

Knightdale High School

Student Handbook



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Welcome Message from Administration

Welcome to Knightdale High School delete! We hope that you all are as excited as we are about what is sure to be an outstanding school year in Knight Country. As a school, we are strong believers that everyone plays a huge role in the overall success of students and our school as a whole. As such, we want to do our very best to ensure that all members of our school community—especially students and parents—are informed when it comes to what is happening at our school, as well as the policies and procedures that will guide all of what we do.

We have developed this student-parent handbook, which provides some key details that will surely interest you. Please keep in mind that this handbook was designed for use in conjunction with the *WCPSS Student/Parent Handbook* along with the *WCPSS High School Program Planning Guide*. Both of these documents can be found at www.wcpss.net. We hope this information will be helpful as we start a new school year, and we look forward to working with you.

Mission Statement

The Wake County Public School System will significantly increase achievement for all students by providing a world-class education that equips students with the knowledge and expertise to become successful, productive citizens.

Vision

Knightdale High School students are academically and emotionally prepared to be college and/or career ready, make positive contributions to the community, and reach their full potential.

Core Beliefs

- Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.
- Every student is expected to learn, grow, and succeed while we will eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.
- Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all students.
- Knightdale High School administration and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high-performing organization focused on student achievement.
- Knightdale High School administration and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
- Wake County residents value a strong public school system and will partner to provide the support and resources to fully realize our shared vision, accomplish the mission, and sustain our core beliefs

Contact Information



Address: 100 Bryan Chalk Ln., Knightdale, NC 27545

Main Office Phone: 919.217.5350

Fax Number: 919.694.8599

Student Services Fax Number: 919.694.8602

Website: <https://www.wcpss.net/knightdalehs>

Twitter: @KnightdaleHS

Other Important Contacts:

Attendance Office: 919.217.5379

Media Center: 919.217.5370

Transportation: 919.217.5377

Student Services: 919.217.5400

Administration Contact Information:

Administrator	Supervision & Student Discipline Assignments	Email Address
Mr. Keith Richardson Principal	<ul style="list-style-type: none"> ● Liaison to PTSA and WCPSS Board of Education ● Discipline: Parking 	krichardson@wcpss.net
Ms. Lauren Bryant	<ul style="list-style-type: none"> ● 9th Grade Level Activities ● Discipline: Grades 9-12, Last Names T-Z 	lbryant@wcpss.net
Mr. Kendrick Bartley	<ul style="list-style-type: none"> ● 11th Grade Level Activities ● Discipline: Grades 9-12, Last Names M-P 	kbartley2@wcpss.net
Ms. Lori Zimmerman	<ul style="list-style-type: none"> ● 12th Grade Level Activities ● Discipline: Grades 9-12, Last Names A-C 	lzimmerman@wcpss.net
Mr. Oshe' Pittman	<ul style="list-style-type: none"> ● 10th Grade Level Activities ● Discipline: Grades 9-12, Last Names Q-S 	sopittman@wcpss.net
Mr. Patrick Standifer	<ul style="list-style-type: none"> ● 12th Grade Level Activities ● Discipline Grades 9-12: D-G 	pstandifer@wcpss.net
Mrs. Liz Stevenson Assistant Principal of Instruction	<ul style="list-style-type: none"> ● Curriculum Resources ● Master Schedule/ PLT Structures 	estevenson@wcpss.net
Mr. Nicholas Taylor Assistant Principal	<ul style="list-style-type: none"> ● 9th Grade Level Activities ● Discipline: Grades 9-12, Last Names H-L 	ntaylor4@wcpss.net

School Calendar



2024-2025 KHS, NWCCA, VMCCA, WECHS, WECIB
 Calendario KHS, NWCCA, VMCCA, WECHS, WECIB

July / julio 2024

M/L	T/M	W/M	T/J	F/V
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August / agosto 2024

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	★ 7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September / septiembre 2024

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October / octubre 2024

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November / noviembre 2024

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December / diciembre 2024

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January / enero 2025

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February / febrero 2025

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March / marzo 2025

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31	R			

April / abril 2025

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May / mayo 2025

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	★ 21	22	23
26	27	28	29	30

June / junio 2025

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- LEGEND / LEYENDA**
- ★ First and last days
Primer y último días de clase
 - H Holiday
Día Festivo
 - W Teacher Workday
Día de trabajo del maestro
 - V Vacation Day
Día de Vacaciones
 - Q End of Nine Weeks
El Final de Nueve Semanas
 - R Report Card
Boleta de calificaciones

Days available for weather make-up in order of utilization / Días disponibles para recuperación de clases por orden

Weather Make Up
 *Banked Day
 *Banked Day
 *Banked Day
 *January 2
 *February 17
 *May 22

In accordance with the NC Calendar Law, if the school district must close schools, the superintendent will update this calendar to provide additional days/time by using early release days as full days, scheduled teacher workdays, Saturdays, banked hours of instruction, or scheduled vacation days to meet legal requirements. If Saturdays are used, they will be full instructional days. If all other options are exhausted, holidays may be used for weather make-up.

* Hours accrued by schools over the required 1025 instructional hours.
 De acuerdo a lo establecido por la Ley de Calendarios de Carolina del Norte, el Superintendente actualizará este calendario deberá ser actualizado para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborales de los maestros, sábados, horas acumuladas de instrucción, o días programados de vacaciones para cumplir con los requerimientos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se terminan todas las demás opciones, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo.
 * Horas acumuladas por las escuelas, por encima de las 1025 horas requeridas de instrucción.

MORE INFORMATION / MÁS INFORMACIÓN
www.wcpss.net/calendars

Bell Schedules

2024-2025 KHS Monday BELL SCHEDULE

7:25 - 8:45 (80 min) 1st Period

8:45-9:10 (25 min) Knight Time

9:15 - 10:35 (80 min) 2nd Period

10:40-12:50 (3rd Period)

3rd w/ A lunch	3rd w/ B lunch	3rd w/ C lunch
10:45-11:20 (35 min) A Lunch	10:40-11:30 (50 min) 3rd Period, Part 1	10:40-12:15 (95 min) 3rd Period
11:25-12:50 (85 min Plus 5 before lunch) 3rd Period	11:30-12:05 (35 min) B Lunch	
		12:10-12:50 (40 min) 3rd Period, Part 2

12:55- 2:18 (83 min) 4th Period

2:14-500 Tower

2:16- 600 Tower

2:18- PE/Arts/Trailer

2:30 - Activity Bell Rings (All students either in a supervised activity or out of building)

