

# West Forsyth High School

## STUDENT HANDBOOK 2022 -2023

**Mr. Kevin Spainhour, Principal**

**Rhonda Jackson, Instructional Asst. Principal (A-B) David Small, Asst. Principal (C-G)**

**Ayonna Sutton-Chaplin, Asst. Principal (H-Mc) Jamie Mabe, Asst. Principal (Me-R) Rhonda Powell, Asst. Principal (S-Z)**

### SCHOOL HOURS / BELL SCHEDULE

School Hours: 8:55 – 3:40

1<sup>st</sup> Period 8:55-10:25 2<sup>nd</sup> Period 10:30 – 12:00 3<sup>rd</sup> Period 12:05 – 2:05 4<sup>th</sup> Period 2:10 – 3:40

All unsupervised students are required to be off campus by 4:00 pm.

### STUDENT SERVICES

The Student Services Department assists with an assortment of students' needs. Please refer to the Student Services webpage on our website. Students are assigned to counselors alphabetically.

**Miranda DiCato A - Co**  
**Desta Hooks Kin - Ni**

**Angela Hubbard (Director) Cr-FI**  
**MacKenzie Mick No-Sha**

**Robin Downs Fn - Kim**  
**Sean Sandag She - Z**

### ATTENDANCE PROCEDURES

The WSFCS BOARD ATTENDANCE POLICY AR 5131 can be found on the WSFCS website at <http://wsfcs.k12.nc.us/>. Please familiarize yourself with this policy as it will be strictly adhered to by West Forsyth High School.

Students should return to school after an absence with a NOTE from their parent or professional that contains the following information. The notes should be turned in to the Attendance Office. These notes are kept on file for legal attendance purposes.

- Printed full legal name of the student and student number
- Printed and signed the name of the parent/guardian or professional
- Date(s) of absence
- Reason for absence (If no reason is stated, the student will be unexcused)

A student who misses one-half of a class period will be counted absent from that class period. Once arriving on campus, a student cannot leave without parent/guardian permission which is in the form of a written note regardless of age, and without signing out in the Attendance Office. If students do not follow sign-out procedures, this will result in disciplinary action.

#### Tardies

A student who arrives late to school or class during the day will be subject to the tardy policy. If a student arrives at school after 9:05 a.m. or arrives late from Career Center, he/she must sign in at the Attendance Office. Oversleeping, car trouble, traffic etc., does not prevent being marked tardy.

#### Tardies will be recorded in PowerSchool.

The following are the consequences for UNEXCUSED tardies:

The first week of 1<sup>st</sup> & 2<sup>nd</sup> semester is a warning period

1<sup>st</sup> & 2<sup>nd</sup> tardy – Warning by the teacher & documentation via PowerSchool

3<sup>rd</sup> & 4<sup>th</sup> tardy – After School Detention (ASD)

5<sup>th</sup> & 6<sup>th</sup> tardy – Saturday School

7<sup>th</sup> & 8<sup>th</sup> tardy – In-School Suspension

9<sup>th</sup> & beyond – Further Administrative Disciplinary Action

#### Sign In-Sign Out (Safety & Security Measures)

- Student drivers that need to leave during the school day for any reason MUST have a note from their parent/guardian. Notes to leave early should be turned in to the Attendance Office first thing in the morning. The note must be dated and have the full name of the student, the student's ID number, the time that the student is to leave class, the reason for leaving, and a parent/guardian signature with a telephone number to confirm the note if needed.
- Non-student drivers can only leave campus with an authorized parent/guardian. Parents picking up a student must present a photo ID to the Attendance Clerk and must be listed in PowerSchool as having permission to pick up the student.

**Remember, all students must sign out in the Attendance Office before leaving campus.**

**Failure to do so will be treated with the same consequences as skipping school. No verbal sign-outs will be taken over the phone.**

#### After-School Activities

In order to participate in any after-school activity, a student must be in school for at least 50% of the day. Students must sign in before 12:16 and sign

out after 12:18 to receive credit for the day.

#### **FOR DISCIPLINE AR 5131**

- A complete listing of the Winston-Salem/Forsyth County School Board Discipline Policy (AR 5131) can be found on the WSFCS website. <http://wsfcs.k12.nc.us/>.
- Students and parents are responsible for being familiar with all discipline guidelines. Parents should take the time to review these with their students.

