

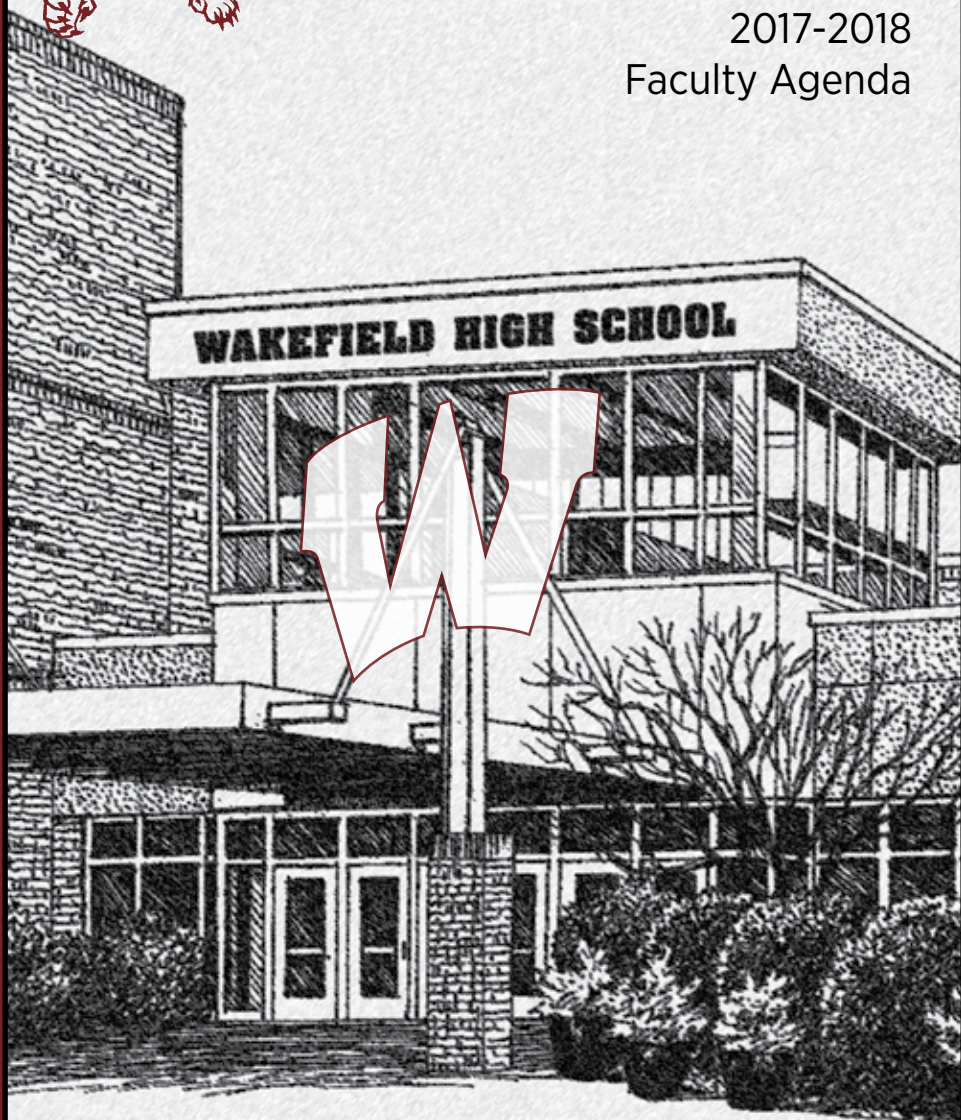


Wakefield

High School

2017-2018

Faculty Agenda



#Maroon Strong

July / julio 2017

| M/L | T/M | W/M | T/J | F/V |
|-----|-----|-----|-----|-----|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

August / agosto 2017

| M/L | T/M | W/M | T/J | F/V |
|-----|---------|----------|-------------------------------|-----|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | SIP | New Hire | Parking & Lunch - Jrs. & Srs. | 17 |
| 15 | Meeting | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

September / septiembre 2017

| M/L | T/M | W/M | T/J | F/V |
|-----|-----|-----|----------|-----|
| | | | | 1 |
| 4 | 5 | 6 | Sr. Nite | 7 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

October / octubre 2017

| M/L | T/M | W/M | T/J | F/V |
|-------|-----|-----|-----|-------|
| PLT 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | ER 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

November / noviembre 2017

| M/L | T/M | W/M | T/J | F/V |
|-------|-----|-----|-----|-----|
| PLT 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

December / diciembre 2017

| M/L | T/M | W/M | T/J | F/V |
|-----|-----|-----|-----|-----|
| | | | | 1 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

January / enero 2018

| M/L | T/M | W/M | T/J | F/V |
|-----|-----|-----|-----|-----|
| H 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

February / febrero 2018

| M/L | T/M | W/M | T/J | F/V |
|-------|-----|-----|-----|-----|
| PLT 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | | |

March / marzo 2018

| M/L | T/M | W/M | T/J | F/V |
|-----|-----|-----|-----|-----|
| | | | | 1 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

April / abril 2018

| M/L | T/M | W/M | T/J | F/V |
|-----|-----|-----|-----|-----|
| V 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

May / mayo 2018

| M/L | T/M | W/M | T/J | F/V |
|-------|-----|-----|-----|-----|
| PLT 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

June / junio 2018

| M/L | T/M | W/M | T/J | F/V |
|-----|-----|-----|-----|-----|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

LEGEND / LEYENDA - Wakefield High School 2200 Wakefield Pines Dr. Raleigh, NC 27614

- ★ First and last days - Primer y último días de clase
- H Holiday - Día Festivo (11)
- W Teacher Workday - Día de trabajo del maestro (14)
- Protected Teacher Workdays (7)
- V Vacation Day - Día de Vacaciones (10)
- ER Early Release Day - Día de Salida Temprana (6)
- End of Nine Weeks - El Final de Nueve Semanas
- PLT PLTs (31)
- 10-Day Count
- Leadership Meetings (9)
- Committee Meetings (5)
- Department Meetings (9)
- Mid-Terms Exams Interims Grades Due
- School Improvement Team Mtgs.
- Validation/ Saturday Detention (6)
- Wakefield Events

Days available for weather make-up in order of utilization / Días disponibles para recuperación de clases por orden de

- 10/31
- 10/28 - Saturday, full day (sábado, día completo)
- 11/22, 12/22, 1/22
- 2/19, 3/29, 6/11
- Banked Hours (up to 3 days) (horas acumuladas - hasta 3 días)
- 6/12
- 4/21 - Saturday, full day (sábado, día completo)
- 4/6, 4/5, 4/4

In accordance with the NC Calendar Law, if the school district must close schools, the superintendent will update this calendar to provide additional days/time by using scheduled teacher workdays, Saturdays, banked hours of instruction*, or scheduled vacation days to meet legal requirements. If Saturdays are used, they will be full instructional days. If all other options are exhausted, holidays may be used for weather make up. * Hours accrued by schools over the required 1025 instructional hours.

De acuerdo a lo establecido por la Ley de Calendarios de Carolina del Norte, si el distrito escolar tiene que cerrar las escuelas, el Superintendente actualizará este calendario para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborales programados para los maestros, sábados, horas acumuladas de instrucción*, o días programados de vacaciones para cumplir con los requisitos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se agotan todas las demás opciones, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo. * Horas acumuladas por las escuelas que exceden las 1025 horas requeridas de instrucción.

MORE INFORMATION / MÁS INFORMACIÓN
www.wcps.net/calendars

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WAKEFIELD HIGH SCHOOL

Vision Statement

The Wakefield High School learning community strives to provide a relevant and engaging learning environment aimed at graduating all students with college and career ready skills that will allow them to be lifelong learners and productive citizens.

Mission Statement

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

Core Values

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

Wakefield High School Honor Code

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



Wakefield High School

2200 Wakefield Pines Dr.

Raleigh, NC 27614

Mascot: The Wolverine
Main Office: (919) 562-3600



Colors: maroon, silver, black, white
Fax: 562-3623 email:@wcpss.net

A MESSAGE FROM ADMINISTRATION:

Welcome to Wakefield High School and welcome to the 2017-2018 school year. As we respond to the current needs of the community, we are cognizant of the high standards and traditions established at Wakefield in the past. We continue to take pride in our students' achievements in academics as well as in the arts and athletics. High school can be an exciting time and the faculty is here to help students be as successful as they can be.

Administration

919.562.3600 + Ext.

| | | |
|------------------------------------|-------|------------|
| Malik Bazzell, Principal | 22237 | rbazzell@ |
| Elizabeth Hanna, Asst. Principal | 22231 | ehanna@ |
| Anson Robinson, Asst. Principal | 22233 | arobinson@ |
| Melissa Thomas, Asst. Principal | 22235 | mthomas1@ |
| Dr. Vivian Wells, Asst. Principal | 22234 | vcwells@ |
| Chancey Wolfe, Asst. Principal | 22232 | cwolfe@ |
| Karimah Midgette, Dean of Students | 22241 | kmidgette@ |

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

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

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

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

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

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

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

Important phone numbers and email @ WHS

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

| | | |
|------------------------------------|---------------------|----------------|
| Athletic Director, Rick Rigglesman | EXT. # 4100 | rrigglesman@ |
| Athletic Trainer, Brent Dorenkamp | EXT. 0412 | sdorenkamp@ |
| Attendance, Melody Glover | EXT. 4102 | myglover@ |
| Band, Brian Munoz | EXT. 1503 | bmunoz@ |
| Bookkeeper, Debbie Albritton | EXT. 2101 | dalbritton@ |
| Cafeteria, Joy Thomas | 562.3600 EXT. 22227 | cns595@ |
| Chorus, Phillip Mullinax | EXT. 1608 | jmullinax@ |
| Coaches Office | EXT. 0505 | |
| Data Manager, Kim Cook | 562.3600 EXT. 22249 | kcook@ |
| Media Center, DCorrigan | EXT. 0101 | dcorrigan@ |
| Nurse, Stacey Helmandollar | 562.3600 EXT. 22220 | shelmandollar@ |
| Registrar, Kathy Namishia | EXT. 8100 | knamishia@ |
| Receptionist, Mari Regan | EXT. 0100 | mregan@ |
| SRO – Officer Davis | 562.3600 EXT. 22216 | |
| Student Services, Cynthia Torres | EXT. 2108 | ctorres@ |
| Theater, Paul Orsett | 562.3600 EXT. 22217 | porsett@ |

Staff Assignments

| | | |
|-----------------------|---------------|------------|
| Lead Secretary | T. Skokauckas | EXT. 22248 |
| Attendance Tech | M. Glover | EXT. 22223 |
| Parking/ Security | TBA | EXT. 22216 |
| Transportation Office | F. Hinton | EXT. 48480 |

| | | |
|--------------------|------------------------|------------|
| Media Center Staff | Jackson, Smith, Humber | EXT. 22191 |
| Custodial Staff | Huynh, Luna, Andrade | EXT. 22224 |
| Head Custodian | C. Romero | EXT. 22224 |

| | |
|---|--|
| Buses, Transportation A. Robinson | Business Alliance R. Bazzell, S. Joyner, Thomas |
| Data Coordinator/ Analysis Bazzell, Hanna | E-Schools M. Thomas, Bethea |
| Facility and Maintenance Wells | Field Trips Hanna |
| BT Coordinator – Mentor L. Stiles | Fire Drill Wolfe |
| Faculty Council Robinson, Wells, Phillips | Graduation & Assemblies Midgette, Scoggins, Brown, Wells |
| Lockers D. Boudreau, Wells | Keys Namishia, Bazzell, Wells |
| Intervention Hanna | PBIS Belleza |
| MTSS Wolfe, Hanna | Parking Wells |
| News, Communication Wells | Pictures Bazzell, Bentley |
| SMART Lunch Wolfe | Student Government Scoggins |
| Staff Development Hanna, Thomas | Student Activities/ Clubs Robinson, Bethea, Scoggins |
| Testing – Kelly CTE Testing – | Textbooks Robinson, Media Center |
| MATH Dept. Chair Plant | CAREER & TECH ED. Dept. Chair Joyner & Scoggins |
| SCIENCE Dept. Chair Hellier | FINE ARTS Dept. Chair Munoz |
| SOCIAL STUDIES Dept. Chair Holcomb | MEDIA Dept. Chair Corrigan |
| PHYS ED Dept. Chair – Blackburn | SPECIAL EDUCATION Dept. Chair Bethea |
| ENGLISH Dept. Chair Bentley & Dudley | FOREIGN LANG. Dept. Chair Guy & Spampinato |

Student Services & Counselor Team Assignments

Brent Walker – 9th – A-Z, Freshman Coordinator, bwalker2@wcpss.net

Ryan Cummings – 10th – 12th A-G, Junior Coordinator, wcummings@wcpss.net

Tiana Reid – 10th – 12th – H-O, Sophomore Coordinator, treid1@wcpss.net

Jasmine Alston – 10th – 12th – P-Z, Senior Coordinator, jalston2@wcpss.net

Karimah Midgette – Dean of Students, Mid-Year Graduates, kmidgette@wcpss.net

Jill Toborowsky – Student Assistance Counselor (SAP), jtoborowsky@wcpss.net

Lisa Coombs-Martin – Transition Counselor, lcoombs-martin@wcpss.net

Sarah Joyner – Career Development Coordinator, sjoyner@wcpss.net

Cynthia Torres – Student Services Technician, ctorres@wcpss.net

Kathy Namishia – Registrar/Records, knamishia@wcpss.net

ACCESS Financial Aid Counselor – **Ann Humphrey**

School Psychologist – **Deirdre Martyn**

Testing Coordinator – **Felisa Kelly**

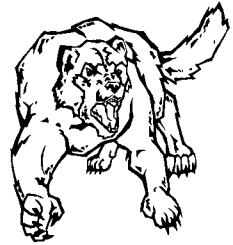


A MESSAGE FROM THE PTSA:

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

PTSA BOARD

| | |
|--------------------------------|--|
| President | DeBora King deboraking@gmail.com |
| 1 st Vice President | Melinda Jones mj4882@gmail.com |
| 2 nd Vice President | Susan Napolitano susan.napolitano@bhhsysu.com |
| Communications Secretary | Andrea Wallace wallygirls@yahoo.com |
| Treasurer | Sally Norton jnort1234@aol.com |
| Advocacy | Sharon Wilson sharonwilson@fcschools.net |
| Faculty Liaisons | Dorothy Corrigan dcorrigan@wcpss.net Cheryl Leshnock cleshnock@wcpss.net Jasmine Alston jalston2@wcpss.net |
| Principal | Malik Bazzell rbazzell@wcpss.net |



PTSA PROGRAMS

- 1) Membership – WE NEED YOU** – PTSA membership is open to parents, faculty, students and community leaders to support Wakefield PTSA, Wake County PTA and NC PTA programs, scholarships and goals. Membership forms are available at WHS (in the office) and online at www.wakefieldhsptsa.org. Or e-mail Shannon Burnett shannonburnett1@yahoo.com. Follow us on Facebook or Twitter! We are happy to help promote school activities for our members in conjunction with other clubs and groups. Send info to shannonburnett1@yahoo.com
- 2) Lamp of Knowledge** – Wednesday, Thursday, and Friday mornings - September 13-15 – before 1st period. This program recognizes students who earned a 3.75 GPA or higher during the prior academic year. Students receive a “W”

- 3) **Honor Roll** – A and A/B Honor Roll certificates are distributed to students at the end of each semester.
- 4) **AIM – Academic Improvement in Motion** - AIM is a program facilitated by faculty and administrators on behalf of students. It focuses on recognizing students who are not on the honor roll or in the top tier of the class but who have put forth “extra effort” to improve their grades during a nine week period. It is part of the teacher’s recognition “toolkit” for students who may go unrecognized for their accomplishments. Senior recipients are recognized at Senior Awards Night with a certificate and pin and may also apply for the PTSA’s AIM scholarship.
- 5) **Senior Scholarships** – PTSA provides academic, community service, AIM, PRIDE, 1st generation scholar and technical/vocation scholarships to seniors. Information is available in Students Services. We also help coordinate JTF scholarships. **Chair: Melinda Jones** – mj4882@gmail.com
- 6) **Hospitality** – PTSA provides volunteers and funding for the Faculty Back to School Breakfast, Early Release Day Luncheons and Appreciation Week. This committee also helps coordinate Senior Reception.
- 7) **PRIDE Program – PBIS – Positive Behavior Intervention (Character Education)**. Committee works with the faculty committee in recognizing students with PRIDE cards. These cards are given to students that display characteristics and actions exemplifying the PRIDE matrix - Positive words and actions, Respect of self and others, Integrity and Honor, Displays Self-control and Excellence.
- 8) **Wakefield STRONG - Student Teacher Resources frOm hoNorable Giving.** Designed to connect the needs of our students to parent or community resources to meet those needs for student success, including food, clothing, and school supplies. **Chair: Julie Raftery** - julraft5@gmail.com
- 9) **The Wakefield High School PTSA Special Programs Committee** provides opportunities for interested parties to work together to plan programs and activities for students with special needs. Encouraging an inclusive school environment where all students are valued for educational potential, talent and contributions, this committee meets monthly and welcomes all students, families and educators. **Chair: Annemarie Ward** – Wardwakeforest@aol.com
- 10) **So Easy – Grocery & Target Card Link (link the number in parenthesis)**
Link your Harris Teeter VIC Card (4707) and Kroger Card (81831). Go online to the store’s website or list your HT card number on the PTSA Membership form and PTSA will take care of it. Also connect your Target VISA, check or red card at a local Target Store or at www.target.com (115201)