2024-2025 KHS Tuesday BELL SCHEDULE

7:25 - 8:05 (40 min) Enrichment Time

8:10-9:25 (75 min) 1st Period		
9:30 - 10:45 (75 min) 2nd Period		
10:50-1:00 (3rd Period)		
3rd w/ A lunch	3rd w/ B lunch	3rd w/ C lunch
10:55-11:30 (35 min) A Lunch	10:50-11:40 (50 min) 3rd Period, Part 1	10:50-12:25 (95 min) 3rd Period
11:35-1:00 (85 min Plus 5 before lunch) 3rd Period	11:40-12:15 (35 min) B Lunch	
	12:20-1:00 (40 min) 3rd Period, Part 2	12:25-1:00 (35 min) C Lunch
1:05- 2:18 (73 min) 4th Period 2:14-500 Tower 2:16- 600 Tower 2:18- PE/Arts/Trailer		
<i>2:30 - Activity Bell Rings (All students either in a supervised activity or out of building)</i>		

2024-2025 KHS Wednesday BELL SCHEDULE		
7:25 - 8:45 (80 min) 1st Period		
8:50-10:10 (80 min) 2nd Period		
10:10-10:35 (25 min) Knight Time		
10:40-12:50 (3rd Period)		
3rd w/ A lunch	3rd w/ B lunch	3rd w/ C lunch
10:45-11:20 (35 min) A Lunch	10:40-11:30 (50 min) 3rd Period, Part 1	10:40-12:15 (95 min) 3rd Period
11:25-12:50 (85 min Plus 5 before lunch) 3rd Period	11:30-12:05 (35 min) B Lunch	
	12:10-12:50 (40 min)	12:15-12:50 (35 min)

	3rd Period, Part 2	C Lunch
12:55- 2:18 (83 min) 4th Period 2:14-500 Tower 2:16- 600 Tower 2:18- PE/Arts/Trailer		
<i>2:30 - Activity Bell Rings (All students either in a supervised activity or out of building)</i>		

2024-2025 KHS Thursday BELL SCHEDULE		
7:25 - 8:50 (85 min) 1st Period		
8:55-10:20 (85 min) 2nd Period		
10:25-12:50 (3rd Period)		
3rd w/ A lunch	3rd w/ B lunch	3rd w/ C lunch
10:30-11:05 (35 min) A Lunch	10:25-11:15 (50 min) 3rd Period, Part 1	10:25-12:10 (105 min) 3rd Period
11:10-12:45 (95 min) 3rd Period	11:15-11:50 (35 min) B Lunch	
		11:55-12:45 (50 min) 3rd Period, Part 2
12:50- 2:18 (88 min) 4th Period 2:14-500 Tower 2:16- 600 Tower 2:18- PE/Arts/Trailer		
<i>2:30 - Activity Bell Rings (All students either in a supervised activity or out of building)</i>		

2024-2025 KHS Friday BELL SCHEDULE		
7:25 - 8:45 (80 min) 1st Period		
8:50-10:10 (80 min) 2nd Period		
10:15-12:25 (3rd Period)		
3rd w/ A lunch	3rd w/ B lunch	3rd w/ C lunch
10:20-10:55 (35 min) A Lunch	10:15-11:05 (50 min) 3rd Period, Part 1	10:15-11:50 (95 min) 3rd Period
11:00-12:25 (85 min) 3rd Period	11:05-11:40 (35 min) B Lunch	
	11:45-12:25 (40 min) 3rd Period, Part 2	11:50-12:25 (35 min) C Lunch
12:30- 1:53 (83 min) 4th Period		
1:53-2:18 (25 min) Knight Time 2:14-500 Tower 2:16- 600 Tower 2:18- PE/Arts/Trailer		
<i>2:30 - Activity Bell Rings (All students either in a supervised activity or out of building)</i>		

2024-2025 KHS 1 HOUR DELAY BELL SCHEDULE		
8:25 - 9:40 (75 min) 1st Period		
9:45 - 10:58 (73 min) 2nd Period		
11:03-1:03 3rd Period		
3rd w/ A lunch	3rd w/ B lunch	3rd w/ C lunch

11:13-11:38 (25 min) Lunch	11:08-11:53 (45 min) 3rd Period, Part 1	11:08-12:33 (85 min) 3rd Period
11:53-1:03 (80 min) 3rd Period	11:53-12:23 (30 min) Lunch	
	12:28-1:03 (35 min) 3rd Period, Part 2	12:33-1:03 (30 min) Lunch
1:03-2:18 (70 min) 4th Period		
<i>2:30 - Activity Bell Rings (All students either in a supervised activity or out of building)</i>		

2022-2023 KHS 2 HOUR DELAY BELL SCHEDULE		
9:25 - 10:20 (55 min) 1st Period		
10:25 - 11:20 (55 min) 2nd Period		
11:25-1:15 3rd Period		
3rd w/ A lunch	3rd w/ B lunch	3rd w/ C lunch
11:25-11:55 (25 min) Lunch	11:25-12:05 (40 min) 3rd Period, Part 1	11:30-12:45 (75 min) 3rd Period
12:00-1:15 (75 min) 3rd Period	12:05-12:35 (30 min) Lunch	
	12:40-1:15 (35 min) 3rd Period, Part 2	12:45-1:15 (30 min) Lunch
1:20-2:18 (58 min) 4th Period		
<i>2:30 - Activity Bell Rings (All students either in a supervised activity or out of building)</i>		

2022-2023 KHS 3 HOUR DELAY BELL SCHEDULE
10:25 - 11:10 (45 min) 1st Period
11:15 - 12:00 (45 min) 2nd Period
12:05-1:25 3rd Period

3rd w/ A lunch	3rd w/ B lunch	3rd w/ C lunch
12:10-12:30 (20 min) Lunch	12:05-12:35 (30 min) 3rd Period, Part 1	12:05-1:00 (45 min) 3rd Period
12:45-1:25 (40 min) 3rd Period	12:35-12:55 (20 min) Lunch	
	1:00-1:20 (20 min) 3rd period Part 2	1:00-1:20 (20 min) Lunch
1:30-2:18 (48 min) 4th Period		
<i>2:30 - Activity Bell Rings (All students either in a supervised activity or out of building)</i>		

2022-2023 KHS 2 Hour EARLY RELEASE BELL SCHEDULE
7:25 - 8:32 (67 min) 1st Period
8:35 - 9:42 (67 min) 2nd Period
9:47-10:55 (67 min) 3rd Period
11:00-12:18 (78 min) 4th Period
500/600-12:00 1500/1600/PE-12:05 2500/2600/Arts/Trailer-12:10
<i>No After School Activities on Early Release Days</i>

2022-2023 KHS 3 Hour EARLY RELEASE BELL SCHEDULE (Bag lunch)
7:25 - 8:17 (52 min) 1st Period
8:22 - 9:14 (52 min) 2nd Period
9:19-10:13 (52 min) 3rd Period

