

EAST WILKES HIGH SCHOOL

CARDINAL NATION

2018-2019

Student Handbook

***"CARDINAL NATION IS BUILT ON HARD
WORK, DEDICATION, AND RESPECT"***

Principal's Welcome

Welcome back to Cardinal Nation! The 2018-2019 school year will be the best one yet! This student handbook is provided for you and your parents/guardians to help you understand the rules, policies, expectations and opportunities at East Wilkes High School. Please review the information carefully and refer to this document when questions arise. Your success at EWHS is dependent on your attendance, your strict adherence to the student code of conduct, and your effort to reach the high expectations our teachers have set for you each day.

Our theme this year "***Hard Work, Dedication, and Respect***". No matter what your dreams are, what your aspirations, or what the future holds... With the above the qualities, you can achieve it!

The goal is for East Wilkes High School to be the absolute best school in this area! For that to happen, it requires you to be at the top of your game on a daily basis. It

Mr. Chad L. Mann, Principal
Mrs. Danielle Dowell, Assistant Principal

Parents are encouraged to be a part of our school. We also encourage you to monitor their student's individual grades and attendance via PowerSchool Parent Portal. If you need information about how to access this information, please contact us at 336-651-7200. Parents can also follow important school information through our social media network...

East Wilkes High School Webpage: ewhs.wilkescountyschools.org

Twitter: [@eastwilkeshigh](https://twitter.com/eastwilkeshigh)

Facebook: <https://www.facebook.com/EastWilkesHighOfficial/>

Instagram: [@eastwilkeshighschool](https://www.instagram.com/eastwilkeshighschool)

ACADEMIC POLICIES

The staff at East 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 curricular 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. Local Board policy sets the grading system as follows:

A:	90-100	=	4.0
B:	80-89	=	3.0
C:	70-79	=	2.0
D:	60-69	=	1.0
F:	< 59	=	0.0

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

Report cards are distributed on a 9-week basis and shall be reported using equivalent letter and/or numerical grades. Parents and students will also receive 4 1/2 week progress reports from each class to communicate student performance. Dates below are subject to change in case of inclement weather.

Important Dates

<u>Progress Reports</u>	<u>Report Cards</u>
9/26/2018	10/30/2018
11/29/2019	1/23/2019
2/19/2019	3/27/2019
5/1/2019	Mailed Home

*Students that receive an "F" in a course must repeat the course with acceptable coursework as determined by their teacher. Students that make an "INC" (Incomplete) in a course must complete a minimum of 20 hours of coursework as directed by the teacher. **All Incompletes must be made up within 9 weeks of the second.** An "INC" will become an "F" if effort is not made to meet these requirements. Incompletes at the end of 2nd semester must be made-up during summer dates to be announced.

Exams

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. End of Course Exams mandated this school year: English II, NC Math I, and Biology. NC Final Exams: Earth/Environmental Science, Physics, Chemistry, Physical Science, ELA I, III, IV, NC Math II, III, Advanced Functions, Geometry, SREB, Precalculus, World History, Civics, American History I and II. All CTE Courses have post assessments.

Exams will count 20% of the semester grade.

- All 10th Grade students take the PLAN assessment
- All 11th grade students take the ACT assessment
- All 12th grade students take the WorkKeys assessment.
- All students who take AP courses should plan to take the AP Exams administered in May.

Optional Testing

Students may elect to take the following tests:

- ASVAB recommended for 10th, 11th and 12th grade
- PSAT recommended for 10th and 11th grade
- SAT recommended for 11th and 12th grade
- SAT Achievement recommended for 11th and 12th grade at the completion of the subject area course.

Exam Exemption Standards

1. With written permission from the parent, guardian or custodian, a student may be exempt from a teacher made exam if he/she:
 - a. Misses no more than **six class periods** per term with an **"A" average.**
 - b. Misses no more than **four class periods** per term with a **"B" average.**
 - c. Misses no more than **two class periods** per term with a **"C" average.**
2. Any student that qualifies for exam exemption may choose to take the exam.
3. School-related absences and tardies will not count against a student's exam exemption.
4. A student's privilege to be exempted under this policy will be forfeited if the student has been assigned to After-School Detention, In School Suspension and/or Out-of-School Suspension for disciplinary actions.

5. The following courses will be eligible for exam exemption: PE/Health, Student Success, Art, Library Media, Yearbook, Spanish, Performing Arts, and any Advanced Placement course.

Field Trips

Students may occasionally be off campus in connection with their classes. In order to participate in a community based learning opportunity, students must meet the following criteria: a passing average in all classes and no more than 4 absences in a given class. Students will submit a Field Trip Verification form to the teacher(s) sponsoring the community based learning opportunity. Field Trip Verification forms must be submitted and approved 2 weeks prior to any overnight field trip. Teachers are encouraged to use this opportunity to create a Contract for Compliance with students outlining what they must do in order to be eligible for the field trip opportunity.

