

Tab 1

WILLOW SPRING HIGH SCHOOL

Student Handbook

2025-2026



[Willow Spring High School Website](#)
[Wake County Public School System Website](#)

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OVERVIEW OF HANDBOOK

This handbook is the official school guide specifically for operations at Willow Spring High School. All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the [WCPSS Student/Parent Handbook](#), which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. These WCPSS policies are also located on the WCPSS district website. If there is a conflict between the rules expressed in this handbook and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Todos los estudiantes son responsables de cumplir con y familiarizarse con el Código de Conducta Estudiantil de WCPSS y las políticas de la Junta de Educación que gobiernan el comportamiento y la conducta de estudiantes. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Las políticas WCPSS también se encuentran en el sitio web de WCPSS distrito. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

ABOUT OUR SCHOOL

SCHOOL CONTACT INFORMATION

Willow Spring High School
1704 Old Honeycutt Rd
Fuquay-Varina, NC 27526
Wade Martin, Principal
Main Office: 919-694-8030
School Hours: 7:25 a.m. - 2:18 p.m.

VISION STATEMENT

We are a deeply connected community that elevates the voice and identity of each student through a personalized learning environment that is authentic, responsive and relevant.

BELL SCHEDULE

[2025-2026 Bell Schedule](#)

ACADEMIC CALENDAR

[2025-2026 Academic Calendar](#)

SCHOOL PERSONNEL

ADMINISTRATION

Last Name of Student	Departments	Role	Name	Email
	All	Principal	Wade Martin	wmartin@wcpss.net
A - Co	Media & Special Education	Assistant Principal	Lindsay Anderson	landerson1@wcpss.net
Cr - Hi	Social Studies & World Languages	Assistant Principal	Noland Hicks	nhicks@wcpss.net
Ho - Mi	English & Health/PE	Assistant Principal	Martin Riddle	mriddle@wcpss.net
Mk - Sc	Fine Arts & Math	Assistant Principal	Tamuri Basaldu	tbasaldu@wcpss.net
Se - Z	CTE & Intervention	Assistant Principal	Carl McDaniel	cmcdaniel3@wcpss.net
	Student Services & Science	Assistant Principal for Instruction	Sara Rohleder	srohleder@wcpss.net

STUDENT SERVICES TEAM

Last Name of Student	Role	Counselor	Email
	Dean of Students	Michelle Montgomery	mmontgomery4@wcpss.net
A - Co	Counselor	Josselyn Ayala	jayala2@wcpss.net
Cr - Hi	Counselor	Karen Stephens	kpstephens@wcpss.net
Ho - Mi	Counselor	Margaret Ray-Nobles	mray-nobles@wcpss.net
Mk - Sc	Counselor	Brian Murray	bmurray5@wcpss.net
Se - Z	Counselor	Alex Rangel	arangel4@wcpss.net
ALL	Student Assistance Program (SAP)	Karelle Ward	kward9@wcpss.net

SUPPORT STAFF

Role	Staff Member	Email
Athletic Director	Mike Dunphy	mdunphy@wcpss.net
Attendance	Sissy Bianchi	sbianchi@wcpss.net
Data Manager	Tara Principe	tprincipe@wcpss.net
Lead Secretary	Sandra Cabral-Costa	scabral-costa@wcpss.net
Receptionist	Debra Steffes	dsteffes@wcpss.net
Registrar	Angelica Mendiola	amendiola@wcpss.net
Student Resource Officer	Jay McMahonill	jmcmahill@fuquay-varina.org

WSHS ACADEMICS

GRADUATION REQUIREMENTS

To earn a diploma from the Wake County Public School System, students must earn twenty-two credits. Reference the [WCPSS High School Program Planning Guide](#) for more information.

GRADING

WSHS course grades are assigned from students' demonstrated level of mastery in each course through assessments, projects, labs, homework, and class activities. The semester grade will be taken from the two nine-week quarter grading periods and the final exam.

Make-up Work

If make-up work has not been assigned in advance, for an excused absence of one (1) to three (3) days, the student will have no less than one day for each day absent. For excused absences exceeding three (3) days, the student will have no less than two (2) days for each day absent to make up work. Special consideration is given in the case of extended absences due to injury or chronic illness.

