

School Wide Discipline Plan

1. INTRODUCTORY STATEMENT:

The teachers and administrators at West Caldwell High School are committed to providing students with the kind of learning and instructional environment that will help students achieve their educational goals. Specifically, we believe that:

- a. No student will be allowed to interfere with a teacher's right to teach.
- b. No student will be allowed to interfere with another student's right to learn.
- c. No student will be allowed to cause harm to himself/herself or others, or be allowed to damage or vandalize public property.

WEST CALDWELL HIGH SCHOOL
300 WEST CALDWELL DRIVE
LENOIR, NC 28645

Student Name _____

Student Number _____

Homeroom Teacher _____

1st Semester Schedule:

1st Period _____

2nd Period _____

3rd Period _____

4th Period _____

2nd Semester Schedule:

1st Period _____

2nd Period _____

3rd Period _____

4th Period _____

“Expectations for Learning”

1. Be in your seat when the bell rings.
2. Come to class prepared to learn.
3. Respect others and their property.
4. Use and exhibit appropriate language that respects other students at all times.
5. Be in assigned areas at all times.
6. Establish a safe climate for teaching and learning. This is the responsibility of all staff members and students.
7. No student visitors or outside visitors without appropriate written approval by the principal or assistant principals.
8. All visitors must sign in at the office.

WEST CALDWELL HIGH SCHOOL ALMA MATER:



**“Stand and sing of West High, school we love so dear.
Praise our alma mater, through each coming year.
We shall be victorious, we are warriors bold.
Hail to thee West Caldwell, blue, and white and gold.”**

Music by Gustav T. Holst (1874-1934)

Words by John D. Miller

Arrangements by John R. Craig

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ACADEMIC EXCELLENCE/EOC SCHOLARS:

Students whose cumulative GPA at the end of 1st or 2nd Semester is at least a 3.50 will be recognized with the following:

- *PRIVILEGE CARD
- *EARLY DISMISSAL FROM 4TH PERIOD
(EACH FRIDAY AFTERNOON)

Students with perfect attendance will be accorded a privilege card entitling them to one early dismissal for lunch each week.

AFTER SCHOOL ACTIVITIES:

In order to participate in any after school activity, a student must be in school for at least one-half (1/2) day.

In the interest of school safety **Metal Detectors** may be used for after school events.

ANNOUNCEMENTS:

Morning announcements will be made at the beginning of second period. Additional announcements may be made over the intercom during the day as approved by the principal.

ASSISTANCE DIRECTORY:

- Absence note.....Attendance table outside office (7:30-8:00)
- Advice about Schedule Guidance Counselors
- Athletics..... Stephen McMasters
- Bus Transportation Annette Swanson
- Child and Family Support Team.....Mrs. McKinney/Mrs. Stanislaw
- Class Schedules Guidance Counselors
- Club Financial Procedures..... Mrs. Ramsey
- Counselors.....Mrs. Wright Freshmen
Mrs. Miller(I -Z) Sophomores& Juniors
Mrs. Wakefield(A-H) Sophomores & Seniors
- Discipline..... Assistant Principals
- Field Trips..... Principal/Asst. Principals
- Free or Purchased Lunch Tickets Mrs. Moore
- Graduation Requirements Guidance Counselors
- Honor Roll..... Guidance Counselors
- Job Placement..... Career Development

- Leaving School Early.....Principal’s Office
- Library Book and/or use of Library Librarians
- Lockers.....Asst. Principal
- Lost and Found Office
- Personal Guidance..... Guidance Counselors
- Report Cards Homeroom Teachers
- Scholarships Guidance Counselors
- School Health Nurse.....Mrs. Stanislaw
- School Insurance Claim FormsMrs. Ramsey
- School Social Worker.....Mrs. McKinney
- Student ConcernsAdministration, Guidance Counselors
- Student Council.....Mr. Ramsey/Mrs. Bryant
- Student Parking.....Officer Leger
- Tardy Slips.....Mrs. Chestnut/Mrs. Bryant
- Textbooks.....Asst. Principal
- Transcripts – Current Students.....Guidance Counselors
- Withdrawal from School.....Principal, Guidance Counselors

ATHLETICS:

**GENERAL REQUIREMENTS FOR COLLEGE ATHLETICS
DIVISION I OR DIVISION II SPORTS**

Student athletes who are interested in financial assistance (athletic scholarships) need to be aware of changes that have been made in admission regulations. Proposition 48 has had a dramatic effect on these requirements. In order to be eligible to practice, participate, or receive financial assistance during the first academic year, a student entering a Division I NCAA school **MUST** meet specific requirements. **These NEW requirements may be obtained from your WCHS coach and/or your school counselor.**

It is strongly recommended that students and parents who may be interested in an athletic college career make an appointment to meet with the grade level counselor to determine the process that should be followed. This meeting should occur during the student’s first year in high school in order to develop an appropriate four-year plan.

VARISTY LETTER REQUIREMENTS:

THE HEAD COACH HAS THE AUTHORITY TO AWARD A VARSITY LETTER TO ANY TEAM MEMBER OF A VARSITY TEAM THAT COMPLETES THE SEASON IN GOOD STANDING AND HAS MADE A POSITIVE CONTRIBUTION TO THE TEAM.

WARRIOR ATHLETICS:

Goals and Objectives:

Our Goal – The student athlete will become a more effective citizen in our society and will learn the responsibilities that come with commitments to be a part of a team.

Our Specific Objectives:

1. The student athlete will learn the importance of academic responsibilities.
2. The student athlete will learn teamwork.
3. The student athlete will develop a desire to be successful.
4. The student athlete will learn sportsmanship.
5. The student athlete will continually strive to improve himself/herself.
6. The student athlete will learn to enjoy athletics.
7. The student athlete will develop desirable personal health habits.
8. The student athlete will develop high regards for his/her teammates, opponents, and himself/herself.

SPORTSMANSHIP HANDBOOK:

The Athletic Department would like to emphasize these ways to promote sportsmanship among the team, the fans, and the community.

1. Remember that you, as a student athlete, represent your school.
2. Remember that all spectators represent your school.
3. Recognize that the good name of the school is more valuable than any game won by unfair play.
4. Recognize and congratulate any fine play or good sportsmanship on the part of your opponents.
5. Insist on courteous treatment to your opponents.
6. Advocate that any spectator who exhibits poor sportsmanship be requested not to attend future contests.
7. Encourage fair play, sportsmanship, and school spirit through class work.

1. **Baseball:** (a) Complete the season in good standing.
(b) Participate in 50% of all games.
2. **Basketball:** (a) Complete the season in good standing.
(b) Participate in thirty quarters of the regular season games or at the discretion of the Head Coach.
3. **Football:** (a) Complete the season in good standing.
(b) Participate in twenty quarters
(c) Injured players may be awarded a varsity letter if it is apparent to the coach that they would have earned it if not for the injury.
4. **Tennis:** (boys and girls) (a) Complete the season in good standing.
(b) Play in $\frac{3}{4}$ of all matches.
5. **Track:** (a) Complete the season in good standing.
(b) Average 1 point per meet.
6. **Softball:** (a) Complete the season in good standing.
(b) Participate in $\frac{1}{2}$ of all games.
7. **Swimming:** (a) Complete the season in good standing.
(b.) Attended 90% of practices and meets.
8. **Wrestling:** (a) Complete the season in good standing.
(b) Wrestle in 4 varsities matches
(c) Complete 2 consecutive years of participation.
9. **Volleyball:** (a) Complete the season in good standing.
(b) Participate in $\frac{1}{2}$ of all games.
10. **Cheerleading:** (a) Complete both the fall and winter sports seasons in good standing.
11. **Soccer:** (a) Complete the season in good standing
(b) Participate in $\frac{1}{2}$ of all matches.
12. **Manager:** Manager awards will parallel the regular awards system and will be made only upon the recommendation of the coach.

N.C. HIGH SCHOOL ATHLETIC ASSOCIATION (NCHSAA)

REQUIREMENTS:

To be eligible for athletic participation, a student must have:
-passed a minimum of three courses during the preceding semester
-been in attendance for at least 85 percent of the preceding semester
-**Met promotion standards set forth by the Caldwell County Board of Education.**

Student Athletic Eligibility:

It is the responsibility of the school principal to ensure that all athletes and cheerleaders meet the residency, academic and other requirements of the Caldwell County Board of Education and the North Carolina High Athletic Association.

Caldwell County School Board Policy.....3140

WEST CALDWELL ATHLETIC BOOSTERS:

The purpose for the West Caldwell Athletic Booster Club is to support in every way possible the Athletic Program. The commitment of this club will at all times keep the best interest of the school paramount in their thoughts. Another objective of this club is to promote and encourage the highest ideas of sportsmanship, not only among students, but among adults as well.

CALDWELL COUNTY SCHOOL BOARD POLICY	Students	3200
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WEST CALDWELL ATHLETIC BOOSTERS OFFICERS

President: Steve Hammond

Vice President: Tom Hoover

Secretary: Ellen Robinson

Treasurer: Denise Hammond

ATHLETIC AWARD:

Any student athlete who earns his/her first varsity letter will be given the opportunity to purchase a West Caldwell Athletic Letter Jacket, complete with the letter attached. Only the new WC can be worn on the new letter jacket.

