Wake Forest High School

2020-2021 Student Handbook

(During Remote Learning)

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│  COVID-19 Version of Student Handbook     │
│       During Remote Learning              │
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Note that this handbook is in effect during Plan B Transition (and Plan C if needed). Any COVID-19 changes will be communicated separately and will supersede the below information. Please refer to the WCPSS District Website (wcpss.net) for the most updated information. The handbook will be updated as we move into Plan B or Plan A.

Welcome from the Principal

As principal of Wake Forest High School, it is my pleasure to welcome you to **"The Forest"!**

I would like to express my well wishes to you and your families during this time. We are opening the school year with our priorities being centered around protecting the health, safety, and social-emotional well being of our community and upholding our mission to educate all students.

"A Whole New World!" The experience of opening the school year remotely is new to everyone. As we adapt to these new realities and prepare for the unknown, we ask you for grace and understanding.

I am honored to serve as the principal of Wake Forest High School where parents, teachers, and students care for each other and strive to build positive relationships that support academic and social growth. Let's make it another great in **"The Forest"! Go COUGARS!**

Patti D. Hamler,
Principal

Cougar PRIDE
in the Forest

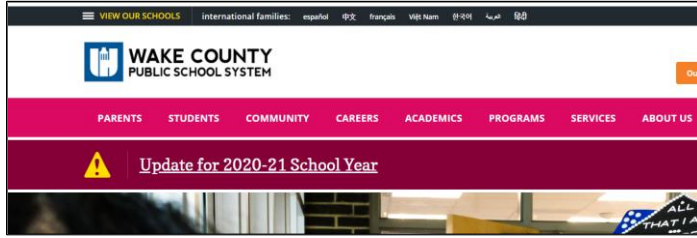| Got PRIDE?	CLASSROOM
PUNCTUALITY	❖ Be seated, materials out, and ready to begin class when the tardy bell rings.
RESPECT	❖ Follow all classroom procedures. ❖ Use appropriate language, tone, and volume. ❖ Be mindful of others' space and work environment.
INTEGRITY	❖ Be honest with yourself and others. ❖ Use resources (cell phone, internet, etc.) only as assigned.
DETERMINATION	❖ Strive for understanding. ❖ Aim for the highest grade. If you make a bad grade, have the mindset to work harder.
EXCELLENCE	❖ Maximize your effort. ❖ Take ownership of your efforts and actions.

Visitors to Campus

Visitors to Campus:
- Only essential visitors will be allowed on campus
- All visitors to Wake Forest High School will go through a health screening process (which may include answering a series of questions and having temperature taken)
- All visitors are required to wear a cloth face covering that is secured safely over the nose, mouth, and under the chin
- All visitors are required to adhere to social distancing guidelines and markers
- While in Plan B Transition, no students will be on campus. Any student needing to come to campus for a valid reason will follow the guidelines listed above for visitors
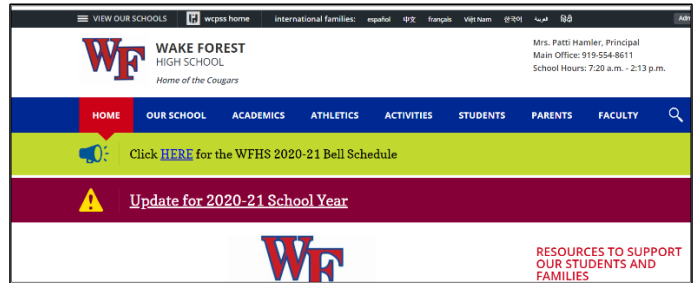
Bell Schedule (Remote Learning)

Wake Forest High School
Virtual Academy and Plan B Transition (Remote Instruction)
2020 – 2021 Bell Schedule

Period	Time	Activity	Duration
First Period	7:20 – 7:50	Student Individual Work (Teachers Available by Email)	30 Minutes
	8:00 – 9:00	Virtual Academy/Remote Class	60 Minutes
Second Period	9:05 – 9:35	Student Individual Work (Teachers Available by Email)	30 Minutes
	9:40 – 10:40	Virtual Academy/Remote Class	60 Minutes
Third Period	10:45 – 11:45	Virtual Academy/Remote Class	60 Minutes
	11:45 – 12:15	Student Individual Work (Teachers Available by Email)	30 Minutes
Lunch	11:45 – 12:45		60 Minutes
Fourth Period	12:45 – 1:15	Student Individual Work (Teachers Available by Email)	30 Minutes
	1:15 – 2:15	Virtual Academy/Remote Class	60 Minutes

Website Links

Click on the images below to link to the WCPSS District website and the WFHS website.