FACULTY & STAFF 2017-18

| | | | | |
|---------------|---------------|-----------|------------|-------------|
| Abbondanzio | Doyle | Lair | Pritchett | Tharrington |
| Acrey | Dudley | Lassiter | Proctor | Thomas |
| Adam | Eller | Lavan | Regan | Toborowsky |
| Albritton | Everette-Best | Leshnock | Regan | Torres |
| Alston | Flanagan | Lipscomb | Reid | Unklesbay |
| Andrade | Fletcher | Luna | Richardson | Valentino |
| Bayer | Foster | McDonald | Richardson | Wainio |
| Bazzell | Foster | McGill | Riedel | Walker |
| Bell | Furches | McGregor | Riggelman | Warner |
| Bellezza | Furr | McMasters | Robinson | Wells |
| Bentley | Gibbons | Midgette | Romero | White |
| Bethea | Glover | Miano | Roof | Wiggins |
| Blackburn | Goodson | Miller | Schock | Williams |
| Bliga | Gravanda | Mills | Schug | Wilson |
| Bordt | Guy | Mitchell | Scoggins | Wolfe |
| Boudreau | Haddock | Moore | Shannon | Wolfe |
| Bowman | Hamrick | Mullinax | Skokauckas | Woods |
| Breymaier | Hanna | Munoz | Smith | Wrighton |
| Brown | Hedrick | Namishia | Smith | Yosef |
| Brown | Hellier | Orsett | Schneider | Young |
| Buckmaster | Henry | Osborne | Spampinato | Yu |
| Bynum | Holcomb | Oshinsky | Stevens | Zaragoza |
| Cagle | Horton | Overcash | Stiles | |
| Calabria | Hux | Pender | Sweredoski | |
| Capel | Jackson | Perkins | Tant | |
| Chambliss | Jackson | Phelps | Tekotte | |
| Clark | Jones | Phillips | Terrell | |
| Cook | Joshua | Plant | | |
| Coombs-Martin | Joyner | Poleszak | | |
| Corrigan | Kelly | Pridgeon | | |
| Cummings | Kelley | | | |
| Davenport | Kenyon | | | |
| Davis | King | | | |
| Derrow | | | | |
| Dickerhoff | | | | |
| Dixon | | | | |

Go Wolverines!



COACHING STAFF...EXTRA DUTY POSITIONS

| | | |
|---|--|---|
| <p>Athletic Director--- Rick Riggleman rriggleman@wcpss.net</p> <p>Asst. Athletic Director--- Garrett Stevens gstevens@wcpss.net</p> <p>Athletic Trainer--- Brent Dorenkamp sdorenkamp@wcpss.net</p> <p>Asst. Athletic Trainers--- Sam Thomas & Laurie King</p> <p>Boys' Basketball (Head) --- Garrett Stevens gstevens@wcpss.net</p> <p>Boys' Basketball (JV/ Asst.) --- Ryan Abrams</p> <p>Girls Basketball (Head) --- Donald Williams</p> <p>Girls' Basketball (JV/ Asst.) --- Cynthia Terrell cdterrell@wcpss.net</p> <p>Cross Country--- Melissa Schug mschug@wcpss.net</p> <p>Cheerleading--- LaShonda Haddock lhaddock@wcpss.net</p> <p>Cheerleading (JV)--- Amber Horton ahorton@wcpss.net</p> <p>Stunt Team--- LaShonda Haddock lhaddock@wcpss.net</p>  <p style="text-align: center; font-size: 2em; font-family: cursive;">Go Wolverines!</p> | <p>Softball Head--- Amanda Unklesbay</p> <p>Men's Lacrosse--- Derin Vacca</p> <p>Men's Lacrosse JV/ Asst.--- TBA</p> <p>Women's Lacrosse--- Deanna Grasso grassogirlz@yahoo.com</p> <p>Women's Lacrosse---JV/ Asst. Michael Rosenthal</p> <p>Girls' Track--- TBA</p> <p>Men's Track--- TBA Vern Wilson</p> <p>Swimming--- Courtney Waino cwaino@wcpss.net</p> <p>Swimming JV/ Asst.---TBA</p> <p>Diving--- Will Humphries whe0129@ecu.edu</p> <p>Wrestling---Rob Lusk rlusk@wcpss.net</p> <p>Gymnastics--- Mariah Elliott mariah.e.elliott@gmail.com</p> <p>Girls' Tennis---Stacy Morgan</p> <p>Girls' Golf--- Carolyn Rietz</p> <p>Boys' Tennis--- Ken Stewart stewartnc@wcpss.net</p> <p>Golf (Boys)--- Jim Doyle jdoyle@wcpss.net</p> | <p>Football (Head) --- Brandon Kelley bekelley@wcpss.net</p> <p>Football (JV/Asst.)--- Greg Lair rlair@wcpss.net</p> <p>Football (JV/Asst.)--- Joe Richardson jricharson4@wcpss.net</p> <p>Football (JV/Asst.)--- Philip Mitchell pmitchell@wcpss.net</p> <p>Football (JV/Asst.)--- Phil Jordan phillip.jordan@doa.nc.gov</p> <p>Baseball (Head) --- Chris Keown ckeown@wcpss.net</p> <p>Baseball (Asst.)--- Tim Capel tcapel@wcpss.net</p> <p>Dennis Boudreau dboudreau@wcpss.net</p> <p>Girls' Volleyball (Head)--- Cynthia Terrell cdterrell@wcpss.net</p> <p>Girls' Volleyball (JV)--- Stacey Shannon sshannon@wcpss.net</p> <p>Boys' Soccer (Head)--- Michael Cantrell mcantrell@wcpss.net</p> <p>Boys' Soccer (JV/ Asst.)---</p> <p>Girls' Soccer--- Christopher Komons</p> <p>Girls Soccer (JV/ Asst.)--- Bryan Grosnick bgrosnick@wcpss.net</p> |
|---|--|---|

**DATES FOR:
Interims, Mid-Terms, Exams, Grades Due, Meetings**

| HOMEROOM | INTERIMS & MID-TERMS | MEETINGS |
|---|--|---|
| <p>8/28– 9/11 10 day count</p> <p>Report Cards November 3 February 2 April 13 June TBA</p> | <p>Interims 9/25, 12/4, 2/26, 5/7</p> <p>Mid-terms</p> <p>10/26 - periods 1, 3</p> <p>10/27 - periods 2, 4</p> <p>10/30- make-up</p> <p>3/26 - periods 1, 3</p> <p>3/27 - periods 2, 4</p> <p>3/28 - make-up</p> | <p>Leadership Meetings Department Meetings</p> <p>L – 9/19, 10/10, 11/14, 12/12, 1/16, 2/13, 3/13, 4/17, 5/15</p> <p>D – 9/26, 10/24, 11/28, 12/19, 1/30, 2/27, 3/27, 4/24, 5/29</p> |
| EXAMS | GRADES DUE | MEETINGS |
| <p>1/12-18</p> <p>1/19 make-up</p> <p>June - TBA</p> | <p>11/01 grades due by 3 pm</p> <p>1/26 grades due by 3 pm</p> <p>04/11 grades due by 3 pm</p> <p>6/11...time TBA</p> | <p>PLTs - 1st Semester – 9/11, 18, 25 10/2, 9, 16, 23, 30 11/6, 13, 20, 27 12/4, 11, 18</p> <p>PLTs - 2nd Semester – 1/8, 29 2/5, 12, 26 3/5, 12, 19, 26 4/9, 16, 23, 30 5/7, 14, 21</p> <p>Committees – 9/28, 11/30, 1/31, 2/28, 4/26</p> |

ADMINISTRATIVE DUTIES

| BAZZELL Principal *2103, Ext. 22237 9-12th A-Z | HANNA AP *0300, Ext. 22231 10-12th A-Fe | ROBINSON AP *0400, Ext. 22233 9th A-Z |
|--|--|--|
| Administrative Coverage Budget Manager Business Alliance Clerical Staff Data/ EVAAS/ Roster Verification Evaluations Faculty Council/ Honor Societies 504 Plans Grievances HR/ Personnell/ Staffing Keys Payroll Phone Master Pictures PTSA Substitutes/ Coverage Plan (M) Testing | ALC/ ISS Data ESL Department Field Trips Intervention Coordinator Instructional Coach Lunch Detention Math Department MTSS Intervention Team (Co) Peer Observations Saturday Detention/ Validation Scheduling School Improvement Team Staff Development (Co) Student Services Technology World Languages Dept. | Attendance (Co) Athletics – JV & Varsity Cafeteria Liason Clubs, Student Activities (Co) Copiers CTE – Coordinators (CDC, SPC) CTE Department Evaluations Freshman Academy Healthful Living Dept. Positivity Project Safety & Security Textbooks Transportation |
| Bethea AP Intern *1109, Ext. 22218 9-12th A-Lee | Midgette Dean *4108, Ext. 22241 9-12th A-Z | Historicals Mid-Year Graduates Registration Senior Diploma List Scheduling Student & Parent Conferences Unity Conversions Leader |
| Bulletin Boards Clubs, Student Activities (Co) Discipline E-Schools Scheduling SPED Department (Co) Supervision | Anti-Bullying Week Awards Day & Class Night CFNC Week Classroom Guidance Grade Level Info Nights for Parents Graduation Activities (w/ Brown & Scoggins) Head of Crisis Team | |
| THOMAS AP *3236, Ext. 22235 10-12th Ff-L | WELLS AP *2302, Ext. 22234 10-12th M-Ri | WOLFE AP *2100, Ext. 22232 10-12th Rj-Z |
| Attendance – 1 st 10 days Boot Camp BT Program Business Alliance Curriculum and Instruction E-Schools (Co) English Department Evaluations Grad Point Power Schools PLTs Registration Scheduling Social Studies Department Staff Development (Co) Student Teachers Teacher of the Year | Band Boosters Collaborative Spaces Community Schools (Orsett) Custodians Evaluations Facility/ Contractors/ Projects Facilities/ Maintenance Faculty Handbook Fine Arts Department Grants Media Center Open House/ Meet the Teacher Parking Publicity/ Communication Senior Timeline Student Handbook Weekly Update (AT-U) | Committee Assignments Crisis Plan Duties – AM, Lunch/ Sweeper Evaluation Calendar Evaluations FARP Fire Drills PRIDE Time MTSS – Intervention Tm. (Co) Science Department Smart Lunch SPED Department (Co) Summer School Teacher Assistants Wolverine Athletic Boosters |

ATTENDANCE PROCEDURES

Attendance is taken very seriously at Wakefield High School. The staff and administration believe there is a high correlation between attendance and achievement and that regular attendance is crucial to student success. WHS will maintain accurate attendance information and will share this information with parents and students. It is extremely important for parents and students to closely monitor and document any absences.

Students will not be counted absent from school when participating in school-sponsored events. School assemblies are considered school-related. If students do not attend the assembly, it is considered an unexcused absence. To be counted present during the school day, students must be in school at least one half of the day (2 periods). A student must be in class a minimum of 45 minutes to be counted present for period attendance.

EXCUSED ABSENCE

Excused Absences are defined by School Board Policy #6000.3 as:

- Illness or injury which makes the student physically unable to attend school.
- Isolation ordered by the State Board of Health or the Wake County Health Department.
- Death in the immediate family.
- Medical, dental, or other appointment with a health care provider for the student or for a child for whom the student is the parent.
- Court when a student is under subpoena.
- Religious observance, as suggested by the religion of the student or the student's parents.
- Participation in a valid educational opportunity, such as travel with prior approval as documented on the "Request for Excused Absences for Educational Reasons."
- A catastrophic event or natural disaster.

UNEXCUSED ABSENCE

Consistent attendance in school is linked to student achievement and higher grades. Absences such as oversleeping, missing the bus, traffic, car trouble, or absent from class without permission are unexcused. A note from the student's parent or guardian must be brought to the Attendance Office within 2 days of returning from the absence for it to be recorded as excused.

ABSENCE NOTES

Upon return, students should bring a note from a parent or doctor to the Attendance Office. Absence notes should include the following:

- Student's name – first and last – no nicknames
- Date(s) absent

- Time leaving school
- Reason for leaving
- Parent/Guardian signature
- Home and work phone numbers of parents

Notes must be brought to the Attendance Office within **two (2) days** of returning from the absence and presented **BEFORE the start of first period or during lunch**. Absences not documented within two (2) days will be classified as unexcused, as mandated by School Board Policy 6000.4. **Absence notes will not be accepted via fax or email.**

EDUCATIONAL LEAVE FORM

In order for a student to be excused for educational reasons, an education leave form (1710) must be completed. This form is available at... <http://wakefieldhs.wcpss.net/infoforms.php>. All teachers must sign this form prior to it being submitted. It must accompany a 300 word essay regarding the educational value of the absence. All paperwork **MUST** be turned in at least three (3) school days prior to the documented absence.

COLLEGE VISITS

Juniors and Seniors are allowed to take school days to visit colleges. Juniors are provided one day per semester and Seniors are provided 2 days per semester. When taking these days students do not need to submit an educational leave form. For the absence to be excused the student must submit verification that they were on the college campus within two days of the visit. Acceptable verification can be, but is not limited to, confirmation of the visit on university letterhead or a thank-you email from the college visited. Brochures will NOT be accepted as verification.

CHECK-IN

Students arriving to school after 7:35 AM must sign in at the Attendance Office and receive an Admittance Slip. Habitually late students will receive disciplinary consequences and may lose parking privileges and/or off-campus lunch privileges. With the new initiative, Pride Time, students who arrive after 8:04 Monday –Thursday should report to the Attendance Office. On Friday, students that arrive after 8:08 should report to the Attendance Office.

CHECK-OUT – WITH NOTE

A student who needs to leave school before the end of the school day should present a note to the Attendance Technician before the start of first period indicating the following: **student name, date/time of absence/appointment, reason for leaving, parent/guardian signature, home/work telephone of parent/guardian**. Students should return to the attendance office at the appropriate time to check out and check in when they return. All notes will be verified. Phone calls, faxes, and emails will

not be accepted for checking out students. In the case of forgery, disciplinary action will be taken. **All absences are marked unexcused until a valid note for the absence is turned into the attendance office.**

CHECK OUT – WITHOUT NOTE

If a student needs to check out early and does not have a note, a parent or guardian must go to the Attendance Office and check the student out. **Phone calls, faxes, and emails are not accepted.** Any parent/guardian who checks out a student must show a picture ID and be on the approved contact list. **If a student goes off campus for lunch and does not return because he or she is ill, a parent must go to the school and officially check the student out.** NO student may be checked out during the last 10 minutes of school. Students who leave campus without following proper sign-out procedures will receive a permanent unexcused absence in classes missed, and they will be considered skipping. Skipping will result in disciplinary action.

PARENT COMMUNICATION

Attendance information is shared with parents and students via the student handbook, school website, and announcements at the beginning of the semester. Each evening School Messenger, an automated telephone system, phones home to alert parents when their student is absent. Even if we know the reason for the absence, the machine still calls. It doesn't matter if the absence is excused or unexcused; state law requires parents be informed.

Additionally, letters are sent to parents when students reach six and ten absences. These letters are also a requirement of state law. Furthermore, this written documentation gives parents knowledge of the resources available to address attendance issues. Letters are sent whether the absences are excused or unexcused.

PARTICIPATION IN INTER-SCHOLASTIC ACTIVITIES

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

MAKE-UP WORK

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

Assignments that are assigned prior to an absence will be due upon return; this includes tests that are scheduled for the day of return.