- The athlete will also be given the appropriate pin to attach to the jacket.
- Any student athlete who earns his/her second, third or fourth varsity letter will be given the appropriate bar to attach to the letter jacket.
- Letter jacket orders will be taken twice a year, once in late October and once in early March.

ATTENDANCE:

The primary responsibility for school attendance rests with students and parents; however, schools must properly record absences and tardies, notify parents when needed, and discourage excessive absences. Students who drive and parents who transport students are expected to be punctual at all times. Parents are asked to schedule medical and dental appointments after-school hours, except in cases of emergency.

Any student who misses class due to participation in a school-related activity, i.e. field trip, testing, blood drive, etc. is not counted absent from class. However, he/she is responsible for all material covered in class and should be prepared to participate in whatever activity that is scheduled upon his/her return to class, including tests, completed homework assignments, etc. Students should check with teachers **before** being absent for a school-related activity in order to be prepared for class.

Students are entitled to make up work they have missed due to an **excused** absence. **After the seventh absence for a class, any unexcused absences will result in the principal's or designee's discretion in making up missed work.** It is the responsibility of the student to make arrangements to acquire missed assignments. Generally, such work would be made up within a time period equal to the length of the absence. In cases of unusual circumstances, the principal will have authority for establishing make-up time.

Excused Absences:

The following are lawful excused absences if satisfactory documentation is provided:

- | | |
|--|--------------------------------|
| Illness or Injury | Quarantine |
| Death in Immediate family | Medical or Dental appt. |
| Court or Administrative proceedings | Religious Observances |
| Educational Opportunity | Parents Military |
| Deployment | |

When returning from an absence, the student must report to the attendance table before going to 1st period. **The attendance Dean will be available beginning at 7:30 a.m. to get an absence slip for class admittance.** Students will receive an unexcused tardy if they have to return to the office for an absence note later during the day or if a student comes in at the attendance desk after tardy bell rings (at 8:00). Attendance table is set up outside main office.

All absences require documentation. After 3 absences per class, students will be required to bring in an official note according to Board Policy 3200 in order to be coded excused.

STUDENT ATTENDANCE:

The Caldwell County Board of Education and school officials believe that regular and punctual attendance significantly affects educational achievement and success. Daily attendance is encouraged and stressed at all grade levels in the Caldwell County School System. The school board believes that all students must graduate in order to meet the demands of the 21st Century. With the combined effort of students, parents and school personnel this objective will be attained. The primary responsibility for school attendance rests with students and parents; however, schools must properly record absences and tardies, notify parents when needed, and discourage excessive absences. Each principal may appoint an Attendance Committee to promote school attendance.

Students are entitled to make up any work they have missed due to an absence. However, at the high school level, after the seventh absence in any class, any unexcused absence will require the principal or designee to authorize the opportunity to make up missed work.

It is the responsibility of the student to make arrangements to acquire missed assignments. Generally, such work would be made up within a time period equal to the length of the absence. (Reference: Student Conduct

3300). The school board and school officials seek full cooperation from parents and students in promoting good attendance and punctuality.

Students who drive and parents who transport students are expected to be punctual on a daily basis; therefore, excessive tardiness or early dismissals will not be tolerated. Schools are encouraged to develop expectations and incentives for attendance and punctuality.

Parents are asked to schedule medical and dental appointments after school hours except in cases of emergency. They are also asked to schedule family vacations during school vacation periods. Because quality instructional time is a top priority for Caldwell County Schools, student errands away from the school are discouraged unless the absence has been authorized by the principal /designee. To protect the instructional day, students will not be excused from regular schoolwork to take private lessons in music, art, dance, or any other area without prior approval of the principal.

EXCUSED ABSENCES:

A. Lawful Absences:

The school principal or designee has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. Below are the valid/lawful excuses for temporary nonattendance of a student at school.

1. **Illness or Injury:** When the absence results from illness or injury, which prevents the student from being physically able to attend school. (*Must have official documentation*)
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health. (*Must have official documentation*).
3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters. (*Must bring memorial card*).
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student. (*Must bring official documentation from doctor's office*).
5. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or administrative tribunal if the student is a party to the action or under subpoena as a witness. (*Must bring official documentation from clerk of court*).

6. **Religious Observance:** When the student is absent due to a religious observance in accordance with local school board policy.

7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. (*Approval for such an absence must be granted prior to the absence*).

8. **Absences related to deployment activities:** A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployments to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian.

The school principal may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of the school day.

UNEXCUSED ABSENCES:

Absences for reasons other than those listed above will be deemed unexcused. *Unexcused absences include, but are not limited to missing the bus, oversleeping, car trouble, family vacations or babysitting.* Schools may develop specific consequences related to such absences. Absences caused by infestation of lice generally will be coded as unlawful if the absence lasts more than one day beyond the identification of the problem, or if more than three infestations occur during the school year.

NOTIFICATION OF EXCESSIVE ABSENCES (K-12):

The principal and his/her staff may require documentation to verify reasons for absences. The school will notify the parent, guardian, or custodian of excessive unexcused absences under the following conditions:

1. The principal or his designee shall notify the parent, guardian, or custodian of the child's excessive absences after the child has accumulated three unexcused absences in a school year.

2. After not more than six unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that they may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education. Once the parent, guardian, or custodian are notified, the school social worker shall work with the child and the family

to analyze the causes of the absences and determine steps, including adjustment of the school program, or obtaining supplemental services to eliminate the problem.

3. After the tenth accumulated unexcused absence in a school year:

a. The principal shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and student's parent, guardian or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law.

b. If the principal determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides. If the principal determines that the parent, guardian, or custodian has made a good faith effort to comply with the law, the principal may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Upon receiving notification by the principal, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302.

HIGH SCHOOL ATTENDANCE REQUIREMENTS:

Attendance is an essential element in the learning process. The primary responsibility of school attendance rests with students and parents. Students missing more than seven (7) days in a semester long class or 10 in a yearlong class, will not receive credit for the course unless the student makes a level III or above on an EOC exam or a "C" or above on the final exam in a non-EOC class and earns a passing grade for the course. An "FF" will be recorded for the final grade if the student fails to meet both stipulations.

Students with extenuating circumstances may file an appeal with the School Attendance Appeals Committee prior to the completion of the course.

Consequences for Unexcused Absences:

- 1st Offense – Warning
- 2nd Offense – Parent Contacted
- 3rd Offense – 1 Day ISS/ 1- week loss of driving privileges
- 4th Offense – 1 Day ISS/ 2- weeks loss of driving privileges
- 5th Offense – 1 Day ISS/Loss of driving privileges for the semester
- 6th Offense – 2 Days ISS & Administrative decision
- 7th Offense - Administrative decision

TARDINESS:

Punctuality in arriving at school and class is essential for student success. Students and parents are expected to make this a priority. Promptness is also a requirement for future career success. Students who are consistently tardy to school or class will experience as outlined below. Parents and teachers are asked to expect promptness.

Unexcused Tardies:

Include but are not limited to: missing the bus; oversleeping; inclement weather; car trouble; babysitting; taking a day or part of a day studying for a test; paying bills; looking for a job; getting a driver's license; family vacation or trips.

The Consequences for Unexcused Tardies:

- 1st Offense: Warning
- 2nd Offense: Parent Contact (Alert Now)
- 3rd Offense: Lunch or after school detention (30-min., 1-day)
Failure to report is 1-day of ISS
- 4th Offense: Lunch or after school detention (30-min., 3-days)
Failure to report is 1-day of ISS for each day missed.
- 5th Offense: 1- Day ISS, Parent Contact, 1- Week
"Loss of Driving Privilege"
- 6th Offense: 2- Days ISS, 2- Weeks "Loss of Driving Privilege".
- 7th Offense: 3- Days ISS, 3-Weeks "Loss of Driving Privilege"
- 8th Offense: Administrative decision (1-day OSS), "Loss of Driving Privilege" For the remainder of semester and a conference with the parent
- 9th Offense: Administrative decision (2-days OSS)
- 10th Offense: 3-days OSS- Student **can not** return until parent conf.

Notification of Excessive Absences for Students under 16:

1. After the third unexcused absence the Attendance Dean will notify parent/guardian and request immediate conference.
2. a. After the sixth unexcused absence-notify parent/guardian by certified mail that he/she may be prosecuted under the General Compulsory Attendance Law if these absences can not be justified.
b. A copy of the notice will be directed to the social worker or attendance officer, who will work with the student and family to remedy the problem. If warranted, the attendance office/social worker/principal may take legal action.
3. a. After the 10th unexcused absence – The principal shall review any report or investigation and shall confer with the student and his/her parent/guardian to determine whether the parent/guardian has received notification and made a good faith effort to comply with the law. If the principal determines that the parent/guardian has not, he shall notify the district attorney for possible action against the parent/guardian.
b. The principal may file a complaint with the juvenile intake counselor that the child is habitually absent from school without a valid excuse.

CREDIT FOR EACH CLASS WILL NOT BE GRANTED WHEN ABSENCES EXCEED SEVEN IN ANY CLASS UNLESS A STUDENT MAKES AT LEAST A "C" ON THE FINAL EXAM AND PASSES THE CLASS. An "FF" will be recorded for the final grade if the student fails to meet both stipulations. The student would then have to repeat the class. Students with extreme circumstances may file an appeal with the Attendance Appeals Committee near the end of the semester during the first week of December and May. The Committee does not subtract/forgive any absences. Instead, it may vote to waive the required "C" on the exam.