Promotion Requirements to Enter the Next Grade Level

9th Grade: Promotion from the 8th Grade
10th Grade: 6 units of credit earned
11th Grade: 13 units of credit earned
12th Grade: 20 units of credit earned

Honesty in Student Work

Honesty, integrity and responsibility are expected from all students in all subjects at all times. Dishonesty in school work (tests, quizzes, homework, projects, etc....) is strictly prohibited. Consequences for dishonesty in one's commitment to our school's academic honor system may include: a zero for the grade, parent notification, and/or disciplinary action by teacher and/or administration. Students will be asked to sign the *Academic Integrity Code* at the conclusion of this handbook.

Scholarships

Seniors are encouraged to inquire of all scholarship opportunities by asking their teachers, club sponsors and their counselor. Seniors at East Wilkes are eligible to apply for, and may be nominated for, a variety of scholarships. Many local scholarships are awarded by committee using established criteria to select the recipients. Underclassmen are also encouraged to begin researching for scholarships. All students are encouraged to keep their CFNC account up to date each semester. The counseling department publishes a **monthly Gold Sheet**, on our website, Facebook and Twitter, with information, deadlines and suggestions for seniors.

Class Rank / Marshals

Students will be ranked according to a weighted grading system. Top students will be offered an opportunity to speak during the graduation. Class ranking is also used to determine the junior marshals. The top 12 juniors are selected as the junior marshals. Tied rankings may result in more than 12 marshals being selected. The top seniors and junior marshals will not be recognized by their class rank.

Honor Graduates

Students who have earned a cumulative, weighted grade point average of 3.5 or better will be designated Honor Graduates. Computation of the GPA will be made at the end of the first semester of the senior year and will be verified just before graduation at the end of the second semester.

Exceptional Children's Program

East Wilkes High School offers a complete program for all of our students. Any student/parent that needs to obtain information about programs for exceptional students may contact the Exceptional Children's Dept. at the Wilkes County Board of Education, 613 Cherry Street, North Wilkesboro, NC 28659 (Phone: 336-667-1121).

Schedule Changes

A great deal of work has taken place to ensure that students are assigned classes they chose during the registration process. School officials worked during the summer to develop the schedule and make necessary adjustments for students. Student schedules have been developed from courses chosen by students and parents. Changes in student schedules will be made in only rare situations and at the principal's discretion.

Transferring / Dropping Out of School

Students wishing to transfer from East Wilkes High School should contact the principal for a withdrawal form. Students are not dismissed from school until all responsibilities have been fulfilled (e.g. fees, books, etc...). Students may only move once per school year within our school district unless there is a legal change in domicile/residence. Dropping out of school is not an option—please see an administrator, teacher or counselor if you are considering leaving school. Students that dropout of school and request to re-enter East Wilkes must complete a successful semester in the Turning Points program. Students will also lose their driver's license when dropping out of school prior to the age of 18.

College Day For Seniors

Seniors may receive one excused absence from school for visits to a college or technical school of their choice with prior approval from principal. No college day visitations will be permitted during the month of May. Visits to Surry Community College or Wilkes Community College should be made without missing classes during a school day. An approval form must be picked up from your counselor, filled out, fully signed and returned to your counselor two weeks prior to the day of the visit. Verification from the college must be presented to the counselor upon your return. An excused slip form will then be issued for your day off campus.

Media Center

Our Media Center is a quiet learning center for students to research, assimilate data and use various resources in order to produce quality materials/presentations. It is imperative that the learning atmosphere be respected by all. The Media Center is open from 7:30 – 3:45 p.m. daily. Books may be checked out for a two-week period. Reference books/materials are to remain in the media center. Fees must be accessed on any lost, damaged or overdue books/materials. Students with overdue books and fines may lose privileges: parking pass revoked, extra-curricular activities suspended, no field trip permission granted.

ATTENDANCE PROCEDURES

Public Law 115-C-378 requires that every parent, guardian, or other person in the State having charge or control of a child between the ages of 7 and 16 to make certain that the child attends school continuously as long as school is in session. It is illegal for any person to encourage, entice or counsel any child to be absent from school unlawfully.

The principal, or designee, shall notify parents when students accumulate excessive absences. Excused and unexcused absences count toward the total number of absences for a student.

Parents and guardians are required to notify the school of the reason for the absences of the children under their control. The principal or superintendent has the right to excuse a child from temporary absence at school for sickness or other unavoidable causes that do not conflict with State law.

***Note: Students absent on a given day may not participate in after-school activities including athletics, dances, clubs, etc....**

A student must be present for two complete class periods to be considered present in school for a given day. It is possible to be present in one or more classes for a given day and yet be absent from school on that same day due to the calculation of PowerSchool and the specific classes.

Acceptable reasons for absences that may be excused are:

- Personal injury or illness
- Quarantine or isolation
- Death in the immediate family
- Medical or dental appointments (please stagger to student's academic interest)
- Court or administrative proceedings
- Religious observance

Excuse Notes

Students that are absent must bring an excuse note written by their parent/legal guardian to the front office between 7:15 a.m. and 7:40 a.m. The note must have the date(s) of the absence(s), reason for the absence(s), phone number where parent may be reached and a parent signature. Doctor, dental, etc... notes should also be attached if applicable. "No note" will result in an unexcused absence(s). **Students must arrive early enough to obtain an excuse note and make it to class on time.*

Attendance Appeals

Wilkes County High Schools Board Policy: **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.** Students will be required to appeal at the end of each semester for credit to be restored. Credit will not be restored unless the above described criteria are met. Parents and students will be responsible for maintaining records for excused/unexcused absences presented at the appeal hearing.