Late Work

Students should be given full credit throughout the duration of the unit. In the case where the endpoint is the assessment, late work is to be accepted up to one week after the unit assessment. Credit for work submitted late will be determined by course PLC agreements. (AP courses will communicate AP expectations on course syllabus)

Additional Grading Information

- A grading floor of 40% will be provided on all **completed** assignments & assessments.
- Any major/minor assignment that is **not completed** would be marked as M (Missing). "M" is calculated as a grade of "0".
- A student whose grade falls below a 60% each semester may be given the opportunity to participate in an academic recovery plan coordinated by our intervention team.
- Upon reteaching or re-engagement with material, students should have multiple opportunities for success, including but not limited to test retakes.

MID-YEAR GRADUATION POLICIES

Students choosing the option of graduating early at the end of the first semester are invited to participate in our Mid-Year Graduation Ceremony that will be held at WSHS. Early mid-year graduates may not participate in any extracurricular activities or athletics after mid-year graduation, including the prom, performances, and the June graduation except as a guest. Early graduates may not be on campus during the school day unless registered as a visitor under the conditions applied to visitors.

EXAM EXEMPTIONS

This policy is based on academic performance and attendance. The attendance count includes each instructional day of the semester.

Students in Grades 9 - 12 may be exempt from exams based on the following criteria:

- Students must have a projected final grade of B or higher
- Students must have 10 or fewer absences in the course (excused & unexcused)
- Students cannot be exempt from state testing, including field testing
- Students in grades 9 - 11 must also have 9 or fewer tardies in the course

FINAL EXAM DATES

The dates for final exams are set by the North Carolina Department of Public Instruction and have been set for the last five days in each semester. (Jan 16th - 23rd and June 5th - 11th) Students are expected to be present to take the required exams. Please plan accordingly when scheduling family trips or other planned absences.

GRADE REPORTING

Grades will be recorded in Infinite Campus. Up-to-date grade records are to be maintained for all students in Infinite Campus. All teachers will use the percentage system, not points, for grading individual assignments. Assessing student's work and entering grades into Infinite Campus in a timely manner is expected of all teachers.

The final grade will be determined by the following percentages located in the table below.

Courses with an EOC, CTE Post Assessments, NCFEs, and Teacher-Made Exams:

Final Grade	1 st Quarter Average	40.0%
	2 nd Quarter Average	40.0%
	Final Exam	20.0%

Final Grade = .40 (1st Quarter Average) + .40 (2nd Quarter Average) + .20 (Final Exam)

TRANSCRIPTS

Students can send transcripts to all North Carolina colleges for FREE through the [College Foundation of North Carolina \(CFNC\)](#). Use the Transcript Manager tool. For colleges outside NC, NCAA Eligibility, and scholarship opportunities, click [here](#) and follow directions.

ACADEMIC CONCERNS

Students and parents with specific concerns about courses are expected to contact the teacher of the course first. Depending on certain circumstances, it may be necessary to include the students counselor and/or administrator on the email. The administrator over the specific department can also be contacted if no resolution is reached after contacting the teacher.

COURSE REGISTRATION & SELECTION

During course selections, a student and his/her parents should carefully review the chosen course of study and make appropriate decisions in order to satisfy graduation requirements. Teachers and Student Services personnel are available to assist and advise students and parents in this process. Course offerings are subject to sufficient minimum student enrollment and adequate staffing.

Schedule change requests are not accepted for elective courses (this includes AP Courses), teacher choice or lunch changes. Students are not allowed to drop a course after the first ten days of semester, except when approved by the Principal. If a student withdraws after the ten-day period and an emergency situation does not exist, a failure (WF) is noted as the grade, and the course is counted as a course attempted with no quality points earned which negatively impacts GPA.

STUDENT SERVICES TEAM

Each student is assigned a School Counselor based on the student's last name, to assist with course selection and academic advisement, social/emotional needs, and college and career planning.

STUDENT ASSISTANCE PROGRAM COUNSELOR (SAP)

The SAP Coordinator assists in implementing programs and instructional activities designed to support students who are at risk (family planning, in transition, etc.). The coordinator provides counseling and support services to students and their families; develops support groups; and

provides training and instruction to staff, parents, students, and teachers.

CAREER & COLLEGE PROMISE (CCP)

Wake Tech's Career & College Promise (CCP) program offers eligible high school students the opportunity to earn credits toward a college degree or a credential for employment – tuition-free. Students who wish to take college classes through the Wake Tech Career and College Promise Program (CCP) must notify student services of this request. The CCP program is designed for juniors and seniors who wish to enhance their high school experience by taking college classwork. There are some exceptions for freshmen and sophomores who wish to participate as well as a GPA requirement for all students. Students must adhere to the following guidelines: Transportation to/from Wake Tech is not provided; adequate time must be planned to get to the WCPSS campus if classes are taken in person. Some flexibility will be given to 3rd and 4th block classes for early release for in person and online classes. CCP students take community college classes that are on the community college calendar. Wake Tech semesters start and end before WSHS semesters and students are responsible for coordinating class schedules and outside commitments around both calendars with the WSHS calendar taking priority. Michelle Montgomery, Dean of Students, is the contact for information regarding CCP. Students should prepare the semester before they intend to take CCP classes as there is an extensive application process, procedures and deadlines that must be followed.