In order to be counted present for the day, students must be present for 2 COMPLETE class periods. Reminder: A student can be absent from a class and not from school. Students must be present for 2/3 of a class period (usually 60 mins.) in order to be counted present.

College Visitations Policy for seniors:

Seniors may have 2 days during the school year for college visitations or for taking the ASVAB. Seniors will not be counted absent. Seniors should secure a “College Visitation Application” from the senior counselor and obtain appropriate signatures **BEFORE** the visit is made.

Student Check Out Procedures:

Sign-outs: Safety and liability issues necessitate that the school require a parent/guardian/emergency contact be **physically present** with a **picture id** in order for a student to be signed out. Therefore, parent notes, phone calls, faxes, etc. to leave school generally will not be accepted.

******All sign outs will be unexcused until proper documentation is presented to the Attendance Dean.**

Consequences for Unexcused Sign-outs:

- 1st Offense – Warning
- 2nd Offense – Parent Contacted
- 3rd Offense – 1 Day ISS
- 4th Offense – ISS Until Parent Conference/Administrative Decision
- 5th Offense – 1 Day OSS

Any student having excessive tardies or absences (as deemed by the administration) will not be allowed to participate in graduation or attend prom.

BAND BOOSTERS:

The purpose of West Caldwell Band Fan Club is to support the music program in every way possible. This support group will always encourage excellence in the West Caldwell Band. Meetings are open to all interested persons.

WEST CALDWELL DAILY BELLS SCHEDULES:

Regular Schedule:

7:55	Warning Bell	
8:00 - 9:32	1st Period	
9:32 - 9:37	Break	
9:37 - 11:13	2nd Period	
11:13 - 11:41	1st Lunch	
11:41 - 11:46	Break	1st Lunch Schedule
11:46 - 1:18	3rd Period	
11:13 - 11:18	Break	
11:18 - 11:58	3rd Period (A)	2nd Lunch Schedule
11:58 - 12:26	2nd Lunch	
12:26 - 1:18	3rd Period (B)	
11:13 - 11:18	Break	
11:18 - 12:50	3rd Period	3rd Lunch Schedule
12:50 - 1:18	3rd Lunch	
1:18 - 1:23	Break	
1:23 - 2:55	4th Period	

Advisory/ Club Schedule:

7:55	Warning Bell	
8:00 - 9:24	1st Period	
9:24 - 9:29	Break	
9:29 - 9:59	Advisory	
9:59 - 10:04	Break	
10:04 - 11:29	2nd Period	
11:29 - 11:57	1st Lunch	
11:57 - 12:02	Break	1st Lunch Schedule
12:02 - 1:26	3rd Period	
11:29 - 11:34	Break	
11:34 - 12:15	3rd Period (A)	2nd Lunch Schedule
12:15 - 12:43	2nd Lunch	
12:43 - 1:26	3rd Period (B)	
11:29 - 11:34	Break	
11:34 - 12:58	3rd Period	3rd Lunch Schedule
12:58 - 1:26	3rd Lunch	
1:26 - 1:31	Break	
1:31 - 2:55	4th Period	

1 Hour Delay Schedule

8:55	Warning Bell	
9:00 - 10:17	1st Period	
10:17 - 10:22	Break	
10:22 - 11:43	2nd Period	
11:43 - 12:11	1st Lunch	
12:11 - 12:16	Break	1st Lunch Schedule
12:16 - 1:33	3rd Period	
11:43 - 11:48	Break	
11:48 - 12:26	3rd Period (A)	2nd Lunch Schedule
12:26 - 12:54	2nd Lunch	
12:54 - 1:33	3rd Period (B)	
11:43 - 11:48	Break	
11:48 - 1:05	3rd Period	3rd Lunch Schedule
1:05 - 1:33	3rd Lunch	
1:33 - 1:38	Break	
1:38 - 2:55	4th Period	

Early Release Schedule

1st Lunch Schedule	Eng./Freshman / 2nd Floor
7:55 - 8:00	Report to class
8:00 - 8:57	1st Period
8:57 - 9:02	Break
9:02 - 9:59	2nd Period
9:59 - 10:04	Break
10:04 - 10:57	3rd Period
10:57 - 11:31	Lunch
11:31 - 11:36	Break
11:36 - 12:30	4th Period
2nd Lunch Schedule	Math/Science/PE/SocialStudies
7:55 - 8:00	Report to Class
8:00 - 8:57	1st Period
8:57- 9:02	Break
9:02 - 9:59	2nd Period
9:59 - 10:04	Break
10:04 - 10:57	3rd Period
10:57 - 11:02	Break
11:02 - 11:56	4th Period
11:56 - 12:30	Lunch

3 Hour Delay

10:55	Warning Bell
11:00-11:45	1 st Period
11:45-11:50	Break
11:50-12:35	2 nd Period
12:35-1:05	1st LUNCH ONLY
1:05-1:10	Break (1st Lunch schedule)
1:10-2:05	3rd Period
12:35-12:40	Break
12:40-1:35	3 rd Period

In the event that in one semester we have more than one 3 hour delay, we will offer 1st and 2nd periods in place of 3rd and 4th on a rotating basis.

During 1st and 2nd rotation, lunches will be based on 1st period class.

BULLYING:

Students have the right to learn in a safe environment and not be intimidated or harassed. School bullying undermines the academic mission of a school, jeopardizes the safety of a school, and hostile and dangerous acts of harassment and abuse can victimize students. Bullying will not be tolerated in any school, at any time. Caldwell County Schools will not allow or tolerate retaliation in any form against any individual that reports a valid complaint of bullying or is a corroborating witness. It is the duty of all teachers, including student teachers, substitute teachers, teacher assistants, and all school staff to maintain good order and discipline in their respective schools, report and intervene in all acts of bullying and provide other information about related behaviors, school safety and discipline problems. It is the expectation that all administrators will properly discipline offenders.

Bullying Defined:

Bullying is an act of violence defined as harassing behavior in which someone is perceived to be more powerful (the bully) than another (the victim) and subjects someone to abusive treatment that may be physical, verbal, and/or emotional in nature. These actions are deliberate. They may take place just once, but more often they are repetitive. Types of bullying behavior include:

Direct Acts (both physical and verbal):

Physical attacks of any type and/or threats of physical attacks include, but are not limited to: any unwanted physical touching, contact, or assault (punching, poking, pinching, shoving, hitting, choking, biting, spitting, cornering, threatening play), deliberate impeding or blocking of movements, or any intimidating blocking of movements, or any intimidating interference with normal work or movement, sexual harassment whether physical or verbal. Verbal assaults include, but are not limited to: threatening words spoken to another, name-calling, insulting, taunting, teasing, hurtful slurs, etc.

Indirect Acts (emotional and/or passive-aggressive behaviors):

Include, but are not limited to: deliberately excluding, rejecting, isolating, ranking, or rating an individual, hateful looks, mean gestures, nasty notes or graffiti, starting and/or spreading hurtful rumors about someone, manipulating peer relationships, forcing someone to relinquish money and/or food, demanding servitude, stealing/taking things, deliberately setting up someone to get him/her in trouble, destruction of property (i.e. gym locker, clothing, books, book bags, etc.)

Cyber bullying involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging, the publishing of defamatory personal websites, defamatory online personal polling websites, etc., to support conscious, willful, deliberate, repeated and hostile behavior by one or more people to harm others. These behaviors include, but are not limited to: sending or posting cruel or harmful messages or images about an individual or group, threats, sexual remarks, pejorative labels (i.e., hate speech) , and harassment.

Consequences:

For elementary students, consequences will range from an initial warning/in-school disciplinary action up to five days out-of-school suspension; middle school consequences will range from in-school disciplinary action up to five days out-of-school suspension. Repeat violations may result in long-term suspension; High school consequences will range from in-school disciplinary action up to ten days out-of-school suspensions. Repeat violations may result in long-term suspension. **When appropriate, bullying incidents will be reported to law enforcement authorities for their action.**

BUS BEHAVIOR REGULATIONS:

Bus transportation is a privilege which can be lost when a student's behavior becomes disruptive and endangers the safe operation of the bus. Cooperation is expected from all students while loading the buses both in the morning and afternoon. Classroom-type behavior is expected while students are riding the bus.

Complaints regarding bus schedules or student's conduct should be directed to the bus coordinator at 758-5583. The principal or his designee may suspend a pupil from riding a school bus for a violation of the rules. The following is a resolution adopted by the Caldwell County Board of Education: TO ALL PATRONS OF CALDWELL COUNTY SCHOOLS.

The driving of a school bus requires the undivided attention of the driver. Disturbances on school buses have been directly responsible for serious accidents causing serious damages, bodily injuries, and even death by diverting the attention of the driver. School officials, teachers, and parents throughout the state are expressing increasing concern over the student misconduct on buses. All parents should note that action will be taken in the interest of safety and well-being of all children and that a child need only conduct herself/himself as a lady or gentleman on the bus to avoid the penalties associated with poor bus behavior.

