



**West Wilkes High School
Home of the Blackhawks
6598 Boone Trail
Millers Creek, NC 28651**

<http://wwhs.wilkescountyschools.org/>

Mrs. Amanda Pruitt, Principal
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2018-2019 Student Handbook

I am beyond excited to serve as your principal this year. We have a wonderful school and a very supportive community. This is something that we should all be proud of and strive daily to maintain.

Our focus this year as a school will be moving “beyond” where we have been before. I want to challenge you as students to think about how you can work each day to help us keep that focus and reach our goals. Think “beyond” today and work to prepare for your next step in life. Push “beyond” the obstacles that might stand in your way. Move “beyond” excuses as to why you can’t and focus on how you can!

There are many opportunities that you face each day to make decisions. Please remember this: “with choices, come consequences.” No matter what choice you make, there will be either good things or difficult things that follow. Making a good choice is always in your best interest.

Let’s all work hard this year to keep our campus clean. There are many adults who work in this building to make sure that you have a wonderful environment to enter each morning, so I am asking that you do your part to help keep it that way (pick up trash, clean up after yourself, help remind your peers to do the same).

We are going to have a great year! I am anxious to see all that we can accomplish as we move “beyond” together!!

Mrs. Pruitt

West Wilkes High School Office Personnel and Telephone Extensions

Principal, Amanda Pruitt	6715	
Assistant Principal, Jennifer Sorel	6714	
Athletic Director, Todd Rutz	6747	
SRO, Robbie Martin	6713	
Receptionist, Tracy Huffman	6710	
Data Manager, Willie Walsh	6717	
Finance Secretary, Barbie Hamby	6718	
9 th -10 th grade School Counselor, Angela Teague	6721	
11 th -12 th grade School Counselor, Stephanie Stone	6720	
Counseling Office Secretary, Kristy Vickers	6722	
School Nurse, Megan Walsh and Allison Lambert	6727	
School Social Worker, Angel Bell	6719	
Instructional Specialist/Testing, Robin Roten		6725

Building Hours and Daily Schedules

The scheduled class hours for West Wilkes High School are from 7:45 am until 3:30 pm. Students should not be at school before 7:15 am or remain on campus after 4:00 pm unless involved in a school sponsored event/activity and under the supervision of a staff member.

- Students arriving to school on the bus before 7:15 must report to the cafeteria and remain there until the 7:15 bell rings. At that time students may be on the main hall and the cafeteria hall. They may also visit the cafeteria to purchase breakfast.
- After the 7:30 bell, students may visit lockers and prepare to report to 1st period. Students should move from their lockers toward class in an effort not to be tardy (tardy policy outlined in detail later in this document).

Bell Schedules for 2018-2019

SMART Lunch Schedule	
7:41	Warning Bell
7:45-9:21	First Period
9:21-9:28	Breakfast/Break
9:32-11:08	Second Period
11:08-11:37	SMART Lunch A
11:12	Tardy Bell for Lunch Detention
11:37-12:06	SMART Lunch B
12:11-1:47	Third Period
1:54-3:30	Fourth Period

Pep Rally/Afternoon Assembly (45)	
7:41	Warning Bell
7:45-9:09	First Period
9:09-9:15	Breakfast/Break
9:19-10:43	Second Period
10:43-11:12	SMART Lunch A
10:47	Tardy Bell for Lunch Detention
11:12-11:41	SMART Lunch B
11:46-1:10	Third Period
1:17-2:40	Fourth Period
2:45-3:30	Pep Rally/Assembly

SMART Lunch Homeroom	
7:41	Warning Bell
7:45-9:16	First Period
9:16-9:23	Breakfast/Break
9:27-10:58	Second Period
11:02-11:17	Advisory/Homeroom
11:17-11:46	SMART Lunch A
11:21	Tardy Bell for Lunch Detention
11:46-12:15	SMART Lunch B
12:20-1:51	Third Period
1:58-3:30	Fourth Period

Two Hour Delay	
9:41	Warning Bell
9:45-10:55	First Period
11:00-12:10	Second Period
12:10-12:35	SMART Lunch A
12:14	Tardy Bell for Lunch Detention
12:35-1:00	SMART Lunch B
1:05-2:15	Third Period
2:20-3:30	Fourth Period

Early Release	
7:41	Warning Bell
7:45-8:45	First Period
8:45-8:51	Breakfast/Break
8:55-9:55	Second Period
9:55-10:55	Third Period
10:55-11:24	SMART Lunch A
10:59	Tardy Bell for Lunch Detention
11:24-11:53	SMART Lunch B
12:00-1:00	Fourth Period

One Hour Delay	
8:41	Warning Bell
8:45-10:07	First Period
10:12-11:34	Second Period
11:34-12:03	SMART Lunch A
11:38	Tardy Bell for Lunch Detention
12:03-12:32	SMART Lunch B
12:37-1:59	Third Period
2:06-3:30	Fourth Period

