

Wake Forest High School



2023-2024 Student Handbook

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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.

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: Mrs. Melissa Thomas	919-554-8611 (ext. 23664)	mthomas1@wcpss.net
Dean of Students: Mrs. Lisette Pike	919-554-8611 (ext. 23691)	lpike@wcpss.net
Athletic Director: Mr. Jeff Dunbar	919-554-8611 (ext. 23712)	rdunbar@wcpss.net
Assistant Principal for Instruction: Mrs. Patty Edwards	919-554-8611 (ext. 23673)	pedwards@wcpss.net
Student Services	919-554-8611 (ext. 23689)	
Students	Counselor	Administrator
All Freshmen Jones: A-J Covington: K-Z	Ms. Caroline Sutton cwsutton@wcpss.net ext. 23726	Mr. Demarcus Jones djones5@wcpss.net Mrs. Mary Beth Covington mcovington@wcpss.net
Grades 10-12, Last Name A-D	Ms. Bettina Pope bpope@wcpss.net ext. 23690	Mrs. Patty Edwards pedwards@wcpss.net
Grades 10-12, Last Name E-K	Mr. Bryce Gibbons bgibbons@wcpss.net ext. 23699	TBD
Grades 10-12, Last Name L-Ri	Ms. Peasley jpeasley@wcpss.net ext. 23692	Ms. Tanya Smith tsmith18@wcpss.net
Grades 10-12, Last Name Rj-Z	Ms. Alicia Stoeckel astoeckel@wcpss.net ext. 29035	Mr. Chris Davis cdavis17@wcpss.net

WELCOME FROM THE PRINCIPAL

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

Here at Wake Forest High School, our goal is to graduate students who are open-minded, resilient, and intellectually prepared to lead productive lives in a globally competitive world.

The mission of Wake Forest High School is to:

ENGAGE in dynamic, relevant learning experiences,

NURTURE social and emotional well-being,

CULTIVATE partnerships with all communities.

I am truly honored to serve as the principal of Wake Forest High School where the community of parents, teachers, and students care for each other and strive to build positive relationships, strong academics, and well-prepared students.

Let's make it another great year at Wake Forest High School!

Go COUGARS!

Melissa Thomas,
Principal



Cougar PRIDE in the Forest

Got PRIDE?	CLASSROOM	HALLWAY	CAFE
<u>P</u>UNCTUALITY	<ul style="list-style-type: none"> Be seated, materials out, and ready to begin class when the tardy bell rings. 	<ul style="list-style-type: none"> Move with a purpose. Use most time-efficient route to class. 	<ul style="list-style-type: none"> Be aware of time. Prepare to move through line quickly.
<u>R</u>ESPECT	<ul style="list-style-type: none"> Follow all classroom procedures. Use appropriate language, tone, and volume. Be mindful of others' space and work environment. 	<ul style="list-style-type: none"> Respectfully follow directions of staff. Be mindful of personal boundaries. Move quietly in the hallway during class time. 	<ul style="list-style-type: none"> Speak respectfully to staff and students. Keep cafeteria/commons clean and throw out your own trash.
<u>I</u>NTEGRITY	<ul style="list-style-type: none"> Be honest with yourself and others. Use resources (cell phone, internet, etc.) only as assigned. 	<ul style="list-style-type: none"> Be considerate of school property. Be where you're supposed to be. Off-campus lunch only with appropriate and valid pass 	<ul style="list-style-type: none"> Be conscious of others' food and belongings. Leave café area only with a valid pass.
<u>D</u>ETERMINATION	<ul style="list-style-type: none"> Strive for understanding. Aim for the highest grade. If you make a bad grade, have the mindset to work harder. 	<ul style="list-style-type: none"> Keep a positive attitude. Take the stairs unless you have an elevator pass. 	<ul style="list-style-type: none"> Make positive choices.
<u>E</u>XCELLENCE	<ul style="list-style-type: none"> Maximize your effort. Take ownership of your efforts and actions. 	<ul style="list-style-type: none"> Set a positive example for others. 	<ul style="list-style-type: none"> Keep a reasonable volume within your lunch group. Look for opportunities to help others.