WCPSS District Website

Wake Forest High School Website

Contact Information

Address: 420 W. Stadium Drive Wake Forest, NC 27587	Phone: 919-554-8611 Fax: 919-670-4378	School Hours: 7:20-2:13 Office Hours: 6:45-3:15
	Phone	Email
Principal: Ms. Patti Hamler	919-554-8611 (ext. 23664)	phamler@wcpss.net
Dean of Students: Dr. Laura Inscoe	919-554-8611 (ext. 23693)	linscoe@wcpss.net
Athletic Director: Mr. Mike Joyner	919-554-8611	mjoyner2@wcpss.net
Student Services	919-554-8611 (ext. 23689)	
Students	Counselor	Administrator
Freshmen, Last Name A-M	Ms. Erika Mukenge emukenge@wcpss.net ext. 23692	Mr. Chris Davis cdavis17@wcpss.net
Freshmen, Last Name N-Z	Ms. Alicia Stoeckel astoeckel@wcpss.net ext. 29035	Mr. Chris Davis cdavis17@wcpss.net
Grades 10-12, Last Name A-G	Ms. Lisette Pike lpike@wcpss.net ext. 23691	Mrs. Patty Edwards pedwards@wcpss.net
Grades 10-12, Last Name H-N	Mr. Bryce Gibbons bgibbons@wcpss.net ext. 23699	Mr. Larry Ferebee lferebee@wcpss.net
Grades 10-12, Last Name O-Z	Ms. Zohra Sadat zsadat@wcpss.net ext. 23690	Ms. Cynthia Simons csimons@wcpss.net

Attendance

Regular attendance is an important part of academic achievement and school success. Students are expected to be on time to all classes (including virtual classes) every day. Attendance will be taken in each class every day. If a student will miss class, the teacher(s) should be notified by email. The parent/guardian should email all Absent Notes to Ms. Robinson in Attendance (yrobinson@wcpss.net). Students will be responsible for completing all missed work. For attendance purposes, students and/or parents/guardians are responsible for alerting teachers or assigned counselor of any technology issues preventing participation in a particular class. Any school issued device concerns should be handled through the WCPSS Guides to Technology website.

Dress Code

Students are expected to adhere to standards of dress and appearance as applicable while in the remote learning environment. 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:
- depict profanity, vulgarity, obscenity, or violence
- promote the use or abuse of alcohol, tobacco, or illegal drugs
- are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct
- threaten the health or safety of staff or students
- are reasonably likely to create a substantial disruption of the educational process or operations of the school

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 or events or when specifically directed otherwise by a teacher or administrator
- Clothing must cover undergarments (waistbands and 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
- 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)

Electronic Communication with Teachers/Administrators/Staff

All students have WCPSS issued email accounts. Students must use this account when emailing any staff member. Staff members will not respond to student emails that come from outside email accounts.

WCPSS provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the Board established the Technology Responsible Use policy (Board Policy 3225) to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

During the 2015-2016 school year parents/guardians signed a form opting in/out of technology use for their student(s); this form is completed during the registration process for students new to the district since 2015-2016. This form remains in effect for the remainder of the student's time in Wake County Schools unless a parent/guardian completes and signs a new form.

Expectations and Rules for Use of School Technological Resources:
- Use of WCPSS technological resources is a privilege, not a right
- Users are responsible for their behavior and communications
- Appropriate use is use that is ethical, respectful, academically honest, and supportive of learning
- Each user has the responsibility to respect others in the school community and on the Internet
- Users are expected to abide by generally accepted rules of network etiquette
- Use is limited to:
  - school related purposes only
  - responsible, efficient, and legal activities that support learning
- **Inappropriate** use includes, but is not limited to:
  - Using another person's ID or password
  - Plagiarizing
  - Accessing, downloading, producing, displaying, or viewing inappropriate/offensive material
  - Accessing entertainment software/other files unrelated to the mission/objectives of WCPSS
  - Interfering with others' ability to use resources
  - Disclosure of personally identifying information (of self or others)
  - Intentional and/or negligent damage to resources
  - Any activity that violates state or federal laws

Specific state mandated testing (EOC, NCFE, CTE, etc.) and standardized testing (PSAT, PLAN, ACT, etc.) do not allow students to have electronics (including cell phones/smart watches) with them during testing. All phones and electronics will be collected and stored until the testing period is concluded.

Students are not allowed to be texting during class time; this includes texting with a parent. If there is an emergency requiring notifying/contacting a student, please call the school and a staff member will relay the emergency information to the student.

