

# WEST CABARRUS HIGH SCHOOL



2021-2022

Student Handbook

## School Attendance Policy

### Welcome

Dear Wolverine Family,  
 Welcome to the 2021-2022 school year and we hope that everyone has enjoyed a safe and restful summer. The West Cabarrus Staff is looking forward to beginning the new school year. Please refer to this student folder for important information relating to CCS and WCHS policies and procedures. You can also visit the WCHS webpage and the Cabarrus County School's district website for additional information. It is a privilege and honor to be the Principal of West Cabarrus High School. We look forward to a great school year!

Todd Smith Principal  
 Go Wolverines!

In grades 9-12, students who have more than eight (8) absences in a course during each ninety-day term may not receive credit for that course.

1. All class work missed due to absences may be made up.
2. It is the responsibility of the student to gather and complete all assignments and class work missed during an absence.
3. Any combined total of 4: tardies, check-ins, and/or check-outs are counted as one absence (Example: 1 tardy + 2 check-ins + 1 check-out in 3rd period will count as 1 absence in that period).

A student must be present a minimum of 1/2 the period to be considered in attendance for that class. Any student whose academic standing is adversely affected by the attendance policy has the right to an appeal.

### SCHOOL VISION

Students proudly prepared to engage in life within a global community.

**Make-Up Work** - Students will be allowed to make up work for all absences, including unexcused absences and suspensions. With exception made for unusual circumstances, students are expected to complete make-up work within five (5) days of returning to school. The affected teacher(s) or an administrator must give permission for the 5-day limit to be exceeded. Contact the main office to request make-up work.

### SCHOOL MISSION

We will empower Wolverines in a safe and collaborative environment to inquire, be resilient, and soar in a global community.

**Class Cut** - A class cut is defined as: (1) a willful absence from school without the prior knowledge of your parents, (2) an absence from a class without permission, (3) leaving class without permission, and (4) not returning to class promptly as instructed by school personnel. The first class cut will result in Thursday School. Any further class cuts will result in a referral to In-School Suspension and/or Out-of-School Suspension. Parents can check attendance in Parent Portal.

### ADMINISTRATION

Students with last names:	Administrator
Principal	Mr. Todd Smith
A-D	Ms. Yolanda Blakeney
E-L	Mr. Bret Butch
M-Q	Ms. Emily Angles
R-Z	Ms. Misha Fletcher

#### Steps to follow when absent from school:

1. Have your parent call the school office prior to 9 AM on the day of the absence.
  2. If a call is not received, the school will attempt to contact your parent/guardian.
  3. Upon return to school, bring the original note from a parent/guardian, doctor, court of law, etc. The note should list your name, dates of absences, specific reason for the absences and parents' signature. Present the note to the school attendance secretary. **All notes must be submitted within two (2) days of an absence.**
  4. Ask all teachers for make-up assignments.
1. Whenever possible, make doctor and dental appointments after school hours. 2. Please notify the office regarding prearranged absences.

**All dismissal requests must be verified by a call from a parent/guardian. Prior to leaving the building students must sign out in the attendance office.**

### TARDY POLICY

In an effort to protect instructional time, West Cabarrus High School will use the 'sweep and keep' system. Students who are tardy to class will be locked out of the classroom. Teachers on planning will 'sweep' students to a staff member on duty who will issue them a pass to class. Staff members will submit student names who are tardy to the Attendance Facilitator who will record them and notify students if they have ASD, Thursday School or ISS. Four (4) tardies in a class will count as one absence. All unexcused check-ins count as a tardy. If a student checks in with a note that cites a reason that is recognized as a lawful absence, that check-in will be marked excused.

- 1st and 2nd--warning
- 3rd - 9th tardy will result in ASD.
- 10th and 11th tardy will result in a Thursday School Detention
- 12th and 13th tardy will result in an In School Suspension (ISS)
- Subsequent tardy consequences will be determined by the Administration.