ATTENDANCE

Regular attendance is an important part of academic achievement and school success. Students are expected to be in class on time every day and remain in class for the entire period.

- Any student late to school must report to the Attendance Window to sign in and receive a late pass to class.
- The following are unexcused absences/tardies: missed bus, overslept, carpool late, car trouble, errands, work, locker or bathroom trips, etc.
- Any student who needs to leave during the school day for an appointment must bring a note to Attendance before the start of first period (7:20); the note must include the following information in legible writing:
 - Student's name (first and last)
 - Parent's name (first and last)
 - Reason for absence
 - Contact phone number(s) for confirmation

***Note that the absence will initially be coded as unexcused until proper documentation is submitted**
(refer to last bullet point below for information on submitting documentation)*
- Students meeting the above requirements will be called from class at the appropriate time; students may not leave class until called, and they **MUST** sign out at the Attendance Office prior to leaving the building.
- Any student who leaves school without following the proper procedures will receive a **permanent unexcused absence** in classes missed and will be referred to their administrator for skipping.
- For a student to be checked out without a note, a parent/guardian must go to the Attendance Window with photo identification and check the student out. **Phone calls, emails, and faxes will NOT be accepted. No student may be checked out after 1:30. Students will only be released to parent/guardian and those on the approved list in PowerSchool.** Parents are responsible for updating that information as appropriate.
- Students who are absent must present proper documentation **within two days of returning to school** for the absence to be coded as "excused." Notes must be placed in the Attendance lockbox (next to the Attendance Office window) or emailed to wfhs-attendance@wcpss.net before first period no later than the second day of the student's return; late documentation will not be considered; the email must come from the parent/guardian email listed in PowerSchool.



A student must be in attendance at least one-half of the period (at least 45 minutes of a regular 90-minute period). A student shall be in the classroom when the bell rings or be recorded as tardy.





TARDY

Teachers will close and lock their doors at the tardy bell of each period. Students not present in class will be marked unexcused absent (2A) by the classroom teacher. Teachers are only to use this code for any student does not present in class. The attendance office will re-code the student's absence if necessary. Doors will be locked and monitored, and students will enter through the front entrance of the school (AM arrival and after lunch).

Students arriving late will report to the attendance office. Students missing half a class (45 minutes) will be marked absent for that period. If the student has an EXCUSED absence (see list of excused absences), that excused note must be turned in at the attendance office, upon signing in. Students arriving late and have excused documentation will receive an "excused" pass to class. Students who arrive late with no excuse will be placed on the tardy list and given a pass to class.

Wake Forest High School will have **daily** and **consistent** "Tardy Sweeps." If a student is caught in a sweep it will result in the following:

-  Students will be swept immediately to the cafeteria and be added to the tardy list.
-  In the event of the **first** and **second** tardy (per class period), the student will be given a pass to return to class.

-  Upon the **second and third tardy** (class period) teachers will notify parents that their student will receive *In School Intervention (ISI)* for the class period if a third or fourth tardy is earned.
-  Teachers will receive this information for any student who has earned two or three tardies. It is the responsibility of the classroom teacher to notify the parent of the possibility of ISI if a third or fourth tardy is earned.
-  If a student receives a third or fourth tardy (class period) they will not be sent back to class but will remain **in *In School Intervention (ISI)*** for the duration of the class period.
-  For the fifth and all subsequent tardies, the student will be assigned a full day of ***In-School Intervention (ISI)***. Parents will be contacted by administration and a referral will be entered in ECATs by administration. Teachers will make every effort to contact the student's parents to share the accumulated tardy concerns.

BICYCLES/SKATEBOARDS

All bicycles should be parked in the area designated for that purpose. Students are urged to lock their bicycles to the bicycle rack. WFHS is not responsible for stolen and/or damaged bicycles or locks. Students are not permitted to have skateboards on campus at any time. Any skateboard brought to campus will be confiscated to be picked up by a parent/guardian.

