

WEST CABARRUS HIGH SCHOOL



2020-2021

Student Handbook

WELCOME

Dear Wolverine Family,
Welcome to the 2020-2021 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 and we are committed to supporting our Wolverine families as the school year starts through remote learning. Please visit the WCHS webpage and the Cabarrus County School's district website for additional information on the information included in this handbook. Please also refer to the WCHS webpage for updated information relating to Plan B, such as attendance, No Visitors allowed, etc..

Todd Smith
Principal

SCHOOL VISION

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

SCHOOL MISSION

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

ADMINISTRATION

Students Last Names	Administrator
Principal	Mr. Todd Smith
A-G	Ms. Yolanda Blakeney
H-O	Mrs. Cathryn Morse
P-Z	Mr. Bret Butch

CABARRUS COUNTY SCHOOL CALENDAR 2020-2021

Copies of the school calendar are available on the Cabarrus County School district homepage.

WCHS Plan-B Safety Procedures

To help with implementing safety procedures for Plan B (ie. temperature checks, teachers being in classrooms, etc.) students are permitted to enter the school no earlier than 7am. This will allow WCHS staff to be in their assigned locations and ready to receive students when students begin entering the school.

Plan-B Learning Schedule

STUDENT SCHEDULE						
Time	Length (min)	Group 1	Group 2	Group 1	Group 2	All Students
		Monday	Tuesday	Wednesday	Thursday	Friday
		Synchronous	Synchronous	Synchronous	Synchronous	Asynchronous
7:15 - 9:00	105	1st period 7:15 - 8:00 F2F only 8:00 - 8:15 Homeroom (Advisory, SEL, etc.) 8:15 - 9:00 - F2F and Home			1st Block	
9:05 - 10:35	90	2nd Block 9:05 - 9:50 - F2F and Home 9:50 - 10:35 - F2F only			2nd Block	
10:40 - 12:35	115	3rd Block 10:40 - 11:50- F2F only (Lunch & Announcements) 11:50 - 12:35 - F2F and Home			Lunch 3rd Block	
12:40 - 2:15	95	4th Block 12:40 - 1:25 - F2F and Home 1:25- 2:15 F2F only			4th Block	

CABARRUS COUNTY HIGH SCHOOL ATTENDANCE POLICY

- Refer to WCHS webpage for Plan B attendance information.

- In grades 9-12, students who have more than thirteen (13) absences in a course during each ninety-day term may not receive credit for that course.
- All classwork missed due to absences may be made up.
- It is the responsibility of the student to gather and complete all assignments and classwork missed during an absence.
- Parents should submit an excuse electronically by visiting the WCHS web page and clicking the absence excuse link or by sending an email to the Attendance Coordinator Lakeisha Madison Hemphill at lakeisha.madisonhemphill@cabarrus.k12.nc.us.
- 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 the 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.

Make-Up Work - Students will be allowed to make up work for all absences, including unexcused absences and suspensions. With exceptions 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 permit the 5-day limit not to be exceeded. Contact the main office to request make-up work.

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 the Parent Portal.

Steps to follow when absent from school

- Parents should call the school's office before 9 AM on the day of the absence.
- If a call is not received, the school will attempt to contact your parent/guardian.
- 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.**
- Ask all teachers for make-up assignments.
- Whenever possible, make doctor and dental appointments after school hours. Please notify the office regarding pre-arranged absences.

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

TARDY POLICY

→ 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 ISS Coordinator who will record them and notify students of their After-School Detention options. Failure to report to the assigned detention results in "Thursday School". Repeated tardiness will result in more severe consequences as assigned by their assigned administrator, such as ISS and loss of driving privileges.

→ Four (4) tardies in a class will count as one absence.

- Students checking in late (unexcused) for the first block will receive two (2) warnings per semester. After two occurrences students will receive school consequences. 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.

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

- Students must wear a mask while on the bus at all times during plan B.
- 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 arrives 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 the 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 buildings, 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

During Plan B: No visitors are allowed in the school.

During Plan A: 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. 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

Students must pay their fees on time 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. Please visit WCHS webpage for K12 payment information to pay school fees online.