If make-up work is not assigned in advance, for absences of 1 to 3 days, the student will have a minimum of 1 day for each absence to complete the missed assignments. For absences exceeding 3 days, the student will have a minimum of 2 days for each absence to complete assignments. Students will receive full credit for all make-up work after an absence as long as it is completed on time and according to teacher expectations.

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

EXAM EXEMPTIONS

All classes are required to give a final assessment that will account for 20% of the student's weighted grade for the semester. All instructors in a PLT will give the same final assessment to all sections of the course. Exams will be given in one of the following formats: EoC, NCFE, VOCAT, traditional test, performance assessment or summative project. Details on the format of the final exam will be included on the course syllabus. For students who are not taking a course with an EoC, NCFE or VOCAT exam, all absences count in the exemption total except for approved school sponsored activities and college visits. Students may earn exemptions based on the following criteria:

“A” with 3 or fewer excused absences

“B” with 2 or fewer excused absences

“C” with 1 or fewer excused absences

3 tardies = 1 absence. Any student with an unexcused absence cannot be exempt from an exam. A PLT is not required to allow students to be exempt from their exam. There will be no appeals process for exemptions.

TEACHERS AND ATTENDANCE RECORDS

School Board Policy 6000.1: Teachers must: 1) monitor and report student absences daily, following all attendance regulations; 2) keep detailed records, entering attendance daily into Power Schools and a separate roll book; 3) when students reach 3 absences in a class, notify parents and document the contact.

ENTERING ATTENDANCE IN POWER SCHOOLS

- Absences and unexcused tardies should be entered into Power Schools the first **10 minutes** of class.
- Attendance information should be entered no later than 2:30 pm. (Central Office downloads this info and calls go out to students' homes.)
- Teachers are limited to 5 days for changes in Power Schools. After that, changes are given to the attendance technician.

- **Teachers do not enter absence reason codes into Power Schools. Teachers do enter UA – Unexcused Absence and UT – Unexcused Tardy Codes into Power Schools...these are the only 2 codes they will utilize. For all other absence reasons, keep this information in rollbooks.**
- Teachers should review the list distributed by the Testing Coordinator or the fieldtrip coordinator or from ALC & ISS. Do not mark students absent *until confirmation is received* that “these students did not show up for testing or for the field trip or for ALC & ISS.”
- The only exception is students approved for home hospital services or school-wide testing such as the ACT.

ENTERING ATTENDANCE IN YOUR ROLL BOOK

Roll books are taken up at the end of the year. Absences and tardies **MUST** be coded as excused or unexcused using the following notation:

EA = Excused Absence
 UT = Unexcused Tardy

UA = Unexcused Absence
 EO = Education Opportunity

SCHOOL SPONSORED EVENTS and TESTING

Teachers conducting a field trip or school related activity should notify Attendance (include an email to all staff) of all students who were present **before the trip or activity**. Students should not be marked absent. When there is school-wide testing, such as the PLAN or ACT, the testing coordinator will email a list of students present within one day of testing; teachers are responsible for adjusting their attendance according.

EXCUSED NOTES

Students who were absent the previous school day **and** have a note must report to Attendance before school from 7:05 – 7:20 or during lunch. **STUDENTS SHOULD NOT BE SENT OUT OF CLASS TO TURN IN EXCUSED NOTES.** If the student does not turn in an excused note, the absence is unexcused.

TARDIES


The only tardies that should be marked in Power Schools are **UNEXCUSED**. The attendance office will track this information. Use the notation (“UT”) in your roll book. Unexcused tardies will be handled through the discipline system. For exemptions, 3 tardies equals 1 absence.

TEACHER ABSENCES and STUDENT ATTENDANCE

Teachers who are absent should follow these procedures.

- Leave grid sheets and instruct substitute to take attendance.
- Subs send grid sheets to Attendance at the beginning of 4th period.
- Upon return to school, teachers should update attendance information and correct both Power Schools and the roll book.

CLUBS & HONOR SOCIETIES & SGA

| | |
|---|--|
| <p> Asian American Association Beta Club Black Student Union Cancer Awareness Club Computer Science Club Drama Club Freshman Art Club Freshman Class Council FBLA (Future Business Leaders) FCCLA (Family, Career, Community Leaders) FCA (Fellowship of Christian Athletes) FFA (Future Farmers of America) FHS (French Honor Society) Gay-Straight Alliance German Club/Honor Society Interact International Thespian Society Junior Class Council Jr. Classical League Junior Marshals JUST THINK FIRST Ambassadors Kappa League Key Club Ladders Latin Honor Society Marching Band/Jazz Band/Winter Mu Alpha Theta Honor Society National Honor Society </p> | <p> National English Honor Society National Society of Sports Medicine National Technical Honor Society National Art Honor Society National Achievers Society Percussion/Guard Planet Protectors Quill & Scroll Rho Kappa Social Studies Honor Society Senior Class Council SGA Executive Council Sophomore Class Council Spanish Honor Society Student Ambassadors Student Government Association Science Olympiad Science National Honor Society Tri-M Music Honor Society Video Game Club Yearbook </p>  |
|---|--|

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

FOR MORE INFORMATION ABOUT CLUBS CONTACT:

Mr. Anson Robinson, Asst. Principal

STUDENT GOVERNMENT OFFICERS

SGA President

Grace DiGiuseppe

SGA VP

Logan Boyd

SGA Secretary

Sarah Watson

SGA Communications

Reid Calhoun

Senior Class President

Macy Bonnett

Senior Class VP

Kiele Girouard

SGA & CLASS ADVISORS:

*E. Scoggins, Head
Bayer, Bentley, Goodson, Plant*

Junior Class President

Anthony Howard

Junior Class VP

Kaitlyn Peterson

Sophomore Class President

Jackie Lustgarten

Sophomore Class VP

Tristyn Morgan

WAKEFIELD HIGH SCHOOL Student Government Constitution and Bylaws

PREAMBLE

We, the students of Wakefield High School, in order to promote a greater mutual understanding among students, faculty, parents, and community and to develop the highest standards of scholarship, citizenship, sportsmanship, and school pride, do hereby establish and ordain this constitution as the guiding document of the Wakefield High School Student Government Association.

Article I: NAME

The name of this organization shall be Wakefield High School Student Government Association.

Article II: SOURCE AND EXTENSION OF POWER

Since the principal is directly responsible for the welfare of the school, it is expressly understood that powers herein delegated to the Student Government are in whole subject to the advice and consent of the principal or his designee.

Article III: THE EXECUTIVE COUNCIL

I. PURPOSE

The purpose of the WHS Executive Council shall be:

- a. To act as a non-governing service organization for the Class Councils of Wakefield High School.
- b. To provide a voice and reflect the views of the students of Wakefield High School.
- c. To promote growth of the Class Councils within the school by providing leadership training and the exchange of ideas.

- d. To act as a central agency for the collection and distribution of materials relating to Class Councils.
- e. To coordinate and provide leadership for school wide Student Government projects.
- f. To promote total student involvement in all concerns of the youth of Wakefield High School.
- g. To encourage the betterment of human relations and accordingly consider the dignity and worth of the individual within the schools of North Carolina.
- h. To act as a student advisory group to the school administration.

II. POWERS & DUTIES

- a. To organize and oversee election of officers to the incoming Student Council.
- b. To direct and organize committees as needed.
- c. To approve the yearly budget for the Student Government at the beginning of the school year.
- d. To interpret the meaning of the Constitution in a case of a dispute.
- e. To maintain communications between students and administration on matters concerning the general student body.
- f. To organize and host at least one meeting of all Student Government members per semester.
- g. All members shall have one vote on Student Government issues. The President shall not vote except in case of a tie.

III. OFFICERS

All officers must abide by, but are not limited by, the terms and considerations set forth in the Wake County Public School Regulations and Procedures 6860 as well as the Wakefield High School Honor Code. Failure to comply with these standards will result in removal from office.

Section A: ELECTED OFFICERS

1. PRESIDENT

Duties & Qualifications -

- a. He/She shall preside all meetings.
- b. He/She shall appoint and be a member of each committee.
- c. He/She shall call special meetings as needed.
- d. He/She shall work closely with the advisor.
- e. He/She shall have the power and authority to assign compulsory volunteer duty to members with an unexcused absence from a meeting or function.
- f. He/She shall warn and/or reprimand any officer who has a second unexcused absence from meetings or activities.
- g. He/She shall set a positive example for all those around.
- h. He/She shall attend the monthly Presidents meeting with the

Wake County Public Schools System's high school Student Body Presidents and also the quarterly President's meetings with the Wake County Public School System's Superintendent.

- i. He/She shall be capable of addressing a group.
- j. He/She shall consider multiple sides of problems that arise.
- k. He/She shall be a member of the Senior Class and shall have at least one year of experience as a class or council officer.
- l. He/She shall maintain a 2.5 grade point average prior to and during the term in office.

2. VICE- PRESIDENT

Duties & Qualifications -

- a. He/She shall preside in the absence of the president.
- b. He/She shall be an advisory member of all committees.
- c. He/She shall be a member of the Election Committee, whose responsibility it is to oversee and run Student Government Elections.
- d. He/She shall be capable of addressing a group.
- e. He/She shall consider multiple sides of problems that arise.
- f. He/She shall be a member of the Junior or Senior Class.
- g. He/She shall have one-year experience as a member of Student Government.
- h. He/She shall maintain a 2.5 grade point average prior to and while in office.

3. SECRETARY

Duties & Qualifications -

- a. He/She shall keep an accurate account of minutes and meeting attendance.
- b. He/She shall report any difficulty in obtaining accurate information to the President and Advisor.
- c. He/She shall be capable of addressing a group.
- d. He/She shall consider multiple sides of problems that arise.
- e. He/She shall be a member of the Sophomore, Junior, or Senior Class.
- f. He/She shall maintain a 2.5 grade point average prior to and while in office.

4. COMMUNICATIONS DIRECTOR

Duties & Qualifications -

- a. He/She shall handle all Student Government correspondence (i.e. electronic mail, telephone tree, social media approved by advisors, etc).
- b. He/She shall report any difficulty in obtaining accurate information to the President and Advisor.

- c. He/She shall be capable of addressing a group.
- d. He/She shall consider multiple sides of problems that arise.
- e. He/She shall be a member of the Soph., Jr. or Sr. Class.
- f. He/She shall maintain a 2.5 GPA prior to and while in office.

Section B: APPOINTED OFFICERS, POSITIONS & DUTIES

- 1. 2nd VICE PRESIDENT** - who shall preside in the absence of the President and Vice President and shall serve as a member of the Election Committee. He/She shall have at least one-year experience as a member of Student Government.
- 2. PARLIAMENTARIAN** - who shall maintain order during all meetings, and shall ensure meetings run in accordance with Robert’s Rules of Order.
- 3. HISTORIAN** - who shall keep a pictorial account of the year in a scrapbook and maintain all bulletin boards in the school.
- 4. SPECIAL EVENTS (2 chairs)** - who shall co-chair all major social events for the council.
- 5. SCHOOL SPIRIT (2 chairs)** - who shall organize and plan all school spirit activities, including Pep Rallies and Powder Puff.
- 6. PUBLICITY (2 chairs)** – who shall organize and create all need publicity for council events.
- 7. SERVICE (2 chairs)** –_who shall organize and plan all school and community service projects.

Qualifications –

- a. The above positions shall be appointed by the Student Council Advisors per council.
- b. He/She must be broad-minded in considering problems that arise.
- c. He/She must be capable of addressing a group.
- d. He/She must maintain a 2.5 GPA prior to and while in office.

IV. BUSINESS

- 1. A quorum (attendance by at least 85% of the Council) is needed to conduct Class Council Business.
- 2. Simple majority passes motions.
- 3. The President’s vote is used to break a tie.

Article IV: CLASS COUNCILS

I. MEMBERSHIP

Class Councils of Wake field High School (Senior, Junior, Sophomore, Freshman) shall consist of the following elected officers: a President, a first Vice President, a Secretary, a Communications Director, and Class. Class Council Advisors will decided on the number of membership and how voting is con-ducted on their council. The adult members of the Class Councils shall be the Advisor(s) and the Principal and his designee. No business shall be conducted without an adult advisor present.

II. MEETINGS

- A. The Council President shall preside at all meetings of the Class Council.
- B. Each Class Council will determine the date and number of meetings for the year following the Induction of officers in the spring.
- C. Class councils shall never meet at the same time as the Executive Council, unless approved by the Executive Council.

III. POWERS & DUTIES – (organization of class councils below)

Section A: SENIOR CLASS COUNCIL

- a. To organize and facilitate all class meetings.
- b. To organize and facilitate a class fundraiser if necessary.
- c. To organize and facilitate Homecoming activities as appropriate.
- d. To organize and facilitate community service activities.
- e. To organize and facilitate the senior breakfast during the first two weeks of school on a date determined by the Class Council.
- f. To organize and facilitate senior day activities on a date determined by the Class Council, in conjunction with senior awards night.
- g. To determine, to initiate, and to develop activities and procedures which are in the best interest of the Senior Class.
- h. To conduct election of the class color, flower, song and motto.

Sections B: JUNIOR CLASS COUNCIL

- a. To organize and facilitate all class meetings.
- b. To organize and facilitate a class fundraiser as needed.
- c. To organize and facilitate Homecoming activities as appropriate.
- d. To organize and facilitate community service activities.
- e. To organize and facilitate the Junior/Senior Prom.
- f. To determine, to initiate, and to develop activities and procedures which are in the best interest of the junior class.

Section C: SOPHOMORE CLASS COUNCIL

- a. To organize and facilitate all class meetings.
- b. To organize and facilitate a class fundraiser if necessary.
- c. To organize and facilitate Homecoming activities as appropriate.
- d. To organize and facilitate community service activities.
- e. To organize and facilitate a Welcoming Committee for Open House and to assist the Freshman Council with receptions if needed.
- f. To determine, to initiate, and to develop activities and procedures which are in the best interest of the Sophomore Class

Section D: FRESHMAN CLASS COUNCIL

- a. To organize and facilitate all class meetings.

- b. To organize and facilitate a class fundraiser if necessary
- c. To organize and facilitate Homecoming activities as appropriate
- d. To organize and facilitate community service activities.
- e. To organize and facilitate receptions as needed as directed by Wakefield Administration and the Freshman Counselor.
- f. To determine, to initiate, and to develop activities and procedures which are in the best interest of the Freshman Class.

V. BUSINESS

- A. A quorum (attendance by at least 85% of the Council) is needed to conduct Class Council Business.
- B. Simple majority passes motions.
- C. The President’s vote is used to break a tie.

All officers must abide by, but are not limited by, the terms and considerations set forth in the Wake County Public School Regulations and Procedures 6860 as well as the WHS Honor Code. Failure to comply with these standards will result in a removal from office.

Article V: METHOD OF ELECTIONS

A. Student Government officers shall be elected by a majority vote of the grades they represent, with the Executive Board officers being elected by the entire student body.

B. Class Council elections will take place in the spring. Officers will be elected by a majority vote of the grades they represent.

C. This council will be made up of anyone who is interested and who follows the necessary procedure to become a member.

D. An election will be held to elect Freshman Class Council on a date, which will be designated by the Executive Council.

E. Should a vacancy occur in the Student Council, a committee consisting of the class President, Class VP, Class Advisor, Executive Council President, and Student Council Advisor shall choose a qualified person to fill the vacancy.

F. All officers of the Student Government shall submit before elections the proper forms of intent to run, which include:

1. Intention to run for office signed by the candidate, five members of the faculty, and a parent or legal guardian.
2. Two sealed letters of recommendation
3. Intent to Run Platform

G. Officers elected in spring shall begin their term of office at the close of the current school year and end at the close of the following year.

H. The purpose of the officers elected in spring shall be to assist in the opening of school next year, organizing orientation activities, and handling any matters concerning foreign exchange students (if one is in attendance). Projects undertaken during the summer months must be pre-approved by WHS administration and the Executive Board.

I. Every effort will be made to ensure that each election is competitive. The faculty advisor will work with students to ensure competition in all offices. In the event of a non-competitive race, the members will be asked to run for a single office with the order of votes determining placement on council or an appointed post.

Article VI: MEETINGS

The Executive Council and all Class Councils shall meet before or after school or during SMART Lunch on the designated day. Class councils shall never meet at the same time as the Executive Council, unless approved by the Executive Council. Any person entering a meeting any later than ten minutes after starting time shall be counted absent from the meeting. Any member arriving less than ten minutes late to a meeting will be counted tardy. Two tardies will equal one unexcused absence. All student council members are required to attend all functions of the Student Council which attendance is deemed mandatory unless excused by the President and Advisor. Absences must be excused prior to the meeting day with an exception of sudden illness, etc. Reasons for excused absences include those listed by Wake County Public Schools and Wakefield High School.

