

# **APEX FRIENDSHIP HIGH SCHOOL**

**Student/Parent Handbook  
2024-2025**



**Apex Friendship High School | 7801 Humie Olive Road, Apex, NC 27502 | (919) 694-0500**

**Welcome, Patriots!**

We are excited to welcome you to a great year at Apex Friendship High School. While our school is large, we work diligently to make learning a personalized experience for all students. Creating an environment that allows all students to grow and find success is critical. The purpose of this handbook is to provide students with clear expectations and resources to support their success. Please let us know what we can do to make your school year exceptional!

~ Apex Friendship High Administrative Team

**People to Support You**

Student Group	Administrator	Counselor
All Students	Brian Pittman, Principal bpittman@wcpss.net	Sarah Carter, Dean of Students scarter@wcpss.net Kelly Burden, SAP Counselor ksburden@wcpss.net
Grade 9, Last Names A-K	Crystal Mosley, Asst. Principal cmosley@wcpss.net	Dave Donatini, Counselor ddonatini@wcpss.net
Grade 9, Last Names L-Z	Doug Poppe, Asst. Principal dpoppe@wcpss.net	Clara Stiers, Counselor cstiers@wcpss.net
Grades 10-12, Last Names A-Co	Jimmy Baughan, Asst. Principal jbaughan@wcpss.net	Karina Hernandez, Counselor khernandez@wcpss.net
Grades 10-12, Last Names Cr-He	Jordan Trull, Asst. Principal jtrull@wcpss.net	Brittany Amalfitano, Counselor bamalfitano@wcpss.net
Grades 10-12, Last Names Hi-Mc	Tamuri Basaldu, Asst. Principal tbasaldu@wcpss.net	Sharli Muir, Counselor smuir@wcpss.net
Grades 10-12, Last Names Me-R	Will Kasapidis, Asst. Principal wkasapidis@wcpss.net	Jennifer Conley, Counselor jconley@wcpss.net
Grades 10-12, Last Names S-Z	Amy Matthews, Asst. Principal amatthews@wcpss.net	Sam Greene, Counselor sgreene3@wcpss.net

**AFHS Basic Expectations.** Creating an environment where all students can work to create their own unique opportunities for success and growth requires us to agree to several basic expectations including:

- Be present and on time.
- Be prepared and engaged in learning.
- Be a person that demonstrates strong character and respect for others around you.
- Be safe and comply with AFHS and WCPSS policies.



## IMPORTANT DATES

**Report Cards & Interim Progress Reports.** Report cards and interim progress reports will be issued on the following dates:

	Grading Period End Date:	Interim Dates	Report Card Issue Date:
<b>1st Quarter</b>	October 31	September 17, October 10	November 8
<b>2nd Quarter</b>	January 17	November 22, December 18	January 28
<b>3rd Quarter</b>	March 28	February 11, March 5	April 15
<b>4th Quarter</b>	June 13	April 29, May 21	June 13

Report cards will be distributed to students each grading period. Parents should expect students to bring report cards home on the homeroom session closest to these dates. The June report card will be mailed home for students with a D or F or who are retained. All others can view their report card online through PowerSchool or request a printed copy for their student.

Interim progress report dates are dates where parents can anticipate that all grades in PowerSchool will be up-to-date. Directions for accessing PowerSchool are found on the school's website or by emailing our school data manager, Ms. Howard (choward@wcpss.net).

**Required State Tests.** Students can anticipate tests happening on the following dates. Date changes will be communicated through the morning announcements.

Date(s)	Testing	Students Involved
October 16	PSAT / NMSQT	Registered Students (Gr. 9-11)
October 30	PreACT	Required for all Grade 10 students
November 19-21	ACT WorkKeys	Grade 12 students who qualify
January 13-17	Fall Exams	Grades 9-12
February 18-19	ACT WorkKeys	Grade 12 students who qualify
March 12	ACT	Required for all Grade 11 students
May 5-16 (anticipated)	AP Exams	Registered Students for AP Exams
June 9-13	Spring Exams	Grades 9-12

**Instructional Calendar.** Updates to this list of dates will be made on the district website and shared through the weekly school message.

