

Student Handbook

2019-2020



Welcome to Walkertown High School!

The Walkertown Way: Providing a Climate of Mutual Respect and High Expectations While Empowering Students to Set Goals, Welcome Challenges, and Achieve Success!

5240 Sullivantown Road
Walkertown, NC 27051
(336) 703-4151

Administrator Phone Extensions:

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Walkertown High School adheres to all school board policies, state policies, and regulations as outlined in the Winston-Salem/Forsyth County 2019-2020 Student-Parent Handbook.

Dear Walkertown Students and Parents,

Welcome to Walkertown High School, home of the “Wolfpack.” It is indeed a pleasure to welcome all our returning students and our new students to the 2019-2020 school year! The teachers and staff at Walkertown are committed to providing high quality educational opportunities for all students within a setting that nurtures academic, social, and emotional growth. Our goal is to challenge students intellectually, grow them socially, and guide them toward independent thinking and problem solving. As we strive to promote healthy development in all aspects of each student's life, we also strive to develop a student body of good character; students who make good choices and decisions resulting in successful and healthy outcomes. We encourage students to demonstrate the best of themselves every day and to make positive contributions to the groups and organizations to which they belong. We strive to instill within Walkertown’s student body a sense of personal pride as well as collective pride for our school.

The mission for Walkertown High School is to provide students with a productive learning environment that encompasses high expectations for each student. Learning is a shared responsibility involving parents, students, teachers, and community members. Together we will provide a successful environment, which enables teachers to teach and students to become lifelong learners. Our mission is not only to educate each and every student, but also to better prepare him or her for the world beyond Walkertown High School. In order for all children to succeed at the highest levels of their potential, we believe a strong relationship between the home and school is necessary. We encourage parents and community volunteers to take an active role in our school. We believe that when the community and school work together, high expectations for student achievement will be attained.

Please take time to review the handbook as we have placed valuable information inside for you. In addition, please visit the Walkertown High School Home page by going to <https://www.wsfcs.k12.nc.us/WHS> . On this page, you will find links that will keep you updated on activities that are taking place at Walkertown High School. In addition, each Sunday night at 7 pm you will receive a phone call from me keeping each of you updated on events that are taking place at Walkertown High. I will also provide this information on the Walkertown High School homepage. You can also sign up for the School’s Remind account which will allow you to get updated information from me throughout the week via text. To sign up text **@542parents to the number 81010**. These instructions can also be found on our WHS homepage.

We look forward to working with you this school year and invite each of you to join us for a great year. Remember you are a special part of the Walkertown Family. We need you to help make Walkertown the best high school in Forsyth County.

Sincerely,

Misty Walker
Principal

Walkertown High School Parents

Please carefully read the school district policies about attendance. We want to note a couple of very important items for your high school student(s).

- Absence notes should be brought to the front office staff on the **first** day your student is back following an absence.
- Our principal can require doctor's notes (or other 3rd party documentation) at any time during the school year in order to have an absence excused. We know students don't have to go to a doctor each time they are ill, but if they are sick a lot, it would be reasonable to expect a doctor's visit would have taken place.
- If your student misses 5 or more class periods in a quarter - excused or unexcused - they may be in danger of losing credit for the course even if they have a passing grade.
- A parent or other approved person on the child's contact list must be present to sign out a student. If the student drives, they must provide written documentation regarding their sign out from a parent or guardian. This must be brought to the office prior to the beginning of the school day for verification and the student must sign out in the office.
- Students are often surprised to learn how absences can affect athletic eligibility and parking privileges. Parking privileges may be lost when the student accrues 10 absences - excused or unexcused. Athletic eligibility will be revoked if the student is absent 10 or more days in a semester.
- Please be sure that all notes contain the student's name, your name, and a phone number where we may reach you for confirmation.

Thank you for your help in making your student's experience at Walkertown High a great one.

Daily Schedule (M, T, Th, F)

Bell to go to class 8:45
 1st Period 8:55 - 10:25
 2nd Period 10:30 - 12:00
 3rd Period 12:05 - 2:05

Lunch

1st 12:05 - 12:30
2nd 12:50-1:15
 4th Period 2:10 - 3:40

Daily Schedule (Wednesday only)

Bell to go to class 8:45
 1st Period 8:55 - 10:15
Student Advisory 10:20 - 10:50
 2nd Period 10:55 - 12:15
 3rd Period 12:20 - 2:15

Lunch

1st 12:20-12:45
2nd 1:05-1:30
 4th Period 2:20 - 3:40

Early Dismissal Day Schedule

Bell to go to class 8:45
 1st Period 8:55 - 9:55
 2nd Period 10:00-11:00
 3rd Period 11:05-12:35

Lunch

1st 11:00-11:25
2nd 11:45-12:05
 4th Period 12:40-1:40

2 Hour Delay Schedule

Bell to go to class 10:45
 1st Period 10:55 - 11:55
 2nd Period 12:00-1:30

Lunch

1st 12:00-12:30
2nd 1:00-1:30
 3rd Period 1:35-2:35
 4th Period 2:40-3:40



Daily Schedule

REGULAR Schedule		Early Release	2-Hour Delay
1 st	8:00 ¹ - 8:50*	8:00 ¹ - 8:50*	10:00 ¹ - 10:50*
1 / 2 CTE	Block: 8:30 ¹ - 10:00	8:30 ¹ - 9:42	10:44 ¹ - 11:43
2 nd	9:14* - 10:00	9:14* - 9:42	11:15* - 11:43
3 rd	10:04 - 10:49	9:45 - 10:11	11:46 - 12:14
3 / 4 CTE	Block: 10:04 - 11:37*	9:45 - 10:40*	11:46 - 12:45*
4 th	10:52 - 11:37*	10:14 - 10:40*	12:17 - 12:45*
5 th	<i>Travel Time</i>		
6 th	12:45* - 1:32	11:40* - 12:08	1:45* - 2:11
6 / 7 CTE	Block: 12:45 - 2:21	11:40* - 12:39	1:45* - 2:40
7 th	1:35 - 2:21	12:11 - 12:39	2:14 - 2:40
7 / 8 CTE	Block: 1:35 - 3:10*	12:11 - 1:10*	2:14 - 3:10*
8 th	2:24 - 3:10*	12:42 - 1:10*	2:43 - 3:10*
BUS Schedule *	8:50 Depart for Home Sch. 9:14 Arrive from Home Sch. 11:37 Depart for Home Sch. 12:45 Arrive from Home Sch. 3:10 Depart for Home Sch.	8:50 Depart CC 9:14 Arrive @ CC 10:40 Depart CC 11:40 Arrive @ CC 1:10 Depart CC	10:50 Depart CC 11:15 Arrive @ CC 12:45 Depart CC 1:45 Arrive @ CC 3:10 Depart CC
<i>¹The early bus departs from home schools arriving at CC for 1st pd. classes. Student must get themselves to home school to ride bus.</i>			