Article VII: IMPEACHMENT

A. Any officer or member of the Student Council shall be removed if he/she fails to execute duties or commits any act in violation of this constitution.

B. All members shall attend all meetings and mandatory functions of the council for which they represent. Following any member's second unexcused absence from a meeting, the President of the council of which that member is a part will issue an official warning. Upon request of the Class Council President, the Executive President may assist in issuing such a warning. A third absence will result in impeachment/removal of the member.

- C. Impeachment charges shall be presented in writing to the Advisor.
 - a. The impeachment committee shall consist of the Principal or his designee, the Student Council or Class Council Advisor, appropriate council President, and the appropriate council Vice President.
 - b. Parties involved shall have up to 5 minutes to present his or her case before the committee, during which time committee members may ask questions for clarification.

- D. In case of impeachment charges brought against the President, the advisor and the Principal or his designee shall appoint the impeachment committee.

- E. Judgment in impeachment cases shall not extend farther than removal from office and disqualification to hold any office, trust, et cetera under the Student Government.

- F. Suspension from school for any amount of time or for any reason is grounds for immediate removal from the Wakefield High School Student Government Association unless otherwise advised by the suspending administrator.

Article IX: AMENDMENTS

- A. Amendments shall be presented to the Executive Board in writing.
- B. To become effective, the amendment must be approved by a 2/3-majority vote of the entire Student Government Association.
- C. If the proposed amendment is defeated, one month must elapse before it may be brought up again.

Article X: RATIFICATION

This constitution must be approved by a 2/3-majority vote of the Student Government to become effective.

Article XI: SUPERSESION

This constitution supersedes any document that previously governed the Wakefield High School Student Government Association.



Go Wolverines!

Wakefield High School Student Government Code of Conduct

1. Members represent Wakefield High School, Wake County Public Schools, and WHS Student Government at all times. Members are expected to act with courtesy and respect in all situations. This includes on Social Media as well.
2. Members are expected to show loyalty to Wakefield High School and Wakefield High School Student Government. This includes on Social Media as well.
3. Members are expected to fulfill the obligations of their role on the council. If a student is unwilling to satisfy their role, they are subject to dismissal from the council by Student Government Advisors.
4. Bullying, harassment, online bullying, fighting, and/or hazing will result in immediate dismissal from Student Council. This includes when it is done on Social Media as well.
5. Student Council members are expected to be role models to the entire school, and ambassadors of Wakefield High School to the community. Therefore, any of the following will not be tolerated.
Use, possession, concealment, distribution, sale, or being under the influence of:
 - Tobacco or tobacco products in any form.
 - Alcohol or alcoholic beverages in any form.
 - Illegal drugs, including, but not limited to substances defined as controlled substances.
 - Prescription drugs, or patent drugs in violation of state and/or federal laws.
 - “Look-alike drugs”
 - Referencing any of these on social media of any kind
6. Vandalism, theft or destruction of school property will not be tolerated.
7. It is expected that Student Council members will treat WHS administration, teachers, staff, and students with utmost respect.
8. Any suspensions are considered grounds for immediate dismissal from the Council.
9. Wakefield High School Administrations or the Student Council advisor can remove any student for disciplinary actions at any time.



Wakefield High School Honor Societies

Rules & Procedures

1) The Wakefield High School Faculty Council will determine consequences for all WHS honor societies in all cases for which a member of any society has had a loss of personal honor due to a disciplinary infraction.

2) Major disciplinary infractions concerning the WHS Faculty Council include:

- breeches of the WCPSS Code of Student Conduct that result in OSS
- all WHS Honor Code violations including but not limited to academic violations such as cheating, plagiarism, misrepresentation, and falsification.

3) Disciplinary violations of the WCPSS Code of Student Conduct and/or the WHS Honor Code will be reported by administration to the Faculty Council and the advisors for each student's honor society.

4) The Faculty Council will convene to determine consequences pertaining to membership in honor societies.

5) Students who have been assigned disciplinary consequences will be allowed to make an appeal to the Faculty Council on their own behalf before a conclusion is drawn or a dismissal from honor societies is determined.

6) Removal from one honor society due to a loss of personal honor will result in a removal from all societies in which a student is a member.

7) Students who have been removed from honor societies will be ineligible for readmission to or participation in all honor societies for the duration of the current school year.

8) Removal from some honor societies could prevent readmission according to their bylaws and/or constitution. For societies that allow readmission following removal, students may reapply the following school year.

Requirements & Documentation

1) **Only Wakefield honor graduates will wear cords at graduation. Beginning this school year (2017-18), these awards will be based on GPA only.**

Seniors who meet an organization, club or honor society's requirements will be privileged to wear that group's regalia during the mandatory class night ceremony in the spring. Cords, stoles, pins and medallions are acceptable. Honor societies must meet the following criteria in order to issue cords.

- chapter affiliation with a national organization
- maintenance of a specific grade point average
- fulfillment of community service requirements
- payment of membership dues as determined by individual societies

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



COMMITTEES for FACULTY

Meeting Dates: 9/28, 11/30, 1/31, 2/28, 4/26

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

THE LADDER PROGRAM was created to assist students in improving and furthering their education. It is designed to give them a place to work after school hours with certified teachers and mentors. Ladder helps students improve their grades, become better prepared for exams, and learn skills that will aid them in being successful. The Ladder Program knows that mentoring is important in helping students with communication, life skills, fair play, healthy competition and friendship. In addition to instruction, there is an extra-curricular component that provides students an opportunity to interact, on a more personal level, with teachers and mentors. (Must agree to meet on a weekly basis).

THE GRADUATION & SENIOR ACTIVITIES & STUDENT CULTURE

COMMITTEE is a committee with two purposes. First, this committee represents the heart-and-soul of the Class of 2018 from coordinating all senior activities to the finale (graduation). Second, this committee will work on projects to increase whole school involvement with school-wide initiatives.

THE MEDIA AND TECHNOLOGY COMMITTEE writes and updates the school's technology plan. It identifies equipment and software needs, oversees procedures for AUP violations, safeguards equitable access to technology, and keeps up to date on new technologies for purchase consideration. This body will also follow WCPSS policy and procedure to act in the event print or non-print material owned by the school is challenged for content.

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

CHEERIOS works to enhance staff morale through creating activities that promote team building to assist with ensuring a sense of community among all stakeholders.

SCHOOL IMPROVEMENT TEAM (SIT) members represent their departments in the school improvement process. The committee meets to update the School Improvement Plan, compile data, communicate initiatives, and work with the Leadership Team in effecting a cohesive school focus on improving student achievement. Each department is responsible for selecting a representative to this committee at the beginning of the school year. There is also the opportunity for individuals to serve as at-large representatives on the committee.

INTERVENTION TEAM – Intervention Team is a multi-step data-driven process of implementing **instruction**, **interventions**, and **enrichment** to ensure all students are **successful** learners both **academically** and **behaviorally**. Participants work collaboratively to address the needs of students experiencing behavior and academic challenges.

ATTENDANCE/ VALIDATION COMMITTEE – The task of this committee is to evaluate and determine the validity of student appeals. In the event a student has their parking pass revoked due to attendance inconsistencies and violations, they have the opportunity to appeal the administration’s decision. Teachers on this panel will review the appeal and determine if parking privileges can be reinstated and what alternative consequences might be assigned. Appeals will only be heard if the parking pass is revoked for the semester.

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

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

PRIDE TIME COMMITTEE- Continue to reflect on practices related to Pride Time and make adjustments as necessary. The team will conduct regular walk-through observations during Pride Time to ensure that all staff members are adhering to agreed-upon expectations as outlined in the faculty handbook.

THE DISCIPLINE COMMITTEE - responsible for reviewing teacher feedback, discipline data, and infrastructures in order to regularly monitor student discipline data. Working with SIP, the team will maintain student discipline data and suggest changes, as needed.

THE SCHOOL CULTURE COMMITTEE- monitors the culture of the school by reviewing data sources such as staff surveys. Further, the team assists with the implementation of team building activities and collegiality throughout the school year.

CULTURAL PROFICIENCY COMMITTEE --will enlighten our faculty and staff on the intricate details of being cultural proficient towards each other and most importantly our students. Glean and put into practice the most impact-full process to broaden our understanding and strengthen our cultural awareness.

COMMITTEE LEADERS' REPOSIBILITIES

- Preside over meetings held at least 5 times during the year.
- Work with members to identify goals and responsibilities under the jurisdiction of the committee including ongoing duties as well as new initiatives. (The SIP goals & strategies are a good place to start.)
- Oversee the formation of subcommittees and division of duties so committee functions are accomplished and the workload is shared.
- Oversee maintenance of records, artifacts, and other documentation generated by the committee.



CRISIS INTERVENTION PLAN

2017-2018 CRISIS RESPONSE/ TEAM MEMBERS

Ritchie Bazzell, Principal
Chancey Wolfe, Assistant Principal
Melissa Thomas, Assistant Principal
Anson Robinson, Assistant Principal
Dr. Vivian Wells, Assistant Principal
Karimah Midgette, Dean of Students
Jill Toborowsky, SAP
Jasmine Alston, School Counselor
Ryan Cummings, School Counselor
Tiana Reid, School Counselor
Brent Walker, School Counselor
Lisa Coombs-Martin, Transition Counselor
Deirdre Martyn, School Psychologist
Stacey Helmandollar, RN BSN, Health Nurse
Terri Skokauckas, Administrative Assistant
Debbie Albritton, Bookkeeper
Officer Davis, School Resource Officer
Candida Romero, Head Custodian
Melissa Thomas, School Cafeteria Manager
Rick Riggleman, Athletic Director
Brent Dorenkamp, Athletic Trainer
Sherry Bethea, Special Programs Chair



NOTE: As a result of feedback obtained from the Summit for Student Support Services and in collaboration with WCPSS Security, the following procedures are used to provide assistance to schools notified of a Crisis Situation involving the students or staff on a **weekend or holiday**.

1. Principals or their designee should contact the Alarm Monitoring Center at 856-1911.
2. Provide the on-call staff with the nature of the Crisis, the name of the contact and a number where the contact can be reached.
3. A member of the Crisis team will be "on call" to respond to the school contact.

RESPONSIBILITY AND COMMUNICATION

1. The **administrative team** members are responsible for maintaining a safe and secure environment for students and staff. To that end, their duties include following general guidelines of the WCPSS Crisis Team Manual,

specifically disseminating information to team members/school staff and contacting and/or working with WCPSS Administration, Community Services, Security, and the District Level Crisis Intervention Team.

2. The team **chairperson** will assist with team organization and direct student support. The chairperson and principal will assign team member responsibilities during a crisis.
3. The school **secretary** will maintain and update the “black box” as needed during the academic year.
4. The **principal** will utilize the phone master system for full staff messages and contact all members of the leadership team to activate the department telephone tree.
5. The **secretary** will notify appropriate staff members as staff telephone numbers change. She is also responsible for updating the telephone tree. Each time the telephone tree is revised put the revision date in the lower left hand corner of the telephone tree.
6. The **school psychologist** will serve as the liaison to the District Level Crisis Intervention Team as needed.
7. The **principal and chairperson** are responsible for notifying Alarm Monitoring Center (856-1911) or Sarah Greene (858-1624) and determining the need for WCPSS district level support. All suicide events must be reported to Sarah Greene. **(MAIN CRISIS #919-270-7871. TO ONLY BE UTILIZED BY THE PRINCIPAL OR PRINCIPAL DESIGNEE...)**
8. The **school counselors, school psychologist and social worker** will be available for direct student and parent support, through small group, classroom, individual student, staff group and parent group sessions.
9. If factual information needs to be verified, the **principal** or designee will contact parents or police department and disseminate information to crisis team and/or staff.
10. The **administrative team**, in conjunction with the crisis team, will determine if assistance is needed from WCPSS Communications Department to work with the media. The principal, or designee will communicate directly with media representatives.
11. The **principal** will be responsible for determining what information can be released to school staff, students, or parents. NOTE: Sample

12. notification letters for parents can be found in the *Crisis Intervention Team Manual* after the Sample Documents tab.
12. The **principal and/or chairperson** will update the crisis team and office staff with new information throughout a crisis event.
13. The **school counselors** will notify the siblings' schools in the event of a student death.
14. The **chairperson, assigned counselor or SAP** will serve as parent liaison and will coordinate any volunteer efforts.
15. In the event of a death, an **administrator and assigned crisis team member** will make sure that there will be school representatives at the home, visitation, and/or funeral.
16. The **crisis team chairperson and designated administrator** are responsible for updating the staff the Crisis Response and Intervention Plan. They are also responsible for organizing/providing staff training.
17. The **chairperson** will generally assist administration with staff meetings.

RESPONSIBILITIES OF SCHOOL STAFF

1. Attend any specially scheduled faculty meetings for information about the current crisis and to obtain direction for the school day.
2. Inform crisis team members of any student(s) that may be directly impacted by the crisis.
3. Inform a crisis team member of need for class coverage or extra support during or after an event.
4. Give feedback to crisis team members as to how the day is going.
5. All office staff will assist with parent calls as needed and assist students and staff members until the school is able to return to a normal routine.
6. Distribute any official notifications or letters prepared by the administration to students.

CONSIDERATIONS FOR THE SCHOOL DAY

1. When a crisis situation occurs after school hours, the school staff will be notified via phone master. Unless directed otherwise, there will be a staff meeting at 6:45 a.m. on the morning following notification.
2. When a crisis situation occurs by 11:00 a.m., the notification to all staff and/or students will usually occur on the same day. The principal or designated assistant principal will notify the crisis team prior to the staff at large. This allows them to assist with notifications. Notification at this time is usually in writing. The crisis team will assist with student and parent notification, and student support.
3. Should a crisis situation occur in the early afternoon, the principal or administrator on duty, along with the chairperson, should determine whether information is disseminated to students prior to leaving school. If it is decided that there is insufficient time to organize necessary student support, then information about the incident will be disseminated the next school day. Usually, a staff meeting will occur after dismissal.
4. An announcement (usually written) is provided by the Crisis Team to assist teachers in notifying students of a death of a student or teacher. Information should also be provided to help teachers monitor student reactions. The announcement should provide specific information for notification and any additional communication for the teacher. Review the specific announcement with staff members at the first staff meeting following the crisis event. Sample announcements are available after the Sample Documents tab of the *Crisis Intervention Team Manual*.
5. Additional staff meetings will likely occur daily depending on the severity of the crisis. Staff should consider canceling parent conferences until the school resumes a normal routine. Should a meeting be scheduled that requires an administrator, please check their availability.
6. In the event of a death, parents will be able to check their child(ren) out to attend the funeral. Checkout procedures remain as they are on a typical school day. NOTE: Administration should designate the specific procedures staff will utilize. The principal will decide (1) whether a parent must be present to sign the student out or whether a note is sufficient to allow them to ride with others, (2) whether the absence is excused; etc.
7. Students must have hall passes in order to be in the halls at all times during a crisis situation.

8. Refer to the Quick Guide tab in the *Crisis Intervention Team Manual* for checklists to use during a school crisis, including a suicide. Copies of the manual will be available in the following offices: Administrators' and Counselors' offices and the front office. Team members who have attended crisis team training may also have a copy.
9. The type of support provided by the crisis team will vary depending on specifics of the situation. School-based or central-based team members should be available if teachers request assistance in their classrooms. All team members should provide classroom support and possibly group or individual support.
10. Any trained clinical team member may provide interventions. Should a teacher wish to have assistance with a death announcement to students, for example, contact the school counselor, psychologist, school social worker or nurse.
11. Group and/or individual support will occur in the media center or other areas on campus. The specific areas will be identified and announced to the staff prior to implementation.
12. Efforts will be made at the staff meeting to determine any large groups of students that may be impacted (i.e., students witnessing the trauma, friends or relatives of a deceased student or staff member, persons who have recently experienced death or loss).

FIRST RESPONDERS FOR HEALTH EMERGENCIES

Note: FIRST AID RESPONSE PLAN TEAM LEADERS SHOULD BE CALLED FOR ALL EMERGENCIES ALONG WITH COACH DORENKAMP. Call the Front Desk to radio the appropriate FARP TEAM LEADER responsible for that area. The team leader will notify specific staff members (members of the FARP TEAM), depending on proximity to the emergency situation, to assist with the crisis. Staff interested in becoming a first responder should have appropriate training.