Rules, Procedures and General Information

Academics

High School Diploma Requirements

Students earn a West Wilkes High School diploma by successfully completing all graduation requirements of the state, county and school. High School equivalence test does not qualify a student for a West Wilkes diploma. Students who complete the additional requirements of the NC Scholars Program will be honored with a special sticker on his/her diploma.

http://www.ncpublicschools.org/docs/curriculum/scholars_prog.pdf

Diploma requirements can be found by following the link below:

<http://www.ncpublicschools.org/docs/curriculum/home/graduationrequirements.pdf>

Graduation Project Requirement

Each graduating senior must complete a graduation project. Guidelines for the graduation project can be found by following the link: <http://wwhsgraduationprojects.weebly.com/>

High School Grading and Reporting

The staff at West Wilkes High School will offer a rigorous academic program based on high standards for student performance. The NC Common Core and Essential Standards will be the basis for our curriculum offerings. Our staff will use current best practices in their strategies, assessments and planning areas of excellent teaching. Students are expected to do their best every day. Additional opportunities for advanced level studies will be offered and encouraged as students select such courses of study ([WCS Board Policy 3400](#)).

Grading

All grade reports for grades 9-12 shall be made using numerical grades:

A: 90-100 = 4.0

B: 80-89 = 3.0

C: 70-79 = 2.0

D: 60-69 = 1.0

F: 59 or below = 0.0

Effective with students entering the 9th grade in the school year 2015, a new weighting scale will apply to honors and college-level courses. Honors credit beyond standard weights will carry an additional 0.5 quality point and any college-level course (AP, Career and College Promise through WCC, or university) will carry an additional 1.0 quality point. The maximum credits earned for an "A" in an honors course would be 4.5 and in a college-level course, a 5.0.

Progress/Report Card Dates for 2018-2019

Progress Reports	Report Cards
September 26, 2018	October 30, 2018
November 29, 2018	January 23, 2019
February 19, 2019	March 27, 2019
May 1, 2019	TBA

Final Exams (EOCs, CTEs, NC Finals) and Exemption Policies

All teachers will be prepared to administer comprehensive final exams in all courses. Students that do not meet exam exemption standards must take final exams. All students must take EOC Exams, NC Final Exams and CTE Post Assessments when enrolled in such courses as mandated by the state. EOC exams mandated this school year are: Math 1, Biology and English 2. NC Final Exams mandated this school year are: Earth/Environmental Science, Physical Science, Chemistry, Physics, English 1, 3, and 4, Pre-Calculus, Math 2, 3, Advanced Functions, Discrete Math, World History, Civics, American History 1, 2. All CTE courses have state mandated post assessments. Exams count 20% of the overall semester grade per WCS Board Policy 3420.

- All 10th graders will take the Pre-ACT assessment
- All 11th graders will take the ACT assessment
- All 12th graders will take the WorkKeys assessment
- All students who take AP courses should plan to take the AP exams administered in May 2019.

Exam Exemption Policy

To be exempt from an exam, you must have:

- An “A” average and 4 or less total absences/tardies
- A “B” average and 3 or less total absences/tardies
- A “C” average and 2 or less total absences/tardies
- A “D” average and 1 or less total absences/tardies

If a student is enrolled in a course that has a state-mandated test (listed above), he/she **cannot** be exempt from the exam.

Junior Marshals

The weighted GPA will be calculated at the end of the 1st semester of the junior year for all juniors. The marshals will be determined starting with the student having the highest weighted GPA and continuing down the list until the appropriate number of students has been chosen.

Honor Graduate Recognition Protocol

Beginning with the 2018-2019 school year, Wilkes County Schools will use the Latin Honors System for recognizing honor graduates in all high schools. Policy 3450 describes the changes and expectations.

Policy 3450

Class ranking is a method of measuring academic performance. The Wilkes County Board of Education also recognizes other means of evaluating student achievement, including grade point average, courses completed, the rigor of the curriculum, results of tests and, assessments and recommendation letters.

High school principals shall provide for the compilation of class rankings to be listed on the student transcripts and may make class rank information available periodically to students and their parents or guardians. While the board encourages broad means of recognizing student achievement, high school principals shall not use class rank to designate a valedictorian or salutatorian. Beginning with graduating class of 2019, high school principals shall designate the following senior honors:

- Student with a 3.5-3.99 weighted grade point average shall receive the distinction of cum laude
- Students with a 4.00-4.249 weighted grade point average shall receive the distinction of magna cum laude
- Students with 4.25 or higher weighted grade point average shall receive the distinction of summa cum laude
-

Principals shall ensure that class ranking is computed in accordance with State Board of Education Policy GCS-L-004. The superintendent and principal shall ensure that students and parents receive adequate notice as to how class rank is calculated and shall provide written procedures on how students with equal grades, or grades that may be perceived as equal, will be treated. Nothing in this policy provides a student with any legal entitlement to a particular class rank or title.