Dell Schedule

6/12/2015

Career Center Early Dismissal Schedule

Career Center Transportation For Early Release:

8-10:40 (AM Periods 1-4)

AM students will leave Career Center at 10:40

11:40-1:10 (PM Periods 6-8)

PM Students will leave from home school at 11:05

I. GENERAL INFORMATION

A. LOCKERS

1. Each student will be assigned a locker for use during the school year.
2. Lock rental, set by the Board of Education, is 50 cents.
3. The lock rental fee is collected by the Student Advisory teacher; he/she will issue the lock and locker to the student after the fee is paid.
4. All students are urged to keep all materials and books in the lockers.
5. Students are expected to keep lockers neat and orderly so that materials can be found quickly and easily.
6. If a student loses his/her lock, he/she must pay \$5.00.
7. The student is also responsible for any damage to his/her locker.
8. A student is responsible for any writing appearing on his/her locker.

B. PARENT/TEACHER/STUDENT ASSOCIATION

1. The PTSA is a national organization in which parents and faculty members may hold membership.
2. There are meetings throughout the school year.
3. The general objectives of the PTSA are to promote the welfare of youth, to raise the standard of home life, to secure adequate laws for the care and protection of youth, to bring the home and school into a closer relationship, and to develop between educators and the general public a united effort to secure the highest possible advantages for every student.
4. The PTSA Board meets the 2nd Monday of each month at 6 pm in the Cafeteria.
5. The membership fee is \$5.00 per student and parent. PTA Scholarships are available for seniors who have joined the PTA.

C. TRANSFER POLICY FOR OUT OF DISTRICT STUDENTS

Students who are at Walkertown High School and live out-of-district must adhere to the following criteria:

- 1) exhibit exemplary conduct;
- 2) comply with the system's attendance policy;
- 3) must pass at least 75 percent of his/her courses.

If a student does not meet these criteria, he/she may be reassigned to his/her residential school at the end of the year. Beginning in 2018-2019, WSFCS will no longer offer Principal-to-Principal transfers.

D. CHILD NUTRITION

The board recently approved the meal prices for the 2019-2020 school year as advised by the Paid Lunch Equity (PLE) tool required by the USDA annually.

This year the prices will be:

Breakfast:

High School - \$2.10

Reduced price all levels: \$.00

Lunch:

High School - \$3.00

Reduced price all levels: \$.40

II. ACADEMIC INFORMATION

A. GRADING AND REPORTING

1. Report cards will be issued after each of the four nine-week periods.
2. Progress in a subject is indicated by letter grades as follows:

A (90-100)

B (80-89)

C (70-79)

D (60-69)

F (below 60)

3. **Final Exams:** *In accordance with WS/FC Schools Board of Education Administrative Regulation 5124.*

- A. A final semester/term exam will be given in all non-EOC courses in Mathematics, English, Science, Social Studies and World Languages for grades 9-12 in all high schools.
 - a. There shall be an end-of-course assessment in each elective course as determined by the appropriate department in each school.
- B. Exams/assessment will count twenty percent (20%) of the final semester grade.
- C. Where state end-of-course tests or North Carolina Final Exams are available, they shall be the final examination.
 - a. EOC tests or the NC Final Exams will be the final exam and the test results shall count as twenty percent (20%) of the student's final grade.
 - b. There are no exemptions from state end-of-course tests, the NC Final Exams, or CTE post assessments.
- D. **Exam exemptions:**
 - a. In non-state end-of-course 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.
 - b. 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.
- E. All students shall be permitted and encouraged to take examinations, even if they are eligible for examination exemptions.

- a. 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.
- F. Unless a student meets the exam exemption criteria, he or she must take the exam in order to get credit for the course.**
- G. 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.
 - a. These absences will not be considered in determining eligibility for examination exemption.
 - b. 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.
- H. With administrative approval, missed exams should be made up within ten (10) school days after the end of the reporting period.

4. Other information:

- A. A final exam will be given in all courses for grades 9-12. Students in grades 9-12 must take the final exam in all classes in order to get course credit.
- B. Where end-of-course tests are available, they will count as the final examination.
- C. There are no exemptions from end-of-course tests or common exams.
- D. Exams will count 20% of the final grade.
- E. The final average is determined by counting coursework 80% and the final exam counting 20%.
- F. With administrative approval, missed exams should be made up promptly at the end of the semester.
- G. All information regarding test procedures may be obtained from the testing coordinator, Jennifer Linville.

Report Card Distribution Schedule

1 st Nine Weeks	Friday, October 25 November 4th	End of Quarter Report Cards distributed
2 nd Quarter	Wednesday January 22nd February 3rd	End of Quarter Report Cards distributed
3 rd Quarter	Friday, March 27 April 6th	End of Quarter Report Cards distributed
4 th Quarter	Wednesday June 10th June 15th	End of Quarter
Last date to mail report cards		

B. PROMOTION

- Promotion from Grade 9 = 5 Credits (Units)
- Promotion from Grade 10 = 9 Credits (Units)
- Promotion from Grade 11 = 15 Credits (Units)
- To Graduate = 22 Credits (Units)