#### **DISCIPLINE CONSEQUENCES**

- *After School Detention* is held from 3:45-4:30 on Tuesday and Thursday. All detention students should leave campus by 4:50.
- *Saturday School Detention* is an alternative form of discipline available to administrators. If the disciplinary incident warrants Saturday Detention, the student will be assigned from 9:00-12:00. These students will receive a form notifying them of the time and location of their assignment. The student must be productively occupied with academic assignments. Tardies and early dismissals are not permitted. Students and/or their families must provide transportation.
- *In-School Suspension (ISS)* is assigned to students for various disciplinary reasons. Teachers send assignments to ISS and students must bring all textbooks, notebooks, paper, pens/pencils needed for the entire day. Out-of-School Suspension (OSS) is assigned to students for various disciplinary reasons. OSS students are responsible for any missed work or assignments. Alternative Learning Center (ALC) is an available on-campus alternative program for repeat offenders of Level I, II, and III offenses. Students will be assigned for no more than 90 days. Participation in extracurricular activities is not allowed during the ISS or OSS assignments, nor may a student attend after-school activities during the ISS or OSS assignments.
- *Compliance with suspension:* Any student assigned to in-school suspension or out-of-school suspension or who has been excluded from school is not allowed on ANY school campus for the duration of the suspended period. Students are not to attend any after-school activity (e.g., athletic contests, plays, etc.) or participate in any extracurricular activities during this suspension or exclusion. Failure to comply may result in extended out-of-school suspension or arrest for trespassing.
- *Any days missed in ASD, Saturday School, or ISS must be made up or may result in further disciplinary actions.*

#### **AUTOMOBILE POLICY/PARKING INFORMATION**

Parking will be limited to those students classified as Juniors and Seniors. Those students who respect and obey the laws, rules and regulations pertaining to automobiles and other vehicles as set forth by the state of North Carolina and West Forsyth will be permitted to drive and park on campus if there is enough space. Students need to pay close attention to the driving policy throughout the school year. Failure to comply with rules and regulations can result in having the privileges to drive and park on campus revoked. Those who are eligible and have chosen to drive must accept the responsibility that goes with it.

- All cars must be registered with a proper sticker attached to the bottom passenger side of the front window by the adhesive provided on the sticker. Students must have a sticker for each car registered.
- Students may choose any available space to park in our designated student parking lots.
- Students discovered buying a sticker illegally will lose their own driving privileges. Students may only buy one sticker for a car registered to their family. **Students may NOT transfer their sticker to another vehicle or another student at any time.** • **Temporary daily permits are available to ONLY students that have a permanent sticker when driving a vehicle that was not originally registered. Cost is \$1.00 per day.**
- Freshmen and sophomores are not allowed to park on campus. They are only permitted in the student parking lot before or after school if they ride to and from school with a registered driver. Freshmen and sophomores who drive or park on campus could have their car towed and could be suspended.
- Student vehicles may be searched by the administration.
- West Forsyth does not condone parking at unsupervised off-campus locations.
- Vehicles are subject to tow for violations.
- Leaving campus without authorization may result in parking suspension.

#### **COMPUTER / INTERNET USE**

Acceptable use of the Internet and Websites is covered by School Board Policy AR6161 (please reference this online for the complete policy – <http://wsfcs.k12.nc.us/>). Please note the following as it relates to student use of the internet.

- Internet use by students in the WS/FC school system is to support, supplement and enhance the curriculum, to provide educational experiences, and to enhance learning opportunities.
- Use of the Internet is restricted to authorized users.
- Unacceptable practices include, but are not limited to: accessing, copying or modifying the files of others; accessing confidential records maintained by WS/FCS; communicating threats, and cyberbullying.
- Bulletin boards, chat rooms, threaded discussions, and listserv groups are only used for discussion of class assignments and school projects with a teacher who is an active participant. (Policy 6161.3)
- School Board email policies must be adhered to.

#### **LIBRARY/MEDIA CENTER**

Students are welcome in the Library Resource Center to read, to conduct research, and to work on group projects and homework. Fiction and nonfiction books are available for checkout; reference resources and computer workstations are for academic use. Online databases containing magazines, journals, newspapers, books, and multimedia resources for research at school and at home are available – see the librarian for the

passwords. No food or drink is ever permitted in the library.

### **CELL PHONE/ELECTRONIC DEVICE POLICY**

Cell phones and any other electronic devices belonging to individual students should not be used or displayed in instructional settings during the instructional day (8:55-3:40). All cell phones and electronic devices may be collected at the beginning of each class period. Cell phones may not be used in the classroom unless directed by the teacher for instructional use. Repeated violations will result in the confiscation of the device.

