

Wakefield High School

Faculty Handbook 2021-2022



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
Ryan Cummings, Asst. Principal	22232	wcummings@wcpss.net
Michelle Gordon, Asst. Principal	22234	mgordon@wcpss.net
Curtis Harris, Asst. Principal	22235	charris8@wcpss.net
Beth Keefer, Asst. Principal	20628	bkeefe@wcpss.net
Heather Acrey, Asst. Principal	22218	hacrey@wcpss.net
Tiana Ried, Dean of Students	22241	treid1@wcpss.net

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303.

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303.

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 निःशुल्क 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:

Important Contact Information

NOTE: *For phone contact – staff may be reached through the main number –919-562-3600 plus a 5 digit extension. For calls in-house, on the tan phones, most numbers correspond to room numbers or a 4 digit extension (*####, using a 4-digit room number).*

Athletic Director, Chancey Wolfe	Tan 4100, Ext. 22199	cwolfe@
Athletic Trainer, Brent Dorenkamp	Tan 0412, Ext. 22201	sdorenkamp@
Attendance, Stephanie Meyer	Tan 4102, Ext. 22223	kunderdue@
Band, Bobby McFarland	Tan 1503, Ext.	bmcfarland@
Bookkeeper, Ayesha Rogers	Tan 2101, Ext. 22247	
Cafeteria, Melissa Parsons	562.3600 Ext. 22227	cns595@
Chorus, Phillip Mullinax	Tan 1608, Ext. 20679	jmullinax@
Coaches Office	Tan 0505	
Data Manager, Kim Cook	562.3600 EXT. 22249	kcook2@
Media Center, John Smith	Tan 0101, Ext. 22214	jsmith6@
Nurse, Nicole Lane, RN	562.3600 Ext. 22220	nlane@
Registrar, Chantee Privette	Tan 8100, Ext. 22213	cfavors@
Receptionist, Mari Regan	Tan 0100, Ext. 23600	mmregan2@
SRO – Officer Davis	Ext. 22216	
Student Services, Cynthia Torres	Tan 2108, Ext. 22250	ctorres@
Theater, Paul Orsett	562.3600 Ext. 22217	porsett@

Staff Assignments

Lead Secretary	Amanda Borgen	EXT. 22248
Attendance Tech	Stephanie Meyer	EXT. 22223
Parking/ Security	K. Bethea	EXT. 22216

Transportation Office	Priscilla Holden	EXT. 48480
Media Center Staff	Deaton, Smith	EXT. 22191
Custodial Staff	Romero, Luna, Andrade	EXT. 22224
Head Custodian	C. Romero	EXT. 22224

Staff Responsibilities

Buses, Transportation Acrey, Holden	Business Alliance Gordon, Joyner
Data Coordinator/ Analysis Bazzell, Gordon	Wake Learns Acrey
Facility and Maintenance Harris	Field Trips Harris
BT Mentor Coordinator Stiles	Emergency Drills Cummings
Pictures Bazzell, Bentley	Graduation & Assemblies Cummings, Reid
Lockers Harris	Keys Bazzell
Intervention Gordon	Athletics Wolfe, Cummings
Internal Communication/Updates Keefer	Parking Harris
Duties Cummings	Student Government Furches, Bentley
Professional Development Bazzell, Gordon, Harris, Keefer, Cummings, Acrey	Student Activities/ Clubs Gordon
Testing – Russell CTE Testing – Russell	Textbooks Cummings, Media Center
Math Dept. Chair Harrison-Jones	CTE Dept. Chair Scales
Science Dept. Chair Stiles	Fine Arts Dept. Chair King
Social Studies Dept. Chair L. Foster	Media Dept. Chair Smith
Phys Ed Dept. Chair – Blackburn	Special Education Dept. Chair Thomas
English Dept. Chair	World Languages Dept. Chair

Schneider	Furches
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WHS Who to Contact:

Question About...	Who to Contact...
Leave forms	Amanda Borgen aborgen@wcpss.net
Money procedures	Ayesha Rogers, front office arogers@wcpss.net
Copy machines	Tanya Bryant, front office tbryant@wcpss.net
Checking out textbooks	Media Center Staff
English supplemental novel check out to students	Media Center Staff
Reserving Media Center space for class	Media Center Staff
Reserving Cooperative Learning Spaces	WHS website: For Teachers page or Mr. Smith
Reserving laptop carts for class - must return each day	Media Center Staff
Laptop/desktop/ printer issues	Email to Deaton/Smith – Media Center jdeaton@wcpss.net jsmith6@wcpss.net
Email Password Reset	Media Center Staff
Toner for printers	Department Chair
Supplies	Department Chair
Scantrons (for non-CTE)	Amanda Borgen, front office aborgen@wcpss.net
Instructional Technology Assistance	Deaton/Smith/Media Center
Power School Issues	Kim Cook - Data Manager kcook2@wcpss.net
Wake Learns for PD credit	Heather Acrey Hacrey@wcpss.net

Sweeper Passes	Tanya Bryant, front office tbryant@wcpss.net
Early Release ID's	Tiana Reid, Dean T Reid1@wcpss.net
Reserving space in the building/facilities	Paul Orsett Facility request form
Announcements / Social Media	Joyce Deaton Announcement form
Transportation issues for students	Heather Acrey hacrey@wcpss.net
Drivers' Education	Ed Tharrington Wakefieldddrivered@gmail.com
Power Schools for Parents	Kim Cook, Student Services
Maintenance / repairs	Curtis Harris charris8@wcpss.net
Custodial / spills	Curtis Harris charris8@wcpss.net Or, call front office *0100
BT Mentor Coordinator	Laura Stiles lstyles1@wcpss.net
Math Department Chair	Haley Harrison-Jones hharrisonjones@wcpss.net
English Department Chair	Janene Schneider jjschneider@wcpss.net
Science Department Chair	Laura Stiles lstyles1@wcpss.net
Social Studies Department Chair	Lisa Foster lmfoster@wcpss.net
World Languages Department Chair	Nora Furches nfurches@wcpss.net
CTE Department Chair	Emily Scales escales@wcpss.net
Fine Arts Department Chair	Sara King sking2@wcpss.net

Health/PE Department Chair	Danielle Blackburn dblackburn@wcpss.net
LEP/ESL Assistance	Lili Marioara Lmarioara@wcpss.net
Career Development Coordinator	Sarah Joyner sjoyner@wcpss.net
Testing Coordinator	Amy Russell arrussell@wcpss.net
Intervention	Trent Wilson twilson2@wcpss.net
Clubs/Student Organizations	Michelle Gordon
First Aid	Cynthia Torres (Student Services)
Approval for Films	Malik Bazzell Rbazzell@wcpss.net
Drop-off Work for Suspended Students	Cynthia Torres (Student Services)

Administrative Duties & Caseloads

<p>R. Malik Bazzell Principal Extension: 22237 Rbazzell@wcpss.net</p>	<p>Michelle Gordon Assistant Principal Extensions: 22234 Mgordon@wcpss.net Work Cell: 919-398-3764</p>	<p>Beth Keefer Assistant Principal of Instruction Extension: 20628 Bkeefer@wcpss.net Work Cell: 919-728-7006</p>
<ul style="list-style-type: none"> • Administrative coverage • Athletic Boosters (co) • Budget Manager • Clerical Staff • Committee Assignments • Data/EVAAS/Roster verification • Evaluations • Faculty Council/Honor Societies • Grievances • HR/Personnel/Staffing • Keys • Payroll • Phone Master • Pictures • PLT's • Professional Development (co) • PTSA • SACS Accrediation • Testing • Attendance 	<ul style="list-style-type: none"> • Bulletin Boards • Business Alliance • Clubs/Student Activities • Data • Equity • Evaluations • GradPoint • Grants • Hispanic Heritage Month • Intervention/MTSS • ISS/ALC/Saturday School • PLTs/UBD • Professional Development (co) • Summer School 	<ul style="list-style-type: none"> • AT-U • Band Boosters • BT's • Curriculum Fair • Evaluations • Grading and Gradebook • Instructional Coaching • Learning Rounds (co) • Master Schedule • Newcomers' Camp • Peer Observations • PowerSchool • Professional Development • Registration • Student Teachers • TOY/Recognition
<p><u>Student Behavior Groups</u> Grade 12 A-Z</p>	<p><u>Student Behavior Groups</u> Grades 10-11 Lj-Rei</p>	<p><u>Student Behavior Groups</u> Grades 10-11 Rej-Z</p>
<p><u>Departments</u> Student Services</p>	<p><u>Departments</u> CTE World Language</p>	<p><u>Departments</u> English Fine Arts</p>
<p>Heather Acrey Assistant Principal Extensions: 22218 Hacrey@wcpss.net Work Cell: 919-406-4524</p>	<p>Curtis Harris Assistant Principal Extension: 22235 Charris8@wcpss.net Work Cell: 919-398-3508</p>	<p>Ryan Cummings Assistant Principal Extension: 22233 Wcummings@wcpss.net Work Cell: 919-398-3508</p>
<ul style="list-style-type: none"> • Transportation • Wake Learns • Learning rounds (co) 	<ul style="list-style-type: none"> • Budget Manager (Back-up) • Committee Assignments 	<ul style="list-style-type: none"> • Athletics • Athletic Boosters • Bell Schedule

<ul style="list-style-type: none"> • Evaluations • FARP • IA's • Professional Development (co) • 504 administrator • Cafeteria liaison • Evaluations • Master Calendar • Student/teacher handbook 	<ul style="list-style-type: none"> • Community in Schools • Custodians • Evaluations • Facilities/Contracts • Field Trips • Lockers • Parking • PLTs/UBD • Professional Development (co) • Safety/SRO • SIP 	<ul style="list-style-type: none"> • COVID Coordinator • Duties/Supervision • Evaluation Calendar • Fire Drills, Lockdowns and EOP • Freshmen Orientation • Parent Nights • Professional Development (co) • Technology/Media
<u>Student Behavior Groups</u> Grades 10-11 A-EI	<u>Student Behavior Groups</u> Grades 10-11 Em-Li	<u>Student Behavior Groups</u> Grade 9 A-Z
<u>Departments</u> Special Education	<u>Departments</u> Math Social Studies	<u>Departments</u> Healthful Living Media Center Science

