

# Alger B Wilkins High School Student & Parent Handbook “Warriors”



**“Embracing the Future through  
Courage, Perseverance, and  
Determination.”**

## **Mission**

The mission of Alger B Wilkins High School is to provide a safe and caring learning environment in which every student develops the skills and knowledge necessary to pursue a productive life, to be successful in a diverse and global society, and to empower every student to become lifelong learners.

School Mascot: Warrior  
School Colors: Navy Blue, Gold & Black

## **Vision**

The vision of Alger B Wilkins High School is to provide educational opportunities that will enable students to attain the academic and emotional foundations necessary for their future endeavors.

Theme:  
“Embracing the Future”

1429 Skibo Road  
Fayetteville, NC 28303  
<http://abwhs.ccs.k12.nc.us>  
Principal: Mrs. Valerie Johnson-Martin

## Administrative Corner

"The purpose of leadership is to lead, equip and inspire individuals to go beyond what is expected, to do what they thought they couldn't, and to accomplish what can only be done by working together as a team. Leadership is more than just making decisions; it's also building important relationships that will impact not only the school, but also the community as well. Even though there are times when a leader must take courageous steps, he/she understands that for an organization to continue to grow, choices must be made that will benefit all parties involved. A leader must be true to the vision of the organization."

Sincerely,  
Mrs. Valerie Martin, Principal  
Mr. Michael Bain, Asst. Principal

## Daily Schedule

As students arrive on campus, they must report immediately to the following area:

- Students riding a bus or driving to school and will report to the **cafeteria**.

	<b>Beginning</b>	<b>Ending</b>
<b>Beginning Bell</b>	<b>9:20</b>	<b>9:23</b>
<b>1<sup>st</sup> Period</b>	<b>9:23</b>	<b>10:56</b>
<b>Walk</b>	<b>10:56</b>	<b>10:59</b>
<b>2<sup>nd</sup> Period</b>	<b>10:59</b>	<b>12:32</b>
<b>Lunch</b>	<b>12:32</b>	<b>12:52</b>
<b>Walk</b>	<b>12:52</b>	<b>12:55</b>
<b>3<sup>rd</sup> Period</b>	<b>12:55</b>	<b>2:25</b>
<b>Walk</b>	<b>2:25</b>	<b>2:28</b>
<b>4<sup>th</sup> Period</b>	<b>2:28</b>	<b>4:00</b>
<b>Dismissal</b>	<b>4:00</b>	
<b>Club Time or Homeroom</b>	<b>Fridays Start 3:35</b>	<b>4:00</b>

**EARLY RELEASE SCHEDULE**  
2018 – 2019

<b>Beginning Bell</b>	<b>9:20</b>	<b>9:25</b>
<b>1<sup>st</sup> Period</b>	<b>9:25</b>	<b>10:25</b>
<b>2<sup>nd</sup> Period</b>	<b>10:28</b>	<b>11:28</b>
<b>3<sup>rd</sup> Period</b>	<b>11:31</b>	<b>12:31</b>
<b>Lunch</b>	<b>12:35</b>	<b>12:55</b>
<b>4<sup>th</sup> period</b>	<b>12:58</b>	<b>2:00</b>
<b>Dismissal</b>	<b>2:00</b>	

**TWO HOUR DELAY**  
2018 – 2019

<b>Beginning Bell</b>	<b>11:20</b>	<b>11:25</b>
<b>1<sup>st</sup> Period</b>	<b>11:25</b>	<b>12:25</b>
<b>Lunch</b>	<b>12:30</b>	<b>12:50</b>
<b>2<sup>nd</sup> Period</b>	<b>12:53</b>	<b>1:53</b>
<b>3<sup>rd</sup> Period</b>	<b>1:56</b>	<b>2:56</b>
<b>4<sup>th</sup> Period</b>	<b>3:00</b>	<b>4:00</b>
<b>Dismissal</b>	<b>4:00</b>	

### **Introduction**

Parents and students are encouraged to read the handbook carefully. This handbook will explain the rules and regulations that must be followed at Alger B Wilkins High School. The administration will assume that all students understand the material within this book upon receiving it. This planner should be kept with you at all times. Whether or not this book is worthwhile will be determined by its usefulness to our parents, students, and teachers. Becoming acquainted with the information contained should prove to be beneficial in that it will develop an informed group with a sense of direction and understanding. It will be utilized as a hall pass throughout the school year.

### **General Provisions- School Board Policy**

All students will comply with all rules governing behavior and conduct. It is the responsibility of the principal to investigate fully cases of students appropriately referred to his/her office for misbehavior, to ensure fair treatment of such students and protection of their procedural and substantive rights, and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and the authority to discipline students, except in those cases requiring the attention of the principal. All policies in the Cumberland County Schools Code of Conduct will be enforced.

### **Student Schedules**

Student schedules are developed by the counties current curriculum initiatives; therefore, there will be no unapproved schedule changes.