LAUREN PLANT, SHANNON PROCTOR, MELISSA SCHUG, BETH BREYMAIER, LEE MCMASTERS, BRENT DORENKAMP, STACEY SHANNON, GARTH SWEREDOSKI, GREG LAIR, ALLEN WHITE



DISCIPLINE PHILOSOPHY, POLICY & PROCEDURES

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

WAKEFIELD'S DISCIPLINE & TARDY PROGRAM

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

Todos los estudiantes son responsables por el cumplimiento y el conocimiento del Código de Conducta Estudiantil y de todas las políticas de la Junta Escolar que gobiernan el comportamiento y la conducta estudiantil. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar O al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

One of the pre-requisites for effective teaching is good classroom management. Teachers are expected to handle their own discipline. When a student is sent to an administrator for discipline, it should be because the means of correction being applied is not working. Realize you are asking for help and do not prescribe consequences you think the student should have. Referrals should be “descriptive” and detailed in regards to the behavior being reported. Anticipate discipline problems in advance. Keep students busy and assign meaningful work. This is especially important for block scheduling. Interest and enthusiasm are contagious, and if the teacher possesses these traits, discipline problems are generally few in number.

There are certain points on which we all agree when dealing with students. Consistency in adhering to them is important:

- Students should not be permitted to interrupt a class.
- A teacher should not hold a student after the bell, making him or her late for another class.
- Students show respect for the rights, property of others.
- Do not tolerate students speaking disrespectfully to you.
- Do not put your hands on a student in a disciplinary situation.

- If a student does not comply with your plan, and after contacting the parent there's no improvement, write a referral explaining the behavior and what you have done to alter it.
- Non-compliance is unacceptable under School Bd. Policy.
- The disciplinary records of students are confidential and should only be discussed with parents or administrators.
- Do not discuss another teacher's class with students.
- It is the teacher's responsibility to report all suspicions of misconduct.
- Cheating falls under the policy that addresses **integrity**. It is defined as: *the giving or receiving of unauthorized work, copying work and turning it in as one's own, or using unauthorized aids on tests*. Major cheating is cheating on an assessment such as a mid-term test. Minor cheating is cheating on homework or in-class work. Teachers decide the level of cheating as it relates to the assignment. Discipline is assigned by Admin.
- Students caught cheating will be dealt with by the teacher and also the administrator if a referral is warranted. Parents should be contacted.

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

DISCIPLINARY CONSEQUENCES

Alternative Learning Center- Assignment Admin/ academic & behavioral.

ISS - Teachers assign for a period. Admin assigns for the day or period.

Long Term Suspension - For serious infractions, OSS is 10+ days.

Lunch Detention - Students remain with faculty for lunch.

Out-of-School Suspension- Suspension for up to 10 days.

Revocation of Privileges - Lunch & parking permits, attendance at or participation in extra-curricular activities are taken away.

Reverse Suspension – Parents are invited to attend school to monitor their child's work and behavior in lieu of an out-of-school suspension.

Saturday Detention- 9am - 12 noon on designated Saturdays.

ALC – THE ALTERNATIVE LEARNING CENTER will provide:

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

Procedures:

- Students are assigned to ALC by administration after review of discipline referrals submitted by teachers.
- Students will be assigned to ALC within 48 hours of the referral being reviewed dependent upon availability.
- Students may be placed in ALC sooner based on the infraction.
- When students are assigned to ALC the coordinator will contact teachers to provide work.

ISS – IN-SCHOOL SUSPENSION (for the period or for the day)

Teachers may send students that need to be removed from class to ISS for the period. Work should be provided to the ISS Coordinator. Teachers should avoid sending students the last 10 minutes of class. Administrators may assign students to ISS for multiple disciplinary infractions in response to a referral.

LUNCH DETENTION is assigned by teachers or admin for numerous infractions.

REVOCAION OF PRIVILEGES – In addition to an assignment to ISS, Lunch Detention or Saturday Detention, parking passes and lunch passes will be revoked for excessive tardies and skipping for juniors and seniors.

REVERSE SUSPENSIONS – Used in lieu of OSS for particular violations of the Code of Conduct. Parents will be invited to attend school and monitor their student’s behavior and school work.

******EASY - Teachers should enter discipline referrals into EASY. Descriptions of the problem with a student should be factual, concise and to the point.***

NON-NEGOTIABLES for STUDENTS - A decision about "why" you have chosen not to abide by one of the non-negotiables is not an option. Students are expected to comply with all rules and regulations set forth by WCPSS & Wakefield High School. Failure to comply with these 5 expectations may result in OSS.

1. **CLASS OR PASS** - If you are in the halls, you must have a pass and it must be presented when requested by an adult.
2. **STAY OR PAY** - If students are out of place and are approached by any adult, they must remain in the presence of that individual until the issue is resolved.
3. **COMPLY OR GOODBYE** - Students are expected to follow the rules while on campus. Failure to comply with reasonable requests may result in OSS.
4. **ON TIME OR SERVE TIME** - Students are expected to get to class on time. Failure to comply will result in ASD, Saturday Detention, and OSS.
5. **TRUTH OR CONSEQUENCES** - Students are expected to display the highest level of integrity. Cheating, lying, stealing, & falsification will not be tolerated.

TEACHER OFFICE HOURS – Teachers will maintain office hours a minimum of 2 days a week. These hours will be posted outside the classroom door. Teachers will be available to assist students with tests, make-up work, work that is not completed during class, assigned detention hours, etc. These hours will be in addition to PRIDE TIME.

Note policies and procedures in the chart below addressing student discipline for the 2017-2018 school year:

| | Tardies | Dress Code | Electronic Devices | Refusal to Comply | Cheating (major & minor) | Skipping | |
|--|---------------------------------------|---|---|---|--------------------------|------------------|--------------------------------------|
| #1 | handled by teacher | Warning + change clothes | Failure to give up device when asked to do so by admin may result in OSS. | Failure to comply with administrative directions may result in OSS. | MA ALC 3 days | mi ISS 1 day | LD |
| #2 | handled by teacher | Lunch Detention + change clothes | | | MA OSS 1 day | mi ISS 1 day | LD |
| #3 | Lunch Det. (teacher) | ISS 1 day + change clothes | | | MA OSS 3 days | mi ALC 3 days | ISS + pull |
| #4 | --- | ISS 1 day + change clothes | | | MA OSS 5 days | mi OSS 1 day | lunch pass for a week |
| #5 | --- | ALC 3 days+ change clothes | | | MA LT OSS | mi OSS 3 days | |
| #6 | ISS (admin) | ALC 3 days + change clothes | | | | | ISS |
| #7 | --- | OSS 2 days | | | | | + pull lunch pass for the quarter |
| #8 | --- | | | | | | |
| #9 | | <i>Note: Students must give their names when asked to do so by a school employee; they must also turn over hats, cell phones, etc. when asked to do so. Confiscated items should be picked up in the main office by parents after school.</i> | | | | | |
| #10 | ISS 1 day | | | | | | ISS + pull parking & |
| #11 | ISS 2 days | | | | | | lunch pass for the semester |
| #12 | ISS – 2 days + parent mtg. with admin | | | | | | |
| <p>After 12 infractions of the tardy policy, ALC & OSS will be determined by Admin.</p> | | | | | | | |
| <p>The Faculty Council determines consequences for WHS Honor Societies in all cases for which a member of any society has had a loss of personal honor due to a disciplinary infraction. Infractions concerning the Council include:</p> <ul style="list-style-type: none"> Breaches of WCPSS Code of Conduct that result in OSS. Violations including but not limited to cheating, plagiarism, and falsification. | | | | | | | |
| <p>NOTE: 3 unexcused tardies = 1 absence. The Attendance Committee hears appeals for a parking pass that is pulled. A parent meeting with admin is required before it can be re-issued.</p> | | | | | | | |

SUMMARY OF DISCIPLINE INFRACTIONS

(from WHS and WCPSS Code of Student Conduct)



1) Assault-

No student shall cause serious physical injury to any student, attempt to cause serious physical injury, or intentionally behave in a manner that could cause serious physical injury to another student.

2) Gangs and Gang Related Activities-

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

- Wearing, possessing, using, distributing, displaying, or selling clothing, jewelry, badges, etc. that shows affiliation in a gang.
- Communicating in order to convey membership in a gang.
- Tagging school property with gang related symbols.
- Requiring payment for protection



3) DRESS for SUCCESS ... Dress Code/ Inappropriate Dress-

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



- Change into clothes provided by WHS.
- Call a parent to bring a change of clothes.
- Spend the rest of the day in ISS for non-compliance.

- 1) Remove hats, headgear and sun-glasses before entering the building.
- 2) Shirts must have a strap on each shoulder at least 2 fingers wide; they must not expose undergarments, cleavage, or the midriff area in the front or back at any time. Shirts cannot have cut-out sides or backs.
- 3) See-through clothing (on top or bottom) should not be worn.
- 4) Shorts & skirts must be no shorter than 6" from the top of the knee. Loose fitting athletic wear is permitted.
- 5) Pants cannot sag below the waist; undergarments must not be visible.
- 6) Clothing or dress, tattoos or adornments may not display explicit language or graffiti relating to (but not limited to) the following: alcohol, tobacco, drugs, weapons, sex, and gangs.
- 7) Uniforms must comply with dress code if worn at school during the day.



4) NARCOTICS, ALCOHOL, CHEMICALS, DRUG PARAPHERNALIA –

No student shall possess, use, distribute, sell, conspire to sell or distribute or be under the influence of narcotics, drugs, amphetamines, barbiturates, marijuana, steroids, alcohol, or chemicals which could be used to alter a student's mood or behavior. This includes drug paraphernalia (papers, pipes, etc.) and counterfeit drugs.

5) PHYSICAL AGGRESSION –

No student shall engage in physical aggression towards others or take any action or make any comments or write messages which might be expected to result in a fight. A student who is attacked may use reasonable force to get free and notify school personnel. A student who exceeds this may be disciplined although someone else started the fight.



6) TARDIES –

There are 5 minutes between classes; given this amount of time, there is no excuse for being late. Tardies are cumulative; discipline is assigned beginning with the 3rd overall tardy. Reminder bells sound 1 minute before the tardy bell. For a tardy to school before 7:35 AM go directly to class with a sweeper pass and/or sign in. After 7:35 AM, go to the Attendance Office. After 45 minutes, the student is marked absent. The 15-15 rule is in place for all classes.



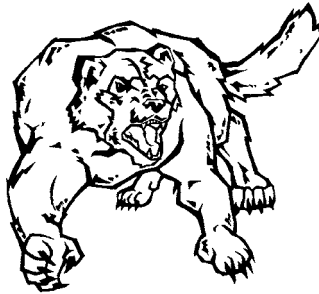
7) **WIRELESS DEVICES, ELECTRONIC DEVICES, CELL PHONES** – may be used before school, between classes, during lunch, and after school; however, the use of a cell phone or electronic device during class is at teacher discretion for educational purposes only.



- Teachers should review the cell phone policy in their classrooms clearly for all students.
- Electronic devices used in class that are confiscated by teachers *must be picked up by parents in the office after school.*
- Parents who call and text their students during class time put them at risk for disciplinary consequences.
- Emergency calls may be made in the office.

DISCIPLINE NOTES:

- 1) For a student who has received excess referrals or has attendance problems, a conference can be arranged by the student's counselor.
- 2) Teachers should sign contracts for students who present them as evidence of serving detention.
- 3) Teachers are expected to handle discipline in their classrooms and inform parents of student misbehavior.
- 4) Teachers should provide assignments for students in ALC & ISS.
- 5) Only Admin may assign ALC, Sat. Detention, and OSS.
- 6) Students are not allowed in halls without a pass or note.
- 7) Hats & headgear are not allowed in the building during school hours.
- 8) Posters explaining school policies and procedure should be displayed in all classrooms.



FINAL EXAM POLICY

All classes are required to give a final assessment that will account for 20% of the student's weighted grade for the semester (Q1 = 40%, Q2 = 40%, FE = 20%). Because each department and PLT are unique, the following options exist to fulfill this requirement:

- End of Course Exam, Career and Technical Education or NC Final Exam
- Traditional, PLT-Made, Standards-Based, Summative Assessment
- Performance Assessment (ex: world languages speaking assessment or dance performance)
- Summative Project (ex: art portfolio)

Prior to the first day of school...

1. Each PLT will agree to which single type of final assessment will be given to all sections of a course and given consistently by all instructors of that course. The same format will be used for both semesters unless the PLT receives approval from the department to make a mid-year change.
2. Instructors will include this exam-specific information on their syllabus.

Exam Exemptions

Students can be exempt from any non EoC, CTE or NCFE exam under the following conditions:

1. The PLT decides that students can be exempt. If the PLT will not allow exemptions, this should be included in the syllabus.
2. Students must meet the following requirements:

| Grade | Absences |
|-------|---|
| A | 3 or fewer excused absences per semester |
| B | 2 or fewer excused absences per semester |
| C | 1 excused absence or no absences per semester |

3. Students with any unexcused absences will not be exempted from an exam.
4. For the purpose of exam exemptions, every 3 tardies, excused or unexcused, will equal one absence.
5. Missing class for an approved (per student handbook) college visit, field trip, ALC or ISS will not count against exemptions.
6. There will be no appeal process for exemptions.



GRADING PRACTICES

HOMEWORK, CLASSWORK & ASSESSMENTS

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

HONOR CODE:

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

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

LATE WORK:

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

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

PLTs WILL ADHERE TO THE FOLLOWING:

- ✓ Have consistent grading considerations within departments.
- ✓ Ensure category weights are consistent throughout departments.
- ✓ Record a similar number of grades.
- ✓ Must put zeros in for missing work.
- ✓ Mid-Terms are optional at Wakefield High School. PLTs will determine whether or not to administer a Mid-Term as a PLT.
- ✓ Follow all Wakefield High School, WCPSS, and State testing policies.

PLTs WILL CONSIDER:

- ✓ Having ongoing continual discussions designed around meaningful group work implementation.
- ✓ Creating imaginative lesson plans that inspire students to be creative while developing 21st Century learning skills.
- ✓ Sharing best practices and lessons using technology in the classroom.
- ✓ Providing students opportunities to show what they have learned through varied methodology.

Wakefield High School Homework Plan

I. Purpose

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

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

Homework serves as a link between school and home that shows what children are learning in the classroom. In order to support the WCPSS Board Policy #3135 pertaining to homework, the following homework plan has been implemented at Wakefield High School:

II. Assignments

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

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

III. Evaluation

Teachers shall provide specific and timely feedback on homework assignments.

- A. Homework is considered practice in grades K-5; therefore, it is reflected in the Work Habits grade. Homework should be considered in reporting a student's progress to parents; however, in grades 6-12 homework should not exceed fifteen percent (15%) of a student's academic grade for a marking period.

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

IV. Guidelines

Research-based guidelines for minutes of homework per day are:

Grades 9-12 - 120 minutes per day.

Involvement of Parents/Guardians:

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

Techniques Taught to Help Students:

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

Resources Available to Students:

- Pride Time (4 days a week) and SMART Lunch (1 day a week) are times for students to collaborate, remediate, get teacher help, and make up missed assignments.
- Teachers offer help before and after school as needed.
- Parents may communicate with the teacher to determine when extra help is offered as well as other ways that the student may need assistance with material studied.

- The media center will be open before school and after school for students who need access to a computer
- Tutors are available through various honor societies in the school to be coordinated with the student's counselor.

Teacher Feedback:

- Teachers will make every effort to provide feedback to students in a timely fashion.
- Students will be held accountable for doing their homework.

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

ONE TEACHER/ ONE STUDENT PROGRAM

Addressing the Achievement Gap One Student at a Time

In an effort to address the achievement gap which is very complex and includes different challenges and factors for each and every student who is not being successful, each teacher is being challenged to select one student each semester to help be successful. Many students have been successful and "made it" despite their challenges and this is often due to a personal connection with a teacher who took extra steps to reach out to that student. The premise of "One Teacher One Student" is that if every teacher could "save" even one student from failing or dropping out, we can truly make a difference.

Strategies & Impacts

- ✓ After observing students and making preliminary assessments each teacher submits a name via a google.doc by 9.8.2017 and 2.9.2018.
- ✓ Teachers are not changing what they do – just focusing efforts on a struggling student.
- ✓ More than 150 students will be impacted each semester.
- ✓ Academic and Honors students can and will be helped.
- ✓ PLT time is used to discuss student successes, struggles, and teacher strategies.
- ✓ Semester long strategies include utilizing Pride Cards, meeting with students individually, calling home, sending Good News cards, collaborating with student's other teachers.
- ✓ Recognize successes during early releases and other Professional Development opportunities.
- ✓ Promotes MTSS, supporting students going through the process as needed.