Staff members may seize devices being used in violation of policy, and students can be subject to disciplinary action. Parents may claim any confiscated items. Repeated violations can result in further disciplinary consequences.

Harassment/Bullying

WCPSS Policy Codes 1710/4021/7230 (Prohibition Against Discrimination, Harassment, and Bullying)
Harassment and bullying are unacceptable behaviors that should be immediately addressed. Harassment or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that:

- places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability.

If harassment or bullying is suspected, parents should contact WFHS school administration. For more specific details, see Board Policy regarding Prohibition Against Discrimination, Harassment and Bullying (WCPSS Policy Codes 1710/4021/7230). Parents and students also can share safety concerns via the WCPSS Tip Line, 919-856-1911.

Honor Code

In accordance with Wake County Board of Education Code of Student Conduct (Policy Code 4310) regarding academic integrity, Wake Forest High School follows the following guidelines regarding academic integrity:
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:
   a. copying from another student's examination, assignment, or other coursework with or without permission;
   b. allowing another student to copy work without authorization from a teacher or administrator;
   c. taking an examination, writing a paper, or completing any other assigned academic task on another student's behalf; *****
   d. using notes or resources in any form, including written or online, without authorization;
   e. 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:
   a. copying text, images, charts, or other materials from digital or print sources without proper citation;
   b. intentional misrepresentation of work as your own by paraphrasing of items from digital or print sources without proper citation;
   c. using translation tools or resources to translate sentences or passages without permission;
   d. 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:
   a. falsifying another person's name on a school-related document such as a test or report; *****
   b. buying or selling test questions or answers; *****
   c. copying secure test materials and providing the materials to others; *****
   d. paying for or receiving anything of value to complete a school assignment. *****

Consequences for Violations

Staff will intervene and reeducate students to promote positive change in student behavior through the following consequences for violations of the Wake Forest Honor Code:

- o 1st offense
  - Teacher creates a discipline referral in ECATS: Level II-1 integrity
  - Teacher allows student to make up assignment during lunch or after school with that teacher for up to 70% of the grade.
  - Teacher notifies parent in writing via USPS/email
- o 2nd offense
  - Teacher creates a discipline referral in ECATS: Level II-1 integrity.
  - Teacher allows student to make up assignment during lunch or after school with that teacher for up 50% of the grade.
  - Teacher contacts parent by phone.
- o 3rd offense
  - Teacher creates a discipline referral in ECATS: Level II-1 integrity
  - Student receives one day ISI from administrator
  - Student receives an automatic ZERO on the assignment
  - Teacher emails student's counselor and administrator to set up a mandatory conference with the student's parent, counselor, administrator, and all teachers.
- o All future offenses
  - Teacher creates a discipline referral in ECATS: Level II-1 integrity
  - Student receives an automatic ZERO on the assignment
  - Student receives one day OSS from administrator

**Consequences for Prohibited Behaviors detailed in #1C and #3A-D in the School Board Policy on the previous page differ from the above and are dealt with by an administrator.*

Please note that offenses are cumulative for the duration of the student's enrollment at Wake Forest High School. Example: If a student violates the Honor Code with two different teachers during the fall semester of his or her sophomore year, the violations constitute a first and second offense; a subsequent offense during the student's enrollment through graduation would incur the consequences of a third offense.

Ninth Grade Center

Wake Forest High School's Ninth Grade Center is designed to make sure our ninth grade students have teachers, an administrator, and a counselor in common as they make the adjustment to high school.

Senior Exam Exemption

Senior students will be exempt from their exam for any course that does not require state testing and for which the student has a final average of C or better. For the 2020-2021 school year, absences will not be considered in the determination of senior exam exemptions. No senior can be exempted from state testing including End-of-Course Tests, CTE Post Assessments, and state field tests.

Social Media

Social Media is a part of the 21st century education in schools today. We have active Twitter accounts to help relay school information to our students and the school community. Students that are active on social media and networking sites need to be careful regarding who they are communicating with and what they are saying. Remember that simply because you do not intend for someone to read what you are posting does not mean they will not or cannot see it. Many conflicts at school are caused or influenced by something that was posted, tweeted, or communicated through any of the social networking sites. Even when you delete it, understand that it is still out there. If you have any doubt, don't post!   Note that use of social media during class time (other than that used within classroom lessons) is a violation of the Student Code of Conduct and is subject to disciplinary action.

Student Remote Learning Expectations

For detailed information regarding online learning expectations and supports, please visit the WCPSS Guides to Technology website. Technology concerns regarding school issued devices should be handled using the instructions located on the WCPSS Guides to Technology website.