C. CLASS RANK

1. Class rank, based upon the class, is used to determine honors and awards. It is primarily used by college and university admissions officers; it should reflect the academic quality of a student's high school work in relationship to the work of his or her classmates.
2. Class rank is based on a student's average quality points per unit of work taken.
3. Rules for determining class rank:
 - a. Class rank shall be computed at the end of each semester.
 - b. The computation will include quality points earned from grade 9 to the time when the ranking is compiled.
 - c. The computation will include all quality points or grade points earned from grade 9 to the time when the ranking is compiled. Grades for all courses shall be used in computing both the quality point and grade point average. The quality point average will be the total of all quality points earned divided by the number of credit units taken. The grade point average will be the total of all grade points divided by the number of credit units taken.
 - d. Students will earn PASS/FAIL grades for credit-recovery courses. The PASS/FAIL grade and the previously earned F will both be recorded on the transcript. Students will no longer earn grades of A-F for credit-recovery courses taken through summer school and/or Edgenuity.
4. A course may be repeated when it is required for graduation or the student seeks to improve their performance. When a student repeats a course, the new course grade shall replace the previous grade for the course and the new grade will be calculated into the GPA/QPA.
5. Course credit will be granted only once.
6. Grades earned in pre-approved correspondence courses, courses at the Career Center, Main Street Academy, or "credit" courses taken at Forsyth Technical Community College in accordance with the "Dual Enrollment Policy" shall receive a quality point value determined by the High School Division.
7. Courses taken in another school system will be evaluated by the counselor enrolling the student, subject to the approval of the Principal. The appropriateness of the course for meeting state graduation requirements, unit value, and curriculum level may be determined by course syllabi and/or the level of courses the student is registering for in this school system.
8. A copy of the student's official transcript from the previous year must be retained as part of the cumulative record.

HOW CLASS RANK IS RECORDED/REPORTED:

1. Class rank shall be recorded and reported in descending numerical order from the student who earned the highest quality point average (QPA) to the student who earned the lowest quality point average. Both quality point and grade point class ranks will be recorded on the transcript. Only quality point rank is recorded on the transcript.
2. Class rank will be computed using two methods. Two ranks will be issued to students, one based on quality point average (QPA) and one based on grade point average (GPA).
3. Quality Point Average Method (Weighted) Courses are weighted in figuring quality point average and calculating class rank. Quality points will be awarded for grades as specified in the chart below.
4. Grade Point Average Method (Unweighted)
5. Final grades in all courses (special education, basic, regular, academically demanding, honors, and Advanced Placement) will be interpreted on a 4-point scale:

Unweighted (GPA)	Letter Grade	Standard		
Grades: 9-12	A	4		
	B	3		
	C	2		
	D	1		
Weighted (QPA)	Letter Grade	Regular	Honors	AP/College Courses
	A	4	4.5	5
	B	3	3.5	4
	C	2	2.5	3
	D	1	1.5	2

- **Class Rank will be determined by dividing the total number of grade points earned in grades 9-11 by the number of courses attempted yielding a grade point average (GPA).**
- **The student with the highest GPA will be ranked highest in the class.**

III. DROPPING AND ADDING COURSES

1. Course drop/adds can only be carried out through the Office of Student Services via the appropriate counselor; a student must not expect to be dropped from a course by not attending the class.
2. The possibility of granting drop/adds is limited by the availability of classroom space, student needs and graduation requirements.
3. Therefore, any course dropped must be replaced by another course.

IV. ATTENDANCE POLICY AND PROCEDURES

ATTENDANCE POLICY

1. There is no substitute for uninterrupted instructional time in the classroom where learning experiences are carefully planned by the teachers.
2. Even though students may make up class work missed because of absences, they will not be able to replace the educational, cultural, and social contacts which they would have experienced through face-to-face instruction and class participation.
3. Students with good attendance generally demonstrate higher levels of learning than those with poor attendance.
4. By law, regular, punctual, daily attendance is expected of all students under the age of 16.

Absences Classified:

1. **Excused:** Absence is excusable only for the following reasons: personal illness, accident, serious illness or death in the immediate family, dental or doctor appointments, court proceedings, educational opportunities, and religious observances.
2. **Unexcused:** In accordance with the Compulsory Attendance and the Attendance Regulations adopted by the State Board of Education, an unlawful absence (sometimes referred to as an unexcused absence) is defined as "a child's willful absence from school without the knowledge of the parent, or a child's absence from school without cause with the knowledge of the parent."
3. **Pre-arranged Absences:** Upon the request of a parent or guardian, preferably made in writing and in a reasonable period of time in advance of the absence, the Principal may excuse a student's absence for a good and substantial cause in addition to those listed in "A" above, with one exception: secondary school students may not be granted "prearranged absences" for any cause other than those listed in "A" above during the last ten days of the school year.
4. **School Related:** A student shall be recorded present for any day that he is present at a place other than the school with the approval of the Principal for the purpose of attending a school activity which has been officially authorized under the policies of the board of education of the school administrative unit. This may include field trips, athletic contests, music festivals, student conventions, and similar activities
 - a. If a student is absent from school for any other reason, it is necessary to give prior notice to the school and obtain advance assignments. The notice must be in writing from the parent or guardian.
 - b. The principal has the authority to determine the legitimacy of any absence.
 - c. When returning to school from an absence, the student is required to bring a dated written excuse from the parent or guardian giving the exact reason and date of the absence.
 - d. Absentee excuses must be submitted to the main office.

- e. All absences are considered unexcused until a note is brought from home, signed by a parent or guardian.
 - f. The absence will be coded unexcused if a note is not received within three (3) days of the absence.
 - g. Mrs. Harkrader will give the student a note (excused/unexcused) for the classes missed. The student will be responsible for showing the note to his/her teachers at the next class meeting.
5. If a student must leave school during the academic day, the student must be signed out of school in the office by a parent/guardian or a designee of the parent/guardian.
 - a. If a student drives to school he/she needs to bring a note to the office before school, signed by a parent/guardian with phone number to verify that student is allowed to checkout.
 - b. Students must report to the office to sign out before leaving.
 6. A student that is absent only in the morning must get an admit slip from the office before he/she can be admitted into his/her class.
 7. If a student is signed out before 12:15 PM and does not return to school, the student will be counted absent.
 - a. Therefore, a written excuse will be necessary.
 8. Students must be present 50% of the class period to be counted present.

The above is a summary of WS/FC Schools Board of Education Administrative Regulation 5110.

EXCESSIVE ABSENCES

Students are expected to attend school regularly in order to achieve academic success.