### CABARRUS COUNTY SCHOOL CALENDAR 2021-2022

Copies of the school calendar are available on the school website.

Regular Bell Schedule	WIN Bell Schedule
1st Block- 7:15am-8:46am Class Change- 8:46am-8:53am	1st Block- 7:15am-8:36am Class Change- 8:36am-8:43am
2nd Block- 8:53am- 10:24am Class Change- 10:24am-10:29am	Intervention 8:43am-9:18am Class Change- 9:18am-9:23am
3rd Block- 10:29am-12:39pm Class Change- 12:39am-12:44pm	2nd Block- 9:23am-10:44am Class Change- 10:44am-10:49am
4th Block- 12:44pm-2:15pm	3rd Block- 10:49am-12:59pm Class Change- 12:50am-12:55pm
	4th Block- 12:55pm-2:15pm
Regular Lunch Schedule	WIN Lunch Schedule
A Lunch- 10:24am-10:47am Change- 10:47am-10:52am	A Lunch- 10:44am-11:05am Change- 11:05am-11:10am
B Lunch- 10:52am- 11:15am Change- 11:15am-11:20am	B Lunch- 11:10am- 11:31am Change- 11:31am-11:37am
C Lunch- 11:20am-11:43am Change- 11:43am-11:48am	C Lunch- 11:37am-11:58am Change- 11:58am-12:03am
D Lunch- 11:48am-12:11pm Change- 12:11pm-12:16pm	D Lunch- 12:03am-12:24pm Change- 12:24pm-12:29pm
E Lunch- 12:16pm-12:39pm	E Lunch- 12:29pm-12:50pm

## STUDENT PARKING REGULATIONS

Driving to school and parking on school property are privileges. All student vehicles parked on school property must be registered with the school office. All parking passes must be purchased within the first 10 days of school or when a student first begins to park at school. Students owing any school fees will not be allowed to purchase a parking pass without first having paid all school fees. All vehicles parked on school property are subject to search by the school administration. Speeding and reckless operation of a motor vehicle are prohibited and will result in a Thursday School and/or the loss of driving privileges for an amount of time deemed appropriate by the school administration. A \$25.00 fee is required to register a car for parking on school property. A \$10.00 fee is required for additional passes purchased to register a 2nd vehicle or to replace a lost/stolen pass. A valid school parking pass must be displayed on the rear view mirror windshield in any student vehicle parked on school property. Students must report to the building immediately upon arriving at school and leave immediately upon dismissal. **Consequences for violating student parking privileges are given at WCHS Administrative discretion. Students who receive a warning for parking on campus without a sticker are assigned ASD and cannot park on campus until they purchase their parking pass. Students can also receive ISS and lose their parking privileges indefinitely for**

**failure to follow parking regulations and driving safely while on campus. BUS REGULATIONS**

Safety is the priority when riding the bus. Riding the bus is a privilege. Students riding a bus must adhere to the following:

- Students must obey bus rules and regulations at all times.
- At dismissal, students must report directly to the bus lot.
- Students must be at their bus stops before their bus arrive and not delay the schedule.
- Students cannot cause damages, distract the bus driver, or get off at an unauthorized stop, including that of another student.
- Students not riding for ten (10) consecutive days may lose their bus assignment.

**A student who fails to follow the rules will have his/her riding privileges revoked progressively at a minimum of three (3) days.** Depending on the severity of the offense, the administration has the right to invoke a more serious consequence as deemed necessary, up to and including suspension or revocation of bus riding privileges. Bus assignments are made based on NC State Statute. Students will be assigned a morning and afternoon run. Students will not be permitted to ride home with other students due to the regulations of North Carolina Torts Claim Act and overcrowding on our buses. Any student providing false information to the bus driver will result in an automatic bus suspension. The school is not responsible for items left on the bus.