ATTENDANCE

ATTENDANCE POLICIES AND PROCEDURES

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

Students must be in regular attendance to do their best work in school. Regular attendance develops patterns of behavior that are essential to professional and personal success in life. For details see Board Policies 4400.

When the need for an absence exists, **it is imperative that the student returns to school with a note from his/her parent or guardian** providing an explanation for the absence and the signature and daytime contact information of the parent or guardian. If a student is absent for five total days for any reason, parents will be notified via mail, and invited to partner with the school to develop a plan to improve attendance.

The student is responsible for every class periods' activities, whether present or absent. All tests, assignments, exercises, and other gradable activities plus the other non-gradable activities such as class discussions should be made up.

According to Board policy, In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 , the student will be permitted to make up his or her missed work. Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period. The teacher may assign other types of activities that will allow the student to obtain, or as nearly as practical, that which was missed when absent.

EXCUSED ABSENCES

Valid conditions for excused absences include:

1. Illness or injury that makes the student physically unable to attend school
2. Isolation ordered by the State Board of Health
3. Death in the family
4. Medical or dental appointment
5. Participation as a party under subpoena as a witness in a court proceeding
6. Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal
7. Outside educational opportunity. Parents should submit an Excused Absence Prior Approval Form ([Form #1710](#)) at least five days preceding the absence to our Attendance Office for review. Participation on club sports teams that require travel does not constitute an outside educational opportunity.

Any absence not meeting the requirements of an excused absence shall be coded as an unexcused absence.

Being absent over 10 times in a class is considered excessive. Excessive absences will most likely result in a team meeting with parents, student, counselor, teachers and other support staff to develop a plan to improve school/class attendance. Students who miss this much instructional time are often not successful in acquiring key concepts, mastering material, and practicing the other soft skills being developed within the classroom setting. Students must be in school to access course materials and engage in the learning process. Students with excessive absences will lose access to on-line course materials and must submit all coursework and assessments in person while attending school per the WSHS late work policy.

RETURNING TO SCHOOL AFTER AN ABSENCE

Students will have two school days to bring in the note in order to receive an excused absence. Students should bring an excuse note from a parent or guardian to the Attendance Office on the

day the student returns to school. The parent note will be retained on file. Absence notes should include the following:

- Student's name – first and last – no nicknames
- Date(s) absent
- Time leaving school
- Reason for leaving
- Parent/Guardian signature
- Home and work phone numbers of parents

Notes must be brought to the Attendance Office or emailed (wshs-attendance@wcpss.net) within **two (2) days** of returning from the absence and presented **BEFORE the start of first period or during lunch**. Absences not documented within two (2) days will be classified as unexcused, as mandated by School Board Policy 6000.4. WCPSS defines **excessive absences as having 10 or more unexcused absences**.

VERIFICATION OF ABSENCES

1. The attendance office (wshs-attendance@wcpss.net) will verify a student's absence as excused or unexcused based upon receipt of the absence note from a parent. Parents/guardians will be contacted by telephone on a daily basis notifying them of a student's absence. Parents should notify the school if contact information changes. If a student's note is fraudulent, the attendance office will notify the teacher and administrator.
2. Students being admitted to class should have an attendance slip, either excused or unexcused.
3. Students have two days to provide a note from a parent verifying their absence from school/class. After more than two days the absence will remain coded as unexcused. Students with unexcused absences are subject to disciplinary consequences from administration. Student privileges such as eligibility for Prom and off campus lunch passes are impacted by unexcused absences.

CHECKING OUT OF SCHOOL EARLY

1. The student brings a note from his/her parent or custodial guardian to the attendance office between 7:00 – 7:20 a.m. The check out note should include the reason for the checkout, a parent/guardian contact number and a parent/guardian signature.
2. A parent/custodial guardian will be contacted before a student leaves campus.
3. A student should pick up the check-out note during a class change or during lunch.
4. If a student becomes ill during the school day, the classroom teacher may send the student to the Student Services Office with a pass. The parent will be contacted.
5. Students are to be properly signed out in the attendance office before they are allowed to leave campus. Failure to sign in and out appropriately may result in disciplinary action against the student.