1. If a student has more than five (5) absences from a class during any quarter (10 per semester), he/she may receive a grade of F.
2. If the student is absent or expected to be absent for three (3) or more consecutive days (regardless of whether the absence is due to illness, accident, or some unusual circumstance), it is the responsibility of the parents or guardians to notify the school and explain the causes of the absence.
3. Questions concerning excessive absences will be referred to an administrator.

Cumulative Absences and Denial of Course Credit:

According to **WS/FC Schools Board of Education Administrative Regulation 5110**, Section V, if a student in grades 6 through 12 is absent from school or any class five (5) times, {three (3) for the Career Center} during a grading period (*whether or not the absences are excused, prearranged, unexcused, or unlawful*), the teacher shall notify the Principal's office and the Principal or designee shall notify the student's parent, guardian or custodian the student's absences have become excessive.

Right to Appeal Denial of Course Credit.

1. If a Principal denies a student credit for any hours due to excessive absences (more than five (5) per grading period (three for the Career Center) or ten (10) per semester), the student and/or his parents or guardians may request a conference with the Principal to appeal the denial of course credit.
2. The student and/or the student's parents or guardians may appeal from the decision of the Principal to the Superintendent and the Board in accordance with the WS/FCS Board Policy 5145, Parent and Student Grievance Policy.

ATTENDANCE WAIVER INFORMATION

1. The administration, counselors, and the school social worker are working to help students and parents understand the importance of attendance and how that relates to academic achievement.
2. Any student who misses 5 or more days in any class will be placed on an Attendance Contract. Students and parents/guardians will receive a conference or a phone call if they were given a contract.
3. Administrators and counselors will check attendance of all students throughout the year for other students that are coming close to having 5 absences.
4. The same contract procedure for additional student crossing into the danger zone will be applied.
5. In order for Walkertown High to continue to stress the importance of attendance, the administration has developed a committee to process Attendance Waivers for students who have excessive absences *BUT* are earning a passing grade in your class.

MAKE-UP WORK

1. Students are responsible for making up all work missed due to absences from school.
2. The student is expected to check with his/her teachers upon returning to school to find out about all missed assignments.
3. The student is responsible for making arrangements with his/her teachers to make up work either at home or after school.
4. A key element to any effective attendance policy is the provision for make-up work following an absent period.
5. Make-up work may be assigned when a student is absent, regardless of the reason for the absence (excused, prearranged, unexcused, or unlawful).
6. Make-up work may be specific material missed by the student during the absence or it may be of an enrichment or reinforcement nature.
 - a. "Make-up" procedures shall be established that will benefit the student and comply with instructional goals of the teacher and the school system.
 - b. A parent or student may request make-up assignments for an absence of two or more consecutive days. Contact Student Services at 703-4152.
7. If a student is expected to be confined to his/her home and/or hospital for a period of four or more weeks due to an injury, illness, or other disability, the student's

parents or guardians should be referred to a guidance counselor as soon as possible to obtain the service of a "homebound teacher."

8. In accordance with **WS/FC Schools Board of Education Policy 5110**, make-up work will be completed promptly.
 - a. Student will have one (1) day to complete make-up work for everyone (1) day absent.
9. Grades assigned to make-up work shall be considered in computing the student's overall grade for the particular grading period.
10. Failure of a student to satisfy make-up requirements can be the basis for denying credit for a specific course.
11. Students assigned Out of School Suspension by an administrator will be responsible for any work missed during such suspension.
12. Responsibility for completing all make-up work rests with the students.
13. Make-up assignments do not have to be the same as the work that was missed.
14. Failure to complete assignments will result in the student not receiving credit on each neglected assignment.

HOMEWORK

1. Students and teachers are focused on strategies to maximize learning and increase communication with the home.
2. Homework assignments are directed toward developing independent inquiry and self-study as well as long-range project work.
3. The amount of time needed to complete homework will vary day to day.
4. Honors level courses, special projects and test preparation may require more time. If your child is absent from school for two or more consecutive days, we encourage you to contact your child's teacher either by email or phone to get the required makeup work as well as check for assignments on the teacher's website.
5. **You are also invited to contact the Student Services office at 703-4152 to request assignments.**
6. Assignments will be ready in the front office to be picked up by 4pm the day after the request has been made.

SIGNING OUT DURING THE DAY

1. It is the policy of the Winston-Salem/Forsyth County Board of Education that students may not leave the campus of the school to which they are assigned during the normal school day without prior approval of the Principal or the Principal's designee as explained in **WS/FC Schools Board of Education Policy 5131.2**.
2. Requests for early dismissal from school are to be submitted to the attendance secretary prior to 8:50 a.m. the day of the request.
3. All such requests must bear the signature of the parent or guardian and the telephone number where a parent or guardian may be reached, in order to verify and approve the early dismissal prior to the student leaving school grounds.
4. Any student who has an approved note requesting to sign out of school early will show the note to his/her teacher of the time he/she needs to leave class.

5. Leaving school without signing out is a violation of school board policy and will be treated as a skipping offense and leaving campus without permission.
6. Students are not allowed in the parking lot except when arriving and leaving.
7. The parking lot is an unauthorized area and is off limits to students during the school day.

Please limit the number of times your child checks out of school as they will be missing valuable instructional time.

CAREER CENTER

1. Students traveling to the Career Center either by car or bus must sign in and out at the front office upon arrival and departure from campus.
2. Students traveling midday to the Career Center may only attend one designated lunch period at WHS, and must depart for the Career Center immediately after.
3. Career Center students must park in the front lot.

V. OTHER POLICIES

SKIPPING CLASS

1. Students are to report to all classes as assigned.
2. Class cutting is a serious matter and disciplinary penalties will be handled through parent contact and appropriate disciplinary actions.

TARDY POLICY

1. Tardiness is defined as arriving to class or school after the scheduled time for class or school to begin without a valid reason for being late. (AR 5110)
2. Valid reasons for being late are circumstances beyond the control of the student, such as late school bus, or if a teacher, guidance counselor, or administrator detains the student.
3. Students must be in class on time to maximize instruction to limit interruptions.
4. We hope that each student will strive to arrive to school and each class on time.
5. It is our goal to provide positive learning environments for all students.
6. Students have five (5) minutes between class changes giving ample time to go from one class to the next.
7. Our expectation is that all students will be in class when the tardy bell rings for each and every period.
8. Tardiness is calculated on a quarterly cumulative basis.
9. The following are consequences for students who are tardy to school/class.