Arrival on Campus

Students may not arrive prior to 7:15 a.m. Students arriving on campus between 7:15 a.m. and 7:30 a.m. **must** report to the cafeteria. During this time (7:30-7:45 am) the courtyard is off limits. At the 7:30 am bell, classrooms will open and students may enter at this time. All students are expected to be in their first period class at 7:45 a.m. when the bell rings.

Late Arrivals

Students **tardy to school** must report to the office to sign into school. Student's will receive a class admit slip. No teacher will allow a late arrival into their classroom without a class-admit slip. **Regardless of arrival time ALL unexcused tardies to school will result in ALA during Power Lunch the day of the tardy.**

Students who are **tardy to class (1st-4th period)** will abide by the following discipline plan:

First Unexcused Tardy:	Warning and documentation on google form for a Minor Offense
Second Unexcused Tardy:	Warning and documentation on google form for a Minor Offense
Third and subsequent Unexcused Tardy:	Documentation on google form – becomes a Major Offense

Dismissal and Departure from Campus

School is dismissed at 3:25 p.m. with an afternoon bell. Seniors will be dismissed (at their teacher's discretion) at 3:20 pm or following afternoon announcements. All students are expected to exit the campus by 3:45 p.m. unless supervised by a coach, teacher, club advisor, or other school staff member/designee.

STUDENTS IN CAR LINE should report to the car line area immediately after the dismissal bell to keep cars moving. Please be alert to the directions given by the staff on duty to keep cars moving and ensure safety and efficiency. No loitering on school campus is allowed after school hours. Any student remaining on campus after 3:45 without a valid reason may be required to ride a bus for transportation and/or receive disciplinary action.

STUDENT DRIVERS are allowed to park in an assigned marked parking space during the school day. Students must obtain a parking permit and display it properly (number facing front windshield) on their rearview mirror. Parking permits are \$30.00. Senior spaces to individually paint are \$45. Announcements will be made regarding procedures for purchasing a parking pass. Vehicle expectations will be strictly enforced to ensure safety and efficiency in the parking lot. **Students may lose their privilege to drive to school for the following violations:**

- Exceeding 10 mph. on campus
- Driving recklessly
- Failing to display a permit properly
- Loaning their permit to another person
- Loitering
- Parking in an undesignated area
- Not honoring traffic flow patterns and limitations
- Chronic tardiness to school

Students who lose parking/driving privileges but continue to drive on campus are subject to having their vehicle towed at owner's expense. All student drivers must submit to vehicle searches upon request. Driving violations will result in standard traffic citations.

- No student is allowed to go to cars during the school day without written permission from a school staff member and then signing out in the office.
- Any accident must be reported to the office immediately.
- Students will not be allowed to move their cars to more convenient parking spaces for after-school events until 3:45 p.m. **NO STUDENTS WILL PARK BEHIND B-BLDG / AG BLDG / at OLD GYM.**

BUS RIDERS should report directly to their bus at the 3:25 p.m. dismissal bell to ensure a ride home. Students riding buses must behave in a way that is not distracting to the driver. Students must follow all bus rules and regulations. Students may lose the privilege of riding the bus if they persistently refuse to follow procedures. Refer to your bus letter for more information on bus procedures and expectations.

Sign-Out Procedures

Students are discouraged from leaving school early. Students must sign out any time they leave campus. Students will be allowed to sign out under the following conditions:

- A parent/legal guardian comes to the office to sign the student out for excused reasons or gives permission verbally by phone to receptionist.
- **Students will not be allowed to leave campus during LUNCH without a parent signing them out in person (including students who drive). Phone calls and hand written notes will not suffice.**
- A student obtains an Early Dismissal Note. Students must bring a note from their parent/legal guardian to the office before school to obtain an Early Dismissal Slip. The note must include: student's first and last name; grade level and name of first period teacher; reason for signing out and time to be dismissed from school; phone number for parent contact for confirmation (if needed)
- Students with mini-schedules (i.e. 2nd or 3rd period open) will NOT be allowed to leave campus.
- Students caught leaving without following procedures or by false pretenses will be referred for disciplinary action.

OPERATIONS AND PROCEDURES

Assemblies / PEP Rallies / Programs

Students will be called to the gymnasium over the P.A. System. Students will sit with their perspective grade level class. Advisors will sit with and supervise their assigned grade level. For Pep Rallies, all props MUST be pre-approved by Mr. Mann, Mrs. Dowell, and/or Mr. Gentry.

For assemblies, excluding Pep Rallies - freshmen, sophomores and juniors will report directly to their assigned areas. Seniors will gather in the Gym Lobby to walk in once the student body president makes the announcement. All others will rise as seniors march in to the gym.

Most assemblies are informational, or performance based in nature. Everyone present is expected to demonstrate respect and courtesy.

