



WILKES EARLY COLLEGE  
HIGH SCHOOL

# **Student Handbook 2016-2017**

“The” Fast Track for Empowering The Pack

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## Vision

**Wilkes Early College is about cultivating relationships, empowering students to become self-aware, overcoming challenges, embracing diversity, and learning throughout life.**

## Mission

**To provide an advanced educational experience that equips students for success in college, career, and life.**

## Faculty/Staff Roster

336-838-6247

Shepherd, Michelle	Principal	<a href="mailto:shepher@wilkes.k12.nc.us">shepher@wilkes.k12.nc.us</a>
Boykin, Ashley	Assistant Principal	<a href="mailto:boykina@wilkes.k12.nc.us">boykina@wilkes.k12.nc.us</a>
Bell, Brandon	Math Teacher	<a href="mailto:bellr@wilkes.k12.nc.us">bellr@wilkes.k12.nc.us</a>
Burcham-Hall, Kaylene	Eng./Student Support	<a href="mailto:burchamk@wilkes.k12.nc.us">burchamk@wilkes.k12.nc.us</a>
Byers, Anthony	History Teacher	<a href="mailto:byersan@wilkes.k12.nc.us">byersan@wilkes.k12.nc.us</a>
Darnell, Jackie	Admin. Assistant	<a href="mailto:darnellj@wilkes.k12.nc.us">darnellj@wilkes.k12.nc.us</a>
TBA	Spanish Teacher	
TBA	Science Teacher	
Kennedy, Becky	College Liaison	<a href="mailto:becky.kennedy@wilkescc.edu">becky.kennedy@wilkescc.edu</a>
Kerr, Jan	English Teacher	<a href="mailto:kerrj@wilkes.k12.nc.us">kerrj@wilkes.k12.nc.us</a>
Lentz, Lisa	School Counselor	<a href="mailto:lentzl@wilkes.k12.nc.us">lentzl@wilkes.k12.nc.us</a>
Matthews, Cormack	History Teacher	<a href="mailto:matthewsc@wilkes.k12.nc.us">matthewsc@wilkes.k12.nc.us</a>
Pipes, Kelly	Science Teacher	<a href="mailto:pipeske@wilkes.k12.nc.us">pipeske@wilkes.k12.nc.us</a>
Roark, Amber	Math Teacher	<a href="mailto:roarka@wilkes.k12.nc.us">roarka@wilkes.k12.nc.us</a>
Watkins, Adina	English Teacher	<a href="mailto:watkinsa@wilkes.k12.nc.us">watkinsa@wilkes.k12.nc.us</a>

## Keys for Success

**HONESTY** ... The student is truthful; the student does his/her own work and never cheats on assignments or tests. The student never takes anything that is not his/hers.

(Wilkes County School Board Policy 4300 - Student Conduct)

**INTEGRITY**... The student behaves in a manner that reflects favorably on self, family, and school during school hours and at any off-campus activity. The student adheres to a moral code of conduct that is defined by school and community standards.

(Wilkes County School Character Education)

**PRIDE** ... The student demonstrates pride by contributing to a clean, healthy, and safe learning environment. (Wilkes County School Board Policy 4325 – Alcohol and Drug Abuse)

**RESPECT**... The student always demonstrates courteous and polite behavior towards visitors, staff, and other students. The student shows tolerance and sensitivity for all people regardless of race, gender, or religion. The student is respectful of personal and school property, personal space, and privacy.

(Wilkes County School Board Policy 4300 – Student Conduct)

**RESPONSIBILITY**... The student is accountable for matters relating to school, including attendance, punctuality, homework, textbooks, behavior, grades, personal belongings, etc. The student will follow appropriate dress standards.

(Wilkes County School Board Policy 4400 Student Attendance; CCS Board Policy 4300 – Student Conduct)

# Wilkes Early College High School

## Expectations

### Expectations of Wilkes Early College:

- Provide enhanced learning experiences both on- and off-campus
- Provide quality teaching from specially trained, highly qualified staff
- Provide assessment of learning in traditional and non-traditional methods
- Provide access to a College Liaison
- Conduct a program to acclimate all incoming students to the WECHS approach to teaching and learning
- Provide student access to college courses based on scheduled course sequence
- Provide opportunity for students to earn college credit up to and/or including a two-year College Transfer Degree
- Waive tuition and textbook costs for first-time college courses during Fall & Spring Semesters which are successfully passed the first time taken by a student.

### Expectations of Each WECHS Student:

- Commit to WECHS for entire four or five-year program
- Perform as an honors level student
- Attend all school meetings
- Participate in all non-traditional learning experiences and assessments
- Participate in all WECHS activities including individual assignments, group work, presentations, off-campus learning, service learning, job shadowing, university visits, and “Road Trip” opportunities
- Produce high quality work or rework until it is high quality
- Maintain high **academic** and **behavior** standards at all times
- Be a positive ambassador for the school
- Commit to excellent attendance and be on time for school and for all classes
- Comply with all WECHS, Wilkes County Schools, and Wilkes Community College policies and procedures
- Earn two-year Associates degree and transfer to a four-year university

### Expectations of Each WECHS Parent/Guardian:

- Be personally involved in and support my child’s educational experience
- Provide transportation to my child’s district school or to WECHS
- Provide transportation to the assigned Community Bus Stops on days that Wilkes County Schools are not in session
- Provide transportation when Off-Campus Learning activities extend beyond 2:50 pm
- Attend scheduled parent/ guardian meetings
- Ensure student attendance to all high school and college classes as well as off campus learning activities
- Understand that WECHS is a four or five-year commitment and does not offer a trial period. Transferring to a traditional high school is not an option due to course structures at WECHS

## Academics

### Academic Support

Parents/Guardians are encouraged to stay abreast of student progress throughout the year. If you have questions regarding progress in a high school class, please email or call the appropriate teacher. If you have questions regarding college courses, please contact Becky Kennedy, College Liaison, at 336-838-6441 or becky.kennedy@wilkescc.edu. WECHS provides academic support for students during the school day and after school, when available. Also, to assist students in college courses they may visit the Academic Support Center and the Writing Center located in Thompson Hall.

### WECHS Academic Probation

Students will be placed on academic probation for dropping and/or failing college level courses. A student on academic probation may be reassigned to their home school for subsequent occurrences of dropping classes or failing classes.

#### A. Dropped classes:

- Student will pay a prorated textbook fee.
- Student will receive a WF on high school transcript, which averages as a failing grade.
- Student will be placed on academic probation after dropping 2 classes (cumulative).
- Student will be dropped from the Early College and placement will be determined for the following semester after dropping 4 classes (cumulative)
- Students will not be allowed to drop a college class without the permission of Mrs. Shepherd. If dropping a class is permitted, he/she will only be allowed to drop no more than one college class per year.

#### B. Failing college classes:

- Student will be placed on academic probation after having failed or been dismissed from 2 college classes.
- Students will lose campus privileges and be required to attend academic support periods that must be used to increase student achievement and or address behavior.
- Student will be dropped from the Early College and placement will be determined for the following semester after failing or being dismissed from 4 classes (cumulative).

#### C. Failing High School Classes

- Student failing high school classes will be dropped from college classes and placed on academic probation for dropping classes as described in Section A.
- Students will lose campus privileges and be required to attend academic support periods that must be used to increase student achievement and or address behavior.
- Students who fail more than two semesters may be dismissed from the Early College and placement made back in their traditional high school.

## Wilkes County Schools - Academic Integrity Code

Wilkes County Schools values the hard work, self-discipline, honesty, integrity, and mutual respect of all students. This code has been established to uphold these values. Cheating, collusion, lying, and plagiarism will not be tolerated.

### **The following offenses constitute violations of the academic integrity code:**

**Cheating:** Giving, taking, or presenting information or material that unethically or fraudulently aids self or others on any work to be considered in the determination of a grade or the completion of an academic requirement or the enhancement of one's record or academic career.

1. Individual Cheating: To practice or attempt to practice dishonesty or deception in the taking of tests or in the preparation or submission of academic work purporting to be one's own; to copy or attempt to copy another person's test, paper, or other graded work in a course; to use or to provide any notes or other prepared materials that a student is not permitted to consult during a testing period or to bring those materials into the testing area with the intent to use; to submit identical or near identical papers or coursework for credit in more than one course without permission of the instructor; to steal, deface, or destroy any research materials or technology that may deprive others of their use; to obstruct or interfere with another student's academic work; to retain, possess, or circulate previously used exams, copies of blank tests, or other assignments without the instructor's permission.

2. Collusion (action taken by two or more persons together to cheat): To allow another person to copy tests, papers, or other graded course work; to provide assistance to others in the preparation of graded course work without the express consent of the instructor.

Questions related to homework or other assignments should be directed to the instructor. Failing to report that another student has used your work or another's work to commit violations of academic integrity – with or without consent.