1st Tardy Teacher Warning

2nd Tardy Teacher Warning

3rd Tardy 15 Minute Detention with Teacher & Parent Contact

4th Tardy 30 Minute Detention with Teacher & Parent Contact

HALL PASSES

1. Anytime a student leaves a class (example: restroom, water fountain, etc.), is called to the office, or goes to the media center, he/she must be in possession of an appropriate hall pass.
2. If a student is out of class without a hall pass, he/she will be escorted back to class.

BATHROOM PASSES

1. In order to maximize instructional time, students should take advantage of transition times to use the restroom
2. Each quarter, all students will be provided with a bathroom pass for emergencies.
3. Bathroom passes will include spaces for nine total (across all classes) trips to the restroom where students are expected to obtain a teacher signature verifying permission to use the restroom
4. After the nine passes are used teachers reserve the right to deny students use of the restroom
5. All students will be given a new bathroom pass at the beginning of each quarter
6. Students may not trade or otherwise use another student's bathroom pass

SCHOOL DRESS EXPECTATIONS

1. The faculty, staff and administration at Walkertown High School believe that a student's dress and grooming has an effect upon their attitude and behavior.
2. Disruption of the learning environment by the presence of unorthodox dress and grooming will not be permitted.
3. The classroom is not the proper place to display outlandish, distracting, or inappropriate grooming and dress fads.
4. Primarily the 1st period teachers will monitor dress and all teachers are charged with the responsibility of enforcing student dress code in their classes, hallways and within campus boundaries.
5. A student may be referred to the office at any time during the school day for advisement of attire.
6. The following list will be a guide in determining appropriate/inappropriate student dress on campus.
7. It is the responsibility of the student and parent/guardian that the student adheres to the dress code as follows:

Prohibited

- a. Clothing that contains advertisements for tobacco, alcohol or drugs; pictures or graphics of nudity; words that are profane, lewd, vulgar, or indecent;
- b. Halter or bare midriff tops, or bare midriffs;
- c. Provocative, revealing attire that exposes cleavage;
- d. Spaghetti straps or tank tops;

- e. Strapless shirts or tube tops;
 - i. Tops must have sleeves that cover the shoulder.*
 - ii. No cleavage should be visible.*
 - iii. A male's shirt should cover the entire shoulder.*
- f. Bare feet;
 - i. Shoes will be worn at all times.*
 - ii. Bedroom slippers are not allowed.*
- g. Short shorts or skirts;
 - i. Hem must be below the student's fingertips.*
- h. Fishnet, mesh, transparent and/or see-through material;
- i. Leggings, dance pants and tights;
- j. Pants, slacks or jeans that sag below waist;
- k. Hats, caps, bandanas, or garments which cover the student's face or conceal the student's identity;
- l. Underpants or bras showing or worn as outerwear;
- m. Pants or skirts that have been torn or altered with openings/holes must be worn over leggings.
- n. No sunglasses may be worn in the building.
- o. No headgear may be worn unless approved by an administrator.
- p. No hair curlers, doo rags, headbands, or bandanas may be worn.
- q. No hats may be worn inside the building during the school day.
- r. Blankets are not allowed in school.
- s. Any symbols, styles or attire frequently associated with gangs, intimidation, violence or violent groups about which students at a particular school have been notified as described in AR 5131.4.

A student in violation of the dress code will receive the following consequences:

<i>1st offense:</i>	<i>Verbal warning and changing or adjusting of clothing</i>
<i>2nd offense:</i>	<i>Written warning and changing or adjusting of clothing</i>
<i>3rd offense:</i>	<i>Parent Contact and changing or adjusting of clothing</i>
<i>4th and 5th offenses:</i>	<i>After School Detention/Parent Conference</i>
<i>6th and 7th offenses:</i>	<i>In School Suspension/ Parent Conference</i>
<i>8th or mores offenses:</i>	<i>Out of School Suspension/ Parent Conference</i>

1. Walkertown High School believes it is important that students “adhere to standards of dress and appearance compatible with an effective learning environment when attending school” (**Policy 5131.4, C, 1**).
2. If a student is not in compliance with the WSFCS dress code, an administrator will require the student to change or adjust his/her clothing in order to meet the dress code standards.
3. Where possible, the school will provide a change of clothing to those who violate the dress code.
4. If no clothing is available, the student must return home to change into clothing that adheres to the dress code.

5. If the student is unable to return home to change clothing, he/she will go to ISS.
6. Any prohibited item can be held for release to parents/guardians.

STUDENT PARKING

1. Students who wish to drive must maintain attendance requirements for the privilege of parking on campus.
2. Students wishing to drive to school and park on campus must obtain permission and a parking sticker.
3. A \$100.00 motor vehicle parking fee and a \$15.00 automobile registration fee will be charged (Total of \$115).
4. The student must present an automobile registration card and his/her driver's license to receive a parking sticker, and parking permit form signed by parent and student (available in main office).
5. Parking stickers must be displayed on the front window of the vehicle.
6. Students must leave their vehicles when they arrive at school and not loiter in the parking lot.
7. Students may NOT return to their vehicles during the school day without permission from an administrator.
8. Students must park in those areas designated as student parking.
9. The school board has directed that the administration has the right to search any student's vehicle when there is reasonable suspicion that school rules have been violated.
10. Any student failing to adhere to this policy will lose the privilege of parking on campus and are at risk for being booted or towed. If booted, students must pay a \$10 fee to have boot removed. If a student causes any damage to the boot, the student may be charged for injury to property and will be responsible for cost of boot. If towed, student/parent is responsible for towing fee.
11. Students arriving late to school may have their driving permit revoked for a period of time determined by administration.
12. Students must park in assigned spaces.

ATTENDANCE AND PARKING PRIVILEGES

The Winston-Salem/Forsyth County Schools Board of Education has adopted the following protocol for parking privileges.