CAFETERIA

Students may purchase breakfast (\$1.75), lunch (\$3.50), and/or snacks/drinks from the cafeteria. Parents may establish a student account and make weekly or monthly deposits. Information regarding establishing and maintaining student accounts may be found on the [WCPSS School Meals webpage](#).

Parents may also apply for the free/reduced lunch on the [WCPSS School Meals -Free/Reduced Meals](#) webpage. Note: There is no grace period from the 2023-2024 school year. All students must pay for lunch unless they have completed an application and been approved this school year. Applications are also available at the school.

The student's PowerSchool ID number is the student's lunch number; lunch numbers should never be shared with other students.

Students who go off campus for lunch may not return with food to be eaten in the cafeteria or in class, and they may not bring food back for other students; all food must be eaten before the student returns to school. Students who qualify for free/reduced lunch must complete the application

If a student plans to go to the Media Center or a classroom during lunchtime, they must arrange for a pass **PRIOR** to lunchtime. A student will **ONLY** be allowed to leave the cafeteria area with a proper pass; no passes will be given in the cafeteria.

Cougar PAWS TUESDAY

Cougar PAWS is an enrichment/intervention plan designed to be offered during the school day that is in place for all students. Thirty (30 minutes) are set aside each period on Tuesday for enrichment/remediation of class concepts. The time may be used to make up work, tests, and/or quizzes. Cougar PAWS is incorporated into the daily schedule and is mandatory instructional time within the schedule for all students.

This is a time for:

- Instruction to pause.
- Remediation & Enrichment.
- Teachers to provide skill building.
- Reteaching objectives to struggling students.
- Extension activities for highflyers.
 - Utilize as Peer Tutors
- Students to learn missed objectives & be reassessed.

DRESS CODE

Students are expected to adhere to standards of dress and appearance. Our guiding principles for the student dress code are like 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 always wear shoes 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. Parents should not use student emails to contact teachers; parents should use their personal email accounts to contact teachers; teachers will only respond to students through student emails.

ELECTRONIC EQUIPMENT/TECHNOLOGY ACCEPTABLE USE

Students are expected to bring their WCPSS issued Chromebooks to school each day for use in class. Responsibility for the security of the device resides with the individual student. WFHS and WCPSS are not liable for any device stolen or damaged on campus. We highly recommended that skins and other temporary/non-permanent custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

WCPSS Chromebooks will automatically connect to the school network when on campus. Students who bring their own personal device should connect to the WCPSS Guest network when on campus. No password is required for this network.

Students are expected to adhere to the following WCPSS Guidelines:

- Teachers/students should not touch other students' devices for troubleshooting or technical support
- Students are to access WCPSS Guest Wi-Fi Network only (**No 4G Data service or use of VPN**)
- Personal devices and WCPSS Chromebooks do not have printing capabilities on campus. If a student needs to print, the teacher will provide a device to do so.
- Students must use a WCPSS email account for communication and access to Google Drive

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 confiscate 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.

ELEVATOR

A student must have a school-issued elevator pass to use an elevator. Elevator passes can be obtained from the receptionist in the Main Office; students must provide appropriate medical documentation to receive a pass. **NO student may use an elevator without a current elevator pass.** Students using an elevator without the proper pass may be disciplined.

GRADING

Classwork/Assessments

- WFHS maintains a standard grading scale. Letter grades for a course follow the WCPSS grading scale of A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 59, and below
 - All courses operate on 40/30/20/10 breakdowns for individual class elements with the exception of Advanced Placement and Honors CTE classes. The make-up of these is consistent through PLCs.
 - Grades are assigned for work that serves an academic purpose and not for behaviors (signed papers, dressing-out, effort, etc.).
 - Retesting or test corrections
 - Academic courses maximum of 3 per grading period
 - Honors courses maximum of 2* per grading period
 - Advanced Placement courses maximum of 1* per grading period
- *Retest for Honors and Advanced Placement are cumulative.