IT'S ALL ABOUT THE "W" FOR FACULTY & STAFF

R- Return Communication

We return professional, specific communication to other staff and community in 24 hours.

E- Empathy

We are empathetic towards other staff members' requests. We bear one another's burdens.

S- Seek the Source

We seek the source as to specific concerns and/or policies. We address fellow staff members directly with concerns by offering positive feedback and encouraging comments. Offer criticism privately.

P- Professionalism

We interact with students in a professional teaching/ counseling/ administrative capacity.

E- Enforce School Policies

We enforce and comply with school policies so as not to make our colleagues' jobs more difficult.

C- Coach Each Other

We recognize that continuous improvement comes from peer-to-peer mentoring- both formal and informal.

T- Teach

We teach a compelling lesson. Everyday. We carry out our supportive duties to better enable excellent teaching and learning. Everyday.

CODE OF ETHICS and STANDARDS OF CONDUCT

(2305, 3005, 4005)

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

Employees shall perform their jobs in a competent and ethical manner without violating public trust or applicable law, policies, and regulations. It is not practical or possible to enumerate all of the situations that might fall under the guidelines of this policy. In addition to other policies, regulations, and approved practices that

have been established covering specific areas of activity, (such as purchasing), the absence of a law, policy, or regulation covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times. Failure to comply with this policy will result in disciplinary action up to and including dismissal.

EMPLOYEE DRESS

(2304, 3004, 4004)

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



MEDIA CENTER

Purpose

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

Resources

The Media Center information resources include hardcopy books and periodicals, videotapes/DVDs, and online subscriptions to databases, and e-books. Students and staff can also find web tools and other applications through the W 2.1 web site at: <http://w21.weebly.com/>

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

Online Search

It is possible to electronically search the Media Center's resources online by clicking on the **Destiny** icon on the Windows desktop. Media Center resources can also be accessed remotely by visiting wakefieldhs.wcpss.net and clicking on Destiny.

HOURS OF OPERATION

6:55 AM – 3:30 PM M - TH

6:55 AM – 3:00 PM F



Use of the Media Center

1) Class Use

Teachers who wish to bring a class to the Media Center must sign up with a media staff member. A hardcopy schedule book is kept at the Circulation Desk.

- Classes will be scheduled for ½ or full block periods. It is advised to plan ahead and schedule accordingly.
- The schedule is taken very seriously, and teachers are asked to notify the Media Center a day in advance if it is necessary to cancel time in the Media Center.
- Teachers can also schedule classes to use cooperative learning spaces that have been created in the Media Center for ½ or full block periods

- Every effort will be made **to accommodate all classes, but priority** will be given to those who sign up first.
- Please be prepared to discuss the assignment, availability of materials, and the skills to be taught with a media specialist at the time of scheduling.
- It is most helpful to provide a copy of the assignment for the Media Center staff to review prior to the arrival of the class. Teachers should provide the media staff at least a 48 hour notice for the development of new lessons.
- Teachers should plan to remain with whole class groups to collaborate with the media specialists in instruction and supervision and maintenance of Media Center policies.

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

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

4) Pride Time Use – Students may use the Media Center during Pride Time without a pass. Students will need to be engaged in academic endeavors and maintain a quiet academic environment during this time. Any student who cannot focus or causes disruptions to the academic environment will be required to leave the Media Center.

Students may use the Media Center during SMART Lunch without a pass. The capacity of the Media Center is 110 students during SMART Lunch.

Collection Development

- The Media Center follows the policies as outlined by the Wake County Public School System Policy #5410.
- Materials are selected to support the NC Standard Course of Study, the Common Core, and NC Essential Standards. As funds allow, materials are also added to support leisure interests and reading for pleasure.
- Media Coordinators regularly contact teachers for input regarding additions to the collection. Faculty and staff may make

recommendations for purchase at any time; however, the earlier in the school year, the better.

- Media Coordinators consult standard review sources during the selection process.
- Periodicals are available online through the subscription database services. Some periodicals are available in hard copy. Some are provided by NCDPI and WCPSS Media Services. As monies allow, WHS subscribes to databases which are evaluated based on usage and faculty input. They can be accessed through the school website.
- The Media/Technology Advisory Committee updates the Technology Plan and provides direction for equipment purchases.
- The Media and Technology Plan can be accessed at: <http://whsmediacycenter.wix.com/media201415>

Circulation

| <u>TYPE of MEDIA</u> | <u>STUDENT LOAN</u> | <u>OVERDUE FINES</u> |
|-----------------------------|----------------------------|-----------------------------|
| Non Fiction books | 1 week | \$.05 per school day |
| Fiction books | 2 weeks | \$.05 per school day |
| Reference/Reserve books | Overnight | \$1.50 per school day |
| Equipment | By special arrangement | \$5.00 per school day |

Student Circulation

Students may renew books for one additional circulation period or as needed. Reference and reserve books may be checked out, but the checkout of these items may be restricted to 4th period or after school. These items must be returned before 1st period the next day. Students with overdue items may be restricted from checking out leisure items until fines clear. Off-campus lunch passes, parking passes, and sports/ performing arts participation are also revoked for outstanding school accounts.

Faculty and Staff Checkout

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

Equipment Checkout

- Faculty and staff may check out equipment for use in the building daily or for long term use.

- Staff members who use equipment off campus must sign an Off Campus Check-Out Form. Students are not ordinarily issued equipment, but arrangements may be made through a sponsoring staff member.
- See the Media Center Staff to reserve a particular item for a day or specific period of time.
- Staff members are asked to be responsible for picking up and returning equipment.
- Students who are picking up equipment for staff must have a signed note authorizing them to do so.

Equipment Assigned to Classrooms (Including Printers)

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

Mobile Laptop Computer Carts

Wireless laptop labs consisting of 15 laptop computers each are available for faculty to checkout and use in classrooms. Teachers are required to participate in a short training session before using the cart.

Mobile Apple Device Carts

- One mobile Apple Cart consisting of 18 iPod Touch devices and 1 iPad is available for checkout by faculty for daily use.
- Two mobile iPad carts consisting of 24 iPads each are available for check out for daily use.
- Additional iPads may be available for short term use.
- The media center invites teachers to use the iPad carts in conjunction with the media center computers.

Teachers are required to participate in training before they check out the carts.

AV Software Checkout

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

Copyright Laws and the Use of Videotapes

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

- Teachers are responsible for previewing videos and integrating them into lesson plans. Public performance rights are not available on most videos owned by WHS. That means videos may not be used as entertainment, reward, or time fillers.

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

Laminating

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

Main Campus Computer Lab

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

Photocopies/Computer Print-Outs

- A copy machine is located in the Media Center at the main campus. The machine is coin operated and cost \$.10 per page.
- Computer printouts on the black and white laser printers in the Media Center and computer lab are free to students for the first five pages and then cost \$.10 per page to be paid at the Circulation Desk.
- Printouts should be limited to school-related items. Pictures require teacher or Media Center staff approval. Picture printouts are costly, and can quickly become a liability if unmonitored.
- Color printing is available to students on Main Campus at \$.50 per page. Students should inquire at the Circulation Desk.

Test Scanners

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

The Computer Network

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

Computer Problems

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

Internet Use

- An Employee Acceptable Use Policy Agreement Form must be signed by employees each year as a condition of employment. (Board Policy 3225) All students have internet access at school unless the parent signs a *Request to Deny Access* Form. It is the responsibility of staff members to assist in monitoring student internet use. WCPSS screens out objectionable websites; however, the process is not infallible. Report the URL of objectionable sites accessible on the network to the Media Center. Likewise report the URL of web sites suspected of being blocked in error. These can be reinstated.
- WCPSS and WHS subscribe to a number of online reference services which can be accessed off campus as well. Details on remote access are available on the Media Center page of the school website under Research. (Scroll to the bottom.) The password **wolverines** provides 24/7 access to all subscription service URLs and logins.

- All WCPSS employees receive Lotus Notes email accounts. Initial passwords in Lotus Notes will be provided. New employees will be notified of their accounts as soon as HR at the Central Office creates them. There is a public mail group for sending mass emails: wakefieldhs.all@wcpss.net

Student email

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

Contested Materials

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

Wakefield HS School Website

Our school website is wakefieldhs.wcpss.net. School calendars are maintained on the website. The website is a primary means of communication for our school and includes department information, current school news and information, forms for download, links to school related activities, and much more. If you wish to post information to the website, please complete the Google form which is linked from the Staff Page of the WHS website and also is available here:

<http://goo.gl/forms/wf2dyunCK1> Postings are usually in place within 24 hours. Teachers and staff are encouraged to make use of the website. Also, please advise if you notice out of date information or any other inaccuracies. We appreciate your input.



Textbooks

Wakefield uses Destiny to oversee the distribution and collection of textbooks. Mrs. Corrigan, Mr. Smith and Mrs. Jackson are contacts. Every textbook is bar-coded to be tracked by Destiny, our online cataloging system. **Every** WHS teacher using textbooks – **including class sets** – must follow these procedures:

| | | | |
|--|--|---|---|
| Accessing Destiny | Go to the WHS Homepage: wcpss.net/wakefieldhs - click on the Destiny icon | Click “Log In” Username = 595LotusName Password = 595 Employee ID #Must be 6 digit Empl. # | Click on View and choose “Textbook View” |
| Checking Out Textbooks | Click “Circulation” and click “By Class” on the right side of the screen. Search your name in “Find Teacher.” | Your current classes appear in a list on the drop down arrow. Click each class and then the student name. If class lists do not appear, contact the Media Ctr. | Scan the barcode on the back of the book –you can check out a scanner from the Media Ctr. |
| Class sets and all textbooks remaining in your classroom | Follow instructions above to check books out to yourself. Tracking textbooks requires that EVERY book not in the textbook closet be checked out to you or a student. | Class sets should not leave your classroom unless you check the text out to a student – even for overnight use. | Texts checked out to students cannot be required to stay in classrooms. Once checked out – students are responsible for the books. |
| Students who withdraw during the semester. | Fines need to be recorded quickly when students withdraw. | Check the student’s text into Destiny as soon as received. If you do not get it before being asked to sign the withdrawal form – MARK IT LOST IN DESTINY before signing, or as quickly as possible. | Once it is marked lost in Destiny – if the book is returned to your classroom – send it to the Media Center. Do not check it in yourself. |



PBIS PROGRAM

MISSION: The Positive Behavior Intervention Support Team will empower teachers and staff with skills needed to improve overall classroom and school climate in order to achieve higher academic performance for all students.

| Carry Yourself With PRIDE | Expectations |
|--|--|
| Positive Words and Actions | <ul style="list-style-type: none"> • Respond quickly to adult directives. • Interact with appropriate tone, volume and language. • Keep passes visible during instructional time. |
| Respect of Self and Others | <ul style="list-style-type: none"> • Be considerate of others' time and space. • Clean up after yourself. |
| Integrity and Honor | <ul style="list-style-type: none"> • Take ownership for your own actions. |
| Display Self-Control | <ul style="list-style-type: none"> • Keep hands and feet to yourself at all times. • Walk away from conflicts & inform adults. |
| Excellence in Everything You Do | <ul style="list-style-type: none"> • Be on time and be prepared to do work. • Minimize time away from class. |

2015- 2018

Since 2008, Wakefield HS has initiated change in order to achieve a positive learning environment that supports overall academic performance. The initiative, **Start on Time!** established methods for attaining and maintaining a more civil academic setting. See below the list of established systems.

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

15-15 Hall Sweep

Students are NOT permitted to exit the classroom during the first 15 minutes or the last 15 minutes of the period. This includes going to the bathroom and/or locker. The only times a student should be permitted to leave include:

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

Every student must have a pass if in the hallway. If a student is in the hall without a pass and should be in your classroom, he or she will be escorted back to your classroom. Even if the restroom is directly across from your classroom, the student must obtain a pass from you. **Keep in mind that this is NOT a lockout.** If a student is at your door with a sweeper pass, you should go ahead and let that student in.

GUIDING PRINCIPLES of PBIS PROGRAM

- 1) All students are valuable and deserve respect.
- 2) Students can be taught to demonstrate appropriate behavior.
- 3) Punishment does not work to change behavior.
- 4) School climate is a shared responsibility among administrators, teachers, staff, students and families.

- 5) School personnel must be willing to examine their own behavior as students are taught to change.
- 6) Cultural and environmental differences need to be understood.
- 7) Positive relationships (students, teachers) are key to student success.

NOTE: Although Sweepers will still be used this year to write passes for late students, teachers should also have a sign-in sheet in the classroom that documents all-late comers.



THE POSITIVITY PROJECT

The Positivity Project is a 501c3 non-profit organization dedicated to empowering America's youth to build strong relationships and to understand, appreciate, and exemplify the character strengths in us all. We accomplish this by partnering with schools across the country and equipping educators with the knowledge, resources, and confidence to teach their students positive psychology's 24 character strengths.

Every 1–2 weeks, students learn about a new character strength. By leveraging Positivity Project resources, provided free of cost, teachers use approximately 10-15 minutes per day to lead a discussion about that week's strength. In our model, autonomy and consistency are key. Teachers are equipped with resources, but encouraged to tailor daily character education to their students' unique needs.

Students emerge with genuine self-confidence, greater appreciation for others, and stronger relationships – thereby building positive and enduring individual habits, and cultivating an enhanced sense of community in classrooms and school-wide.



PRIDE TIME & SMART LUNCH

Pride Time is an intervention offered during the school day that is in place for all students. It is 30 minutes of time, 10:15-10:45 Monday, Tuesday, Thursday & Friday. Students can make up work or gain remediation during this time. Any student with a grade below 75 in class must report to Pride Time on the day designated for that class period. If a student's grade is 75 or above they can report to the main gym, Media Center, or cafeteria. Students must report to a Pride Time classroom or one of the 3 designated locations in the building. Students who do not attend required Pride Time will be referred for skipping. Teachers are required to have their grades updated in Power Schools at the close of the day on Friday. Pride Time will take place 4 days during the week.

| | | |
|------------------|------------------------------|-------------------------|
| MONDAY | 1ST period | 10:15 – 10:45 am |
| TUESDAY | 2nd period | 10:15 – 10:45 am |
| WEDNESDAY | No Pride Time | XXXXXXXXXXXXX |
| THURSDAY | 3rd period | 10:15 – 10:45 am |
| FRIDAY | 4th period | 10:15 – 10:45 am |

STUDENT RESPONSIBILITIES

- ✓ Maintain an awareness of current grades and missing work.
- ✓ Report to Pride Time on time.
- ✓ Be engaged during Pride Time and use your time wisely.
- ✓ Be seated at all times if in the media center, main gym, or the commons area rather than a classroom.

NOTES: Pride Time is required of all students the last 2 weeks of the semester. Pride Time days will not be made up due to a weather delay, holiday or unforeseen schedule changes. Students who are failing classes will not be allowed in the gym during Pride Time.

Go Wolverines!

SMART LUNCH

Students **M**aximizing **A**chievement, **R**elationships, and **T**ime

What is it? A block of time when students and staff are available to collaborate, remediate, and interact.

Why are we doing it? SMART Lunch provides time during the school day for students to get remediation. They get help, make up missed assignments, meet with their counselors, participate in extracurricular activities, and build stronger relationships with staff. **SMART Lunch will be held 1 day each week on Wednesday.**

Tutorials – Teachers are encouraged to offer *additional* tutorials during SMART Lunch as well as before and after school. How the time is organized will be determined by the teacher, department and PLTs. Examples include make up rooms, subject specific rooms, homework rooms, enrichment opportunities, etc.

- Documentation: Teachers are required to have students sign in on Google Drive to document their attendance (for remediation or detention.)
- Students who need to serve detention can earn credit for the tutorial sessions they attend.

Staff supervision and accountability –

- Staff are required to supervise students during SMART lunch. Assignments will be made per teacher for half of the lunch period.
- Teachers **MUST** be relieved of their duty by someone. This might mean you stay after the halfway bell. Please be considerate of your fellow teachers.
- There must be supervision during SMART lunch in ALL areas at ALL times! If a teacher is absent the sub **MUST** be given directions to cover duties. If absent without a sub, others will be called to cover – they will be “on call.”
- Teachers will not cover duty and classes on the same day.

Where can students be?

YES: cafeteria, main hallways, locker bays (excluding the 3rd floor), outside courtyard areas, remediation classrooms, intramurals in gym

NO: athletic fields, weight room, tennis courts, parking lot

REMINDERS:

- 1) Students should not hang out in the hallways or stairwells – they need to be moving to another location.
- 2) Students must have their IDs accessible at all times.
- 3) Students should show IDs to leave campus, buy lunch, sign in to intramurals, and use the media center.