#### **The following are the consequences of INAPPROPRIATE CELL PHONE USE:**

1st Offense - The teacher takes the phone for the remainder of the period and returns to the student at the end of class.

2nd Offense - Teacher sends phone to the office. Students can pick up phone at the end of the day from the Main Office

3<sup>rd</sup> Offense & beyond – Teacher sends phone to Office & submits a discipline referral. Parent must pick up the phone from the Office.

### **DRESS CODE**

Student dress that disrupts the educational environment will be handled via the administrative office. Students are expected to follow the expectations set forth by the district policy below.

#### **WSFCS Policy 5131 Article X Dress Code Policy is as follows:**

1. Students are required to wear shoes and shirts at all times for health and safety reasons.
2. Abusive, suggestive or profane language, symbols of illegal drugs or alcohol, or any other words, symbols, or slogans that disrupt the learning environment may not be worn on clothing or jewelry per school board policy.
3. The following items will **NOT** be worn at school and applies to ALL students:
  - Tops with spaghetti straps, halter tops, thin tank tops (jerseys), off-the-shoulder and open-back tops
  - Clothing exposing a student's bare chest, bareback, or bare midriff
  - Shirts and dresses should not be worn if they are "see-through"
  - Short skirts and shorts that are above mid-thigh.
  - Pants are worn below the waist or showing clothing beneath the main outerwear.
  - Hats, caps, bandanas, or garments which cover the student's face or conceal the student's identity.

### **SMOKING POLICY / INHALANTS (VAPING, E CIGARETTES, JUUL)**

The Winston-Salem / Forsyth County Board of Education adopted Policy 1331 which establishes Tobacco/Nicotine-free schools. This policy prohibits the use of all tobacco/nicotine products at a school campus or work site by everyone, anywhere, at all times –including events after school or work hours. A copy of the policy may be found on the website at <http://wsfcs.k12.nc.us/>.

### **ALCOHOL AND DRUG ABUSE POLICY**

Policy 5131.6, relating to alcohol and drug use, applies to any activity on any school campus at any time. Please review this policy very carefully on the school system website. Violation of this will result in disciplinary action and enrollment in Insight Human Services, Inc. Students who participate in extracurricular activities must enroll in the "It's My Call, It's Your Call" program which allows for random drug testing. Any student who signs the statement as a 9<sup>th</sup> grader will have this in effect through 12<sup>th</sup> grade. In addition, any student suspended from school for a violation of this policy will not be allowed to participate in athletics and extra-class activities for a minimum of thirty calendar days. Students may be suspended or expelled from a club, honor society, or other extracurricular activity for a longer time period at the discretion of the principal or the principal's designee.

### **WEST FORSYTH STUDENT HONOR CODE**

Our honor code is an established standard for all students. At West, we aspire to achieve our personal best; we hold ourselves and each other with the same rigor and passion in academics, sports, extracurricular activities, and school citizenship to this mutual standard of school and personal integrity. Students will not engage in the following unacceptable behaviors:

- Cheating- to act dishonestly or misrepresent your knowledge to gain an advantage.
- Stealing- the intentional taking of any property without rights or permission.
- Plagiarism- representing another's ideas or words as one's own.
- Aiding and Abetting Dishonesty- assisting someone to act dishonestly.
- Lying- intentional misrepresentation of any form.
- Acts of harassment including, but not limited to, bullying, teasing, intimidation, vandalism, etc., including harassment through social media
- Falsification of Records and Official Documents.
- Unauthorized Access to Academic and Administrative Records, Networks or Systems.

Additional Plagiarism guidelines for each class may be determined by its teacher. Each West Forsyth student is responsible for knowing and adhering to these guidelines. It is the student's responsibility to seek clarification on assignments, collaborate with others, generate study guides, adhere to homework policies, etc.

### **STATE-MANDATED TESTING AND EXAMS**

10<sup>th</sup> graders take the PreACT test in October. This is a practice for the ACT. The ACT is given to 11<sup>th</sup> graders in early Spring semester. ACT scores are used by colleges and universities to determine admission to their schools. Potential senior CTE completers will take the WorkKeys exam. WorkKeys provides students with a National Career Readiness Certificate to help secure certain employment. LEP students take the ACCESS test. A final exam or assessment will be given in all courses. This exam will count as 20% of the student's final grade.

Where state EOC & Career Technical Education (CTE) tests are available, they shall be the final examination.