Student Services & Counselor Team Assignments

Tiana Reid	Dean of Students, Mid-Year Graduates, VA	treid1@wcpss.net
Brent Walker	Grades 10-12, Students A-EI	bwalker2@wcpss.net
Jacquelyn Harris	Grades 10-12, Students Em – Li	jharris4@wcpss.net
New Hire	Grades 10-12 Lj-Ri	
Lakia Boney	Grades 10-12, Students Rj – 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
Cynthia Torres	Student Services Technician	ctorres@wcpss.net
Chantee Favors	Registrar/Record	cfavors@wcpss.net
TBD	ACCESS Financial Aid Counselor	
Deborah Sowa	School Psychologist	dsowa@wcpss.net
Crystal McGregor	Speech Pathologist	cmgregor@wcpss.net
Amy Russell	Testing Coordinator	arrussell@wcpss.net

Nicole Lane, RN

Health Nurse

nlane@wcpss.net

Student Services/ Counselor Assignments

Tiana Reid:	Dean of Student Services	treid1@wcpss.net
Brent Walker:	10-12 Last Names A-EI	walker2@wcpss.net
Jacquelyn Harris:	10-12 Last Names Em-Li	jharris4@wcpss.net
Melissa Ansbacher:	9th Grade Last Names A-Z	ansbacher@wcpss.net
Lakia Holiday:	10-12 Last Names Rj-Z	lboney@wcpss.net
TBA	10-12 Last Names Lj-Ri	
Claudia Collins:	Student Assistance Program (SAP)	cncollins@wcpss.net
Cynthia Torres:	Student Services Tech	ctorres@wcpss.net

Counselors Assist Students 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		Social/emotional learning
Summer Enrichment		
SAT/ ACT Registration		
NC Virtual Public School		
Attendance/Truancy		
Alternative educational opportunities		

Counselors Assist Teachers With

- Student achievement support
- Academic resources to support at-risk students
- Referrals related to student needs (academic, behavior, social, emotional)

- Teacher guidance for academic, career, personal/social issues in the classroom
- Parent/student conferences and parent communication
- Mediation
- Crisis management

Wakefield High 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			

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.

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

clesnock@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: What To Know

Professional Expectations

General-Bazzell

- Be punctual to all assigned duties and fulfill the entire duty session.
- During class changes, maintain visibility outside your door (greet students, supervise).
- Update grades weekly and communicate with parents regarding grade and attendance.
- Consistently enforce all school rules at all times (dress code, tardy policy, 15/15 rule, etc.).
- Meet all deadlines established by the administration.

Classroom Expectations

All teachers are expected to provide high-quality instruction for each student, each day. As part of providing that instruction, teachers should:

- Post the following each day for each class
 - Objectives/standards
 - Homework Assignments
- Greet students at the door each class in order to support student engagement
- Maintain an updated class website featuring assignments and class resources
- Communicate weekly with parents by email regarding assignments, objectives being taught and other important information needed to support their students learning

Attendance:

Teachers are responsible for submitting an accurate record of student attendance daily through PowerSchool.

Teachers should refrain from entering any Attendance codes other than 2A or 2L into PowerSchool. The Attendance clerk will update student attendance with all other codes according to the student circumstance and notes received.

Teachers should only mark students absent in an exam block when students fail to show up for the exam. A teacher does not mark a student absent when a student does not have a final exam or is exempt from the exam.

Meetings, Duties, and Testing

Throughout the year you will be expected to attend the following meetings, perform the listed duties, and participate in the school testing schedule:

Expected Duties

Morning Duty

Lunch Duty

Sweeper Duty

After school duties

Supervision, as assigned

Open House Nights
Parent Conference/Report Card Nights
Graduation
Hosting office hours, 2 hours per week, outside of school hours
Curriculum Fair, as assigned

Expected Meetings

Faculty Meetings (once a month)
Department Meetings (once a month)
Committee Meetings (every month)
PLT Meetings (once a week)
BT Meetings (BT 1's & BT 2's required, BT 3's as assigned; BT mentors)
IEP, 504, Intervention, Parent Meetings as scheduled

Testing

Staff are required to attend all test trainings that apply to you. Ms. Russell sends out emails with this information. Please note that testing occurs throughout the year, and that the testing schedule has not been finalized.

Fall 2021

- PreACT – 10th graders
- Midterms (optional – determined by PLT)
- State Exams
- WorkKeys – CTE completer students
- PSAT
- December-early graduate testing
- CCRA 10 (College and Career Readiness Alternate Assessment)
- EXTEND 10

Spring 2022

- ACT – 11th graders
- Midterms (optional – determined by PLT)
- State exams
- WorkKeys – CTE completer students
- ASVAB - military recruitment
- CCRA 11 (College and Career Readiness Alternate Assessment)
- EXTEND 11

**any other test deemed necessary by the state or county*

The Wakefield Way: Staff Expectations and Commitments

Communication: Clear, effective communication is key to achieving our goals. In order to have effective communication, we will:

- read email prior to 1st period and at the end of the day. (Self Trust)
- respond to email and phone messages within 24 hours. (Relationship Trust)
- attend meetings when invited; keep documentation; contact parents & counselor. (Relationship and Organizational Trust)
- give as much prior notice as possible if we are not able to attend a meeting. (Relationship Trust)
- send weekly class emails to parents (Organizational and Market Trust)
- not rely on students to communicate questionable or sensitive news. (Organizational and Market Trust)
- refer students to appropriate counselor/administrator. (Organizational Trust)
- keep communication logs (including required communications in ECATS) (Self and Organizational Trust)
- send work to Student Services, ALC or ISS within 24 hours of request. (Relationship and Organizational Trust)
- Maintain a digital platform (Learning Management System) and Google Site for parent communication and student success (Self and Market Trust)
- utilize TalkingPoints for two-way communication (Self, Relationship and Market Trust)

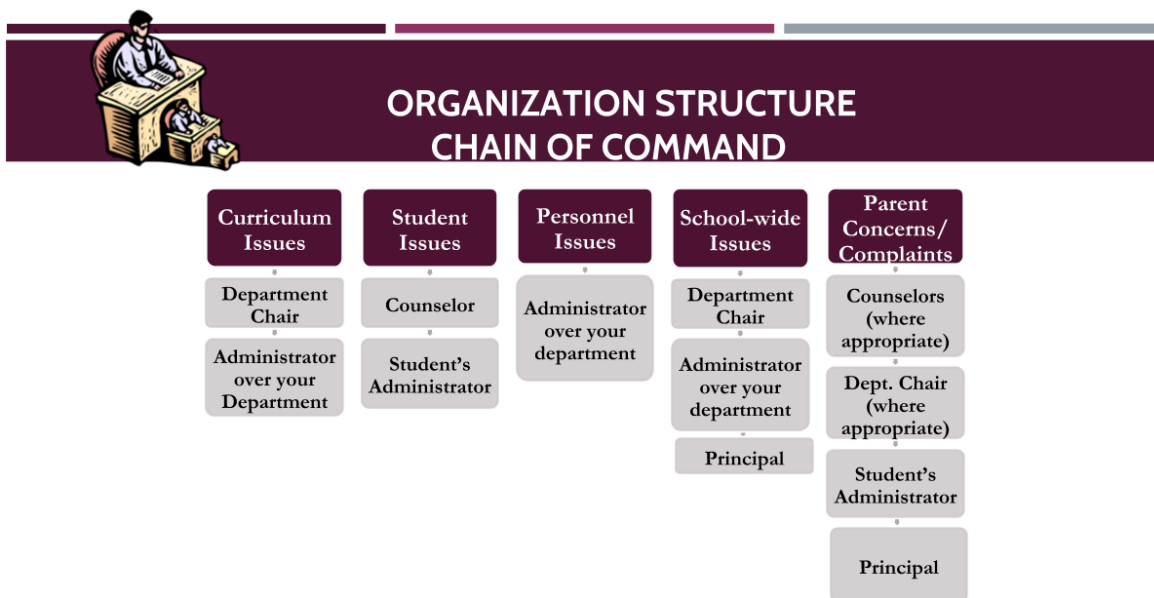
Respect for Others: As members of the Wakefield community, we demonstrate respect to each other. In order to do this, we will:

- € be a team player (Relationship Trust)
- € actively contribute to our PLT's in a meaningful way (Relationship and Organizational Trust)
- € share resources and best practices. (Relationship and Organizational Trust)
- € address concerns and issues respectfully and directly with colleagues (Relationship Trust)
- € address concerns and issues with department chairs and administrators respectfully and prior to involving the principal. (Relationship and Organizational Trust)
- € honor colleagues' requests for information or completion of reasonable tasks. (Relationship and Organizational Trust)
- € notify our department chair when we are absent. (Relationship and Organizational Trust)
- € cover classes when asked to do so. (Relationship and Organizational Trust)
- € provide detailed lesson plans to the department chair and the sub when absent. (Organizational Trust)
- € keep emergency plans up to date in the front office. (Organizational Trust)

Collective Efficacy: As Wakefield educators, we support each other in upholding school policies and procedures. In order to uphold these policies, we will:

- follow the following leave policies: (Self and Organizational Trust)
 - submit sick leave forms within 24 hrs of our return to work. (Self Trust)
 - submit requests for profession or personal leave at least five days prior for approval. (Self and Organizational Trust)
 - Protected work days are required- annual leave can not be used on Protected days nor days that students are required to come to school. (Self Trust)
 - Personal leave can be used at your leisure as long as you get 5 days prior approval, however it carries a \$50. 00 deduction. Only personal leave can be used a day before or right after a holiday. (Self Trust)
- Update CFA data (Quadrants) prior to PLT meeting (Self, Relational and Organizational Trust)
- meet professional deadlines: enter grades every Friday and attendance every day. (Self, Organizational and Market Trust)
- Submit Wolverine of the Week submissions weekly (Self and Organizational Trust)
- attend parent conferences, IEP meetings, and 504 meetings as required. (Self, Organizational and Market Trust)
- be in the hallway during the change of class to supervise and engage with students. (Self and Relationship Trust)
- report to assigned duties on time and actively supervise and engage with students. (Self and Relationship Trust)
- find our own coverage if unable to report to duty and notify administration. (Self Trust)
- use common hall passes; adhere to the 15/15 class entry and exit rule. (Self and Organizational Trust)

The Wakefield Chain of Command



Grading, Homework, and Final Exam Policies

Teachers must assess student learning and communicate performance data in accordance with applicable WCPSS policies. In May of 2019, several updates were made. Please note changes below.

Distribution of Interim Grade Reports

In grades K-12, report cards are issued to students each quarter. **Interim reports are issued to all students at the midpoint of each quarter.**

WCPSS Policy 3400 (Evaluation of Student Progress)

The Board of Education is 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.