September 2 - Holiday  
 September 20 - Teacher Workday  
 October 3 - Teacher Workday  
 October 14 - Teacher Workday  
 November 1 - Teacher Workday  
 November 5 - Teacher Workday  
 November 11 - Holiday  
 Nov. 27-29 - Thanksgiving Break

December 23-31, January 1 - Winter Break  
 January 2 - Teacher Workday  
 January 20- Holiday  
 January 21 - Teacher Workday  
 February 17 - Teacher Workday  
 March 14 - Teacher Workday  
 March 31-April 4 - Spring Break

April 7 - Teacher Workday  
 April 18 - Holiday  
 May 2 - Teacher Workday  
 May 26 - Holiday  
 June 13 - Last Day of School  
 June 16/17 - Teacher Workday



## ACADEMICS

**Course Selections.** Apex Friendship High students may request courses as provided in the WCPSS High School Program Planning Guide. Course offerings are subject to sufficient minimum student enrollment and adequate staffing. During the period of course selection, a student and their parents should carefully review the chosen course of study and make appropriate decisions to satisfy graduation requirements. Each student is encouraged to pursue the most challenging course of study in which they can be successful.

Individual schedules and the school's master schedule are built based on student course selections. It is essential that students select primary and alternative course selections carefully; schedule changes after the course selection process are limited. Criteria for change will be communicated to students by Student Services. Withdrawal from courses after the 10th day of school is not possible except in an emergency situation. Withdrawal in this situation may result in a WF (withdraw with penalty) that will negatively impact the student's GPA.

**Exam Exemptions.** For 2024-2025, students in grade 12 may be exempt from exams based on the following criteria: (1) projected final grade of B or higher; and (2) student must have 10 or fewer absences in the course. Please note the following:

- All absences will count toward the 10 total absences including excused, unexcused, educational, college visits, etc.
- At the end of the semester, students may apply to waive additional absences that are (1) outside of their control (such as documented medical absence/hospitalization; absence due to bus route not running, etc.); and (2) are well documented beyond the student / parent.
- Students cannot be exempt from state testing including field tests.

**Grade Point Average (GPA) & Quality Points.** Wake County determines the official Grade Point Average, or GPA, based on cumulative final grades. The GPA is calculated and reported on the transcript in both weighted and unweighted forms. Current scales for quality points are listed below. Greater detail is available in the High School Program Planning Guide including details on the weight of college and other credits. Students should see their counselor for more information on the calculation of their GPA.

Grade	Standard	Honors	AP
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0

**Grading Scale.** In accordance with WCPSS policy, the grading scale is listed below. Grades are reported on the transcript as numerical averages.

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Less than 60

WP = Withdraw Pass (No credit earned)

WF = Withdraw with Penalty (Negatively impacts GPA)

**Graduation Requirements & Guidelines.** The WCPSS High School Program Planning Guide provides detailed information on graduation requirements. A copy of the planning guide is available at <https://www.wcpss.net/high-school>.

AFHS will publish each year a guidebook for seniors related to senior activities and graduation. Seniors must meet all school requirements (dress code, attendance at rehearsal, clearing all fines & fees, etc.) in order to participate in graduation. All senior activities including graduation are a privilege, not a right. Students may be restricted from attending these activities by the school's administration.

**Homework Policy.** Homework will not exceed 15 percent of a student's grade. Homework, given by the teacher, will reinforce student learning by providing practice and application that is both meaningful and differentiated.



**Academic Recovery Plans.** An Academic Recovery Plan is a school-wide intervention strategy. Any student who does not pass Quarter 1 or Quarter 3 will receive an Academic Recovery Plan for the course they did not pass. ARPs will be timely, communicated to parents and students, and will include opportunities for additional learning, assessment of learning, and grade recovery.

**Late Work.** Teachers may take up to 10 points off per day that an assignment is late up to 50 points. An assignment that would have received a grade lower than 50 when turned in on time may receive a grade lower than 50 when turned in late.