**Lying:** Committing a forgery or giving a statement known to be false or dishonest, orally or in writing, for the purpose of, or having the effect of, protecting or improving one's grades in a course, one's academic record, or one's academic standing.

**Plagiarizing:** The act of willfully copying a sentence, several sentences, or a significant part of a sentence from any source, including internet sites, that has been written by someone other than the person submitting the paper, and then neglecting to indicate that the material has been copied; also, copying from another writer by changing one or two words in the sentence, or to rearrange the order of the wording, or to paraphrase, or to summarize information and then neglect to furnish documentation. For all assignments, especially team or collaborative assignments check with the teacher to find out what level of cooperation and/or sharing is permitted.



**Attempting:** Attempting to participate in any act that if completed would result in loss of academic integrity. A student caught —attempting to participate in such an act will face the same consequences as one who actually commits a violation.

**Consequences for committing acts of Academic dishonesty:**

1st Offense in any course – Student will receive a zero on the assignment, re-do the assignment, or complete an alternate assignment based on teacher, parent/guardian conference, receive a written reprimand, 1 day of ISS, and be placed on academic probation in that course for the remainder of the semester.

2nd Offense in the SAME course – Student may receive a — “F” in the course and 1 day of OSS. Depending upon the number of days left in the semester... the principal will decide whether to require the student to participate in Credit Recovery, or to retake the course at a later date. Student will lose the privilege of being recognized with honors by any organization sponsored by the school.

3rd Cumulative Offense (in any combination of courses) – Student will lose the privilege of being recognized with honors by any organization sponsored by the school. Student must appear before the school’s discipline committee. The committee will decide whether a placement in the Alternate Learning Program is needed.

NOTE: Depending upon the severity of the violation... additional consequences may be determined by the discipline committee. (I.E. tampering with the school network/server or password protected files could result in criminal charges being filed)

**Wilkes Community College - Integrity Policy (Honor Code)**

It is the responsibility of every student, staff member, and instructor at WCC and WECHS to maintain the highest standards of academic integrity. For this reason, the college and high school will not tolerate any instance of plagiarism or cheating, or any act that violates standards necessary to maintain academic honesty.

**Violations of Academic Integrity Policy include, but are not limited to:**

1. Cheating includes taking, possessing, or using any academic material (test information, research papers, notes, etc.) without permission; receiving or giving help during tests; copying or attempting to copy another person’s paper, exam, assignments or similar materials, or other graded work; or allowing another to copy such paper, exam or graded work. In addition, use of any unauthorized electronic devices during a testing situation may be in violation of the policy as well.
2. Plagiarism is defined as representing as one’s own another’s work or ideas, or any part thereof, published or unpublished. It includes copying a phrase, sentence, or passage from another’s work and not identifying or citing that source; failing to cite a source fully, inadequate paraphrasing or summarizing; or attempting to pass off as one’s own a paper written by another.

3. Collaboration is intentionally helping or attempting to help another to commit an act of academic dishonesty. It includes intentionally allowing another to copy from one's paper during an examination or test; intentionally distributing test questions or substantive information about the material to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing a false name on an academic exercise. THESE BECOME VIOLATIONS WHEN THEY INVOLVE DISHONESTY. Instructors should make expectations about collaborations clear to students. Students should seek clarification when in doubt.
4. Furnishing false information with the intent to deceive members of the college faculty or administration who are acting in the exercise of their official duties.

Violations of this policy will result in failure of the course and academic probation for one semester. Subsequent violations will result in suspension or expulsion from the college and/or Wilkes Early College High School.

#### **THE WILKES COUNTY BOARD OF EDUCATION'S ATTENDANCE REQUIREMENTS FOR COURSE CREDIT**

**ABSENCES** - While attendance is required, there shall be no penalty for six (6) absences per course per semester\*, provided that all class work is made up to the satisfaction of the teacher of each class missed. For every absence, the student shall immediately meet with each teacher of every class missed and shall, to the satisfaction of the teacher of the class missed, make up all work missed. On the 7<sup>th</sup> absence, students are required to submit an appeals letter to admisitation.

#### **LOSS OF OPPORTUNITY TO EARN CREDIT DUE TO INADEQUATE ATTENDANCE IN GRADES 9-13**

Irrespective of how absences are coded, any student in grades 9-13 who misses more than six (6) classes or days during a semester, will lose the opportunity to earn credit for the course(s) affected. If the student has accumulated more than six absences, either excused or unexcused, and work is not completed within the time limits set out herein, the student shall receive "No Credit" for the course, and the student's transcript shall state "F" (Failed) under the entry for "Units Earned" for the course. The student may subsequently retake the course for credit.

If a student loses the opportunity to earn credit for a course, he or she shall continue to attend the class on a daily basis for the remainder of the semester or he shall be punished for insubordination.

**APPEAL PROCESS** - Any student who is denied the opportunity to be promoted to the next grade due to inadequate attendance as provided for herein shall have a right to appeal to the school's attendance committee. The procedure for appeal shall be as follows:

1. Each school shall have an attendance committee which shall include an administrator, a teacher, the school social worker, the counselor and such additional members as may be appointed at the sole and complete discretion of the school principal.
2. The attendance committee shall meet as needed.
3. When a student has accumulated ten (10) absences, the student and his parent/guardian shall be notified, in writing that the student may be denied the opportunity to be promoted to the next grade, unless the student makes up all work and the parent(s)/guardian(s) attend a school-based attendance meeting as set out hereinabove. The written notice shall advise the student and his parent/guardian that he may appeal the denial of the opportunity to be promoted to the next grade to the school's attendance committee by submitting a request for appeal to the principal five (5) school days within receipt of the notification referred to hereinabove. A parent conference can be requested by the parent or school. The failure of the school to provide this notification shall not negate the policy.
4. Any appeal to the attendance committee must be submitted, in writing, to the principal not later than five (5) school days after the student and his parent/guardian receive notice pursuant to paragraph 3 above. The notice of and request for appeal must state the reason the student should be allowed the opportunity to be promoted to the next grade without making up work and parent(s)/guardian(s) compliance with meeting requirements. Written documents in support of the student's statement may be attached to the notice of and request for appeal.
5. Upon receiving an appeal from the student and or parent/guardian, the attendance committee shall meet and review the written records submitted by the school and by the student and his parent/guardian. If the committee's decision is in favor of the student, the student and his parent/guardian shall be so notified. If the committee determines that it cannot decide the matter in the student's favor based upon the written records, the committee shall arrange a time for a hearing at the convenience of the committee members and the student, which hearing shall be no more than ten (10) school days after the committee makes that determination.
6. The attendance committee can decide to: a. allow the student the opportunity to be promoted to the next grade upon the completion of a designated amount of make-up time and/or completion of appropriate work to compensate for loss of instruction, or other activities as established by the committee; b. deny the student the opportunity to be promoted to the next grade
7. If the decision of the attendance committee is adverse to the student, the student and his parent/guardian shall have five (5) days from the date of notification of the committee's decision to appeal the decision to the superintendent or his designee.

## **Attendance Requirements**

Attendance is a critical aspect of learning and a crucial part of success at Wilkes Early College High School. Students are expected to attend all high school and college classes. Students are also expected to attend all off-campus activities, which are extensions of learning. If possible, appointments should be scheduled outside the school day. In order for a student to be counted present for the day, he/she must sign in before 11:30 am. All students signing in after that time will be counted absent for the day. Parents/Guardians will be notified when unexcused absences occur. If your son/daughter is going to be absent, parents/guardians should notify the office at (336) 838-6247.

Parents/Guardians will be notified in cases of excessive tardiness, and an improvement plan will be developed which may include, but is not limited to, loss of driving privileges or time made up afterschool.

**All upperclassman must fully participate in Senior and Super Senior Connections. Students who do not attend regularly will not be given credit for this required class.** Parents/Guardians may not request to have a student removed from this class. This may prevent the student from progressing to the next grade or graduation.

Students must provide any documentation for absences within 3 days of being absent. Documentation will not be accepted late for any circumstances. Students should always bring notes or proper documentation from doctors, clinics, or hospitals when they have a medical excuse. These notes should be taken turned into Mrs. Darnell before the instructional day begins. The appropriate personnel will write an admit slip, code the absence excused or unexcused on the admit slip, sign the slip, and send the original note to the school office. If a student does not bring a note, the absence will be recorded as unexcused.

### **High School Attendance Requirements (Wilkes County Schools Board Policy 4400)**

*The primary responsibility of school attendance rests with students and parents. Students missing more than six (6) days in a semester long class (or a year-long class meeting on an A/B schedule) will not receive credit for the course.*

**SCHOOL TARDY** - Each instance when a student is late for school or checks out of school early is considered a tardy. Three (3) tardies to school per semester shall constitute one absence. (Please see UNEXCUSED ABSENCES below.) This includes checking in for Juniors, Seniors, and Super-Seniors.