A. GRADING SYSTEM

1. The purpose of a grading system is to appropriately and consistently measure and communicate an individual student's level of mastery of defined learning objectives.
2. All WCPSS grading and reporting practices will support the learning and teaching process and encourage success for all students.
3. Grading practices are not to be punitive in nature. Any loss of credit or other academic or disciplinary penalty for plagiarism, cheating, or other forms of dishonesty must be consistent with the Board's Honor Code policy.
4. For students at risk of academic failure, schools will develop and implement a plan for grade recovery.

B. ASSESSMENTS

1. All local assessments and assignments will be aligned with state/district adopted standards and /or curriculum and be designed to appropriately assess student achievement.
2. Appropriate and consistent evaluation of academic achievement shall employ formative and summative assessments to determine a student's level of mastery of curriculum objectives.

C. SCHOOL-BASED GRADING PLAN

1. The principal of each school will ensure the development of a school-based grading plan and will place the plan on file in the school and will submit it to the designated area superintendent for approval.
2. Upon approval of a school-based grading plan, the principal shall be responsible for communicating the plan to staff, students, and parents.

D. COMMUNICATION

1. Teachers will provide students and their parents/guardians with clear explanations of their grading practices.
2. Teachers will provide each student with regular feedback to promote learning, self- evaluation, and growth.
3. Communication between teachers, parents, and students will be timely, including ongoing system-wide mechanisms for communication of student progress and grades.

E. GRADING PERIOD/INTERIMS/REPORT CARDS

In grades K-12, report cards are issued to students each quarter. **Interim reports are issued to all students at the mid-point of each quarter.**

Key Grading Dates:

First Semester	Second Semester
9/20 Interims Q1 10/27 Grades due (3 PM) 12/6 Interims Q2 1/19 Grades due (3 PM)	2/14 Interims Q3 3/30 Grades due (3PM) 5/3 Interims Q4 <i>Quarter 4 Grades-TBD</i>

Grading Scale

The Grading Scale below is to be reflected on all report cards:

A	=	90 — 100	indicates excellent achievement
B	=	80 — 89	indicates good achievement
C	=	70 — 79	indicates satisfactory achievement
D	=	60 — 69	indicates minimal achievement
F	=	Less than 60	indicates insufficient achievement

Homework, Classwork, & Assessments

- If a student received a failing grade for Quarter 1 (or Quarter 3) and then passes Quarter 2 (or Quarter 4), the grade for Q1 (or Q3) will be raised to a grade no lower than a 50.
- Make up work will not be allowed once a quarter closes unless extenuating circumstances have been approved by administration and then an Incomplete will be given for the quarter. All Incompletes must be cleared up by the date given for that quarter.
- Work can be made up for full credit for all absences provided the student attends a remediation session for unexcused absences to complete the assignment. A remediation session should occur during scheduled office hours or by other appointment with the teacher.
- In order to support the WCPSS Board Policy 3135 pertaining to homework, Wakefield High School's homework plan can be found on the school website and in the handbook.
- PLTs will develop guidelines through ongoing discussions for group projects and partner work which consider the use of rubrics, assigning of groups, and meaningful learning goals of the assignment.
- When work is assigned over break, teachers will give students time to complete the assignment either prior to or following the break. Students will be notified of the assignment in advance so that students may choose to structure their time accordingly.
- Students who score below a 70 on a test may retest for a maximum score of 70 within one week or two intermediation opportunities after the score has been provided to the student. Students must attend remediation before the retest is given. Test corrections may only be used as a remediation strategy. Grades may not be assigned to test corrections.
- *No grade can be attached to any task, including extra credit work, unless it supplies evidence of achievement of a learning target.* (i.e. Bringing in an extra copy of a novel for extra points; donations; community service; bringing back interims or report cards signed; bathroom passes...all of these are items that *cannot* have a grade attached to them in any fashion.)

PLT Grading Practices

PLTs will adhere to the following:

- Have consistent grading considerations within departments
- Ensure category weights are consistent throughout departments
- Record a similar number of grades
- Must put zeros in for missing work
- Midterms are optional at Wakefield High School. PLTs will determine whether to administer a Mid-Term as a PLT

- Follow all Wakefield High School, WCPSS, and State testing policies

PLTs will:

- Use (C)FA data to identify opportunities and problem solve around students' academic growth
- Create imaginative lesson plans that inspire students to be creative while developing 21st Century learning skills
- Share best practices and lessons regarding the use of technology in the classroom
- Provide students opportunities to show what they have learned through varied methodologies

Exams and End-Of-Course

School Board Policy #5520.1: Meaningful evaluation shall include consideration of all activity that has occurred during an evaluation period. Such activities include homework, projects, reports, class participation, and tests which shall include unit tests. In addition to the above activities, examinations shall be administered in each course at the conclusion of each semester in courses which offer credit toward high school graduation. The relative value attached to any activity shall be determined by the importance of the activity toward achieving course objectives.

Exams will be administered over a 4 - 5 day period. The exam session for each course is 3 hours. Exams must be comprehensive, thorough and appropriate for the course. Adequate review must be given prior to all exams. No tests are to be given the 3 days prior to exams. Copies of exams given to Department Chairs before being administered. Grading procedures direct our local school system to use test results from end-of-course exams to account for **20%** of the student's final grade.

Exam Procedures

- Mid-term exams are optional based on PLT determination.
- Students must remain in class for the exam period, even if they finish early.
- Students are not permitted to leave during an exam except for an emergency.
- Do not give permission for students to take exams other than at the assigned time without permission from the principal.
- Class exams count 20% of the SEMESTER GRADE (EOC 20%). Additional information + the exam schedule will be distributed prior to the exam period.

Honor Code Policies

WHS 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.

Cheating falls under the School Board's policy addressing integrity. It is defined as: the giving or receiving of unauthorized class work or homework, copying work and turning it in as one's own, or using unauthorized aids on tests and quizzes. Major cheating is cheating on a major assessment such as a mid-term test or project. Minor cheating is cheating on homework, in-class work, and the like. Teachers have discretion in determining the level of cheating as it relates to the assignment or assessment. Academic consequences are determined by the PLT; discipline is assigned by administration.

WCPSS 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 require 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.

Wakefield High School's Homework Plan

Purpose

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

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

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

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

Assignments

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

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

Evaluation 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:

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

The research-based guidelines for minutes of homework per day are:

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;
- Students will be held accountable for doing their homework;

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

LATE AND MISSING WORK POLICY

Late Work

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

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

Academic Courses

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

Honors Courses

All students receiving honors credit for a course will 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.

Start on Time (Tardy Policy)

WHS follows the Start on Time! Program to maximize instructional time and learning.

Every student must have a pass if in the hallway. If a student is in the hall without a pass and should be in your classroom, he or she will be escorted back to your classroom. Even if the restroom is directly

across from your classroom, the student must obtain a pass from you. Keep in mind that this is NOT a lockdown. If a student is at your door with a sweeper pass, you should go ahead and let that student in.

Sweepers

During planning periods teachers SWEEP for the first 10 minutes. Duties include:

- Circulate through designated zones.
- Conduct “sweep” before classes begin w/ 30 sec. reminders.
- Conduct “positive sweep” after tardy bell (first 10 min+).
- Issue carbon copy of tardy passes with requested information.
- Give copy of pass to classroom teacher + Detention Coordinator.
- Monitor student return to classrooms.
- Administrators will also be circulating to deal w/ issues.
- Reminder bells – short bells 1 min. before the tardy bell.
- Common passes – used by all regardless of student destination.
- No passes written during first or last 15 minutes of class.
- Teachers greet students at the door before classes begin.
- Classroom doors are closed and locked when late bell rings.
- Students may only enter with a “sweeper” pass or attendance slip.
- Teachers call home and follow established tardy policies.

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 include:

- Counselor has given the student a pass for an appointment;
- An administrator, counselor, or front desk staff member has called for a student, including test administration;
- Your class is going to another location (i.e. media center, lab);
- Student has testing accommodations per IEP which requires him/ her to report to another location (you must give the student a pass);
- An emergency situation that cannot be controlled with the student remaining in the classroom (i.e. seriously sick).

Crisis Plan (2021-2022 PLAN MUST BE APPROVED)-See Mr. Cummings for details

Faculty Information by Topic

Attendance (Staff)

Teacher Absences

A form entitled "**Request for Leave**" is available on the Intranet. **All** staff members should submit this form for Principal approval **prior** to their absence and regardless of the reason for the absence. This includes workshop and professional leave. (It must be documented who is paying for your sub if you need one for professional leave.) Professional leave must be approved prior to the workshop or you will pay for your Sub. Additionally, failure to return the required information impacts timely pay to a substitute. In the event of an emergency or use of sick days, the form should be submitted for approval immediately upon return to school. Failure to follow these procedures will be reflected in your evaluation.

Leaving Campus During School Hours

Staff **MUST** first notify the office or in case of an emergency, send someone to notify the office. This also applies to lunchtime. Before leaving, sign out for insurance reasons. Make sure your class is covered before you leave.

Sick Leave

Sick leave is earned at the rate of one day per month for permanent full-time employees. All permanent part time employees earn leave computed at a pro rata basis of the amount earned by a full-time employee in that class of work. Sick leave can be used for personal medical appointments, illness in the immediate family, and medical appointments that necessitate the employee's attendance, death in the immediate family or grave illness in the immediate family. Documentation will be required for any of the previously mentioned instances that exceed 3 days.

On the fourth day of an absence, Central Office must be notified and documentation will be required upon return to work. Please be advised that Wake County employees are not allowed to take sick leave the day before or the day following a holiday or vacation days unless you have medical documentation.

Personal Leave

Earned at the rate of 0.2 days per month, personal leave may be accumulated to a maximum of six days. \$50 per day will be deducted with or without a substitute when personal leave is used. **REQUESTS FOR PERSONAL LEAVE MUST BE MADE TO THE PRINCIPAL AT LEAST FIVE (5) DAYS IN ADVANCE EXCEPT IN AN EMERGENCY.** Personal leave may not be used on the first day of the school year or on protected workdays. It is not advanced by central office.

Professional Leave

The principal must approve professional days in advance. This includes 2 forms: a Request for Leave Form and a Request for Professional Leave Form. Documentation regarding your workshop must be attached to your leave form. Only 10 professional workdays are allowed per year. This includes workshops provided by WCPSS. Currently there is no \$ to pay for professional workshops or staff development.

Jury Leave

Please provide a Professional Leave Form and copy of your summons prior to jury duty. No deduction is made from the salary of teachers when absent from school for jury duty, but documentation from the court must be submitted to verify dates served. The employee is entitled to compensation received for duty.