**Latin Honors (Seniors).** Per [Board Policy 3450](#), students will be recognized with the following senior honors:

- Students with a 3.75 - 3.99 weighted GPA shall receive the distinction of cum laude.
- Students with a 4.0 - 4.249 weighted GPA shall receive the distinction of magna cum laude.
- Students with a 4.25 or higher weighted GPA shall receive the distinction of summa cum laude.

Honors will be determined based on the student's GPA at the end of the fall semester of the senior year. If a student believes their spring grade will change their honors designation, they should contact the principal to request review of their status during Quarter 4 of their senior year.

**Missing Assignments.** Students are expected to make up for missed work. Teacher teams for each course will determine common grading procedures for missed work and will communicate the common grading procedures to parents and students.

**Academic Integrity.** Academic honesty is essential to excellence in education. Each student, parent, family, and staff member has a responsibility to promote a culture that respects and fosters integrity and honesty. Per [Board Policy 4310](#), prohibited behaviors include the following. Examples can be found by reviewing the Board Policy.

- Cheating: an academic deception where a student intends in some way to receive credit 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.
- Plagiarism: 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.
- Falsification / Deceit: 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.

**Daily Bell Schedule.** The daily bell schedule is available on the school's website.

## ATTENDANCE

Attendance in school is central to educational achievement and school success. Attendance and participation in class is an integral part of the teaching and learning process and thereby a part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life. While there are times when students must be absent from school, parents or legal guardians do have a responsibility for ensuring regular attendance.

An absence is excused if the following conditions exist:

- Personal illness or injury that makes the student physically unable to attend school.
- Isolation ordered by the local health officer or the State Board of Health.
- Death in the immediate family.
- Medical or dental appointment of the student.
- 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 of the principal.
- Pregnancy and related conditions or parenting, when medically necessary.



- Visitation with the student's parent / guardian at the discretion of the superintendent or designee if the parent / guardian (a) is an active duty member of the uniformed services as defined in [Policy 4050](#), or (b) has been called to duty for; or is on leave from, or has immediately returned from deployment to a combat zone or combat posting.

**Student Absence.** Student attendance is taken per course period (as opposed to daily attendance). Students are absent when they miss 50 percent or more of the instructional time for that class session.

In the event of an absence, it is the student's responsibility to present a note to the Attendance Office signed by the parent/guardian citing the reason for the absence. The note should also include a telephone number where the parent/guardian can be reached. Notes must be presented within two days of the student's return to school. When no note is presented within two days, the absence will be recorded as an unexcused absence. The school's administration may require additional documentation for any absence.

**Early Dismissal from School.** Students seeking an early dismissal from school should bring their notes to the Attendance Office as early as possible to avoid being tardy to class. Notes must include a telephone number where the parent/guardian can be reached.

**Make-Up Work.** At the high school level, the student is responsible for make-up work resulting from an absence. Students are expected to communicate with their teacher proactively for all absences - both planned and unplanned. If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school.

The teacher will use discretion to make exceptions to the timeline for make-up work and due dates where (1) the absence(s) was not approved / planned in advance, (2) the absence was outside of the student's control, (3) when there is new instruction that could impact the assessment / work, and (4) when the nature of the absence would not support make-up work on the day of return. The teacher makes the final decision on the timeline for make-up work.

If the make-up work has not been assigned in advance: For absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration will be given in the case of extended absences due to injury or illness.

**Parent Checkout of Students.** Parents / Guardians or those authorized by the parent/guardian who is checking a student out from school are required to show a photo ID to confirm their identity. Student checkouts are typically impractical after 2:00 pm and therefore are not permitted except as authorized by the school administration. AFHS will not permit vendors to check students out of school in the absence of a parent or guardian.

**Tardy to Class / School.** A tardy is defined as not being in the assigned classroom at the sounding of the tardy bell. When a parent note is presented a tardy may be listed as excused. Reasons for an excused absence include illness, medical appointment, court order, religious observance, natural disaster, or other reasons approved by the principal. All other tardies are unexcused.

