

Wakefield High School

Student Handbook



2022-2023

It's All About the W!



Wakefield High School

2200 Wakefield Pines Dr. Raleigh NC 27614

Mascot: The Wolverine

Colors: maroon, silver, black, white

Main Office: (919) 562-3600

Fax: (919)562-3623

A Message from the Administration:

Welcome to Wakefield High School and welcome to the 2021-2022 school year. As we respond to the current needs of the community, we are cognizant of the high standards and traditions established at Wakefield in the past. We continue to take pride in our students' achievements in academics as well as in the arts and athletics. High school can be an exciting time and the faculty is here to help students be as successful as they can be.

Administration:	ext.	email
Malik Bazzell, Principal	22237	rbazzell@wcpss.net
Travis Duncan, Assistant Principal		twduncan@wcpss.net
Ryan Cummings, Asst. Principal	22232	wcummings@wcpss.net
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Catina Cain, Asst. Principal		ccain@wcpss.net
Beth Keefer, Asst. Principal	20628	bkeefer@wcpss.net
Heather Acrey, Asst. Principal	22218	hacrey@wcpss.net
Tiana Reid, Dean of Students	22241	treid1@wcpss.net

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Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303.

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए नि:शुल्क अनुवाद सेवाएं चाहिए, तो (919) 852-3303 पर कॉल करें.

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오. (919)852-3303

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

如果您需要免费翻译服务来了解学校流程，请致电 (919) 852-3303.

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Wakefield High School

Mission

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

Vision

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

Value Statements

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

Wakefield Honor Code

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

Section 1: Wakefield Community Information

Wakefield High School Coaching Staff

Coaching Leadership			
<i>Coaching Position</i>	<i>Last Name</i>	<i>First Name</i>	<i>Email</i>
Athletic Director	Wolfe	Chancey	cwolfe@wcpss.net
Athletic Director, Asst.	Stevens	Garrett	gstevens2@wcpss.net
Athletic Trainer Head	Dorenkamp	Brent	sdorenkamp@wcpss.net
Athletic Administrator	Cummings	Ryan	wcummings@wcpss.net

Fall Sports			
<i>Coaching Position</i>	<i>Last Name</i>	<i>First Name</i>	<i>Email</i>
Football	Ward	James	joward@wcpss.net
Football Asst.	Wilson	Trent	twilson2@wcpss.net
Football Asst.	Capel	Tim	tcapel@wcpss.net
Football Asst.	Bransome	JeVar	jbransome@wcpss.net
Football Asst.	Harward	John	jharward@wcpss.net
Football Asst.	McDowell	Benjamin	
Varsity Volleyball	Bayer	Kyle	kbayer@wcpss.net
JV Volleyball	Stanek	Robyn	rstanek@wcpss.net
JV Volleyball	Adams	Patience	pkadams@wcpss.net
Cross Country	Turchetti	Joe	jturchetti@nc.rr.com
Varsity Men's Soccer	Paiva	Cooper	cooper.paiva@gmail.com
JV Men's Soccer	Calabria	Tony	acalabria@wcpss.net
Varsity Cheerleading	Skokauckas	Terri	tskokauckas@wcpss.net
JV Cheerleading	Baker	Deziree	dkbaker@wcpss.net
Women's Tennis	Stewart	Ken	kstew1117@gmail.com
Women's Golf	Reitz	Carolyn	creitz@wcpss.net
Gymnastics	Shirely	Haven	havenn1999@gmail.com

Winter Sports			
Coaching Position	Last Name	First Name	Email
Varsity Cheerleading	Skokauckas	Terri	tskokauckas@wcpss.net
JV Cheerleading	Baker	Deziree	dkbaker@wcpss.net
Varsity Men's Basketball	Stevens	Garrett	gstevens2@wcpss.net
Men's Basketball Asst.	Wilson	Trent	twilson2@wcpss.net
Men's Basketball Asst.	Mills	Adam	amills3@wcpss.net
JV Men's Basketball	Lee	Jason	jlee7@wcpss.net
Men's Basketball Asst.	Hill	Carl	
Freshmen Men's Basketball	Cryer	Rich	
Varsity Women's Basketball	Williams	Donald	boonewims21@hotmail.com
JV Women's Basketball	Curry	Doug	dcurry@wcpss.net
Swimming	Wainio	Courtney	cwainio@wcpss.net
Wrestling	Williams	Russell	rwilliams1@wcpss.net
Wrestling Asst.	Alexander	Curtis	
Indoor Track			