## VIDEO SURVEILLANCE

For your safety, video cameras have been installed in several hallways in school building, buses and parking lots. Be advised:

1. School administrators and law enforcement officials monitor both the cameras and the recordings.
2. Video recordings are used to investigate violations of school rules and the law.
3. Video recordings may become part of a student's educational record.

## VISITORS

The school policy is to accept only those visitors who have legitimate business at the school. **ALL VISITORS MUST REPORT TO THE OFFICE** to be welcomed and directed to the appropriate places. In order to ensure a safe school environment, Cabarrus County Schools has instituted proper security measures in all schools. All schools have a visitor camera and entry protection system that requires all visitors to be visually identified before being allowed into the building. All school visitors must check in electronically with a valid picture ID before access to any part of the building beyond the main office is granted. Upon the completion of their visit all individuals who have checked in will also be asked to check out in the same system. Any unauthorized visitor found on campus will be considered trespassing. Do not bring other high school visitors during times when other schools are dismissed for holidays, etc. **Students may neither eat lunch with visitors on campus, nor receive food from visitors.** No outside food or drinks (i.e. fast food) can be delivered to students during lunch. Parents may bring their child a "bag lunch."

## FEES

It is important that students pay their fees in a timely manner as these funds go toward instructional materials as well as other areas that help the school function efficiently. Students owing fees (textbook, class, etc.) cannot attend school dances, purchase parking passes, participate in graduation ceremonies, or attend prom.

## TEXTBOOKS

Students are responsible for all textbooks assigned to them. Any student who does not have their assigned textbook at the end of the semester will be charged the full price. Students will be assessed a fee for any damages to textbooks that may occur. Students are strongly encouraged to place covers on their textbooks.

## PERSONAL PROPERTY

Protect yourself by being cautious with your property. Here are some suggestions:

1. Do not carry large sums of money or jewelry to school.
2. Do not leave clothing, purses, phones, etc. unattended.
3. If you use a locker, lock your valuables in it when they are not in your possession. If you are enrolled in a PE class, you will have a locker to use during that period. Please lock your belongings to ensure they are protected.
4. Please remember that protecting your property is your responsibility. WCHS is not responsible for unsecured items. **Administration can search lockers and personal property if there is reasonable suspicion a law or school policy has been violated. Students in unauthorized areas of campus are subject to search.**

## STUDENT BEHAVIOR

The staff of West Cabarrus wants to ensure that our students receive the rigorous education they deserve, along with having a safe environment. The following guidelines are set to accomplish this goal. Administrators may assign Detention, Thursday School ( 230-430pm) ISS, or Out-of-School Suspension. The administration reserves the right to assign different consequences when deemed necessary.

## HARASSMENT

Students are expected to demonstrate respect for teachers, other students, and themselves. The Cabarrus County Board of Education expressly prohibits unlawful discrimination, harassment or bullying, including on the basis of race, color, national origin, sex, pregnancy, religion, age, physical appearance or disability. Refer to Board policy code: 1710/4021/7230 for a more detailed explanation of this policy. Bullying and/or harassing are strictly prohibited. The repeated pattern of intimidation may be real or threatened. There are 3 types of bullying: physical, emotional, and relational. Bullying may include, but is not limited to, verbal taunts, name calling, implied or stated threats, and exclusion from peer groups. Bullying can occur in person or through social networking sites, texting, blogging, and the internet. **Students who feel bullied, harassed or intimidated at school by an adult or another student should report the concern to a teacher, administrator or other staff member at school. Bullying and Harassment Reporting Forms are available on the CCS website, and in the WCHS front office. Students who violate this policy shall be subject to disciplinary action up to and including a recommendation for alternative placement.**

## IN-SCHOOL SUSPENSION (ISS)

Students will be referred to ISS for various disciplinary infractions (including, but not limited to tardies, cutting class/school, not attending Thursday School, 3 or more Thursday School offenses, possessing an electronic device or phone after losing the privilege. Teachers will send work to a designated location for students assigned to the ISS program to complete. The students will be unable to attend their normal classes. When assigned to ISS, students report to the ISS classroom at 7:15 and remain for the remainder of the day (7:15 – 2:15).

