



STUDENT HANDBOOK DURING COHORT IN-PERSON & REMOTE LEARNING

2020-2021

Refer to WSFCS 2020-21 Handbook for additional details and system policies and guidelines.

<http://wsfcs.k12.nc.us/>

ADMINISTRATION

Charles McAninch, Principal
David Small, Assistant Principal
Rhonda Powell, Assistant Principal
Alandous Hawkins, Assistant Principal
Lowana Wade, Assistant Principal

Seniors Grade 12
Juniors Grade 11
Sophomores Grade 10
Freshmen Grade 9 (A – K)
Freshmen Grade 9 (L – Z)

Main Office & Student Services Office Hours:

7:30 am - 4:30 pm

336-712-4400

Option #1 – Administrative Services

Option # 2 – Student Services

STUDENT SERVICES

The Student Services Department assists with an assortment of students’ needs. For services offered and detailed information, please refer to our Student Services webpage <https://www.wsfcs.k12.nc.us/Page/10149>.

Students are assigned to counselors alphabetically by last name.

Miranda Dicato	A - Co	Robin Downs	Fn - Kim	Allison Barnes	No - Sha
Angela Hubbard, Director	Cr - Fl	Desta Hooks	Kin - Ni	Sean Sandag	She - Z

COMMUNICATION

It is very important for us to have your updated contact information which includes cell phone numbers, mailing addresses and email addresses. Please contact the school if you need to update any of the above. We will be using Blackboard connect emails, text messages, voicemails and Remind messages to communicate to you and your child throughout the year.

IN-PERSON LEARNING INFORMATION

- Please do not arrive to campus prior to 8:30 am. Screening will begin at 8:30 am.
- All students must be off campus by 4:00 pm each day.
- Students that have elected to attend classes in person at West while staying remote for Career Center classes, may not be on campus unless they are in a classroom during their assigned time.
- Upon arriving students will report to immediately their first period class and be screened prior to entering their building. If they need to pick up breakfast, do that first and then report directly to first period.
- No congregating is allowed at anytime in any area throughout the day.
- Classrooms have been set according to CDC Guidelines maintaining 6 feet between desks resulting in 12 students maximum per class.
- Attendance will be taken in all classes and attendance can impact a student’s final grade.
- Students arriving late to school must report to the attendance office (Main Lobby in 500 building) to check in and be screened.
- Daily Schedule Click on the following link:
<https://docs.google.com/spreadsheets/d/1baN5gQwSSxdIEEPWXH82AZymM6lVqHkiqvrTfLJskmc/edit?usp=sharing>
- Lunch will be served in the cafeteria or students may bring their own. All students will be eating in their classrooms. All students will be escorted to and from the cafeteria to pick up lunches.
- High touch areas will be disinfected between each class change and period.

- Student desks will be disinfected after use each class period.
- Classes will change each period.
- Students will be required to wear masks and social distance at all times. Staff will be monitoring student movement and social distancing. Please refer to WSFCS PolicyAR3550 for details.
- Drink machines, snack machines and any communal areas are closed to students (Cafeteria, 600 Lobby, Titan Terrace, West Wing, etc.)
- Water fountains are available for bottle filling only. Do not drink directly from the water fountains.
- Bus transportation is only available to residential to West students. Bus riders must ride their assigned bus, any student not assigned to a bus is ineligible to ride. A Bus Attestation Form must be completed by all students riding the bus. Attestation Form is found on our website.
- West's expectation is parents do not need to drop off items for their child during the school day (lunches, assignments, forgotten items). We do understand emergencies occur; therefore, a table will be placed in the main lobby for drop of emergency items. West is not responsible for items on this table and the office will not be responsible for contacting students to pick up the items.

ATTENDANCE PROCEDURES

- The WSFCS Board of Education ATTENDANCE POLICY AR 5110 can be found on the WSFCS website at [Policy Manual \(boardpolicyonline.com\)](#)
- Students are expected to be connected to online learning each period during synchronous learning.
- Students must be present for more than half of the day to count as present. Attendance in all periods will be taken by the teacher 10 minutes after the class begins. Students will be counted absent if they are not signed into the class within the first ten minutes of the class period. If the student has not logged into the class period, the student will be marked absent in Power School. Attendance will be taken each class period.
- To excuse an absence, information needs to be submitted through the Attendance Document <https://forms.gle/unfiRx2S8hnCQvrFA>
- Administrative F's will be issued to students who have more than five (5) absences. Any student who misses more than five (5) days or class periods (excused or unexcused per quarter will receive a failing grade for the grading period). Improved attendance during the following quarter will result in a grade change back to the actual grade earned for the previous quarter.

