

Wake Forest High School



Student Handbook
School Year 2025-26

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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 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.

Message from Principal Thomas

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

This year we will be celebrating our **85th Anniversary** as a school and we are so proud of our traditions and the role we play in our community.

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

Administration Team & Student Services Assignments

Administration Team		Student Services	
Mrs. Melissa Thomas	Principal 12th Grade	Mrs. Lisette Pike	Dean of Students
Mrs. Patty Edwards	API: 11th Grade	Ms. Bettina Pope	Counselor 10th-12th grade; A-D
Mr. Demarcus Jones	AP: 9 th Grade-ONLY A-J	Mrs. Caroline Sutton Counselor: 1st time: Freshmen ONLY	
Mrs. Covington	AP: 9 th Grade- ONLY K-Z		
Ms. Rommey Woodley	Tardies ONLY	Mr. Bryce Gibbons	Counselor 10th-12th grade; E-K
Ms. Tanya Smith	AP: 10th Grade	Mrs. Carin Duncan	Counselor: 10th-12th grade; L-Ri
		Mrs. Alicia Stockel	Counselor: 10th-12th grade; Rj-Z
		Ms. Jodi Deskus	SAP Counselor
		Mrs. Rachel Nowaz	Intervention Coordinator
		Ms. Leslie Diaz	Student Services Technician
		Ms. Michelle Cooper	Registrar
		Ms. Charlotte Hicks	Nurse
		Ms. Jennifer Case	Psychologist
Note: Repeat Freshmen are assigned to AP Smith		Ms. Kimberly Dove	Speech Pathologist



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

Bell Schedule



Wake Forest High School 2025-2026



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

CELLPHONE POLICY

Silenced & Put Away



WAKE COUNTY
PUBLIC SCHOOL SYSTEM

Student Use of Personal Wireless Communication Devices: NEW

Purpose

In alignment with Wake County Board Policy 4318, Wake Forest High School is committed to maintaining a safe, respectful, and academically focused environment.

Due to a growing trend of students using personal devices to coordinate, record, and post student altercations—particularly in restrooms—Wake Forest High School is adopting the following building-level procedures to address misuse while promoting responsible digital citizenship.

General Guidelines

- Students may possess personal wireless devices, but they must be silenced and put away during instructional time, unless explicitly permitted for instructional use by the teacher or for an exception approved educational or medical need.
- The use of earbuds or earphones is not permitted during the instructional day, from 7:20 a.m. to 2:13 p.m., with the exception of lunchtime in the cafeteria.
- Phone use is strictly prohibited in restrooms, locker bays and locker rooms at all times.
- *Unauthorized use, including organizing or recording altercations, or sharing such recordings on social media, will result in administrative consequences under the Student Code of Conduct (Policy 4309).*
- Teachers should model this behavior in the classroom at all times.

Offense	Teacher Action
1st	Verbal warning (Entire class prompt to put phones away).
2nd	Confiscate the phone for the class period and place it in a secure location (e.g., desk or basket). The teacher will message the parents/guardian.
3rd	Confiscate phone, notify administrator, complete incident documentation form by end of day.
If student refuses to surrender phone or produces a second (Dummy/Burner) phone	Call for an administrator immediately.

Protocol for Classroom Violations

Administrative Offense	Consequences
1st Offense	Phone confiscated for remainder of school day. The student will pick it up after school. Parents/guardians are notified.
2nd Offense	Phone held for the remainder of the school day. The parent/guardian must pick up the phone.
3rd Offense	Phone confiscated; parent pick-up required; student receives 1-day suspension.
4th Offense	Phone confiscated; parent pick-up required; student receives 2-day suspension.

● Administrative Response After Teacher Referral

If a student escalates the situation at any time, including defiance or aggression, additional disciplinary action will be taken in alignment with School Board Policy.

Security and Responsibility

- Students are solely responsible for the security of their personal devices. The school is not responsible for theft, loss, or damage.
- Teachers should store confiscated devices in a secure location during class and return them per SB policy.
- All violations and administrative escalations will be documented.