**CLASS/PERIOD TARDY** – Classroom teachers are responsible for monitoring classroom arrival and attendance. Students who are present at school but tardy to class will receive a LUNCH DETENTION FOR EACH TARDY. Upon the 6th tardy students will be assigned an after school make-up session to avoid accumulating an “unexcused tardy.”

**CONSECUTIVE ABSENCES** – After the fifth absence, a Social Worker, Administration and/or School Counselor will make a home visit. After the tenth consecutive absence, any student age 16 or over will be dropped from the school’s enrollment unless the school has been notified of student’s need to be absent for more than 10 consecutive days.

### **College Attendance Requirements**

College instructors will issue attendance policies at the beginning of each course. College classes have a limited number of allowed absences. **Once absences exceed the allowed number, students are dropped from college courses.** Students must notify the Early College High School administration if they are dropped from a college course for any reason! Students who fail to do so will be considered insubordinate and may face disciplinary action. If a student should neglect to turn in proper paperwork for dropping a class, they will receive an automatic “F” on their high school transcript and this will affect their GPA.

### **Exam Exemption Policy**

To be exempt from an exam you must have the following:

- An “A” average and 6 or less absences
- A “B” average and 4 or less absences
- A “C” average and 2 or less absences

If a student is enrolled in a course that has a state-mandated NC Final Exams, End of Course (EOC), or Vocats test, there are NO EXEMPTIONS!

### **Final Exams**

Final exams will continue to count for 20% of a student's final grade in the course.

### **College Readiness Measures**

North Carolina implemented a college readiness assessment plan which includes mandatory administration of the ACT in the 11<sup>th</sup> grade. The nationally recognized college admissions and career readiness program is being administered in all North Carolina high schools free of charge. For more information visit, [www.ncpublicschools.org/accountability/act](http://www.ncpublicschools.org/accountability/act).

### **College Activity Fees**

There is a \$3.25 per credit hour (maximum \$32.50) activity fee charged to Juniors, Seniors and Super Seniors enrolled in the fall semester and the spring semester. This includes the cost of SGA, intramural activities, and other designated student activities and events. This fee is charged for fall and spring semesters only.

### **College Textbooks**

WECHS provides books for all college courses taken the first time. If a course is repeated, beginning with the third time or any time thereafter, the student/parent/guardian will be charged for purchasing his/her own book. Repayment charges will be determined based on the effort, attendance,

and work ethic of the student. If a student withdraws or does not pass a course with a consumable text, lab manual, or personal access code, students will be responsible for the cost.

Students are responsible for returning college textbooks immediately following exams. Students are responsible for replacing any lost or damaged books. If a book has not been returned by the fifth day following the final class, the student will be billed for the missing textbook(s). No textbooks will be given out for the next semester until current semester textbooks have been returned or replaced.

### **Failure is Not an Option**

WECHS is committed to all students excelling in the classroom and mastering the content of all subject areas. Student work that does not meet the standard for a grade of “C” or higher may be graded as “Incomplete” and returned to the student for significant improvement. Students who fail to successfully complete coursework will also be required to participate in academic support services. This means students will not have the same freedom as their peers, including free lunch, lower campus privileges, off campus lunch, etc.

### **FERPA**

#### **(Family Educational Rights and Privacy Act)**

*Parents have the right to inspect and review education records, to seek to attend education records, and to have some control over the disclosure of information from education records. Parents should submit their request in writing to the principal. (These rights transfer to the student when the student turns 18 or attends a post-secondary institution.) Directory information (not generally considered harmful or an invasion of privacy) can be displayed by the school unless parents request it not be made public. Examples would include photographs, participation in clubs and sports. Directory information will not include student identification numbers or social security numbers.*

Reference Board Policy 4700 Student Records and FERPA Act, 20 USC 1232g, h, 34 CFR pt. 99

### **Grade Reporting and Assessment**

WECHS instructors assess learning in both traditional and non-traditional ways. Students will have multiple opportunities to demonstrate their learning throughout the course. Assessment of student progress is made by observation of student work and discussion in class, individual and group assignments such as homework and presentations, as well as other more formal assessments such as quizzes and tests. For more specific information regarding grading and assessment practices, please refer to the syllabus for the individual course.

## Report Cards

Report cards are issued at the end of each nine weeks' grading period. Progress reports are sent home at the mid-term point of each grading period. In addition, teachers notify parents/guardians about students in danger of failure. The grading scale is as follows:

- A ® 90 – 100
- B ® 80 – 89
- C ® 70 – 79
- D ® 60 – 69
- F ® 59 and below

## Promotion Standards

- Sophomore – 6 units
- Junior – 13 units
- Senior – 20 units
- Super Senior – 27 units

## GPA Calculation

Grade point averages will be calculated in accordance with standards set by the State Board of Education and in compliance with the NC Uniform Transcript rules. The calculations are based on a standardization of the following: 1) academic course level; 2) grading scales; and 3) the weighting of course grading. The class rank is based on a Weighted Grade Point Average in which a single quality point or weight is added to passing grades earned in Advanced/Honors/Academically Gifted courses or two quality points are added to passing grades earned in Advanced Placement courses.

All non-weighted courses will receive quality points on the following scale:

A=4.0, B=3.0, C=2.0, D=1.0, F=0, and I=0.

The state weighting system adds the equivalent of one quality point to a grade earned in courses designated as honors if a standard level of the course taught and also specifies other advanced courses which receive quality points on the following scale:

A=5.0, B=4.0, C=3.0, D=2.0, F=0, and I=0.

All courses identified as Honors/AG, foreign language courses beyond the second year level and advanced mathematics are assigned to this category.

**\*Effective with students entering 9th grade in the school year 2015**, a new weighting scale will apply to honors and college-level classes. Honors credit beyond standard weights will carry an additional .5 quality point and any college-level course (AP, community course, or university) will carry an additional 1.0 quality point. The maximum credits earned would be 4.5 for an "A" in honors and 5.0 for an "A" on a college-level course. Upperclassmen will continue with the current weighting system through graduation.

## **Reporting of Class Rank**

Class rank for all reporting purposes will be based on the Weighted Grade Point Average in accordance with the State Board guidelines.

## **Honor Rolls**

- **A Honor Roll** - No grade less than A, no grade of Unsatisfactory for a subject, no grade of D or F
- **A-B Honor Roll** - No grade less than B, no grade of Unsatisfactory for a subject, no grade of D or F

Honor roll will be computed on un-weighted grades (both high school and college) at the end of 2<sup>nd</sup> & 4<sup>th</sup> nine weeks grading period. Students who withdraw from a college course are not eligible for honor roll recognition during that semester.

## **Graduation with Honors**

All graduation recognitions are determined at the end of the first semester of students' final year. Each school will recognize as honor graduates all students that have a Weighted Grade Point Average of 3.5 or higher to be calculated at the end of the 1st term of the Senior Year and verified just before graduation. Students graduating from Wilkes Community College will be identified according to WCC guidelines for honor graduate recognition.

## **Graduation Marshals**

- The weighting system used for the statewide electronic transcript will be used to calculate these honors.
- Students not taking a full load of credit-bearing courses for all five years will be ineligible for these honors.
- The Weighted Grade Point Average will be calculated at the end of the 1st term of the junior year for all juniors. The marshals will be determined starting with the student having the highest Weighted Grade Point Average and continuing down the list until the appropriate number of students has been chosen.

## **Graduation Requirements**

In order to receive a high school diploma, students can earn a minimum credit diploma of 21 credits and meet all state and local course requirements. Students who transfer to Wilkes County must meet state and local course requirements and earn credits equal to the maximum number of credits that they can earn in four years or less. Each school will provide a list of graduation requirements for each student based on the year of entry. The elective units may vary according to the North Carolina Course of Study requirements listed in the SCS Course Description Course Guide.

## **WECHS Graduation Fees**

All students, regardless if participating in the graduation ceremony, must pay a \$40.00 graduation fee. This fee must be paid prior to the start of the 4<sup>th</sup> 9 weeks. Students who fail to pay will not participate in graduation or other Senior/Super Senior events.



## North Carolina Academic Scholars

Students who complete the requirements of the North Carolina Academic Scholars program as defined by the State Board of Education will receive special recognition, including a seal on the diploma and a medal at graduation. A list of requirements can be found in the following chart:

<b>Students must:</b> <ul style="list-style-type: none"><li>● Complete all the requirements of this North Carolina Academic Scholars Program.</li><li>● Have an overall five year <b>unweighted</b> grade average of 3.5.</li><li>● Complete all requirements for a North Carolina high school diploma.</li></ul>	
<b>Credit</b>	<b>The following designated number of credits per subject area listed below:</b>
<b>4</b>	English Language Arts I, II, III, IV
<b>4</b>	Mathematics (Algebra I, Algebra II, Geometry, and a higher level math course with Algebra II as prerequisite OR Integrated Mathematics I, II, III, and a higher level mathematics course with Integrated Mathematics III as a prerequisite)
<b>3</b>	Science (a Physics or Chemistry course, Biology, and an Earth/Environmental Science course)
<b>3</b>	Social Studies (World History, Civics/Economics, and U.S. History)
<b>2</b>	Languages other than English (two credits of the same language)
<b>1</b>	Healthful Living
<b>1</b>	Career and Technical Education
<b>1</b>	Arts Education (Dance, Music, Theatre Arts or Visual Arts)
<b>5</b>	Elective credits to include at least two second-level or advanced courses (Examples of electives include JROTC and other courses that are of interest to the student.
<b>24</b>	<b>Note:</b> Adopted by the State Board of Education in August 2002.