Students arriving at the first period between 7:25-7:35am are still considered tardy, but may proceed directly to class without getting a note from the Attendance Office. Students arriving after 7:35 am must check in at the Attendance Office. This includes any arrival to school between 7:35 am and the end of the instructional day.

When a student accumulates five unexcused tardies to their classes (cumulative), they should anticipate receiving lunch detention. Continued tardiness after that will result in additional consequences including lunch detention and/or in-school suspension. Tardies reset at the beginning of each quarter.

**Field Trips / School Sponsored Absences.** Field trips are official school trips that have been approved as school trips. Classes missed due to approved school-sponsored trips will not count as absences. Students have an obligation to communicate with teachers prior to the school trip and should be prepared to engage in learning upon their return. Teachers will share explicit expectations in alignment with the make-up work policy for when work is due upon return from the field trip. Please note that educational absences that are not approved school-sponsored trips will count as absences.





## BEHAVIOR POLICIES & PROCEDURES

All students shall comply with the WCPSS and AFHS Code of Conduct as well as state and federal laws, school board policies, and local school rules governing student behavior and conduct. This Code applies to any student who is on school property (including school transportation), who is in attendance at school or at any school-sponsored activity, or whose conduct at any time, place, or cyberspace, on or off campus, has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the school or the safety of individuals in the school environment.

**Disciplinary Measures.** Disciplinary measures vary based upon the seriousness of the infraction. School staff will adhere to the measures perceived by the policies of the Wake County Public School System. When a student violates a classroom or school standard, the student may be referred to the school administration who will provide appropriate due process. If a disciplinary measure is necessary, it may include the following:

- **Administrative Lunch Detention.** Administrative lunch detention begins immediately following the tardy bell and ends at the conclusion of the lunch period. A student assigned to lunch detention is expected to arrive with sufficient work or appropriate reading materials. Students who fail to report to or follow the expectations of lunch detention are subject to further disciplinary actions.
- **In-School Suspension (ISS).** ISS is an alternative to suspension to provide an opportunity to access the curriculum and instructional support at the school building. Students who fail to report to ISS and/or fail to meet expectations while attending ISS are subject to further disciplinary action including out-of-school suspension.
- **Out of School Suspension (OSS).** Students who commit major and/or serious infractions or who have repeated violations of the Code of Conduct may be subject to out-of-school suspension (OSS). Students assigned to OSS may not be present on any school campus while suspended and may not participate in school activities while suspended.
- **Long-Term Suspension.** Long-term suspension is defined as being suspended from school for greater than 10 days. In the case of a firearm or explosive or other serious violations, the student may be suspended for 365 days or recommended for expulsion.
- **Restriction of Privileges.** The administrative team may restrict any student's ability to access student activities and/or to move about the campus in a particular way based on student behavior.

**Levels of Infractions.** The Code of Conduct rules are leveled according to the seriousness of the behaviors and range of potential disciplinary consequences.

- **Level I.** Level I rule violations can generally be addressed with non-disciplinary interventions or non-exclusionary discipline consequences.
- **Level II.** Level II rule violations involve more serious misconduct that may warrant short-term suspension.
- **Level III.** Level III rule violations are more severe in nature and may support long-term suspension.
- **Level IV.** The only rule in Level IV is one that reflects possession of a firearm or destructive device. State law requires that principals recommend a 365-day suspension for all violations of this rule.
- **Level V.** Level V allows for permanent expulsion under certain circumstances.

More detailed information on each level is available in [Board Policy 4309](#), Section G.