Communication with Families

At the beginning of each semester, families will be informed of the following:

- A summary of SB Policy 4318 and WFHS implementation practices.
- Expectations for student phone usage
- Consequences for misuse, especially regarding bathrooms and social media posts.
- Parents/Guardians will be notified before the afternoon bell rings if a device is confiscated for the remainder of the school day and/or if the violations become a pattern.

Enforcement in High-Risk Areas

- Use of devices is banned in all restrooms and locker bay areas.
- Any recording of physical altercations or unauthorized content shared online will be treated as a severe disruption and addressed through the Code of Conduct.
- Increased hallway and restroom supervision will be enforced during transitions.

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

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.

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.

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.

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

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.

Classroom Use of Technology: See [Student Use of Personal Wireless Communication Devices: Policy 4318](#)

Consequences for Policy Violations: Staff members may confiscate devices used in violation of this policy. Confiscated items will be returned according to Wake Forest High cellphone policy. Repeated violations may result in further disciplinary consequences.

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 or by calling 919-664-5700.

Social Media Policy

Social media plays a significant role in modern education, and our school uses platforms such as X (formerly Twitter), Facebook, Instagram, and Snapchat to share important information with students, families, and the community.

As part of the Wake County Public School System, students are expected to use all social media platforms responsibly and in full compliance with district guidelines, including the *WCPSS Technology Responsible Use Policy* and the *Code of Student Conduct*.

Student Responsibilities and Expectations

- **Be Mindful:** Anything shared on social media—including Snapchat, Instagram, or text-based apps—can be permanent and widely shared, even if deleted. Always consider the impact of what you post or message.
- **Respect Others:** Bullying, harassment, or discrimination—whether direct or indirect—through social media is prohibited. This includes creating fake accounts, posting inappropriate content, or targeting others with harmful messages. These behaviors violate the *Prohibition Against Discrimination, Harassment and Bullying* and will result in disciplinary action.
- **Avoid School Disruptions:** Many school conflicts are triggered or escalated through Snapchat and Instagram posts, messages, or shared images. If you're unsure whether to post or share something, **don't**.
- **Digital Citizenship:** Students must model respectful online behavior. This includes not posting or sharing photos, videos, or private information about others—especially from classrooms, restrooms, locker rooms, or school events—without explicit permission.
- **No Social Media in Class:** Using social media during instructional time is prohibited unless it is part of a teacher-directed lesson. Unauthorized use during class may result in disciplinary action and/or device confiscation.

Parent and Student Notifications

- Parents and students are encouraged to review the [WCPSS Technology Responsible Use Policy](#) and the [Student Code of Conduct](#) for further guidance on appropriate use of digital tools and social platforms.
- In accordance with FERPA and PPRA, parents have the right to opt out of certain data collection, marketing uses, or recording practices related to student information. Written requests to opt out must be submitted to the school.
- Students who engage in inappropriate or unsafe behavior on social media may face disciplinary consequences, including loss of device privileges, out-of-school suspension, or referral to law enforcement depending on the severity (aligned with Level 1-3 consequences in the WCPSS Code of Conduct).

Device Use Reminder

- Use of personal devices—including phones and social media apps—is not permitted during instructional hours unless approved by the teacher for instructional use.
- Device misuse, including the use of Snapchat or Instagram to record or post disruptive content, will result in disciplinary consequences. Devices used in violation of policy may be confiscated and returned to a parent or guardian.

Reporting Concerns

Students and parents are encouraged to report any safety concerns or inappropriate online behavior to a school administrator or anonymously via the WCPSS Tip Line at 919-856-1911 or [SaySomething.net](https://www.say-something.net).

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 Infinite Campus . 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 Infinite Campus .

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

Tardy Policy and Practices (Updated)

Purpose:

Wake Forest High School is committed to fostering a structured, respectful, and academically focused learning environment. Punctuality is essential to student success, as arriving on time to class promotes responsibility, minimizes disruptions, and ensures students receive full instructional time.

The Tardy Policy & Sweeps procedure is designed to encourage timely arrival to class, reinforce schoolwide expectations, and provide appropriate interventions for students who develop patterns of chronic tardiness. Consistent enforcement supports a positive school climate where all students can thrive.