TARDIES

Habitual offenders will be dealt with by Administration.

SIGN-IN/SIGN-OUT PROCEDURE

A student of any age who needs to leave during the school day for any reason must do so with a note from their parent/guardian. Notes to leave early should be turned into 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, and a parent/guardian signature with a telephone number where the parent/guardian may be reached for the confirmation of the note. Remember, all students must sign out in the Attendance Office. **Failure to do so will be treated with the same consequences as skipping school. No verbal sign-outs will be taken over the phone.** When picking up a student, a photo ID must be shown, and the person must be listed in Power School as having permission to pick up the student.

GRADES

Grades do count. Assignments will be given to gauge student understanding of the material. Questions regarding individual classroom grading policies should be directed to the classroom teacher.

MAKE UP WORK

Students have 7 calendar days without penalty after the original due date to turn in late work. After the 7th day, late work is assessed with a 10-point deduction. If students do not complete the work, they are assigned a zero.

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 2nd or 4th 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.

AFTER SCHOOL ACTIVITIES

Athletics is the only activity permitted on campus at this time. All other activities, such as clubs, will be virtual until further notice.

GUIDELINES 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. [Policy Manual \(boardpolicyonline.com\)](http://boardpolicyonline.com)
- Students and parents are responsible for being familiar with all discipline guidelines. Parents should take the time to review these with their students.

AUTOMOBILE POLICY/PARKING INFORMATION

Parking for the 2020-2021 school year will be for those students classified as Sophomores, 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. The cost is subject to change by the School Board.
- Students must park only in their assigned spot.
- Students discovered using a sticker illegally will lose their own driving privileges. Students may only have one sticker for a car registered to their family. **Students may NOT transfer their sticker to another vehicle or another student at any time.**
- Student vehicles may be searched by the administration.
- West Forsyth does not condone parking at River Oaks Church or other 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 Internet and Websites is covered by School Board Policy AR6161 (please reference this online for the complete policy – [Policy Manual \(boardpolicyonline.com\)](http://boardpolicyonline.com))

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/FC; communicating threats, and cyber bullying.
- 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.
- If you have questions or need technical support with your chromebook device or software programs (ie Zoom/Canvas), contact Travis Robbins @ 336-712-4400 or tcrobbins@wsfcs.k12.nc.us.

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 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 the 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.

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.

- 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.

Please refer to the Winston-Salem/Forsyth County School Board Policy (AR 5124) [Policy Manual \(boardpolicyonline.com\)](http://boardpolicyonline.com)

LIBRARY/MEDIA CENTER

At this time, the Library/Media center is closed to students.

CELL PHONE/ELECTRONIC DEVICE POLICY

Cell phones, iPods, Smartwatches, Fitbits and any other electronic devices belonging to individual students should not be used or displayed in the buildings or instructional settings during the instructional day (8:55-3:40). All cell phones and electronic devices will be kept in student bookbags during the instructional day. Cell phones may not be used in the classroom unless directed by the teacher for instructional use. Violations will result in referral to the office.

DRESS CODE

Student dress that disrupts the educational environment will be handled via the administrative office. Teachers are expected to have students that their dress either disrupts the educational environment, creates issues with student safety, or wearing of prohibited items report to the main office. WSFCS website. <http://wsfcs.k12.nc.us> AR 5131 [Policy Manual \(boardpolicyonline.com\)](http://boardpolicyonline.com)

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. Leggings/Tights/Yoga Pants or any pants that resembles yoga pants/tight pants can be worn, but the “front side” and “backside” must be covered at all times.
4. The following items will **NOT** be worn at school and applies to both males and females:
 - Tops with spaghetti straps, halter tops, tank tops, off the shoulder and open back tops
 - Tops exposing any part of the mid-section or bust area
 - Shirts and dresses should not be worn if they are excessively tight, “see through” or low-cut and expose any part of the midsection or bust area.
 - Pajamas, sleepwear, bedroom shoes/slippers.
 - Pants worn below the waist or showing clothing beneath the main outerwear.
 - Head scarves, hats, hoods, caps, head wraps, sunglasses, doo-rags, bandanas, sweatbands, and combs.

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. [Policy Manual \(boardpolicyonline.com\)](http://boardpolicyonline.com)

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 the 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 9th grader will have this in effect through 12th 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 at the discretion of the principal or the principal’s designee.

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 immediately.
- West Forsyth is **not** responsible for lost or missing money or valuables. This includes money lost in the vending machines.