Timeline for determining honor graduates:

1. At the completion of first semester, schools will run the GPA and class ranking report for all juniors and seniors. This report will be used to determine Junior Marshals for that school year's graduation. The same report will also generate the honors graduate list for any preparations for graduations (programs, awards programs, etc).
2. At the end of 2nd semester, counselors will run the GPA report after grades have been finalized. Students that earn the honors recognition in second semester will be announced as an honor graduate and receive the correct graduation regalia (cord, collar, etc.) for graduation. Their name will not be printed in the program due to the program printing deadlines.
3. Each school will determine what graduation regalia (cord, collar, etc.) students will wear to recognize honor graduates.
4. All honors graduates of Wilkes County Schools will receive an emblem on the diploma designating the honor distinction.

Reporting of Class Rank

Class rank for all reporting purposes will be based on the weighted GPA in accordance with the State Board guidelines.

Wilkes County Schools Academic Integrity Code

See Appendix A.

Assembly Conduct

Students are expected to exhibit exceptionally good behavior during all assemblies as a sign of respect for their school, classmates, teachers and guests.

- All students will enter the assembly in an orderly and responsible manner.
- All school rules of conduct and activity are in effect during assemblies.
- Applause is the only acceptable manner of expressing appreciation or recognition during assemblies, with the exception of pep rallies.
- Students will not leave the assembly without being dismissed. In most cases, the presiding person will first recognize and dismiss the senior class.
- No food or drinks are allowed during an assembly.

Attendance Policy

High School Attendance Policy

LOSS OF OPPORTUNITY TO EARN CREDIT DUE TO INADEQUATE ATTENDANCE IN GRADES 9-12

A student shall lose credit for absences beyond six (6) ***unless*** the student makes up all work required by the teacher, completes the semester with a passing average (not counting the final exam grade), and makes a grade of 70 or higher on the final exam.

Appeal Process - Any student who is denied the opportunity to earn credit for any course shall have a right to appeal to the school's attendance committee.

Any appeal to the attendance committee must be submitted, in writing, to the principal. The notice of and request for appeal must state the reason the student believes he should be allowed the opportunity to earn credit for the course. Written documents in support of the student's statement must be attached to the notice of request for appeal.

Upon returning to school after an absence, the student should present a note (parent/guardian or medical) explaining his/her absence. The note should include the student's name, the date of the absence and the reason for the absence. The absence will be coded accordingly. *Students returning to school after an absence without presenting documentation of why he/she was absent will be coded as skipping school and disciplinary actions will follow.*

Check In/Check Out Procedures

Students arriving on campus after 7:45 am must come by the front office to check in and receive an admission slip to present to their teacher. Students should not be permitted to class without an admission slip.

Students will be allowed to check out of school under the following conditions:

- A parent/guardian comes to the front office to sign the student out (valid identification may be required). Parents/Guardians should not call ahead to sign their student out.
- A note is presented to the front office before the school day begins with the student's name, reason for dismissal, parent signature and a contact number to verify the note. Once the note is verified, we will make arrangements for the student to be dismissed from class at the appropriate time.

- For purposes of attendance, a student must be in class for at least half of the class period to be counted present, otherwise the student will be counted absent.
- Students will NOT be permitted to check out during SMART Lunch unless a doctor's note is provided. This is a protected hour for our students to receive tutoring and to participate in extra-curricular school sponsored activities.

Students who are 18 years old or older must have parental permission to check out

Tardy Policy

It is absolutely necessary that students be in class and prepared for the lesson to begin when the tardy bell rings. A tardy student disrupts the instructional process for the entire class. The following policy will be followed concerning tardies:

- If a student is tardy (1st or 2nd period) and does not provide a note from the front office or another teacher to be excused, the student must serve a 30 minute lunch detention during **SMART Lunch A** on the day the infraction occurs. Students must report to the lunch detention location (room 404 in the business building) at the beginning of the session (if a student arrives after the detention tardy bell rings, he/she must stay the entire hour). Students required to stay the entire hour will be allowed to order lunch from the cafeteria. If students arrive late to school and miss more than half of first period and does not provide a valid note (constituting an unexcused *absence*), the student must serve **SMARTLunch A and B** on the day of the late arrival.
- If a student is tardy (3rd period), he/she will be written up with a Major disciplinary infraction and will spend the entire **SMART Lunch** in detention on the day following the infraction. Students required to stay the entire hour will be allowed to order lunch from the cafeteria.
- If a student is tardy (4th period), he/she will serve a 30 minute lunch detention during **SMART Lunch A** on the day following the infraction. Students must report to the lunch detention location at the beginning of the session (if a student arrives after the detention tardy bell rings, he/she must stay the entire hour).

If a student driver accumulates excessive tardies, his/her driving privileges may be revoked

Detention location is Room 404 in the business building

Bus Behavior

All students riding buses are expected to conduct themselves in such a manner that the drivers are not disturbed or distracted in their efforts to drive the buses safely. Riding the bus is a privilege, not a right.