FMLA

Those eligible for FMLA are those who suffer from a serious health condition that includes illness, impairment, injury, or physical or mental condition that involves a period of incapacity or treatment. If you have any questions pertaining to whether you qualify for FMLA please contact your in-house payroll representative.

Substitute Teacher Regulations

The term “teacher” is used in this section and includes all teachers, academic, exceptional, and vocational, who regularly teach one or more classes. The superintendent determines the need to employ a substitute for non-teaching

personnel. All substitute teachers shall be approved in accordance with school board regulations. The minimum time a regular teacher is charged for any absence shall not be less than one half of one day, nor less than one day if an excess of one-half of one day is taken.

Payment for substitute teaching shall be \$98 a day for substitutes who hold teaching certification, \$86 a day for substitutes who have completed the Effective Teaching Training Workshop, and \$75 a day for those substitutes who are non-certified.

Payment to a substitute shall be equated between the sources of funds in the same percentage as the regular teacher is paid. Salary checks for substitute teachers shall be issued monthly to each sub in his/her own name and mailed home from the payroll office. A monthly payroll data sheet, prepared by the secretary and signed by the principal, shall be filed with the payroll division.

Absences With Pay

Teachers shall be allowed to receive pay during absences in accordance with the provisions of this section. Absence codes are assigned for specific reasons and shall be indicated on monthly data sheets. These codes will be shown on the teacher's check stub with the number of days taken.

- 01 Sick Leave (no substitute or non-certified substitute)
- 20 Vacation/Annual Leave
- 04 Professional Leave (no sub or non-certified sub)
- 02 Donated Leave

Other absence codes which include salary deductions are:

- 03 Extended Sick Leave (no sub or non-certified sub)

- 06 Personal Leave (no substitute or non-certified substitute)
- 07 Non-Paid Leave (no substitute or non-certified substitute)
- 28 Bonus Leave (TA's, Clerical)

Absentee Procedures

All absences for teachers and TAs must be reported in AESOP, even when no substitute is required or when a teacher assistant is used as the sub. Absences should not be recorded in AESOP for teacher workdays or when school is cancelled due to inclement weather. You must make sure your information is correct in AESOP the first few days of school.

Coverage

If it is after 6:00 am on the day of an absence, make sure your absence is recorded in AESOP and call 562-3600 to notify the front desk so that your classes will be covered by your peers. See the front desk receptionist if you have a question.

Remember: No matter the type of leave requested, teachers should complete a leave request form and submit it to the principal at 5 days prior to the date of the absence.

Minimum Workday

- **Administrators:** The equivalent of an 8:00-5:00 workday
- **Teachers/Counselors:** When students are in school, the work hours are from 6:55 am until 3:05 pm or until the teacher has completed his/her professional responsibilities. Regardless of planning periods, teachers are expected to be available on campus between these hours. Personal appointments should be made after work hours and not during a teacher's planning or lunch time.
- ***Board Policy #3221: The teacher's minimum workday shall extend from one-half hour before the student's day begins until the teacher has completed professional responsibilities to the students and the school.***
- ***Board Policy #3221.1: Program development, professional growth activities, faculty meetings, bus duty, parent conferences, special help for students, and care of school property and equipment are examples of the kinds of activities which will require the continuation of professional services beyond the departure of students.***
- ***The above policies in no way reduce the principal's authority to assign duties and responsibilities which may extend beyond the hours set forth above whenever such assignments are necessary for the efficient operation of the school. These policies apply to all special teachers such as librarians, counselors, speech therapists, art and music consultants, and home-school coordinators.***
- Staff members are expected to attend conferences and IEP meetings set up by special programs teachers, counselors, and administrators.

- **Teacher Workdays**: The professional workday begins at 8:00 a.m. and ends at 4:00 p.m. All STAFF must sign in on workdays. Any staff member not adhering to these hours – emergencies, etc. – must have approval by an administrator.
- **Students**: The school day begins at 7:25 a.m. and ends at 2:18 p.m.
- **Clerical Assistants**: The workday will be an 8-hour day, excluding lunch, with the schedule determined by the principal. Clerical assistants should notify the Front Desk when absent.
- **Instructional Assistants**: Expected to work an 8-hour day starting at 6:50am. Instructional Assistants are required to enter their absence in AESOP and inform their supervising teacher. Instructional Assistants may be assigned student supervision duties during their lunch, unless clocking out for lunch.
- **Custodians**: The workday will be an 8-hour day, excluding lunch, with the schedule determined by the principal. Custodians should notify the front desk when they are absent.

Bookkeeping/Accounting Procedures

The following is a summary of requirements; please see Ms. Rogers if you have questions AND before you make any decisions that involve money.

Collection of Funds: All funds received by a school employee (for deposit to the school's Fund 6 account) must be receipted daily and delivered to the School Treasurer. The School Treasurer will receipt and deposit funds according to WCPSS policy, procedure and state law.

****The collector of the funds must be a current WCPSS employee****

NOTE: Funds collected for purposes outside of Fund 6 (or another approved fund from WCPSS) must be recorded by a booster organization or PTSA. Your School Treasurer will advise you in those instances.

COLLECTOR: Teacher, Instructional Assistant, or other WCPSS employee

Individual receipts of \$20.01 or more: Form 1814 receipt required

Collect money from payer (student, parent, etc.).

Complete receipt from teacher receipt book, indicating cash or check (check number and amount)

Give white copy of receipt to payer

Retain duplicate (yellow copy) in receipt book as a record of transaction. The duplicate copy should be an exact impression of the original receipt.

NOTE: If a receipt is voided, *both* copies must be retained in receipt book. VOID should be written across receipt.

DO NOT LEAVE ANY MONEY IN YOUR DESK OR IN YOUR ROOM. Funds exceeding \$250.00 must be turned in to Ms. Rogers or if it's the last day of the month.

DO NOT PAY FOR ANY ITEMS OUT OF COLLECTED FUNDS! Under no circumstances should a banking account be opened in the school name for a group.

Check Request: Two weeks' notice is required for checks written from the WHS checking account. Club sponsors must fill out a check request, being sure to sign and provide an explanation of expenses and any required receipts or invoices.

Purchasing: Before making any purchase, a signed purchase order must be submitted to Ms. Rogers for Mr. Bazzell's prior approval. The school will not be responsible for payment of any items purchased without a requisition (P.O.) properly signed in advance by the principal.

Money Box, Tickets: All tickets and funds regarding the sale of tickets for any event must come through Ms. Roger's office and be deposited in the school's account. Each ticket must be accounted for!! The office does not have start-up funds for sale of tickets for events. Ticket requests must be made 1 week prior to the event.

Purchasing Card: A purchasing card may be issued to a staff member with prior approval (email) from the Department Chair. Any staff members utilizing the purchasing card must have a signed P-Card user agreement on file with Ms. Rogers. Per the Finance Manual, the purchasing card may not be kept overnight. Purchases under 2,499.00 do not require a purchase order.

Insurance Collection: Students may be given both dental and accident insurance brochures with instructions if they wish to purchase insurance. Students participating in any of the following courses or activities must have school insurance or have their parents sign an insurance waiver form: athletics, intramurals, marching band, field trips or other off-campus events.

Bulletin Boards

Bulletin boards are located throughout school. Note the following regarding the use of bulletin boards:

- Departments, honor societies, clubs and organizations are assigned bulletin boards based on a lottery system.
- Clubs or organizations may apply for a bulletin board by emailing mgordon@wcpss.net by **8/31**. Boards will be assigned the next week.
- **Bulletin boards must be posted before Open House (by September 9).**
- If assigned a bulletin board, keep it neat and presentable at all times.
- Bulletin boards must be changed at least once per semester. Should you fail to keep up your assigned bulletin board, it will be reassigned.
- **There should be no items posted, taped, or otherwise affixed to the painted walls found in the hallways or stairwells.**
- Items found posted on painted walls in the academic hallways will be removed, and the appropriate clubs or organizations will be fined a *minimum* of \$5 per offense.
- Items may be affixed and posted to the cork strips located in each hallway, any unpainted walls, and the walls in the Commons Area.
- Any item posted in the Commons Area or on a general usage bulletin board must be cleared through Michelle Gordon to be marked with an "Up" date and "Down" date.
- Items posted must be removed by the "Down" date, or the offending organization will be fined.
- Anything posted in the school must only be used to support WHS.

- No soliciting by outside vendors is allowed.

Care of School Property

Care of the school building and school equipment is the responsibility of all personnel. Proper attention and care is needed to assure that students do not damage or destroy property. A feeling of school spirit, school pride, and a desire to keep the school attractive should be among the aims of the faculty.

The first impression a visitor receives of our school is based on its physical condition. Cleanliness and orderliness are essential. Teachers should encourage and cooperate with students to make rooms attractive. Do not put any decoration or covering on doors or windows.

Teachers should see that all paper and trash dropped on the floor is removed before they leave each period. Encouraging students to assist in keeping the corridors and grounds clean and attractive is desired. Dry erase boards should be cleared at the end of the school day unless the material is to be used the next day. Custodians do not clean boards. Desk drawers and bookcases should be kept clean and neat. Do not keep old papers, etc. lying around.

Windows and doors on all floors are to be closed and locked at the end of the day. Blinds should be lowered and leveled before leaving. Vandalism is costly — to teachers, parents and eventually to students. Please stress this to your pupils. Each staff member is asked to make every effort to secure his/her area.

Class Dismissal

Classes are not to be dismissed before the bell. Teachers should budget time so as to finish lessons when the bell sounds. Students shall not be detained after the bell for instructional reasons. If the bell does not sound, retain students in the classroom and wait for instructions.

Class Rosters

Students whose names do not appear on the class roster should not be admitted to class unless they have an "add form or note" from one of the counselors or administrators. **Students are not to be dropped or added to any class without official notification.** If a student stops attending class without authorization, report this to the student's administrator.

Collaborative Space Norms and Expectations

WHS is pleased to have two collaborative hall areas for teachers to use with their classes. One is located in the 300 locker bay area, and another is located in the 2300 locker bay.

As you use the collaborative spaces, please adhere to the following expectations:

- The collaborative areas are to be used as learning centers.
- Sign up in the media center to reserve use of a collaborative space.
- Leave the area neat, clean, and ready for the next class to use.

- Please be respectful of classes near the spaces and maintain an appropriate, productive noise level.
- Collaborative spaces are not time-out areas; please do not send students to the area for behavioral interventions or consequences.
- WHS and the teacher's classroom expectations extend to the collaborative space.
- All policies regarding electronic equipment will apply to the collaborative areas.