## OUT-OF-SCHOOL SUSPENSION

Students can be suspended from WCHS for up to 10 days depending on the offense. This type of out-of-school suspension is considered a short-term suspension. Depending on the offense, a recommendation for alternative placement may be considered and law enforcement could be involved. Students suspended out of school may not be on any Cabarrus County School property during the duration of the suspension. Students are also not permitted to participate in or attend any school-sponsored activities while on suspension. Other lost privileges due to out-of-school suspension include: a) Holding an elected office during the year of OSS b) Inability to attend school-sponsored dances, possibly even Prom; c)

Participating as a Junior Marshall at Graduation if the OSS occurred during a student's 11th grade year.

Absences due to suspension are considered excused, however students are still responsible for their work. The following examples of rule violations will include serious consequences up to and including Out-of-School Suspension:

1. Being a persistent discipline problem.
2. Failure to follow the reasonable directions of a school employee.
3. Disrespect or profanity to a school employee.
4. Refusal of a student to identify him/herself.
5. Lying to a school employee.
6. Sexual harassment of a student or school employee.
7. Use/Possession of tobacco/vape products.
8. Threats made to a school employee or a student.
9. Stealing. Student must also pay damages.
10. Vandalism. Student must also pay damages.
11. Misuse of school-owned electronic equipment.
12. Trespassing on other school campuses.
13. Bringing a weapon to school.
14. Fighting or disorderly conduct.
15. Drugs or alcohol. Students are prohibited from possessing, using, transmitting, selling or being under the influence of illegal drugs or alcohol (1) in any school building, on any school campus, and in or on any other school property owned or operated by the board, including school vehicles; (2) at any school-related activity, including athletic events; (3) at any time when the student is subject to the supervision of school personnel, including during school trips, and (4) any other time and place where the conduct occurs and is reasonably expected to have a direct and immediate impact on the orderly and efficient operations of schools or the safety of individuals at schools. See Policy Code 4325.
16. Any assault on a school employee.
17. Students who sell and/or distribute prescription/non-prescription pills.
18. Students who take and/or consume prescription/non-prescription pills that are not prescribed to them or do not belong to them.
19. Students that engage in an aggressive, verbal altercation/confrontation.
20. Taking and/or sharing/posting videos/pictures of students violating CCS/WCHS school rules and policies including, but not limited to verbal confrontations/fights.

## BASIC PROTOCOL REGARDING NON-PRESCRIPTION AND PRESCRIPTION MEDICATION AT SCHOOL

1. Non-prescription (over the counter) medications are allowed to be carried at school as long as there is a detailed note from the parent/guardian. Note should include student's name, date of birth, name of medication (Tylenol, Advil, Motrin, Benadryl, cough drops, etc.) reason for medication, amount allowed to take, time frame allowed (today only, 4 days, end of school year, etc.), parent/guardian's signature and date. **Medication must be in original container.** Students may not show, share or sell their medication at school. It is a good idea to bring the note from the parent/guardian to the health office for the nurse to review.

2. Prescription (ordered by physician) medications may be self-administered by the student as long as there is a physician's authorization form from the physician. The student must bring the form and medication to the school nurse to review and approve. Parents must sign the authorization form for the student to self-administer the medication. These forms are at many doctors' offices, the school nurse office and the district website (click on School Health under Useful Links). **Medication**

**must be in the original container.** Students may not show, share or sell their medication at school.

3. Prescription (ordered by physician) medications may be administered by the school nurse as long as there is a physician's authorization form from the physician. The parent must bring the form and the medication to the school nurse to review and approve. The parent must pick up the medication at the end of the school year.