Spring Sports			
Coaching Position	Last Name	First Name	Email
Varsity Baseball			
JV Baseball			
Varsity Men's Lacrosse	Cooley	Phillip	prcooley7@gmail.com
Lacrosse Asst.	Happer	Alex	
Lacrosse Asst.	Smith	Jake	
Lacrosse Asst.	Stell	Michael	
Varsity Women's Lacrosse	Murphy	Evan	eamurphy@wcpss.net
JV Women's Lacrosse			
Softball	Inscoe	Danny	dinscoe@wcpss.net
Softball Asst.	Stanek	Robyn	rstanek@wcpss.net
Varsity Women's Soccer	Retzlaff	Tommy	tommy_retzlaff@yahoo.com
JV Women's Soccer			
Men's Tennis	Stewart	Ken	kstew1117@gmail.com
Men's Golf	Doyle	Jim	jdoyle@wcpss.net
Head Women's Track	Wilson	Trent	twilson2@wcpss.net
Head Men's Track	Ward	James	joward@wcpss.net
Track Asst.	Lair	Greg	rlair@wcpss.net
Track Asst.	Turchetti	Joe	jturchetti@nc.rr.com
Track Asst.	Curry	Doug	dcurry@wcpss.net
Track Asst.	Wainio	Courtney	cwainio@wcpss.net
Track Asst.	Adams	Patience	pkadams@wcpss.net
Stunt			

Parent Involvement

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

Athletics: Chancey Wolfe, Athletic Director, cwolfe@wcpss.net

Band: Bobby McFarland, Band Director, bmcfarland@wcpss.net

Business Alliance: Sarah Joyner, Career Development, sjoyner@wcpss.net

Drama: Paul Orsett, Theater Director, porsett@wcpss.net

PTSA: Cheryl Simpson, president@wakefieldhsptsa.org

The Wakefield High PTSA

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

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

PTSA Officers

Cheryl Simpson: President/Mistletoe Market President@wakefieldhsptsa.org
cherylsimpson04@gmail.com

Marla Brautman: VP Programs/Teacher Grants (1st VP) VP_Programs@wakefieldhsptsa.org /
Scholarships@wakefieldhsptsa.org

Emily Bernstein: VP Communications/Website/Social Media Chairperson (2nd VP)
VP_Communications@wakefieldhsptsa.org

Dawn Rushing: Senior Scholarships Chairperson dawn.rushing93@gmail.com

TBD: VP Membership (3rd VP) VP_Membership@wakefieldhsptsa.org

Lori Taylor: Wolverine of the Week & SIP representative lorifraziertaylor@gmail.com

May Beth Cristinziano: Secretary/Advocacy Chairperson secretary@wakefieldhsptsa.org
mbcristinziano@yahoo.com advocacy@wakefieldhsptsa.org

Cori Crawford: Lamp of Knowledge Chair cdck992@gmail.com

Susan Norris: Treasurer Treasurer@wakefieldhsptsa.org susanmnorris1@aol.com

Susan Weiss: Bulletin Boards slweiss@nc.rr.com

Julie Raftery: Wakefield Strong juraft5@gmail.com

Faculty Officers

Malik Bazzell Principal/Honorary Board Member rbazzell@wcpss.net

Rachel Bentley Faculty Liaison rbentley@wcpss.net

Cheryl Leshnock Faculty Liaison cleshnock@wcpss.net

PTSA Programs

1. **Membership:** We Need you! PTSA membership is open to parents, faculty, students and community leaders to support Wakefield PTSA, Wake County PTA and NC PTA programs, scholarships and goals. Membership forms are available at WHS (in the office) and online at www.wakefieldhsptsa.org. Follow us on Facebook or Twitter! We are happy to help promote school activities for our members in conjunction with other clubs and groups.
2. **Lamp of Knowledge:** Wednesday, Thursday, and Friday mornings before 1st period. This program recognizes students who earned a 3.75 GPA or higher during the prior academic year. Students receive a “W” letter and an academic pin. If a multiple year recipient, they receive a bar to add to their letter. A bagged breakfast “to-go” will be provided.
3. **Honor Roll:** A and A/B Honor Roll certificates are distributed to students at the end of each semester.
4. **Senior Scholarships:** PTSA provides academic, community service, AIM, PRIDE, 1st generation scholar and technical/vocation scholarships to seniors. Information is available in Students Services. We also help coordinate JTF scholarships.
5. **Hospitality:** PTSA provides volunteers and funding for the Faculty Back to School Breakfast, Early Release Day Luncheons and Appreciation Week. This committee also helps coordinate Senior Reception.
6. **Wolverine of the Week:** This committee works with the faculty committee in recognizing students with PRIDE cards. These cards are given to students that display characteristics and actions exemplifying the PRIDE matrix: Positive words and actions, Respect of self and others, Integrity and Honor, Displays Self-control and Excellence.