### **Books**

Books are not to be left in the halls, on top of lockers, in the gym, or in the lunchroom. Books are the responsibility of those students to whom they are assigned. We will adhere to a lost/damage textbook fee policy.

### **Student Requirements**

Students are required to purchase a student ID, and school lock. The combined price is \$13.00. All Grade levels can purchase a package to include a school shirt for \$20.00. Individual cost for each item is: \$6.00/Lock; ID/\$7.00; and Shirt/\$10.00.

### **Attendance Policy**

Regular school attendance has a direct positive effect on academic success and achievement. Students who record frequent and excessive absences and tardies limit contact with teachers and the daily instruction which

takes place in each classroom. We want each student to be successful in his/her efforts. We believe that regular school attendance makes a significant contribution to the possibility of success. **There will be no seat time or make-up time.**

### **Regular Attendance**

N.C. General Statute #115c-378 requires that students attend school 180 days, unless absence is unavoidable. Compulsory attendance Laws for the State of N.C. apply.

Cumberland County Schools Policy requires a student to attend at least ninety percent (90%) of the class time or its equivalent, at the discretion of the principal, in order to receive a passing grade for a course. A student shall be present at least one-half of a class period in order to be recorded present for that class.

In order to be considered in attendance, for administrative purposes, a student must be present in the school for a least one-half of the school day or a place other than the school with the approval of the appropriate school official for the purpose of attending a school activity which has been officially authorized under the policies of the Board of Education. Such activities include field trips, athletic contest, student conventions, musical festivals, or any similar approved activity.

We have revised our school-wide attendance policy so as to reflect the urgency of having maximum classroom attendance. The following is provided as clarification of school procedures involving student absences, attendance appeals and the proper coding of absences.

**FILE: JBD**

### **STUDENT ATTENDANCE POLICY**

It is the policy of The Cumberland County Board of Education that all students attend school daily and be present for all classes.

### **ATTENDANCE**

In order to be considered in attendance, a student must be present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending a school activity which has been officially authorized under

the policies of the Board of Education. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity.

The Cumberland County Board of Education authorizes the Superintendent to be responsible for designating what shall be a school-related activity consistent with the policies of the State Board of Education.

The Board authorizes school principals to record as present those pupils attending school-related activities as designated by the Superintendent; providing the pupil's attendance at the school-related activity has the prior approval of the principal or the appropriate school official.

A student shall be present at least one-half of the school instructional day in order to be recorded present for that day.

### **LAWFUL ABSENCES**

The superintendent, principal or teacher who is in charge of such school shall have the right to excuse a student temporarily. The superintendent, principal or teacher who is in charge of such school shall have the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause which does not constitute an unlawful absence as defined by the State Board of Education. The following shall constitute valid/lawful excuses for the temporary non-attendance of a student at school provided satisfactory evidence of the excuse is provided to the appropriate school official:

1. **Illness or Injury** An absence is lawful when the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine** An absence is lawful when isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family** An absence is lawful when it results from the death of a member of the immediate family of the student. For the purposes of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers and sisters.
4. **Medical or Dental Appointments** An absence is lawful when it results from a medical or dental appointment of a student and approval of the

appropriate school official is gained prior to the absence, except in the case of an emergency.

5. **Court or Administrative Proceedings** An absence is lawful when it results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. **Religious Observation** An absence may be considered lawful if the tenets of a religion to which a student or his/her parent adhere, require or suggest observance of a religious event. The approval of such absences is within the discretion of the local board of education, but approval should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the student.
7. **Educational Opportunity** An absence may be lawful when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval or such an absence must be granted prior to the absence.

#### **UNLAWFUL ABSENCES**

1. A student's willful absence from school with or without the knowledge of the parent, or
2. A student's absence from school for any reason other than those listed under "Lawful Absences."

Parents who refuse to comply with the health regulations of a community, such as compulsory vaccination, thereby causing a student to be excluded from the school, or parents who permit a student to stay at home or to be employed in any way contrary to the Child Welfare Law (Chapter 110 of the General Statutes), shall be responsible for the nonattendance of the student.

The Board Policy for student attendance further incorporates by reference any additional rules and regulations of the State Board of Education governing compulsory school attendance and student accounting.

Ref: N. C. General Statute's 115C-378. Adopted by the Cumberland County Board of Education, September 18, 1986. Revised August 11, 1987.

#### **Absences**

**No student may miss more than 10 days and receive credit for a course.** When a student reaches his ninth (10<sup>th</sup>) absence, (to include excused and unexcused) then he/she should receive a 50 on his/her report card and

the comment "failed due to excessive absences": Lawful absences - code 1 - can be waived with proper medical documentation. Absentee notes should be turned in within (5) days of the student's return to school.