Cafeteria

According to the state food service and federal government guidelines, students may not order food from outside sources or have food delivered during the school day. Any student violating this rule is subject to disciplinary action.

No food or drink items are to be brought back into the school building upon returning from an off campus appointment.

2018-2019 Meal Prices

Breakfast \$1.50

Lunch \$2.75

Adult Breakfast \$2.75

Adult Lunch \$4.25

A la carte prices when/where applicable (these are subject to change)

Cell Phones and Electronic Devices

Cell phones may be used at any time before/after school starts, during break, classroom transition and lunch... but NOT in any location during class time (this includes hallways). Cell phones should NOT be seen/used in the classroom, gymnasium, restroom, locker room at any time – unless given permission from the teacher to do otherwise. Cell phones being used or that are heard in any “off-limit” area will be confiscated. Any staff member confiscating electronic devices (ie. Cell phone, Ipad, MP3, etc...) should turn them in to either the principal or assistant principal on the same day it is taken. Confiscated devices may be picked up by a parent/guardian on the last school day of each week between 2:00 and 4:00 pm (refer to Local School Board Policy #4304).

Dance Rules and Regulations

- Dances will end no later than 12:00 midnight.
- School dances are open to West Wilkes students only. Other alumni who may attend functions following football or basketball games must receive prior approval.
- Students who leave a dance will not be allowed to re-enter.
- Students who exhibit signs of intoxication will not be admitted. On-duty police officers and parents will be contacted.
- All school rules for conduct apply at dances.

Discipline

Disciplinary actions taken by the administrators at West Wilkes High school may take the following forms:

Lunch Detention- A student assigned to lunch detention will report immediately to Room 406 in the business building at the beginning of SMARTLunch (there will be a tardy bell for detention). The detention staff will make arrangements to have a lunch plate delivered to the room.

In-School-Suspension- Any student who receives an assignment to ISS for a full day will report to the ISS room from 7:45-3:30 on the day assigned.

Out-of-School-Suspension – Any student who is assigned OSS will not be permitted to be on the school campus or any other school campus in Wilkes county for the duration of the suspension.

Dress Codes

Daily

The purpose of a 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. School administration has the responsibility to determine the appropriateness using the following guideline. Revealing or provocative clothing should not be worn. Examples include: visible undergarments, sheer leggings, strapless tops and dresses, shirts and tank tops with straps less than three fingers wide, etc. Hats and any form of head cover (hoodies, bandanas, beanies, knit hats, toboggans, etc.) are not allowed in the building.

Formal Event Dress Code

The dress code applies to any and all "formal" events held at (or sponsored by) West Wilkes High School. Such events include the Mr./Miss West High Assembly, Homecoming Assembly, Prom, Beta Club Induction and Graduation.

Girls:

- Semi-formal attire or formal gowns or pantsuits are permissible. Strapless tops/dresses and spaghetti straps will be permitted.
- At their shortest point, dresses will be no shorter than mid-thigh. This also applies to high leg splits in dresses. Splits should go no higher than mid-thigh. Dress must also be at the appropriate length, even if leggings are worn underneath the dress.
- Dress may not be extremely low-cut in the front or back. The front of the dress may have a modestly cut sweetheart neckline. (As a general rule, use an imaginary line from the armpit with a slight dip at mid-chest). The back of the dress must not fall below the level of waist/navel.
- No side or front midriff should be exposed. This can be judged by placing one's arms down to their sides. If any skin is exposed on the front side of the body as the arms are placed at the sides, it is not compliant.
- No two-piece formal gowns or pants and top, where any of the midriff is showing.
- No dresses/suits with revealing cut-outs or see-through gowns (this includes sheer/mesh overlays that do not have opaque material underneath). Transparent sheer mesh or lace will be considered as an open area without any material covering.
- If dresses have detachable skirts which convert the dress to shorts/rompers, the long skirt must remain on during the event's entirety.
- Fabric inserts must be sewn in, not pinned on the dress, if without the inserts, the dress is not compliant.

Boys:

- May wear a tuxedo, suit or sport coat, but at a minimum, they are expected to wear semi-formal wear (slacks, dress shoes and a dress shirt with a tie).
- No denim pants
- Shirts must be worn at all times
- Ties may be removed, but the shirt must remain buttoned at least to mid-chest level.
- Pants can bag, but they cannot sag.

All Students:

- If the attire is questionable, students are encouraged to ask or bring pictures to faculty advisors or administrators BEFORE purchase to determine if it is appropriate for the event. The final determination of the appropriateness of student attire shall rest with the events faculty advisors and administration.
- Students and their dates/guests who are non-compliant with the dress code will not be admitted to the event or will be escorted out of the event. Students who do not meet dress code may leave the event.
- No refunds will be given for dress code infractions.