10:18-11:18 (60 min) 4th Period

Dismissal:
11:00- 2600/500/LC
11:05- 600/1600/PE
11:10- 1500/2500/Arts/Trailer

No After School Activities on Early Release Days

2022-2023 KHS EARLY RELEASE BELL SCHEDULE (Bag lunch)

7:25 - 8:25 (60 min) 1st Period

8:30 - 9:29 (59 min) 2nd Period

9:34-10:33 (59 min) 3rd Period

10:38-11:48 (70 min) 4th Period

500/600-11:30
1500/1600/PE-11:35
2500/2600/Arts/Trailer-11:40

No After School Activities on Early Release Days

**** Additional bell schedules (1-hour delay, etc.) can be found on the KHS website when needed. There are no Early Release Days scheduled. Additional Teacher Workdays have been added throughout the calendar to allow for staff Professional Learning; students do not report to school on these Teacher Workdays.**

Academics

Academic Concerns: Parents and/or students who have academic concerns should make contact with the teacher first via e-mail, Talking Points or leaving a message for the teacher through the school secretary at the main school number (919.554.6303). If there are outside circumstances that are impacting academic performance, it may be appropriate to also involve the student's guidance counselor.

Assessments of Student Learning: As a part of each course that students take at KHS, they will be evaluated using a variety of assessments—some formal and others informal. Specific details regarding such assessments will be determined by individual professional learning teams (PLTs), which consist of teachers who teach the same subject within an academic department.

Final Exams: At the end of each semester, all students will take a final exam. Students taking Biology, English II, Math I and/or Math III will take the state-mandated End-of-Course (EOC) exam. Students taking CTE courses will take the state-mandated CTE post-assessment. Students in other courses will either take a teacher-made exam. Per board policy, EOC and non-EOC exams will count for 20% of a student’s final grade in a course.

Seniors may qualify for final exam exemptions; however, it is important to note that no student can be exempted from state tests including End-of-Course exams, NCFEs, CTE post-assessments, and/or any other state field tests. To qualify for these exemptions, seniors must have a “C” Average or higher to be eligible for exam exemption.

The principal (consistent with [GS 115C-288](#)) is responsible for the final determination of exam exemption eligibility.

Teachers must notify Seniors of the exam exemption status five days prior to the exam.

Grade Point Averages: To calculate GPA, the total of all quality points a student earns will be divided by the number of courses taken. Advanced Placement (AP) courses and Honors courses carry additional quality points (see chart below) depending on when the student entered high school. The results are rounded to the fourth decimal place to determine class rank.

For students entering 9th grade *in or after* 2015-2016:

Letter Grade	Academic	Honors	AP/CCP
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0

Grading Scale: Per the State Board of Education’s decision to adopt a new standard grading scale, students are now graded on a 10-point scale, which is outlined below.

A (90-100) *B (80-89)* *C (70-79)* *D (60-69)* *F (Below 60)*
I = Incomplete *WP = Withdrawal, no penalty* *WF = Withdrawal with an F*

Grading Composition: For grade composition, Professional Learning Teams will determine grade categories and the weights each assignment category will carry. The purpose of grades is to communicate mastery of skills and content to parents and students. Grades should not include assignments that are not tied directly to content and skills. For example, academic grades will not include parent signatures on documents or submission of supplies.

Knightdale High School does not offer assignments for extra credit. Grades should reflect student understanding of the content and skills. As such, the grade should communicate to the student and parents the level of content and skill mastery.

The Student and Parent Portal to PowerSchool gives students and parents access to real-time information including attendance and grades. Individuals who do not remember their login information or who are new to Wake County Schools can request access by contacting our Data Manager at 919.217.5350, ext. 25112. Parents will get a different access ID for each child. Please keep these in a secure and private location so that you are the only one to have access to this information. If there is a situation where a parent or legal guardian should not receive access to student data, please notify the school immediately.

Homework: At Knightdale High School, we believe homework assignments should be purposeful continuations or extensions of the instructional program. Furthermore, homework should help students become responsible, self-directed learners, improve their academic achievement and provide reinforcement opportunities (Wake County Board Policy 5510). In accordance with WCPSS Board Policy, homework should not exceed 10% of a student's academic grade for a marking period. Individual departments will determine percentages for homework and communicate this to students and parents. If a department combines homework with another category, homework itself should still not count more than 10% of a student's grade. In accordance with WCPSS Board Policy, homework should take no more than 30 minutes per subject and no more than 90 minutes total. Advanced Placement (AP) and College and Career Promise (CCP) courses may have more rigorous homework loads.

Honor Code: Members of the Knightdale High School community should embody personal honor, integrity, and responsibility upholding the honor code in all that they do. Per **WCPSS Policy 4310**, academic honesty is essential to excellence in education and is directly related to the Board's educational objectives for students to promote integrity and self-discipline in students. As all schoolwork is a measure of student performance, academic honesty facilitates an accurate measurement of student learning. Each student, parent, family and staff member must promote a culture that respects and fosters integrity and honesty. Academic integrity and honesty require all stakeholders to share responsibility in the fulfillment of this policy. In fulfilling these responsibilities:

- students will collaborate with their peers to foster a culture of academic integrity; refrain from participating, either directly or indirectly, in any form of cheating or plagiarism; and adhere to the honor code;
 - parents and family will actively support the honor code by encouraging their child(ren) to foster and uphold a culture of academic integrity;
 - staff will establish and annually teach expectations regarding academic integrity and honesty; and promote the honor code.
-

Prohibited Behavior

Cheating is an academic deception where a student intends in some way to receive or attempt to receive credit for work not originated by the student, to give or receive unauthorized assistance, or to give or receive an unfair advantage on any form of academic work. Cheating includes, but is not limited to: copying from another student's examination, assignment, or other coursework with or without permission; allowing another student to copy work without authorization from a teacher or administrator; taking an examination, writing a paper, or completing any other assigned academic task on another student's behalf; using notes or resources in any form, including written or online, without authorization; sharing or accepting from another, without authorization, any examination content, questions, answers, or tips on an assessment or assignment through the use of notes, scratch paper, social media, or any type of written, oral, or electronic communication.

Plagiarism: Plagiarism is using passages, materials, words, ideas, and/or thoughts of someone or something else and representing them as one's own original work without properly crediting the source. Plagiarism includes, but is not limited to: copying text, images, charts, or other materials from digital or print sources without proper citation; intentional misrepresentation of work as your own by paraphrasing of items from digital or print sources without proper citation; using translation tools or resources to translate sentences or passages without permission; using a thesis, hypothesis, or idea obtained from another source without proper citation.

Falsification or Deceit: Intentional acts of falsification or serious deceitful misconduct that threaten the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals are prohibited. Falsification or deceit includes, but is not limited to: falsifying another person's name on a school-related document such as a test or report; buying or selling test questions or answers; copying secure test materials and providing the materials to others; paying for or receiving anything of value to complete a school assignment.