### Level I

- I-1. Compliance with Directives
- I-2. Mutual Respect
- I-3. School/Class Attendance
- I-4. Appropriate Language
- I-5. Student Dress Code.
- I-6. Electronic Devices

- I-7. Trespassing
- I-8. Tobacco, Vaporizers, & Nicotine Products
- I-9. Gambling
- I-10. Integrity
- I-11. Honor Code

### Level II

- II-1. Falsification or Deceit
- II-2. Inappropriate Illustrations, Images, etc.
- II-3. Hacking & Unauthorized Computer Access
- II-4. Substantially Disruptive Behavior
- II-5. School Transportation Disturbance

- II-6. False Fire Alarm or Reported Emergency
- II-7. Fire Setting / Incendiary Material
- II-8. Property Damage
- II-9. Theft
- II-10. Extortion



II-11. Indecent Exposure / Sexual Behavior  
 II-12. Harassment / Bullying  
 II-13. Sexual Harassment  
 II-14. Threat / False Threat  
 II-15. Physical Aggression / Fighting

II-16. Report Firearm or Destructive Device  
 II-17. Hazing  
 II-18. Search & Seizure  
 II-19. Aiding & Abetting  
 II-20. Repeated / Willful Violations of Level I Rules

### Level III

III-1. Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia  
 III-2. Gang & Gang Related Activity  
 III-3. Weapons / Dangerous Instruments/Substances  
 III-4. Assault on a Student  
 III-5. Assault on School Personnel or Other Adult

III-6. Assault Involving Weapon/Dangerous Instruments/Substances  
 III-7. Bomb Threat  
 III-8. Threats of Mass Violence  
 III-9. Sexual Assault, Sexual Offense, and Rape

### Level IV

IV-1. Firearm / Destructive Device

For our discipline process to be successful, it is essential that students and parents report to the school's administration any violation of policy that they are aware of. It is also important that this is reported in a timely manner.

While not an exhaustive list, the items below are specifically called to the attention of AFHS students and parents. All students and parents are expected to review the WCPSS Student / Parent Handbook as well.

**Bullying, Harassment & Sexual Harassment.** It is a priority for AFHS to provide every student with a safe and orderly learning environment. To this end, bullying and harassment in any form are prohibited. Sexual harassment is also prohibited including unwelcome sexual advances, verbal or physical conduct of sexual nature, etc.

Students are encouraged to report any act of bullying or harassment to their teacher, counselor or administrator to seek support. Students are encouraged to report any act they witness so that appropriate steps can be taken to ensure a safe, orderly environment. Interventions and consequences will be applied as appropriate within the Code of Conduct as it relates to this policy. Violations of this policy can result in out-of-school suspension on the first offense.

**Dress Code.** The student dress code is set by the Board of Education in [Board Policy 4316](#). Students are expected to adhere to standards of dress and appearance. 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 & Gang Related Activity - or any other provision of the district's Code of 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:

- 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.
- Students must wear shoes at all times except when changing for physical education or athletic practices / events or when specifically directed otherwise by a teacher or administrator.
- Clothing must cover undergarments (waistbands & straps excluded).
- Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric,
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

**Drugs / Alcohol.** WCPSS Board Policy defines details of possession, use, distribution, sale, etc. of narcotics, alcoholic beverages, controlled substances, chemicals or drug paraphernalia. Students should review this policy in the WCPSS Student / Parent Handbook. Any violation of this policy will result in a recommendation for long-term suspension.

**Electronic Devices.** Personal technology devices (including, but not limited to smart phones, tablets, and laptops) may be used by students for instructional purposes with the permission and under the supervision of teachers in compliance with the





[Technology Responsible Use policy](#). Teachers will determine the extent to which electronic devices should be accessible and/or in use within their classroom. The use of technology to engage in misconduct (e.g., bullying, harassment, threats, or hacking) may result in consequences under rules of the Code of Conduct.

**Fighting / Physical Aggression.** Physical aggression or fighting toward others is prohibited. It is important to note:

- Students who engage in horseplay or taking actions that could reasonably lead to a fight have violated this policy.
- Self defense is defined in district policy as “reasonable force ... but only to the extent necessary to get free from the attack and notify proper school authorities.”
- Students who engage in fighting will likely be suspended out-of-school on the first occurrence.
- A recommendation for long-term suspension is a possibility on the first violation of this policy.

**Noncompliance with Staff Direction.** All students are expected to comply with directives from school staff or volunteers authorized to give such direction. All students are expected to identify themselves when asked. Failure to do so can result in in-school suspension on the first occurrence.