*If you realize that your choice does not meet these dress code requirements, we encourage you to make the necessary alterations to bring your choice into compliance, or purchase a different style. No exceptions will be made for previously purchased formal wear. See administrators if you need assistance with necessary alterations information.

Field Trips

As an extension of normal school activities, conduct during field trips is expected to conform to acceptable behavior when on campus. As a representative of WWHS, you are expected to represent yourself and your school well. There will be no field trips scheduled during the last 30 calendar days of each semester. Your participation in a field trip will be subject to the approval of all your teachers, your academic and disciplinary standing.

Guidance and Counseling

Guidance and counseling services are available when students need help with academic decisions or personal or social concerns. Students are encouraged to visit the guidance office. When possible, it is best to make an appointment. Students may not go to the guidance office during class without permission from the classroom teacher. Before sending students to the guidance office, the classroom teacher is expected to call to make sure a counselor is available.

Hall Passes

Students must have permission from a teacher/staff member to be in the hallways during class times. Please follow the prescribed rules of the classroom teacher.

Laptop Computers

See Appendix B.

Lockers

Students are encouraged to secure laptop computers in their lockers when they are not being used. For that reason, lockers will be assigned to ALL students by their homeroom teacher. All students are required to pay \$10.00 to rent a lock in order to secure their locker. All lockers (assigned or otherwise) will be secured with a lock. Students who lose the lock assigned to them will be charged a replacement fee of \$6.00. There will be no book bags, athletic bags, or large purses allowed in class. Any defacing of lockers will result in disciplinary action. The damaging of lockers is considered destruction of school property and will result in a penalty and payment for the damages. Defacing is denting, writing on, or affixing stickers, posters to lockers. Students should not bring bookbags, lunchboxes, oversized bags, string bags, or athletic bags into classrooms. Students must use the locker assigned to them. All lockers are the property of the WCS and are subject to search at any time. Students are responsible for the items found in their locker. Do not share your combination with anyone else. Random locker checks can occur each semester.

NOTE: Students are highly encouraged to make use of the lockers located in the PE locker rooms in order to secure valuables during their PE classes ONLY. Lockers can be secured with a lock purchased by the student. These lockers are also the property of WCS and are subject to search at any time.

Lost and Found

Lost and Found items are kept in the guidance office. Check with the front office if you have lost something or if you find items that do not belong to you. Items left in the lost and found will be sent to a charity location at the end of each quarter.

Media Center

From Mrs. Rhodes, WWHS Media Coordinator:

I am passionate about ensuring that our media center is a place that encourages creativity, collaboration, individual exploration, and learning- a place where everyone feels valued, and a love of reading is fostered. I want to provide support in any way that helps students, staff, and community become effective, self-reliant, critical users and producers of ideas and information. And I want to make it fun! To that end, here are specific goals for the media program and physical space:

- To prepare the students of today for the world of tomorrow.
- To provide a welcoming physical space.
- To collaborate with teachers to enhance instruction.
- To assist staff and students with integrating web tools into personal and professional learning.
- To create a learning environment that provides 24/7 access to print and digital resources that support the curriculum and independent reading.
- To encourage interaction across local, regional, national and global communities.

Daily Schedule

The media center is open daily from 7:30-4:00 for research, collaboration, project design and production, makerspace work, independent reading, virtual class work, and social interaction. Students and staff are encouraged to use the media center before, during, and after school.

Smart Lunch

The media center is open Monday through Thursday during SMART Lunch for students to participate in a variety of activities such as poetry cafe, guest speakers, music, games, and maker space work. A limited number of students can participate based on a first-come, first-served basis. No food is allowed in the media center during SMART Lunch. The media center is closed on Friday during SMART Lunch to provide time for book clubs to meet. When special activities are not taking place, the media center will be available for quiet study.

Printing

Desktop computers are available for hard-copy printing that is school-related. Students must restrict printing to a maximum of 5 pages for a school assignment. Three 3-D printers may be utilized by students and staff. Please see Mrs. Rhodes or Mrs. Brown for instructions and information.

Programs

Special programs like Poetry Cafe, STEM night, Arts Night Out, and more happen all the time in the media center! Watch scrolling announcements, school calendars, and the media center web site for details. If you would like to schedule a program, please see Mrs. Rhodes.

Suggestions

I love to hear ideas or suggestions for new books, programs, or ways to make the media center better! Please talk to me personally, or go to the media center web site-www.westwilkesmediacenter.weebly.com - and post a virtual sticky note on my Suggestions Padlet.

Medication

We realize that there are times when students have medication that needs to be taken while at school. In order for us to administer this medicine, you will need to pick up a medication form from the office and have your physician complete it. Without this form on file, medication cannot and will not be administered. ALL medication must be kept under lock and key in the office.

All prescription and non-prescription medication shall be logged in the Medicine Log Booklet each time a student reports to the office to take the medication. The staff member administering the medication will put their initials under the date given.