## Graduation Ceremony Procedures

1. Seniors are expected to attend all practices for graduation. Failure to practice may eliminate a student from participation. In case of an emergency, permission to miss graduation practice must be granted by the principal.
2. Seniors taking part in graduation exercises should wear the appropriate clothing. Students wearing tennis shoes, shorts, cut-off jeans, t-shirts, and any inappropriate clothing will not be allowed to march in the graduation line.
3. Graduation is a formal occasion and should be carried out with dignity. This is expected of all Wilkes County School System graduates.
4. A cap and gown are required.

## **Graduation Projects**

As a requirement for completing high school in Wilkes County, all students must complete and present an approved high school graduation project prior to graduation. Students who do not fulfill the requirements will not be allowed to participate in graduation ceremonies nor receive credit for graduation. Students should take the incentive to follow the timeline given and to seek advice and help when completing projects. All portfolios must demonstrate the following:

- Demonstrated proficiency in research: a career topic research paper (5-7 pages)
- Demonstrated proficiency in all 21<sup>st</sup> Century skills: research projects, multimedia projects, club activities, community involvement, etc.
- Demonstrated community involvement: club activities, individual community activities, service projects, etc.
- Demonstrated collaboration with a community partner, business partner, agency, or individual mentor.
- Demonstrated proficiency in oral communication through at least one juried panel

Students will choose a course pathway and/or four concentration for their course of study. This course of study is the student's choice based on his/her career path, interest, and or talents. As a student pursues his/her course of study, he/she will engage in meaningful, relevant, authentic assignments and projects in all courses and high school activities. In each course of study, students will be provided multiple opportunities to complete the requirements above.

**\*Graduation Project requirements can be found on the Wilkes County Schools and WECHS websites.**

## **Student Conferences**

Students will have the opportunity to showcase their learning for parents/guardians and members of the community. Students will be given guidelines that will assist with preparing their learning portfolios, conferences, and community outreach.

## **Student Enrichment Opportunities**

Students are encouraged to apply for and participate in summer programs and other enrichment activities during the school year such as leadership conferences, camp programs, essay contests, NC Summer Ventures in Science and Math, etc. When possible, application information will be available at the receptionist's desk, posted under the student section of the WECHS website, and announced during assemblies.

## Statement of Non-Discrimination

In compliance with federal laws, Wilkes County Schools administers all locally operated educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, marital status, pregnancy, military service, disability, or gender, and provides equal access to the Boy Scouts and other designated youth groups, except where exemption is appropriate and allowed by law. Questions or concerns should be directed to:

**Dr. Westley Wood**, Executive Director of Personnel

**Chris Skabo**, Title IX Coordinator

**Tracee McManus**, Director of Exceptional Children Director, ADA

**Dr. Joe Bullis**, Title I, ESL/Title III

**Anna Lankford**, Associate Superintendent, Title II

**Wayne Shepherd**, CTE, Vocational Programs

**April Marr**, 504 Coordinator

### Wilkes County Schools

613 Cherry Street

North Wilkesboro, NC 28659

(336) 667-1121

## Transcripts

### High School transcripts

WECHS transcripts are available upon request from the office. In order to obtain an official copy of a transcript, or have an official copy sent to another school or organization, students must complete and submit the student transcript request form to Ms. Lisa Lentz. It is recommended that at least one week be allowed for the processing and mailing time of transcripts. Every effort is made to process transcripts in a timely manner. Students may receive one transcript for free with graduation materials. A \$4.00 fee will be charged thereafter.

### College transcripts

1. If you are a current or recent student (took classes beginning Fall 2011 or later), you can login to [WebAdvisor](#) and access the Official Transcript Request link under "Academic Profile."
  - Payment forms accepted: American Express, Discover, MasterCard and Visa
  - Any transcript request submitted via WebAdvisor will be processed within a week of receipt. If you are waiting for grades at the end of a semester/term to be on the

transcript, please do not submit the transcript request until the grades have been submitted at the end of that semester.

- **Transcripts** may also be requested by submitting a completed copy of the "[Transcript Request](#)" form to the Student Services Office and mail your request to:
- **Registrar's Office**  
**Wilkes Community College**  
**PO Box 120**  
**Wilkesboro, NC 28697**
- Remember to sign the form. A request cannot be processed without the student's signature.
- Payment forms accepted: Check or Money Order may be mailed. Cash, Check, American Express, Discover, MasterCard or Visa may be used in person at the Business Office.
- Note: If paying with a check, the release of the transcript will be delayed until the check has cleared with the bank.

### **Virtual Public School, APEX**

Students attempting to earn credit through any of these alternatives must do so by the end of each semester. Any student not completing the course by the end of the semester will receive a failing grade.

## Procedures

### **Bell Times**

8:20- Warning Bell

8:25- 1st Period Begins

9:55- 1st Period Ends

10:00- 2nd Period Begins

11:25- 2nd Period Ends / Lunch Begins

11:50- Lunch Ends

11:55- 3rd Period Begins

1:20- 3rd Period Ends

1:25- 4th Period Begins

2:50- 4th Period Ends

### **Bell Schedule**

8:25-9:55- 1st Period

10:00-11:25- 2nd Period

11:25-11:50- Lunch

11:55-1:20- 3rd Period

1:25-2:50- 4th Period

### **After School Activities**

Students should make arrangements to have transportation available immediately following the conclusion of any after school event. Students should be picked up within 30 minutes. Opportunities such as clubs, on campus events, and/or other opportunities should have parental permission prior to arriving to campus.

### **Arrival / Departure**

The school day begins at 8:25 am and ends at 2:50 pm. Students should not arrive to campus prior to 7:45 am. Supervision will not be provided. Students must be picked up by 3:15 pm as supervision will not be provided after this time. As part of the Early College agreement with WCC students must abide by the listed arrival and departure times. Teachers on campus during this time are not able to supervise as this is their designated planning time. Parents/Guardians are reminded to follow all traffic procedures including drop off and pickup. Students should not be picked up in a non-designated area. This is for your child's safety!

### **Late arrival**

When a student arrives on campus after 8:25, he/she must sign in at the receptionist's desk. A student will be issued a note for entrance into his/her high school class. This will be assigned as a tardy.

### **Early Departure**

When departing campus before 2:50, students must sign out at the receptionist's desk. Only parents, guardians, or individuals on the emergency contact form can sign out a student. Students who drive may sign out with a parent/guardian note. Neither WECHS staff members, nor parents/guardians, may interrupt college classes or Early College classes for early dismissal. Students are responsible for notifying their college instructor in advance of the need to leave class early.

### **Behavior**

Please see the WECHS "Keys for Success" and "Expectations" sections of this student handbook. WECHS believes that all students are capable of exemplary behavior. We believe in providing opportunities and interventions to assist students in learning appropriate behavior. Wilkes County Schools and Wilkes Community College policies and procedures governing student behavior are applicable to WECHS students.

### **PBIS- Positive Behavior, Intervention and Support**

Students selected for the Wilkes Early College High School should exhibit the self-control, maturity, and respect to follow policy and procedures without consistent prompting. It is the expectation of this staff, that given the appropriate parameters students should be successful without consistent supervision. Due to students learning and working on a community college campus, students must be trustworthy when adult supervision is not constant.

In order to assist students with understanding expectations, WECHS utilizes PBIS. This framework allows students to understand the expectations for all staff members on the upper and lower campus. Students will be taught the expectations and given acknowledgement when they exhibit the appropriate expectations. Students who do not will receive the appropriate intervention/discipline according to Wilkes County School policy. Disciplinary measures include but are not limited to lunch detention, after school detention, restriction in movement such as off campus lunch, parking privileges, etc., In School Suspension, Out of School Suspension, Long Term Suspension, and Expulsion.

Please refer to the Expectation Matrix at the conclusion of this handbook for further information regarding our rules and guidelines for students.

### **Bullying and Harassing Behaviors –excerpts from WCS Board Policy Code: 1710/4021/7230**

Students have the right to learn and employees have the right to work in a safe environment, free of harassment or intimidation. Bullying undermines the academic mission of a school, jeopardizes school safety and creates a hostile learning environment. Wilkes County Schools acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly and caring environment to facilitate student learning and achievement. To that end, Wilkes County Schools expressly prohibits all forms of bullying or unlawful discrimination and harassment toward any student or employee, by any student or employee. Further, Wilkes County Schools will not allow or tolerate retaliation or acts of reprisal in any form against any individual who reports a valid complaint of bullying or is a corroborating witness. This policy applies not only to events occurring during school hours and/or on school property, but also to school-sponsored functions for which school administration has jurisdiction. Please keep in mind that WECHS cannot address issues that occur after school hours and through electronic communication. Parents/Guardians should be involved in monitoring and guiding students regarding communication and peer relationships away from school.