Violations of the Honor Code: When a student cheats, plagiarizes, or falsifies, the student has violated a trust, and the logical consequence is to limit the privileges which show we trust the student. The following consequences will be assigned:

- **First Offense:** You will complete an alternate assignment and can earn up to 60% credit, parent notification.
- **Second Offense:** You will earn a zero for the assignment, parent notified and will be assigned one day of ISS or extracurricular restrictions.
- **Third Offense:** You will earn a zero for the assignment, parent notified and will be assigned OSS.

Pledge: Each KHS student will be asked to sign the KHS Honor Code as follows:

As members of the Knightdale High School community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life. We are accountable for all that we say, do and write. We are responsible for the academic integrity of our work. We pledge that we will not cheat.

Honor Roll Recognition: Because we believe that recognizing students and their achievements are important, we will recognize students who excel in the classroom by publishing two honor rolls at the end of each nine week period and celebrating at the end of 1st semester. Freshman Academy will have additional academic recognitions for students throughout the year.

- A Honor Roll is for students who earn an A in all subject areas for each quarter.
- A/B Honor Roll is for students who earn an overall grade point average of 3.0.

Late Work: Students will be expected to make up missed work. The school-based grading plan shall include procedures to make up missed work for credit to a level as described by the plan. Professional Learning Teams (PLT) shall develop and consistently implement common grading procedures for missed work and will communicate the common grading procedures to parents and students in writing as directed by the principal. Grade penalty should be determined by PLTs and approved by the principal. At Knightdale High School, any late work which meets each PLT's commonly-determined proficiency standard shall not receive a grade below a 60. Excluding academic recovery plans, students will have at least one week from the communicated due date to submit late work for credit. PLTs can extend these deadlines and/or award higher credit.

Reporting of Grades: The Student and Parent Portal to PowerSchool give students and parents access to real-time information including attendance and grades. Individuals who do not remember their login information or who are new to Wake County Schools can request access by contacting our Data Manager at 919.217.5351. Parents will get a different access ID for each child. Please keep these in a secure and private location so that you are the only one to have access to this information. If there is a situation where a parent or legal guardian should not receive access to student data, please notify the school immediately. In addition, report cards are issued to all students at the end of every nine weeks, and interim reports are issued to all students at the midpoint of the grading period.

Attendance

Attendance is taken very seriously at Knightdale High School. The staff and administration believe there is a high correlation between attendance and achievement; therefore, regular attendance is crucial to student success. Knightdale High School is a place for serious study where each person respects oneself, other people and property.

Absence Notes: Upon return from an absence, students are required to bring a note from a parent, doctor, or court to the Attendance Office. If there is a death in the immediate family, a note accompanied by a copy of the obituary or program is required. Notes must be brought to the Attendance Office within two (2) school 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. Absence notes should include the following:

- Student's name (first and last – no nicknames)
- Date of absence
- Reason for absence
- Parent/guardian signature
- Home and work phone number of parents/guardians

Checking In: Students who arrive to school late must sign in at the Attendance Office even if they arrive between classes or at lunch. If the student has been to a medical appointment, he/she should bring a note from the medical office. Please note, if half of the class is missed, the student will be marked absent for the entire class period. Habitually late students will receive disciplinary consequences and may lose parking privileges and/or off-campus lunch privileges.

Check Out – With Note: A student who needs to leave school before the end of school (doctor/ dentist/ court note must be on letterhead) should present a note to the Attendance Technician before the start of first period indicating the following: student name, date/time of absence/appointment, reason for leaving, parent/guardian signature, home/work telephone of parent/guardian. It is then the student's responsibility to come sign out at the Attendance Office before they leave. Students who return to school before the day is over must sign back in or they are marked absent for the rest of the day.

Check Out – Without Note: If a student needs to check out early and does not have a note, a parent or guardian must go to the Attendance Office and check the student out. Phone calls, faxes, and emails will not be accepted. NO student may be checked out after 2:00 pm. Students who leave campus without following proper sign-out procedures will receive a permanent unexcused absence in classes missed, and they will be considered skipping. Skipping will warrant disciplinary consequences.

*If a student drives to school and does follow procedures to check out, their parking privileges may be taken away.

Educational Opportunities: Students who will be absent from school for educational opportunities can request that the absences be excused. To do this, students are required to complete the Request for Excused Absence form, which is available in the Attendance Office. The Request for Excused Absence form is posted on the WCPSS website. The form should be turned in to the Attendance Office a **minimum of three days prior** to the absence to allow time for the principal's review. Upon the principal's approval the absence will be coded as an Educational Opportunity. In requesting an excused absence for an educational opportunity, please keep in mind that the intent of the experience should be educational from the outset and comparable to what the student would experience in school. Family trips and vacations that were not designed, initially, to be educational will not be excused. Juniors and seniors going on college visits should also use this form and then bring back verification of their visit from the college. Seniors are allowed two (2) college visits per year that do not count towards exam exemptions. Juniors are allowed one (1) college visit per year as an educational opportunity.

Excused vs. Unexcused Absences: Per School Board Policy 6000R&P Part C., excused absences are those that result from:

- Illness or injury which makes the student physically unable to attend school
- Isolation ordered by the State Board of Health or the Wake County Health Department
- Death in the **immediate** family
- Medical, dental, or other appointment with a health care provider for the student (or for a child for whom the student is the parent)

- Court appearance when a student is under subpoena
- Religious observance, as suggested by the religion of the student or parent
- Participation in a valid Educational Opportunity with prior approval as documented on the “Request for Excused Absence for Educational Reasons”
- A catastrophic event or natural disaster

Other absences, such as oversleeping, missing the bus, traffic, car trouble, or absences from class without permission are considered unexcused. Students who are absent from class without permission may face disciplinary consequences.

Participation in Interscholastic Activities: Per board policy, all students participating in interscholastic activities must be present in school for the entire day in order to participate in activities, performances, or practices, except where specifically exempted by a physician.

School-Sponsored Event Participation: Students will not be counted absent from school when participating in school sponsored events (e.g., athletic competitions, assemblies, programs, etc.). If students fail to attend the event, however, they will be marked with an unexcused absence.

Tardies: Classroom instruction is key to student success. As such, students are expected to be in their assigned classes at the start of each period. Students who fail to be in their assigned classroom at the sound of the bell must report directly to class. At Knightdale High School, lockouts take place after every bell at the start of 1st period. If students are late to class they must report to staff on duty to retrieve a pass. For students who are late to class five minutes or more, they will receive a discipline referral for skipping. The following page contains the consequences that will be administered to students who are late to individual classes during lockouts.