1. Students will need to adhere to the following guidelines below for the upcoming school year in order to retain the parking privilege at Walkertown High School for the 2019-2020 school year. Please direct any questions to WHS Administration.
2. If a student in grades 10, 11 or 12 accumulates five absences, either excused or unexcused, the student shall be notified that his/her parking privileges may be revoked if the student accumulates ten (10) absences in a school year.
3. If a student in grades 10, 11 or 12 accumulates ten (10) absences in a school year, excused or unexcused, the student's parking privileges shall be revoked for the remainder of the school year unless:
4. Students may retain their parking privileges if the student agrees to participate in

- an "Attendance Improvement Plan" approved by the Principal or a designee; or the Principal finds that there was an extraordinary cause or excuse for the student's excessive absences, such as a long term illness, injury or disability.
5. If a student's parking privileges are revoked at a school, the revocation also applies to the Career Center and vice versa.
 6. If a student whose parking privileges have been revoked for the remainder of the school year transfers to another school in the system, the revocation or "Attendance Improvement Plan" shall remain in effect at the new school that they are attending.

PARKING REMINDERS:

Parking Space Assignment:

1. Parking spaces are assigned on a "first come first served" basis.
2. Students must park in their assigned parking space. The number of their parking permit corresponds with the number in the parking space.
3. Students who do not park in their assigned parking space may have their parking privileges revoked for a period of time.

Walkertown High School does not give students permission to leave campus during lunch or any other time.

<i>1st offense:</i>	<i>warning and parent contact</i>
<i>2nd offense:</i>	<i>driving privilege revoked for five days</i>
<i>3rd offense:</i>	<i>driving privilege revoked for ten days</i>
<i>4th offense:</i>	<i>driving privilege revoked for thirty days</i>
<i>5th offense:</i>	<i>driving privilege revoked for school year</i>

WALKERS/CAR RIDERS/DRIVERS

1. Students will be dismissed each day at 3:40 PM.
2. Upon dismissal, students are to go to their lockers and immediately leave the building.
3. Car riders must be picked up in front of the school by 3:50 PM for safety and supervisory reasons.
4. Student drivers must leave the parking lot by 3:50 PM

PROCEDURES FOR STUDENTS ARRIVING LATE TO SCHOOL

1. Students arriving after 8:55 AM, must report to the attendance office with a parent/guardian OR provide a valid note from a dental/medical appointment or classroom teacher.
2. Students who fail to sign in to school or who cannot provide a valid excuse for lateness will receive an unexcused tardy.

VI. MISCELLANEOUS POLICIES

1. Walkertown High School strictly adheres to WS/FCS Standards and Policies regarding the "Acceptable Use of Internet and Websites" (see AR 6161.1 on the Winston-Salem/Forsyth County Schools website).
2. WHS is not responsible for any cell phones, pagers, or electronic devices brought to school by a student.
 - a. Students bring these items at their own risk.
 - b. Security of such items cannot be guaranteed.
3. Walkertown High School students may use cell phones and headphones between classes and for educational purposes, at the teacher's discretion.
4. Students must not cover/plug both ears with headphones in the hallways.
5. During the school day if a phone rings, or if a student uses or displays a camera, cell phone, iPod, etc. in any part of the building other than the cafeteria or the hallway, the item will be confiscated by a teacher or administrator.
 - a. A parent must pick up the property as it will not be released to the student.
 - b. A discipline referral will be made the 3rd time any combination of these items are taken from a student.
 - c. Inappropriate use of an electronic device will be considered a Level I offense.
 - d. Music that is heard by others in the hallways and the cafeteria is not allowed.
6. Students shall not bring food or beverages into the classrooms.
 - a. No Restaurant Food, students may bring lunches from home.
 - b. Parents are not allowed to drop off food during school hours.
7. Failure to give proper identification will result in out-of-school suspension.
 - a. When requested, students must identify themselves, answer reasonable questions, and follow the directions of staff members.
 - b. This includes giving name and correct spelling.
8. When students travel in a group to represent the school, they will go and return by the same mode of transportation, unless express permission is granted by the principal.
 - a. Such permission would be granted only after parental contact is made by the principal or designee.
9. Signs or posters should only be placed on approved areas throughout the building and must be removed immediately after the event has taken place.
10. Students should not bring playing cards in the classroom or on campus.
11. No public displays of affection.

VISITATION POLICY

1. We discourage social visitation.
2. Students wishing to bring visitors to school must request permission from administration at least 1 day in advance.
3. Parents and patrons of the school are encouraged to visit classrooms, assemblies, and special events during the school day.

4. All visitors must sign in at the High School Main Office.
5. No outside food or drinks.

TELEPHONE USE

1. Students will not be allowed to leave class to use the telephone except for emergencies.

FUNDRAISERS

1. All fundraisers must have prior approval by the principal.
2. It is not permissible to sell any item on campus for outside agencies such as churches, scouts, etc.
3. Items such as candy may not be sold during the school day unless approved by the administration.

PROCEDURE FOR STUDENTS TRANSFERRING OR LEAVING SCHOOL

1. See Ms. McCoy to request a withdrawal form.
2. See Ms. Rice to discuss and pay any possible fees.
3. Return lock to your assigned advisor.

AFTER-SCHOOL ACTIVITIES

1. Students who remain for an after-school activity must report to the sponsor of the activity no later than 3:50 PM.
2. **No student or group may be in the building or on campus after 3:50 PM without adult supervision.**
3. Each group sponsor is responsible for staying with students from 3:50 PM until all members of that group are safely on their way home with parents, family, or the activity buses.

CLEARANCE OF FEES AND CHARGES OWED

1. Students will be informed of all fees and charges owed, including lost textbooks, library books, locks, planners, etc. at the end of each grading period.
2. If a fee or charge has not been paid, or arrangements have not been made for payment, that student may not be allowed to:
 - a. purchase school spirit wear or photographs,
 - b. participate in athletics,
 - c. or participate in extracurricular activities.

(Board Policy 3250-Fees are at the end of this handbook)

FIRE & EMERGENCY DRILL CONDUCT EXPECTATIONS

1. Fire drills and other emergency drills are required in order for all students and faculty to practice safety protocols in the event of an emergency situation.
2. These drills must be treated by students with the utmost gravity and respect.
3. Each room has specific assigned areas in emergency drills.

4. Students should move to the assigned area with their class in a quiet, orderly manner.
5. Students will return in the same manner.
6. Each student should pay close attention to the directions of the teacher and follow all directions immediately.