7. WakefieldSTRONG: Student-teacher Resources from Honorable Giving. Designed to connect the needs of our students to parent or community resources to meet those needs for student success, including food, clothing, and school supplies.
8. So Easy – Grocery & Target Card Link: Link the number in parenthesis: Link your Harris Teeter VIC Card (4707) and Kroger Card (81831). Go online to the store’s website or list your card number on the PTSA Membership form. and PTSA will take care of it. Also connect your Target VISA, check or red card at a local Target Store or at www.target.com (115201).

Section 2: Student and Parent Information:

Student Attendance Procedures and Policies

Attendance is taken very seriously at Wakefield High School. There is a high correlation between attendance and achievement, and regular attendance is crucial to student success. WHS will maintain accurate attendance information and will share this information with parents and students. It is extremely important for parents and students to closely monitor and document absences. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

To be counted present a student must be in attendance at least one-half of the school day (2 periods). This will include attendance at official school activities at a place other than school with the approval of the principal. A student will be logged in, present, and responsive in his/her/their assigned virtual space at the beginning of the school day and the beginning of each class or be recorded as tardy. Not have a camera on, by itself, is not enough to mark a student absent.

Attendance must be taken each day of the school year for on-site and remote instruction days.

On-Site Instruction Days

On-site instruction days take place with students attending class at a physical school building. To be counted present during on-site instruction days a student must be in attendance at least one-half of the student school day. This shall include attendance at official school activities at a place other than school with the approval of the principal. A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy.

Virtual Academy Instruction Days

Virtual academy attendance takes place entirely in the virtual learning environment and includes attendance in live, real-time instruction through virtual academy.

Attendance in virtual academy is intended to mirror attendance at on-site instruction and is separate from remote instruction days under the circumstances set forth below. The Superintendent or designee will develop additional guidelines regarding attendance for virtual academy.

Remote Instruction Days

Remote instruction days shall only occur when required by law or when the superintendent directs schools, in full or in part, to conduct classes remotely in the limited circumstances described in Policy 3102 Online Instruction.

When warranted by an emergency situation and where authorized by law, the superintendent may temporarily direct schools, in full or in part, to conduct classes remotely, with the understanding that ongoing remote instruction requires Board approval. For purposes of this policy, an "emergency situation" includes a natural disaster, inclement weather, public health emergency, or other situation that threatens the health and safety of employees, students, or the community.

Remote instruction days take place entirely in the virtual learning environment and may or may not include attendance in live, real-time instruction.

To be counted present during remote instruction days, either of the following two statements must be true.

- a. Student completes their daily assignments, either online or offline; and/or a student is present in synchronous (live, real-time) instruction.
- b. Student has a daily check-in or a two-way communication in a manner acceptable to the school with the appropriate teacher(s) in each course as listed on the student's schedule.

A student's failure to log into a particular online program or lesson on a given remote instruction day shall not be grounds to mark the student absent for the day so long as the student meets one of the other attendance requirements described above. A teacher may subsequently change a student's attendance status from absent to present based on evidence of student engagement submitted on a later date.

Excused Absences:

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

- Personal illness or injury which makes the student physically unable to attend school
- isolation ordered by the local health officer or the State Board of Health
- death in the immediate family (including, but not necessarily limited to parents/guardians, siblings, and grandparents)
- medical, dental, or other appointment with a health care provider for the student or for a child for whom the student is the parent
- Attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness
- Observance of an event required or suggested by the religion of the student or the student's parent(s)/guardians
- participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page or college visit, with prior approval from the principal
- Pregnancy and related conditions or parenting, when medically necessary
- Visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting
- For students in Virtual Academy or during a Remote Instruction day, a temporary technology issue that prevents the student from logging on and/or accessing instruction. In addition to providing a written excuse following the return from absence,
 - a. If a student has an issue with his/her/their technological device that prevents the student from accessing instruction, the student's parent or guardian must submit a ticket to the WCPSS Help Desk and contact the student's teacher or attendance office within 48 hours of the absence in order for the absence to be excused.