SPECIAL EDUCATION PROCEDURES FOR TEACHERS

SPED Dept. Head: Sherry Bethea

Main Campus *1109, 562-3600 ext. 22218, sbethea@wcpss.net

Educational Settings

Students with disabilities who attend public schools are typically served in 1 of 5 settings, and the law requires that they be educated in the **least restrictive** of these settings. At Wakefield, students with severe disabilities are served in the **separate self-contained setting** (most of the school day is spent with a special education teacher who uses a specialized curriculum). These students receive a certificate of completion when leaving high school.

Students following the **Occupational Course of Study Program (OCS)** will receive a regular high school diploma. They follow a modified curriculum that prepares them for the working world after high school.

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

Most special programs students are in the regular education setting. Some are served in the Home/Hospital setting when they are unable to come to school due to health or behavior problems, or when long-term suspended. **Home/Hospital students** receive instruction in their home or in a public place.

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

IEPs and Accommodations/Modifications

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

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

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

Providing Accommodations

Typical accommodations that you will see include:

- **Extended Time** – Students have additional time to complete tests and quizzes (typically 50% extra time).
- **Separate Setting** – Students leave the room for tests to take them in a small group. (Ask students if they also want to leave for quizzes.)
- **Read Aloud** – Students have the test read aloud to them. The student may require every word be read to them or read by request as indicated on their IEP.
- **Marks in Book** – Students can mark answers on the test, instead of a scantron. Some students who have this accommodation will write on the test, but will also transfer their answers to the scantron. Determine this with the student before testing.
- **Preferential Seating** – This means the student requires special seating (i.e. front of the room, by the teacher, away from distractions, etc.).
- **Study Guides** – Before tests, the student should receive a study guide indicating the information that will be covered on the test.
- **Computer/Word Processor** – The student has the option to type written assignments on the computer instead of writing by hand. This would apply to in-class and homework assignments.

Important Notes about Accommodations

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

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

Curriculum Assistance (CA) Class

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

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

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

ICR Classes

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

Testing Lab

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

1. Teachers must send requests for testing lab 24 hours in advance.
2. All requests for the testing lab are made through a Google Form using the following link: <https://goo.gl/forms/IMuXn5kTOlmbF2y33>
3. A separate form should be submitted for each student.

IEP Meetings

IEPs are reviewed once a year. A student's eligibility is reviewed every 3 years. To be eligible, a student must have a documented disability and an IEP with specific, measurable goals. You will be asked to attend meetings. They are **not** optional; the law requires attendance of at least one regular ed teacher, a SPED teacher, and an LEA (a school system rep). For most students, it is necessary for only 1 regular ed teacher to attend.

Preparing for the IEP Meeting

Case managers will contact you with the time/date of an IEP meeting. RSVP quickly so they can reschedule or find another teacher. Come to meetings prepared to discuss the student's progress. Since case managers may not have students on their caseload in class, the regular education teacher's information is critical to writing goals and assessing progress. **Be aware that any information you present is shared with the student and the parent.**

SPED acronyms all teachers should know:

BIP – Behavior Intervention Plan
BST – Behavior Support Teacher
AST – Autism Support Teacher
CA – Curriculum Assistance
ICR – In-Class Resource
IEP – Individualized Education Plan
OCS – Occupational Course of Study



STUDENT SERVICES & COUNSELING PROGRAM

PHILOSOPHY & VISION STATEMENT

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

STUDENT SERVICES/ COUNSELOR TEAM ASSIGNMENTS

Brent Walker – 9th – A-Z, Freshman Coordinator, bwalker2@wcpss.net

Ryan Cummings – 10th – 12th A-G, Junior Coordinator, wcummings@wcpss.net

Tiana Reid – 10th – 12th – H-O, Sophomore Coordinator, treid1@wcpss.net

Jasmine Alston - 10th – 12th – P-Z, Senior Coordinator, jalston2@wcpss.net

Karimah Midgette – Dean of Students, Mid-Year Graduates, kmidgette@wcpss.net

Jill Toborowsky – Student Assistance Counselor (SAP), jtoborowsky@wcpss.net

Lisa Coombs-Martin – Transition Counselor, lcoombs-martin@wcpss.net

Sarah Joyner – Career Development Coordinator, sjoyner@wcpss.net

Cynthia Torres – Student Services Technician, ctorres@wcpss.net

Kathy Namishia – Registrar/Records, knamishia@wcpss.net

Counselors Assist Teachers With:

- Academic resources to support at-risk students
- Referrals of student concern
- Guidance for academic, career, personal and social issues
- Parent/student conferences
- Collaboration for student achievement
- Crisis management
- Parent communication

Counselors Assist Students With:

| Academic Development | Career Development | Personal/Social Development |
|--|---|---|
| Graduation Requirements Promotion Requirements Parent Conferences Drop-out Prevention Graduation Plans | College Planning Career Exploration Career Fairs ASVAB College Recommendations | Stress Management Anger Management Mental Health Transitions Community Agencies |
| Graduating Early Course Selections Transcripts Governor's School School of Science, Math | Financial Aid for College Scholarships for College Military Recruitment Info Parent Information Internships | Time Management Suicide Assessment Attendance Issues Lost/Found Items Crisis Intervention |
| Summer Ventures Summer Enrichment SAT/ ACT Registration NC Virtual Public School PSAT Registration AP Exam Registration Dual Enrollment Withdrawal/transferring | NCAA Eligibility Planning Job Shadowing College on-site Admissions | Grief Support Substance Abuse |

Student Appointments

Students are encouraged to visit their counselor several times during the year. If a student has scheduled an appointment during a time when it is critical for the student to remain in class (quiz, test, etc.), teachers have the right to keep the student in class. Students schedule an appointment by speaking to the Student Services Technician during lunch, before, or after school. Students must be called or present an appointment pass to be released from class. If there is a crisis, please call the counselor's tan phone to alert him/her of the student who will arrive and send the student with a pass plus an escort to Student Services.

Small Groups

At various times throughout the year, counselors work with students to handle issues such as anger management, conflict resolution, substance abuse, high school transition, college and career planning, etc. In addition to individual counseling, students may meet in groups. Counselors plan to not keep students away from the same period more than once. Group sessions are 45 minutes in length. Teacher support for these groups is crucial, as students are able to work through non-classroom issues that affect classroom attention and performance.

Confidentiality

Counselors are to keep conversations with students confidential unless the nature of the conversation compromises the safety of the student or others. Counselors may be unable to share information with teachers, particularly if parents request it remain confidential. Please understand the nature of confidentiality and the counselors' attempt to meet student needs while adhering to school policy.

Student Referrals

Teachers are encouraged to refer a student to his/her counselor if they are concerned about a student's well-being, whether academic or personally/socially related. Referrals are confidential. Counselors are trained to work with students without sharing the source of information. Refer a student as follows:

1. Send an email to the assigned counselor. State your concern for the student and/or any incidents. Also include any information regarding parent contact, student intervention, etc.
2. Call the counselor via tan or outside line. State your concern for the student and/or any incidents. Also include any information regarding parent contact, student intervention, etc.
3. Visit the counselor in his/her office. Teachers may prefer this option if the referral is unusually sensitive. State your concern for the student and/or any incidents. Also include any information regarding parent contact, student intervention, etc.

Course Placement Review

Teachers have a limited opportunity to request a course placement review for a student who may be in an inappropriate level of a course. This can be for students who either need to increase or decrease rigor. Within the first ten days of class, teachers should follow this process:

1. Complete the Placement Review Form after providing strategies/intervention with the student and communicating with the parent.
2. Contact the parent to discuss interventions and/or recommendation.
3. Submit placement review form to counselor.

NOTE: This does not guarantee a schedule change; however it allows you to express concerns for academic achievement, challenges, needs for improvement and/or other level options.

Student/ Parent Conferencing

Teacher participation is requested at student conferences. Counselors arrange requested conferences for academic concerns when a parent wants to meet with all teachers. When an email or paper request is submitted in advance, teachers are expected to attend. Input is a valuable part of intervention. When teachers are scheduled for two conferences at the same time, they should communicate with

the counselor to find resolve. Teachers schedule their own conferences for individual concerns requested by a parent. Request counselor presence if additional support is required at any conference.

GENERAL INFORMATION for TEACHERS

Student Promotion

High school students shall be promoted by attaining credits that are earned through successful completion of required courses as illustrated in the following chart.

NOTE: The appropriate English credit is required for promotion each year.

| From Grade | Promotion Criteria | Credits |
|------------|---|---------|
| 9 | English I, two credits in the areas of mathematics, social studies, or science, and three additional credits | 6 |
| 10 | English II, one credit in mathematics, one in social studies, one in science, and two additional credits | 12 |
| 11 | English III and enrollment in a program which, if successfully accomplished, will result in the completion of graduation requirements | 18 |

Grading and Quality Points below - for 12th graders, 9-11 in parenthesis for honors & AP. 9th graders do not take AP courses at WHS

| LETTER GRADES | STANDARD COURSES | HONOR COURSES | AP COURSES |
|---------------|------------------|---------------|------------|
| A | 4 | 5 (4.5) | 6 (5) |
| B | 3 | 4 (3.5) | 5 (4) |
| C | 2 | 3 (2.5) | 4 (3) |
| D | 1 | 2 (1.5) | 3 (2) |
| F | 0 | 0 | 0 |
| FF | 0 | 0 | 0 |

NOTE: Students receive one extra quality point for approved Community College courses. Independent college and UNC system courses (100 and 200 level) will also earn one extra quality point. Official AP and IB courses and upper division courses (300 and 400 level) will earn two extra quality points (11-12).

Grading Scale

A = 90 – 100

B = 80 – 89

C = 70-79

D = 60-69

F = less than 60

I = incomplete

WP = withdrawal, no penalty

WF = withdrawal, grade of F

Grading Periods/ Interims/ Report Cards

Report cards are issued to students every nine weeks. Interim reports are issued to all students at the mid-point of the first and third nine weeks. Students who are failing or whose grade has fallen a letter grade receive an interim report at the mid-point of the second and fourth grading periods.

Dual Enrollment

Students have opportunities to take courses at community colleges, universities or the NC Virtual Public School. Courses taken must provide opportunities currently not available to the student at his/her school. Dual enrollment needs to be pursued with thought and planning and requires written approval of parents/court appointed custodians and the principal prior to enrollment. Graduation credits for academic enrichment courses taken within these accredited institutions will be awarded and grades will be used to calculate GPA only if the requirements of the WCPSS Board Policy 5534 and accompanying Regulations and Procedures are met.

GRADUATION REQUIREMENTS

(Taken from WCPSS Program Planning Guide)

WCPSS's non-magnet high schools use a 4 X 4 Block Schedule which allows students to earn 8 credits each year of high school. With thoughtful planning, students may access additional courses in the arts, second languages, CTE, and JROTC to complete requirements for more than one Course of Study.

Graduation from Apex, Athens Drive, Broughton, Cary, East Wake, Fuquay Varina, Garner, Holly Springs, Knightdale, Green Hope, Leesville, Middle Creek, Millbrook, Panther Creek, Sanderson, Wake Forest, and Wakefield High Schools requires completion of 26 credits for students entering grade 9 for the first time in 2003-04.

Students must satisfy all course, credit, and testing requirements in order to earn a diploma. They must meet the graduation course and testing requirements effective the year they entered ninth grade.

Students who complete all graduation requirements receive a diploma. Students with special needs (Self-contained) who do not satisfy all graduation requirements will receive a certificate and still be allowed to participate in graduation exercises if they have completed twenty credits by general subject area and all IEP requirements.

FUTURE-READY CORE GRADUATION REQUIREMENTS

Students entering high school after the 2012-2013 school year follow the Future Ready Core graduation requirements. In order to graduate from any high school in North Carolina a student must complete the following:

- 4 Credits in English including I, II, III, and IV
- 4 Credits in Math including Math I, II, III, and a fourth math course aligned with the student's post-graduation plans
- 3 Credits in Science including Biology, a physical science, and earth/environmental science
- 4 Credits in Social Studies including World History, American History I and II, and Civics and Economics
- 1 Credit of Health and Physical Education
- 6 Credits of Electives made up of:
 - 2 Credits from any combination of CTE, the Arts, or World Languages
 - 4 Credits from one of the CTE, JROTC, the Arts, or any other subject area (A four course concentration in one of these areas is highly recommended)
- 4 Additional Elective Credits

(Please note that credits in world languages are **not** required for high school graduation, but they **are required** as part of the University of North Carolina System's minimum admission requirements.)

NORTH CAROLINA ACADEMIC SCHOLARS RECOGNITION

Students who complete the requirements for this academically challenging program are named North Carolina Academic Scholars and receive special recognition, such as a seal attached to their diplomas.

| NC ACADEMIC SCHOLARS PROGRAM | |
|----------------------------------|---|
| English: 4 credits | English I, II, III, and IV |
| Math: 4 credits | Algebra I, Geometry, Algebra II, <u>and</u> a higher level math with Algebra II as prerequisite OR Integrated Mathematics I, II, III, and a higher level mathematics course with Integrated Mathematics III as a prerequisite |
| Science: 3 credits | Biology, An Earth/Environmental Science course, Chemistry or Physics |
| Social Studies: 3 credits | World History, Civics and Economics, U.S. History |

| | |
|---|--------------------------|
| Healthful Living: 1 credit | |
| 6 credits: Two (2) elective credits in a second language required for the UNC System. Four (4) elective credits constituting a concentration recommended from one of the following: Career & Technical Education, JROTC, Arts Education, Second Languages, any other subject area. | |
| 3 credits: Higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as: -AP -IB -Dual or college equivalent course -Advanced CTE/CTE credentialing courses -On-line courses -Other honors or above designated courses | |
| GPA: 3.5 Unweighted | TOTAL CREDITS: 24 |

UNC SYSTEM ADMISSION REQUIREMENTS

Starting in the fall of 2014, students admitted to the UNC system will have to show a minimum of 2.5 high school grade point average and at least 800 on the SAT or 17 on the ACT. (Private colleges may have different admission requirements.) Students should consult their school counselors and college catalogs for further information.

IMPORTANT DATES for the 2017-2018 school year:

- September 7- Senior Night**
- September 11- October 6 - Senior Interviews**
- September 11- Meet the Teacher Night**
- October 4 - Senior Class Meeting/ Junior Class Meeting**
- October 5 - Financial Aid Night**
- November 13 - College Application Week**
- February 1- Curriculum Fair and Meet the Teacher**
- May 7-18- AP Testing**



ADDITIONAL TEACHER INFORMATION

Communication

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

- 1) For 2017-18, school-wide communication will improve.
- 2) Teachers should keep “communication logs” in EASI.
- 3) Contact should be made with the parents/ guardians of each student at least once per quarter.
- 4) Teachers should document contact info on the log.
- 5) It doesn't count unless it is 2-way communication.
- 6) In written communication or in newsletters, teachers should include dates, announcements, etc. about upcoming school events. (*See the Friday Updates for info on school events.*)
- 7) Logs may be reviewed during post-observation conferences conducted by administration.

Minimum Workday

The minimum workday for faculty and staff is as follows:

ADMINISTRATORS

The equivalent of the 8:00 — 5:00 schedule with school-to-school variation dictated by the student day.

TEACHERS/ COUNSELORS

When students are in school, the work hours are from 6:55 am until 3:05 pm or until the teacher has completed his/her professional responsibilities. Regardless of planning periods, teachers are expected to be available on campus between these hours. Personal appointments should be made after work hours and not during a teacher's planning or lunch time.

Board Policy #3221: The teacher's minimum workday shall extend from one-half hour before the student's day begins until the teacher has completed professional responsibilities to the students and the school.

Board Policy #3221.1: Program development, professional growth activities, faculty meetings, bus duty, parent conferences, special help for students, and care of school property and equipment are examples of the kinds of activities which will require the continuation of professional services beyond the departure of students.

The above policies in no way reduce the principal's authority to assign duties and responsibilities which may extend beyond the hours set forth above whenever such assignments are necessary for the efficient operation of the school. These policies apply to all special teachers such as librarians, counselors, speech therapists, art and music consultants, and home-school coordinators.

Staff members are expected to attend conferences and IEP meetings set up by special programs teachers, counselors, and administrators.

Teacher Workdays

The professional workday begins at 8:00 a.m. and ends at 4:00 p.m. All STAFF must sign in on workdays. Any staff member not adhering to these hours – emergencies, etc. – must have approval by an administrator.

Students

The school day begins at 7:25 a.m. and ends at 2:18 p.m.