Copying

- Teachers use the copiers in faculty workrooms. Allotments will be programmed into copiers at the beginning of the year.
- Staff use their employee ID as their copy code and will be issued a copy allowance. See Amanda Borgen to set up copy allowances with your WCPSS badge.
- Copy codes for approved clubs, etc. will be issued as needed.
- Copy allotments will be programmed on main campus copy center machines and on machines in various workrooms.
- Staff members are to use their individual codes for copying.
- Report technical problems with a copier to the administrator who oversees copying.
- No students are allowed in the staff workrooms.

Courier Mail

In-system mail is delivered multiple times per week. Teacher mail will be placed in boxes.

Communication

Based on faculty recommendations, teachers should adhere to the following guidelines regarding school-wide communication:

1. Teachers are expected to document parent communications regarding any of the following items in ECATS
 - ◆ SEL concerns
 - ◆ Performance concerns; contact for an "F" at interim and end of quarter
 - ◆ Behavior concerns/discipline referral made for Level 1 infractions
 - ◆ Attendance
2. All teachers are expected to use Talking Points for weekly communication/class wide updates/interim grade information with parents
3. Contact should be made with the parents/ guardians of each student at least once per quarter.

4. Best practice is that the communication is 2-way.
5. In weekly written communication or in newsletters, teachers should include dates, announcements, etc. about upcoming school events.
6. Logs may be reviewed during post-observation conferences conducted by administration.

Discipline

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

Wakefield High Schools Discipline and Tardy Policies

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

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

Potential Discipline Consequences

- 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.
- ISS: Assignment is for the period or for the day.
- Saturday Validation: 9am - 12 noon on designated Saturdays. These days are used to make up missed time only.
- 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 (from WHS and WCPSS Code of Student Conduct)

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 Attendance Office and given the following options:

- change into clothes provided by WHS
- call a parent 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 by quarter; 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. Teachers are responsible for getting the phone to the front office. 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.

Emergency Conditions and Weather

When emergency conditions exist, the superintendent may direct the closing of school as follows:

Inclement Weather Procedures

When the local media reports schools closed, keep in mind that this is for **STUDENTS ONLY!** For staff, it should be treated as an optional teacher workday. In the event of school being closed due to inclement weather, you have 4 options:

- Come to work (working the equivalent of a workday)
- Take an annual leave day
- Take a non-paid day or
- Make up the day as approved

If school is delayed or closed, a message will be left on the main line at 562-3600. The message on each line will give information on road conditions along with the time the buildings will be open.

Teachers and other professional staff may elect to make-up the day on a whole day or on a “piecemeal basis.” It must be during the current school year (time cannot be banked and doing work at home doesn’t count.)

Non-exempt staff and teacher assistants who work 37.5 or 40 hours per week and report hours on a timesheet may elect to make up the day on a whole or “piecemeal basis” if time allows. Days missed must be made up within the workweek due to the Fair Labor Standards Act which forbids employees from working more than 40 hours during a work week. Employees who work 37.5 hours per week could make up time in intervals of an additional 2.5 hours per week. If you follow this plan, you **MUST** make-up the time within the payroll period that your timesheet is due.

School Closures/ Delays

- When school is closed for the day or dismissed early due to inclement weather, all student extracurricular activities and athletic games and/or practices for the day will be canceled.
- On days when school is delayed, student extracurricular activities, athletics games and/or practices may be canceled, held as normally scheduled, or alternatively scheduled. A delayed opening does **NOT** automatically cancel an event. This will be determined as necessary by the administration and/or other school personnel.

Facility Use

Contact Mr. Harris or Mr. Orsett regarding the use of Wakefield facilities for **any** events. This includes in-house activities such as induction ceremonies, club fundraisers, and PTSA meetings or community activities such as dance recitals and concerts. The *In-House Facility Request Form* is located on the school website, linked [here](#). Community activities must be booked through the Community Schools Program. This is a different form and there is a fee for renting space on campus. Groups interested in using space at Wakefield can contact Mr. Orsett. Please submit forms 2 weeks prior to the event. Clubs or groups are never to schedule activities on Sunday. Prior written approval from an administrator must be received before a club plans an activity involving weekend or overnight stay.

Faculty Committees

NOTE: Each staff member is required to serve on a committee. During the 1st week of school staff members prioritize the top 3 committees they wish to join. This information is compiled, and staff will be notified of final committee selections. Committee Chairs will communicate activities back to the Leadership Team.

SIP Committees:

1.07 PBIS Committee (Keefer)-By June 2022, the percentage of 9th grade referrals (41.5%) will decrease to become proportionate with other grade levels.

1.03 The School Culture Committee (Bazzell)-Monitors the culture of the school by reviewing data sources such as staff surveys. Further, the team assists with the implementation of building activities and collegiality throughout the school year.

2.04 Standards Aligned Units (Harris)-Develop 21-22 PLT cycle based around the creation of digital portfolio submissions (performance task) and CFA assessments as well as responding to that data while capturing growth.

1.06 School Regularly Communicates with Parents/Guardians (Cummings) about it's expectations. Will streamline and increase the communication Wakefield High makes with its stakeholders.

4.06 Social Emotional (Reid)-Committee will work to define and implement student services role in the "Core", as well as intervention

4.01 Tier 2 Academic Intervention (Gordon)-By June 2022, formative and summative academic data entry and exit criteria for Tier II interventions will be defined to capture 15-25% of our total school population; in order to develop and implement Tier 2 academic intervention services.

Faculty Committees:

THE GRADUATION STUDENT CULTURE COMMITTEE (Reid/Student Council Advisor) is a committee with two purposes. First, this committee represents the heart-and-soul of the Class of 2022 from coordinating all senior activities to the finale (graduation). Second, this committee will work on projects to increase whole school involvement and other school-wide initiatives.

MENTOR TO BEGINNING TEACHERS (Keefer) – Mentors must be trained and approved by Ms. Stiles and Ms. Keefer. They will work during the year to assist beginning teachers with their adjustment to Wakefield as well as BT teaching and evaluation requirements.

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

- Breeches of the WCPSS Code of Student Conduct that result in out of school suspension
- All WHS Honor Code violations including but not limited to academic violations such as cheating, plagiarism, misrepresentation & falsification

EQUITY COMMITTEE (Gordon) will enlighten our faculty and staff on the intricate details of being culturally proficient towards each other and most importantly our students. Glean and put into practice the most impactful process to broaden our understanding and strengthen our cultural awareness.

COMMITTEE LEADERS' RESPONSIBILITIES

- Preside over meetings held at least once per month.
- Work with members to identify goals and responsibilities under the jurisdiction of the committee including ongoing duties as well as new initiatives. (The SIP goals & strategies are a good place to start.)
- Oversee the formation of subcommittees and division of duties so committee functions are accomplished, and the workload is shared.
- Oversee maintenance of records, artifacts, and other documentation generated by the committee.

Faculty Mailboxes

Each staff member has a box assigned in the faculty workroom. We recommend you check your box in the morning and again during lunch, or at the end of the day. Faculty should access boxes from Commons Area. Students should not be sent to retrieve the contents of mailboxes.

Field Trips

Field trips must be approved, be of an educational nature, pertain to specific elements of the curriculum, and be integrated into the curriculum. Field trips should be planned well in advance. A separate field trip packet is available with all forms and information in the team drive labeled "Wakefield Field Trips".

Deadlines:

Field Trip Requests (Semester 2, included)	September 28, 2021
Last Day of Field Trips - 1st Semester	December 1, 2021
Finalized 2nd semester Field Trip Dates	February 1, 2022

Guidelines:

1. All field trips will take place prior _____. Teachers are required to inform Mr. Harris by - _____, of any field trip anticipated during the year, including the approximate week of 2nd semester field trips if the exact date is unknown. The request will be made official through the submission of form 1713c. The field trip committee will meet the week of October 1st, to approve the trips according to current WCPSS policy. The final 2nd semester field trip dates need to be received by
2. School trips to amusement parks, including water actives (swimming, water rides, etc.) are prohibited.
3. Students will be assessed a charge or fee to cover transportation and/or admission costs of a school trip. However, teachers must have a plan to insure that no student is excluded from a field trip for financial reasons.
4. The teacher must submit copies of a complete final itinerary to Mr. Harris well before the trip (30 days) is undertaken with appropriate phone numbers of chaperones and copies of all students' approved parental permission documents with location of signed originals, and any transportation contract information.
5. Final preparations for field trips should not be made until approval has been obtained from the Principal and Mr. Harris and when necessary from the Board of Education.
6. All field trips require that parental consent forms be completed for all students and kept on file by the teacher involved.
7. Overnight trips, out of state trips, and trips more that 125 miles away, must be submitted 6-8 weeks ahead. **Overnight and out of state trips must be approved by the area superintendent as of the start of the 2021-2022 school year. Sponsoring teacher must first meet with Mr. Bazzell.**
8. International trips take up to 4-5 months to gain Board Approval.
9. Please print the following forms from either WakeConnect or Wakefield Field Trips Team Drive to be completed for field trip approval:
 - #3034-A SCHOOL TRIP APPROVAL—DUPLICATE COPIES ARE TO BE SUBMITTED
 - #1713-A SCHOOL TRIP PARENTAL CONSENT—ONE FORM PER STUDENT
 - #1713-B SCHOOL TRIP NOTICE TO PARENT / ADULT DRIVER

Post Approval:

- 1) 30 days prior to the field trip, permission slips must be turned in to Mr. Harris, including medical.
- 2) 30 days prior to the field trip, trip itinerary, coverage plan (if needed), and safety plan, should be turned in to Mr. Harris.
- 3) Field Trip sponsor is responsible for securing transportation.

- 4) On the day of the trip, 1 copy of each permission slip should be left with lead secretary, Ms. Terri, and one copy of each permission slip should be taken with the trip sponsor.