BUS MISCONDUCT:

Caldwell county Schools Board Policy (3300, #15) states the following concerning bus riders and their conduct: "Bus riders are expected to ride the bus assigned by the principal, take their seats promptly, remain seated throughout the trip and refrain from conduct that would distract the driver or endanger anyone. Student conduct at bus stop also falls under the jurisdiction of the school. All school rules will be applied on the bus or at the bus stops, as they would be at school. Consequences: For initial and repeat violations, the administrator shall have discretion, which may include the suspension of riding privileges."

Category I Offenses:

1. **Bus assignments:** Only students assigned to the bus are to ride the bus, and they are to get off at their assigned stop. Any changes must be with a note from a parent and signed by a school official. The note should be signed by the principal/designee and a copy given to the driver.
2. **Bus stop behavior:** Be on time at the designated bus stop. Stand a safe distance from the roadway and wait for the bus to come to a complete stop before attempting to board.
3. **Boarding and unloading:** Students are to board the bus in an orderly manner with no pushing, shoving, or breaking in line.
4. **Driver instruction:** Instructions from driver are to be obeyed the first time they are given.
5. **Language:** Use polite language, speak softly, and maintain respectable conduct while on the bus.
6. **Hands and feet:** Keep hands and feet inside the bus at all times.
7. **Seat:** Stay in your seat facing forward with feet on the floor while bus is in motion.
8. **Personal items:** Items not authorized to be transported will be taken by driver and given to the principal designee.
9. **Food/tobacco:** Do not eat, drink, smoke or use tobacco products on or around the bus or bus parking lot.

Category II Offenses:

1. **Weapons:** No student shall possess or use any weapon, substance or instrument, which may cause bodily harm or is used against another while on school property or at school events. Refer to Caldwell County Schools Board Policy (3300. # 9).
2. **Controlled substances, including drugs/alcohol:** No student rider shall possess, use or be under the influence of any illicit drugs on a bus or bus parking area. Refer to Caldwell County Schools Board Policy (3310: Alcohol and Drug Abuse).
3. **Fighting:** No student rider shall provoke or engage in a fight or cause personal injury to another.
4. **Physical intimacy:** No student will engage in any type of intimate contact with another student.
5. **Gross disrespect:** No student shall show disrespect to another student or driver by use of vulgar and profane language, indecent exposure etc.
6. **Safety equipment:** No student shall tamper with emergency exits, bus equipment, or deface a bus in any manner.

7. **Willful disobedience:** No student shall willfully fail to comply with any request by school personnel or the driver regarding safety on the bus and the protection of other persons or property.
8. **Bus privileges:** No student shall ride his/her assigned bus or any other school bus within the system after the principal has suspended riding privileges.

WEST CALDWELL HIGH SCHOOL: Will use following consequences for infractions of the rules by a student rider

1st infraction: Driver warning or administrative conference

2nd infraction: Referral principal, parent contact

3rd infraction: Suspension from riding the bus for 3 to 5 days (principal's discretion).

4th infraction: Suspension from riding the bus for 5 to 10 days (principal's discretion).

5th infraction: Suspension from riding the bus for 10 to 15 days (principal's discretion).

6th infraction: Permanent suspension of bus riding privileges for the present school year.

Consequences for students who are guilty of Category II misconduct will be administered beginning with the fourth in fraction listed above or such additional consequences as the principal may determine. They only exception is in cases involving weapons and/or controlled substances (including drugs/alcohol), in which instances board policy will be followed.

CAFETERIA/LUNCH PROCEDURES:

Students bringing lunch from home will eat in the cafeteria. No plates are to be left on the tables. They must be thrown away. No one will be permitted to leave the school grounds to eat lunch. Consumption of food and drink is allowed in the commons area only. **DELIVERIES OF FOOD FROM RESTAURANTS OR FAST FOOD ESTABLISHMENTS ARE NOT PERMITTED.** The consumption of food or drink will not be permitted on carpeted areas. **ALL STUDENTS WILL REMAIN IN THE COMMONS AREA DURING LUNCH.** Prepayment for lunches is accepted.

Only parents are allowed to eat lunch with their child during the instructional day.

FREE/REDUCED LUNCH – LUNCH TICKETS:

Applications for free or reduced lunches will be given out by homeroom teachers, and should be turned in to Mrs. Moore in the Cafeteria. When a student is approved for free or reduced meals, this covers lunch and breakfast.

Breakfast	Grades 9-12	\$1.25
Lunch	Grades 6-12	\$2.00

CALDWELL COUNTY SCHOOLS
2011-2012 TRADITIONAL CALDENDAR:

August 25	180-Day Term
September 5	Labor Day Holiday
October 27	Early Release Day
October 28	Teacher Planning/Vacation
November 11	Holiday
November 23-25	Thanksgiving Holidays
December 19-30	Christmas Vacation
January 16	Martin Luther King Holiday
January 23-24	Teacher Planning/Vacation
February 24	Early Release Day
March 29	Early Release Day
March 30	Teacher Planning/Vacation
April 6-13	Spring Break Vacation
May 28	Holiday
June 8	Last Day for Students
June 11-12	Teacher Planning
June 13	Teacher Planning/Vacation

9-WEEK GRADING PERIODS:

- End of 1st 9 weeks: October 26th;
- End of 2nd 9 weeks: January 20th
- End of 3rd 9 weeks: March 28th
- End of 4th 9 weeks: June 8th

CAMPUS SECURITY:

In order to provide a safe environment for everyone, campus security will receive a high priority. School administration, resource officer, and law enforcement officers will conduct checks with metal detectors, surveys of parking lots, and screening with drug dogs. The campus resource officer has the same authority as an administrator in regards to maintaining a secure campus.

The following guidelines should be taken by students to protect the rights and property of everyone.....

- Students should not share a locker with a friend. This could lead to others knowing your combination.
- Students should label all personal belongings with their name.
- Students must not leave pocketbooks or billfolds unattended in any area at any time.
- Excessive money and expensive items should not be brought to school. If so, these items should be left in the school office. **Students are ultimately responsible for their valuables.**
- P.E. lockers are **NOT** secure and items can be pulled through openings. **DO NOT LEAVE VALUABLES IN THESE LOCKERS. GIVE VALUABLES TO THE P.E. TEACHER FOR SAFE KEEPING.**

CHILD and FAMILY SUPPORT TEAM (CFST):

What is the School-Based Child and Family Support Team Initiative?

The Child and Family Support Team, is made up of a group of persons from the family, school, and community who are committed to assisting the student and family in identifying goals and services needed to promote school success and healthy family living. The purpose of Child and Family Team meetings is to identify and coordinate appropriate community services and supports for children at risk of school failure or out-of-home placement due to physical, social, legal, emotional, and/or developmental factors that affect academic performance and healthy functioning.

At West Caldwell, CFST meetings are organized by the **school social worker and school nurse**, who are the identified team facilitators. The

team helps individual families assess their needs in a safe and confidential environment and subsequently links the families with community agencies who may be able to provide some relief regarding problems identified by the family and team. Students and families who desire this help may access these services through self-referrals, faculty and staff referrals, and referrals from outside community agencies. Participation with the CFST is voluntary and services may be discontinued at any point should the family determine they no longer need or want this assistance.

CHEATING/PLAGIARIZING:

Cheating, plagiarism, and other dishonest scholastic activities will not be tolerated. Dishonesty includes, but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work and text messaging during testing.. A zero will be given on work involving cheating or plagiarizing. This applies to both the student giving and the student receiving information. The teacher or administrator will inform parents of the incident. **(Refer to discipline code.)**

CLASS DUES:

In past years, there has been some confusion over class dues and student activity fees as to how much is to be paid each year, to whom they are to be paid, when they are to be paid and the purpose for having class dues. In an attempt to simplify class dues and to make them fair for everyone, dues in the amount of \$10.00 class dues will be charged for each student during each of his/her four years in high school. The deadline for payment of dues will be **October 31, 2011** and they should be paid to the homeroom teacher. Any dues paid after October 31st will be considered late, and a late fee of \$10.00 will be assessed before a student can participate in functions with his class. After October 31st, pay dues to the appropriate grade level debt keeper and the cost becomes \$20.00.

The class dues and student activity fees for each grade level will be used for individual class functions, student recognition, memorials or benevolence, junior-senior prom, and graduation activities. Each grade will have a separate account and the balance at the end of the senior year may be transferred to an alumni fund for that class' reunion.

CLUB/ACTIVITY PROGRAM:

Our activity program is considered to be a vital part of the total school program. Each student is encouraged to participate in the activities and/or clubs of his/her choice. Some of our clubs and activities have certain qualifications, which must be met before a student can be a member.

Clubs will be authorized to meet during the school day once each month, if necessary. Any other meetings will be held before or after school hours.

From time to time, there may be changes made to the schedule. Some clubs may not need to meet every month. Announcements will be made prior to the scheduled meeting time. Clubs meeting during the school day must meet the entire time allocated for this purpose.

Club descriptions and eligibility requirements will be distributed through homerooms at the beginning of the school year. Additional information concerning clubs/activities may be obtained from the club/activity sponsors. Students planning to join a particular club must sign up with the club sponsor prior to the first club meeting date.