- Tardies count for **ALL** Periods - Consequences
- Parents will receive an email each time their child is tardy.

Consequences:

1st period/Enrichment Time

Tardy 1 - 3	Automated email notification to parent
Tardy 4	1 Day of ISS and Parent Contact
Tardy 5-6	2 Days ISS, Revoke Off Campus pass for 1 week and Parent Contact. ISS Inputs
Tardy 7-11	1 Day OSS, Revoke Off Campus Pass for 2 weeks and Parent Conference. Discuss removing Parking Pass
Tardy 12+	2 Days OSS, Revoke Off Campus Pass removed for the remainder of the quarter (minimum 4 weeks) and Parent Conference. Discuss removing Parking Pass

Tardies are Cumulative for 2nd-4th

Tardy 1 - 3	Automated email notification to parent
Tardy 4	1 Day of ISS and Parent Contact
Tardy 5-6	2 Days ISS, Revoke Off-Campus Pass for 1 week and Parent Contact. ISS Inputs
Tardy 7-11	1 Day OSS, Revoke Off-Campus Pass for 2 weeks and Parent Conference
Tardy 12+	2 Days OSS, Revoke Off-Campus Pass for the Remainder of the Quarter (minimum 4 weeks) and Parent Conference

Athletics

Knightdale High School is a community that not only provides opportunities for students to learn and grow within the classroom, but also outside as well. One way that we do this is by providing a wide variety of athletic teams that we encourage students to participate in.

Below is a list of the different sports teams that we will field during different seasons. Additional information regarding student athletics can be found on the school website under the Athletics tab. There is also a separate athletics website that students and parents can reference for additional information.

Fall	Winter	Spring
Football (V/JV) Men's Soccer (V/JV) Women's Volleyball (V/JV) Cheerleading (V/JV) Women's Tennis (V) Women's Golf (V) Cross Country Gymnastics	Men's Basketball (V/JV) Women's Basketball (V/JV) Cheerleading (V/JV) Swimming & Diving Indoor Track Wrestling Women's Gymnastics Men's Indoor Track Women's Indoor Track	Women's Soccer (V/JV) Women's Softball (V/JV) Men's Baseball (V/JV) Men's Tennis Men's Golf

Academic Requirements for Athletic Participation: All students participating in interscholastic activities must meet all NCHSAA and WCPSS eligibility requirements and physical requirements to participate. This includes fulfilling requirements for minimum GPAs as well as attendance requirements among other things. Athletes will receive a copy of the Knightdale HS Statement of Discipline and team policies.

Admission to Games: General admission for Varsity Football is \$9; admission to all other athletic games is \$8 in the NAC VI conference. Any price changes will be advertised through the Athletics Department. Knightdale Athletic Club memberships will be available to families and students. This membership entitles holders to enter all KHS athletic events/games, excluding conference tournaments and NCHSAA playoffs. Please speak with a member of the athletic booster club for information on family season passes.

School Spirit & Sportsmanship: Knightdale High School students are encouraged to attend sporting events to support our student athletes and the teams they represent. With that being said, it is important that all students and visitors demonstrate good sportsmanship during these events. Athletes and spectators alike are expected to conduct themselves in a respectful way towards visiting fans, coaches, and referees/officials. KHS cheers should be positive and of an appropriate nature. Failure to abide by these expectations and/or failure to conduct oneself in a manner that appropriately represents KHS may result in disciplinary action, revocation of privileges, and/or dismissal.

Student Athlete Registration: Student athletes must turn in a required medical history and physical. This will now be completed online. Further questions on this process can be directed to the Athletic Director.

Discipline & Code of Conduct

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. 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.

The Wake County Code of Student Conduct applies to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school. Students are accountable for knowing Board policies presented in the WCPSS Student/Parent Handbook found at <http://wcpss.net/handbook>.

Knightdale High School recognizes its responsibility to provide each student with an opportunity to receive an education and to provide an atmosphere which is conducive to learning. KHS students also share this responsibility. Students are expected to show good citizenship at all times and to follow instructions given to them by any teacher or staff member. Students who do not fulfill their responsibilities will be dealt with fairly but firmly to protect the rights of all students and staff members. Students are expected to be familiar with all rules of behavior in the Code of Student Conduct.

As outlined in the WCPSS Student/Parent Handbook, the Code of Student Conduct rules are leveled, indicating the severity of violation and type of consequence. In any given situation, based on the unique circumstances of a situation, the principal may utilize a different level of intervention than is indicated on the chart. Various interventions may be considered to address a student's behavior including restorative practices, detention, referrals to the counselor or community resources. Below is a breakdown of the aforementioned levels.

Level I - Level I rule violations can generally be addressed with non-disciplinary interventions or non-exclusionary discipline consequences. Except in the very limited circumstances described in Rule II-20, Level I rule violations may not result in out-of-school suspension.

- *Compliance with Directives*
- *Mutual Respect*
- *School/Class Attendance*
- *Appropriate Language*
- *Student Dress Code*
- *Electronic Devices*
- *Trespassing*
- *Tobacco, Vaporizers, and Nicotine Products*
- *Gambling*
- *Integrity*
- *Honor Code*

Level II - Level II rule violations involve more serious misconduct that may warrant a short-term suspension up to five (5) school days, when in the judgment of the principal or designee, non-disciplinary interventions and non-exclusionary discipline consequences are insufficient to address the behavior and prevent its recurrence. Principals may impose a short-term suspension of six (6) to ten (10) days or recommend a long-term suspension of eleven (11) days or more based on one or more aggravating factor(s) regarding the severity of the violation and/or safety concerns, provided such aggravating factor(s) are listed in the written suspension notice.

- *Falsification or Deceit*

- *Inappropriate Illustrations, Images, or Other Materials*
- *Hacking and Unauthorized Computer Access*
- *Substantially Disruptive or Dangerous Behavior*
- *School Transportation Disturbance*
- *School Transportation Disturbance*
- *False Fire Alarm or Reported Emergency*
- *Fire Setting/Incendiary Material*
- *Property Damage*
- *Theft*
- *Extortion*
- *Indecent Exposure/Sexual Behavior*
- *Harassment/Bullying*
- *Sexual HARassment*
- *Threat/False Threat*
- *Physical Aggression/Fighting*
- *Report Firearm or Destructive Device*
- *Hazing*
- *Search and Seizure*
- *Aiding and Abetting*
- *Repeated/Willful Violations of Level I Rules*

Level III - Level III rule violations are more severe in nature and may support long-term suspension. The principal may impose a short-term suspension of ten [10] days or less or decline to impose any suspension based on mitigating factors.