**Skippping / Leaving Campus Without Permission.** Students are expected to be in their assigned location. Students who are not in their assigned space or are more than ten minutes late to class are considered skipping. Students who leave campus without checking out of school are considered to be skipping. When students leave campus during the school day, that will be considered an aggravating factor in assigning consequences given the additional safety concerns with students leaving campus without permission.

**Student Searches.** Student searches are governed by [Board Policy 4342](#). School officials have the authority to conduct reasonable searches of students and to seize students’ unauthorized materials for the purpose of maintaining a safe, orderly environment and upholding standards of conduct established by the Board or school. A student’s failure to cooperate with a reasonable search or seizure as provided in Board Policy will be considered a violation of the expected standard of behavior and will subject the student to appropriate consequences.

## GENERAL SCHOOL INFORMATION

**Animals.** Only approved support animals are allowed to be on campus during the school day. Such approval will only be granted within the criteria / requirements set by the district. Students will be alerted to classroom animals that are present at the beginning of the semester. Students participating in the AFHS Animal Science program will receive additional information about animals on campus from the teacher at the beginning of the semester.

**Arrival to School.** AFHS will open for students at 6:30am on normal school days. Students who arrive prior to 6:55am are expected to have a seat in the cafeteria. Starting at 6:55am, students are expected to move toward their first period classroom location unless eating breakfast in the cafeteria.

**Assemblies.** Assemblies are intended to create a positive experience and therefore requires students to behave in an appropriate manner. Students must follow directions and move quickly to their designated seating area as directed. Students will listen and not disrupt the assembly. Students may be restricted from attending future events.

**Cafeteria.** Students may only eat in designated areas of the cafeteria for breakfast. Students may eat lunch in the cafeteria or designated hallways on the first floor. Students are expected to clean up after themselves and dispose of all trash. Students may purchase lunch or bring lunch from home. Students may not have food delivered to the school during the instructional day. Food delivered from commercial providers during the school day will be turned away.

Information regarding eligibility for free/reduced meals will be made available at the beginning of each year. For assistance with this, students should see the Student Services secretary.

**Carpool.** Students should only be dropped off in areas designated by the school’s administration. Students should not be dropped off in the staff lot or in other parts of the Apex Friendship campus. Being late to school due to the late arrival via carpool will be considered an unexcused tardy.



**Departure from School.** Students should report directly to their bus pick up area, to carpool, or to their vehicle at dismissal. No students should be on campus after 2:45 pm unless under the direct supervision of a staff member. Any student who remains on campus after 2:45 pm without adult supervision will be required to leave. Students who are repeatedly on campus after school without specific purpose will be subject to disciplinary action in accordance with the Code of Conduct.

**Elevators.** Students must have permission to use the elevators. Students should see the Student Services staff with a written explanation of their need for an elevator pass. Students who are riding the elevator without administrative approval are subject to disciplinary action.

**Emergencies / Health Room.** The health room is located in Student Services. Any student needing assistance for an illness or accident should report to Student Services.

**Exterior Doors.** All staff and students hold responsibility for maintaining the safety of our school environment. No staff member or student may prop open a door at any point as this creates a potential safety issue for our school.

**Fines / Fees.** Students are expected to clear any fines / fees promptly, including returning books, materials, uniforms, equipment, etc. Failure to clear fines and fees may prohibit a student's eligibility for a parking permit and/or off-campus lunch pass. In addition, a student may be ineligible for student activities including dances, prom, and other activities.

**Flowers, Balloons, Gifts, etc.** Items such as flowers, balloons, and other gifts have the potential to create a disruption to the school environment when delivered to the school. These types of items will not be accepted for students by the school. Students in possession of such items may be required to keep them in the office.

**Fundraising.** All fundraising must be approved by the principal. Fundraising is not permitted during the school day except as approved by the principal.

**Hall Passes.** Students are not permitted in the halls during class periods unless they are accompanied by a staff member or have an official AFHS hall pass from an authorized staff member. When leaving the classroom to use the restroom, students are required to use the restroom most closely located to their classroom unless otherwise directed by staff. In general, students will not be given hall passes during the first or last ten minutes of the class period. When leaving class, students are expected to move directly to their approved location and then back to class immediately afterwards. Loitering in bathrooms or other areas is not permitted.