#### **LAWFUL ABSENCES**

- 1) Illness or injuries with Doctor's note
- 2) Death of an immediate family member (Documentation)
- 3) Medical or Dental appointments with Doctor's note
- 4) Court proceedings with court papers
- 5) Parental note only for illness or injuries

#### **UNLAWFUL ABSENCES**

- 1) Visit a parent in another area
- 2) Family trips
- 3) Missed bus and have no ride
- 4) Weddings, etc.
- 5) Skipping classes
- 6) Truancy of school
- 7) Suspension by an administrator

#### **EDUCATIONAL ABSENCES**

- 1) Preplanned Trips must be pre-approved by the Principal.
- 2) Complete form provided by the office.

NOTE: Alger B Wilkins High School does not recognize a Senior Skip Day or a Senior Trip. Students will be held responsible for all class assignments and school policies. Wilkins utilizes a computerized program to make daily calls to parents of students who are absent.

#### **Grades**

Grades can be viewed by visiting the school web page and following the Parent Link Module. See Data Manager for Parent Link information.

#### **New Grade Policy**

#### **RANK IN CLASS**

##### **1) Courses**

- a. Final grades for all courses for which unit credit is granted in grades 9-12 will be used to compute class rank.
- b. If a course carries two or three units of credit, it will be treated for computing class rank as two or three courses.
- c. In computing units of credit, a course may be counted only one time with the exception of those courses approved for repeated credit.

##### **2) Students**

All students, except those in non-standard courses of study, shall be included in determining rank in class.

**3) Grades**

- a. Only final grades recorded on official school records for grades 9-12 will be used to determine class rank.
- b. Grades earned in grades 9-12 in another school are to be included in computing class rank if: (1) that school is accredited either by a state department of education or by the regional accrediting agency; or (2) a principal accepts and classifies transfer credits from a non-accredited school administering validating examinations or establishing credits earned through scholarship performance in trial subjects and/or course assignments.

**4) Time**

The official class rank will be computed at the end of the year.

**5) Computation of Cumulative Rank Average**

a. Effective with the 2015-2016, school year, high schools grades 9-12 shall use the following letter grade values. The letter grade value will be assigned to semester and yearly grades reported only as numerical grades for pupils transferring into Cumberland County. A – 90-100 D – 60-69 B – 80-89 F – 59 and below C – 70-79 CUMBERLAND COUNTY BOARD OF EDUCATION POLICY MANUAL Page 2 of 2 REGULATION CODE: 3450-R

b. A cumulative grade point average will be determined for each pupil by adding all yearly quality points earned by a pupil and dividing by the number of credits attempted. Credits attempted and failed and summer school credits are to be included in computation of cumulative grade point average. This should also include courses repeated for self-improvement.

GRADE POINT AVERAGE =

Total of All Quality Points

Number of Credits Attempted

(The division will be carried to four places as calculated by PowerSchool.)

Replaces IHC-R (Revised July 27, 2009)

Approved by Superintendent: May 10, 2011

**NO FAIL PROCEDURE**

**HIGH SCHOOLS** To support the education of our students, it is recognized that a grade below 50 puts our students in a position of certain failure. Therefore in recognition of the need to give students an opportunity to succeed, a grade of no lower than 50 will be the minimum grade for the report card grade for the first two quarters. In rare occasions at the discretion of a site team, a third quarter report card grade of 50 can be given rather than the lower grade earned by the student

for that quarter. The principal or the teacher can't give the third quarter report card grade of a 50 without the consent of the site review team. If a student transfers from another school outside the district, the official report card grades cannot be changed but the principal, working with their staffs, may determine that accommodations for the current quarter grades are appropriate and should be made to help the student experience success. If a student transfers within the district, the principal may use the provisions in paragraph one to review the situation with their site team to determine a third quarter report card grade. This decision can be made as long as the sending school has not entered a final grade for the current reporting quarter.

**EVALUATION OF STUDENT PROCESS**

**Report Cards**

**Grading Periods** Report cards indicating the work and progress of students in grades K-12 will be issued at the end of each nine weeks during the regular school year. High school students on the 4 x 4 schedule will receive report cards every 4 ½ weeks. Report cards will be sent to parents/guardians according to a schedule developed by the superintendent and set forth on the school calendar adopted by the board each year. The board reserves the right to withhold report cards for non-payment of fees or other financial obligations to the school system to the extent permitted by law.

**Grading Scales**

Effective with the 2015-2016, school year high schools grades 9-12 shall use one grading scale. The conversion of grades to quality points is standardized. Implicit is a conversion of percentage grades to letter grades according to the following widely used scale: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; ≤ 59 = F. Grades and the corresponding number of quality points are shown below.

<u>90-100</u> = 4.0	<u>80-89 =</u> 3.0	<u>70-79 =</u> 2.0	<u>60-69 =</u> 1.0	<u>≤ 59 =</u> 0.0	<u>WF =</u> 0.0
<u>FF = 0.0</u>	<u>WP = 0.0</u>	<u>INC. = 0.0</u>	<u>AUD = 0.0</u>	<u>P = 0.0</u>	

Grade point average calculations are based upon standardization of academic course levels, weighting of course grades, and grading scales. Effective with the freshman class of 2015-16, the weighting for Honors courses shall be one-half (.5) of a quality point. Effective with the freshman class of 2015-16, the weight for Advanced Placement/International Baccalaureate (AP/IB) courses shall be one (1) quality point.

