



**North Wilkes High School**  
**Home of the Vikings**  
**2986 Traphill Road**  
**Hays, North Carolina 28635**  
<http://nwhs.wilkescountyschools.org/>

Mr. J. David Johnson, Principal  
Mrs. Dee Surgeon, Assistant Principal  
Phone: 336-903-4040  
Fax: 336-957-4787  
Cafeteria: 336-903-4166

**2018-2019 Student Handbook**

### **Mission & Vision:**

North Wilkes High School is committed to establishing a tradition of excellence in academics, attitude, and athletics. The staff believes that all students can learn and that their success is directly tied to strong leadership, high expectations, a positive learning climate, and data-driven curriculum instruction. We share the responsibility for the education of our students with the home and community. Further, we believe that by creating a climate for continuous improvement we will better be able to meet our goals.

A message from your Principal:

As a proud North Wilkes graduate, I am honored to be your principal. We all must make a commitment to work together to help everyone have an enjoyable high school experience. The faculty and staff is totally committed to help each student be successful and ensure you have the skills to accomplish your goals in life.

Please take the time to read through the information provided in this student handbook. We are committed to student

Sincerely,

J. David Johnson, 1990

## **Building Hours and Daily Schedules**

The scheduled class hours for North 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 at 7:15 must report to the cafeteria and remain there until the 7:30 bell rings. After the 7:30 bell, students may visit lockers and prepare to report to 1<sup>st</sup> 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 Week One of School 2018- 2019**

### **Monday, August 27th**

|             |   |
|-------------|---|
| 7:45-8:30   | Schoolwide Assembly in Gym                          |
| 8:40-9:30   | Extended Homeroom (Homeroom Information Powerpoint) |
| 9:35-10:35  | 1st period  |
| 10:35-10:47 | Breakfast/Break                                     |
| 10:52-12:00 | 2nd period  |
| 12:00-12:20 | SMARTLunch A  |
| 12:20-12:40 | SMARTLunch B  |
| 12:44-2:05  | 3rd period  |
| 2:09-3:30   | 4th period  |

### **Tuesday, August 28th, Wednesday, August 29th and Thursday, August 30th**

|             |                   |
|-------------|-------------------|
| 7:45-9:16   | 1st period        |
| 9:16-9:23   | Breakfast/Break   |
| 9:27-10:00  | Extended Homeroom |
| 10:04-11:31 | 2nd Period        |
| 11:31-11:56 | SMARTLunch A      |
| 11:56-12:21 | SMARTLunch B      |
| 12:25-1:56  | 3rd period        |
| 2:00-3:30   | 4th period        |

### **Friday, August 31st : Regular Schedule**

## NWHS Bell Schedule 2018-2019

| <b>Daily Schedule</b> |                                |
|-----------------------|--------------------------------|
| 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                  |

| <b>Homeroom Schedule</b> |                                |
|--------------------------|--------------------------------|
| 7:41                     | Warning Bell                   |
| 7:45-9:16                | First Period                   |
| 9:16-9:23                | Breakfast/Break                |
| 9:27-9:42                | Homeroom                       |
| 9:46-11:17               | Second Period                  |
| 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                  |

| <b>Pep Rally/Afternoon Assembly (45)</b> |                                |
|--|--------------------------------|
| 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             |

| <b>Early Release</b> |                                |
|----------------------|--------------------------------|
| 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                  |

### **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                  |

## **Academics**

### High School Diploma Requirements

Students earn a North 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 North Wilkes diploma. Students who complete the additional requirements of the NC Scholar's Program will be honored with a special sticker on his/her diploma.

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:

<https://nwhs.wilkescountyschools.org/>

## **High School Grading and Reporting**

The staff at North 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.

### **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 9<sup>th</sup> 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.

### **Important Dates to Remember**

| <b><u>Progress Reports</u></b> | <b><u>Report Cards</u></b> |
|--------------------------------|----------------------------|
| <b>September 26, 2018</b>      | <b>October 30, 2018</b>    |
| <b>November 29, 2018</b>       | <b>January 23, 2019</b>    |
| <b>February 19, 2019</b>       | <b>March 27, 2019</b>      |
| <b>May 1, 2019</b>             | <b>TBA</b>                 |

### **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 10<sup>th</sup> graders will take the Pre-ACT assessment
- All 11<sup>th</sup> graders will take the ACT assessment
- All 12<sup>th</sup> 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 absences
- A “B” average and 3 or less absences
- A “C” average and 2 or less absences
- A “D” average and 1 or less absence



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 1<sup>st</sup> 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.

### **Wilkes County Schools 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

- 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

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 2<sup>nd</sup> 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.

### North Wilkes High School 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:**

1<sup>st</sup> 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 remainder of the semester.

2<sup>nd</sup> 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.