Homework

- Assignments will be specific and well-explained by the teacher.
- Homework assignments will be varied to help students with a diverse range of needs and skills.
- Homework should take no more than 30 minutes per subject and should take no more than 90 minutes total per night.
- When assigned, homework is required to be completed and will represent no more than 10% of the student's final course grade.

Missed Work

Absences

- Students must check with their teacher to determine due dates for work missed due to absences. Special consideration will be given in the case of extended absences due to injury or chronic illness with appropriate documentation.

- When lengthy absences (excused or unexcused) are anticipated, a parent may call the Attendance Office to secure make-up work or teachers may be contacted directly by email. Teachers have 24 hours to respond to requests for student work.

Make-Up/Late Work

- Students are allowed to turn in late work up to 5 school days after the original due date for a grade of 80% of the earned grade.
- Teachers will note the 5th school day due date for makeup work in PowerSchool.
 - After this date, assignments will not be accepted.
- Assignments in the Homework (10%) category must be submitted by the original due date.

Group Work

- Group grades cannot determine a child's final grade on a project.
- Every student's work should be scored on a rubric that evaluates their work within the scope to the entire project.
- Grade must be assigned by the teacher, although peer evaluation can be used as a tool.

Updating and Posting Grades

- Grades are to be updated and posted every Friday starting the Friday before Cougar Time begins in each quarter.

Final Exams

Final Exams count for 20% of the final grade in a course. **Per State Legislation—All final exams MUST be administered the last five school days of the semester** (the last ten days for the yearlong courses).

For the 2023-2024 school year, final exams will be **January 17-23, 2023 (Fall Semester)** and **June 6-12, 2024 (Spring Semester)**. Students should plan on having exams on any/all those dates. Please plan appointments accordingly. No Educational Leave requests will be approved for exam dates.

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 the 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:

- 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
- 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 to 50% of the grade.
 - Teacher contacts parent by phone.
- 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.
- 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.

ITEMS DROPPED OFF FOR STUDENTS

Students should plan ahead for any items they will need during the school day. Class time will not be interrupted to deliver items, and students may not pick up items during class time. Items (clearly labeled with the student’s name) may be left at the Attendance Office for students to pick up during lunch or after school. **All food items left for students that are not claimed by dismissal will be thrown away.**

LOCKERS

Wake Forest High School does have lockers available for students, but these are not automatically assigned. If a student wishes to use a locker, the student needs to see Ms. Burger in Student Services to get a locker assigned to them. Once a locker is assigned, in order to protect belongings, the combination should not be shared. **WCPSS and WFHS are not responsible for any lost or stolen items.**

LOCKS FOR HEALTH AND PE CLASSES

Each student that has a Physical Education class in their schedule **MUST** provide a lock (purchased or from home) and bring it to school every day. **In order to protect personal property, it is important that all materials are placed in a locked locker during every class.** Leaving personal belongings unattended (and/or unlocked), including phones, can increase the likelihood of theft. **WCPSS and WFHS are not responsible for any lost or stolen items.**

LOITERING

The dismissal bell rings at 2:13 each day. Students are to exit the school by 2:45 unless they are under the direct supervision of an adult. Students may not reenter the building once they leave. Students should arrange for transportation for after-school activities/events. **Any student waiting for a ride to arrive must wait outside the front lobby after supervised activities are dismissed.** Activity bus passes are provided by the adult supervising the students; no activity passes will be given by other staff members, including the main office staff.

NINTH GRADE CENTER

Wake Forest High School's Ninth Grade Center is designed to be a home base of sorts for our freshmen with one administrator, one counselor, and most of the teachers located in one area of the building. The goal of the Ninth Grade Center is to make sure our ninth-grade students have teachers, an administrator, and a counselor in common as they make the adjustment to high school. Most of our ninth-grade students will spend at least one or two classes in the Ninth Grade Center during the year while still being able to benefit from being part of the comprehensive high school.