## TECHNOLOGY RESPONSIBLE USE GUIDELINES

WCHS classrooms are designed to complement 21st<sup>st</sup> Century learning. Students have the opportunity to utilize numerous technological resources on campus. In compliance with CCS policies, students must adhere to the following:

- A. Access WCHS computers or equipment only with staff permission and supervision. B. Respect the privacy of others.
- C. Report any security problem with technology to a WCHS staff member.
- D. Comply with all applicable board policies outlined in 3225/4312/7320. Technology Responsible Use.

Students must refrain from the following: 1) Creating, accessing, and/or transmitting content that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful.

- 2) Installing or using any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
- 3) Sending electronic communications fraudulently.
- 4) Intentionally or negligently damaging computers, computer systems, electronic devices, etc. (this includes transmitting computer viruses).
- 5) Creating or downloading software onto any CCS-owned electronic device/network;
- 6) Engaging in unauthorized activities such as "hacking".
- 7) Using another individual's computer account.
- 8) Reading, altering, changing, blocking, or deleting files or communications belonging to another user without the owner's express prior permission.
- 9) Using their personal devices as private Wi-Fi hotspots during instructional hours.

### 10. Inappropriate use of Electronic Devices

Students may use their phones before and after school, during class change and during lunch. However, during class time, all electronic devices should be out-of-sight and not used unless expressly permitted by the teacher for educational purposes. Students may not use their phones to make calls during the school day.

Consequence for having electronic devices out during class:

- 1. Warning and Parent Contact
- 2. ASD
- 3. ASD
- 4. Thursday School
- 5. Thursday School
- 6. ISS
- 7. Administrator Discretion

Any user violating computer and internet policies and guidelines may relinquish their rights to the resources available for the remainder of the school year. In addition, disciplinary action may be taken. In accordance with Policy 4342, Student Searches, a student's electronic device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school administrator has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Student Code of Conduct, or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

### 10. Inappropriate use of Electronic Devices

## DRESS CODE

WCHS follows the CCS Dress Code policy. The following is from page 18 of the Cabarrus County Schools Parent Information and Student Code of Conduct.

"Cabarrus County Board of Education specifies that each student must come to school appropriately dressed in clothing that is not disruptive to the educational process and does not endanger the health and safety of others. (See Policy 4316 Student Dress Code). The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. The principal has the authority to determine when a student has violated the school dress code and assign consequences consistent with the Student Code of Conduct."

. Students whose dress attire does not comply with the Dress Code will remain in the Control Room until their clothing meets the Dress Code.

## THE BOARD PROHIBITS APPEARANCE OR CLOTHING THAT DOES THE FOLLOWING:

- violates a reasonable dress code adopted and publicized by the school;
- is substantially disruptive;
- is provocative or obscene;
- depicts or promotes gang affiliation; or
- endangers the health or safety of the student or others.

**Each school will adopt a dress code in compliance with Policy 4316 that includes but is not limited to the following expectations:**

- Skirts and shorts: Mid-thigh length or longer
- Shirts and blouses that cover the student's midriff

- Straps at least the width of the student's ID card (two inches or greater)
- Pants that are fitted at the waist
- Shoes, tennis shoes, sneakers or sandals

**Students may not wear:**

- Tank tops (with straps less than 2”), muscle or mesh shirts
- See-through or excessively baggy, short, tight, or revealing clothes (i.e. plunging necklines or exposed cleavage)
- Exposed undergarments
- Clothing advocating drug, alcohol, vaping or tobacco use
- Clothing advocating products or services illegal to minors (i.e. weapons, drugs, etc.)
- Clothing with inappropriate or suggestive language or symbols (i.e. profanity, pornography)
- Clothing that discriminates against particular groups
- Clothing with holes or slashes above mid-thigh
- Bedroom slippers and pajamas
- Excessively long or oversized shirts, coats or jackets
- Sunglasses, hats, caps, stocking caps, toboggans, bandannas, skull caps or any other headgear in school
- Any apparel and accessories including jewelry, emblems, tattoos or body markings, that depict gang affiliation
- Excessive face painting
- Chains, spikes or other accessories that could be perceived as or used as a weapon

Students whose dress attire does not comply with the Dress Code will remain in the Control Room until their clothing meets the Dress Code.