It is the duty of all school staff to maintain good order and discipline in their respective schools, report and intervene in all acts of bullying and provide other information about related behaviors, school safety and discipline problems. It is the expectation that students will not position themselves to be a part of or encourage acts of bullying. Students who assist with bullying indirectly will also face disciplinary actions.

### **Bullying and Harassing Behaviors as Defined by NC Law**

“Bullying or harassing behavior” is any REPEATED pattern of gestures or written, electronic or verbal communications, OR any physical act OR any threatening communication that takes place on school property at any school sponsored function, at a school bus stop or on a school bus, at any time or place when the individual is subject to the authority of school personnel, and at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in schools.

“Hostile environment” means that the victim subjectively views the conduct as bullying or harassing AND the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

### **Forms of Bullying or Harassing Behavior Defined**

**Direct Acts** (both physical and verbal) – Physical attacks of any type and/or threats of physical attacks include, but are not limited to: any unwanted physical touching, contact, or assault (punching, hitting, choking, biting, spitting, cornering); deliberately impeding or blocking of movements; or any intimidating interference with normal work or movement including sexual harassment, whether physical or verbal.

**Indirect Acts** (emotional and/or passive-aggressive behaviors) – include, but are not limited to repeated acts of: deliberately excluding, rejecting, isolating, ranking, or rating an individual, hateful looks; mean gestures; nasty notes or graffiti; starting and/or spreading hurtful rumors about

someone; manipulating peer relationships; forcing someone to relinquish money and/or food; demanding servitude; stealing/taking things; deliberately setting up someone to get him/her in trouble; and destruction of property (i.e. gym locker, clothing, books, book bags, etc).

**Cyber Bullying** – involves the use of electronic information and communication technologies such as email, cell phone and pager text messages, instant messaging, the publishing of defamatory personal websites, defamatory online personal polling websites, etc., to support conscious, willful, deliberate, repeated and hostile behavior by one or more people to harm others. These behaviors include, but are not limited to: sending or posting cruel or harmful messages or images about an individual or group; threats; sexual remarks; pejorative labels (i.e., hate speech); and harassment. While the district respects the rights of freedom of expression under the First Amendment, students may be disciplined for web site postings that materially and substantially disrupt the educational process or that contain threats which endanger the health safety, and well-being of others, including district personnel or staff members. In most cases, the system cannot address electronic communications that have occurred off campus during non-school hours. Parents/Guardians are encouraged to monitor and assist students with dealing with such communications through the proper authorities.

### **Consequences of Substantiated Complaints of Bullying or Harassment**

Conduct violations related to bullying and harassment by students OR employees are considered serious and require school officials to take prompt, appropriate action. Students will be disciplined in accordance with the schools' student behavior management plan and school board policy pertaining to consequences of specific behavioral violations. Appropriate consequences and remedial actions may range from positive behavioral interventions up to, and including expulsion. As a general guide, consequences at the high school level will range from in-school disciplinary action up to ten days out-of-school suspension. Repeat violations at all levels may result in reassignment to an alternative educational setting and long-term suspension or expulsion may be recommended. When appropriate, bullying incidents will also be reported to law enforcement authorities for appropriate action. The consequences specified above will also apply for any form of retaliation or reprisal by a student or employee toward any complainant or corroborating witness in the reporting or investigation of acts of bullying or harassment.

### **Cell Phones**

Students who have cell phones on school premises must keep them turned off and out of sight during the school day. (WCS Board Policy 4304). Phones that are taken during the instructional day may be picked up from the school office on Fridays from 2-4 pm. Please do not come to the office asking for exceptions as they will not be granted. Please refer to your teacher's syllabus for their classroom policy for cell phones.

### **College Course Drop Procedure**

WECHS students are expected to successfully complete all scheduled college classes to meet the goal of completing a college transfer associate's degree. However, an extenuating circumstance (such as serious illness) may make it difficult for a student to obtain a passing grade or meet college attendance requirements. Because dropping a college course is a serious decision with wide ranging consequences, WECHS has a comprehensive procedure in place to help students and their parents/guardians make the best decision possible (refer to Academic Support). Students and/or



parents or guardians should contact their grade level WECHS teachers and WCC Liaison, Becky Kennedy for more information. Please note that students dropping a course without administrative approval will be disciplined as well as charged for the text.

### **Communication**

WECHS communicates with students and parents/guardians through the following methods of communication: SchoolMessenger, Group Email, Newsletter, and Website

- If you would like to be part of the WECHS group email, contact Jackie Darnell. Please make sure to designate emails from SchoolMessenger as safe in your email software to prevent them from being blocked.
- Students are expected to check their college email account on a daily basis.
- Parents/Guardians are asked to notify the school if contact information changes.

### **Disciplinary Procedures**

It is assumed that students who attend the Early College have the ability to self-regulate and make responsible decisions. As such, we realize that young adults do make decisions that are not always within the guidelines of acceptable behavior. As a high school and college student, students must be trusted to attend class, complete the work and avoid situations that would require disciplinary action. When such events occur, WECHS will follow the guidelines provided by the Wilkes County Board of Education. Disciplinary actions may include ISS lunch, ISS, OSS and Expulsion. Discipline decisions will be made utilizing PBIS, WECHS Student Handbook and Wilkes County Schools Board Policy.

The Wilkes County Board of Education recognizes its responsibility to provide each student an equal opportunity to receive an education and to provide an atmosphere within its schools which is conducive to learning and which protects student freedoms guaranteed by the Constitution of the United States. In order to meet these obligations, the Board of Education adopts this statement of policy concerning students' rights and responsibilities. It is important that everyone associated with the Wilkes County Schools understands the rules of student conduct, respect these student rights, and utilize these due process procedures for student discipline to enhance the quality of education in the Wilkes County Schools. Disciplinary decisions will be made utilizing the knowledge of the situation, witness accounts, student's previous record of incidents, and any and all other relevant information. Students may be searched if there is responsible cause for a teacher or administrator to do so.

It is the policy of the Wilkes County Schools to utilize all possible alternatives to out-of-school suspension and expulsion. Guidance counselors will be available on a referral basis for counseling with students that are having discipline problems. All instances of out-of-school suspension and expulsion shall be documented and the report submitted to the superintendent.

Offenses which endanger the health, life and physical well-being of students and staff and which may result in out-of-school or other disciplinary actions are the following:

- Exploding or possessing fireworks of any kind or size on school premises or buses—day or night (including smoke bombs, match heads, caps, etc.).
- Fighting or striking any person and causing injury.
- Operating any motor vehicle on the school grounds unsafely.
- Shooting rubber bands, throwing knives or darts, using blowguns, squirt guns or any other items that could be considered a weapon.
- Opening the emergency door on a bus without authorization to do so.
- Deliberately setting a fire in or near school buildings or busses.
- Gross insubordination to any professional staff member.
- Stealing.
- Obscenity and vulgarity including obscene gestures.
- Use, possession, under influence of, or sale of alcoholic beverages or any illegal narcotic drugs.
- All other acts not covered above that the faculty committee deems dangerous to the health, life or physical well-being of students and staff.
- Possession of a firearm could result in a long-term suspension for 365 days.

### **Dress Code**

WECHS students are expected to dress appropriately at all times. A student’s appearance, mode of dress, or condition of personal hygiene shall not distract or disrupt the learning environment or constitute a threat to the safety, health, or well being of students and staff. Students whose appearance violates county dress code will be asked to change clothes. An illustration has been included at the end of the handbook to illustrate expectations. Students are reminded that their appearance is an outward statement of themselves and as a college student they should portray a sense of pride, dignity, and respect for those who will interact with them. First impressions are important.

The purpose of the dress code is to ensure that a student’s dress and appearance promote a positive learning environment, do not disrupt the learning of others, and do not disrupt the general operation of the school. The health and safety of each student is also a high priority of the Wilkes County School System. Clothing that could potentially be perceived as threatening to a student’s health and safety is strictly prohibited. School administration has the responsibility to determine the appropriateness using the following guidelines, but not limited to these examples:

1. No strapless tops, spaghetti straps or tank tops are allowed. Tops should cover the midriff at all times.
2. Shorts, pants, and skirts should be modest and appropriate for school.
3. Undergarments should not be visible.
4. Revealing or provocative clothing should not be worn.
5. Shoes must be worn at all times.
6. Headwear, including bandanas, is not allowed at any time in the building without specific permission from administration.
7. Clothing promoting or displaying alcohol, drugs, violence, illegal substances, profanity or items sexual in nature or content is prohibited.