- b. If a student is temporarily unable to access the internet, the student's parent or guardian must communicate that information within 48 hours to the student's teacher and attendance office in order for the absence to be excused.

Excuse Notes must include the following:

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

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

Unexcused Absences

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

Educational Leave

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

College Visits

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

Check-In

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

Check Out: With Note

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

Check Out: Without Note

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

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

Attendance Communication

Attendance information is shared with parents and students via the student handbook, school website, and announcements at the beginning of the semester. State law requires parents to be informed of student absences. Each evening School Messenger, an automated telephone system, phones home to alert parents when their student is absent regardless of the reason. State law requires parents be informed. Additionally, letters are sent to parents when students reach 3, 6 and 10 absences.

Participation in Interscholastic Activities

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

Make-Up Work

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

Absences resulting from out-of-school suspensions are unexcused. Make-up work can be arranged with teachers. Students will receive full credit for exams.

Exam Exemption Policy

Seniors who earn a final grade of C or better are exempt from exams in courses where there is not a requirement for a state exam, post assessment, or field test. Absences are not considered in the exemption process. The principal is the final authority in determining exemption status.

Teachers and Attendance Records

WCPSS School Board Policy 4400 states that teachers will:

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

Attendance and School-Sponsored Events and Testing

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

Students will not be counted absent from school when participating in school-sponsored events. School assemblies are considered school related. If students do not attend the assembly, it is considered an unexcused absence.

The following school-related activities will not be counted as absences from either class or school:

1. Field trips sponsored by the school
2. Job shadows and other work-based learning opportunities G.S. 115C-47(34a)
3. School-initiated and –scheduled activities
4. Athletic events that require early dismissal from school
5. Career and Technical Education student organization activities approved in advance by the principal

In addition, students participating in disciplinary techniques categorized as in-school suspensions will not be counted as absent.

BYOD and Technology Information

Acceptable Use Policy (AUP) for Students

All students registered in the Wake County Public School System will automatically be given access to the internet and e-mail. Parents have the option of denying these services by completing the Parent Request to Deny Access Form. Unless otherwise stated, students acknowledge that they have read,

understand, and agree to the acceptable use of these services as stated in the WCPSS Student Internet Access and Electronic Mail Policy (6446). This policy is found in the Parent & Student Handbook and on the Internet at www.wcpss.net

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

BYOD (Bring Your Own Device) Information

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

What You Will Need:

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

BYOD FAQs:

- What if I don't have a device of my own to bring to school?
 - Those students who do not own their own phone, tablet, or laptop will be provided a device to use during class assignments.
- If I store my work on my WCPSS account (My documents – H drive) can I access it at home?
 - No, you cannot access your WCPSS home directory on your own device unless you are connected to the BYOD Wifi server. However, if you save your work on your WCPSS Google Drive, you will be able to access it from home.
- How do I access the Internet on my device?
 - Instructions will be provided for you. You will be using a separate network server to connect for BYOD.
- What if I have trouble connecting my device to the network?
 - You can bring your device to the Media Center for help.
- Will there be charging stations at school?

- No. You will have to charge your device at home and a fully charged device should be last for the school day.
- When may I use my device?
 - You may use your device before or after school, during lunch, and when your teacher asks you to use it in class. Your classroom teacher is the one who determines whether or not you will be needing your device during his/her class period.
- Will I need to pay for any applications or software for my device?
 - No. Applications and software that are used are free. There is no requirement to pay for any educational applications.
- What if my device is damaged, lost, or stolen?
 - You are responsible for your own device. Bringing a device to school is not required so you have to be very careful with it and make sure you keep it with you at all time. You or your parents may want to look into insurance or extended warranties for your device.
- Why can't I use my own network data plan at school?
 - You are required to use the WCPSS BYOD server. It is secure, and it has filters to make the internet safer.

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

Discipline

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

Wakefield High Schools Discipline and Tardy Policies

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

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

Potential Discipline Consequences

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

Alternative Learning Center (ALC)

The alternative learning center will provide:

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

Lunch Detention

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

In-School Suspension (ISS)

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

Out of School Suspension (OSS)

Suspension out of the school building may be assigned to students by administration. Short-term suspension are removals from school for a period of ten (10) school days or less. A long-term suspension is a suspension for a period of time in excess of ten (10) school days. If the offense leading to the long-term suspension occurs before the final quarter of the school year, the suspension may not be longer than the remainder of the school year.