Wakefield High School Field Trip Checklist

- School Trip Request Form 1713c
- Parental Consent & Student Medical Information for School Trips Form 1713a
- Letter with details of trip from the school to the parent/guardian.
- Itinerary
- Chaperone duties
- Volunteer Approval Request for coordinator (Media Specialists)
- Class list
- Transportation Information Request with map and directions to order buses
- Field Trip Worksheet to calculate cost
- Charter Bus Contract or Activity Bus Form, if applicable
- Notice to Volunteer Drivers
- OSP Activity Setup Form
- OSP Flyer for Parents
- Lunch Order Form
- Roster to record lunch orders
- Medication and/or Medical Assistance Guidelines
- Teacher approval for school trip for MS/HS students
- Charter Bus – Managing Contractors Checklist
- Parental Transportation Release
- Field Trip Cancellation/Change Form
- School Trip Safety and Medical Plan:
- Supervision plan outlined Chaperones approved through the WCPSS volunteer system and their duties outlined
- Health plan/medical information: who will be in possession of health plans, medical information, distribute medications to students, and account for the parent permission forms.
- For out of state trips, provide to school nurse the destination, trip itinerary and copies of form 1713a for any student requiring medication or medical assistance 30 days in advance.

Field Trip Transportation

- White activity busses hold 50 students; green buses hold - 36. In addition, the minibus hold 14 students and a faculty member can drive. **Consider student accessibility needs during planning (Ex. Is there a need for a lift bus in order for all students to participate)**
- If a driver is needed, the request must be indicated on the form.
- Keys for any bus must be picked up from Coach.
- Teachers and chaperones are required to manage students on busses.
- It is the teacher's responsibility to provide travel directions.

- If a problem concerning a driver arises, contact Ms. Holden, Transportation Team Leader at 919.562.3540.

Fundraising

Wakefield HS operates in accordance with the following board policies:

- 6830.2 We hold 1 schoolwide fundraiser a year.
- 6830.3 Each grade of a high school is permitted to hold one fundraising activity per school year. (Operated through class councils.)
- 6830.4 Each high school student council shall be permitted one fundraising activity per school year in addition to the schoolwide event (6830.2) and in addition to individual grade fundraising activities (6830.3). The proceeds of the schoolwide event shall be allocated to approved school clubs and organizations by the school or student council with the approval of the principal.
- Individual clubs may not fundraise. Instead, contact the SGA Advisor with a request to access SGA funds.

Instructional Planning

The instructional program at WHS is based on rigorous standards that define accomplished teaching. A teacher's knowledge and skills are necessary for good classroom instruction. The key to successful instruction is an understanding of content and an ability to create learning experiences that make subjects meaningful for students. The teacher plans instruction that prepares each student to become a responsible and productive citizen.

All teachers are expected to develop long-range plans for classroom instruction per 9 weeks. Teachers should use Department, PLT, and Cross Curricular meetings to share best practices, discuss and plan topics, concepts, activities, and tests. Daily lesson plans should be available for review. Objectives should be cited in plans. In cases where teacher instruction is less than satisfactory, teachers may be required to present detailed plans to an administrator.

Keys

All staff members need to make a special effort to avoid misplacing room keys. When a key is lost, it is expensive to replace, in addition to the loss in security. Inform Ms. Borgen if you "misplace" your keys. She will issue keys at the beginning of the school year to all staff.

Lockers

Available upon request.

Mail

The U.S. Postal Service picks up and delivers mail daily. A wooden mailbox is located in the front office. A wooden box is also there for Courier Mail.

Media Center

Purpose

The Media Center is the heart of the instructional program at Wakefield High School. The purposes of the Media Center are to teach 21st century information and literacy skills to prepare the WHS community to become competent in analyzing, accessing, managing, integrating, and evaluating information; to provide resources and technology support integral to teaching and learning the NC Standard Course of Study, the Common Core and NC Essential Standards; and to provide support for additional interests of students and staff.

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

The media center may be open an additional 30 minutes on Tuesdays, Wednesdays or Thursdays, by request. If students need additional media center time for assignment completion, they may fill out a request form, found on the main page of the media center website. The request form must be completed at least 24 hours prior to the requested date and is only valid and open for students working on specific assignments.

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.

Resources

The Media Center information resources include hardcopy books and periodicals, videotapes/DVDs, and online subscriptions to databases, and e-books. Students and staff can also find web tools and other applications through the Library Learning Commons website: <https://sites.google.com/wcpss.net/whs-virtual-library/home>

The Media Staff is responsible for equipment inventory and maintenance. All equipment is received and circulated through the Media Center.

Faculty Specific Resources

Faculty Specific Resources included media center space requests and technology guides are located on the faculty page of the Library Learning Commons website: <https://sites.google.com/wcpss.net/whs-virtual-library/faculty>. We recommend that staff members bookmark this page and it is not linked on the

navigation bar or the Library Learning Commons website. It can also be located by typing "Faculty" in the search bar at the top of the webpage.

Technology Equipment

The Media Staff is responsible for equipment inventory and maintenance. All equipment is received and circulated through the Media Center.

Online Search

It is possible to electronically search the Media Center's resources online by clicking on the Follett icon on the WakeID Portal.

Use of the Media Center

Class Use

- Teachers who wish to bring a class to the media center, or who needs laptops or iPads, must sign up using the request media center labs or request media center resources links, found on the Media Center website's main page.
- Classes will be scheduled for ½ or full block periods. It is advised to plan ahead and schedule accordingly.
- The schedule is taken very seriously, and teachers are asked to notify the Media Center a day in advance if it is necessary to cancel time in the Media Center.
- Teachers can also schedule classes to use cooperative learning spaces that have been created in the Media Center for ½ or full block periods
- Every effort will be made to accommodate all classes, but priority will be given to those who sign up first.
- Please be prepared to discuss the assignment, availability of materials, and the skills to be taught with a media specialist at the time of scheduling.
- It is most helpful to provide a copy of the assignment for the Media Center staff to review prior to the arrival of the class. Teachers should provide the media staff at least a 48 hour notice for the development of new lessons.
- Teachers should plan to remain with whole class groups to collaborate with the media specialists in instruction and supervision and maintenance of Media Center policies.

Small Group Use

Teachers may send 6 or fewer students with a pass to work independently in the Media Center as space allows. Each student's full name is to be listed on the appropriate school distributed common pass that is signed and dated (including time of day) by the teacher. Students who do not have a pass or have an improperly written common pass will be sent back to class. Please direct students to bring the pass to the Circulation Desk when they enter the Media Center. Students who are not able to remain focused in an independent research group will be asked to return to the classroom.

Individual Student Use

The Media Center is open before and after school for student use. No pass is required before or after school. Students using the Media Centers before, during, and after school are expected to follow policies and are not allowed to come and go from the Media Center without a pass.

Collection Development

- The Media Center follows the policies as outlined by the Wake County Public School System Policy #5410.
- Materials are selected to support the NC Standard Course of Study, the Common Core, and NC Essential Standards. As funds allow, materials are also added to support leisure interests and reading for pleasure.
- Media Coordinators regularly contact teachers for input regarding additions to the collection. Faculty and staff may make recommendations for purchase at any time; however, the earlier in the school year, the better.
- Media Coordinators consult standard review sources during the selection process.
- Periodicals are available online through the subscription database services. Some periodicals are available in hard copy. Some are provided by NCDPI and WCPSS Media Services. As monies allow, WHS subscribes to databases which are evaluated based on usage and faculty input. They can be accessed through the school website.
- The Media/Technology Advisory Committee updates the Technology Plan and provides direction for equipment purchases.

Student Circulation

Students may check-out books for up to three weeks. They may also renew books for one additional circulation period or as needed. Students with overdue items are NOT charged overdue fines for library materials. Textbook and English supplemental late fees do apply. Students with overdue library books may be restricted from checking out leisure items until the books are returned. Off-campus lunch passes, parking passes, and sports/ performing arts participation are also revoked for outstanding school accounts.

Faculty and Staff Checkout

Faculty and staff members may checkout print materials for as long as they are needed. Teachers may designate certain materials be placed “On Reserve.” Reserve materials may be used in the Media Center or checked out overnight. This helps maximize availability when students are researching similar topics for a project. There are no overdue fines for staff.

Equipment Checkout

- Faculty and staff may check out equipment for use in the building daily or for long term use.
- Staff members who use equipment off campus must sign an Off Campus Check-Out Form. Students are not ordinarily issued equipment, but arrangements may be made through a sponsoring staff member.
- See the Media Center Staff to reserve a particular item for a day or specific period of time.

- Staff members are asked to be responsible for picking up and returning equipment.
- Students who are picking up equipment for staff must have a signed note authorizing them to do so.

Equipment Assigned to Classrooms (Including Printers)

Please do not move equipment to another room. Items are checked out by room numbers: computers and printers are configured on the network accordingly. We also maintain a room by room inventory for central office.

Mobile Apple Device Carts

- One mobile Apple Cart consisting of 24 iPads each are available for check out for daily use
- Additional iPads may be available for short term use.
- The media center invites teachers to use the iPad carts in conjunction with the media center computers.

AV Software Checkout

Faculty may check out VHS videos, DVDs, audio books, etc. from the WHS collection. These materials should be used and returned in a timely manner. Teachers should work out sharing arrangements as course pacing requires.

Copyright Laws and the Use of Videotapes

The Media Center has a video collection available which supports curriculum.

- Teachers are responsible for previewing videos and integrating them into lesson plans. Public performance rights are not available on most videos owned by WHS. That means videos may not be used as entertainment, reward, or time fillers.
- Prior approval forms completed by the teacher and submitted to Mr. Bazzell are required for use of rental videos, for videos brought in by the teacher, and for the use of commercial programs taped at home or school. Prior approval forms may be picked up in the Media Center.
- Commercial programs may be taped and shown within 10 school days of the original broadcast unless special copyright guidelines are specified. The tape may be retained for teacher review for a total of 45 calendar days following the broadcast. The tape must then be erased.
- School policy states that R-rated videos are not to be shown at school.
- Showing a PG-13 movie requires signed parent permission.
- Teachers are responsible for sending letters advising parents of a movie's rating and content and providing details of the movie's relevance to the course of study. There are many online resources that outline specific content. It is encouraged that teachers use these resources to provide information to parents and students.
- Illegal duplication of videos is not permitted on school equipment.

Laminating

- The laminator is housed in the Media Center.

- Send materials to be laminated, being sure to identify the items with the teacher's name and room number.
- Materials may be picked up in 24 hours. Laminated materials are meant to be used for long periods of time.
- Please do not laminate materials that are for short term use. The cost of paper replacements is far less than the cost of laminate.
- Do not laminate blank sheets of paper. It is not necessary to laminate cardstock. Use one or the other.

Computer Lab

A computer lab containing 30 workstations and a laser printer is located in Room 101A adjacent to the Media Center on Main Campus. Teachers may sign up for the use of this facility at the circulation desk.