BEHAVIORAL CONDUCT EXPECTATIONS

1. Students and parents are responsible for becoming familiar with the behavioral expectations as outlined in the WS/FC School District Guidelines for Student Discipline and act accordingly.
2. Lockers and desks are the property of WS/FCS.
3. Students may store their books, papers, clothing and other personal items in them.
4. Students may not place any prohibited substance or anything that may be a fire hazard in a desk or locker.
5. Students shall keep their lockers and desks in a neat, clean and orderly manner.
6. The school reserves the right to inspect the contents of lockers and desks at any time.
7. Students are expected to respond respectfully and promptly to any request or directive made by a staff member.

BUS POLICY

1. Students are to report directly to their buses immediately upon leaving the building.
2. No food, drink or candy is allowed on the bus.
3. Remain seated at all times until it is time to exit the bus.
4. Keep arms, hands, etc. inside the bus.
5. Talk quietly.
6. No profanity.
7. Sit in the seat assigned by the driver or administrator.
8. No horseplay, verbally or physically.
9. Students needing to ride a different bus home must submit to the office a written note from the parent requesting permission to ride a different bus.
 - a. This note must include: date, signature, bus number the student is requesting to ride, and destination.
 - b. This note must be submitted at the beginning of the day as an administrator's signature is necessary.
10. Students must exit their bus at their assigned stop unless they have a signed note by an administrator.

Bus Misconduct Consequences:

1. Level I and II violations may result in suspension from the bus only.
2. Level III or higher violations committed on the bus will result in an out-of-school suspension.

<i>1st Offense:</i>	<i>verbal warning</i>
<i>2nd Offense:</i>	<i>3 day bus suspension</i>

3rd Offense: 5 day bus suspension
4th Offense: 7 day bus suspension
More offenses may result in the loss of the privilege to ride the bus.

DROPOUT PREVENTION/DRIVER'S LICENSE GUIDELINES

1. A student must have a Driving Eligibility Certificate to receive a North Carolina Driver's Permit or License.
2. The certificate certifies that the student has demonstrated adequate progress in school.
3. Adequate progress is defined as passing 3 out of 4 classes per nine weeks for the previous two nine-week terms.
4. Adequate progress is evaluated twice per year (January and June).
5. If a student already has a driver's permit or license and drops out of school or does not maintain adequate progress then the students permit or license will be revoked.
6. If you have any questions, feel free to call Ms. Bailey at 703-4152.

STUDENT ACTIVITIES

ASSEMBLIES:

1. Assemblies are a regularly scheduled part of the curriculum and, as such, are designed for educational as well as entertaining experiences.
2. They provide one of the few opportunities in school to learn formal audience behavior.
3. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.
4. Talking, whistling, stomping of feet, and booing are discourteous.
5. Yelling is appropriate only at Pep Rallies.

ATHLETIC PROGRAM:

1. Walkertown is a member of the North Carolina High School Athletic Association and Northwest 2A Conference and is governed by rules and regulations of eligibility and participation set up by those organizations.
2. Walkertown competes in football, basketball, baseball, track, cheerleading, cross-country, wrestling, swimming, golf, tennis, soccer, volleyball, and softball.
3. These programs are open to all who meet eligibility requirements, and final selections for the teams are made by the coaching staff.
4. In order to participate, a student must have a physical examination and completed athletic participation paperwork.

STUDENT GOVERNMENT/CLUB OFFICERS:

1. To be eligible to for the SGA or become an officer of a club, students must have a minimum of a 2.5 GPA unweighted, no out-of-school suspensions, and no more than one administrative referral for any reason.
2. Students should have no more than 5 absences.

PROM:

1. A student who has been suspended out of school for five or more days or who has been assigned to the Alternative Learning Center **may be ineligible** to attend the prom.
2. If a student has any days of out-of-school suspension, school administrators will not sign for the student to attend another school's prom.
3. If a student has missed more than 5 days during the spring semester, he/she may not be allowed to attend the Prom.
4. Students must have reconciled all school debts before purchasing a ticket to Prom.

HOMECOMING COURT:

1. To be eligible to for the homecoming court, students must have a minimum of a 2.5 GPA unweighted, no out-of-school suspensions, and no more than one administrative referral for any reason.
2. Students should have no more than 5 absences.

ELIGIBILITY FOR ATHLETICS AND EXTRA-CLASS ACTIVITIES

1. To participate in high school interscholastic athletics, you must meet requirements set by the North Carolina High School Athletic Association, as well as rules established by the Winston-Salem/Forsyth County Board of Education. To qualify under state rules, you must:
 - a. Have no more than eight consecutive semesters in attendance nor more than four seasons of participation in any sport since entering grade 9;
 - b. Be under **19** years of age on August 31;
 - c. Have passed 3 out of 4 courses on a block schedule or 5 out of 6 courses on an A/B day schedule in the previous semester;
 - d. Have a medical exam once every 365 days;
 - e. Have a medical release if you missed five or more days of practice because of illness or injury;
2. To be eligible to participate in high school athletics, you must:
 - a. Earn a 2.0 QPA (Quality Point Average) the previous nine-week grading period;
 - b. Be absent no more than 10 days (excused or unexcused) per semester.
 - c. Students may request waivers of the policy for hardship reasons.
3. All ninth-graders are eligible for participation during the first nine-week grading period.
 - a. If you are a ninth-grader and do not have a 2.0 QPA at the end of the first or any subsequent grading periods, you will be placed on academic probation.

4. If you participate in a weekly tutoring/remedial program {Academic Support Program (ASP)}, you will keep your eligibility during the remainder of the school year.
5. If a student fails too many classes during the spring semester of their freshman year, they will not be eligible in the beginning of their sophomore year.
6. Also, all grade levels have a chance to participate in ASP, however, everyone other than freshmen only get 2 consecutive quarters (freshmen can have 3).
7. NCAA athletic requirements can be obtained from Student Services.

If you have any additional questions, please refer to the Athletic Website or contact Chad Sapp, Athletic Director, at 336-399-6138.

IT'S MY CALL/IT'S OUR CALL

Our schools are taking a stand against alcohol and drug abuse.

The School Board and Superintendent are asking all other high school students to stand up, be counted as Drug Free and participate in the It's Our Call/It's My Call Program. AR-6145

These two powerful and challenging programs allow you to make a choice and a statement that will not only affect your future but the future of other students as well.