Reverse Suspension

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

Saturday Validation

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

Summary of Discipline Infractions

Assault: No student shall cause serious physical injury to any student, school employee or other adult, attempt to cause serious physical injury, or intentionally behave in a manner that could cause serious physical injury to another student. Serious physical injury refers to any significant or aggravated bodily injury, including but not limited to broken bone(s), loss or chipping of teeth, loss or impairment of vision, loss of consciousness, internal injuries, scarring or other disfigurement, significant bleeding, lacerations resulting in sutures, significant bruising, severe or prolonged pain, any injury requiring hospitalization for any period of time, and/or any injury resulting in medical treatment beyond simple first aid procedures.

Gangs and Gang Related Activities:

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

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

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

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

Narcotics, Alcohol, Chemicals, Drug Paraphernalia: No student shall possess, use, distribute, sell, conspire to sell or distribute or be under the influence of any narcotic drug, opioid, hallucinogen, amphetamine, barbiturate, marijuana or cannabis product, anabolic steroid, controlled substance, alcoholic beverage, drug paraphernalia, counterfeit substance, unauthorized prescription drug, or any other chemical or product with the intention of bringing about a state of exhilaration, euphoria or of otherwise altering the student's mood or behavior. The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed. Objects intended to be used for ingesting, injecting, inhaling, or otherwise introducing a substance prohibited by this rule into the body, including but not limited to pipes, vaporizers, rolling papers, and syringes.

Physical Aggression: Physical aggression toward and fighting with students, staff, or visitors are prohibited. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked or initiated the fight.

The prohibition on fighting and physical aggression includes, but is not limited:

- a. Choking, hitting, slapping, shoving, scratching, spitting, biting, blocking the passage of, or throwing objects at another person in an aggressive, confrontational or dangerous manner.
- b. Taking any action or making comments or writing messages that might reasonably be expected to result in a fight or physical aggression.

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

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

Dress Code Highlights

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

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

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

Specifically:

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

school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

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

Honor Code Policy

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

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

In fulfilling these responsibilities:

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

A. Prohibited Behavior

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

Cheating includes, but is not limited to:

- copying from another student’s examination, assignment, or other coursework with or without permission;
- allowing another student to copy work without authorization from a teacher or administrator;
- taking an examination, writing a paper, or completing any other assigned academic task on another student’s behalf;
- using notes or resources in any form, including written or online, without authorization;

- sharing or accepting from another, without authorization, any examination content, questions, answers, or tips on an assessment or assignment through the use of notes, scratch paper, social media, or any type of written, oral, or electronic communication.
2. Plagiarism: Plagiarism is using passages, materials, words, ideas, and/or thoughts of someone or something else and representing them as one's own original work without properly crediting the source.

Plagiarism includes, but is not limited to:

- copying text, images, charts, or other materials from digital or print sources without proper citation;
 - intentional misrepresentation of work as your own by paraphrasing of items from digital or print sources without proper citation;
 - using translation tools or resources to translate sentences or passages without permission;
 - using a thesis, hypothesis, or idea obtained from another source without proper citation.
3. Falsification or Deceit: Intentional acts of falsification or serious deceitful misconduct that threaten the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals are prohibited.

Falsification or deceit includes, but is not limited to:

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

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

- Staff will address violations of this policy under Board Policy 4309, Student Behavior – Code of Conduct, Levels I-11 (Honor Code) and Level II-1 (Falsification or Deceit) as applicable.
- Level I-11 (Honor Code) states: "All students are expected to adhere to the academic Honor Code. Disciplinary consequences for violations of this policy will typically be consistent with Level I violations."
- Level II-1 states that, "Intentional acts of falsification or serious deceitful misconduct that threatens the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals, are prohibited." A further description of Falsification or Deceit is set forth above in this policy.

- Violations of the Honor Code may impact eligibility for school privileges including but not limited to athletic participation, honors, or awards. Further, this policy does not prevent consequences from being imposed by other organizations or regulations.

Homework Plan and Policies

Purpose

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

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

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

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

Assignments

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

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

Evaluation of student work

Teachers shall provide specific and timely feedback on homework assignments.