6. Due to congestion with our carpool, the **latest check out time in the afternoon is 1:45.**

When students are off campus for lunch in their Junior or Senior Year, PEPI, or other school sponsored activities, they should remember that they are still under the care and jurisdiction of WSHS. Failing to return to school for any reason and not following the prescribed check out procedure is unacceptable and may result in disciplinary actions for the student. Student check outs will be restricted during State Testing windows as we will not be able to interrupt the test setting to remove your student.

CREDIT FOR ATTENDANCE

To be counted present a student must be in attendance for more than 50% of the class period and 50% of the school day. Checking in after 11:00 a.m. is considered absent for that school day. Students shall be considered present while attending an official school activity at a place other than the school and are considered present at school.

TARDINESS

Teachers will close and lock their doors when the bell rings to begin each class. Any student not in class at that point will report to the nearest tardy station where they will check in. They will receive an admit pass which should be given to the teacher. Repeated tardiness will result in administrative action such as assignment to Lunch Detention, ISS, or possible OSS.

Tardy Consequences:

- 5 tardies - A or B Lunch detention
- 10 tardies - 1 day ISS and parent contact
- 15 tardies - 2 days ISS and parent contact
- 20 tardies - 3 days ISS and parent contact
- 25+ tardies - 1 day OSS and parent contact

WITHDRAWALS / TRANSFERS

Students transferring to another school or withdrawing from Willow Spring High School should notify their counselor/Student Services.

STUDENT CODE OF CONDUCT

The academic and social expectations for students at Willow Spring High School are clear. Respect for oneself and others, instructional time and a healthy learning environment are essential to a successful school. Students are expected to display appropriate behavior at all times—in the classroom, hallways, restrooms, cafeteria, gyms, parking lots, buses, and at all school-sponsored events. More detailed information about what is expected of student conduct can be found in the [WCPSS Student Code of Conduct.](#)

ACADEMIC INTEGRITY

Per WCPSS policy 4309, "cheating includes giving or receiving any unauthorized assistance on academic work. Plagiarism includes copying the language, structure, or idea of another and representing it as one's own work."

Consequences for violations of Academic Integrity::

- Teacher addresses the incident with the student
- Teacher calls students parent/guardian
- The student will be expected to redo the assignment or an alternative assignment with no point deduction.
- The teacher will write a discipline referral to administration explaining the incident.
- If the student is an NHS member, the administrator will send a copy of the referral to the NHS advisor.

AFTER SCHOOL EVENTS

Students are expected to be picked up from all after school activities within 30 minutes following the school event. Students should ensure they have a ride home and arrangements are made prior to attending after school activities. Students will be restricted from attending after school activities for not meeting this expectation.

DRESS CODE

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Our [Student Dress Code](#) prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. WCPSS policy specifically states students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.

Here are some examples of what not to wear:

- Bare midriff shirts or backless tops
- exposed undergarments (includes sports bras)
- see-through or excessively short, tight or revealing clothes
- clothing with lewd, indecent or vulgar messages or illustrations
- clothing that advertises products or services illegal to minors
- chains, spikes or other accessories that could be perceived as or used as a weapon
- clothing that violates the school system's policies against gang and gang-related activities
- Sunglasses inside the building

Administration may use their discretion in implementing the dress code, including making reasonable accommodations on the basis of your student's religious beliefs or medical conditions.

WIRELESS COMMUNICATION DEVICES

Willow Spring High School and the WCPSS Board of Education seek to minimize distraction and disruption for learners and teachers brought about by inappropriate use of personal communication devices.

For the purposes of this policy, “Personal devices” are any portable electronic devices that have the capability to provide voice, messaging, or other data communication between two or more entities. Personal devices may include, but are not limited to: cellular phones, paging devices, two-way radios, smartphones, smart glasses, smartwatches that depend upon a connection to a smartphone, table computers, personal laptop computers, and gaming devices. Smartwatches may be worn and used as watches throughout the school day, but any features that require connections to a smartphone must be disabled when the wireless communication device is prohibited.

Students are permitted to possess personal devices at school. Students must however, keep them silenced and put away during instructional time between the morning and afternoon bells. For the purpose of this policy, a device is “put away” when it is out of sight and not easily accessible (e.g. stored in a locker, backpack, or bag). “Put away” does not include pants, jacket, or other pockets that are a part of student clothing. Students may not display, use, or make devices visible during instructional time. The few exceptions to this policy are contained in WCPSS Board Policy 4318. Non-instructional times at WSHS include only transitions between class periods and BOLT Lunch.