3<sup>rd</sup> 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)

## 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**

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

2<sup>nd</sup> 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: \_\_\_\_\_

## **High School Attendance Policy**

**Please read thoroughly as this policy (4400) is new for Wilkes County Schools**

**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 SMARTLunch 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**

***Please read thoroughly as this policy is new for NWHS!***

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 (1<sup>st</sup> or 2<sup>nd</sup> 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 **SMARTLunch A** on the day the infraction occurs. 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 is tardy (3<sup>rd</sup> period), he/she will spend the entire **SMARTLunch** in detention on the day following the infraction (students have an entire hour for lunch, restroom breaks, locker visits, etc during **SMARTLunch**).
- If a student is tardy (4<sup>th</sup> period), he/she will serve a 30 minute lunch detention during **SMARTLunch 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\*\*\*

## **Rules, Procedures and General Information**

### **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.

### **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)

## **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 NWHs staff members
- Keep hallways clear (no standing or sitting)
- Manage time wisely
- Follow all school rules and be on your best behavior
- Move with a purpose
- No hanging out or loitering in the hallways
- All students are expected to attend SMART Lunch tutorials

#### **Cafeteria Expectations:**

- Must be sitting down, eating or in line to receive lunch
- May only remain for EITHER A-lunch OR B-lunch

#### **Approved Locations where food is allowed:**

- Classrooms with teachers
- Student courtyards
- 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



## **Smart Lunch Intramurals**

Students will have the option to attend intramurals during Smart Lunch IF they meet the following criteria:

- Passing ALL classes with a “C” or higher
- NO missing assignments in any class
- In good standing with the High School Attendance Policy
  - Under 6 absences in each class
  - No more than 3 tardies in each class

Passes will be handed out in the front office each morning on intramural days. There will be 25 passes for each block and they will be first come first served to students who meet ALL criteria. Passes will need to be given to the teacher when entering intramurals and the teacher will need to return them to the front office.

## **SMART Lunch Attendance Incentive:**

When a student attends 4 SMART Lunch tutoring sessions (all for the same course) - they earn 1 point for the final 9 week grade. No partial points - all or nothing.

Example #1 - Student attends 4 SMART Lunch tutoring sessions for Math. The student earns a 89 average for the final 9 week grade. The Math teacher will add the 1 point earned through SMART Lunch attendance to the 9 week average and the student will now have a 90 on their 9 week report card.

Example #2 - Student attends 12 SMART lunch tutoring sessions for English. The student earns a 57 average for the 9 week grade. The English teacher will add 3 points earned through SMART Lunch attendance to the 9 week average and the student will now have a 60 on their 9 week report card.

## **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)

## **Daily Dress Code**

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.

## **Formal Event Dress Code**

The dress code applies to any and all "formal" events held at (or sponsored by) North Wilkes High School. Such events include the Mr/Mrs North 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 not 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 NWHS, 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, attendance 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**

Any student in the halls, restrooms, or on the grounds during class time must have a hall pass. If a student is in the hall without a pass, he/she will be escorted to their assigned classroom and will be disciplined for skipping if appropriate.

## **Lockers**

Students are encouraged to secure laptop computers in their lockers when they are not being used. 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 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 main office. Check with the receptionist 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. Adams, NWHS 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, maker space 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 Study Hall. Mondays, Tuesdays and Thursdays are designated Silent Study Hall. A limited number of students are allowed on a first-come, first-served basis. The media center is closed on Friday during Smart Lunch to provide time for activities such as book clubs and the Media Advisory Group to meet. Students must eat lunch prior to entering the media center- no food is allowed in the media center during Study Hall.

### **Environment**

Social interaction and group work is encouraged in the media center as it relates to educational goals. However, disruptive noise levels and unruly behavior that disturbs others will not be allowed.

## **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 North 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 valuables in a locker in the locker room.

## **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 are not in good standing with the school be it academic, attendance, or discipline will not be eligible to attend the prom.**

## **Public Display of Affection**

The purpose for your being at NWHS 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:

**1<sup>st</sup> offense:** Discipline Referral, warning from administration/guidance, documentation, parents contacted

**2<sup>nd</sup> offense:** 1 day of ISS, parents are contacted

**3<sup>rd</sup> 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.**

## **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 \$30. The fee for permits purchased during 2nd semester of the school year is \$15.

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 has lost their driving privileges and continues to drive is subject to have their vehicle towed without warning and at their own expense. North 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.

## Discipline

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

Lunch Detention- A student assigned to lunch detention will report immediately to Room A104 in the shop 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.