Photocopies/Computer Print-Outs

- A copy machine is located in the Media Center at the main campus. The machine is coin operated and cost \$.10 per page.
- Computer printouts on the black and white laser printers in the Media Center and computer lab are free to students for the first five pages and then cost \$.10 per page to be paid at the Circulation Desk.
- Printouts should be limited to school-related items. Pictures require teacher or Media Center staff approval. Picture printouts are costly and can quickly become a liability if unmonitored.
- Color printing is available to staff members in small quantities. However, due to the cost of toner, we are unable to allow staff members to print in large quantities or on a frequent basis. Color printing is not available for students.

Test Scanners

Test Scantron machines are located in the Media Center and in the 3305 workroom on main campus. Blank bubble sheets are available from Department Chairpersons. The Media Center Staff may be able to assist teachers needing help using the Scantron machines located in the Media Center.

The Computer Network

Wakefield HS has its own computer network as well as a link to the Internet through WCPSS proxy and email servers. Each staff member and student has a login. WCPSS strictly regulates software additions to the network. See a media specialist if you have a software request before any purchase is made. Network orientation will be provided early in the school year. It is important to emphasize that staff monitoring of student computer use is mandatory by WCPSS policy. Inappropriate use of software or hardware vandalism should be noted and reported to the Media Center. Monitoring of files is part of network administration, but it must be supplemented by staff supervision.

Computer Problems

Email computer issues to John Smith at jsmith6@wcpss.net and Joyce Deaton at jdeaton@wcpss.net. Please include the room number, model number, serial number, and computer name for computers. Send the model and serial number for other equipment. You must note the specific nature of the problem. Many of these calls are forwarded to Technology Services and a technician is sent to the campus to fix hardware and software issues. Please report problems promptly.

Internet Use

- An Employee Acceptable Use Policy Agreement Form must be signed by employees each year as a condition of employment. (Board Policy 3225) All students have internet access at school unless the parent signs a Request to Deny Access Form. It is the responsibility of staff members to assist in monitoring student internet use. WCPSS screens out objectionable websites; however, the process is not infallible. Report the URL of objectionable sites accessible on the network to the Media Center. Likewise report the URL of web sites suspected of being blocked in error. These can be reinstated.
- WCPSS and WHS subscribe to a number of online reference services which can be accessed off campus as well. Details on remote access are available on the Media Center page of the school website under Research. (Scroll to the bottom.) The password wolverines provides 24/7 access to all subscription service URLs and logins.
- All WCPSS employees receive Outlook email accounts. Initial passwords in Outlook will be provided. New employees will be notified of their accounts as soon as HR at the Central Office creates them. There is a public mail group for sending mass emails: wakefieldhsall@wcpss.net

Student email

Students are required by WCPSS to use a Student Outlook email account. Their username and password is the same for their Wake ID which allows access to Canvas and Google. At the beginning of the school year staff and students receive additional information regarding Student Logon and password information.

Contested Materials

Occasionally a parent objects to materials (books, videos, etc.) despite the care given to the selection process. In the event materials are challenged, notify the principal and a media specialist. The Technology Advisory Committee will follow a well-defined process when materials are contested.

Wakefield HS School Website

Our school website is <http://wakefieldhs.wcpss.net>. School calendars are maintained on the website. The website is a primary means of communication for our school and includes department information, current school news and information, forms for download, links to school related activities, and much more. If you wish to post information to the website, please complete the Google form which is linked from the Staff Page of the WHS website and also is available here: <http://goo.gl/forms/wf2dyunCK1> Postings are usually in place within 24 hours. Teachers and staff are encouraged to make use of the

website. Also, please advise if you notice out of date information or any other inaccuracies. We appreciate your input.

Office Services and General Information

Accident, Illness or Injury of a Student

Since the school nurse is not here daily, it is important that the entire staff understand the procedure for handling injuries. Each teacher should follow proper protocol in reporting and caring for injured students. The health and safety of our students is the most important factor. The following governs our actions in case of sickness or injury to a student:

- A student's accident or illness that occurs at school during school hours or at a school event, should be reported to an administrator, a teacher or coach in charge of the event, and to the parents as soon as possible.
- During regular hours the teacher, a student, or an available person should notify an administrator and the nurse (if available) by calling the front office.
- If a student is unconscious or seriously ill, state the following, "I have a medical emergency...a student is...."
- The front office will check for the nurse or call her. Take first aid measures if necessary until help arrives.
- The principal, assistant principal, trainer, or nurse will notify the parents. If they are unavailable, the teacher will call.
- Be sure remaining students are in the care of an adult.
- If an ambulance is needed, only the principal, assistant principal, trainer, or nurse should make the request. If they are unavailable, the teacher in charge should make the request.
- If parents are not reached, the teacher should use his/ her best judgment.
- It is the responsibility of the teacher to ensure the observation of a student who has been injured and who remains at school.
- Wear gloves when there is probable contact with bodily fluids.
- Because of legal and insurance implications, the teacher in charge is responsible for filling out an accident form and returning it to the office.
- It is disconcerting to have a parent call about an accident and administrators are not aware of the event. Document everything!

NOTE: It is important that we handle all student injuries or illnesses in the same manner in order to assure proper treatment and care and to avoid confusion. For additional information on types of emergencies, see the **Crisis Intervention Plan**.

Medicine

Wakefield High School discourages giving medication to students during the school day when medicine could be taken after school hours. Students are given medication during the school day only with

attention to the regulations of this policy. The policy covers over-the-counter medication as well as prescription drugs including oral, topical, inhaled, or injected.

Students are discouraged from self-administering medication during the school day. Those who provide medication for other students will be disciplined. In accordance with WCPSS Board Policy, medications can only be distributed once a parent/guardian completes and submits a signed *Request for Medication to be Given During School Hours* form. (This form documents a doctor's permission to give medication at school.) Forms may be found in the office. In addition, only the trained front office staff may distribute medication once the proper procedures have been followed.

Parking for Staff

Staff members are given a numbered parking decal; they have assigned spaces in the staff lot. Parking decals must be displayed from the inside mirror. Staff should instruct substitutes to park in their personal spaces. See Ms. Borgen if you have questions about faculty parking.

Parking for Students

Students' parking spaces are located in the student lot. Students wishing to park on campus can purchase an assigned space for \$200 a year. Any vehicles parked on campus must be registered. If parked illegally, cars will be ticketed and/ or towed.

Parking Areas

All parking spaces are marked with white numbers. Parking decal numbers correspond with the number marked on the space. **ALL DECALS, FACULTY AND STUDENT, MUST BE DISPLAYED IN CARS.** Any problems with parking are to be reported to Mr. Harris.

- No students are to be in the parking lot during the school day without authorization from administration. Security will be checking the building and parking lots during lunch.
- Students may not park in the bus or staff lots at any time. Students involved in after- school activities should park in the student lot and only in designated areas behind the school.
- Driving behind the school during the school day is not permitted.
- A security guard patrols the student parking lot and inside the main building from 7AM – 4:30 PM.
- Information regarding parking regulations, fines and penalties for may be accessed on the school website.

Room Appearance

A classroom conducive to learning is orderly in design, energetic in nature, and adaptive to all learning styles. Students should refrain from eating or drinking in class. Teachers should model this behavior.

Room Sharing Expectations

All classrooms are shared learning spaces for the benefit of students at Wakefield High School. Teachers are assigned rooms by teaching period. Teachers are expected to accommodate each other as we teach and learn together.

Specific expectations are:

- Model respectful and professional behaviors for sharing classroom space.
- Meet with the person with whom you are sharing a space prior to the first day of school to establish shared spaces and procedures for how the room will be used.
- Establish equitable practices for the use of technology devices in the classroom space.
- Create workspaces (preferably separate teacher desks) that accommodate all teachers in the space equitably.
- Limit personal decoration of the space. The space should reflect the learning of students.
- Reduce clutter in order to maximize learning space for the students.
- Create shared spaces for needed instructional areas (ie, space for classroom materials, places to pick up and submit assignments, spaces for student belongings, etc).
- Create shared procedures for the sharing of projectors and other classroom technology.
- Teachers on planning should find space to work in the closest Staff Workroom or other spaces. Teachers should not expect to work in a shared classroom while another teacher is teaching in that space.

Smoke-Free Workplace

A smoke-free workplace environment policy for the Wake County Public School System is in effect. The Board of Education believes employees and students of the system have a right to work and study in a smoke-free environment. To that end, the Board requires that efforts be made by all employees to ensure such an environment. As pertaining to smoking, employees of the system should act as role models for students as part of the health education curriculum. **SMOKING, OR USE OF ANY TOBACCO PRODUCT, IS PROHIBITED ON SCHOOL CAMPUSES.**

Special Education Information

SPED Dept. Head: Nadia Thomas

Campus tan phones *1109, 562-3600 ext. 22585, nthomas@wcpss.net

Educational Settings

Students with disabilities who attend public schools are served across a variety of settings, and the law requires that they be educated in the **least restrictive** of these settings. At Wakefield, students with severe disabilities are served in the **separate self-contained setting** (most of the school day is spent with a special education teacher who uses a specialized curriculum). These students receive a certificate of completion when leaving high school.

Students following the ***Occupational Course of Study Program*** (OCS) will receive a regular high school diploma. They follow a modified curriculum that prepares them for the working world after high school and are eligible for a diploma upon completion of academic and vocational experience requirements.

Students in the ***resource setting*** (at least two special education classes such as Curriculum Assistance each year) and ***the regular education*** setting (none or one special education class each year) follow the standard course of study and will receive a high school diploma.

Most special programs students are in the regular education setting. Some are served in the Home/Hospital setting when they are unable to come to school due to health or behavior problems, or when long-term suspended. ***Home/Hospital students*** receive instruction in their home or in a public place. The teacher of record for home/hospital students is required to provide instructional material to the home/hospital teacher as requested, on a regular basis and continue to communicate with the parent/student being taught.

***All SPED students must have an IEP (Individualized Educational Plan).**

IEPs and Accommodations/Modifications

IEPs list accommodations/modifications that special programs students should be provided within the classroom setting. **Accommodations** are changes to way a student accesses a curriculum and do not change the standards (such as extended time for testing). **Modifications** alter the curriculum or test contents to lower standards as an alternate program that allows the student with a disability to participate at a different level (such as modified curriculum for OCS students). Each special program student has a case manager who maintains his/her IEP. If you have a special programs student in your class, the case manager will be your best resource if you have questions about how accommodations or modifications should be provided. It is your responsibility to ensure that these accommodations/modifications are offered. IEPs should be viewed by teachers for all students prior to the start of each semester. It is also important to stay in contact with the student's case manager, particularly if a student requires changes to their IEP, or if accommodations and modifications are not used regularly. Information about a students' IEP is found in ECATS.