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

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

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

- Does the student possess the skills needed to complete the assignment?
- Does the assignment extend and enrich class work?
- Does the assignment meet a real need in the student's learning experience?
- Does the student clearly understand the purpose of the assignment?
- Can the assignment be completed within the suggested time limits?

- Do some assignments provide opportunities for the development of initiative, creativity, and responsibility?

Amount of Homework

The research-based guidelines for minutes of homework per day state that grades 9-12 should have no more than approximately 120 minutes per day total, for academic-level courses. (This means no more than approximately 30 minutes per class period per day).

Involvement of Parents/Guardians

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

Techniques Taught to Help Students

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

Resources Available to Students

- Teachers offer help before and after school as needed through scheduled office hours. This information can be found on each teacher's website.
- Parents may communicate with the teacher to determine when extra help is offered as well as other ways that the student may need assistance with material studied.
- The media center will be open before school and after school for students who need access to a computer
- Tutors are available through various honor societies in the school to be coordinated with the student's counselor.

Teacher Feedback

- Teachers will make every effort to provide feedback to students in a timely fashion;
- Feedback provided on homework should be specific and meaningful.

In order for this homework plan to be successful, all aspects of the school community, including administrators, parents, students, and teachers, must support all components of the plan. More

importantly, all students must complete their homework as assigned to the best of their ability by the due date given in order to enhance their knowledge base.

LATE AND MISSING WORK POLICY

Late Work

Late Work due to an excused absence will follow the WCPSS make up work policy: Assignments assigned prior to an absence will be due upon return; this includes tests scheduled for the day of the return.

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

Academic Courses

All students receiving academic credit for a course have the opportunity to recover grades through completing alternative assignments to demonstrate mastery, turning in missing work, and/or completing retests. Students will earn a minimum of 70% of the grade they would have received if turned in on time. Work that is submitted on time and meets the minimal completion requirements will receive a score no less than 50%. Teachers do not have to accept late work after one week prior to the beginning of the exam period for the grading term (Midterms – 1st and 3rd Quarter / Finals – 2nd and 4th Quarter).

Honors Courses

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

AP Courses

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

Student Athletics Information:

See 2022-2023 Student Athletics Handbook [Here](#).

Student and Parent Information by Topic:

Academic Honors

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

Activity Pass

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

Business Alliance

The Wakefield Business Alliance is a collaboration of business, community, and school leaders committed to educating each student to be a responsible and productive citizen. Our mission is to create a link between our business community and our school community. Through this connection, business partners can enhance the School-to-Career transition of every student, as they become responsible, productive citizens and leaders within the community. For more information contact Sarah Joyner at 919.562.3600 x. 22219 or by email at sjoyner@wcpss.net

Cafeteria

Parents may establish a student account and make weekly or monthly deposits. Call the cafeteria manager for details at 919-562-3635. Students may not bring or have delivered (Ex. Door Dash) commercial food into the cafeteria; parents may not drop off food. Students are assigned lunch numbers.

Career Center

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

Character Education: JUST THINK FIRST

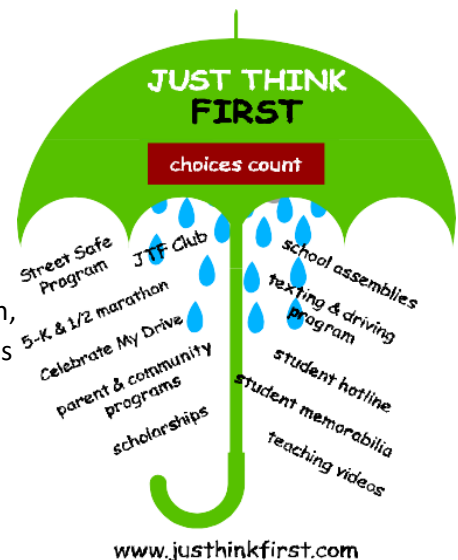
Through education, we continue to be committed in our efforts to provide powerful messages to teens regarding the safe and responsible choices they can make, helping them realize, visualize, and understand the importance of choice when driving or riding in a car. The JUST THINK FIRST Organization seeks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



Background

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

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



- Removal from one honor society due to a loss of personal honor will result in a removal from all societies in which a student is a member.
- Students who have been removed from honor societies will be ineligible for readmission to or participation in all honor societies for the duration of the current school year.
- Removal from some honor societies could prevent readmission according to their bylaws and/or constitution. For those societies that allow readmission following removal, students may reapply the following school year.