## North Wilkes High School Discipline Matrix

| Offense                                    | 1 <sup>st</sup>  | 2 <sup>nd</sup>  | 3 <sup>rd</sup>  |
|--|--|--|--|
| <b>Tardies (1st, 2nd, and 4th Periods)</b> | Lunch detention (on the same day as the offense for 1 <sup>st</sup> /2 <sup>nd</sup> periods...on the day following the offense for 3 <sup>rd</sup> /4 <sup>th</sup> period) | Same as 1 <sup>st</sup> offense, with parent contact                 | Same as 2 <sup>nd</sup> offense, possible loss of driving privileges |
| <b>Tardies for 3rd Period</b>              | Major with full Lunch Detention following day  | Same as 1 <sup>st</sup> offense with parent contact.                 | Same as 2 <sup>nd</sup> offense, possible loss of driving privileges |
| <b>Unauthorized departure from campus</b>  | Parent Notification and 1 day of ISS   | Parent Conference, Up to 3 days of ISS, and possible loss of driving | 3-5 days of ISS and possible loss of driving privilege for semester  |

|  |  |   |   |
|--|--|---|---|
| <b>Possession of a Firearm</b>   | Immediate Expulsion for 365 days   |   |   |
| <b>Possession of/use of alcohol or drugs (could result in a suspension for remainder of semester)</b>  | 3-10 days OSS and on probation for remainder of high school career; referral to appropriate substance abuse agency | 3-10 days OSS; recommend long-term suspension for remainder of the school year. |   |
| <b>Sale or distribution of drugs or alcohol</b>  | Immediate 10 days OSS with recommendation for long-term suspension for the remainder of school year                |   |   |
| <b>Tobacco or Vape use or possession</b>   | 1 day of ISS   | Up to 3 days ISS, possible loss of driving privileges for up to 3 days          | Up to 3 days OSS, possible loss of driving privileges for remainder of semester |
| <b>Sexual Harassment or Bullying</b>   | Required counseling, written notification from victim, referral to SRO for possible charges, parent conference     | 3 days ISS, referral to SRO for possible charges                                | Up to 3 days OSS, referral to SRO for possible charges                          |
| <b>Aggressive Communication/Behavior</b>   | 1 day ISS  | 3 days ISS  | Up to 3 days OSS  |
| <b>Fighting/Physical Assault<br/>Extreme Vulgarity directed at faculty, or<br/>Communicating Threats (may result in long term suspension at any point deemed appropriate by school administration)</b> | 3-10 days OSS  | 3-10 days OSS   | 3-10 days OSS   |
| <b>Assault resulting in injury, involving a</b>  | Immediate 10 days OSS with recommendation for  |   |   |

|  |  |   |   |   |
|--|--|---|---|---|
| <b>weapon by more than one person, or on a school employee</b>   |  | long term suspension for the remainder of the school year   |   |   |
| <b>Theft and/or Destruction of school property (Law Enforcement contacted)</b>                           |  | Up to 3 days ISS and restitution  | 3 days OSS and restitution  | 5 days OSS and restitution  |
| <b>Computer usage violation</b>  |  | Financial compensation for damages; any other disciplinary action deemed appropriate by school officials                    | Loss of privilege to take laptop home for the remainder of the semester; financial compensation for damages | Loss of privilege to take laptop home for the remainder of the year; financial compensation for damages |
| <b>Class/school disruption or improper checkout</b>  |  | Up to 1 day ISS   | Up to 3 days ISS  | Up to 3 days OSS  |
| <b>Forgery, insubordination, failure to comply, profanity, disrespect, being in an unauthorized area</b> |  | Up to 3 days ISS and parent notification  | Up to 3 days OSS and parents meet for consultation  | Up to 5 days OSS; students and parents meet with administrators to find solutions.                      |
| <b>Cutting class, skipping school</b>  |  | Lunch detention (up to 3 days)  | Lunch detention (up to 5 days)  | Parent Meeting (discussion of possible solutions)   |
| <b>Cheating/Honor Code Violation</b>   |  | Student receives zero on assignment, 1 day of ISS, academic probation for that particular course                            |   |   |
| <b>Public Display of Affection</b>   |  | Minor Discipline Referral, warning from administration/guidance, documentation of warning                                   | 1 day of ISS  | Up to 3 days of ISS   |
| <b>Use of cell phones/electronic devices during class time</b>   |  | Phone taken, may be picked up by a parent/guardian between 2:00 and 4:00 on the last day of the week.<br>(WCS Board policy) |   |   |

|                             |  |   |  |
|-----------------------------|--|---|--|
| <b>Dress Code Violation</b> | Minor Discipline Referral,<br>warning to student,<br>change of clothes<br>required | Same as 1 <sup>st</sup><br>offense, remain in<br>ISS for remainder<br>of school day |  |
|-----------------------------|--|---|--|

The Principal and/or Assistant Principal may make modifications for students at their discretion.

### **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.

### Name of Pesticide Product

### Active Ingredient(s)

|  |                               |
|--|-------------------------------|
| 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                   |
| Confrac 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 Insecdticide               | 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