- *Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia*
- *Gang and Gang Related Activity*
- *Weapons/Dangerous Instruments/Substances*
- *Assault on a Student*
- *Assault on School Personnel or Other Adult*
- *Assault involving Weapon/Dangerous Instrument/Substances*
- *Bomb Threat*
- *Threats of Mass Violence*

Level IV - Level IV rule violations compromise the safety and welfare of students and staff and require a suspension under NC General Statutes. Some examples of infractions that might be considered Level IV offenses include, but are not limited to, the following:

- *Firearm*
- *Destructive Device*

Level V - Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen (14) years of age or older and the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.

General Student Information

BYOD: Knightdale High School has been established as a Wake County Public Schools BYOD (Bring Your Own Device) school. Teachers will incorporate BYOD in their lesson planning as they so choose. Please note that students who are unable to bring outside technology will be able to access and utilize the school's equipment. No student will be left out of classroom instruction that requires technology. This initiative will enable our students to become future-ready, empowering them with the "4 Cs" of 21st Century learning - collaboration, communication, creativity, and critical thinking to make decisions and solve problems. Students are encouraged to bring their own technology devices to the classroom to enhance their learning experiences. Students will only be allowed to use their personal devices during instruction if they have returned their signed BYOD permission forms. Students and parents must complete a BYOD agreement once while a student at KHS to allow for participation in BYOD.

Students should set their device settings so that they are not able to receive unsolicited information from others such as inappropriate content delivered through airdrop. It is the student's responsibility to protect their device from receiving inappropriate content while on campus as disciplinary action could occur if a student opens up, and then subsequently possesses, inappropriate or illegal content by clicking on unknown shared content.

Cafeteria and Lunch Procedures: Below are specific guidelines regarding cafeteria use and expected lunch behaviors.

- The cafeteria is off limits to students unless it is their scheduled lunch.
- During a student's scheduled lunch, there are authorized areas for students to be in. These areas consist of the cafeteria or the media center with permission. Students are not authorized to be in any other place during their lunch unless they are under the direct supervision of a teacher.
- Within the first ten (10) minutes of lunch, students are expected to determine their location where they will eat lunch. Beyond this point, there should be no movement up and down the stairs.
- The dress code does apply during lunch time.
- Students are expected to clean up after themselves and deposit their litter in a trashcan.
- Students are not permitted to loiter in the cafe. Students not in line should find a seat in the cafeteria.
- With respect to electronics, students are permitted to use electronic devices during lunch. However, phones and other electronic devices should only be audible to the owner. Speakers are not permitted at KHS.

Clubs & Organizations: All students are encouraged to participate in clubs and student activities. Participating in clubs is a privilege and is contingent on being a student in good standing. Clubs must be approved and have a staff sponsor. Students may post information about elections and other approved club activities on the cork strips and bulletin boards located throughout the campus. Posting with tape or other adhesives in undesignated areas is prohibited and will be taken down. Administrator approval is required on all postings; student organization postings larger than 8.5 x 11" will not be approved. For a list of clubs and additional club information, visit the KHS website link under the Activities tab. Fine Arts playbills and approved Student Council election posters in designated areas will be permitted at a larger size.

Decorum: All students are expected to act in accordance with all school policies and guidelines established within this handbook. There are also unspoken rules that we expect students to uphold. This includes, but is not limited to, using appropriate volume in the hallways, refraining from excessive shows of affection with others, etc.

Deliveries: Deliveries of flowers, gifts, balloons, food, etc. will not be accepted by the school for students. Additionally, drop off of projects, homework, equipment, etc. will not interrupt the flow of class. Students are not allowed to receive food from outside vendors during lunch or at all during the school day. Also, students are not allowed to have outside food delivered to school.

Dress Code: Per WCPSS Policy Code 4316 Student Dress Code Students are expected to adhere to standards of dress and appearance. Our guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy. To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

1. Depict profanity, vulgarity, obscenity, or violence;
2. Promote the use or abuse of alcohol, tobacco, or illegal drugs;
3. Are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct;
4. Threaten the health or safety of staff or students; or
5. Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

Specifically:

- a. 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.
 - b. Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
 - c. Clothing must cover undergarments (waistbands and straps excluded).
 - d. Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric.
 - e. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
 - f. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
 - g. Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).
- Implications: If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, administration may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.
 - If you are addressed for inappropriate attire, your options will be:
 - To call a parent to bring a change of clothes.
 - To change into something provided by the front office.
 - Failure to comply may result in other disciplinary consequences beyond simple dress code infractions.
 - Please be mindful that repeat dress code violations may compromise your ability to participate in school-sanctioned activities (e.g., attending school dances, participating on sports teams, attending pep rallies, etc.) and/or might prevent you from different privileges typically granted to students (e.g., obtaining a parking space, getting off-campus lunch pass, etc.).

Driver Education: Per state law, all students are now required to pass at least 70% of their classes to obtain or maintain a learner's permit or a driver's license. Since most students at KHS will carry a course load of four (4) classes, this means that students must be passing three (3) of their four classes to maintain eligibility. Students may take driver education without meeting the course passing requirements; however, they will not satisfy the driver eligibility rules and will not be eligible to receive a learner's permit or a driver's license. For more information on Driver Education, please contact Jordan Driving School.

Early Release: During Early Release days designated on the school calendar, dismissal for students will be at 12:18 p.m. All students must leave campus and return later that afternoon for scheduled extracurricular activities.

Hall Passes: Students have the responsibility for obtaining a hall pass that is signed and dated by a teacher with a destination listed any time they are out of class during class time, including when working in the locker bays. Students

who are out of the classroom during class time without a note are in an unauthorized area and subject to disciplinary action. If a student needs to return to a teacher for a particular reason, the student must have a pass to return to a specific place at a specific time. Passes must be issued by teachers and should indicate the following information: student name, time of departure/return, date, destination and teacher signature. Teachers are responsible for enforcing school-wide expectations for use of the common hall pass with the required information. When visiting the restroom, students are expected to use the KHS wooden pass and use the restroom associated with the class they are currently attending. Before visiting the restroom, students must sign out of class using the schoolwide process. For any other areas, students must have a pass from their teacher.

Locker bays are closed for individual students. Any use of locker bays must be directly supervised by an adult.

Lockers: Students who desire a locker should make their request through the front office. Students may only use the locker that has been assigned to them. The school cannot assume responsibility for lost or stolen items. Lockers remain the property of Wake County Public Schools and may be searched at any time by school officials with or without a student's permission. Only combination locks may be used on school lockers and the combination should be given to the assigning teacher. Unsecured lockers will be emptied and secured.

Learning Commons: The Media Center is a central resource to our school's instructional program. The media center will typically open in the morning at 7:00am and will close at 3pm Monday-Thursday. An atmosphere conducive to learning will be maintained. The Media Center staff reserves the right to prohibit facility use to students who choose not to conform to Media Center and/or Knightdale High School guidelines and expectations. Students wishing to go to the media center during class must request a pass from their assigned teacher.