Club Meeting Dates:

Green Club Dates: Aug.29, Oct.10, Nov.7, Dec.5, Jan.30, Feb.27, Mar.26, Apr.30

Pink Club Dates: Sept.12, Oct.17, Nov.14, Dec.12, Feb.6, Mar.5, Apr.2, May 7

Yellow Club Dates: Sept.19, Oct. 24, Nov. 21, Jan. 2, Feb.13, Mar.12, Apr.16, May 14

Advisory Dates: To be announced

CLUB/ACTIVITY SPONSORS:

Image Players

Sponsor: Mr. Costin
Cost to Join: \$5.00
Eligibility: Open to all students with an interest in Drama

Senior Advisory

Sponsor: Craig Styron
Cost: Free
Eligibility: Voted on by Student Body

Mu Alpha Theta

Sponsors: Shana King, Heather Ollis
Cost: \$15.00 initial year \$5.00 each year afterwards
Eligibility: Invitation – B average in math and B average overall must have completed Geometry and be taking 4th math

Key Club

Sponsor: Steve Downing
Cost: \$12.00
Eligibility: Interest in community service

Snowboard and Ski Club

Sponsors: Andrew Kanagy, Steve Downing, and Nikki Malatin
Cost: \$5.00 (unless the price of gas goes above \$4.00/gal)
Eligibility: Interest in skiing or snowboarding, you do not have to have any experience.

Book Club

Sponsors: Julie Hall and Evette Hagan
Cost: \$5.00
Eligibility: Any student who loves to read. This club will meet after school. As a group will select titles to read and discuss, students will be responsible for obtaining copies of reading selections.

EMS Club

Sponsor: Vanessa Conway
Cost: Free
Eligibility: Anyone that is interested

Art Club

Sponsor: Kevin Abee
Cost: \$5.00
Eligibility: Love and appreciate art

ASTRA Club

Sponsors: Alisha Huskey and Angie Ashley
Cost: \$5.00
Eligibility: Must be invited by the ASTRA Club (based on teacher recommendations and club nominations) There is no GPA requirement.

Student Council

Sponsors: Neil Ramsey, Cathy Bryant
Cost: Free
Eligibility: Voted on by Classmates

Beta

Sponsors: Carol West, Jameia Branch, Brenda Kimberlin
Cost: \$20.00 first time, \$10.00 per year afterward
Eligibility: 3.5 GPA and in good standing in the school

CIS Club

Sponsor: Rebecca Baker
Cost: Free
Eligibility: Every student that is in CIS can join. This is more of a community service club to help make them feel needed and that they participated in a club at WCHS.

Entrepreneurial Leadership Club

Sponsor: Rebecca Baker
Cost: Free
Eligibility: A club for students that are in CIS.

Humane Society

Sponsor: Lauren Newson
Cost: \$5.00
Eligibility: Any student that has a passion for helping animals.

VolunTeens

Sponsor: Susan Reese
Cost: \$5.00
Eligibility: Students must complete a training session through Hospice.

FCS

Sponsors: Andrew Kanagy and Stephen Jones
Cost: Free
Eligibility: Anyone can join

Carpentry Club

Sponsor: Mike Swanson
Cost: \$10.00
Eligibility: Must be enrolled in a Carpentry class during current school year.

Masonry Club

Sponsor: Matt Woods
Cost: \$14.00
Eligibility: Masonry Students

Ultimate Warrior

Sponsor: Michael Riggs, Paul Dula

Trio/ ETS

Sponsor: Maggie Sime
Eligibility: By contact only

NJROTC Club

Sponsors: Wayne Mihelich
Cost: Free
Eligibility: Be enrolled in a Naval Science course

FFA

Sponsor: Dave Updike
Cost: \$10.00
Eligibility: Must be enrolled in a Horticulture class during current school year.

AFS

Sponsors: Josh Smith, Denise Smith & Karen Beane
Cost: \$10.00
Eligibility: Any one can join

Peer Helpers

Sponsors: Ellen Miller, Scott Herman, Craig Styron & Courtney Wright
Cost: Free
Eligibility: Peer and faculty nomination

FBLA (Future Business Leaders of America)/Deca

Sponsor: Gina Kincaid, Karen Beane- Business Department
Cost: \$5.00 (school) and if any member wants to join at the state level (\$20.00), students who have joined were nominated to go to the CTE Student Leadership Conference and compete against the other two high schools staying over night. They were trained and then competed. We won 2nd place in two events this year.
Eligibility: Interest in business

Teen Parenting Association (TPA)

Sponsors: Alicia Stanislaw, Ashley McKinney and Chera Taylor
Cost: Free
Eligibility: Pregnant or parenting teen attending WCHS

Interact Club

Sponsor: Caldwell Rotary Club, Lenoir, NC
Teacher Sponsor: Michael Riggs
Cost: \$5.00 / school year
Eligibility: Grades 10, 11, 12. Must have 3.5 GPA or higher to receive invitation to join.

WCHS Green Club

Sponsors: Nikki Malatin, Curt Cloaninger
Cost to Join: \$5.00
Eligibility: Works to improve the environment through precycling, recycling and raising public awareness of environmental issues.

SADD Club (Students against Destructive Decisions)

Sponsors: Esther Wakefield, Kimberly Morgan, Courtney Wright
Cost: \$4.00
Eligibility: An interest in making good decisions and promoting healthy, safe decisions in our school.

Employability Bowl Team Club

Sponsors: Joyce Whitley
Cost: Free
Eligibility: OCS students

W.A.C (Warrior Archery Club)

Sponsors: Craig Styron
Cost: \$10.00
Eligibility: Limited to first 15 students

Student Firefighters

Sponsor: Susan Reese
Cost: Free
Eligibility: Must be a student fireman

COURSE SELECTION AND CREDIT REQUIREMENTS:

Under the North Carolina Basic Education Plan, all students must be engaged in instruction or in a course-related activity for at least 6.0 hours each day. To meet this requirement, every student at West Caldwell High School must register for four units of credit each semester. In most cases, students must sign up for eight courses per year.

CRISIS MANAGEMENT PLAN:

School safety is a top priority for school administration and teachers. Each school has a Crisis Management Plan that addresses major crises, such as bad weather, armed intruder on campus, chemical spill, etc., and defines the steps that should be taken to ensure the safety of all children. Law enforcement and emergency agencies work closely with school administration to prevent or prepare for these incidents that would threaten the safety of students. As our culture and environment continues to change, crisis response is **modified to meet needs. For more information, contact the School-Community Relations Office, 728-8407, ext. 120.**

DEPT KEEPERS:

Seniors..... Mr. Mihelich
Juniors..... Ms. McRary
Sophomores..... Mr. Greene
Freshmen.....

DISCIPLINE:

DISCIPLINE ALTERNATIVES:

1. TEACHER DETENTION:

- a. Teachers have authority to assign detention to students in either classroom or school-wide response to misbehavior. Teacher Detention will be served with teacher issuing the discipline before or after the school day. Teachers are required to give the student a one-day’s notice so that he/she can make arrangements for transportation to and from school. Students have two days following the notice to serve the detention time.
- b. If a student does not serve the time within two days, the teacher will report the student to his/her assistant principal.

- c. Excuses such as work, schedules, no ride home, forgetting, athletic contests, band and co-op are not excused.

2. ADMINSTRATIVE DETENTION:

- a. Administrative Detention (A.D.) is detention assigned only by an administrator.
- b. Administrative Detention rules will be read at the start of each A.D. period.
- c. Detention is held Monday through Thursday.
- d. Work, transportation, athletics, clubs, band and co-op are not excuses to miss administrative detention.
- e. A doctor’s written excuse or verified family emergency will be the only excuse for reassigning detention.
- f. Students will be assigned ISS the first time that administrative detention is cut.

3. IN-SCHOOL SUSPENSION:

The In-School Suspension program is designed to handle minor discipline problems, which will allow students to remain in school. It provides an opportunity for students to keep up with their class work in their prospective classes. If regulations are broken and the violations do not warrant an out of school suspension, parents will be notified of all In-School Suspension assignments. When assigned to the In-School Suspension program, students report to Room 335 each day. A student in the In-School Suspension program is required to do his/her schoolwork and may also receive counseling from the Support Service Staff. Normally, assignment to In-School-Suspension will not occur more than three times during the semester. After this, OSS will be strongly considered.

Certain rules must be followed while assigned to the In-School-Suspension program:

- 1. The student will remain in In-School–Suspension room at all times with the exception of break times and a period for lunch.
- 2. Students will receive breaks at different times from the regular student body.
- 3. Students will go to lunch between regular lunch periods.
- 4. Assigned students who do not show up for In-School-Suspension or do not cooperate with the coordinator will be suspended.
- 5. Each assignment will be no less than 1 day and no more than 5 days.
- 6. Students must be present the entire day to get a full day’s credit.

7. Students must report to In-School Suspension before 1st period begins.
8. Students must bring all study materials needed to complete classroom assignments.
9. Assignments must be satisfactory to the classroom teacher and ISS instructor.
10. Classroom assignments must be completed and turned in daily.
11. To receive credit, students must spend their time working on assignments.
12. Individual instruction is available if requested.
13. Seating during lunch will be one student to a table.
14. Seating in classroom will be assigned by the ISS instructor.
15. Conduct of all students must be exceptionally good.
16. No talking at any time without permission.
17. No chewing gum in class.
18. No eating in class.
19. No sleeping in class.
20. No one leaves his/her seat without permission.
21. No one leaves class without approval from office before class starts.
22. Students will take a restroom break together.
23. Students will not gather at instructor's desk without permission.