Students with Disabilities

Students with disabilities who are following the North Carolina Standard Course of Study shall

be issued report cards appropriate for their chronological grade level. Students whose instruction is based on the North Carolina Standard Extended Content Standards shall be issued a narrative report card.

- a. Transfer Students
  - i. Students transferring out of the Cumberland County Schools:
    - (1) No end of grading period grades shall be assigned until that grading period has ended.
    - (2) A child's report card shall not be marked "Promoted" unless the student has completed the entire school year.
  - ii. Students transferring into the Cumberland County Schools:  
End of grading period grades shall be assigned if the student was in attendance at a CCS school for twenty (20) days of a given semester.

**B. PROGRESS REPORTS**

Interim reports that notify parents of their child's academic progress between grading periods will be issued on a schedule determined by the superintendent and set forth on the school calendar adopted by the board each year. The following specific requirements are established:

- 1. Parents/guardians shall be notified when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- 2. Academic grades shall reflect academic performance only. Insofar as possible, distinctions shall be made between the attitude of a student and academic performance.
- 3. When grades are given, teachers shall take particular care to explain the meaning of grade marks and symbols to parents/guardians.
- 4. When students are evaluated informally

without grades, teachers shall provide realistic appraisals of student performance.

**C. PARENT CONFERENCES**

The superintendent shall ensure that the school calendar includes time for parent-teacher conferences. In addition to the established schedule, parent conferences concerning the needs and progress of a student may be arranged at reasonable times. Conferences should be planned and conducted to meet the following purposes:

1. to exchange information between teacher and parent;
2. to supplement written reports on the student's progress;
3. to establish and support a working relationship between home and school;
4. to provide an objective overview of the student's strengths and weaknesses; and
5. to provide samples of the student's work.

**D. OTHER COMMUNICATIONS**

Parents/Guardians of students in grades K-12 who are failing or who have demonstrated a serious decline in achievement should be notified whenever it becomes obvious that further promotion is in danger. In accordance with policy 3405, Students at Risk of Academic Failure, parents will be notified if a personal education plan is developed for their child.

The board encourages additional means of communication with parents/guardians such as written notes, letters to parents, telephone calls, and samples of student work.

**Make-Up Work**

**Make up work will be available when a student is absent.** Responsibility for requesting make-up work rests with the student. **Completed make-up work shall be done within five (5) class days of the student's return to school in order to receive credit for assignments missed.** Content and scheduling of make-up work is at the teacher's discretion.

The following procedure will be followed by each student when he/she has been absent from school:

\* An original note will be brought by the student from a parent or legal guardian on the day he/she returns from his/her absence. The NOTE from home must contain the following information:

- 1) Student's first & last name and ID number.

- 2) Date(s) on which the absences occurred.
- 3) REASON for absence
- 4) Signature of parent or legal guardian.
- 5) Phone number where parent can be located (home & work)

Forged or fraudulently signed notes will be treated as skipping school or leaving campus without permission. Students must provide the office with a note upon returning to school.

#### **Student Accountability**

**Freshmen, sophomore and Junior students who fail a course the first semester will be allowed to retake the failed course during the second semester.** If over 50% of the course has not been completed, the initial credit course will have to be taken again.

#### **Early Dismissal**

Students who are regularly dismissed according to assigned schedules such as Distributive Education or other work programs must leave campus immediately. Students are reminded that absences will not be classified lawful or unlawful just because proper check in and check out procedures have been followed. Classification of student absence is based on county policy.

#### **Visitation Policy**

**All visitors, regardless of status, must report to the main office and obtain a visitor's permit prior to any visitation on campus.** Under no circumstances are students to bring visitors to school with them.

At Alger B Wilkins High School, we welcome visits by the general public to our campus. As mentioned in the above policy, we shall not allow visitors on campus who do not follow the proper procedure for securing permission to visit. Proper permission may be secured from the principal or designee. Those persons needing to visit other offices will be so directed from the main office.

#### **Searches – Student's Person**

The Board of Education authorizes teachers and administrative personnel who have reasonable belief that a student or students are in possession of weapons, illegal drugs or other items harmful to the student or to the welfare of the school family, to search the person of said student(s) under the following conditions:

- Any such action shall not be taken unless there is a reasonable belief which can be substantiated if necessary.
- Any such action shall not deliberately be intended to embarrass, or intimidate the student(s).

The above shall be with the knowledge, and under the supervision, of the principal or designee.

Reasonable belief on the part of a teacher, principal, or administrator may be based upon information from such sources as faculty member, reliable students, a law enforcement officer, visual evidence or any of these factors.