OFF-CAMPUS LUNCH PASSES

Off-Campus Lunch Passes are available for eligible **juniors and seniors only**. All appropriate forms and instructions are available online at www.wcpss.net/wakeforesth. The form and \$10 payment must be completed for a student to receive an Off-Campus Pass. Note that passes are issued only during scheduled sessions; sessions taking place once the school year begins will be announced in school when scheduled. Passes are distributed with a lanyard; **the lanyard with pass MUST be worn and visible as students exit and return to the school**. Students with off-campus lunch privileges should not allow any student without an off-campus lunch permit to leave campus with them; students who violate this regulation will receive disciplinary consequences. **Ninth and tenth-grade students are not permitted to leave campus at any time during the day. Students who violate this policy are subject to disciplinary action, up to and including out-of-school suspension.**

PARKING PERMITS/TAGS

Parking permits are available for eligible juniors and seniors only. All appropriate forms and documentation are available online at www.wcpss.net/wakeforesth. All forms and payments must be completed for students to receive a parking permit. The student's parking tag must be hung in their car and be clearly visible at all times. Students are not to share their parking tags with any other students. A parking tag is not enough for a student to leave campus at lunch; an off-campus lunch pass is needed as well. Students who take ineligible students off campus with them can have their parking permit revoked. **Students who violate parking policies are subject to disciplinary action, up to and including revocation of parking pass and/or out-of-school suspension.** A complete list of requirements is included in the application process. Please note that the Seminary parking lot is operated by Southeastern Baptist Theological Seminary; WFHS does not issue permits for this lot.

SCHOOL BUS TRANSPORTATION GUIDELINES

Transportation by school bus *is a privilege, not a right*. All students are expected to be seated and act appropriately any time they are on a school bus. Any disciplinary situations that develop on the bus or at a bus stop are treated as on school grounds. Consequences can include temporary or permanent removal from the bus and/or school consequences up to and including OSS.

Student bus route and stop information can be viewed in PowerSchool. All transportation issues and requests are handled through WCPSS Transportation. WFHS staff/administration **do not assign buses and cannot authorize any student to ride any bus other than the one that they are assigned**. Most parent issues/questions can be handled via the [WCPSS Transportation webpage](#); however, the centralized transportation phone number is 919-805-3030. This phone number is designated for parent inquiries and will initially record to an automated voice message; messages are routed to the appropriate staff member who will follow up with the inquiry. Note that Transportation will begin receiving requests for dual stops for joint custody, alternate stops, and transportation-ineligible students on September 30 for traditional calendar schools; see the Transportation website listed above for more details.

SENIOR EXAM EXEMPTION

Senior Exam Exemption

Students in Grade 12 may be exempt from exams based on the following criteria:

- Students must have a projected final grade of B or higher
- Students must have 10 or fewer absences in the course.
 - Absences will all count equally when considering eligibility for exam exemptions. Absences may be excused or unexcused. College visitations will count as part of the 10 days.
- Students cannot be exempt from state testing including field testing.

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 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. 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.