4. DISCIPLINE CENTER:

1. The Discipline Center is to be used in conjunction with, but not in place of students being assigned to In-School Suspension for violation of school rules, policies, or as, a teacher's normal process for discipline. It will provide the teacher with immediate administrative action, but is not intended for serious problems such as abusive language, drugs, fighting, etc.
2. The student will report during the class period only and proceed to the next scheduled area at the appropriate time.
3. A teacher may send the same student to the Discipline Center a maximum of three (3) times. Each time the student is referred to the Discipline Center, **PARENTAL CONTACT MUST BE MADE BY THE TEACHER.** On the third offense, the teacher will contact the parent for a parent, student, and teacher conference. On the 4th offense, 3 days ISS and the 5th offense may result in 1 day of OSS.

4. The Discipline Center personnel will return the discipline form to the teacher's box by the end of the day.
5. The student is to report immediately to the Discipline Center.

5. OUT-OF-SCHOOL SUSPENSION:

- a. Students will not be readmitted to school after an OSS suspension without bringing their parents or guardians to school for a conference. If a student should come back to school without parents/guardians and there has not been a prior arrangement, the student will be sent back home.
- b. Students receiving OSS may not be allowed on the school grounds, may not attend any school function during the day or night and may not participate in any school function until the first day back to school.
- c. Parents or Guardians may choose, with administrative permission, to attend one entire day of school with their child as an alternative to Out of School Suspension.
- d. Students returning to school after OSS must pick up absence slips from attendance dean.

6. AFTER SCHOOL DETENTION:

Is designed to handle minor discipline problems, such as unexcused tardies (both to school and class), excessive/unexcused absences and other minor discipline issues. This program is used by not only administration but teachers as well. This program is design to keep students in class.

7. A.S.A.P Program:

Caldwell County Schools is pleased to offer an alternative to out of school suspension, beginning the 2010-2011 school year. Students in grades 6-12, when deemed appropriate candidates for this alternative learning program, may participate in the A.S.A.P. (A Suspension Alternatives Program) for short-term out of school suspensions (one to ten days) in lieu of being at home during this time. This program will consist of academic work, community service and counseling. Upon successful completion, the student's OSS will be converted to an assignment to the program, which shows the student as present. Benefits to the student and family include keeping up with academic assignments, contributing to the community, and increased supervision during the period of suspension.

SCHOOL CONSEQUENCES:

Students are responsible for knowing the following information. All rules apply upon arrival and until student departs campus.

Offense	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Cell phones(Refusing to turn over to teacher)	1-3 days ISS	3-5 day ISS	OSS (Administrative decision)	Administrative decision
Cheating	1-3 days ISS, Zero on assignment	3-5 days ISS, Zero on assignment	2 or more days OSS, Zero on assignment	
Class Cut/Leaving Without Permission	3 days ISS, loss of driving privilege 5 days	3-5 days OSS, loss of driving privileges 10 days	5-10 days OSS, loss of driving privilege	Remainder of Semester
*Class Disturbance/ School Disturbance	Administrative Decision/SRO	1-3 days ISS/SRO	3-5 days OSS/SRO	5-10 days OSS/SRO
Conduct Prejudicial to Good Order	Administrative Decision	1-3 days ISS	1-3 days OSS	3-5 days OSS
*Disrespect/Insubordination/Communicating Threats	1-3 days OSS/SRO	5-10 days OSS/SRO	10 days OSS/LTS Parent/SRO	
Dress Code	Call home for change of clothes/stay in ISS until changed	1 day ISS	2 days ISS	OSS/Parent conference/ Administrative Decision
Electronic Devices	Confiscate during instructional time	Confiscate during instructional time/Parental pick up	Confiscate during instructional time/1-3 days ISS	Confiscate during instructional time/1-3 days OSS
Fail to attend Detention	1 day ISS	2 days ISS	3 days ISS	1-3 days OSS
Fail to sign in/out	1 day ISS	2 days ISS	3 days ISS	1-3 days OSS
*Firecrackers	5 days OSS/SRO	10 days OSS/LTS/SRO		
*Fighting	3-5 days OSS/SRO/ Administrative Decision	5-10 days OSS/LTS/SRO	10 days OSS/LTS/SRO	
Forgery	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
Gambling	1 day ISS	2 days ISS	3 days ISS	1-3 days OSS
*Hazing/Harassing	1-5 days OSS/ Administrative Decision/SRO	5-10 days OSS/SRO		
Horseplay	Administrative Decision	1-3 days ISS	1-3 days OSS	3-5 days OSS
Illegal Parking	Warning Ticket	5 days Loss of Driving Privilege & ticket with parent contact	Loss of Driving Privilege for remainder of Semester with vehicle to be towed at owners expense	

*In Restricted Area Example – Parking lot during lunch	1-3 days ISS/SRO	1-3 days OSS/SRO	3-5 days OSS/SRO	
Leaving School without permission (if vehicle is involved) prior to the start of 1 st period	3 days ISS, loss of driving privilege for 10 days	3-5 days OSS, loss of driving privilege for 15 days	5-10 days OSS, loss of driving privilege for 20 days	
Littering	1-3 days ISS	3-5 days ISS	1-3 days OSS/ Administrative Decision	
Obscene Materials	1-3 days ISS	1-3 days OSS	3-5 days OSS	
Plagiarism	1 day ISS, Zero on assignment	3 days ISS, Zero on assignment	3 days OSS, Zero on assignment	
*Possession of Drugs/Controlled Substance/Paraphernalia or Under the Influence of Drugs	10 days OSS/SRO/ Administrative Decision and Hearing	10 days OSS, Long Term Suspension/SRO and Hearing		
*Possession of Alcohol or Under the Influence of Alcohol	5 days OSS/SRO/ Administrative Decision	10 days OSS, Long Term Suspension/SRO/ Administrative Decision		
Possession of School Forms	Administrative Decision	1-3 days ISS	1-3 days OSS	3-5 days OSS
Possession or Use of Tobacco Products	3 days ISS	1-3 days OSS	3-5 days OSS	10 days OSS
Possession of lighter/Matches	1 day Iss	1-3 days Iss	1-3 days OSS	5- days OSS
Possession of a Weapon/Mace	10 days OSS/SRO/ Administrative Decision	10 days OSS/LTS/SRO		
Profanity	1-3 days ISS/ Administrative Decision	1-3 days ISS/ Administrative Decision	3 days OSS	
Public Displays of Affection	1 day ISS	2 days ISS	3 days ISS	1-3 days OSS
*Reckless Driving	10 days/Loss of Driving Privilege/SRO	Permanent Loss of Driving Privilege/SRO		
*Sale/Distribute Controlled Substance	10 days OSS/Long Term Suspension/SRO			
*Sexual Activity/Battery Inappropriate behavior of a sexual nature	5 days OSS/SRO	10 days OSS/Long term suspension/SRO and Hearing		
*Sexual Harassment	3 days ISS/SRO/	3-5 days OSS/SRO	10 days OSS/SRO	Long Term Suspension/SRO

	Administrative Decision			
*Stealing	Administrative Decision/Full Restitution/OSS/SRO	5 days OSS	10 days OSS and Hearing	
Student Conflict	Administrative Decision	Administrative Decision/Parental Contract/Student Contract	1-3 days ISS	1-10 days OSS
Throwing Food in Cafeteria/Leaving Plates	1-3 days ISS	3-5 days ISS	1-3 days OSS	3-5 days OSS
Tardiness to Class or School	1 st - Warning 5 th – 1-day ISS/Parent Conference/1 week loss of driving privilege	2 nd – Parent Contact(Alert Now) 6 th – 2- days ISS /2 weeks loss of driving privilege	3 rd – lunch/After school detention(30 min,1-day) Failure to report will result in 1-day of ISS. 7 th – 3- days ISS /3 wks Loss of driving privileges	4 th – lunch/After school detention (30 min,3-days)2-days loss of driving privileges. Failure to report will result in 1-day of ISS for each day missed. 8 th -10 th Administrative Decision Parent Conf.(cannot return w/o conf.) Loss of driving privileges for remainder of semester, loss of exam exemption. 1-3 days OSS
Transmitting lude and lascivious images electronically	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
*Use or Possession of Weapon	10 days OSS/Long Term Suspension/SRO and Hearing			
*Vandalism/Destruction of School Property	Administrative/Full Restitution/OSS/SRO	Administrative/Full Restitution/OSS/SRO	Administrative/Full Restitution/OSS/SRO	Administrative/Full Restitution/OSS/SRO
Water Guns/Balloons/Snowballs	1-3 days ISS	3-5 days ISS	1-3 days OSS	3-5 days OSS

*Incident **will** be reported to Caldwell County Resource Office and **may** be reported to Caldwell County Sheriff Department

DISCIPLINE GUIDELINES:

In order to effectively carry out Caldwell County Board of Education policies pertaining to discipline and to maintain an environment conducive to proper learning, the following procedural

guidelines have been established and reviewed by the faculty, the administration and the Student Council. They are considered to be fair and well within the legal and public authority of the principal, assistant principals and faculty.

In order to promote and effective learning environment, each student is expected to conduct himself/herself in a proper manner. Each student should **read and re-read** these procedures carefully. Excuses will not be accepted from students who claim they were not aware of these procedures.

