, dances), activity restriction (computer use, use of Media Center), any other appropriate consequence given by administration
Detention	Student stays after school under supervision in a quiet, classroom setting
Removal from Class	Student sent to another supervised classroom or to an administrative office
In School Intervention (ISI)	Students will be in the ISI room for a time ranging from 1 period to 3 days
Out-of-School Suspension (OSS)	When a student is suspended from school campus between 1 and 10 days; the student may not participate in extra-curricular activities on days suspended and may have additional consequences from those supervisors; all work may be made up according to district policy
Alternative Learning Center (ALC)	When a student is placed in an alternative setting on campus; the length of the assignment is determined by individual circumstances
Recommendation for Long-Term/365 Day Suspension	A student is suspended for ten days with a recommendation to the Superintendent for a long-term or 365-day suspension

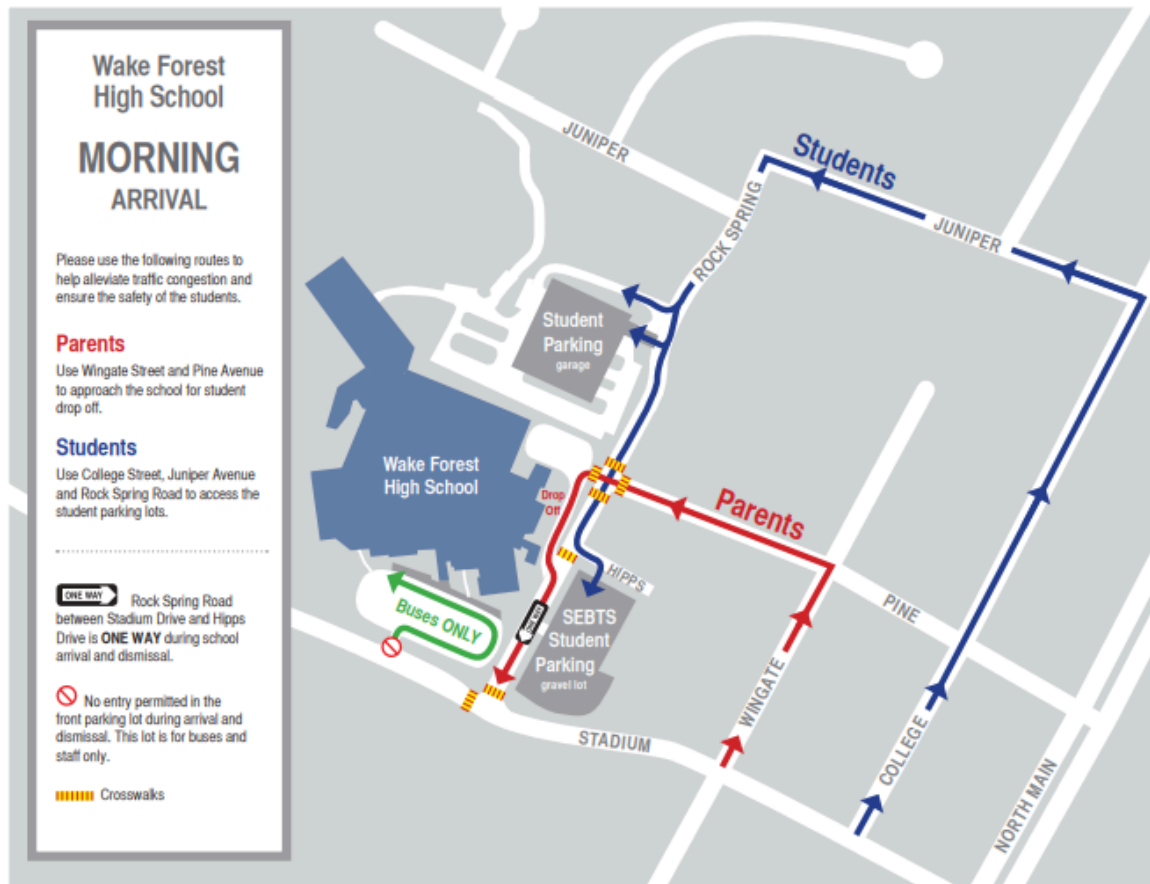
# Student Morning Drop-Off/Afternoon Pick-Up

The procedures for student drop-off and pick-up remain unchanged:

- **Bus Drop-Off/Pick-Up:** Buses will use the Main Entrance at the front of the school on Stadium Drive.
- **Parent Drop-Off/Pick-Up:** Parents should use the cafeteria/auditorium entrance on Rock Spring Road.

**Please note:**

- The Stadium Drive Main Entrance parking area (front of the school) will be closed to traffic daily before **7:20 AM and after 1:30 PM**.
- Refer to the maps on the next page for parent and student travel routes.
- Watch this [video](#) to understand the traffic flow.



# Wake Forest High School

## AFTERNOON DISMISSAL

### Parents

Use Wingate Street and Pine Avenue to approach the school for student pick-up. **If your student is not at the pick-up area when you arrive, you must proceed and circle the block again** (go out Stadium Drive to Wingate Street to Pine Avenue).

### Students

**From Garage:** Only left turns will be permitted exiting the parking garage onto Rock Spring Road. Please be considerate and allow drivers from both exits of the garage to proceed.

**From Gravel Lot:** Students leaving the gravel lot must turn right on Pine Avenue from Rock Spring Road.



Rock Spring Road between Stadium Drive and Hipps Drive is **ONE WAY** during school arrival and dismissal.



No entry permitted in the front parking lot during arrival and dismissal. This lot is for buses and staff only.

Crosswalks