**Consequences:**

- 1 and 2-- Warning, change of attire and parent contact.
3. After School Detention, change of attire and parent contact.
4. After-School Detention, change of attire and parent contact
5. Thursday School, change of attire and parent contact.
- 6 Thursday School, change of attire and parent contact.
7. In School Suspension, change of attire and parent contact
8. Administrative discretion.

**PERSON-PERSON RELATIONS**

In order to ensure proper conduct between individuals and to avoid possible embarrassment for some, it has been determined there will be no 'body contact' between individuals beyond the holding of hands.

**CONTROL ROOM**

Students who are sent out of class for behavior reasons are required to report to the Control Room. While in the Control Room, students will remain silent and complete their assignments.

**AFTER SCHOOL DETENTION (ASD)**

Students who fail to report to detention will be assigned Thursday School Detention. Detention is held in the Control Room. The following are examples of but not limited to rule violations that can result in detention:

1. Being in an unauthorized area of campus. Students and their belongings will also be searched.
2. Breaking in the lunch line.
3. Failure to report for a teacher-assigned detention (2 days).
4. Engaging in rough, adolescent, boisterous play that is unacceptable at school (i.e. horseplay).
5. Consuming food or drink in halls during class change.
6. Running in the halls.
7. Leaving tray/food in cafeteria/littering or in halls.

**Thursday SCHOOL**

Thursday School is from 2:20 to 4:00PM. No student will be admitted after 2:20PM. Students only receive three referrals to Thursday School per semester. After three referrals they will receive ISS or OSS. The following are examples of rules violations that can result in being assigned Thursday School:

1. Cutting class.
2. Failure to report to After-School Detention.
3. Failure to report to the Control Room.
4. Hazing or intimidation of other students.
5. Failure to check in/out properly.
6. Leaving class without permission.
7. Loitering in or returning to the parking lot.
8. Misconduct at athletic events. Students may also lose the right to attend future events.
9. Use of profanity with fellow students.
10. Person-person relations beyond holding of hands.
11. Creating or using a forged hall pass.
12. Inappropriate use of technology/device.

**STUDENT SUPPORT SERVICES**

Student Support Services team members support the school's mission by helping to remove barriers to learning, provide information and opportunities, and empower all students to maximize their present & future academic, career, and social/emotional potential. The Student Support Services program is presented through the collaborative efforts of students, parents/guardians, teachers, community members, professional school counselors, school social worker, graduation coach, registrar, school nurse, testing coordinator, and others. All students participate in one or more aspects of the programs offered through Student Support Services. Students/parents who wish to opt out of the opportunities presented through Student Support Services may submit a request in writing to the principal. Information about specific programs provided through Student Support Services can be found on the WCHS website.

**PAPERLESS PROGRESS REPORT & REPORT CARD DATES**

Progress Report—9/22, 12/1, 2/23, 5/4

Report Cards—11/3, 2/2, 4/6, 6/22

**GRADUATION REQUIREMENTS**

1. Cabarrus County Schools requires a total of 27 credits/units for graduation.

2. Transfer students must complete their maximum potential for earning credits/units

less 5. **Students attempting to earn credits outside of Cabarrus County Schools must have prior approval from the principal and the High School Director.** Students must successfully complete the courses required for graduation by the State of North Carolina based on the year the student entered 9th grade. All students will meet the **Future Ready Core** graduation requirements, including completion of a **Career Cluster**.