Requirements and Documentation

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

Dances

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

Driver's License Requirements

North Carolina has established legislation that reflects a statewide effort to reduce high school dropouts. Part of that plan requires a student's permit or license be revoked if he/she drops out of

school or does not maintain adequate progress. Adequate progress is defined as passing 70% of all courses and is determined by 1st semester and/or end-of-year grades.

Early Release for Students

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

Elevator

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

Field Trips

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

Fees and Fines

Money owed to the school for books, parking, tickets, performing arts fees, athletics, etc. is documented in the student's account in PowerSchool. All fees/fines owed must be paid in order to purchase a parking or lunch pass, an activity card, or to participate in extracurricular activities. A fee is charged for each book not returned on time. A restock fee is also charged for books left in lockers. The Media Center handles fines and fees.

Gym

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

Health Room/Nurse

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

IDs

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

Immunizations

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

Insurance

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

Junior Marshals

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

Lockers

WHS is a large school and students may not be able to go to their lockers between classes and make it to class on time. Plan accordingly. Students who leave books in lockers at the end of the year are charged a restocking fee. For questions about lockers, contact Mr. Harris charris8@wcpss.net.

Loitering

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

Lost and Found

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

Media Center

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

Hours of Operation

Monday & Friday 6:50 am - 2:30 pm
Tuesday - Thursday: 6:50 am - 3:00 pm

Check-Outs

- Fiction, Non-fiction, and Reference titles are checked out for a 3-week period.
- Digital books and articles can be found on the research databases. See the [Library Learning Commons](#) website for details.

Medication

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

- Students are discouraged from self-administering medication.
- Those who provide medication for other students will be disciplined.
- In accordance with Board Policy, medications can only be distributed once a parent/guardian submits a signed Request for Medication to be Given During School Hours form. Forms are found in the front office.
- Only trained office staff may distribute medication.

Off-Campus Lunch

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

Parent Conferences

We encourage good communication between parents and teachers. In the event a conference is needed with only one teacher, please contact that teacher directly. Contact your child's counselor to schedule a conference with multiple teachers. School wide conference nights occur in November and April.

Parking

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

Start on Time (Tardy Policy)

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

1. Every student must have a pass if in the hall. If a student is in the hall without a pass, he or she will be escorted back to the classroom.
2. 15-15 Hall Sweep - Students are not permitted to exit the classroom during the first 15 minutes or the last 15 minutes of the period. This includes going to the bathroom and/or locker. The only times a student should be permitted to leave are:
 - a. The student has a pass for an appointment
 - b. An administrator, counselor, or front desk staff member has called for a student, (including test administration)
 - c. Student has testing accommodations per IEP which requires him/ her to report to another location
 - d. An emergency situation that cannot be controlled in the classroom (i.e. - student is seriously sick).
3. Basic Procedures –
 - Reminder bells - short bells 1 minute before tardy bell.
 - Common passes - used by all regardless of student destination.

- No passes written during the first or last 15 min. of class.
- Teachers greet students at the door before class begins.
- Class doors are closed and locked when the late bell rings.
- Students enter with a "sweeper" pass or attendance slip.
- Teachers follow established tardy policies regarding parent communication and consequences.

Sportsmanship

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

Textbooks

- Students are responsible for textbooks assigned to them.
- They should point out damages to books issued before the deterioration is billed to them.
- Students are charged the cost of textbooks not returned by the exam period. Books turned in after the exam period incur a late fine.
- Students are charged a restocking fee for books found in lockers or classrooms.
- All fines must be cleared in order to participate in extracurricular activities. Seniors with outstanding accounts will not participate in the graduation ceremony.
- Finding books in a locker does not constitute turning them in.