Counseling Services

Our counselors split the alphabet: Mrs. Hamby, A-H and Mrs. Mathis, J-Z. Both ladies are available to assist any student with academic, social and personal concerns as needed. Our counselors can offer valuable resource information to our students including career information, job possibilities, scholarship information, character development, and much more. Feel free to use our counselors' services. You are encouraged to visit by appointment outside of class time. Students must obtain written permission from your classroom teacher to visit the school counselor's office during class time.

Dances

- All dances will end by 12:00 a.m.
- Sponsors of the organization having the dance will be in attendance for the entire dance and may assist you if you have needs.
- Two law enforcement agents will supervise each dance to its conclusion and are secured by the sponsor.
- Dance sponsors will clean and secure the facility.
- High School Dropouts from EWHs or any other school will not be permitted, this includes the PROM.
- Dance guests of East Wilkes students must be prior-approved by the principal and on the Guest List. Guests will be admitted with proper identification and their name on the approved guest list.
- No Middle School (or younger) students are allowed at school dances / Prom.
- No one 21 years of age or older will be permitted to attend school dances, including the Prom.
- Students will not be allowed to leave the dance and then return.
- All school rules/procedures are in effect with any school-related activity.
- Students in ALA or out of school suspension will not be allowed to participate in school dances.

Flowers / Birthday Balloons / Etc...

Flower deliveries for students are strongly discouraged. All flowers delivered will remain in the office until the end of the school day and there is no cold storage for such items at school. It is encouraged to have deliveries made to the student's home. It is against school procedures for flowers and balloons to go onto a school bus.

Lockers

Students will be required to secure a locker for storing book bags and heavy coats during the school day. Every student will be issued a lock and locker on the first day of school. Only school issued locks will be allowed on lockers. Lockers must remain free of marks, stickers, posters, dents, etc...to avoid additional fees. Lockers must be cleaned out completely at the end of the year. Students are reminded that lockers are the property of the Wilkes County School System. **Lockers are subject to search at any time.** Students must store items in their locker only and will be held accountable for the items in their locker. **In the interest of safety, book bags will not be allowed in any classroom areas.** Book bags may not be stored in the hallway. Athletes can rent a second locker (\$5.00) to store athletic bags and personal equipment.

Lunch/Cafeteria Procedures

Depending on the student's schedule, students will eat during Lunch A or Lunch B. **Students must eat in the cafeteria.** No food will be allowed outside the cafeteria.

Our school aims for students to have a well-balanced nutritious lunch. Party foods and snacks are discouraged. Students may bring their lunch to school. In accordance with North Carolina state law, **students are not allowed to "order out" for lunch to be delivered and are not allowed to receive deliveries (McDonalds, etc...) from parents and/or friends.**

For safety and accountability reasons, students are not allowed to leave campus for lunch. Visitors, other than parents/guardians, are not permitted during lunch. Students must remain in the cafeteria and/or courtyard until the end of the lunch period. Students will not be allowed to leave campus during Lunch without a parent signing them out (including students who drive). Phone calls and hand written notes will not suffice.

Students with an internship 2nd period will be expected to be back on campus at the beginning of A lunch. Students with internships during 3rd period will not be allowed to leave until after A lunch.

Wilkes County Schools 2017-2018 Meal Prices

Our High Schools are no longer eligible to participate in the CEP program, which provided a free breakfast and lunch meal to each student. We will be transitioning the high schools over to the traditional free and reduced lunch program. The traditional free and reduced program allows eligible students who meet the guidelines to receive breakfast and lunch meal service either free or at a reduced cost. The online prepay option will still be available to allow parents to budget their student's purchases and avoid the need of sending cash to school. Prices for meal purchases:

Student Breakfast:	\$ 1.50
Middle & HS Lunch:	\$ 2.75
Adult Breakfast:	\$ 2.75
Adult Lunch:	\$ 4.25

Breaks: There will be an a.m. break for students to get breakfast. Proper disposal of waste material must occur and students are to remain in supervised areas (commons, buildings, and cafeteria) during breaks. Students are expected to discard trash in proper containers and to keep our campus clean and neat.

Food, Drinks and Chewing Gum: Coffee is available in the media center throughout the school day. We ask students to make a donation to provide coffee supplies. Students may, at teachers' discretion, consume coffee / water in classroom buildings, provided that cup / bottle contains a secure lid.

Money / Valuables

Student Fees: Students are expected to pay an annual fee of \$10. This cost pays for lock / locker maintenance and postage / mailings throughout the year to keep parents informed.

All valuables should be in the possession of the owner at all times. Students are discouraged from bringing large valuables/amounts of money to school. East Wilkes High School is not responsible for any lost, or stolen, valuables or other articles and will not investigate loss or theft of such items. To include – phones, mp3 players, and other electronics.

Student Messages

To avoid overwhelming our office with messages, students and parents are encouraged to communicate ride arrangements, scheduled events, etc.... before students arrive at school. Non-emergency messages will be held in the office until the end of the school day.

Students Out of Class

It should be rare for a student to leave class during class time. Any student out of class during class time must be with their instructor or have a **signed Hall Pass** allowing them to briefly visit a designated area. This requirement will be strictly enforced as teachers are accountable for you and your safety. Students that abuse bathroom privileges during instructional time will be held for break times with the specific teacher.