Tylenol, Ibuprofen, Benadryl, etc CANNOT be administered by anyone except the school nurse or MESH unit unless we have written permission on file from the parent/guardian AND the physician that the Tylenol, etc is provided by you and kept under lock and key in the office. Parents may come to school and personally give their student Tylenol, etc. No permission can be given by phone.

The school nurse and MESH unit have standing orders to give Tylenol or medications for allergic reactions when they are present, but no other school staff can give these medications without the parent/physician forms being complete and on file.

Mobile Expanded School Health (MESH)

MESH (Mobile Expanded School Health) is a mobile medical unit that provides health care services to the students at West Wilkes one day each week during the school year. The schedule for services is announced at the beginning of each school year. Services available include sick visits, sports physicals, immunizations, assessment of sports injuries, mental health counseling, and referrals to private medical providers as indicated. A minimum number of services involve a fee including flu shots, sports physicals and some immunizations. A signed parent consent form is required for most services except in emergency situations or when provided by state law that allows services with consent of the minor. This includes testing a treatment of sexually transmitted disease, pregnancy testing, and mental health counseling.

Money and Valuables

Do not bring large amounts of money to school. All valuable articles should be in the owner's possession at all times. **The school will not accept responsibility for stolen money or other items. All incidents involving theft will be turned over to the school resource officer (SRO).**

During your physical education (PE) classes, you should lock all of valuables in a locker in the locker room (you will be responsible for bringing a lock for this purpose).

Off Limits Areas

To ensure your safety while on campus, please refrain from being in the following areas:

- The gymnasiums when staff members are not present
- Areas behind the shop building, business building, music building or field house when staff members are not present
- Behind the reception desk in the front office
- Teacher workrooms and/or restrooms
- Any sports playing field or surrounding area when staff members are not present
- Parking lot during your regularly scheduled day

Prom Participation

Other than pre-approved guests, only students who are classified as juniors or seniors at the beginning of each school year are eligible to attend the prom. Students with less than the 13 units of credit (necessary to be in a junior homeroom) who wish to attend the prom must meet with the principal. Formal dress code applies to all students and guests attending the prom. **Students who owe money to the school or who are not in good academic and discipline standing will not be eligible to attend the prom.**

Public Display of Affection

The purpose for your being at WWHS is to receive the best education possible. In an effort to eliminate issues that sometimes interfere with your education, we have adopted the following policy concerning the public display of affection:

Inappropriate contact (kissing, lingering frontal hugging, etc.) is NOT permissible at any time on school campus. Consequences are as follows:

1st offense: Discipline Referral, warning from administration/guidance, documentation, parents contacted

2nd offense: 1 day of ISS, parents are contacted

3rd offense: Up to 3 days of ISS, parents are contacted

Be reminded that ISS (whole day) or OSS prevents you from being exempt from teacher-made exams and could affect your athletic participation during that time.

SMART Lunch

Students Maximizing Academics, Relationships and Time

- Students may use electronic devices if they do not disturb others during this time. The exception to this rule is *any classroom*.
- Students must remain in the authorized areas during this lunch time.

- Students are expected to keep the campus clean at all times. Failure to do so will result in loss of SMART Lunch opportunities.

SMART Lunch Student Expectations

SMART Lunch is a privilege that has both rights and responsibilities:

Students will:

- Remain on campus during SMART Lunch (including Early Dismissal)
- Clean up after eating (Neatness is an **expectation** of SMART Lunch)
- Take advantage of tutorial sessions
- Listen and follow directions given by WWHS staff members
- Manage time wisely
- Follow all school rules and be on your best behavior
- Move with a purpose
- All students are expected to attend SMART Lunch tutorials

Cafeteria Expectations:

- Must be sitting down, eating or in line to receive lunch

Approved Locations where food is allowed:

- Classrooms with teachers
- Student courtyards
- Cafeteria

(All trash must be taken care of and trays must be returned to the cafeteria)

Non-Food Areas:

- Hallways (except when transporting food on the way to tutorials)
- Media Center
- Gym

Students are expected and encouraged to move based on personal needs:

- Tutorials
- Cafeteria
- Restrooms
- Media Center
- Intramurals

Student Parking

Students who drive to school are allowed to park in the student parking lot only. To park on campus requires a parking permit. The parking fee for 2018-2019 is \$40. The fee for permits purchased during 2nd semester of the school year is \$20.

All fees must be paid before purchasing a parking permit. (If a student owes fees, he/she may pay those at the time of purchasing a permit or must provide a receipt for the fee in question).

- Parking permits must be placed hanging from the rearview mirror and must be displayed (numbered side out) at all times when the vehicle is parked on school grounds.
- Vehicles should have keys removed and should remain locked at all times while parked on school grounds.
- Students must maintain a 2.5 GPA in order to maintain a parking pass (See WCS Board Policy 6325).
- A student must not lend, borrow and/or sell a permit.
- Students found with drugs, alcohol, or weapons in their vehicle will lose permission to park on campus and parking pass will be revoked.
- Students must park in their assigned parking space while on campus.