Transportation

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

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

Visitors

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

Volunteers

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

Section 3: Student Services Information

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

Student Services/ Counselor Assignments

Tiana Reid	Dean of Students, Mid-Year Graduates, VA	treid1@wcpss.net
Brent Walker	Grades 10-12, Students A-EI	bwalker2@wcpss.net
Rasheeda Fletcher	Grades 10-12, Students Em – Li	rfletcher@wcpss.net
Jessica O’Berto	Grades 10-12 Lj-Ri	joberto@wcpss.net
Lakia Holiday	Grades 10-12, Students Ro – Z	lboney@wcpss.net
Melissa Ansbacher	Grade 9 (First time)	mansbacher@wcpss.net
Claudia Collins	SAP	cncollins@wcpss.net
Sarah Joyner	Career Development Coordinator	sjoyner@wcpss.net
Vianka Andrade	Student Services Technician vandrademodesto@wcpss.net	
Yesenia Andrade	Registrar/Records	yandrade@wcpss.net
TBD	ACCESS Financial Aid Counselor	
Deborah Sowa	School Psychologist	dsowa@wcpss.net
Anne Vaughan	Speech Pathologist	avaughan@wcpss.net
Amy Russell	Testing Coordinator	arrussell@wcpss.net
Nicole Lane, RN,	Health Nurse	nlane@wcpss.net

Counselors Assist Students and Parents With:

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

CLASS RANK

- There are periodic compilations of class rankings in high school for the purpose of making an individual's rank available to the student, parents, and to colleges/universities for the purpose of admission and/or scholarships.
- To determine class rank, each high school uses final course grades, dividing the total number of quality points earned by the total number of units of credit attempted.
- The results are rounded to the fourth decimal place. Advanced Placement (AP) courses carry one extra quality point, and honors (HN) courses carry 0.5 extra quality point.
- This program guide designates courses with weighted credit with an "AP" or "HN."

- To obtain information about which courses carry weighted credit, as well as general information about class rank, students should consult their counselors.
- A Senior Honors Rank is calculated through the second nine weeks of the senior year for any senior honors or award.
- CCP courses may not contribute to GPA. To determine the weight (if any) of a CCP course, please contact Ms. Joyner or your academic counselor.

COLLEGE PLANNING ASSESSMENTS

SAT

ACT

*Check websites for deadlines to register

Students can register through www.collegeboard.com for the SAT and through www.act.org for the ACT for national testing. The ACT for all 11th graders will be automatically registered as part of the district's testing program for the March 1, 2022 assessment. Registration bulletins are located in Student Services.

Wakefield High School's code is 343244.

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

Advanced Placement Exams

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

Course Selections

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

Course Withdrawal Penalty

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

Dual Enrollment Opportunities

Through Dual Enrollment students may take courses at accredited institutions while completing graduation requirements (NCVPS, Wake Tech). Courses must provide opportunities not available at the

student's high school. Once the transcript is received, credit will be awarded by the base school. Quality points, Class Rank and GPA are calculated as defined by the WCPSS HS Planning Guide. Dual Enrollment Forms must be turned in to counselor for approval prior to taking the class.

Any student who is dually enrolled must continue to be present at a WCPSS student. Students must provide their own transportation off campus (including for online courses).

CCP courses

Career & College Promise (CCP) is North Carolina's dual-enrollment program for high school students. Through Career & College Promise, qualified high school students in NC can pursue dual-enrollment options tuition free while they are in high school, allowing them to get a jump start on their workplace and college preparation.

Students may apply to enroll in courses through Wake Tech through Career and College Promise. CCP is primarily designed for Juniors and Seniors. Freshmen and Sophomore applicants must first successfully complete the 1st semester with the recommendation from the principal, college president and AIG coordinator to be considered. If you are a Freshmen or Sophomore and want to see if you qualify, please reach out to Ms. Joyner.

High school credit for CCP courses varies based on credit hours and approval by the UNC University System agreement. Students should consult with Ms. Joyner, our CCP coordinator (sjoyner@wcpss.net) or their counselor for credit information.

Additional information on CCP can be found at ccp.waketech.edu.

Early Graduation (Six semesters or fewer)

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

Eligibility Requirements for the NCAA

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

Grading-Interims, Report Cards

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

Grading Scale

I = incomplete WF = withdrawal with an F WP = withdrawal with no penalty

A= 100-90 B= 89 – 80 C= 79 – 70 D= 69 – 60 F= less than 60

GPA-Quality Points Scale

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

Teacher Recommendations

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

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

Students should follow up with the teacher for recommendations.

Official Transcript Requests

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

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

Go to Wakefield High School's website and click on Student Services, then click on College, then Transcript Request (website linked is: wcpss.scribborder.org)

How to Pick Up Items Dropped off for Students

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

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

How to Pick Up a Student Message

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

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

How to Schedule an Appointment with your Counselor

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

Mid-Year Graduation (After Seven Semesters)

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

Schedule Changes

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

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