Clerical Assistants

The workday will be an 8 hr. day, excluding lunch, with the schedule determined by the principal. Clerical assistants should notify the Front Desk when absent.

Teacher Assistants

Expected to work a 7½ hour day starting at 7:00 am. Teacher Assistants are required to enter their absence in AESOP and inform their teacher.

Custodians

The workday will be an 8 hr. day, excluding lunch, with the schedule determined by the principal. Custodians should notify the front desk when they are absent.

EMERGENCY CONDITIONS & WEATHER

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

Inclement Weather Procedures

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

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

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

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

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

School Closures/ Delays

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

Teacher Absences

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

Leaving Campus During School Hours

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

Sick Leave

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

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

Personal Leave

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

Professional Leave

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

Jury Leave

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

FMLA

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

Substitute Teacher Regulations

The term "teacher" is used in this section and includes all teachers, academic, exceptional, and vocational, who regularly teach one or more classes. The superintendent determines the need to employ a substitute for non-teaching personnel. All substitute teachers shall be approved in accordance with school board regulations. The minimum time a regular teacher is charged for any absence shall not be less than one half of one day, nor less than one day if an excess of one-half of one day is taken.

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

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

Absences With Pay

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

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

Other absence codes which include salary deductions are:

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

Absentee Procedures

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

Coverage

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

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

OFFICE SERVICES & GENERAL INFORMATION

Accident, Illness or Injury of a Student

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

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

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

BOOKKEEPING/ ACCOUNTING PROCEDURES

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

All money must be collected by teachers...not students. For money under \$20, use Form 1823. For money over \$20, use a receipt book. All monies collected must be turned in daily before 3:00 PM. **NO EXCEPTIONS!!! DO NOT LEAVE ANY MONEY IN**

YOUR DESK OR IN YOUR ROOM. Teachers must bring the money...not students. Once the bookkeeper verifies funds, a receipt will be issued. When using a receipt book, no original marks may be made on the yellow copy. If you must void a receipt, place the carbon between the white and yellow copies.

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

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

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

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

Purchasing Card: A purchasing card may be used by Department Chairs for instructional supplies costing less than \$1,000. The process and forms necessary for this can be obtained from Ms. Albritton. Per the Finance Manual, the purchasing card may not be kept overnight.

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

Bulletin Boards

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

- Departments, honor societies, clubs and organizations are assigned bulletin boards based on a lottery system.
- Clubs or organizations may apply for a bulletin board by emailing tspampinato@wcpss.net by **8/31**. Boards will be assigned the next week.
- **Bulletin boards must be posted before Open House (by September 11).**
- If assigned a bulletin board, keep it neat and presentable at all times.

- Bulletin boards must be changed at least once per semester. Should you fail to keep up your assigned bulletin board, it will be reassigned.
- **There should be no items posted, taped, or otherwise affixed to the painted walls found in the hallways or stairwells.**
- Items found posted on painted walls in the academic hallways will be removed, and the appropriate clubs or organizations will be fined a *minimum* of \$5 per offense.
- Items may be affixed and posted to the cork strips located in each hallway, any unpainted walls, and the walls in the Commons Area.
- Any item posted in the Commons Area or on a general usage bulletin board must be cleared through Tracy Spampinato, Bulletin Board Coordinator, to be marked with an “Up” date and “Down” date.
- Items posted must be removed by the “Down” date, or the offending organization will be fined.
- Anything posted in the school must only be used to support WHS.
- **No soliciting by outside vendors is allowed.**

Care of School Property

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

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

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

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

Class Dismissal

Classes are not to be dismissed before the bell. Teachers should budget time so as to finish lessons when the bell sounds. Students shall not be detained after

the bell for instructional reasons. If the bell does not sound, retain students in the classroom and wait for instructions.

Class Rosters

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

Copying

- Teachers use the copiers in faculty workrooms. Allotments will be programmed into copiers at the beginning of the year.
- Staff use their employee ID# as their copy code and will be issued a copy allowance.
- Copy codes for approved clubs, etc. will be issued as needed.
- Copy allotments will be programmed on main campus copy center machines and on machines in various workrooms.
- Staff members are to use their individual codes for copying.
- Report technical problems with a copier to the administrator who oversees copying.
- No students are allowed in the staff workrooms.
- Transparencies: ALWAYS get your transparencies from the main office copy center. (Many types melt in the copiers, causing them to be down for several days.)
- Do Not Use transparencies in laser printers.
- If using transparencies in copiers, always feed them from the by-pass tray.
-

Courier Mail

In-system mail is delivered to daily. Teacher mail will be placed in boxes.

Facility Use

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

Faculty Mailboxes

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

Field Trips

School Field trips are designed to stimulate student interest and inquiry and to provide opportunities for educational growth and development. In addition, trips can be appropriate extensions of the classroom. To the extent that a school trip provided a highly effective mean for accomplishing the objectives of the curriculum and that disruption of the other classes is kept to a minimum, it may be considered for approval. Additional criteria for assessing the advisability of a proposed trip is the amount of school time lost, issues of student safety and supervision, and any additional demands placed upon student time to raise funds to finance the trip.

A school trip is defined as a student or a group of students leaving a school campus under the sponsorship of the school and supervision of school employees to extend educational experiences consistent with the goals and objective of the total school program. A trip must be related to the curriculum or to a co-curricular activity (e.g., clubs, student council). Any trip made by which has not been approved by the board or school administration in accordance with Policy 5430 shall not be considered a school trip.

Approval Procedures

- Review and adhere to Policy 5430 and all subsequent R&P's.
- Complete a School Trip Request Form (1713C) and attach an itinerary.
- Submit completed forms to Ms. Hanna. Forms are shared with leadership for review and consideration for approval.
- All overnight, out-of-state, water-related and international trips require Board of Education approval.
- Staff will be notified of their trip approval status.

Post Approval Procedures

- When collecting currency, utilize the appropriate form (1823) and turn in all finances to Ms. Albritton.
- Each parent and participant must complete form 1713a (Parent Consent and Emergency Information for School Trips). These forms must be in the sponsor's possession while on the trip.
- All field trips must be chaperoned appropriately (1 adult per 10 students).
- Overnight trips require accident insurance. Parents must complete form 1733 (Certification of Accident Insurance) before their child can embark on the trip.

- Male and female chaperones are required to supervise overnight trips including both male and female students.

Notes and Reminders

- Preparations for the trips should not be made until approved by Leadership and Administration.
- Only one day long field trips will be approved per class, per semester unless it is a competition of conference.
- Teachers are responsible for securing a substitute and funding for the trip. A leave form must be submitted to Ms. Skokauckas 10 days prior to the trip. Identify the source of funding for the substitute teacher.
- Trips to amusement parks are prohibited.
- A list of students attending a field trip must be submitted to the staff via a Google link located on the school's webpage. Complete at least five days prior to the scheduled trip.
- All WCPSS and Wakefield High School rules apply during all field trips.
- Field trips requested after April 29th will be not approved.
- Most forms required are on the district's intranet website.

Transportation

- White activity busses hold 50 students; green buses hold - 36. In addition, the minibus hold 14 students and a faculty member can drive.
- If a driver is needed, the request must be indicated on the form.
- Keys for any bus must be picked up from Coach Riggleman.
- Teachers and chaperones are required to manage students on busses.
- It is the teacher's responsibility to provide travel directions.
- If a problem concerning a driver arises, contact Ms. Hinton, Transportation Team Leader at 919.562.3540.

Fundraising

Wakefield HS operates in accordance with the following board policies:

- 6830.2 We hold 1 schoolwide fundraiser a year.
- 6830.3 Each grade of a high school is permitted to hold one fundraising activity per school year. (*Operated through class councils.*)

6830.4 Each high school student council shall be permitted one fundraising activity per school year in addition to the schoolwide event (6830.2) and in addition to individual grade fundraising activities (6830.3). The proceeds of the schoolwide event shall be allocated to approved school clubs and organizations by the school or student council with the approval of the principal.

Individual clubs **may not** fundraise. Instead, contact the SGA Advisor with a request to access SGA funds.

Instructional Planning

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

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

Keys

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

Lockers

Homeroom teachers will be assigned a group of lockers for students in their class. A copy of the locker assignment list will be posted on line. Once a locker is assigned to a student, do not approve changes in locker assignment. See Mr. Boudreau if you have questions.

Mail

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

Medicine

Wakefield High School discourages giving medication to students during the school day when medicine could be taken after school hours. Students are given medication during the school day only with attention to the regulations of this policy. The policy covers over-the-counter medication as well as prescription drugs including oral, topical, inhaled, or injected.

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

Parking for Staff

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

Parking for Students

Students' parking spaces are located in the student lot. Students wishing to park on campus can purchase an assigned space for \$170 a year. Any vehicles parked on campus must be registered. If parked illegally, cars will be ticketed and/ or towed.

Parking Areas

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

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

- Information regarding parking regulations, fines and penalties for may be accessed on the school website.

Room Appearance

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

Smoke-Free Workplace

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

Supplies

Most supplies are issued by department chairs. Persons needing supplies should see their department chairs, Ms. Albritton or Mr. Bazzell.

Student Schedules

Students will receive one copy of their schedule. Additional copies are available in the Main Office, Attendance and Counselors' Offices.

Substitute Folder

All teachers are required to have an up-to-date substitute folder on file in the main office. Items for this folder include the following:

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

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

SUPERVISION OF STUDENTS

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

Supervision after School

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

Supervision in Assemblies

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

Supervision in Hallways

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

- **Teachers should have students use a Common Pass if they leave the classroom. Each teacher will be issued a book of Common Passes and Tutorial Passes this year.**

Supervision in Restrooms

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

Supervision at SMART Lunch

- Teachers are to be **ON TIME**, reporting to their duty station for the assigned period.
- Teachers will keep the same time and duty station for the semester.
- Duties may consist of monitoring a locker bay, the cafeteria, or the courtyard. For all duties, teachers should **CIRCULATE**, encouraging students not to linger in the hallways, to respect one another, and dispose of trash properly.
- If assistance is needed, teachers should go to the nearest classroom and contact the front desk through the intercom phone.
- For the cafeteria, students should not be running around; they need to be either in line for food or eating at a table. An administrator will be on duty in the cafeteria during the entire lunch.

STUDENT EVALUATION

School Board Policy #5520: The formal issuance of grades through symbols on a regular basis is authorized by the Board in order to promote a process of continuous evaluation of student performance, to inform the student, his/her parents and counselor of the student's progress and to provide a basis for bringing about improvement in student performance, where change is necessary.

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

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

NOTE: Teachers are required to list at least 2 comments for a student receiving a grade below C. Wakefield has a set of Report Card Comments that are extremely useful in communicating with parents.

Progress Reports/Interim Reports

These are issued in the middle of the quarter. Progress reports are to be given to all students at the middle of the 1st & 3rd quarters on the date specified. Teachers may choose to send reports noting positive gains at the middle of the 2nd & 4th quarters. **Teachers are expected to communicate significant changes in student performance to parents between reporting periods.** **Remember: NO SURPRISES!!** Students should return the interims reports, signed by the parent.

Exams and End-Of-Course

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

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

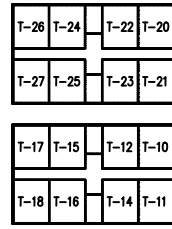
Exam Procedures

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



WAKEFIELD HIGH SCHOOL

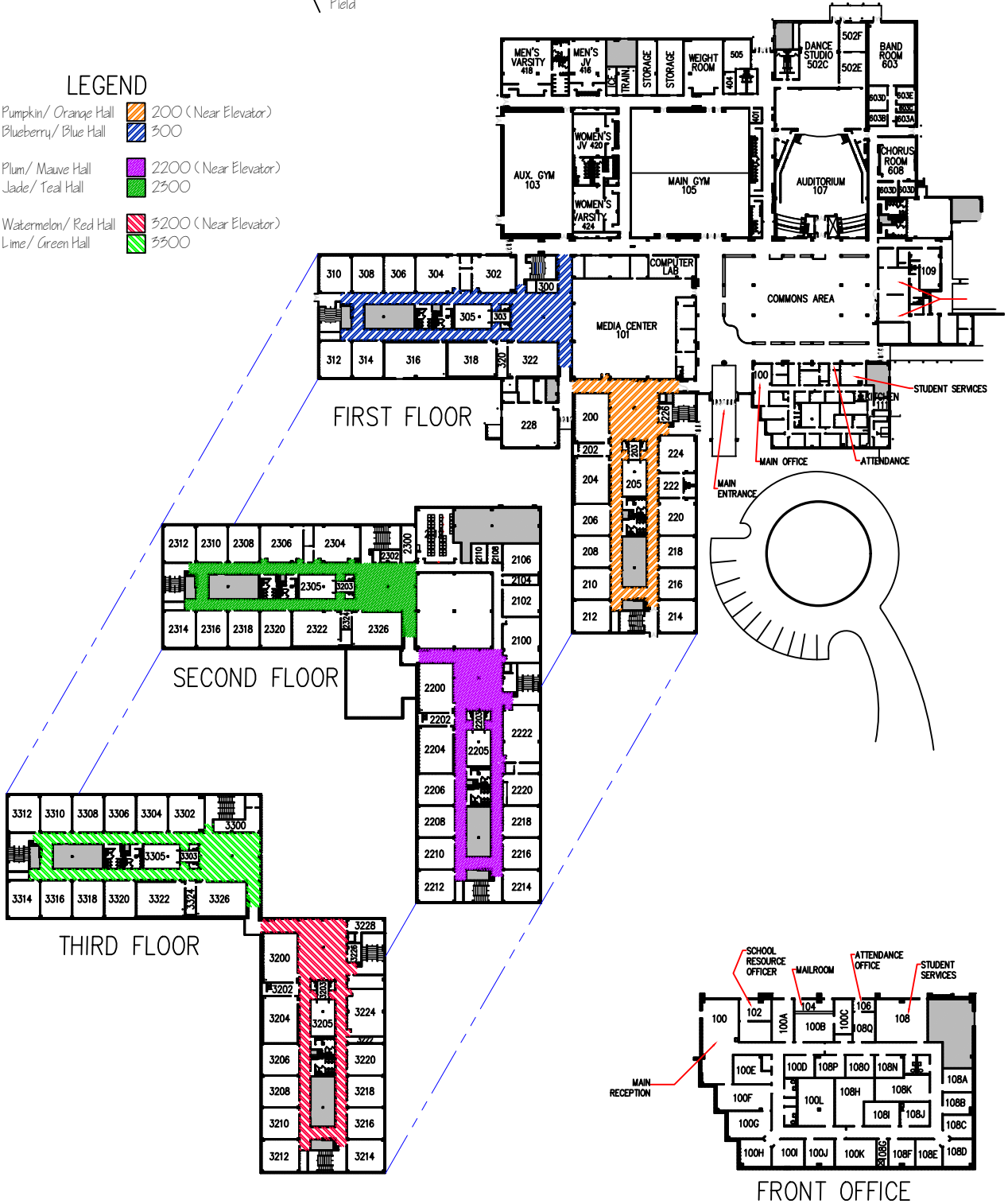
To
Baseball
Field




To
Football
Stadium

LEGEND

- 1st Floor Pumpkin/ Orange Hall 200 (Near Elevator)
- Blueberry/ Blue Hall 300
- 2nd Floor Plum/ Mauve Hall 2200 (Near Elevator)
- Jade/ Teal Hall 2300
- 3rd Floor Watermelon/ Red Hall 3200 (Near Elevator)
- Lime/ Green Hall 3300



| REGULAR DAY (no PRIDE TIME) | MONDAY-TUESDAY-WEDNESDAY- THURSDAY <i>with PRIDE TIME</i> | EARLY RELEASE SCHEDULE <i>9/29, 10/20, 11/21, 12/21, 2/9, 3/2</i> |
|---|--|--|
| <p>1st period 7:25 – 8:52</p> <p>2nd period 8:57 – 10:26</p> <p>3rd period 10:31 – 12:44 <i>(3 lunches A, B & C)</i></p> <p>4th period 12:49 – 2:18</p> |  <p>1st period 7:25 – 8:44</p> <p>2nd period 8:49 – 10:10</p> <p>PRIDE TIME 10:15 –</p> <p>3rd period 10:50 – 12:50 <i>(3 lunches A, B & C)</i></p> <p>4th period 12:55 – 2:18</p> | <p>1st period 7:25 – 8:26</p> <p>2nd period 8:31 – 9:36</p> <p>3rd period 9:41 – 10:43</p> <p>4th period 10:49 – 11:50</p> <p>NO LUNCH</p> |