School Visitors

Students are not allowed to bring visitors other than a parent/guardian to class or lunch. Any exceptions must be approved by the principal. **All visitors must sign in the office and wear a "Visitor" badge that will be issued upon check-in.** Thank you for making our school a safe place to learn for our students.

STUDENT CODE OF CONDUCT

PBIS (Positive Behavior Intervention & Supports)

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. At East Wilkes High School all students are expected to:



- C** CONNECT RESPONSIBLY
- A** ACT MATURELY
- R** RESPECT YOUR ENVIRONMENT
- D** DEMONSTRATE INTEGRITY
- S** STRIVE FOR SUCCESS

Students are expected to demonstrate these positive behaviors in the hallways, cafeteria, bathrooms, assemblies and all classrooms. The entire School Expectation and Rules Matrix can be seen at the end of this handbook. Also included in the handbook is our Student Management Process.

Those students who meet the prescribed criteria will receive rewards and recognitions at various times throughout each semester. Teachers are encouraged to provide tangible rewards within their classroom setting any time students demonstrate the CARDS criteria. We will also provide recognitions and rewards at the interim and end of each grading period.

PBIS Calendar:

Fall

- 1st Interim: September 28
- 1st 9 Weeks: November 2
- 2nd Interim: November 30
- 2nd 9 Weeks: January 25
- Cumulative Reward: TBD

Spring

- 3rd Interim: February 22
- 3rd 9 Weeks: March 29
- 4th Interim: May 3
- 4th 9 Weeks: May 17
- Cumulative Reward: TBD

Students qualify to participate in these activities based on the following criteria:

Cardinal Red Card Interim & End of 9 Weeks: less than 6 excused absences, ZERO unexcused absences, and ZERO discipline!

Cardinal Red Card Cumulative (Qualified for reward BOTH 9 weeks)

Discipline

It is important for students to behave in a manner that creates a climate conducive to learning. Most of the time, our students follow rules and procedures set for them. However, from time to time behavior correction must occur. The following procedures are general. At the discretion of administration, disciplinary action may be taken to ensure the safety of students and maintain an orderly environment.

Teachers may assign after school detention in their classroom to 5:00 pm. Students and parents will receive a 24 hour notice before they can be required to stay.

Administration will utilize the following as intervention for inappropriate behavior:

- Student Conference / Parent Contact/Conference
- Break Detention (assigned by teacher)
- Lunch Detention (assigned by Administration)
- After School Detention (ASD)
- Period-by-Period In-School Suspension
- Daily In-School Suspension
- Out-of-School Suspension (OSS)
- Turning Points (Alternative Learning Placement)

Rules and standards that govern the operation of East Wilkes High School are also in effect on field trips, at athletic events and other extracurricular events.

Cell Phones, Ipods, Pagers, Other Electronics

Students may not bring pagers or similar devices to school. Students that use such devices for volunteer fire and/or rescue will not be allowed to leave school for calls. Students may bring cell phones to school for after-school use or at teacher discretion for educational purposes only.

- **Students will turn in their cell phones at the beginning of each class.** Each teacher will have a designated location for secure storage during class time.
- All cell phones must remain **off** during class unless utilized at teacher discretion for educational purposes only (1st -4th period).
- All cell phones should be turned off during after-school events/programs where silence is requested (e.g. after school labs, awards ceremonies, graduation, etc...).
- Students in Lunch Detention, After-School Detention, In-School Suspension and Turning Points will turn in their cell phones at the beginning of the day / their assignment. Students will have **no access** to cell phones while assigned to specific setting.
- Improper use of cell phones may result in permanent loss of privilege.
- Failure to comply with these requirements will result in the following consequences subject to the new WCS Board Policy #4304:

Student cell phones will be taken if used, heard or present a distraction without teacher express permission. Once taken by the teacher, the cell phone can be returned to the student at the end of the class or school day. With a second or subsequent occurrence, the cell phone will be secured in the office. Parents may pick up the device from the school office at the end of the school day.

East Wilkes High School faculty and staff will grant the privilege of use with cell phones at lunch and breaks. However, there will be a zero tolerance for use of cell phones in the classroom without express permission from the teacher for an instructional purpose. This privilege includes the use of mp3 or other music devices. If the use of these devices becomes a distraction to the instructional day, it can be revoked by school administration.

East Wilkes High School takes no responsibility for postings on social media (Facebook, Twitter, Snapchat, Instagram, etc) outside of school hours, unless those postings interfere with instruction during the school day. Anything that interferes with instruction will be considered a school disruption and will be disciplined as such. Online / cyber bullying can result in criminal charges.

EWHS TAKES NO RESPONSIBILITY FOR THE LOSS OR THEFT OF STUDENT OWNED ELECTRONICS. STUDENTS MAY BRING THESE ITEMS TO SCHOOL AT THEIR OWN RISK. EWHS WILL NOT INVESTIGATE LOSS OR THEFT OF SUCH ITEMS.

Book Bags

Due to limited space in lockers, students are not permitted to bring book bags on wheels. **All book bags will be stored in lockers during the day. As a safety feature, book bags are not allowed in classrooms or stored in the hallway.** Students will be allowed opportunities to retrieve items from lockers throughout the school day. Girls are strongly discouraged from carrying large pocket-books to class. If these items become a distraction and/or safety feature, they may also be banned from the classroom.