Students found with two cell phones for the purpose of willfully and intentionally deceiving staff to violate the Wireless Communications policy may receive a short term suspension as a policy violation of 2-1 Falsification or Deceit. (semester 2 update)

Student Procedures:

Upon entering each class at WSHS, students are expected to place their cellphones in the identified phone holder in each teacher’s classroom. All other wireless communication devices must be put away (backpack) and not visible at any time. Prior to the end of the class period, all cellphones will be returned to students in a timely and organized fashion. Classes in the PE department will be managed differently. Students will receive directions from their PE teachers.

- Per WCPSS Policy 4318, school staff are authorized to temporarily confiscate a student’s personal device. Students who do not immediately follow this policy will first receive a verbal warning to put their device away and/or silence their device.
- At no time should students be found in possession of wireless communication devices during a class period while out of the room with a bathroom or other pass from their teacher. Student’s electronic devices will be confiscated by staff members and held for the remainder of the school day in the main office should this occur. Parents will be contacted when an electronic device is confiscated.

- Students with repeated violations of this policy may have their wireless communication device confiscated and held until a parent is able to pick up the device if administration determines that the improper use is willful, repeated, substantially disruptive, or interferes with other students' ability to focus on instructional or extracurricular programming.

NUISANCE ITEMS

Laser pens, gag items, skateboards, rollerblades, or other items that are not expressly for academic purposes should not be brought to school. The use of skateboards, rollerblades, mini bikes, scooters, and any other recreational vehicles are strictly prohibited at all times on school grounds - even when school is not in session. These items may be confiscated if brought to school or used on campus.

HALL PASSES

To support a positive learning environment and reduce disruptions to the opening and closing of each instructional lesson, students are restricted from requesting hall passes during the first and last ten minutes of class. Each class has a sign out sheet for students requesting to leave the room. Students will sign out and sign back in on the sheet. When students are issued hall passes, unless otherwise identified on the pass, students are restricted to the floor and hall that their class is on for use of water fountains and restrooms. Students found out of the area, such as on a different floor, will be escorted to in-school suspension for the remainder of the period. Repeated violations may result in additional consequences. Students will not be issued hall passes to access the microwaves and vending machines in the cafeterias.

SCHOOL DISMISSAL

All students are expected to leave campus after dismissal unless they are under the direct supervision of a teacher, coach or other approved adult in the building. School bus riders should report immediately to the bus lot so that they do not miss their bus. Students who rely on carpool are required to report to the courtyard area outside of the cafeteria to wait for their rides. All students should be picked up from school prior to 2:45 PM each day. Students who are identified as being "out of area" after school may receive disciplinary actions.

VAPING

The possession and use of e-cigarettes, vaping devices, vape cartridges, and any other tobacco products is strictly prohibited. The use of these products on campus causes serious health risks for our students, serious disruptions to our learning environment and will be handled in a serious manner. Students caught vaping on campus will receive monetary fines as well as other disciplinary actions. Students found standing together where a vape is present will all be subject to disciplinary actions regardless of who is "holding" the vape when caught by a staff member. Loitering and "hanging out" in bathrooms is prohibited behavior and may also result in disciplinary actions.

BEHAVIORAL INFRACTIONS

All WSHS students are expected to follow the WCPSS [Student Code of Conduct](#) which establishes a common understanding among students, parents, and teachers of what is expected of students at Willow Spring High School in addition to rules set by the school. In all cases involving discipline, every effort will be made to establish contact with a parent. Administrative disciplinary measures vary based upon the seriousness of the infraction and may include but are not limited to:

LUNCH DETENTION

Administrative lunch detention (LD) begins immediately upon the start of the student's respective lunch. A student assigned to LD is expected to arrive with school work or reading material. Failing to report to LD will result in an administrative referral and may result in the student receiving additional dates of LD assigned or more severe consequences. The lunch detention room is 1602.

IN-SCHOOL SUSPENSION (ISS)

Students assigned to ISS will report to the designated ISS room for the determined amount of period(s)/days. Students will be responsible for completing all work assigned from their classroom teacher and to adhere to all rules and regulations of the ISS teacher. Students assigned to ISS should report to room 1602. Students assigned to ISS may not participate in any after school activities (athletics, arts events, clubs, etc.) on the day they served ISS.