Messages: Students will not be called from class for incoming telephone calls. In an emergency, the parent/legal guardian must clearly state the nature of the situation and this must be cleared by an administrator before a student will be notified. Other messages will be left in the Student Services office where students should check before they depart school.

Off-Campus Lunch: Eligible juniors and seniors who have purchased a lunch pass and submitted appropriate paperwork are allowed to go off-campus for lunch. Any student who goes off-campus is expected to abide by all rules and regulations outlined on the Off-Campus Lunch Application. Abuse of this privilege will result in revocation.

Requirements for School-Sponsored Events: School functions including athletic contests, dances, prom, plays, assemblies, performances, field trips, etc. are extensions of the school day; therefore any expectations of student behavior that applies to the school day also applies at all functions of Knightdale High School whether on or off campus. Prior to certain school-sponsored events, students will be notified of conduct expectations prior to school-sponsored events. These expectations will pertain to discipline and even expected procedures for participation in the said events. (e.g., how and when to purchase tickets). Violations of these expectations or any WCPSS Level-2 policy violation or higher may result in that student NOT being allowed to attend any school sponsored event including athletic competitions, prom/dances, etc. Receiving an out-of-school suspension during the school year may also disqualify students from attending certain school-sponsored events. Furthermore, all students and their guests who are not students at KHS must submit a prom form at the time of ticket purchase, and all school fines must be cleared before purchasing a ticket.

Staying After School: All students are to clear the building **by 2:30 p.m.** unless they are under the direct supervision of a teacher or coach. Students who remain on campus after 2:30 should wait outside at the front of the building for their ride. Students who remain in the building without authorization are subject to disciplinary action.

Student Parking: Eligible juniors and seniors are able to purchase parking spaces for the year. These parking spaces are the only places students are allowed to park. Parking in undesignated areas or on private property is not permissible and may result in booting, towing, fining, and/or further disciplinary actions by the school and possibly law enforcement if involving

prohibited off-campus parking. Student drivers must exit the parking lot by 2:40 pm unless they are staying after school with a supervising teacher.

Telephone Use: Students may use the school telephone in Student Services during the school day only with the permission of a staff member. (Also see Electronic Devices Policy) In cases of an emergency, with permission from a staff member, students will be given permission to use their cell phone.

Textbooks: Students will be held responsible for all textbooks issued. If a book is damaged or lost, students will be assessed fines for the damaged or replacement cost of the book. Fines must be paid before new books are reissued. Students may be excluded from attending end of year activities until all books are returned or all fines are paid. To avoid liability for lost/damaged books, students are advised to never lend books to friends or leave textbooks unattended. If a book is lost, students should see the teacher who issued the book for replacement costs. Please note that not all courses will use textbooks. In this case, the teachers may utilize handouts and/or electronic resources for the students.

Valuables: It is recommended that students refrain from bringing valuables, large sums of money, expensive jewelry, etc. to school. Students are also cautioned against leaving money or valuables in lockers especially if unlocked. Students are responsible for marking their personal possessions so that lost possessions, if found, can be identified. **The school is not required to investigate or search for lost or stolen items.** This includes the loss or theft of electronic devices. Students who find items which do not belong to them should take the property to Student Services for entry into Lost and Found.

Safety & Security

Accidents on Campus: If a student is injured at school, the student has a responsibility to report it immediately to the teacher whose class the student is attending. If the injury occurs between classes, report to Student Services.

Emergency, Fire, and Disaster Drills: Fire drills at regular intervals are required by law and are an important safety precaution. When the fire drill signal sounds, students should form a single line and leave the building by the prescribed route quickly and quietly. A chart is posted in every room, near the door, showing the exit route. When notification is given that the drill is over, students should return to their rooms in a quiet and orderly manner. Disaster drills are performed to instruct students about safety rules to follow during a hurricane or tornado. Disaster drills are announced over the intercom. Students should report to their locations as indicated by their teacher and follow teacher instructions.

Inclement Weather/Emergency Situations: In case of snow and other dangerous weather or emergency situations, a decision may be made to close or delay school. When the decision is made to close school, all afterschool and evening events, which include athletic practices and games, will also be canceled. Refer to local television stations for updates as well as the WCPSS website for cancellations and make-up dates. If a student has received an out of school suspension during the time school is not in session due to bad weather or other related emergency, the time at home does not count as an out of school suspension day served. Out-of-school suspension (i.e. OSS) days count only when school is in session. The student's return to school date is therefore extended in accordance with the number of days school is not in session.

K-9 Searches: Throughout the year, drug searches will be conducted by law enforcement using drug-sniffing dogs.

Lockdowns & Relocation: The WCPSS Security Department in conjunction with local law enforcement and Wake Emergency Services division have developed a **Critical Incident Response** plan to be utilized in the case of an **extreme** emergency at school. In the event of an extreme emergency we request that parents tune in to local media (TV, radio) for information regarding how to reunite with your child/children. It is critical that you follow the directions as given. **Parents should not come to Knightdale High** as their presence may hinder or delay the emergency response plan in process. Please abide by the directions given to you through the media outlets.

Notification of Health Conditions: It is the parent’s responsibility at the beginning of each school year, or as soon as the condition is evident, to inform the student’s grade level counselor, school nurse or administration if there are medical conditions that require special measures such as dietary or activity restrictions. It is also the parent’s responsibility to notify the school to provide accurate and updated contact information.

Safe Schools Act: All students shall comply with all state and federal laws on or off campus. This code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place, **on or off campus**, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school. In other words, the law permits the principal to discipline a student for an act off campus at any time if that act affects order, safety, or welfare on campus.

Searches & Seizures: A student’s person, personal effects, locker, or vehicle may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material and the material can be found on the student, in his/her personal effects, locker, or vehicle.

SROs and Security Officers: To help maintain security, WCPSS provides the assistance of a uniformed security officer. Additionally the Knightdale Police Department provides two uniformed police officers. SROs are law enforcement officers that have the authority and duty to maintain a safe and orderly campus. Additionally, the officers are a resource for staff to educate students and parents regarding matters of law and safety.

Visitors: Upon arrival to campus visitors must report to the Main Office to sign in and be issued a Visitor’s Badge to wear while on campus. Visitors are not allowed beyond the Main Office unless accompanied by a staff member. Students may not bring visitors to school during the school day. Visitors who do not follow these procedures may be issued a trespass notice.

Student Services

Student Services seeks to provide a continuum of support services that positively impact the personal, academic, and career development of the students within our school. Counselors provide individual counseling, group guidance, small-group counseling, consultation with teachers and parents, and referrals to community agencies to meet the needs of all students. Students are assigned a counselor based on the first letter of their last name. Counselor information for the 2022-23 school year is provided below.