8. Sagging pants are not allowed. No boxer shorts or any underwear, whether male or female, should be visible. Students will be asked to change sagging pants or administration will take measures to cinch the pants so they no longer sag.

9. No Soffe-type shorts are to be worn during the regular school day or during physical education classes.

10. Boys are expected to wear shirts during physical education classes.

11. Chains (larger than a necklace) may not be worn or displayed in any fashion while on campus.

Appropriate dress and appearance reflect self-respect, social values, and habits of a successful student and young adult. The cooperation of school personnel, students, and parents/guardians is essential in implementing a meaningful dress code.

### **Driver's Education**

In order to obtain a driver's permit, students complete a driver's education course and receive a "Driver's Education Certificate." The student/parent schedules an appointment with the WECHS driver's education designee, and brings the following items to the appointment: driver's education certificate, certified birth certificate, social security card, and a copy of last semester's grades from WECHS. A parent/guardian must get the NC Driving Eligibility Certificate from the driver's education designee and take to the DMV.

Book work classes for driver's education are offered once per semester. Classes are located at local high schools after school. Students must be 14 ½ years old by the first day of the course. A driver's education instructor is available in the afternoon for questions and more information.

### **Driver's License Laws**

**Drop Out Prevention** - Pursuant to North Carolina law, students under 18 years of age must remain in school until they graduate and make adequate academic progress in order to maintain a NC driver's license. Adequate academic progress is defined as passing 70% of all classes. Failure to meet this requirement will result in the loss of eligibility for a permit or cancellation by the NC Department of Motor Vehicles of a driver's permit/license. A committee will meet to determine if adequate academic progress is being made. If so, a Driving Eligibility Certificate will be issued or the driver's permit/license can be restored upon payment of a designated fee to the Department of Motor Vehicles.

**Lose Control, Lose Your License** - Pursuant to North Carolina law, public schools and community colleges must notify the North Carolina Division of Motor Vehicles whenever a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for any of the following reasons:

- Possession or sale of an alcoholic beverage or an illegal controlled substance on school property
- Possession or use on school property of a weapon or firearm that resulted in disciplinary action under G. S. 115C-391(d1) or that could have resulted in disciplinary action if the conduct had occurred in a public school
- Physical assault on an instructor or other school personnel on school property

The law will suspend a student's permit/license for one year. Students between the ages of 14-18 are subject to this law.

## **Driving Privileges**

Driving to school is a privilege. Students should abide by the following guidelines:

- Obey driving and safety rules at all times
- Enter building immediately upon arrival and exit parking lot as soon as school is dismissed
- Ask staff permission to visit car during the day
- Understand that your vehicle may be searched if there is reasonable grounds to believe drugs, alcohol, stolen property or other contraband might be present in the vehicle
- Understand that random drug testing is required for all student drivers

Driving privileges may be denied if the proper driving procedures are not followed.

All student drivers must complete the appropriate Driving Privilege Form (located at the receptionist's desk) and obtain a WCC parking hang tag prior to driving on campus. Vehicles parked on campus without WCC parking tag, parked illegally or parked in the visitor parking area may be towed at the discretion of the college without notice.

## **Inclement Weather**

WECHS **Freshman and Sophomore** students will follow the Wilkes County Schools weather schedule. All other WECHS students should follow the Wilkes Community College weather schedule for their college courses, unless they and their parent/guardian feel conditions are unsafe. Please keep in mind that it is very important to always check WCC Gmail for information from your instructor prior to departing for class.

## **WECHS Junior through Super Seniors**

- **When WCS are closed and WCC is open:** Students are responsible for attending their college class unless cancelled by the instructor. If a student is unable to attend the college class, he/she is responsible for contacting the instructor and completing the missed assignment.
- **When WCC is closed:** Instructors will post assignments on Blackboard or Moodle. Students are expected to complete these assignments as instructed.

## **Lockers**

At this time lockers are not available at WECHS. Students are responsible for maintaining and taking care of all personal belongings. As such, students should not bring valuables or items of sentimental meaning if they are concerned about theft, loss, and/or damage.

## **Meal Information**

Lunch and breakfast is provided daily for students by the Wilkes County Food Services Department. Students are encouraged to participate in the school lunch program. Wilkes County Schools will participate in a new lunch program that provides free reimbursable breakfast and lunch to all Wilkes County students. Please note that to receive the lunch without charge, students must follow the reimbursable guidelines. Students who

return to the line to purchase additional items and/or purchase more items than allowed with a regular meal purchase, will be charged the ala carte price.

### **Medication Procedures**

Our school system has written policies and procedures to ensure safety and accuracy in providing medications for students at school. If your child must have medication of any type (prescription or over-the-counter) given at school, you may choose to:

1. Come to school and give the medication to your child as prescribed by your doctor or health care provider; **OR**
2. Provide a **Medication Consent Form** for both prescription and over-the-counter medications, filled out by the health care provider with complete instructions and directions for administration. This **form must be signed by the health care provider** AND parent/guardian before the medication can be administered.

Parents/Guardians who return the **Medication Consent Form** should also be aware of the following requirements:

- **Prescription medication must be brought to school by the parent/guardian, in a pharmacy-labeled container with the child's name, dosage, and instructions. Upon request, a pharmacist will prepare two pharmacy containers for school and home if needed.**
- A student who is permitted to carry and self-medicate with their inhaler, epi-pen and/or insulin will also need **the Medication Consent Form** completed.
- Over-the-counter medications (cough syrup, Tums, Tylenol, Calamine Lotion, etc.) must be brought to school by the parent/guardian, in the original containers and labeled with your child's name. This medication will be kept in the office or designated area. The **Medication Consent Form must be signed by the health care provider before medication can be administered.**
- **No aspirin or aspirin products are recommended for children under the age of 15.**
- Once the proper forms are provided, the staff will be able to administer the medications to your child. These criteria are mandates of North Carolina General Statute 115C-375.1.

School board policies and procedures have been updated to reflect current law and are to ensure the safety of your child when medication is required to be given at school. You may discuss with your doctor any alternatives to the treatment plan if you do not want medication administered at school. If you have any questions or need assistance for your child at school, please contact your school nurse at your school. Medication forms are available in the office and on the WECHS website.

### **Off-Campus Activities**

Off-campus activities are extensions of the curriculum and an integral part of student learning. If a student must miss an off-campus activity he/she will be counted absent. The student will also be required to complete an alternate assignment related to that day's activities.

Students who show responsibility and academic ability may request off campus permissions. Students must have the signature of their parent/guardian as well as the student on file with the office. Forms are available from Ms. Darnell. Students who abuse off campus privileges or students who go off campus without proper permission will be subject to disciplinary action. Academic progress must be made at all times or the student will be required to attend Academic Support group during lunch or other open periods.

### **Personal Laptop and other Electronic Devices**

Wilkes County Schools believes that technology is a critical component to preparing a student for 21<sup>st</sup> century skills. Parents/Guardians and students agree to abide by the Acceptable Use Policy. Students are personally and fiscally responsible for damages. Fees will be charged for replacement parts and or damages up to \$50.00 in insurance. Damages requiring the laptop to be replaced or if lost/stolen will require full replacement costs. Students who fail to use the technology appropriately will lose their right and privilege to utilize the laptop. All disciplinary action is at the administrations discretion.

Any other electronic device should be put away and out of sight and use during the instructional day. Failure to do so will result in confiscation of the item until Friday at 2:00 pm. WECHS will not be responsible for any lost, stolen, or damaged electronic device brought by a student.

### **Prom**

Junior, Senior and Super Senior students are invited to attend the WECHS prom. All students and guests attending the prom may not have ANY outstanding WECHS debt and must attend school ALL day the Friday before prom. Students must also be in good academic standing in both high school and college courses to attend. Students on Academic Probation must show progress to be considered for attendance. All WCS policies apply and students will be removed for failure to follow policies and or dress code guidelines.

Prom guests applications are approved on a case by case basis – guest’s applications are available at the office.

### **Random Student Drug Testing**

The Board of Education recognizes that drug and alcohol use by students results in a significant health and safety risk to students and the educational environment. The Random Student Drug Testing Policy is intended to be a helpful part of the overall physical, mental and health education of students. In addition to the alcohol and drug testing program, the school district will continue to utilize the school health curriculum and local community substance abuse education and treatment providers to teach students about the harmful effects of drug and alcohol use and to prevent students from using drugs and alcohol.

1. All students in grades 9 -12 who desire to participate in any of the following voluntary school activities or privileges must agree to participate in the random student drug testing program:
  - a. Interscholastic athletics;
  - b. Extracurricular activities; and
  - c. Campus driving and parking privileges.

### **School Bus Transportation**

School bus safety is one of our major concerns. The following rules are for the protection of all students who ride a bus. Riding a bus is a privilege; therefore, it is important that the rules are followed so those students may retain this privilege. Please read the following rules carefully so that you and your child will know what is expected.