Student Dress / Attire

In keeping with the Wilkes County Schools dress code, our students are expected to conform to non-disruptive type dress. Student dress will be the responsibility of each student within the following guidelines:

- Students may not wear articles of clothing which display or promote advertisements of alcoholic beverages, tobacco/drugs, profanity, lewd meaning, gang affiliation and/or pictures/slang offensive to other individuals or groups.
- The law requires shoes to be worn at all times. Tennis shoes will be required of all students participating in physical education classes. No baseball / football shoes, helmets, or headgear are permitted inside the school building.
- Caps/Hats are strongly discouraged in the building. Absolutely no caps/hats, toboggans, hoodies or any other item considered to be headgear in the classroom without express permission by teacher and only when educationally appropriate (i.e. preparing food, working with machinery and/or at teacher discretion). Bandanas can be worn only to hold hair back. This applies to male/female alike.
- All shorts, skorts, dresses and skirts should be a modest and non-distracting length. The hem of the shorts, skorts, dresses, and/or skirts should be mid-thigh when standing. No 'sophie' shorts allowed. Running shorts must also be mid-thigh length.
- Spaghetti straps, halter-tops, midriff tops, split back and muscle shirts are not appropriate and not allowed. Sleeveless/tank tops must be at least 1 ½ inches wide on shoulder. No shirts with gaping underarms, torn or cut off sleeves, or excessive low-cut neckline allowed. Please maintain modest dress.
- Oversized and/or "Sagging" pants are not allowed.
- Pajamas are not allowed.
- Exposed undergarments are not permitted.
- Holes in pants/jeans are strongly discouraged. Holes that appear above mid-thigh will not be allowed.
- Piercings: As a safety/sanitation factor and with the exception for the normal piercing of the ear, we strongly discourage any oral, facial, or visible body piercing that contain affixed jewelry, rods, rings, studs, or any other device. This also includes tongue piercing. Students may be asked to remove piercings if educationally appropriate for safety/sanitation.
- Additional dress requirements may be made of students who come to school with inappropriate clothing and/or appearances that are disruptive to the learning environment.
- During after school activities, students must wear shirts / shorts at all times. This applies to male / female alike.

Students who wear unacceptable clothing will be asked to change/remove items. If necessary, they will report to administration for parent contact to provide a change of clothes before returning to class. Failure to comply with the dress code policy may result in disciplinary action.

Displays of Affection

Public display of affection is unacceptable at school, on the bus, and at any school sponsored event. Nothing more than holding hands with your boy and girl friends will be tolerated. Extreme display or repeated offenses will result in disciplinary action.

Skateboards/Skating

There will be no skateboarding/skating allowed on any location on campus at any time.

EXTRA-CURRICULAR ACTIVITIES AND EXPECTATIONS

East Wilkes High School encourages all students to participate in extracurricular activities. These activities provide fun, opportunities for service to others, fellowship, competition, notoriety, and extended learning opportunities for career and college preparation.

Eligibility / State Regulations

Students participating in extracurricular activities must adhere to all state regulations as well as club/organizational standards. This includes passing 3 out of 4 *or* 3 out of 3 classes each semester. Students participating in athletics may be required to meet additional standards and will receive this information from their coaches.

Participation Restrictions

1. Any student assigned ASD may participate in extracurricular activities on the ASD days as long as the event does not conflict with the time assigned ASD.
2. Any student assigned to In School Suspension (ISS) may not dress out, be present with team, participate in any extracurricular activity or practice until re-assignment is complete.
3. Any student assigned Out-of-School suspension will not be allowed on campus during the duration of the suspension nor allowed to attend any school-related activity on or off of our campus until new non OSS day—participation denied during suspension period.
4. Any student assigned to our Turning Points program (involuntary or voluntary) forfeit the opportunity to participate in any after school activities on or off campus
5. Students must be clear of all dues, money owed for uniforms and gear from previous activities, etc... in order to participate in extracurricular activities. Please see your sponsor or coach for other guidelines for your extracurricular activity

Random Drug Testing

This year Wilkes County Schools will be implementing a Random Drug Testing policy for ALL students involved in any extra-curricular activity (club, organization and athletics) and/or drive/park on campus. Participation is mandatory for those who elect to participate in these voluntary activities. Parents may also consent to a student voluntarily participating in the program, even if student is not participating in any of the privileged activities. WCS Board Policy #4330

Clubs and Organizations

Art Club	Go Green Club	Fellowship of Christian Students
Students Against Destructive Decisions	Key Club	FFA
Student Council	Spanish Club	Future Business Leaders of America
National Technical Honor Society	Book Club	United Teens in Action (UTA)
National Honor Society	Battle of Books	Time Treasure Talent Leading Change (T3LC)
BETA Club	FFA Shooting Team	Health Occupations Students of America

Sports Offerings

Baseball
Cross-Country
Soccer
Tennis

Basketball
Football
Softball
Track
Swimming

Cheerleading
Golf
Volleyball
Wrestling

GENERAL INFORMATION

The following information includes laws, mandates, restrictions, rules and procedures for establishing a positive and effective learning climate in our school. Your respect for these standards and your adherence to them will benefit all stakeholders in our school. Thank you for your dedication to excellence in achievement.