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", 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 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 or see the CCS handbook at <https://www.cabarrus.k12.nc.us/handbook>.

Any student who believes he or she has been harassed or bullied should:

1. Complete a Bullying/Harassment form on the Cabarrus County School website (www.cabarrus.k12.nc.us), or

2. Fill out a printed copy of the form which is available in the main office, Student Services department, and the media center and turn it into the school counselors.

If students are concerned about their safety or the safety of others and feel that the situation needs to be addressed immediately, they should contact an administrator.

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 another 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 the 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 of tobacco/vape products.
8. Threats made to a school employee or a student.
9. Stealing; students must also pay damages.
10. Vandalism. Students 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 and/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, the amount allowed to take, the time frame allowed (today only, 4 days, end of the school year, etc.), parent/guardian's signature and date. **Medication must be in the 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 a 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 a 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-Century learning. Students have the opportunity to utilize numerous technological resources on campus. Per Cabarrus County School's 1:1 initiative policy, students who come to school for face to face in Plan B will all have a CCS/WCHS Chromebook to take with them to and from school and class to class. All students are required to have a school-issued Chromebook to satisfy our system-wide, 1:1 initiative. Plan B Students who have not yet checked-out a Chromebook prior to October 19, will have an opportunity to fill out a request form in their first period class if they are in need of a Chromebook. Their WCHS Chromebook will be delivered to their class during their first period on October 19th.

In compliance with CCS policies, students must adhere to the following:

- A. **School Board Policy School issued devices only must be used while on campus at WCHS.**
- B. Access WCHS computers or equipment only with staff permission and supervision.
- C. Respect the privacy of others.
- D. Report any security problem with technology to a WCHS staff member.
- E. Comply with all applicable board policies outlined in 3225/4312/7320 of [Technology Responsible Use](#).

ELECTRONIC DEVICES

It is not a violation of school rules to carry a cell phone on campus, but this can only be done within a specific set of guidelines.

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 devices as private Wi-Fi hotspots during instructional hours.

Students may use their phones before and after school 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.

Earbuds

If a student wants to use an earbud with their phone during class change/in the halls, students will be able to use **one** earbud. This will help with safety as students will still be able to hear WCHS staff, if needed.

Consequences

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. Also, disciplinary action may be taken.

Under Policy 4342, Student Searches, a student's electronic device, and its contents, including, but not limited to, text messages and digital photos, maybe 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.

DRESS CODE

Students are expected to use good judgment in their manner of dress. WCHS follows CCS dress code policies. Staff will not discuss or debate with students whether something is appropriate – it either follows the dress code or it does not. If a student is seen out of dress code at any point during the day, he/she will be written up for being out of compliance.

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

Dress Code Guidelines	
WHAT TO WEAR	WHAT NOT TO WEAR
<ul style="list-style-type: none"> •Skirts and shorts: no more than three inches above the knee •Shirts and blouses: must cover the student's midriff- no plunging necklines or exposed cleavage •Straps must be the width of the student's ID card (two inches or greater) •Pants: fitted at the waist •Shoes: shoes or sandals (no bedroom slippers) 	<ul style="list-style-type: none"> •Tank tops, muscle, mesh or see-through shirts or blouses •Clothing advocating drug, alcohol, or tobacco use •Clothing with inappropriate or suggestive language •Clothing that discriminates against particular groups •Excessively tight or baggy clothing •Clothing with holes or slashes above the knee •Bedroom slippers or pajamas •Excessively long or oversized shirts, coats or jackets •Sunglasses, hats, caps, stocking caps, toboggans, bandannas, headbands, 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 •See-through clothing; underwear showing •Deep-plunging shirts/blouses; cleavage showing •Chains and jewelry containing spikes

Consequences

1. Warning, change of attire, and parent contact.
2. After School Detention, change of attire and parent contact.
3. After School Detention, change of attire and parent contact.
4. Thursday School, change of attire, and parent contact.
5. Thursday School, change of attire, and parent contact.
6. One day of ISS, change of attire, and parent contact.
7. Administrative discretion.