#### **Search and Seizure – School Property**

The Board of Education fully recognizes the application of constitutional law to the area of student privacy with regard to such items as lockers and student desks. However, it is charged with maintenance of such property items and authorized inspection for any maintenance related reasons. With respect to opening student lockers, or desks for other reasons, the following shall be considered applicable throughout the Cumberland County School district:

Desks, lockers, and other equipment at any school belongs to the school district and although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief some substance or contraband is contained therein which is illegal, harmful to the safety of the student or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

#### **Guidance**

Guidance exists for all students in this school. It is a continuous process involving specialized services which help students individually and as members of groups with their life adjustments, problem, and needs. The administrators and teachers are constantly working together in the interest of the student as an individual as well as a member of the group. Students should not go to the guidance office without an appointment. Counseling responsibilities will be divided by grade level. If you need assistance, please see the counselor assigned to your grade level.

~ Lead Counselor ~  
Zakira Cruz

~School Social Worker~  
Ms. Shaniqua Tucker

#### **Health Services**

No student should be out of class for health reasons without proper excuse.

At the beginning of each school year, the homeroom/classroom teacher will check to see that each

student has returned a completed Student Information/Verification of Address form. Each homeroom/classroom teacher will screen all Student Information/Verification of Address forms for those which indicate a medical problem.

Any Student Information/Verification of Address form which indicates a medical problem will be submitted to the principal and kept in the office for easy accessibility to the nurse or other school personnel needing to refer to the same.

It is the responsibility of the parent and/or guardian to:

1. Notify school officials in writing of the medical condition of the child and keep this information current.
2. Provide to the school, the medication in an appropriate labeled container which includes the child's name, the name of the medication, the unit dosage to be given, the member of dosage units, the time the medication is to be given and the appropriate storage facility, i.e. refrigerated or non-refrigerated.
3. Provide the school with instructions to be kept on file from their child's medical provider for actions to be followed in case of emergencies related to specific medical problems such as bee sting, epilepsy, diabetes, etc.
4. Provide a signed release from medical liability form for school personnel who administer emergency medical treatment per physician's instruction.

### **Parent-Teacher Conferences**

A principal or a teacher may request a conference at any time with the parent/guardian to discuss the progress and problems of the student during the school year.

Parents may call the school to schedule a conference with a teacher at any time during the school year. The teacher will schedule a time that is convenient to both the teacher and the parent/guardian.

### **Displays**

Only posters pertaining to school approved activities will be posted on the campus and in the building. An assistant principal will approve and grant space and explain limitations. Faculty sponsors are responsible for all materials presented for posting. No posters should be displayed in the main lobby. A poster should be removed by 3:30 p.m. on the day of the activity. Masking tape should never be used to display posters.

### Use of Facilities after School

Students will not re-enter the building after the ringing of the 4:00 p.m. bell

Students will not loiter before or after school in the parking lots or court yard.

### Locks and Lockers

Lockers are supplied by the school and are assigned to students by their homeroom teachers. **All students are required to purchase a school lock at a cost of \$7.00.** This lock may be used for the full time at Alger B Wilkins High School. Lost locks must be replaced with school locks. Students who have problems with their locks and or lockers should: Check with their homeroom teacher and make sure they have the correct combination, and check the serial number against the combination. If the lock still fails to open, contact the Safe Schools Coordinator. All students are responsible for the operation of their locks and any items found within their lockers. Only combination locks purchased from the school may be utilized. **ITEMS FOUND IN UNLOCKED LOCKERS WILL BE CONFISCATED.** No student may share a locker with another student; both will be subject to disciplinary action. Unlocked lockers will be cleared periodically by custodial personnel.

It is the student's responsibility to ensure that the locker is locked securely. The school will not be responsible for items lost from lockers.

### Dressing Out for Physical Education

Upon arrival at school, students must submit to an assistant principal a doctor's note if that student needs to be excused from taking P.E. on that date. Forgetting your gym suit, losing your gym suit, or having your gym suit laundered is not considered legitimate excuses. Student grading will be affected if the student fails to dress out without a lawful absence.

Students are strongly discouraged from bringing valuables to school. **Under no circumstances should teachers be asked to secure valuables nor will they be responsible for any valuables brought to school. Examples include: cell phones, MP3 players, Ipads/tablets and jewelry. Cumberland County Board Policy 4318 states that schools are not responsible for lost phones.** Physical Education teachers are not responsible for anything left in locker rooms.

### **Lost and Found**

If you lose anything, check in the lost and found located in the Main Office.

Items found on the campus of Alger B Wilkins will be maintained for a period of 30 days. Should a student discover they have lost an item, they should contact an administrator or the Safe Schools Coordinator within that time period. After 30 days, these items will be discarded.

### **Parking and Driving on Campus**

The privilege of parking a personal vehicle on school grounds may be exercised only after the student has met all the requirements established by the Cumberland County Board of Education and the principal. A person driving a motorized vehicle to school will park it according to regulations in designated areas.

Students who violate any driving and parking regulations are subject to having parking privileges suspended.