Prohibited Behaviors

- Arriving late (tardy) to class
- Skipping class or school
- Leaving campus without permission
- Being in an unauthorized area

Policy Overview

Classroom Entry

Teachers will close and lock classroom doors at the tardy bell for each period.

- Students not present in the classroom when the tardy bell rings should be marked **absent** by the teacher.
- If a student arrives late to class with a **printed tardy pass**, the teacher is responsible for updating the absence to an **Unexcused Tardy (2A)** in Infinite Campus (IC).
- If the student arrives late to **school** and checks in through the **front office**, the **attendance office** will update the attendance code as appropriate.

Late Arrival Procedure

- After the tardy bell, students must enter through the **main office entrance**, both in the morning and after lunch.
- All late-arriving students must report to the **front office** to receive a **printed tardy pass** before going to class.

Attendance Rules

- Students who miss **45 minutes or more** of a class period will be marked **absent** for that period.
- Students with a **valid excuse** must present documentation to the **attendance office** upon arrival to receive an **excused pass** to class.
- Students **without an excuse** will receive an **unexcused tardy** and a **printed pass** to enter class.

Consequences for Tardiness (Per Class Period)

1st Tardy: **Green Zone**

- Students will receive a verbal warning from the staff member issuing the tardy pass.
- The classroom teacher will also provide a verbal warning to reinforce expectations and prompt early corrective action.
- Tardy will be documented in All Timely.

2nd–4th Tardies: **Yellow Zone**

- Students will receive a verbal warning from the teacher or administrator issuing the tardy pass.
- The classroom teacher will notify the parents/guardian in writing (email or TalkingPoints) to indicate that the student is accumulating tardies that could lead to consequences.
- Tardies will be logged in All Timely.

5th–7th Tardies: **Orange Zone**

- Students will be assigned to In-School Intervention (ISI) for that class period.
- ISI staff (Coach Pitt) will notify the classroom teacher and parent/guardian via email that the student has been placed in ISI.
- Tardies will continue to be logged in All Timely.

8th +Tardies and Beyond: Administrative Intervention-**Red Zone**

- Students will be assigned a full day of In-School Intervention (ISI).
- Assistant Principal Woodley will handle all assignments and follow-up related to chronic tardiness.
- AP Woodley will:
 - Contact the parent/guardian, classroom teachers, and school counselor to discuss appropriate intervention strategies and supports.
 - Enter a discipline referral into Infinite Campus (IC).
 - Hold conferences with the student to review attendance patterns and implement a corrective action plan.
 - Coordinate additional interventions, including check-ins, goal-setting, and possible referrals to the Student Support Team or other school-based resources as needed.
 - Monitor the student's ongoing attendance and follow up regularly with stakeholders to ensure improvement.

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 (Updated)

Student Meals and Pricing: Students can purchase **Breakfast (\$2.25)**, **Lunch (\$4.00)**, 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.

For the 2025-2026 school year, the reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. Please note that there is no grace period—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 Infinite Campus portal 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 2025

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.

Cougar Paws Schedule

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

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.

Evaluation and Grading Plan

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

The information below shares specific information about grading at our school. 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 should take no more than 120 minutes total per night.
- When assigned, homework is required to be completed and will represent no more than 10% of the student's final course grade.

The following are grade/subject specific expectations for the completion and grading of homework:

- Homework is assigned according to the WCPSS Homework policy (3135)
- Homework must serve an academic purpose
- Highest percentage that homework can serve (No more than 10%)

Classwork and Assessments

The following are school-wide expectations for classwork and assessments and grade/subject specific expectations for the completion and grading of classwork and assessments:

- WFHS maintains a standard grading scale. Letter grades for a course follow the WCPSS grading scale of:
 - A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 59 and below
- Most courses operate on either a 40/30/20/10 or a 60/30/10 breakdown for individual class elements; some exceptions may include Advanced Placement and Honors CTE classes. The grading breakdown is consistent among each PLC. Each teacher's syllabus notes the grading for the course.
- Grades are assigned for work that serves an academic purpose and not for behaviors (signed papers, dressing-out, effort, etc.)

Retesting or Test Corrections (must be consistent throughout PLC):

- 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.