Students should follow these rules:

- Be on time at the bus stop. The driver will not wait nor blow the horn to warn the student.
- Stay back from the roadway when waiting for a bus.
- Remain at the bus stop until the bus has come to a complete stop and the bus stop sign is extended.
- Look in both directions before crossing the road.
- Go quickly to your assigned seat and remain in that seat until disembarking.
- Avoid loud talking, playing, and scuffling on the bus.
- Keep hands, head, and feet inside the bus at all times.
- Refrain from throwing objects both inside and outside the bus.
- Refrain from cell phone use on the bus.

The following procedures will be used to deal with students who violate the school bus rules:

**1st offense** - Driver talks with student and documents the problem.

**2nd offense** – Assistant Principal notifies and conferences with the parents/guardians regarding the problem using a bus discipline form.

**3rd offense** - Driver refers student to the school administrator for appropriate disciplinary action.

All other offenses are to be reported directly to the school administrator. Riding a bus is a privilege not a right. Therefore, students who pose a safety risk to those riding a bus can and will be removed permanently for repeated or dangerous behavior.

### **Student Transfer**

WECHS student enrollment is limited and by application only. All WECHS students and parents/guardians have committed to the five year program. Therefore, **transfers will normally not be granted!** If students/parents or guardians are considering a transfer, please notify WECHS staff immediately. Wilkes County Schools Transfer Policy procedures will be followed including:

- Student and/or student's parent/guardian indicate intent to transfer to another Wilkes County high school to the school counselor/college liaison.
- Student meets with the Student Success Team at the school to discuss intent to transfer to another Wilkes County High School.
- Parent/Guardian meets with the Student Success Team at the school to discuss intent to transfer to another Wilkes County high school.
- Student and Parent (Guardian) must provide a written statement stating the reason for the request, obstacles that may present for future success, description of student's effort and work ethics including opportunities taken to seek help, and other relevant information. This must be formally presented to the principal.
- The school principal will submit the request to the High School Director for Wilkes County Schools.
- The High School Director will schedule an interview for the student and for the parent with the district review team. The district review team will question the student and the parent individually.
- After the interview, the district review team will discuss the application and make a recommendation to the superintendent as to whether or not to approve the transfer.
- Superintendent and/or designee(s) will review the district review team's recommendation and any accompanying paperwork or documentation. The superintendent's decision will be shared with the school principal, the student, and the parent.

#### **Tobacco Products/Possession and 100% Tobacco-Free Policy**

*The Wilkes County Board of Education is committed to creating safe, orderly, clean and inviting schools for all students and staff. The Board of Education also supports state laws that prohibit the selling or distribution of tobacco products to minors and federal law prohibiting smoking in all school buildings.*

#### **Prohibited Behavior**

*In support of the Board of Education's commitments and state and federal law, students are prohibited from using or possessing any tobacco product or electronic cigarette. An electronic cigarette is defined as a cigarette-shaped device containing a nicotine-based liquid that is vaporized and inhaled, used to simulate the experience of smoking tobacco (1) in any school building, school vehicle or on the school grounds at any time; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips.*

#### **Tobacco Use Prohibited**

No students, staff members, or school visitors may be permitted to use tobacco products on school property at any time. This will include athletic fields and parking lots owned, leased, rented, or chartered by the Wilkes County Board of Education. This will also include any school-sponsored or school-related event on campus or off campus in view of the general public or any or all persons of student age.

In addition, school district employees, school volunteers, or other persons performing services on behalf of the school district are also prohibited from using tobacco products at any time while on duty either on or off school grounds in the presence of students.



Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school-related event or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

#### **Definition of Tobacco Products and Tobacco Use**

For the purposes of this policy, “tobacco product” is defined to include cigarettes, cigars, blunts, bidis, pipes, vapes, e-cigs, chewing tobacco, snuff and any other items containing tobacco. “Tobacco use” includes cigarette-shaped device containing a nicotine-based liquid that is vaporized and inhaled, used to simulate the experience of smoking tobacco.

#### **Transportation**

On days that Wilkes County Schools are in session, students will be provided transportation from his/her home to the district high school and to and from WECHS. Due to the calendar differences, some days require limited transportation. On limited transportation days (days in which WECHS is in session, but WCS are not), students will be expected to provide transportation to and from their home to the district school, or to WECHS.

#### **Visitors**

Visitors to WECHS must sign in and obtain a visitors pass at the front desk.

### **Notification to Parents**

WCC acknowledges high school students will be present and moving about on the WCC main campus without direct supervision of the WECHS staff. WCC will take the same precautions to protect the safety of high school students as it does for all WCC students; however, the WECHS and WCS retain primary responsibility and liability for the safety of WECHS students on WCC’s campus.

WCS and WCC shall be responsible for each high school student’s safety while the high school student is on WCC’s campus for school purposes. Each Party shall not be liable, however, for any damages or injuries sustained by one or more of its students or employees, representatives, board members, contractors, agents and/or assigns as a result of the acts, omissions, negligence, and/or willful and/or wanton conduct of the other Party and/or its employees, contractors, board members, representatives, agents, and/or assigns.



Wilkes Early College High School's

Handbook Agreement Form

(Must be signed by the student and his/her parent/guardian)

**Student Statement**

I have read and understand the expectations and conditions set forth in this Handbook. I am aware that I will be held to these standards as a student of Wilkes Early College High School.

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian Statement**

I have read and understand the expectations of my student and the conditions set forth in this Handbook. I am aware that my student will be held to these standards as a student of Wilkes Early College High School.

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_



## Laptop Computers

All students will be issued laptop computers to use for school-related assignments. All students will follow the guidelines published in the Laptop Handbook. The parent and student agreement are included in this section. The Acceptable Use Policy is included in the Policy Section of the Wilkes County Schools website and in the Laptop Handbook.

### Parent and Student High School Laptop Agreement.

We are excited to be able to provide your child with a laptop computer while they are enrolled in Wilkes County Schools. These laptops are to be used by the student for learning purposes only. Please note the following conditions of the program:

I understand the laptop is property of Wilkes County Schools and is assigned to the student.

I understand the laptop and its contents may be inspected at any time because it is school property.

The student will return the laptop, carrying case, power cord, and any other accessories in working condition.

The student will use the laptop appropriately for school purposes.

The student is responsible for securing and taking care of the laptop.

The student and parent(s) will be responsible for all damage or loss caused by neglect or abuse. A \$50.00 insurance deductible will be charged to the parents or adult student\* for any accidental damage or neglect to the laptop.

The full replacement cost will be charged for lost or damaged cases, batteries, and power chargers or cords.

The student will leave the laptop in the carrying case provided by the school at all times.

The student will not remove the battery from the laptop for any reason.

The student will not store papers, pens, pencils, or other items under the laptop or between the screen and the keyboard in the carrying case.

The student will not attempt to disable or circumvent Wilkes County Schools' Internet content filter or firewall to access sites that would otherwise be blocked.

A \$25.00 reimaging fee will be charged if students download software which requires the laptop software to be reinstalled.

The student will follow the policies, procedures, and guidelines outlined in the Laptop Handbook and the Acceptable Use Policy at all times.

The student will not loan the laptop to another individual.

The student will not use the laptop near food or drinks.

The student will not disassemble any part of the laptop or attempt any repairs.

The student will not place stickers, drawings, markers, etc. on the laptop or carrying case. The student will not deface the serial number sticker on the laptop.

Parents or adult students\* will file a police report in case of theft or vandalism that occurs away from the school campus.

If the laptop is not in a locked location and is lost, it is defined as a mysterious loss. Mysterious loss is not considered theft and is not covered by the laptop insurance coverage.

The full price of the laptop,

charger, and/or carrying case will be charged for replacement.

### Consequences

1st Offense – The student will be contacted by the principal or principal's designee.

2nd Offense - The student will have a conference with the principal or assistant principal.

3rd Offense - The parent or legal guardian will be contacted to meet with the principal or assistant principal. The parent must sign that they have been notified of their child's inappropriate use of the laptop.

Subsequent Offense – Other disciplinary action will be taken at the principal's or assistant principal's discretion. They have the discretion to permanently confiscate the laptop from the student at any time.