- A parking agreement may be obtained from the Safe Schools Coordinator.
- Each student authorized to drive must display a parking permit on the vehicle at all times. Parking permits will cost \$25.00 for the full year. 2<sup>nd</sup> semester parking permits will cost \$25.00 and can be obtained by completing an application and being approved by the Safe Schools Coordinator.
- Neither the school nor the school system is responsible for loss due to fire, theft, or accidents relative to personal vehicles on school grounds.
- Once a student arrives on campus in his/her vehicle, they must immediately vacate the vehicle and enter the building. Students are not to be in the parking lot or in parked cars during the school day. Any student who remains in the vehicle after arrival on campus will be charged with loitering and revocation of permit.
- All drivers must observe the posted speed limit.
- Music should not be played loudly in the parking lot.
- Students are not permitted to return to their cars during the school day without special permission from an administrator and must be escorted to their vehicle by the school resource officer.
- Parking permits will be revoked for excessive tardies, skipping school/class, inappropriate behavior, and other violations of school rules.
- All parking fees are non-refundable.

### Telephone Use

Telephones are available in the Main Office for emergencies. School personnel will not accept or deliver messages to students during the school day.

### Alger B Wilkins High School Student Dress Code

Alger B Wilkins High School has been established as a business-like environment. Therefore, the dress code reflects that of a business setting. Consequences of violations are as follows:

- ✚ Parents will receive a written notice that his/her child has violated the dress code accompanied with the following consequences:
  - 1<sup>st</sup> offense – Warning, parent called for correct uniform
  - 2<sup>nd</sup> offense – Parent Called for correction, conference with student & lunch detention
  - 3<sup>rd</sup> offense – Parent called for correction, student consequence (after school detention)
  - 4<sup>th</sup> offense – Parent called for correction, student consequence (hearing)
  - 5<sup>th</sup> offense – Possible termination from the program (insubordination, dress code violation)
  
- ✚ Students must be in proper uniform attire at the time they arrive on campus and remain that way until they leave. Apparel will not display vulgar language, ideas, or pictures. Students are not to wear excessive jewelry, piercings, or adornments.
  
- ✚ Students can wear slacks, pants, or shorts which are black, blue or khaki. Students can also wear:
  - Traditional length pants or capri pants
  - Knee length skirts, shorts, or dresses
  - Pants/shorts must fit at waist and not sag
  - Students cannot wear cut-offs or rolled-up cuffs. That attire is not are permitted.
  - Students cannot wear clothes that are excessively tight
  - Belts are required.
  
- ✚ Shirts & Sweat shirts or Sweaters must be white, light blue, navy blue or black
  - Oxford or polo style shirt with only an undershirt that does not exceed sleeves
  - No outerwear (other than sweatshirt) is permitted
  - An oxford or polo style shirt must be worn under the sweatshirt
  
- ✚ Jackets must be pullover or zip front. (No hoodies allowed in class)

- ✚ Headgear and Shoes – Caps, hats scarves and headbands are not to be worn in the building. No bedroom shoes, flop flops or open toe shoes of any kind are permitted.

#### Friday Dress Down

On our Friday dress down day, apparel will not display vulgar language, ideas, or pictures. Students are not to wear an excessive jewelry, piercings, or adornment.

- No bandanas, hats, toboggans, hoods, sweatbands, do-rags, or any other head coverings.
- No belly shirts, spaghetti strap clothing, or muscle shirts that expose excessive skin under the armpit.
- No leggings or jeggins
- No sleep attire.
- No shorts or skirts that do not meet the “finger tip” test.
- **No clothing that shows cleavage.**
- **No see-through tops or bottoms.**
- No inappropriate signs, emblems, or language on clothing.
- **No skin-tight clothing.**
- No wallet chains or chains on clothes.
- No sunglasses worn in the building.
- **No sagging**
- No house shoes or bedroom slippers may be worn in the building.
- No pants with holes above the finger tip.
- No off the shoulder style shirts or dresses may be worn.
- No slides or open toed sandals or high heeled shoes can be worn.

The administration reserves the right to restrict the wearing of any items that may be disruptive to the normal school day or any other attire that is deemed inappropriate for a school setting. **Habitual offenders will receive disciplinary action.**

#### Cafeteria

- Students must remain in a single file line.
- Students must remove all paper, trays, dishes, and silverware from the table when they have finished eating.
- Everyone is to use good table manners while eating and act in a respectable manner.
- Electronic devices may be used in the cafeteria area only during breakfast and lunch.
- Students must not move chairs from one table to another. Coats, purses and books should not be left unattended.

- Students may not jump ahead in a food line to buy food, milk or juice.
- Horseplay will not be tolerated.