The Administration of West Caldwell High School reserves the right to use ADMINISTRATIVE DISCRETION concerning all discipline guidelines other than Caldwell County and state of North Carolina Policies and Laws.

1. A student/administrator conference will be held to discuss
2. If it is determined that a violation has taken place, a punishment will be given that is in accordance with this policy.
3. Repeat offender's parents/guardians will be contacted by an administrator, to inform them that their child is approaching more serious consequences as a result of their behavior(s).
4. Behavior contracts will be administered to those students with repeated serious violations of discipline guidelines.

STUDENTS ATTENDING CCC&TI:

Students will adhere to all CCC&TI rules and regulations. Students attending classes on the campus of CCC&TI will be held to the same behavioral consequences as students attending West Caldwell.

DISCIPLINE PROCEDURES WITH ACRONYMS FOUND IN CHARTS ABOVE:

- ISS - In -School- Suspension
- OSS - Out of School Suspension
- LTS – Recommendation of Suspension for Remainder of Year
- STS – Recommendation of Suspension for Remainder of Semester
- LDP –Loss of Driving Privileges
- ADM -Administrative Decision
- DC- Detention Center
- SRO – School Resource Officer

DISCIPLINE REFERRAL:

Students referred by teachers to the office for discipline may be dealt with by any assistant principal. Routine referrals will be dealt with as follows:

- 9th Grade.....Mr. Frederick
- 11th & 12th (I-Z) & buses.....
- 10th & 12th (A-H)Mr. Houk

STUDENT DRESS CODE: (Board Policy #3300)

Caldwell County School Board of Education Policy concerning dress code is quoted as follows: PUPILS ARE EXPECTED TO BE PROPERLY DRESSED COMMENSURATE WITH THE ACTIVITIES BEING CONDUCTED. Clothing which does not meet the social standards of the community will not be allowed. Coaches of athletics and sponsors of other co-curricular activities are authorized to enforce dress and hair – length requirements for participation in these activities.

The following rules apply to student at..... ALL HIGH SCHOOLS IN CALDWELL COUNTY

1. Clothing should appropriately cover the torso and all undergarments from the NECKLINE to the mid thigh.
2. The shoulder width of female shirts or blouses must completely cover undergarments. **No tank tops, spaghetti strap tops, tube-tops, or halter-tops are permitted. Shirts must extend over the chest area.**
3. Male shirts will have sleeves.
4. Net shirts, bare midriffs or other revealing attire is not acceptable for either sex.
5. Skirts, dresses and shorts cannot be more than 4 inches above the knee. **(This includes front and or back of garment).**
6. Pants, skirts and shorts must be worn at the waistline. No underwear shall be revealed. "Busting Sag" is not permitted.

7. No headgear, hats, hoods, bandanas or sunglasses are to be worn into school buildings or on yellow school buses.
8. No clothing, jewelry, sex bracelets or accessories with letters, initials, symbols or wording that is obscene, threatening, offensive, inflammatory, distracting, disruptive or detrimental to the instructional process is allowed. This includes attire, which displays alcoholic beverages, drugs, tobacco products or promotes violence, hatred or intolerance.
9. Unnatural hair colors such as, but not limited to pink, blue, green, and purple are distracting and disruptive and are not allowed.
10. Shoes must be worn at all times.
11. No chains – deemed inappropriate by administrator or by SRO (ex: wallets with chain or necklaces). No spike bracelets or necklaces.
12. No pacifiers, candy necklaces, paraphernalia related to rave drugs.
13. No bandana's to be worn anywhere or have at school (this includes spirit day and senior activities).
14. No holes above the knee are allowed. No shorts or leggings under pants are permitted to cover up a hole.
15. Threaded jeans are allowed as long as skin can not be seen. No shorts or leggings under threads are permitted to cover up skin.
16. Gang apparel is not permitted to be worn or brought to school.
17. Bedroom shoes and pajamas are not permitted on school premises.
18. No Over-sized coats (1e: trench coats) or garments which could be used to conceal weapons or contraband.
19. Students are not permitted to bring blankets or Afghans to school.
20. Leggings must be worn with an over garment which meets the length requirement, but can't be worn to cover up holes.

School officials have the authority and responsibility to determine whether a student's appearance satisfies the intent of this policy. Anything that disrupts the learning environment will be deemed unacceptable. The administration will direct the students to change or adjust clothing as necessary.

CONSEQUENCES – School Administrators have established procedures to handle students who are in noncompliance with this policy. Such procedures may include disciplinary action, including suspension from school.

DRIVER'S EDUCATION:

NC School of Driving: 758-7795

Dropout Prevention/Driver's License Guidelines:

The Dropout Prevention/Driver's License legislation reflects a statewide effort to motivate and encourage students to complete high school. The revocation of a student's permit or license will result if a student:

- 1) Is unable to maintain adequate academic progress
- 2) Drops out of school
- 3) Loses control

1) Academic Progress:

Adequate academic progress will be evaluated at the end of each semester. A student must pass 3 out of 4 classes each semester.

2) Drops out of School:

A student who drops out of school will lose his or her driver's license or permit.

3) Loses Control:

A student will also lose their license or permit for violations of the school disciplinary code.

- A) A suspension of more than 10 consecutive days or an assignment to alternative program.

- B) Possession or sale of alcohol or an illegal controlled substance on school property.
- C) Possession or use of a weapon or firearm on school property.
- D) Physical assault on a teacher or other school personnel on or off school property.

You must be 14 ½ years of age by the start of class. Driver’s Ed classes run from 3:00 until 5:00 daily. See bulletin board in commons area for schedule.

DUAL ENROLLMENT:

1. Students earn a full credit for approved Dual Enrollment courses. If a student drops one of two combined Dual Enrollment or Huskins classes, one-half credit will not be awarded.
2. Dual Enrollment courses listed in the Registration Guide under “Special Dual Enrollment Opportunities” will be awarded one high school credit at all high schools. Any other request for high school credit for a Dual Enrollment course would NOT be a high school credit. **Only the high school principal may make an exception to this rule.** Honors classes will hold no extra quality points or carry extra weight.

EARLY GRADUATION:

Any high school student who completes the number of credits and other exiting standards required by both the state and Caldwell County Schools prior to completing eight (8) semesters of high school work may petition the principal to graduate early.

The principal will permit early graduation under unusual and unique circumstances for students who would benefit from early graduation. Early graduates may participate in the regular spring commencement ceremony.

Requirements.....

Applicants for Early Graduation Must:

- Have successfully completed all credits, subjects, and exit standards required for graduation by the state of North Carolina and the Caldwell County School System by the end of their seventh semester
- Have satisfactorily completed seven semesters of attendance within the Caldwell County School System
- Receive approval of early graduation by the principal of the Caldwell County high school attended by the student

Procedures for Application:

- *Prior* to the beginning of the senior year and *no earlier* than the second semester of the sophomore year, a formal application for early graduation must be submitted to a high school counselor. The formal application will include a written statement from both the student and the parent explaining the reasons for early graduation and the intended future plans of the graduate.
- The counselor will evaluate credits earned and the applicant’s plan for completing all remaining requirements.
- The principal will review the application and indicate support or rejection of the petition. The student and parent are required to conference by phone, or by meeting at school, with the counselor and/or principal.
- The school counselor will notify the student concerning the decision.

Successful Applicants:

- Approved applications will be kept on file in the student’s cumulative folder.
- Upon completion of all requirements, the diploma will be awarded at the end of the eighth semester.
- The applicant may participate in graduation ceremonies and prom, but must indicate intent on the application for early graduation.
- Diplomas will be mailed to the applicant upon receipt of a written request to the principal by the applicant or parent of applicant.
- All fees must be paid and all textbooks and equipment must be returned by the end of the seventh semester before receiving the diploma.

- Eligibility for all extra curricular activities will end at the conclusion of the seventh semester. Early graduates may attend school functions (i.e. sports events and awards ceremonies), as long as the student remains in good standing.
- The student is primarily responsible to keep informed of important events (i.e. graduation related activities) after early graduation at the end of seventh semester.

Students may see the Senior Guidance Counselor to get these applications.

ELEVATOR:

The school elevator is to be used only by approved students who have a health or physical condition that will not allow him or her to use stairs. The elevator may also be used at the direction of a faculty or staff person to move school equipment, books, or supplies to another level of the building. If a student needs to use the elevator because of a health-physical condition, a permit should be obtained from a school administrator. Students found using the elevator without appropriate permission will be disciplined for being in an undesignated area. If elevator key is lost, student must pay \$25.00.

EMERGENCY HEALTH NOTIFICATION:

School officials (nurse, social worker, principal, and counselor) should be informed by parent/student of any existing health conditions such as allergies, severe reactions, or diabetes that may pose an emergency at school. In any emergency judged to be life-threatening, the school will call 911 and will notify the parents. The school will take additional steps necessary to ensure the health, safety and welfare of the child. Individual Health Plans (IHP's) can be created in an attempt to accommodate any student health concern that impacts academic success.

Parents and Students/Integrated Pest Management:

The Caldwell County School system utilizes an Integrated Pest Management (IPM) approach for controlling insects, rodents and other pests. Parents have the right to be notified in advance of specific pesticide applications made at the school. To view policy 4302 in its entirety and to download a notification request form, go [www.caldwellschools.com/Parentsandstudents/IntegratedPest Management](http://www.caldwellschools.com/Parentsandstudents/IntegratedPestManagement).