4. A student must complete the following minimum course requirements: **ENGLISH:** 4 units; one each in English I – IV, **MATHEMATICS:** 4 units; **SCIENCE:** 3 units; one each in a physical science, Biology and Earth & Environmental Science, **SOCIAL STUDIES:** 4 units; one each in World History, Civics & Economics and 2 units in American History. **HEALTH & PE:** 1 unit, **WORLD LANGUAGE:** 2 units (recommended for all college-bound students).
5. As per North Carolina law, students may choose to graduate early. Students wishing to exercise this option should plan ahead and meet with their school counselor to develop an early graduation plan.  
Be advised that high school graduation requirements may be different from college admission requirements. Check college web sites for college admission requirements.

### ACADEMIC INTEGRITY

It is a WCHS expectation that students submit their own original work to be graded.

who violate this expectation will receive no credit for the work submitted. The teacher will inform the parent and WCHS administration of the incident. Violations dealing with academic integrity may also result in disciplinary action as deemed by administration.

### GRADING SCALE

Grades are recorded as numerical grades and calculated on a 4.0 scale. The grading scale is as follows:

### PROMOTION STANDARDS AND GRADE-LEVEL CLASSIFICATION

Students are promoted from middle school to high school upon completions of all middle school requirements. Grade level classification is based on the student's ability to earn his/her maximum potential.

#### Classification Index

Sophomore – total of 6 units

Junior – total of 13 units;

Senior – total of 19 units and be eligible to graduate in the spring.

#### Transfer Student Grade-Level Classification

The transfer student's grade classifications at his/her former school and an evaluation of the student's transcript will be used for grade placement and GPA. A student must be enrolled one term before receiving rank.

### DRIVER'S LICENSE LEGISLATION GUIDELINES/ DROPOUT PREVENTION

Beginning August 1, 1998, state law mandates that in order for a student to maintain a driver's permit/license, he/she must make adequate progress in school. Specifically, a student, under the age of 18 must pass three of four classes (or 70%) per semester in order to keep a driver's permit/

license. Also, students who drop out of school will lose their permit/license for one semester. School administrators will notify the Department of Motor Vehicles of students who have not met these requirements.

### CABARRUS COUNTY SCHOOLS DROP-ADD GUIDELINES

High Schools in Cabarrus County Schools are on a block system. There are two terms with four courses each term. The North Carolina Department of Public Instruction requires a minimum number of seat-time hours to earn a credit. As a result, if a student misses more than 8 days in a course, credit may be withheld. Therefore, the following procedures are in effect for any student who requests a schedule change:

1. No changes will be made on or after the first day of classes unless it is an administrative error or for pupil balancing.
2. Any student that requests a change once the schedule has been created in the spring can request a change during the schedule change window and decisions will be made on a case-by-case basis. This depends on space availability and progresses through grades 12, 11, 10, and 9 in that order.
3. Students failing the first course of a two-part sequence of a pre-requisite course will be dropped from the second course if it is needed for graduation as a space allows.
4. Second term changes are particularly discouraged once the school year begins; however, exceptional circumstances may be considered by the principal with counselor recommendation.
5. If a student drops a class once the term has begun, it is only with the principal's approval and the grade of WF will be averaged into the overall GPA as a failing grade.
6. These guidelines also apply to courses taken through any of our Distance Learning or Community College programs.

### SCHEDULE CHANGES

West Cabarrus High School adheres to the schedule change policy of Cabarrus County Schools. This policy can be found in the Curriculum Guide on the Cabarrus County Schools web site. Additionally, students may, under exceptional circumstances, request a schedule change for second semester by submitting the online schedule change form to the counselors between November 1st and 15th of each year. The specific dates will be announced and posted on the WCHS website. No schedule changes will be considered outside of these times except in cases of failed prerequisites, administrative error or for pupil balancing. Students wishing to drop a class once the term has begun may do so only with the principal's approval; the grade of "WF" will be reported on the student's transcript & will be averaged into the overall GPA as a failing grade. Seniors wishing to flex a course for the fall and spring semesters must submit a schedule change request via the normal schedule change process. Flexing is strongly discouraged under any circumstances, and a parent conference is required. Any student that flexes classes will not be allowed to remain on campus during their flex time.