### Electronic Devices

**Electronic devices, to include cell phones, are only permitted at Alger B Wilkins High School in areas called safe zones. These areas include the cafeteria, (during breakfast and lunch). There are certain rules that will regulate the use of electronics during school hours below:**

1. The use of electronic devices during physical education will not be permitted unless prior approval is given from the principal.
2. Teachers may grant permission to use electronic devices during instruction.
3. In addition, should a staff member confiscate an item of this type, it will be immediately surrendered to the office and held for 24 hours.
4. Parents will be permitted to retrieve confiscated items in the office on the next business day, during normal business hours.
5. After the second violation, the item(s) will be held until the end of the school year. **The school will not be held liable for any confiscated items.**
6. **Electronics that are used improperly will be confiscated! (Board Policy 4318)**
7. Earbuds can only be worn in the classroom at Alger B Wilkins High School. **Earbuds should not be worn in the hallways.**

### Lost or Stolen Electronic Devices

Alger B Wilkins High School is not responsible for lost or stolen electronic devices. It is unfortunate that we must add this disclaimer to our student handbook; however, please take precautions when bringing any type of electronic device to school. Please adhere to the following guidelines to lessen the likelihood of your device becoming lost or stolen:

- Please do not leave your device unattended.
- Please do not leave your device on your desk or a table and walk-away.
- Please do not ask a stranger or someone you don't know to watch your device for you.
- Please be responsible for your property at all times.

### Internet Usage Policy

The Internet is a valuable educational resource for students and staff. Internet use and access is a privilege.

**Anyone who uses school Internet access in an inappropriate manner may lose this privilege.**

Students and staff who have the privilege to use school resources for Internet access are expected to abide by the following methods of interaction:

- Use school facilities and equipment only for school-related, educational activities.
- Be polite and use appropriate language.
- Do not use profanity, obscenities, sexually explicit material, or expressions of bigotry, racism and/or hate.
- Maintain individual anonymity and privacy. Do not reveal personal addresses or phone numbers.
- Use school equipment appropriately. Do not engage in acts of vandalism (malicious attempt to harm or destroy.)
- Adhere to copyright laws and restrictions. Do not transmit material in violation of federal or state law or regulation. (Such material includes, but is not limited to, commercial software, copyrighted material, threatening or obscene material, or materials protected by trade secret.)

**Responsibilities of Students:**

- Learn and follow the Guidelines set forth in the CCS Internet Use Policy.
- Return internet permission form signed by the student and a parent or guardian stating that they agree that students will adhere to all guidelines and to assume responsibility for their own actions.

**Check-Ins/Check-Outs**

**Students who arrive to school after 9:30 a.m. must report directly to the main office.** If the student is accompanied by a parent, with a lawful excuse, the tardiness is excused. If, however, the student is not accompanied by a parent, the tardiness is unexcused. Three unexcused tardies will be subject to disciplinary actions.

**Students checking in after 12 noon need to be accompanied by a parent or guardian or be in the possession of a doctor's note.**

Once students arrive on campus during the school day, they become the responsibility of the school. Students who find it necessary to leave during the school day must have their parent or guardian's written permission to check out. This documentation must be turned in to the main office by 8:30 a.m. so that it can be verified with the parent. Under no circumstances will a student be allowed to meet someone in the parking lot or be

allowed to leave the school premises without their parents accompanying them or granting permission.

**Students checking out before 12:00 noon will be counted absent on the homeroom roll. No check-outs will be allowed after 3:15 p.m. Students who miss more than half of a period will be counted absent for that period.**

#### **Faculty Workroom/Faculty Lounge**

**Students are not allowed in the teachers' workroom or lounge for any reason before, during or after school, or during after-school activities.** The lounge or workroom is a place for school personnel only.

#### **Media Center**

Students present in the Media Center will be expected to conduct themselves in a quiet and orderly manner. Failure to do so may result in suspension of library privileges. In order to be admitted to the Media Center, students must present a pass from a teacher unless a teacher accompanies them. During lunchtime, students must have a pass to be admitted to the media center as well.

#### **Fire Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. The fire alarm system will alert all personnel. Students should vacate the building in an orderly and timely manner. There shall be no talking when leaving and returning to the building and students must remain with their class.

#### **Student Accidents**

All accidents and injuries must be reported and documented in the main office.

#### **Student ID Cards**

Student ID cards will be made during the first month of school. **Students must keep their ID card on their person at all times during the school day or at any school function.** Cards are required for all school dances, assemblies, the prom, pep rallies, Media Center use, cafeteria, check-in/check-out, etc. **The cost of ID cards is \$7.00. The replacement cost for a lost ID will be \$5.00** and will be collected before a replacement card can be ordered. Replacement of ID cards can be scheduled in the Guidance Office. Note: Students will not be penalized for not having an ID during the first 10 days of school.

#### **Vending Machines**

**Alger B Wilkins High School** will not be held liable for any currency lost in a vending machine located on the school campus. Student use of vending machines is at their own risk. Vandalism of any of the vending

machines will result in disciplinary action. On a normal school day, the vending machines may not be used from 9:00 a.m. until 2:00 p.m.

### Prom

All students attending the **Alger B Wilkins High School** for the first time must pay junior dues. Prom guests must be a junior or senior enrolled in a Cumberland County school. Documentation will need to be provided as proof of enrollment.

### Graduation Schedule

Graduation for seniors will be held at the Cumberland County Crown Coliseum. The date and time will be announced at a later date.