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, 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 Director, 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

Disclosure of Student Information

At the beginning of each school year the various branches of the U.S. Military will ask our school for contact information on our junior and senior students. It is perfectly legal for the school to give this information to the U. S. Military. We want to make sure our database reflects your preference in this manner when your son/daughter becomes a junior and senior. At the bottom of the Student/Parent Accountability Form 2011-2012 is you have an opportunity to deny contact information be given to the U. S. Military as allowed by the No Child Left Behind Act. If we do not receive written notice from you to withhold this information then we will list your child(ren) as "OK For Military Recruitment" in our database.

AHERA Statement

The EPA requires all school systems to notify parents of Asbestos in schools even if your school has no known asbestos. This notification needs to be sent out each year to parents at the beginning of school. You may include it in the booklet sent out at the beginning of each year or by a single memo. To follow is an example of the AHERA notification.

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.

Pesticides

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

PT 565 Plus XLO Formula 2
Advance Granular Ant Bait
Equil Adonis 2F Insecticide
Advance Termite Bait II
Dupont Advion Ant Gel
Dupont Advion Roach Gel Bait
Dupont Advion Ant Bait
Alpine Pressurized Insecticide
Alpine Dust Insecticide
Alpine Flea Insecticide
Alpine Roach Bait Piston Can
Alpine WSG
ContraC All-Weather Blox
Fenvastar EcoCap
Final All-Weather Blox
Liqua-Tox II
Maxforce Roach Bait Gel
Phantom Termiticide/Insecticide
Purge III Insecticide
Suspend Polyzone
Temprid SC Insecticide
Termidor 80 WG Termiticide/Insecticide
WASP Freeze Insecticide

Active Ingredient(s)

Piperonylbutoxide
Abamectin B1
Imidacloprid
Benzamide
Indoxacarb (S-Enantiomer)
Indoxacarb
Indoxacar
Dinotefuran
Diatomaceous Earth
Dinotefuran, Pyriproxyfen
Dinotefuran
Dinotefuran
Bromadiolone
Esfenvalerate
Brodifacoum
Sodium Diphacinone
Fipronil
Chlorfenapyr
Difluoroethane
Deltamethrin
Imadacloprid, Beta-Cyfluthrin
Fipronil
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.

Grievance Procedure

Should a student or parent have a complaint against a school staff member, the following order should be followed in seeking resolution to the problem:

- Directly confer with the person with whom you have a complaint;

If you have an unsatisfactory result

- Give a written description of the complaint to the school principal;

If you have an unsatisfactory result

- Submit a copy of the written appeal to the superintendent;

If you have an unsatisfactory result

- Provide written notice of the complaint to the Board of Education.

Driver's License Legislation

The North Carolina General Assembly has enacted legislation that requires high school age citizens to be enrolled in school and to be making satisfactory progress towards graduation in order to maintain a driver's license. Specific elements of the legislation and accompanying guidelines are available in the principal's office. All North Carolina students under age 18 who are eligible for a driving permit or license must remain in school and pass 70% of their courses each semester in order to earn, or retain, a North Carolina driver's license. A student's permit, or license, will be suspended for one year when a student is suspended out of school for more than 10 consecutive days for one of the following:

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

Weather Policy

When snow or other severe weather conditions occur, it will sometimes be necessary to cancel school, delay the opening of school, or dismiss classes early. The Wilkes County Schools Central Office will make an announcement of cancellations, delays, or dismissals as soon as a decision is made. Announcements will be made through the School Messenger System. In addition you may listen to a local radio or television station or check Wilkes County Schools website at www.wilkes.k12.nc.us for information. If no announcement is made, school will open or dismiss as usual. **Please do not call the school for information since telephone lines must be kept open for emergencies and other vital public service announcements when the weather is bad.** To avoid disruptions in your schedule, please remember to make plans early in the year for in case there is early dismissal due to inclement weather.

Wilkes County Schools Policies

Students must familiarize themselves and also follow the Wilkes County Schools Board Policies. Those policies are posted on our school website: www.wilkes.k12.nc.us/ewhs or at the Wilkes County Schools website: www.wilkes.k12.nc.us

Regular Schedule (A Lunch)	Time	Minutes
Breakfast	7:30-7:42	12
1st Period	7:45-9:17	92
Break	9:17-9:27	10
I/E Time	9:27-9:57	30
2nd Period	10:00-11:32	92
A Lunch	11:35-12:02	30
3rd Period	12:05-1:44	99
Break	1:44-1:50	6
4th Period	1:53-3:25	92

Regular Schedule (B Lunch)	Time	Minutes
Breakfast	7:30-7:42	12
1st Period	7:45-9:17	92
Break	9:17-9:27	10
I/E Time	9:27-9:57	30
2nd Period	10:00-11:32	92
3rd Period (Part 1)	11:35-12:20	45
B Lunch	12:20-12:50	30
3rd Period (Part 2)	12:53-1:44	51
Break	1:44-1:50	6
4th Period	1:53-3:25	92

Closure

This handbook provides general information regarding rules, policies, expectations, and opportunities for students at East Wilkes High School. Any situation or circumstances not discussed in this document may be discussed with administration. Administration will communicate any changes to this handbook with students, parents and teachers.

