



WAKE COUNTY
PUBLIC SCHOOL SYSTEM

WAKEFIELD HIGH SCHOOL
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SCHOOL WEBSITE: [HTTP://WAKEFIELDHS.WCPSS.NET](http://wakefieldhs.wcpss.net)

Dear Wolverine Staff,

This page has been created to provide a consolidated platform for relevant WHS staff information. You will receive this document via email with links that will take you to that particular document. This document will also be posted on the WHS Shared Drive for you to reference later if needed.

Any items without an active link will be updated during the year.

- [Welcome Back Letter](#)
- [Staff Info Form](#) to be filled out by all staff
- [Beginning of Year Required Trainings](#)
 - [Employee Handbook](#)
 - Technology Responsible Use, Cybersense and Phishing Awareness
 - The training must be completed individually and is tracked through your WakeID.
 - To access the training, log into the WakeID Portal, click the KnowBe4 tile and click Go to Training.
 - Teleworking Agreement
 - Sexual Harassment Training
 - [Social Media Guidelines](#)
 - [Seclusion and Restraint Training](#)
 - [Coaching \(if applicable\)](#)
 - Bloodborne Pathogens
 - Diabetes Awareness
 - [Training Acknowledgement Form Opening of School 23-24](#), **Due September 8**
- Wakefield High School Calendars and Schedules
 - [Opening Week Schedule](#)
 - [Bell Schedule](#)
 - Meet the Teacher (Open House)
 - [Thursday, September 7, at 4:30 p.m.](#)

- [Thursday, February 8, at 5:00 p.m.](#) (Parent Facing)
 - [Staff Letter](#)
 - [Pre-Recorded Video Link Collection Form](#)
 - P/T Conferences & Report Card Night
 - [Thursday, November 9, at 5:00 p.m.](#)
 - [Conference Availability form](#)
 - Thursday, April 18, at 5:00 p.m.
 - PLCs - Rotating Session on Tuesday, August 23
 - School Calendar ([Lucky Charms Calendar](#))
 - [Remediation schedule by department](#)
- Wakefield High School Plans
 - [Teacher Absence Reporting & Sub Plan](#)
 - Attendance
 - Teacher Responsibilities
 - [Grading Policy Essentials](#)
 - [Academic Integrity Plan](#)
 - [Syllabus Requirements](#)
 - Course Placement Review Form [Word](#) [PDF](#)
 - [Fire Evacuation](#)-Post in classroom
 - [Severe Weather](#)-Post in classroom
 - [Red Bag Items](#)
 - [Lockdown Codes and Procedures](#)
 - [Red Card Utilization](#)
- Checklists for 23-24
 - [BOY Checklist](#)
 - Gradebook Reminders
 - [Gradebook Dates](#)
 - [Gradebook Set Up Video](#)
 - [Quarter 1 Checklist](#)
 - End of Semester
 - Beginning of Second Semester
 - Quarter 3 Checklist
 - End of Year
 - [Staff Parking](#)
 - [Employee Information](#)
- Beginning of Year Presentations
 - [Welcome Back Wolverines](#) (Opening Session)
 - [NCEES Staff Evaluation Training](#)
 - [PDP Goals](#)

- [Evaluation Shared Drive Resources](#)
 - o [Headcount, Grading Policies, and Instructional Resources](#)
 - o [AllTimely](#)
 - o [Bell Schedule Logistics](#)
- Canvas
 - o [WCPSS Learning Opportunities](#)
 - *Communicating with Canvas*
 - *Assessing with Canvas*
 - Staff new to the WCPSS should complete both courses by September 30
 - *Feedback & Data with Canvas* Due November 7, 2023
 - *Blended Learning with Canvas* Due January 31, 2024
 - o [Canvas Campout](#)
 - Face-to-face workshops for beginning Canvas users will be held throughout the school year on Teacher Workdays.
 - o [WHS Shared Drive Resources](#)
 - [Checklists](#): Use to self-assess skills associate with each learning module (Communicating, Assessing, Feedback & Data, Blended Learning)
 - [ABCs for Canvas](#)
 - [WCPSS Canvas Handbook](#): Also available in Learning Central
 - [Classroom Look-Fors](#): This document will help guide staff in their Canvas set-up.
 - [Canvas Blueprint Courses and Common Materials](#): For Math 1-3, English 1-4, Healthful Living Honors, World History, American History, Civic Literacy, and Economics & Personal Finance
 - [Video Guides for Instructors](#)
 - [Instructor Guides](#)
 - o [Self-Help Resources](#)
 - o [Grade Passback](#)
 - Grade Passback is an **optional** feature available for **Middle and High Schools**. Some setup is required by the lead-teacher of the course before it will work. It is important to know how to use this feature correctly since grades will be sent to PowerSchool, the authoritative source for grades.
 - The setup process for Grade Passback has changed slightly. PowerSchool categories will be "synced" instead of "imported" into Canvas. Use the instructions below to work through this new setup process.
- [Translation & Interpretation Services](#)
 - o [Translation](#)

- [Interpretation](#)
 - [iSpeak](#)
- Miscellaneous
 - [Fall Exam Schedule](#)
 - Devices and Final Exams
 - [Administrator Responsibilities](#)
 - [Media Center Quick Tips](#)
 - [Who to Contact/Need Help With](#)
 - [Office Locator](#)
 - [Teacher Locator](#)
 - [Duty Schedule-Fall 2023](#)
 - Duty Schedule-Spring 2024
 - [Maintenance Request](#)
 - Intervention Services
 - [Field Trip Procedures](#)
 - Teacher Intent/Preference Form
 - [Faculty Meeting Folder](#)
 - [Quarter 1 In-House TWC Survey](#)
 - [PACK Time Talking Point Templates](#)
 - [Quarter 1 3-4 F List](#)
 - [Current Grades Report Folder](#)