Counselor	Assignment/Caseload	Email Address
Ms. Kandyss Thomas	Dean of Students Appointments	ktthomas@wcpss.net
Ms. Alyssa Strayhorn	Student Success Appointments	astrayhorn@wcpss.net
Mrs. Jessica Parker	Counselor Student Last Name A-D	jmparker@wcpss.net
Mr. Simeon Hutchinson	Counselor Student Last Name E-K Appointments	shutchinson@wcpss.net
Melvin Blackwell	Counselor Student Last Name L-Q Appointments	mblackwell@wcpss.net
Ms. Jessica Holmes	Counselor Students last name R-Z Appointments	jholmes2@wcpss.net
Mrs. Jessika Sellas-Rodriguez	Student Assistance Counselor (SAP) Appointments	jsellasrodriguez@wcpss.net

Ms. Kamryn Howell	College Advisor Appointments	khsd.dukecac@gmail.com
Ms. Sandra Winters	Financial Aid Advisor Appointments	swinters@wcpss.net

Appointments with Counselors: Students who wish to see their counselor should make an appointment online (see appointment links above) or stop by Student Services to request an appointment before or after school, or during lunch. Students will be provided with an appointment slip for appointments made in person to use as their pass out of class. Students should show their email confirmation to their teachers as documentation of appointments made online, and receive teacher’s pass. In case of an emergency situation, students may inform their classroom teacher of their situation and the teacher will request a counselor.

Course Adjustments: Students and parents are expected to carefully consider course selections during the course registration process, as this information is used to develop a balanced master schedule to serve the diverse needs of our entire student body. Consequently, schedule changes will only be made during the first few days of the school year for the following circumstances:

- increase in rigor (i.e., switching from Academic English II to Honors English II)
- missing a course needed for graduation (seniors only)
- hole in student’s schedule (i.e., missing a 3rd period class)
- student has already taken and passed a class, for High School Credit, he/she is scheduled to take
- student is in a class with a prerequisite and hasn't taken prerequisite course
- student is scheduled for the same course twice

Course Withdrawal: Except when approved by the principal, students are not allowed to drop a course after the first ten days of school. 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.

Early Graduation Requirements: For graduation prior to one's class, a student must:

- show satisfactory mastery of high school academic skills and concepts
- show a need for early graduation
- meet the graduation course and testing requirements that were effective the year of enrollment in the ninth grade for the first time
- meet the credit requirements for the year of intended graduation.

Early (Mid-Year) Graduation: Seniors who wish to graduate at the mid-year of their senior year through acceleration, will need to consult with their school counselor during their Junior year regarding graduation credits and all local requirements.

Graduation Requirements: Graduation from Knightdale High School requires completion of a minimum of 26 credits. All students are expected to complete course requirements under the Future Ready Core Course of Study in order to earn a diploma. This course of study was designed to prepare students for college learning and careers of today and the future. For a more detailed explanation on graduation requirements, please see the WCPSS High School Program Planning Guide, which again, is available online at www.wcpss.net.

Curriculum	Units Required	Required Courses
English	4	English I, II, III, and IV
Mathematics	4	Math I, Math II, Math III, and a 4 th math course to be aligned with student’s post high school plans
Science	3	Earth/Environmental Science, Biology, & Physical Science or Chemistry

Social Studies	4	World History, Civics and Economics, American History, Social Studies Elective (12th) or Economics & Personal Finance (9-11)
Second Language	-	Not required for graduation; however, 2 credits required to meet minimum UNC System admission requirements
Health and PE	1	Healthful Living
Required Electives	6	2 elective credits of any combination from either: Career and Technical Education (CTE), Arts Education, or Second Language 4 elective credits strongly recommended (four course concentration from one of the following: CTE, Arts Education or any other core subject area.
Additional Electives	4	Courses from any subject area
Total Credits	26	Total credits needed to earn a diploma

***Special needs students (excluding Academically Gifted students and pregnant students) who do not satisfy all graduation requirements will receive a graduation certificate and be allowed to participate in graduation exercises if the student completes twenty credits by general subject area and completes all IEP requirements.*

Graduation Recognition: In May 2016, the Wake County Public School System adopted a new policy regarding the recognition of top students within the graduating class. Instead of naming valedictorians and salutatorians, Knightdale HS will recognize students using the Latin honors system that is currently used by many colleges and universities across the nation. Below are the designations that students can receive based on their cumulative GPAs:

- Cum laude - GPAs of 3.75-3.99
- Magna cum laude - GPA of 4.0-4.249
- Summa cum laude - GPA of 4.25 or higher

Promotion Requirements: High school students shall be promoted by attaining units of credit that are earned through successful completion of specific required courses as illustrated in the chart below.

From Grade	Requirements for Being Promoted	Credits
9	English I, two credits in the areas of mathematics, social studies or science and three additional credits	6
10	English II, one credit in mathematics, one in social studies, one in science, and two additional credits	12
11	English III and enrollment in a program that, if successfully accomplished, will result in the completion of graduation requirements.	18

Transcript Requests: The Wake County Public School System provides each currently enrolled senior with three (3) official transcripts per year at no charge. After receiving written permission from the parent, these transcripts will be sent to any college, university, or organization requested. In order for a transcript to be "official," it must be sent from the high school office to the college, university, or organization without the student or parent handling it. In addition to the three free transcripts, there is no charge for the following:

- Mid-year senior year transcript
- Final transcript after graduation
- Transcript for any scholarship or award requested by the high school scholarship committee

UNC System Admissions: Below are the minimum requirements for admission to colleges/universities within the UNC System. Please keep in mind, however, that some campuses require a more competitive transcript for final admission. In addition, private colleges and out-of-state universities may have different admission requirements. Students should consult their school counselors and college catalogs for further information. Below is a breakdown of the credits required for admission consideration to colleges/universities within the UNC System.

- **Six (6) credits in language, including:**
 - Four (4) credits in English (English I, II, III, and IV)
 - Two (2) credits of a language other than English
- **Four (4) credits in mathematics:** Math I, II, III, and a higher level math course with Math III as a prerequisite.
- **Three (3) credits in science, including:**
 - At least one (1) credit in a life or biological science (for example Biology)
 - At least one (1) credit in a physical science (for example, Physical Science, Chemistry, or Physics)
 - At least one (1) laboratory course
- **Two (2) credits in social studies, including:**
 - One (1) credit in American History*

**Completion of the Future Ready Core Course of Study satisfies the minimum requirements for admission to colleges/universities within the UNC System.*

***An applicant who does not have a credit in American History may be admitted on the condition that at least three (3) semester hours in the subject will be passed by the end of the sophomore year.*