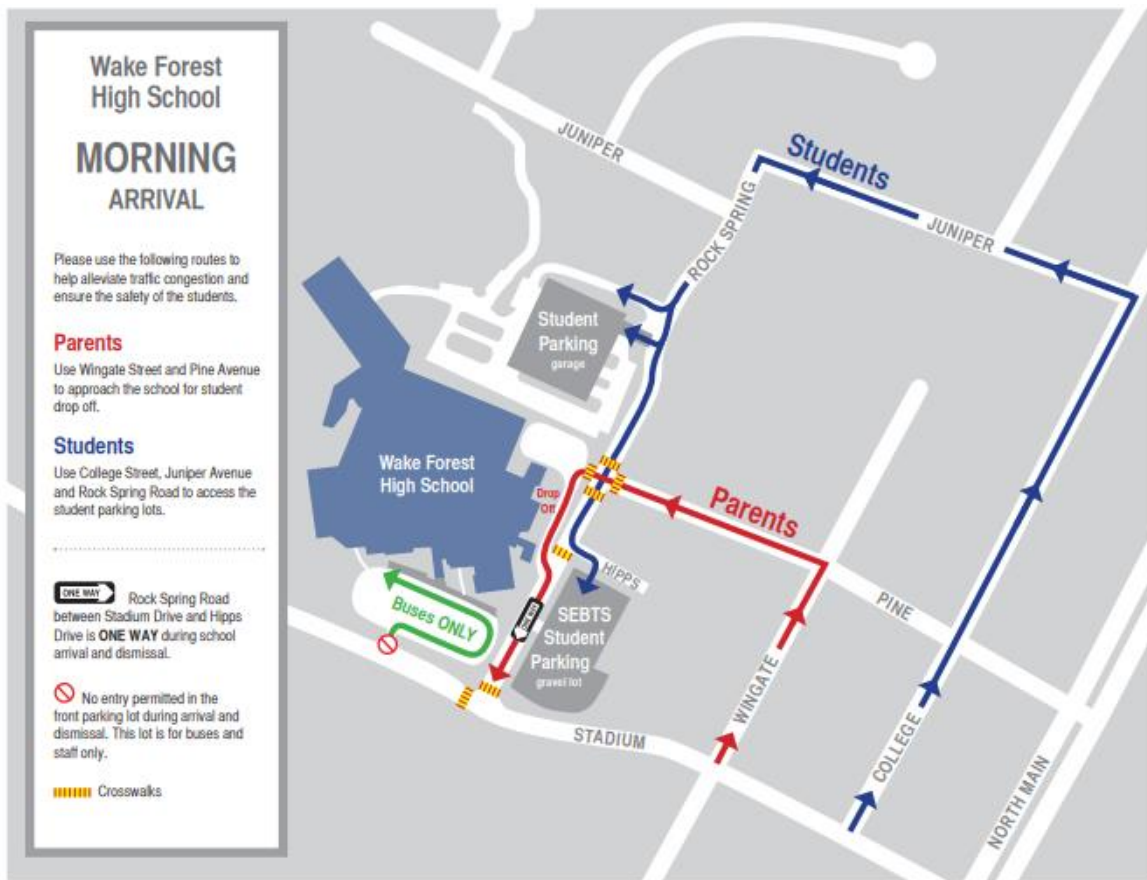
Student Behavior	Potential Consequences
Assault	Out of School Suspension
Bus Misbehavior (excluding major incidents)	Loss of Privileges to Out of School Suspension
Cheating/Plagiarism	See Honor Code (p. 9-10)
Class Disruption/Disruptive Behavior	Detention to Out of School Suspension
Communicating Threats	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
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
Student Behavior (cont.)	Potential Consequences (cont.)
Possession/Under the 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
Skippping Class	In School Intervention
Tardy	Detention 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 is 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
Detention	Student stays after school under supervision in a quiet, classroom setting
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

STUDENT MORNING DROP-OFF/AFTERNOON PICK-UP

The procedures for student drop-off in the morning and pick-up in the afternoon has not changed. Buses use the Main Entrance at the front of the school on Stadium Drive; parent drop-off/pick-up will be by the cafeteria/auditorium entrance on Rock Spring Road. The Stadium Drive Main Entrance parking area (front of school) will be closed to traffic daily before 7:20 and after 1:30. Please refer to the maps on the next page for routes of travel for parents and students. [This video](#) helps to explain the traffic flow.



Wake Forest High School

AFTERNOON DISMISSAL

Parents

Use Wingate Street and Pine Avenue to approach the school for student pick-up. **If your student is not at the pick-up area when you arrive, you must proceed and circle the block again** (go out Stadium Drive to Wingate Street to Pine Avenue).

Students

From Garage: Only left turns will be permitted exiting the parking garage onto Rock Spring Road. Please be considerate and allow drivers from both exits of the garage to proceed.

From Gravel Lot: Students leaving the gravel lot must turn right on Pine Avenue from Rock Spring Road.

ONE WAY Rock Spring Road between Stadium Drive and Hipps Drive is **ONE WAY** during school arrival and dismissal.

No entry permitted in the front parking lot during arrival and dismissal. This lot is for buses and staff only.

Crosswalks