OUT OF SCHOOL SUSPENSION

Students who commit major infractions or who are repeat offenders may face out-of-school suspension (OSS), which is a denial of school attendance and a denial of participation in or attendance at school-sponsored activities. Such suspensions are made by the administration in accordance with policies of the Wake County Public School System. While on out-of-school suspension, a student may not attend any school function and is not allowed on school grounds. Violators may face additional suspension and/or trespassing charges. A suspended student will not be allowed to participate in or practice any extracurricular activities (athletics, clubs, concerts, field trips, etc.).

LONG-TERM SUSPENSION

Long-term suspension is defined as suspended from school for more than 10 days up to the remainder of the school term. In the case of firearm or explosive and other serious violations outlined in Wake County Public School System Board Policies, students may be suspended for 365 days.

Certain behavioral infractions may also carry the loss of privileges such as attendance at school extracurricular events and functions.

BOLT LUNCH

BOLT Lunch is a 55 minute lunch period that is scheduled between 2nd & 3rd periods. Our daily goal for this time is to create an environment where students will: 1) Find Balance, 2) Explore Opportunities, 3) Demonstrate Leadership, and 4) Find success through Teamwork.

Balance

In order to be prepared for college and career, we recognize that students need time and space to explore areas of interest during the school day. During BOLT lunch, students will engage in varied enrichment activities that are both curriculum oriented and student-interest driven.

Opportunities

Students will determine their plan of action each day during BOLT lunch based on their needs and interests. BOLT lunch will always include opportunities for club meetings, guest speakers, and time to check-in/receive assistance from teachers. Students will be informed of weekly opportunities in multiple ways: morning announcements, the school website, as well as the TV monitors located throughout the building.

Leadership

Student leaders will be developed during BOLT lunch through student-initiated clubs, honor societies, service organizations, student government, and peer tutoring.

Teamwork

Students will work together in a variety of settings, both formal and informal. Intramural sports, clubs/student organizations, and peer tutoring. All of these activities will provide students with opportunities to learn from each other and work together towards a common goal.

HOW DOES IT WORK?

BOLT lunch is divided into two parts, A Lunch and B Lunch. Most activities will take place during one of these two equal periods. Students will have an opportunity to engage in clubs, student government, intramurals, and guest speakers. In addition, all teachers will have regularly scheduled times during BOLT lunch to connect with students. Students will use AllTimely to sign up for activities during lunch. They can sign up using their Chromebook. Teachers can also assign students to tutorials where they can receive extra help or make-up work.

BOLT lunch will be scheduled daily - A Lunch will be 10:22 - 10:50 am and B Lunch will be 10:50 - 11:17 am. Students will hear a bell ring at the beginning of B Lunch. The bell is meant to inform

students of the need to change activities, for example - Transition from A Lunch intramurals to B Lunch (eating).

Students are allowed to eat in the cafeteria and in the courtyard (weather permitting), or in another approved/supervised setting (club/student organization meetings and tutorials). No outside food (homemade lunches excluded) is permitted in the cafeteria during BOLT lunch. Food will not be permitted in the Media Center. Students with off campus lunch privileges may not bring food back onto campus for other students. This could result in the temporary or permanent revocation of off campus lunch passes.

Students are not permitted to order food to be delivered to campus as their school lunch from food delivery services such as UberEats, Doordash, etc.. All food deliveries will be held in the main office until the end of the day.

Staff members will monitor “open” areas during BOLT lunch. Students will not be permitted to gather in hallways, stairwells, or pods. Staff will redirect students to supervised locations as the need arises.

ACADEMIC SUPPORTS

BOLT lunch will offer students the opportunity to meet with teachers twice a week in each subject area. During these times, students will be able to ask questions, catch up on assignments, take advantage of re-assessment opportunities, and participate in peer tutoring.

Preliminary Schedule for Academic Supports

Tutorials	Monday	Tuesday	Wednesday	Thursday	Friday
A Lunch	CTE Social Studies	Special Programs World Languages	Fine Arts Math	English	Science
B Lunch	World Languages	CTE Social Studies	Science Special Programs	Math	English Fine Arts

*PE has tutorials every day except Tuesdays.

*Play Intramurals Monday - Friday in our Gyms!

*Make sure you check your grade-level Canvas for BOLT lunch announcements!

ATHLETICS

WSHS is a member of the Quad City 7, 8-A Athletic Conference and the NC High School Athletic Association. In an effort to create well-rounded students, they are encouraged to participate and/or support the athletics program.