Student Conduct/Expectations

Students have the right to attend school in a safe and orderly environment and to have conduct rules applied fairly to them without regard to race, gender, religion, or other defining characteristics. This includes while learning in an online environment. They also bear the responsibility to understand conduct rules, behave appropriately, and be individually accountable for their own actions and decisions.

All students shall comply with the Code of Student Conduct of the Wake County Public School System, 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 (which also includes any 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 schools or the safety of individuals in the school environment.

Todos los estudiantes deberán cumplir con el Código de Conducta Estudiantil del Sistema de Escuelas Públicas del Condado Wake, leyes estatales y federales, las políticas de la Junta Directiva Escolar y las reglas de la escuela que rigen el comportamiento y la conducta de los estudiantes. Este código se aplica a cualquier estudiante que se encuentra en la propiedad escolar, (que también incluye cualquier transporte escolar), que asista a la escuela o a cualquier actividad patrocinada por la escuela, o cuya conducta en cualquier momento, lugar o espacio cibernético, dentro o fuera del recinto escolar, tiene o de manera razonable se espera que tenga un impacto directo e inmediato en el funcionamiento ordenado y eficaz de las escuelas o la seguridad de las personas en el entorno escolar.

The chart below lists several examples of behaviors that will result in disciplinary consequences. Note that the list is not a complete list of every possible behavior/consequence, and some include ranges that are determined by severity. Repeated and/or severe offenses will result in more severe consequences. WFHS administration may assign discipline that varies from the chart as applicable.

More information on student conduct/expectations is found in the *WCPSS Student/Parent Handbook* distributed to all students at the start of the year, and detailed information can be found on the district website (www.wcpss.net/handbook). WCPSS and WFHS policy on student conduct may change without notice; updated policy information can be found on the district website.

Student Behavior	Potential Consequences
Assault	Out of School Suspension
Bus Misbehavior (excluding major incidents)	Loss of Privileges to Out of School Suspension
Cheating/Plagiarism	See Honor Code (p.10-11)
Class Disruption/Disruptive Behavior	Detention to Out of School Suspension
Communicating Threats	Out of School Suspension
Disrespectful Actions towards Staff (eye rolling, tongue clicking, sarcasm, etc.)	Detention to Out of School Suspension
Dress Code Violations	Warning & Change Clothes to In School Intervention
Student Behavior (cont.)	**Potential Consequences (cont.)**
Failure to Respond to Reasonable Request	Detention to Out of School Suspension
Failure to Give Up Electronic Device	In School Intervention
Failure to Identify Self to Any School Employee	In School Intervention
Fighting (Verbal)	In School Intervention to Out of School Suspension
Fighting (Physical)/Physical Aggression	Out of School Suspension
Gang Policy Violation	Parent contact/ Out of School Suspension
Graffiti/Damage to Property	Detention to Out of School Suspension
Harassment/Bullying	In School Intervention to Out of School Suspension
Inappropriate Literature	Loss of Privileges to Out of School Suspension
Inappropriate Sexual Contact on Campus	Out of School Suspension
Inappropriate Tone/Volume of Voice towards Adult	Detention to Out of School Suspension
Leaving Campus Outside of Set Procedures	In School Intervention/Loss of Privileges to Out of School Suspension
Possession of Lighter/Matches	In School Intervention to Out of School Suspension
Possession of a Weapon	Out of School Suspension/Long-Term

Possession/Under Influence of Drugs/Alcohol	Out of School Suspension/Long-Term
Profanity	In School Intervention to Out of School Suspension
Profanity towards Staff	In School Intervention to Out of School Suspension
Reckless Driving	Loss of Parking Privileges and Off Campus Pass
Sexual Harassment	Out of School Suspension
Skipping Class	In School Intervention
Tardy	Detention (begins at 4) to In School Intervention
Technology Inappropriate Use	Loss of Privileges to Out of School Suspension
Theft	Out of School Suspension
Tobacco/Electronic Cigarettes	In School Intervention
Trespassing on Other School Campus	In School Intervention/Loss of Privileges to Out of School Suspension
Unauthorized Area	Loss of Privileges/Detention to Out of School Suspension
Unauthorized Use of Elevator	Detention to In School Intervention

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

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

Please note: This handbook is not an all-inclusive list of policies/procedures. It is intended as guidance for students and parents. WFHS follows all policies of WCPSS. WFHS reserves the right to make changes to this handbook and/or policies/procedures contained within without notice.