### RETKING A COURSE

Please see WCHS Student Services Webpage

### ATHLETIC ELIGIBILITY

To be eligible to participate in athletics at WCHS, a student must:

1. Pass a minimum of three (3) courses during the previous semester at an approved high school. Student mentors and office assistants do not count as course offerings and will not count toward athletic eligibility purposes.
2. Meet local promotion requirements (See Graduation Requirements listed above).
3. A student-athlete must be present at least 1/2 the day to be able to participate in practice or a game that day. There are other criteria for attaining athletic eligibility in a North Carolina High School Athletic Association member school. For a complete listing and explanation of each of the criteria, consult [www.nchcaa.org](http://www.nchcaa.org).

## **NATIONAL HONOR SOCIETY AND BETA CLUB**

WCHS students will be eligible to have membership in the National Honor Society and Beta Club. See the Organizations tab on the West Cabarrus High School website for qualifications.

## **PARENT-SCHOOL ORGANIZATIONS**

The **WCHS ATHLETIC BOOSTER CLUB** organization works with all areas of the WCHS athletic program. The **BAND BOOSTER CLUB** organization works with all areas of the WCHS band program. The **PTSO** will work with supporting our students and staff. WCHS welcomes parents who are interested in working as **volunteers**. **Proctors** are needed by Student Support Services at the end of each semester to help with testing. Please contact the school office if you would like to be a WCHS volunteer. Your assistance to these organizations is both requested and appreciated.

## **GRAFFITI ROCK**

The Graffiti Rock in front of the school may be used to display messages that are in good taste (birthday announcements, congratulations, etc.). Messages or signs that are vulgar, offensive, potentially disruptive, or are displayed on any surface other than the rock itself are prohibited.

## **EQUAL OPPORTUNITY NOTICE**

It is the policy of WCHS not to discriminate in its admissions requirements, educational programs, activities, or employment policies in regards to sex, race, color, national origin, creed, disadvantaged, or handicapped conditions.

Cabarrus County Schools has asked that all hearing-impaired individuals who need interpreters at a school related event give two weeks prior notice to the schools. This will ensure an interpreter is on-site and available at the event. Shorter notice may mean an interpreter may not be able to attend to assist the individual.

## **DISCLAIMER**

Not all situations covered in the CCS Student/Parent Handbook or CCS Board Policy can be included in this handbook. The WCHS administration reserves the right to address situations not specifically addressed in this handbook in a manner they deem fair and appropriate.

## **HONOR ROLL**

Honor Roll will be calculated at the end of each grading period and will be based upon a student's non-weighted numerical average. A Honor Role=4.0 (Student must have all A's) B Honor Role=3.0 (Student must have all A's B's, and/or C's) Students earning A or B Honor Role cannot have any D's or F's.

## **HIGH SCHOOL EXAM POLICY**

The Cabarrus County Board of Education requires that final examinations be given in all classes in grades 9 - 12. State end-of-course tests shall serve as the final examination in designated courses. Failure to take a final examination may result in loss of credit for the course.

All examinations must be taken at the scheduled time unless the student has permission from the principal to alter the time scheduled due to extraordinary circumstances. Each high school principal shall follow the exam schedule as established by the Superintendent or designee.

1. All 9th, 10th, and 11th grade students will take exams for all courses.
2. Seniors will be able to exempt exams where a state-assessment is not used if they meet the following criteria in a course(s)
3. Students must have an 80 or above average.
4. Students have accrued no more than three absences (excused or unexcused) prior to the exam day. College visits count toward the three absences.
5. No suspensions during that semester (ISS and OSS).
6. State End-of-Course / CTE Post-Assessments/ NC Final Exams cannot be exempted.
7. Exemption is optional. A qualifying student may take an exam from which he/she is exempted. The final exam grade will only be used if it improves the student's grade in the course.
8. Electronic devices will be collected at the beginning of exams and returned at the end of exams.
9. No blankets or pillows should be brought to school on exam days.