To determine if students in your classes are in Special Programs and have IEPs:

Students with IEPs are coded in PowerSchool with a yellow triangle with an exclamation point inside next to the student's name. Teachers are responsible for viewing student IEPs in ECATS. An IEP Summary is available under the document tab in ECATS for each student. .

Providing Accommodations

Typical accommodations that you will see include:

- **Extended Time** – Students have additional time to complete tests and quizzes (typically 50% extra time).

- **Separate Setting** – Students leave the room for tests to take them in a small group. (Ask students if they also want to leave for quizzes.)
- **Read Aloud** – Students have the test read aloud to them. The student may require every word be read to them or read by request as indicated on their IEP.
- **Marks in Book** – Students can mark answers on the test, instead of a scantron. Some students who have this accommodation will write on the test, but will also transfer their answers to the scantron. Determine this with the student before testing.
- **Preferential Seating** – This means the student requires special seating (i.e. front of the room, by the teacher, away from distractions, etc.).
- **Study Guides** – Before tests, the student should receive a study guide indicating the information that will be covered on the test.
- **Computer/Word Processor** – The student has the option to type written assignments on the computer instead of writing by hand. This would apply to in-class and homework assignments.

Important Notes about Accommodations

→ If a student is not using accommodations, let the case manager know so this can be discussed at an IEP meeting. **Make a note on the test when a student refuses his/her accommodations.**

→ According to Wake County guidelines, students must use accommodations for testing regularly to be able to use them on final exams or EOCs.

Curriculum Assistance (CA) Class

CA class is a course for which SPED students receive elective credit. The CA class supports students in special education by:

- providing instruction for test-taking, study skills, and organization;
- supporting academics and the remediation of basic skills;
- assisting with assignment completion, papers, and projects;

Each class consists of a 20-minute study skills lesson and 70 minutes for independent work and skill development for IEP goals (with the teacher's help).

Co-taught Classes

Some students with IEPs require extra assistance to get through requirements of EOC and non-EOC courses. In-class resource pairs a SPED teacher with a regular education teacher in the classroom. The SPED teacher and the general ed teacher plan together and co-teach to fuse instructional strategies and ensure that modifications and accommodations in the IEP allow students below grade level to benefit from the class. Co-teaching partners are expected to complete the co-teacher expectation agreement at the start of each semester.

Testing Lab

This lab only accepts students with IEPs or 504 with separate setting as an accommodation as part of their plan. The testing lab is staffed each period by a member of the special education department. Testing locations are different each period and are available on the top of the Request Form.

1. Teachers must send requests for testing lab 24 hours in advance.
2. All requests for the testing lab are made through an Excel Form
3. A separate form should be submitted for each student.

IEP Meetings

IEPs are reviewed once a year. A student's eligibility is reviewed every 3 years. To be eligible, a student must have a documented disability and an IEP with specific, measurable goals. You will be asked to attend meetings. They are **not** optional; the law requires attendance of at least one regular ed teacher, a SPED teacher, and an LEA (a school system rep). For most students, it is necessary for only 1 regular ed teacher to attend. **Meetings are scheduled via Google Calendar. All invited team members are expected to reply via the Google Calendar invitation so the case manager can plan for a complete, legal IEP team in advance.**

Preparing for the IEP Meeting

Case managers will contact you with the time/date of an IEP meeting. RSVP quickly so they can reschedule or find another teacher. All invited team members should RSVP through the Google Calendar invitation. Regular education teachers are expected to keep minutes during all IEP meetings, unless otherwise assigned for special circumstances.

Please arrive to IEP meetings prepared to discuss the student's progress. Since case managers may not have students on their caseload in class, the regular education teacher's information is critical to writing goals and assessing progress. **Be aware that any information you present is shared with the student and the parent.**

SPED acronyms all teachers should know:

BIP – Behavior Intervention Plan
BST – Behavior Support Teacher
AST – Autism Support Teacher
CA – Curriculum Assistance
ICR – In-Class Resource/Co-taught course
IEP – Individualized Education Plan
OCS – Occupational Course of Study
ECS – Extended Content Standards

Supplies

Most supplies are issued by department chairs. Persons needing supplies should see their department chairs or administrator in charge of their department.

Substitute Folder

All teachers are required to have an up-to-date substitute folder on file in the main office. Substitute folders should be submitted to department chairs. Department chairs will submit these folders to Mr. Harris. Items for this folder include the following:

- Attendance information and procedures
- Parking information
- Daily schedule with a student leader for each class
- Seating chart for each class
- Attendance procedures
- Discipline policy, rules and procedures
- Duty assignments
- Disaster drill and fire alarm plan for your classroom
- Necessary forms and passes
- Name of department chair, rm. #, aides, administrators who can assist
- One generic lesson plan for each course taught
- Information you feel will be helpful

If a substitute has not been secured, peer coverage occurs for the absent teacher. Coverage is arranged by the front desk receptionist.

Supervision of Students

Students should never be left unattended in the classroom or on school grounds. The teacher is responsible for the behavior and safety of all students directly under his/her supervision. In no instance should a student be put out of a classroom unattended. In an emergency when the teacher must leave the classroom, every effort should be made to provide supervision.

Supervision after School

- Teachers & coaches holding after-school activities are responsible for each student until he or she is accounted for by a parent.
- Students are not allowed to wander inside or outside the building.
- A parent assumes responsibility after picking up the child.
- The supervising teacher is responsible for students who fail to make arrangements for pick-up and must wait for parents.
- Do not leave campus until all students are accounted for. If there is an emergency and you need to leave before your students, you MUST INFORM AN ADMINISTRATOR AND MAKE ARRANGEMENTS FOR THE STUDENT(S).

Supervision in Assemblies

Assemblies are an important extension of the classroom experience. They are varied in nature and require special planning and cooperation. Class meetings, election speeches, cultural arts experiences, awards presentations, and other special events may necessitate an assembly. **Teachers must accompany students to assemblies and sit with their students in order to monitor attendance and behavior.** Teachers will receive instructions prior to an assembly for entering, seating, and exiting the assembly.

Supervision in Hallways

- Students will be returned to the classroom from which they are assigned if found walking in the halls without a pass.
- Students are not permitted in the hallways during class unless they are accompanied by a staff member or have a pass.
- Teachers are expected to be in the hallways outside their classrooms between classes monitoring ALL students
- If you do not know a student and that student refuses to tell you his/her name, remember distinguishing traits and report to an administrator.
- **Teachers should have students use a Common Pass if they leave the classroom. Each teacher will be issued a book of Common Passes and Tutorial Passes this year.**

Supervision in Restrooms

Teachers should not permit students to leave class to go to the restroom unless absolutely necessary. If permission is given to the student, the teacher must give the student a pass. Faculty members should assume responsibility for sharing in restroom supervision during class changes.

WCPSS Employee Expectations (Highlights)

CODE OF ETHICS and STANDARDS OF CONDUCT (2305, 3005, 4005)

All school system employees hold positions of public trust; they are responsible for the education of students and also serve as examples and role models to students. Each employee is responsible for both the integrity and the consequences of his or her own actions. The highest standards of honesty, integrity, and fairness must be exhibited by each employee when engaging in any activity concerning the school system, particularly in relationships with vendors, suppliers, students, parents, the public, and other employees. Employee conduct should be such as to protect both the person's integrity and/or reputation and that of the school system. An unswerving commitment to honorable behavior by each and every employee is expected. Integrity can accommodate the inadvertent error and the honest difference of opinion; it cannot accommodate deceit or subordination of principle.

Employees shall perform their jobs in a competent and ethical manner without violating public trust or applicable law, policies, and regulations. It is not practical or possible to enumerate all of the situations that might fall under the guidelines of this policy. In addition to other policies, regulations, and approved practices that have been established covering specific areas of activity, (such as purchasing), the absence of a law, policy, or regulation covering a particular situation does not relieve an employee

from the responsibility to exercise the highest ethical standards at all times. Failure to comply with this policy will result in disciplinary action up to and including dismissal.

EMPLOYEE DRESS (2304, 3004, 4004)

All faculty and employees of the Wake County Public School System serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all faculty and employees shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs, and the impressionable youth they serve. Supervisors and school level administrators are authorized to interpret this policy and their interpretations shall be given preference.

Section 3: Key Student 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 #6000.3 as:

- illness or injury which makes the student physically unable to attend school.
- isolation ordered by the State Board of Health or the Wake County Health Department.
- death in the immediate family (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,
 - 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.

- 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 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 to complete assignments. Absences resulting from suspensions are unexcused and the same make-up policy applies.

Educational Leave

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

College Visits

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

Check-In

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

Check Out: With Note

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

Check Out: Without Note

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

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

Attendance Communication

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

Participation in InterScholastic Activities

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

Make-Up Work

Any student who misses a class is entitled and expected to make up assignments. The student is responsible for getting the missed assignments and scheduling times to make up tests. Teachers will communicate their expectations for completing make-up work. Each teacher's assistance/office hours are posted outside his/her classroom door. Students who are absent for an extended time due to illness or emergency should contact student services for assignments. Assignments that are assigned prior to

an absence will be due upon return; this includes tests that are scheduled for the day of return. If make-up work is not assigned in advance, for absences of 1 to 3 days, the student will have a minimum of 1 day for each absence to complete the missed assignments. For absences exceeding 3 days, the student will have a minimum of 2 days for each absence to complete assignments. Students receive full credit for make-up work after an absence if it is completed according to teacher expectations. Absences resulting from out-of-school suspensions are unexcused. Make-up work can be arranged with teachers. Students will receive full credit for exams.

Exam Exemption Policy

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 6000.1 states that teachers will:

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

Attendance and School-Sponsored Events and Testing

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

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 Wi-Fi 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.

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



Click here to enter text. **Clubs and Student Organizations-reflect changes to student handbook.**

Students at Wakefield High School have the opportunity to participate in a number of clubs and student organizations. These organizations include: This list will be updated after the start of the first semester. See Ms. Gordon with any questions.

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

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

Rules & Requirements for WHS Honor Societies

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

Requirements and Documentation

- Seniors who meet an honor society's requirements will be privileged to wear that society's regalia during the class night ceremony and the graduation ceremony in spring. Criteria for membership in an honor society varies for each organization. School-wide criteria includes:
 - chapter affiliation with a national organization
 - maintenance of a specific grade point average
 - fulfillment of community service requirements
 - payment of membership dues as determined by the society

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