Violations include, but are not limited to:

- Parking in an unauthorized area (handicapped spot, fire lane, no parking area, unmarked parking spaces, etc).
- Parking in any other location besides the spot you have been assigned.
- Failure to display parking tag from rearview mirror (in plain sight, numbered side out).
- Parking on campus without a valid parking tag.
- Careless or reckless driving on campus (including spinning tires).
- Returning to parking lot without permission from front office.
- Refusal to obey traffic laws and teachers or parking attendants.
- Chronic Tardiness

Any student who loses their driving privileges and continues to drive is subject to have their vehicle towed without warning and at their own expense. West Wilkes High School/Wilkes County Schools is not responsible for the costs associated with towing and/or any damages to the vehicle during the towing process.

Visitors

ALL visitors must report to the main office before going to other areas of the building or grounds and must wear a visitor's tag. Non-school related visitors will not be allowed in classrooms during class time. Visitors should not plan to visit during our SMART Lunch time as this is a time allocated to academic support and student success.

Appendix A: 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 coursework; 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, parent conference, receive a written reprimand, 1 day of ISS, and be placed on academic probation in that course for the rest of the semester.

2nd Offense in the SAME course – Student will receive an “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)

By signing below, I attest to the fact that I have received prior written notice of the Academic Integrity Code for the WCS system, and agree to uphold the aforementioned standards on all academic work.

(Student Signature/Date)

(Parent/Guardian Signature/Date)

Appendix B: 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 Agreement

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

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

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

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

The student will use the laptop or Chromebook appropriately for school purposes.

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

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 or Chromebook.**

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

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

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

The student will not store papers, pens, pencils, or other items under the laptop, Chromebook, 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 or Chromebook software to be reinstalled.

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

The student will not loan the laptop or Chromebook to another individual.

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

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

The student will not place stickers, drawings, markers, etc. on the laptop, Chromebook, 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 or Chromebook 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/Chromebook insurance coverage. The full price of the laptop, Chromebook, 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 and their parent will conference 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.

*The principal or assistant principal has the discretion to permanently confiscate the laptop from the student at any time.

Yes, I have received a copy of the Laptop Handbook and understand the conditions of the program.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

West Wilkes High School Athletics
Millers Creek, NC
336-903-6747

Todd Rutz, Athletic Director



Appreciation goes to the West Wilkes High School Athletic Boosters, West Wilkes High School Band Boosters, and everyone who helps to make athletics a success at West Wilkes High School.

**For current sports schedules visit our school website or
MaxPreps.com**

Baseball Conference Champs

Softball Conference Champs

Athletics and Extracurricular Activities

Students who participate in any extracurricular activities must adhere to all state and local regulations pertaining to those activities. In athletics, this includes passing three of four classes during each term, being promoted at the end of the previous academic year, **and** fulfilling the country attendance policy (missing no more than 6 days of school). Students should see individual coaches or the Athletic Director for additional requirements and information. Students who are assigned to In School Suspension by the administration for an entire day may not participate in a game on that day.

It is a privilege to participate in athletics and extracurricular activities, not a right.

Fall Sports:

Varsity Football
JV Football
Varsity Volleyball
JV Volleyball
Women's Tennis
Men's Soccer
Men's Cross Country
Women's Cross Country
Women's Golf
Varsity Cheerleading
JV Cheerleading

Winter Sports:

Men's Var. Basketball
Women's Var. Basketball
Men's JV Basketball
Women's JV Basketball
Wrestling
Men's Swimming
Women's Swimming
Indoor Track (Coed)
Varsity Cheerleading
JV Cheerleading

Spring Sports:

Varsity Baseball
JV Baseball
Softball
JV Softball
Men's Golf
Men's Track
Women's Track
Men's Tennis
Women's Soccer

AHERA Statement

The Asbestos Hazard Emergency Response Act (AHERA) requires educational agencies to inform employees, parents and students regarding certain asbestos related activities. These include the availability of management plans, re-inspections, periodic surveillance and response actions.

The AHERA Management plan is available for public inspection at each school office, the central administrative office and the maintenance department.

Total re-inspections are conducted every three years and a periodic surveillance is conducted every six months. All response actions needed to maintain or control asbestos containing materials are carried out by the state accredited personnel or properly trained maintenance personnel.

Pesticide Use

The School Children's Health Act requires all North Carolina school districts to notify parents and guardians of pesticides that they expect will be applied during the upcoming year. We want to notify you that the following pesticides will be used at your child's school this year.