We hope that this handbook helps you to understand the structures needed to maintain order and safety. By adhering to these procedures, you will more easily make connections to all the wonderful things East Wilkes High School has to offer. Working as a team with your teachers, peers and parents, we can ensure that you achieve your dream and complete your high school experience successfully. With your help, we will make this the best year yet at EWHS!

On the first day of school, or at the time of enrollment, students may receive further information about child nutrition, school insurance, and other health related information.

Please continue to review the following items: Academic Integrity Code, Transportation Handbook, School Expectation Matrix and our Student Management Process.

Mr. Chad L. Mann
Principal
East Wilkes High School

Wilkes County Schools Academic Integrity Code

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

The following offenses constitute violations of the academic integrity code:

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

- **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.
- **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 remainder 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)



Bus Rules and Regulations Contract

2018-2019



East Wilkes Middle School (651-4300)

East Wilkes High School (651-7200)

Riding the bus to and from school is a privilege provided by the Wilkes County Board of Education. Appropriate behavior on the bus is necessary if you wish to continue riding the bus. Inappropriate behavior may result in having to find another means of transportation to and from school. Suspension from the school bus does not permit or provide an excuse for the absence of a student from the school.

Students shall at all times obey the directives of the school bus driver. Failure to do so may result in losing the privilege of riding the bus. The following rules of conduct must be followed:

- Obey the driver and follow all school rules.
- Remain seated and facing forward.
- Refrain from loud talking, cursing, horseplay and/or rude, discourteous conduct.
- Keep all body parts inside the bus.
- Keep the aisles clear of book bags, feet, band instruments, etc . . .
- Keep hands, feet, and all other objects to yourself.
- Do not delay the bus schedule.
- Do not delay the driver with disruptive behavior while on the bus, boarding the bus or exiting the bus.
- Refrain from eating or drinking while on the bus.

Major incidents such as **fighting, gross insubordination, tampering with bus equipment, and throwing objects** on/out of the bus will result in an immediate **3-10 days** bus suspension. The length of the suspension for such offenses will depend upon the severity of the incident (based on the judgment of school administrators).

The consequences for violating bus rules and regulations are as follows:

1. The driver will warn student(s) when inappropriate behavior occurs.
2. Each driver will keep documentation on behavioral incidents and conference with the student.
3. If the behavior continues, the driver will complete a discipline referral sheet and turn it in to the assistant principal.

The consequences for violating bus rules and regulations are as follows:

1. Warning and parent contact.
2. One day suspension from riding the bus.
3. Three day suspension from riding the bus.
4. Five day suspension from riding the bus.
5. Ten day suspension from riding the bus.
6. Suspension from riding the bus for the remainder of the school year.

Parental concerns about bus issues should be addressed with the school administration. At no time should a parent or other adult board a bus to discuss a problem. Such person(s) can be charged with trespassing. Every effort will be made to work with parents regarding your child's behavior on the bus. However, the student's refusal to obey the rules jeopardizes the safety of everyone on the bus and will not be tolerated.

Students are not to ride a bus other than their assigned bus, or get off at any stop other than their designated stop. Students will not be permitted to go home with other students unless there is a note provided by both sets of parents and prior approval is given by the administration. Students will not be allowed to board any transportation other than the one assigned without prior approval.

Thank you for helping us to provide a safe ride for our students.

Litta Belk
Assistant Principal, EWMS

Danielle Dowell
Assistant Principal, EWHS

C.A.R.D.S. Expectation Matrix

	Hallways	Cafeteria	Bathrooms	Assemblies	Classroom
C Connect Responsibly	Keep Your Hands, Feet & All Other Objects to Yourself Report Problems	Stay in Line Treat cafeteria workers respectfully	Use bathrooms for intended purposes Keep cell phone off or put away	Honor those that are speaking by listening Keep Your Hands, feet & all other objects to yourself	Address adults and peers with respect Follow all school & classroom procedures & policies
A Act Maturely	Keep Moving Be on Time	Practice good manners Use inside voice	Focus on Cleanliness One person per stall at one time	Enter and exit assemblies quickly and orderly Maintain safety	Be present & prepared for classroom
R Respect Your Environment	Keep floor and locker clean and secure	Place all trash & tray items in appropriate place	Keep bathrooms clean and use products appropriately	Clean up after yourself Use pep rally props appropriately	Enter and leave the classroom in a safe and orderly condition
D Demonstrate Integrity	Appropriate Communication & Language	Pay for what you eat & eat only what you pay for	This is a drug, smoke, & tobacco free environment	Treat others as you want to be treated	Do your own work Complete Assignments
S Strive for Success	Be where you are supposed to be when you are supposed to be there	Use lunch & break time wisely	Conserve bathroom resources	Participate & respond when appropriate or warranted	Be present everyday Focus on learning Put forth your best effort

EAST WILKES HIGH SCHOOL STUDENT BEHAVIOR MANAGEMENT PROCESS