WCPSS ATHLETIC PARTICIPATION FORM

This form must be completed and filed with the school's athletic trainer prior to a student's participation in any practice sessions and/or athletic contests. A current physical/medical examination is one of the components to be reported on this form. Please note that physicals/medical examinations are valid for 365 days. This form is available online [here](#) under the Parents & Students tab, or may be obtained from Student Services or the Main Office.

ATTENDANCE ON THE DAY OF ATHLETIC EVENT

A student must be in attendance at school for the entire day on the day of any athletic game or practice activity in which he/she is to participate. Any exemptions with regard to this rule require administrative approval and most likely will require a doctor's note. A student assigned to ISS/OSS cannot participate in a practice or athletic contest scheduled for the day(s) of the ISS/OSS assignment.

TEAM ROSTER

Once an athlete has been placed on a team's roster, he/she may not withdraw from that roster and try out for another team until the original team's sport season has ended. Dual participation will be determined on an individual basis. An example of dual participation would be playing soccer while kicking for the football team.

SPORTSMANSHIP

Willow Spring High School values good sportsmanship. Regardless of a student's participation—as an athlete or a spectator—each individual student is responsible for demonstrating the highest level of respect for competitors, for fans of our opponents, and for self and all fellow students and all school rules should be followed. Exhibiting poor sportsmanship will incur disciplinary actions including but not limited to removal from a game, an event, denial of participation in future games/seasons, and possible suspension from a team or from school. Body paint is prohibited at all NCHSAA sanctioned athletic events. Spectators with body paint will be denied admission and asked to leave the premises of the event if not removed. Decorative face paint will be permitted.

It always is the expectation at Willow Spring that our students and supporters cheer for our student-athletes, not against the student-athletes from other schools. Good sportsmanship is an integral part of having a successful athletics program.

CLEAR BAG POLICY FOR SPECTATOR EVENTS (including Fine Art events)

Individuals attending WCPSS events may be subject to searches of their belongings or persons consistent with governing law and Board policies. Event entry may be dependent on the

inspection of any items. Permitted bags include

- One clear bag no larger than 12" x 15" x 3."
- A small, clear clutch bag/wristlet no larger than 4" x 6" x 1"
- Bags containing medically necessary items for that attendee's assistance (e.g., an oxygen tank); and
- Diaper bags.

No other bags are permitted. This includes but is not limited to: fabric backpacks, fanny packs, cell phonebelt bags, purses, string bags, briefcases, roll bags, and duffle bags. WCPSS schools and/or staff members **are not responsible** for items left behind, lost, stolen, or damaged.

GENERAL INFORMATION

CHROMEBOOK POLICY

Each student will receive a WCPSS-issued Chromebook and charger at the beginning of the school year. A limited supply of extra devices is available in the media center.

- **Damaged Devices:** Students with damaged devices will be issued a temporary loaner while their device is being serviced.
- **Forgotten Devices:** Students who forget their Chromebooks or need to borrow one for the day must surrender their cell phones to be securely locked. Cell phones will be returned when the school device is returned.
- **Replacement Policy:** As per WCPSS policy, students who damage a device beyond the scope of the warranty (e.g., cracked screens, water damage) will be issued one replacement. After receiving a replacement, students will be restricted to day use and will be subject to the policy above regarding forgotten devices.
- **Charger Policy:** We have a limited supply of spare chargers. During a student's four-year tenure at Willow Spring HS, we can offer one replacement for a missing or stolen charger, as long as supplies last. After receiving a replacement, students are responsible for purchasing their own 45-watt USB-C charger.

EMERGENCIES

Any student wishing to receive assistance for an illness or accident is to report to Student Services and sign-in with staff there. Students too sick to remain in class are too sick to remain at school. For this reason, students are asked to go to the Student Services to contact a parent to pick them up when having to check into the health room. Regarding chronic health concerns, a Public Health Nurse, though not on campus daily, is assigned to Willow Spring High School and appointments can be made in Student Services. Students that need approved medication administered from school staff are to report to student services.

FEES & FINES

Each year, students are assessed class dues of \$20. Student fees will cover the expenses associated with most dances, pep rallies, prom (Junior & Senior Years), graduation, and other senior activities. Students are expected to pay this and clear any fines/fees promptly, including returning books, materials, uniforms, equipment, etc. Failure to clear fines and fees will prohibit a student's eligibility for a parking permit and/or off-campus lunch pass. In addition, students may be ineligible to participate in student activities such as the prom, tryouts for athletic teams, etc. Seniors with outstanding fines/fees will not be eligible to participate in graduation.