PERSON-PERSON RELATIONS

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 teacher-assigned detention (2 days).

- Engaging in rough, adolescent, boisterous play that is unacceptable at school (i.e. horseplay).
- Consuming food or drink in the halls during class change.
- Running in the halls
- Leaving tray/food in cafeteria/littering or halls.

THURSDAY SCHOOL

Thursday School is held from 2:20 to 4:00 PM. No student will be admitted after 2:20 PM. 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:

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

STUDENT SUPPORT SERVICES

The 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 workers, MTSS coach, 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 or 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 by clicking on the "Academics" tab in the navigation bar on the WCHS website.

PAPERLESS PROGRESS REPORT & REPORT CARD DATES

The dates that report cards and progress reports will become available can be found below.

REPORT CARDS	PROGRESS REPORTS
11/4/20	9/15/20
1/27/21	11/24/20
4/14/21	2/17/21
6/22/21	5/5/21

GRADUATION REQUIREMENTS

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

- 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 physical science, Biology and Earth & Environmental Science, **SOCIAL STUDIES:** 4 units; one each in World History, A Founding Principles Course, Economics & Personal Finance, and American History. **HEALTH & PE:** 1 unit, **WORLD LANGUAGE:** 2 units (recommended for all college-bound students).
- As per North Carolina law, students may choose to graduate early. Students wishing to exercise this option should meet with their school counselor for advanced planning in developing an early graduation plan.

Be advised that high school graduation requirements may be different from college admission requirements. Check college websites for college admission requirements.

ACADEMIC INTEGRITY

It is a WCHS expectation that students submit their original work to be graded. Students 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 the administration.

GRADING SCALE

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

Grading Scale

Letter Grade	Range	Quality Points	Quality Points
A	90 - 100	4	Honors Classes earn an additional 0.5 quality points.
B	80 - 89	3	
C	70 - 79	2	AP/DP/CCP classes earn an additional 1.0 quality point.
D	60 - 69	1	
F	50 - 59	0	

PROMOTION STANDARDS AND GRADE-LEVEL CLASSIFICATION

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

Classification Index

Sophomore – a total of 6 units
 Junior – a total of 13 units;
 Senior – a 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 for a student to maintain a driver's permit/license, he/she must make adequate progress in school. Expressly, students under the age of 18 must pass three out of four classes (or 70%) each semester to keep their 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 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 prerequisite course will be dropped from the second course if it is needed for graduation as 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 website. Additionally, students may, under exceptional circumstances, request a schedule change for the second semester by submitting the online schedule change form to the counselors between November 1st and 15th of each year. No schedule changes will be considered outside of these times except in cases of failed prerequisites, administrative error, or 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

The Cabarrus County Schools' Board of Education approved retaking a course for credit for passed courses (Policy 3420 – H), effective for the 2017/2018 school year. The first courses that students will have the opportunity to retake were those taken in Fall 2017, with eligibility for retaking the course in Spring 2018, Summer 2018, or Fall 2018. Courses taken prior to Fall 2017 are not eligible for grade suppression with a passing grade. Students can retake and suppress courses with a failing grade. This applies to courses taken beginning in Fall 2015. When a student retakes a course following this policy, the original grade is suppressed and the new grade will take its place on the transcript.

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.

PARENT-SCHOOL ORGANIZATIONS

We need parent support and involvement to help support our students and school! 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. WCHS welcomes parents who are interested in serving in the **PTSO** and as volunteers.

If you are interested in serving on one of our Parent Organizations (Athletic Booster, Band Booster, PTSO) please visit our webpage and click on the **Organizations** tab for more information.

Proctors are needed by Student Support Services at the end of each semester to help with testing (once students are back in the building). 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 Roll=4.0 (Student must have all A's)
- B-Honor Roll=3.0 (Student must have all A's B's, and/or C's)
- Students earning A or B Honor Roll cannot have any D or F grades.

JUNIOR MARSHALS

See the Resources tab on the West Cabarrus High School website for more information.

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 a 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) before 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. The 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.