**EXAM EXEMPTIONS** There are no exemptions from state EOC tests or CTE post-assessments.

In non-state mandated exam classes only, students in grades 9-12 may be exempted from the final exam in a one-unit of credit semester block course, a two-unit of credit year-long block course, or a one-unit year-long course with a grade of "A" and no more than five (5) absences during the school year, a grade of "B" and no more than three (3) absences during the school year, or a grade of "C" and zero (0) absences during the school year. Students in grades 9-12 may be exempted from the final exam in half-unit semester courses with a grade of "A" and no more than two (2) absences during the semester, a grade of "B" and no more than one (1) absence during the semester, or a grade of "C" and zero (0) absences during the semester.

- All students shall be permitted and encouraged to take examinations, even if they are eligible for exam exemptions. If a student qualifies for an exemption, the student shall have the option of taking the examination and counting or not counting the examination grade in the final course average.
- Unless a student meets the exam exemption criteria, he or she must take the exam in order to get credit for the course.
- Students will be allowed up to three (3) absences due to a death in the immediate family, a religious holiday, or a college scholarship interview. These absences will not be considered in determining eligibility for examination exemption. Students must provide a copy of the written invitation to the scholarship interview and proof of attendance in order for this provision to apply to such absence.
- With administrative approval, missed exams should be made up within ten (10) school days after the end of the reporting period. Please refer to the Winston-Salem/Forsyth County School Board Policy (AR 5124) which can be found on the WSFCS website. <http://wsfcs.k12.nc.us/>.

**ATHLETIC ELIGIBILITY**

For a student to be eligible to participate in a sport at West, the following criteria must be followed:

- Have on file at West a copy of a valid physical in the last 365 days
- Have on file the athletic participation packet. Packets can be found in the Athletic Director's Office, the Main Office and the West Forsyth website.
- Have proof of current medical insurance on file.
- Must pass a minimum of 6 classes in the previous academic school year.
- Have a 2.0 QPA for the previous 9-week grading period. If the student does not have a 2.0 they will be required to enter the Academic Support Program.
- Cannot have more than 10 absences in the previous academic semester.
- Must live with parents or legal custodian (guardianship is not recognized for athletics).
- For full eligibility requirements go to NCHSAA.org **and** [wsfcs.k12.nc.us](http://wsfcs.k12.nc.us).

**EXTRACURRICULAR ACTIVITIES ELIGIBILITY**

Students who participate in any extracurricular activity must meet the following criteria:

- Earn a minimum of 6 credits a semester and meet all state requirements.
- Have a 2.0 QPA from the previous 9-week grading period. However, a student whose semester QPA is greater than 2.0 but whose 2<sup>nd</sup> or 4<sup>th</sup> 9-weeks QPA is below 2.0 will be eligible to participate if the student attends weekly tutoring during the subsequent 9 weeks.
- Be absent no more than 10 days in a semester.
- Enroll in the "It's My Call, It's Our Call" program allowing for random drug testing.

**LOCKS AND LOCKERS**

Locks and lockers are available upon request by completing a Locker Assignment Google Form available through our website. The appropriate administrator will process requests and communicate directly with the student. The principal or his/her designee has the right to inspect and search a student's locker at any time for any reason. The replacement cost for a lost lock is \$4.50.

**MONEY AND VALUABLES AT SCHOOL**

To protect from theft, students are advised to take the following precautions:

- Fundraising money **must** be turned in to the club advisor immediately. Do not leave in an unsecured location at any time.
- Valuables should not be left in PE lockers or in any other unsecured locker.
- Report any thefts immediately. If you witness suspicious people or activities on campus, please advise a staff member.
- West Forsyth is **not** responsible for lost or missing money or valuables. This includes money lost in the vending machines.

**ALL CALL POLICY**

To avoid classroom disruptions, students will not be called to the office to pick up personal items dropped off or deliver messages. Student names must be displayed on the articles before they are brought to be picked up. Students will not be called out of class to pick up homework, lunches, gym clothes, etc. and West Forsyth is **NOT RESPONSIBLE** for any lost or stolen items left for students. **West Forsyth does not accept floral or balloon deliveries for any student at any time.**

**LUNCH PROCEDURES**

The WSFC schools have closed campuses, including West Forsyth; **students may not leave campus at lunch nor may they receive lunch guests**. Students may buy lunch in the cafeteria or bring lunch. West Forsyth DOES NOT accept food delivered from any service. Students are only permitted in and may eat food in the following areas: *Cafeteria, Cafeteria Annex, Outside picnic table area, Breezeway, Titan Terrace (brick patio)*. Students may use the library/media center during lunch but may not eat in that area. All other buildings/areas are off-limits and students found in these off-limit areas are subject to disciplinary action.