Wilkes Early College High School's Discipline Flow Chart 2016-2017 School Year

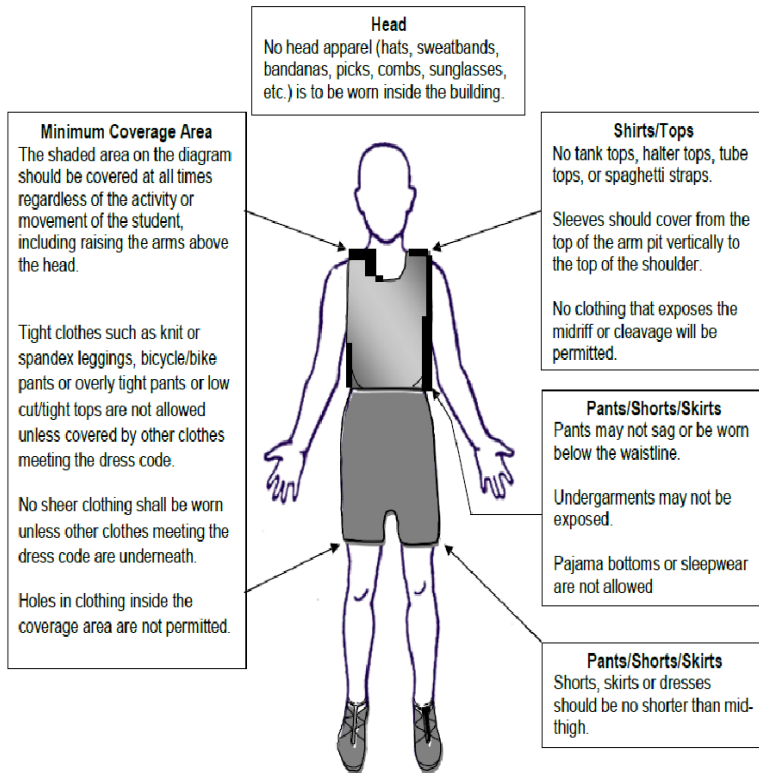
<u>Offenses-Level (1)</u>	<u>1<sup>st</sup> Violation</u>	<u>2<sup>nd</sup> Violation</u>	<u>3<sup>rd</sup> Violation</u>	<u>4<sup>th</sup> Violation</u>	<u>Continued Violations</u>
Honor Code Violation (cheating) <u>*In Any Course</u>	*Zero on Assignment *Re-do Alt. Assignment *Parent Contacted *Academic Monitoring	(In the same course) *”F” for the course *Credit Recovery and/or *Retaking course *Loss of Academic Honors	(In any course cumulative) *Referral to ALP		
Horse Playing	LD=1 day	LD=2 days	LD=3 days	LD=4 days	LD=5 days
Public Displays of Affection	Warning, by staff	LD=1 day	LD=2 days	LD=3 days	LD=4 days(*Counseling)
Leaving Class w/o Permission	LD=1 day	LD=2 days	LD=3 days	LD=4 days	LD=5 days
<u>Offenses-Level (2)</u>	<u>1<sup>st</sup> Violation</u>	<u>2<sup>nd</sup> Violation</u>	<u>3<sup>rd</sup> Violation</u>	<u>4<sup>th</sup> Violation</u>	<u>Continued Violations</u>
Skipping and/or Unauthorized Area	LD=1 day	After School=2 days	After School=3 days	Saturday School	OSS=3 days (*Referral to ALP)
Insubordination	LD=2 days	After School=2 days	OSS=1 day	OSS=3 days	OSS=5 days (*Referral to ALP)
Vulgarity/Profanity	LD=2 days	After School=2 days	OSS=1 day	OSS=3 days	OSS=5 days (*Referral to ALP)
Bullying	OSS=1 day	OSS=3 days (*Counseling)	OSS=5 days	OSS=7 days	(*Referral to ALP)
Tobacco Violation/Vapes/E-Cig	LD=1 day	After School=2 days	After School=3 days	OSS=1 day	(*Enroll in <u>Sensation</u> )
Inappropriate Items on School Property	LD=1 day	After School=1 day	After School=2 days	Parent Conference	
<u>Offenses-Level (3)</u>	<u>1<sup>st</sup> Violation</u>	<u>2<sup>nd</sup> Violation</u>	<u>3<sup>rd</sup> Violation</u>	<u>4<sup>th</sup> Violation</u>	<u>Continued Violations</u>
*Improper Sexual Conduct *Disruptive Behavior *Weapons *Profanity *Possession of Drugs *Under the Influence *Extreme Insubordination *Verbally/Physically Instigating a fight	*OSS up to 10 days. <u>WECHS Administration can recommend Long Term Suspension</u>  *Charge may be filed.				
Communicating Threats	*TBD by Admin				
Fighting	OSS=10 days w/ Charges	Referral to ALP			

**\*\*Field Trips and Social events subject to be revoked at Administrative Discretion**

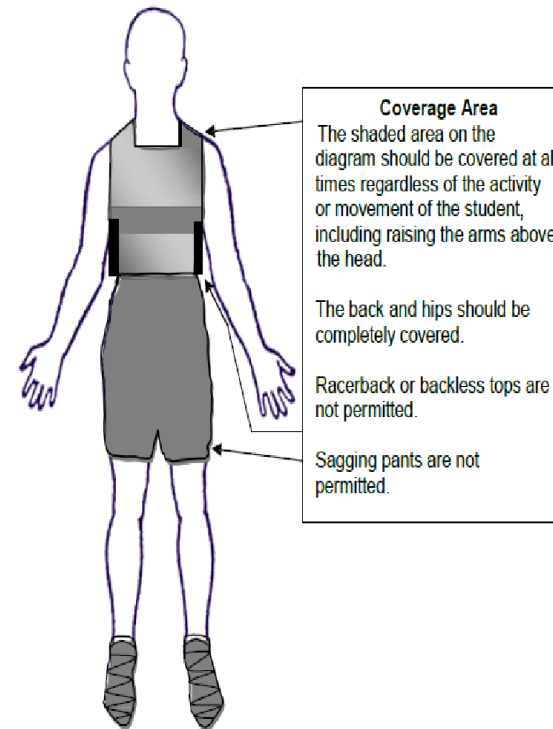
**\*\*LD=Lunch Detention**

## Dress Code Illustration

Front



Back



- Students are required to wear shoes at all times. Bedroom slippers are not allowed.
- Sleepwear/Pajamas are not allowed to be worn – including pajama pants
- Students may not wear articles of clothing which display or promote advertisements of alcoholic beverages, drugs, language and/or pictures offensive to other individuals or groups.





Please list the sport(s) in which you are interested in participating for the 2015-2016 school year.  
(This includes fall, winter, and spring sports)

On the back of this form are a list of Eligibility Requirements, Transportation Information, and other factors that may affect your decision to participate or to be eligible to participate in sports. Please read and sign the back of the sheet acknowledging these statements and parameters.

## **Protect your Eligibility; Know the Rules: To represent your school in Athletics, YOU:**

- Must be a properly enrolled student at the time you participate, must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at that school.
- Must also have met local promotion standards.
- Must not be convicted of a felony in this or any other state, or adjudicated as a delinquent for an offense that would be a felony if committed by an adult in this or any other state.
- Must not have more than 12 absences (85% attendance requirement) in the semester prior to athletic participation.
- Must not have exceeded eight (8) consecutive semesters of attendance or have participated more than four (4) seasons in any sport since first entering grade nine (9).
- Must be less than 19 years of age on or before August 31st, 2013.
- Must live with your parents or legal custodian within the high school district that you attend. School of Choice policy 4150 of Wilkes County Schools addresses exceptions and penalties for this rule.
- Must be present at school half of the day in order to participate in an athletic event for that day. This includes games and practices.
- Must have passed a minimum of three courses during the previous semester in a block schedule.
- Must have received a medical examination by a licensed physician within the past 365 days. If you miss five (5) or more days of practice due to illness or injury, you must receive a medical release from a licensed physician before practicing or playing.
- Must not accept prizes, merchandise, or anything that exceeds a value of \$20 per season as a result of athletic participation . This includes being on a free list or loan list for equipment, etc. No amount of money can be accepted at any time!
- Must not have signed a professional contract, have played on a junior college team, or be enrolled and attending a class in college. This does not affect a regularly enrolled high school student who is taking a college course(s) for advanced credit.
- Must not participate in unsanctioned all-star or bowl games.
- May not receive team instructions from your school's coaching staff during the school year outside your sports season. Instruction is limited to the coach and one or multiple participants in small group settings (skill development sessions).

- May not, as an individual or a team, practice or play during the school day.
- May not play, practice or assemble as a team with your coach on Sunday.
- May not dress for a contest, sit on the bench, or practice if you are not eligible to participate.
- Must not play more than three (3) games in one sport per week (exceptions: Baseball, Softball, Cheerleading, and Volleyball); and not more than one (1) contest per day in the same sport (exceptions: Baseball, Softball, Cheerleading, or Volleyball).

**NCHSAA Regulations Student Athlete Pledge:**

As a student athlete, I am a role model. I understand the spirit of fair play while playing hard. I will refrain from engaging in all types of disrespectful behavior, including inappropriate language, taunting, trash talking, and unnecessary physical contact. I know the behavior expectations of my school, my conference, and the NCHSAA, and hereby accept the responsibility and privilege of representing this school and community as a student athlete.

**Student-Athlete Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Pledge:**

As a parent, I acknowledge that I am a role model. I will remember that school athletics is an extension of the classroom, offering learning experiences for the students. I must show respect for all players, coaches, spectators, and support groups. I will participate in cheers that support, encourage and uplift the teams involved. I understand the spirit of fair play and the good sportsmanship expected by our school, our conference and the NCHSAA. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent of a student athlete.

**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_