### Bus Conduct

School buses are a means of transportation provided by the state of North Carolina. Students who ride the bus are expected to conduct themselves in an orderly manner. Students may not ride a bus not assigned to them, and those who misbehave on the school bus may be suspended from riding the bus for an indefinite period of time. The administration has the authority to suspend students from the bus for the following infractions to include, but not limited to:

- Delaying the bus schedule.
- Fighting, using profanity, smoking, lighting matches or cigarette lighters.
- Refusing to obey instruction of school authorities.
- Tampering with a school bus.
- Refusing to meet the bus at designated stops.
- Entering or leaving the bus through the emergency door or through windows that are to be used only during emergencies.
- Refusing to let others sit in authorized seats.
- Crossing the street at the rear of the bus when entering or leaving the bus.
- Failing to observe safety rules and regulations.

### Financial Obligations

No refunds will be given for any field trips or etc. Lost and paid for textbooks with an original yellow receipt will be the only refunds given. Checks will only be taken with a license number and current phone number on the check. **Students who have outstanding debts to the school will not be allowed to participate in any activities before, during, or after school, except for regular classroom instruction activities.** Seniors with

outstanding financial obligations will not receive a diploma upon graduating.

### **Food**

All food items will be consumed in the cafeteria during lunch hours. The consumption of food or drink items will not be permitted in the classrooms, halls, and restrooms. Food items are not to be sold by students during school hours. **No prepared restaurant food may be brought on campus during school hours.**

### **Hall Passes**

Each student is required to have an official ABWHS student planner pass and ID when they are out of class. Failure to have a hall pass will result in immediate discipline.

### **Use of Restroom Facilities**

Students will only be given permission to use the restroom during class in case of emergency. The policy will be enforced for the protection of class time. Students have several minutes between classes to take care of personal needs. Students will not be permitted to leave class to use the restroom the first 10 minutes of class or the last ten minutes of each class period!

### **Student Tardy Policy**

#### **In School Suspension may be assigned:**

- A. To any student who has been excessively tardy to any class during the school day;
- B. To any students who are in the hallway without permission during tardy sweeps;
- C. To any student who has accumulated **3** or more tardies in several different classes on one or more days.

#### **If In School Suspension is assigned:**

- A. Student will receive written notice prior to the date of the assigned study hall.
- B. Parents will be informed of **ISS** by:
  - Written notice at least 24 hours prior to the assigned **ISS**.
  - The Written notification will explain why the student is receiving a **ISS** assignment.
- C. ISS will be held all day on Tuesdays and Thursdays.
- D. Special Wednesday **ISS** assignments will be scheduled as necessary.
- E. Failure to attend ISS on the assigned date will result in an additional day of in-school suspension, and/or, out-of-school suspension, and/or an administrative meeting to discuss educational expectations with the principal.
- F. Students are expected to follow all rules associated with **Alger B Wilkins High School**

and exhibit appropriate behavior at all times during regular classes and **ISS**. Failure to do so will/may result in OSS.

- G. ISS will only be assigned to your child twice during the school year. Upon your child's third write-up for excessive tardies, he will be placed in ISS for a specified number of days. Any subsequent referrals will result in OSS for no less than 3 days.

#### **Loitering**

Students are not permitted to loiter on school property after school hours, before school, or on non-school days. Students are not to be on campus before 8:00 a.m. and after 3:45 p.m. unless involved in extra-curricular activities under the supervision of a teacher.

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

The Family Educational Rights and Privacy Act is a federal law that governs the maintenance of student records. Under this law, parents or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the student.

#### **Section 504/Americans with Disabilities Act**

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district ADA/Section 504 Coordinator: Faye Riner, Cumberland County Schools, P.O. Box 2357, Fayetteville, N.C. 28302. Phone: 678-2430

#### **Appeals Process Guidelines**

##### **SHORT TERM**

(10 days or less)

There shall be no right to appeal a short-term suspension to the Board of Education.

#### **LONG TERM AND/OR DISCIPLINARY ASSIGNMENT FOR AN ALTERNATIVE EDUCATION PROGRAM**

Suspension from school, school activities, and school grounds in excess of 10 days but not exceeding the time remaining in the school year except as provided in G.S. 115C-390.1(b)(7). This long-term suspension must have the approval of the Superintendent.

If the principal recommends a disciplinary reassignment or long term suspension, he/she shall submit such recommendation to the Associate Superintendent, Student Support Services, for approval/disapproval. A student is not entitled to appeal a decision to impose a disciplinary reassignment to the local Board of Education.

**365 DAYS SUSPENSION OR EXPULSION**

This completed form must be filed within 7 school days of the school administrative hearing to the Principal of the school who will promptly send it to the Associate Superintendent, Administrative Services.

**Special Parent Concerns**

If parents have special concerns in reference to their child's progress or behavior, please call Mrs. Valerie Johnson-Martin. Mrs. Martin will return your call within 24 hours.