LUNCH / OFF CAMPUS PASSES

Off-campus lunch permits are available for junior and senior students only. Other students must remain on campus for lunch. All guidelines outlined on the [off campus lunch application](#) must be followed at all times. Students must remain as a student in "good standing" in order to have an off campus lunch pass. A student in "good standing" is defined as a student who does not have excessive unexcused absences from school as defined in our attendance policy and is passing 3 out of their 4 classes at all times.

MEDIA CENTER

The WSHS library media center encourages students and staff to become lifelong learners. We strive to create an atmosphere that is supportive of independent reading, allows exploration of informational resources, and fosters collaborative learning. The media center is open Monday through Friday, 6:55 a.m. - 3:00 p.m. At times, the library media center may be closed during lunch and after school. If this is the case, signs will be posted on the door.

Library Materials Policy

- **Borrowing Period:** Students are allowed to borrow library books for 15 days with the option to renew these items twice.
- **Borrowing Limit:** There is no limit on the number of books students can borrow in one visit. However, students with overdue items will be blocked from borrowing new items until their accounts are cleared.
- **Account Clearance:** To obtain parking passes, attend dances, and participate in other school events, students must have a clear library account by returning all borrowed items or paying to replace any lost or damaged items.
- **Responsibility for Borrowed Items:** Students are responsible for all books checked out under their name. Any loss or damage to the borrowed items must be covered by the student, either by replacing the items or paying the replacement cost.

MESSAGES / DELIVERIES FOR STUDENTS

We will not interrupt classroom instruction to deliver messages or items to students. Our office staff will not accept delivery of flowers, balloons, or food delivery from a restaurant. Parents dropping off items (sports bags, projects, etc) should leave items on the shelf at our front entrance foyer and notify your student that they can retrieve their items.

PARKING ON CAMPUS

Only students who have been issued official parking permits are allowed to park on the Willow Spring campus on school days (6:55 a.m. until 2:45 p.m.). Students with WSHS parking passes must follow all guidelines outlined on the [WSHS Student Parking Application](#). In addition to the application, students must fill out this [Student Parking Questionnaire](#). Student drivers are not permitted to enter or exit the visitor/staff parking area of campus. Student drivers are not permitted to sit in vehicles during BOLT Lunch. The student lot is off limits to students without permission from administration or the main office staff. Students who park on campus without an official parking permit are subject to disciplinary consequences, including but not limited to the following: ineligibility to receive an official parking permit; "booting" of the vehicle with a possible fee for removal of the "boot"; towing at the owner's expense. Willow Spring assumes no liability for damages that may occur when a vehicle is parked illegally on campus or when it is "booted" or towed and stored.

PROM

The WSHS Prom will be held on Saturday, April 25th. Juniors and Seniors planning to attend the WSHS prom must complete a Prom Application form in advance of purchasing tickets. WSHS Juniors and Seniors **do not have to pay** for Prom tickets as these are included in student class dues. Underclassman and non-WSHS students must purchase a Prom ticket. WSHS students or guests planning to attend the WSHS prom must be a student in good standing regarding school attendance and grades. Students who have received OSS during the 2025-26 school year for a Level 2-15 or any Level 3 policy violation will not be permitted to attend the WSHS prom. Students planning to bring a guest who does not attend WSHS will have to complete a Prom Guest form that is reviewed and approved by WSHS administration.

TECHNOLOGY USE

Students will have adequate access to technological resources to support their learning at WSHS. While digital devices are provided and allowed, staff reserves the right to determine when these devices may be used. WCPSS provides students a WCPSS email account, for which WSHS provides all log-in information. Students are expected to use their WCPSS email accounts when communicating with staff. Parents and students should review WCPSS Board Policy 4312 and 4312 R&P in the *WCPSS Student/Parent Handbook*. Students are subject to disciplinary action for failure to adhere to the policies regarding "Student Acceptable Use of Electronic

Resources."

TRANSPORTATION

School transportation is a privilege, not a right. When riding in a school vehicle, students must observe the directives of the driver and are still subjected to following the WCPSS Code of Student Conduct and school board policies governing student behavior. Failure to follow WCPSS rules may result in temporary or permanent suspension from the bus.

VISITORS

All visitors are required to report directly to the main office upon entering the school building. Furthermore, they will be required to register as a visitor in the main office and wear a visitor badge (provided by the school) during their entire time on our campus.

Students from other Wake County schools, as well as out-of-town guests, are not permitted to come on the Willow Spring High School campus during regular school hours without the prior approval of the principal. Students are not allowed to have visitors on campus.

Tab 2