When lengthy absences (excused or unexcused) are anticipated, a parent 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 earned grade up to a maximum grade of 80% of earned grade. 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. Details of our plan are below.

The following are school-wide expectations for how we support prevention-intervention efforts:

- 30-minute Cougar PAWS intervention/enrichment (per week/per class) is built-in to our bell schedule for strategic support.
- Parent(s) are contacted as needed.
- ALC is utilized for remediation and academic support.
- Peer Tutors are utilized to support students in need.
- Saturday School is provided as needed.
- Mentoring Programs, including staff members, students, and community members, are provided to identified students in need.
- Grade reports are reviewed monthly by the Intervention Team to implement intensive support.
- Teachers adjust 1st/3rd quarter failing grades to a 50% if the student passes the 2nd/4th quarter to encourage the student that he/she can still pass the course.

Other

Group Work

- Every student's work should be scored on a rubric that evaluates their work within the scope to 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.

Reporting Grades (Interims/Report Cards)

- Interim reports are issued to all students at the mid-point of each quarter. Report cards are issued to students each quarter.

Exam Exemptions

This policy is based on academic performance and attendance. The attendance count includes each instructional day of the semester.

Students in Grades 9 - 12 may be exempt from exams based on the following criteria:

- Students must have a projected final grade of B or higher
- Students must have 10 or fewer absences in the course
- Students cannot be exempt from state testing including field testing
- Students in grades 9 - 11 must also have 9 or fewer tardies in the course

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.

Interim and Report Card Dates

Progress reports are a critical component of our student assessment strategy at Wake Forest High School. These reports are issued at the midpoint of each quarter, approximately 4.5 weeks in.

It is mandatory that progress reports are provided to all students every quarter. To ensure that parents/guardians are kept informed of their child's academic progress, students are required to return these progress reports signed by a parent/guardian.

Traditional Calendar

*Interims (Week of)	Quarter Ends	Report Card
Q1 – September 22, 2025	October 31, 2025	November 7, 2025
Q2 - December 1, 2025	January 23, 2026	January 30, 2026
Q3 – February 23, 2026	March 27 2026	April 10, 2026
Q4 - May 4, 2026	June 11, 2025	June 11, 2026

This structured schedule ensures that both students and parents/guardians are regularly updated on academic performance, allowing for timely interventions and support where needed.

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 Infinite Campus (IC) 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 Infinite Campus (IC) 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 Infinite Campus (IC) 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 Infinite Campus (IC) 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 differs 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/wakeforesths.
- 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. 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 Infinite Campus .
- 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.

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.

Student Conduct and Disciplinary Actions

Wake Forest High School is committed to maintaining a safe, respectful, and academically focused learning environment. All students are expected to comply with the Wake County Public School System (WCPSS) Code of Student Conduct, which applies to behavior on campus, at school-sponsored events, on school transportation, and off-campus conduct that impacts school safety or operations.

The Code of Student Conduct outlines five levels of rule violations, each associated with specific behavioral expectations and possible consequences, ranging from non-disciplinary interventions to long-term suspension or expulsion. Our approach to student discipline emphasizes fairness, consistency, and educational support, while holding students accountable for their actions.

Key Expectations and Procedures:

- Level 1 Infractions (e.g., inappropriate language, failure to follow directions, dress code violations) are typically addressed through redirection, restorative practices, or detention. Repeated violations may lead to more serious consequences if interventions are unsuccessful.
- Level 2 Infractions (e.g., fighting, bullying, theft, harassment, threats) may result in short-term suspension (1–10 days) and, if necessary, a recommendation for long-term suspension based on the presence of aggravating factors.
- Level 3–5 Infractions (e.g., possession of drugs or weapons, serious assault, sexual offenses, threats of mass violence) are severe and may warrant long-term suspension, 365-day suspension, or expulsion under WCPSS policy and state law.