1. Required if you choose to participate in extracurricular activities, including sports and clubs
2. Provides an opportunity to show your commitment to being free from drug, alcohol, and steroid use
3. Random selection for drug and steroid testing
4. Drug testing (urinalysis) by a certified laboratory
5. Privacy and confidentiality respected
6. Free assessment and intervention if test is positive

"It's My Call" is an opportunity for students to self-evaluate and make a personal commitment to be drug-free in their High School careers.

"It's Our Call" allows High School students participating in extra-curricular activities to demonstrate responsibility through their personal choices.

1. Both "It's My Call" and "It's Our Call" are more than just drug-testing programs, they are important steps towards creating a caring, achieving and safe school culture.
2. Our IMC/IOC program is a nationally recognized, exemplary random student drug-testing program based upon RESPECT for all student participants and their families.
3. "It's My Call" is open to all middle and high school students.
4. **High school students participating in extracurricular activities are required to enroll in "It's Our Call".**
5. Once enrolled in either IMC or IOC, students are enrolled for their entire Middle School or High School career.

WS/FC Schools has contracted [Insight Human Services](#) for all IMC/IOC drug testing and treatment services.

1. All students to be tested are selected at random by Insight Human Services from among all those enrolled in IMC/IOC at the school.
2. All random testing is done at the school, and the test results are confirmed by a certified laboratory.
3. The SADFS office is not involved in the selection, testing or treatment of any IMC/IOC students; it is a private and confidential process.
4. For frequently asked questions, more information, or to enroll, please print one of the following:

Brochures and Enrollment/Permission Forms:

[It's My Call/ It's Our Call](#) brochure (High School)

[Es Mi /Nuestra Decisión](#) folleto (Grados 9 - 12)

If you have further questions, please contact the Safe and Drug Free Schools office of WS/FCS at 336-703-6730.

VII. STUDENT SERVICES

The Office of Student Services comprises the following staff:

Mrs. Stephanie Glasgow

Director (Students A-G)

Mr. Adam Carter

Counselor (Students H-M)

Mr. Lee Wineholt

Counselor (Students N-Z)

Ms. Karen Bailey

Administrative Assistant

Ms. Karen McCoy

Registrar

Mr. Johnnie Johnson

Data Manager

1. The school counselors provide individual counseling related to a variety of emotional, social, and academic, and career issues.
2. They frequently collaborate with other professionals such as the school social worker, school nurse, and school psychologist in order to assess students' needs in a comprehensive manner and for the purpose of effective and efficient response to student concerns.
3. The school counselors desire to help students develop their talents and interests via the academic experience while gaining an understanding of themselves.
4. In addition to offering individual counseling, school counselors advise students regarding course selections, promotion standards, and graduation requirements while assisting with post-high school planning and preparation.
5. Resources in Student Services include college applications, college guidebooks, financial aid applications, scholarship search tips, information on a wide variety of careers, and SAT/ACT registration packets.
6. Students may visit the resource area before or after school and during lunch.
7. The Office of Student Services operates from 8:15 a.m.-4:00 p.m. each day; students see their counselor by appointment except in emergency, crisis situations, or during lunch.

8. Students are welcome to drop by the counseling office to make an appointment to see a counselor during class change, before/after school, or during lunch.
9. This should not be done during instructional time.
10. Parents should call the office to make an appointment when they want to meet with their child's counselor or if they would like to schedule a parent/teacher conference.
11. Parent/ teacher conferences are held at 8:15 a.m. or at a time mutually agreeable between parent and teacher.
12. Parents may also call the office to request work if their child will be out of school for more than two days.
13. Students and parents are encouraged to obtain the most up-to-date information regarding requirements, course registration, college and career preparation, special opportunities and programming by visiting the Student Services pages on the WHS website and following us on our twitter account: @WtownSvcs.
14. All students will be required to attend ADVISORY once a week.
15. All students will be assigned a staff member who will mentor and advise the student throughout their enrollment at Walkertown High School.

VIII. WHS Media Center Policies

Our media center seeks to promote and support 21st century teaching and learning in our school community.

1. The following policies are designed to ensure that all students are served in the best way possible:
2. The media center is open Tuesday and Wednesday, 8:00 a.m.-4:00 p.m. and Monday, Thursday and Friday from 7:30 a.m.-4:00 p.m.
3. Students are required to have a pass from their teacher if they need to work in the media center during normal class periods.
4. Students who are not with a class are required to sign-in and sign-out on the sheet at the circulation desk.
5. Computers are reserved for academic work.
6. Media staff will assign computer work stations based on availability.
7. The library is open most days during lunch for students who need to study or use media materials.
8. Students need a library pass (issued prior to lunch by a teacher, media staff, or main office secretary) in order to leave the cafeteria to work in the media center during lunch.
9. Students are expected to work productively and be respectful of others in the media center.
10. Food and drinks are not allowed in the library at any time.
11. Cell phones and personal earbuds/headphones may not be used in the media center at any time.
12. Books are checked out for a period of two weeks and may be renewed.
13. Students must bring their books to the media center for renewal.

14. Students with overdue books may be limited until their account is in good standing.
15. Most reference books are used in the media center and classrooms.
16. Special arrangements for overnight check-out may be made as needed.
17. Magazines may be checked out for overnight use at the end of the school day and must be returned by 8:45 a.m. the following day.
18. Students are allowed to print one copy of their own academic work.
19. Students should request permission from their teacher or the media staff before printing in the media center.
20. Students should proofread their work, take notes, and make corrections in order to minimize printing as much as possible.
21. Students are expected to give proper credit and use materials following copyright guidelines. PowerPoint documents should be printed as 6-9 slide handouts, not as individual slides.
22. Computers may not be used for personal communication, playing games, or accessing inappropriate sites.
23. Violation of this policy may result in the loss of log-in privileges.
24. Students should keep their password information secure.

IX. DISCLAIMER

1. Since all information may not be available when this goes to print, the administration at Walkertown High School reserves the right to add, modify, or delete as needed.
2. Written notification of changes will be provided to the students and parents prior to the changes taking effect.

MAKE IT A GREAT SCHOOL YEAR! THE CHOICE IS ENTIRELY UP TO YOU!