**Lockers.** Hallway lockers are the property of AFHS and WCPSS and can be entered at any time by school staff. Students who wish to utilize a locker should make that request in the front office. Students are encouraged to use their PE lockers and appropriately secure their belongings. PE teachers will give direction on how to properly secure belongings.

**Media Center.** The media center is open to students before and after school. Students can seek a pass to come to the media center during lunch. Students with needs related to their student laptops are encouraged to visit the Media Center to seek assistance.

**Parking on Campus during the School Day.** Only students who have been issued an official parking permit from the school administration are allowed to park at AFHS during the school day. Information on applying for a parking permit is posted on the school website. Unauthorized vehicles are subject to being towed at the owner's expense and/or disciplinary action by the school. Students who are authorized to park on campus must abide by the parking agreements. When students violate the parking agreement, they are subject to their parking privileges being revoked.

**Posters & Displays.** All posters or displays at AFHS must be approved by the school's administration prior to being posted. Posters / displays are only permissible in designated areas. Designated areas will be communicated when the poster is reviewed. Unauthorized posters / displays will be removed.

**School Activities.** School activities such as dances, concerts, and athletic events are extensions of the school day. School rules apply at all school activities and events. Students must be in good standing with the school in order to participate in student activities.



**Trespassing / Out of Area.** Students must be in authorized areas of the building. Students are not permitted in the following areas at the following times:

- During Arrival: student parking lot (students must enter the building upon arrival), basketball courts behind the building, unsupervised classrooms.
- During Lunch: outside areas other than the courtyard by the modular building; basketball courts; student parking lots other than arrival/departure for students with off campus lunch passes (students may not loiter in their car in the parking lot during the lunch period).
- During Dismissal: Academic wing after 2:30pm; outdoor basketball courts except as supervised by staff.
- During the Class Period: in an area other than their assigned classroom space.

During a class period, students must use the restroom closest to their classroom except as directed by a staff member. Students should only be in the restroom for the purpose of utilizing the facility for its intended purpose.

Students are not allowed to be on other school campuses during the school day. Students are not permitted on the campus of Apex Friendship Middle or Apex Friendship Elementary except as authorized by staff members at that school.

**Valuables.** Students should not bring valuables, large sums of money, expensive items, etc. to school. Students are responsible for making sure their personal possessions are secured. The school administration cannot be responsible for items lost or stolen.

**Visitors.** Any visitors on campus during the school day must check in at the front office and be granted permission to be on campus. No student will assist a guest / visitor in violating this safety procedure. This policy includes visitors on the exterior of the building during the instructional day and/or during school events outside of instructional hours. Additional procedures for visitors coming onto campus will be posted on the school's website.

#### **Skateboards / Roller-Skating / Bicycles**

Skateboards and roller skates are not permitted on campus at any time. All bicycles should be parked in the area designated for that purpose. Students are urged to lock their bicycles to the bike rack. Apex Friendship is not responsible for stolen and/or damaged bicycles or bicycle locks.

**Textbooks.** When textbooks are issued to students, they become responsible for returning them in the same condition as when issued, except for normal wear. Charges will be assessed for lost and damaged books. Students may be denied participation in prom or other school-sponsored activities if they have any debt to the school.

## **QUESTIONS**

This handbook is intended to be an informational resource for Apex Friendship High parents and students. Where there is a conflict between the language of this handbook and WCPSS Board Policy or law, deference will be given to the WCPSS Board Policy or law. Updates to this handbook will be communicated to students and parents through due notice and will be reflected in the electronic version of this handbook available on the school's website.

All students at various points will need assistance in order to achieve their best outcomes. We encourage students to reach out for support as needed during the school year. Students can seek assistance by seeking out their administrator or counselor or stopping by the front office to seek assistance.

When necessary, students may also report concerns anonymously using the online feedback form located on the school's website at [wcpss.net/afhsquestions](http://wcpss.net/afhsquestions).