Discipline Procedures:

- Students are entitled to due process, including the right to be informed of the charges against them and the opportunity to explain their perspective.
- Parents/guardians will be notified promptly when a disciplinary action beyond a redirection or warning is imposed.
- Short-term suspensions (10 days or fewer) do not require a hearing but must be documented and communicated in writing to the parent/guardian.
- Long-term suspensions (over 10 days), 365-day suspensions, and expulsions require a formal process, including a hearing before a WCPSS panel and potential appeal to the Board of Education.
- When appropriate, students may be offered participation in an Alternative Counseling and Education (ACE) program as an alternative to long-term suspension for first-time drug or alcohol violations.

Mitigating and Aggravating Factors:

Administrators may consider individual circumstances—including the student's age, intent, disciplinary history, and cooperation—when determining appropriate consequences.

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. Please note that WCPSS and WFHS policies on student conduct may change without notice; updated policy information can be found on the district website.

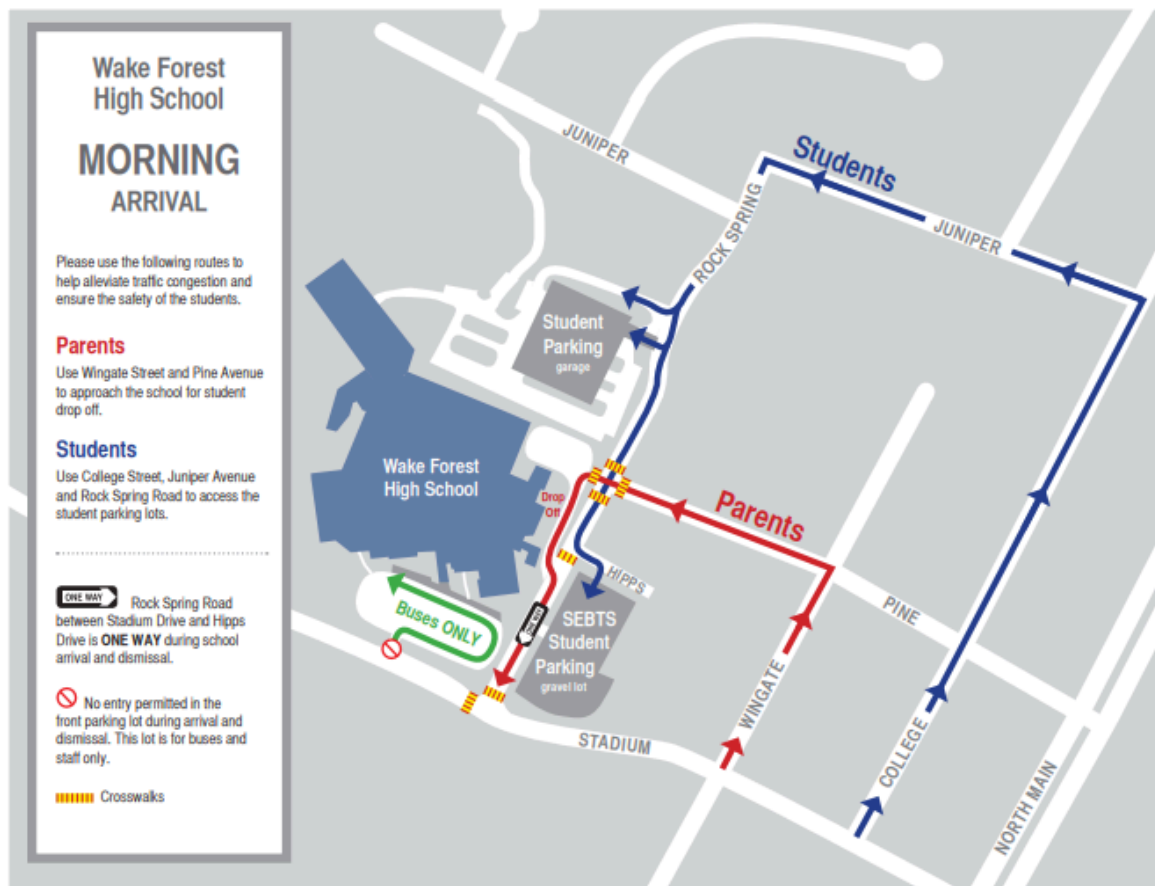
Student Morning Drop-Off/Afternoon Pick-Up

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