<u>Name of Pesticide Product</u>	<u>Active Ingredient(s)</u>
PT 565 Plus XLO Formula 2	Piperonylbutoxide
Advance Granular Ant Bait	Abamectin B1
Equil Adonis 2F Insecticide	Imidacloprid
Advance Termite Bait II	Benzamide
Dupont Advion Ant Gel	Indoxacarb (S-Enantiomer)
Dupont Advion Roach Gel Bait	Indoxacarb
Dupont Advion Ant Bait	Indoxacar
Alpine Pressurized Insecticide	Dinotefuran
Alpine Dust Insecticide	Diatomaceous Earth
Alpine Flea Insecticide	Dinotefuran, Pyriproxyfen
Alpine Roach Bait Piston Can	Dinotefuran
Alpine WSG	Dinotefuran
Contrac All-Weather Blox	Bromadiolone
Fenvastar EcoCap	Esfenvalerate
Final All-Weather Blox	Brodifacoum
Liqua-Tox II	Sodium Diphacinone
Maxforce Roach Bait Gel	Fipronil
Phantom Termiticide/Insecticide	Chlorfenapyr
Purge III Insecticide	Difluoroethane
Suspend Polyzone	Deltamethrin
Temprid SC Insecticide	Imadacloprid, Beta-Cyfluthrin
Termidor 80 WG Termiticide/Insecticide	Fipronil
WASP Freeze Insecticide	D-Trans Allethrin, Phenothrin

Wilkes County Schools has implemented an Integrated Pest Management (IPM) program. This can help reduce or even eliminate the risks of pesticides by using simple, low-cost methods. With proper training, planning and effective communication among affected parties, IPM can prevent pest problems, reduce the need for pesticide application and greatly improve quality of the school environment. If you have any questions, please contact Bergie Speaks, Maintenance Director, at (336) 651- 4009.

Non-Discrimination Statement

Public Notice

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
 Jennifer Blankenship, Director of Exceptional Children, ADA
 Dr. Joe Bullis, Title 1, 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
 Phone: (336) 667-1121

Declaración Sobre la Discriminación

Aviso Público

De acuerdo con las leyes federales todos los programas educativos locales y toda actividad de empleo del sistema escolar del condado de Wilkes se administra sin discriminación en base a la raza, la religión, el origen nacional o étnico, el color, la edad, el estatus marital, estado de embarazo, servicio militar, discapacidad o género, excepto cuando la exención sea la apropiada o permitida por ley. Cualquier pregunta o preocupación puede ser dirigida a:

Dr. Westley Wood, Director Ejecutivo de Recursos Humanos
 Chris Skabo, Coordinador de Título IX
 Jennifer Blankenship, Directora Ejecutiva del Programa de Enseñanza Especiales, ADA
 Dr. Joe Bullis, Título 1, ESL/Título III
 Anna Lankford, Superintendente Adjunto, Título II
 Wayne Shepherd, Director del CTE, Programas Vocacionales
 April Marr, Coordinador de la Sección 504

Wilkes County Schools
 613 Cherry Street
 North Wilkesboro, NC 28659
 Teléfono: (336) 667-1121

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

Parents have the right to inspect and review education records and to seek to amend inaccurate education records. Parents must provide written consent before the disclosure of personally identifiable information from student education records, except as otherwise provided by law. Directory information can be displayed by the school unless parents request it not be made public. Parents should submit all requests in writing to the principal. Parents will be notified and will have the right to opt out prior to the participation of a student in a protected information survey. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the Family Educational Rights and Privacy Act. Reference Board Policy 4700 Student Records and NC General Statute 115C-402.15

History of WWHS

In 1957, West Wilkes High School gave its first students a Student Handbook. The handbook was very small, only measuring 4" x 6" in size and included the equivalent of 10 of the pages you have in your handbook today. As you look back into the past, the following is an excerpt from page 1 of that handbook.

Chapter 1

History and Organization of the School

Overlooking thirty three acres of rolling green campus, West Wilkes High School represents \$636,000.00. Located nine miles from North Wilkesboro and one mile from the center of Millers Creek community on highway 421, the brick walls house creative thoughts and applied concentration nourished by laughter, eternal friendship, and never-ending loyalty to West Wilkes High.

West High's heritage extends back to October 4, 1954 when West High was consolidated to serve six elementary schools: Millers Creek, Union, Union township (formerly making up Millers Creek High School); Mount Pleasant, Maple Springs, and Hendrix (formerly making up Mount Pleasant High School). Construction began on March 18, 1955 and was completed on April 22, 1957, when the students of West Wilkes moved into the new building.

Since that time the administration, faculty and students have worked toward making West High an educational center for preparing young people to enter adult life. In addition to the preparation offered by the various curricula (vocational training, general education, business education, and college preparation), the school offers the opportunity to participate in four major sports and in many school organizations.

Among the various organizations is the Student Council. This body helps to administer the school by making policy decisions, enforcing student laws, and accepting responsibilities. The primary aim of this group is to make West Wilkes High School a better place in which to learn.

The history of West Wilkes High School thus far shows progress and achievement. This has resulted from hard and continued work on the part of concerned and interested individuals, both students and adults. Students and faculty organizations help, but the real work is done by people with names and faces. Every person who comes to West High in any capacity is challenged to make his contribution.