EXAM EXEMPTION POLICY:

Students cannot be exempt from final exams in courses that have a state-mandated End-of-Course (EOC) or VOCATS test.

To be exempt from a final exam in a course, a student must meet the following grade and absence criteria:

Final Semester Grades	Number of Absences
A	3
B	2
C , D, F	No Exemption

For purposes of exam exemptions:

1. The student must not have been assigned to Out of School Suspension or In School Suspension.
2. Two unexcused tardies to class will equal one absence for exam exemption purposes.
3. Classes missed due to school sponsored activities approved by the administration will not count against the student's attendance.
4. A student may choose to take final exams in classes without End-of-Course tests if he/she is exempt from the exam. If the exam grade benefits the student, it will count toward the final semester grade. If not, the exam grade will not affect the student's final semester grade.

FIELD TRIPS:

A permission form signed by parents/guardians is necessary for each field trip. Permission from other period teachers may also be necessary depending upon standing in that class.

FIRE DRILLS:

Fire drills will be held once a month. The fire alarm will sound over the intercom. The signal to return to class will be when the alarm stops. Fire escape routes are posted in each classroom and the teacher in charge of that class will direct the route to be taken by the students. Teachers and students should retreat to a location at least 150 feet from the building.

FUND-RAISING ACTIVITIES:

The Caldwell County Board of Education recognizes that fund-raising is a necessary school activity. The board also recognizes that excessive fund raising causes too much instructional time to be lost and sometimes causes public relations problems within the community.

GANG AND GANG RELATED ACTIVITIES:

Caldwell County Schools does not support or condone gang membership or gang activity. The Superintendent/ designee shall regularly consult with law enforcement officials to identify gang-related items, symbols, and behaviors, and provide each principal with this information. The principal shall notify students of the items, symbols and behaviors prohibited by this policy.

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. Conduct prohibited by this policy includes:

- **Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which may be evidence of membership or affiliation in any gang;**
- **Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership or affiliation in a gang;**
- **Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;**
- **Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;**
- **Soliciting others for gang membership;**
- **Committing any other illegal act or other violation of school district policies that relates to gang activity.**

Consequences:

Before being suspended for a first offense of wearing gang-related attire (when not involved in any other kind of gang-related activity or behavior), a student may receive a warning and be allowed to immediately change or remove the attire if the school administration determines that the student did not intend the attire to show gang affiliation. If gang-related activity is associated with another act of misconduct, evidence of gang activity shall be considered an aggravating factor in determining disciplinary action.

GATEWAY STUDENTS ON WEST CALDWELL CAMPUS:

All of the same rules and procedures apply to Gateway students that apply to students of West Caldwell High School. These rules apply to the campus as well as the bus.

Morning Procedures:

- Upon entering the campus of West Caldwell, **all Gateway** students will report to the cafeteria.
- All Students must stay in the cafeteria or on the veranda until 7:45 unless given permission by a member of the West Caldwell staff **(No Exceptions)**.
- Students will not be permitted to wander around the campus.
- All headgear must be removed before entering building.
- All Gateway Students must report to the Gateway bus by 7:45. The bus will not wait on students that are tardy. Any student that misses the bus must find his/her own ride to Gateway.

Afternoon Procedures:

- Upon entering the campus in the afternoon, **No** Gateway student will be allowed in the school building. Exit the Gateway bus and report immediately to your next form of transportation.
- All rides are to pick students up in the student parking lot. Unless there is inclement weather, students are to report to the student parking lot by way of the front of the building.

GRADUATION INFORMATION:

The minimum required grade point average to be considered an honor graduate is 3.5. Honor students will wear gold honor stoles and will receive their diplomas first. Honor students will be announced at the end of the 3rd or 4th nine weeks grading period.

Admission to graduation will be by ticket only. Each senior will receive five tickets. Tickets will be distributed on practice day. All debts (dues, fees, textbooks, etc.) must be paid by the end of exams for seniors. Any senior who does not practice on practice day may not attend graduation. Students late to practice will be placed at the end of the line. Full graduation attire is required in order to participate.

Valedictorian, Salutatorian, Junior Marshals:

- Beginning with the class of 1999, the weighting system used for the statewide electronic transcript will be used to calculate these honors.
- Beginning with the incoming ninth grade class of 2010-2011, high schools will recognize academic achievement of students with a 3.5 grade point average or above as graduating with honors. No valedictorian or salutatorian will be designated. Recognition will be determined at the end of the end of the third nine weeks.

Students will be recognized as follows:

3.5-3.99 GPA- graduate with Honors
4.0-4.40 GPA-graduate with High Honors
Above 4.40 GPA- graduate with Highest Honors

Caldwell County School Board Policy: 7522

Seniors must be enrolled and complete 8 full semesters to graduate. Any student having excessive tardies or absences (as deemed by the administration) will not be allowed to participate in graduation or attend prom.

Dress code for all programs, class picture, cap & gown picture will be:

DRESS CODE FOR GRADUATION:

FEMALES

***Any color dress (That does not hang lower than the gown).**

***Natural color nylons**

***Black dress shoes ` Pumps or flats (no sandals).**

MALES

***Black or navy solid tie (no bow tie)
*Black or navy dress solid colored slacks.**

***Black or navy solid colored socks
*Black or navy solid colored dress shoes.**

***White or pastel solid colored shirt**

GRADUATION REQUIREMENTS:

Students graduating from West Caldwell High School must successfully meet the following requirements:

1. Complete 28 units of credit
2. Complete a selected course of study from the following options
 - ⇒ Career Prep
 - ⇒ College Tech Prep
 - ⇒ Future Core Ready
 - ⇒ College Prep

NEW EXIT STANDARDS:

1. Complete the graduation project – a performance based component that may include service-based learning or work-based learning experiences. It will be developed, monitored, and scored locally using state adopted rubrics.
2. Score Level III or Level IV (passing) five required end-of-course assessments. The five required EOC's are
 - ⇒ Algebra I
 - ⇒ English I
 - ⇒ Biology
 - ⇒ Civics & Economics
 - ⇒ United States History

to the originators of ideas, because they “own” the ideas. It is also important to For students graduating in 2013 and up the following courses are required in addition to the above courses:

- ⇒ Algebra II
- ⇒ Geometry
- ⇒ 1 higher level math

GUIDELINES FOR RESEARCH PAPERS:

Why Do We Need Publishing Guidelines for Research Papers?

Publishing Guidelines include instructions for formatting your published paper (how it should look), and instructions for using and crediting the ideas of others. There are several acceptable formats used by professional publishers. The guidelines produced by the Modern Language Association (MLA) are the standard for West Caldwell High School. Using common publishing guidelines allows readers to more easily find the most important parts of your research paper: your conclusions and original thinking based on facts and ideas you have researched.

Picture yourself writing a story, an essay or a poem—or making a drawing or a painting that you pin up on the classroom bulletin board or post on a website for others to see. You are proud of your work, and rightly so. You are the owner of this work. Stated more formally, this work is your “intellectual property.” If others copy your work and put their names on it to turn in to a teacher or publish in some form, how do you feel about it? You might feel like something you own is being stolen from you—which is exactly the case in this situation. No one else has a right to use your work without your permission. As a high school student, you are now being asked to do research to find information that helps you form ideas or answer an important question, and then write about the conclusions of your research. When you do research, you use the words and ideas of others to solve the problem you have posed. When you write about the outcomes of your research, you will quote an expert or paraphrase or summarize his or her ideas, and you must follow proper guidelines to identify the source of the information. This is called documentation or citation. It is important to give credit cite the ideas and words of others, so that your readers can go find and learn from the work that helped form your ideas and conclusions.

In this section of your student handbook, you will find explanations and examples to help you determine when to quote from a

written source and when to paraphrase or summarize. Other examples help you see the difference between stating what common knowledge is and using an idea that must be credited to another writer. There are specific guidelines for using quotation marks and referring to your sources with in-text notes (also known as parenthetical documentation or citation), and for page margins and other formatting.

As stated in the discipline section of this handbook—Cheating, plagiarism, and other dishonest scholastic activities will not be tolerated. A zero will be given on work involving cheating and/or plagiarizing. In addition to a zero, the first offense will result in ISS for 1-3 days; the second offense will result in 3-5 days ISS; and the third offense will result in 2 or more days of OSS.

Summarizing, Paraphrasing, and Quoting

You can borrow from the works of other writers as you research. Good writers use three strategies—summarizing, paraphrasing and quoting—to blend source materials in with their own, while making sure their own voice is heard.

Quotations are the exact words of an author, copied directly from the source word for word. Quotations must be cited!

Use quotations when

- You want to add the power of an author’s words to support your argument
- You want to disagree with an author’s argument
- You want to highlight particularly eloquent or powerful phrases or passages
- You are comparing and contrasting specific points of view

You want to note the important research that precedes your own

Paraphrasing means rephrasing the words of an author, putting his/her thoughts in your own words. A paraphrase can be viewed as a “translation” of the original source. When you paraphrase, you rework the source’s ideas, words, phrases, and sentence structures with your own. Paraphrased text is often, but not always, slightly shorter than the original work. Like quotations, paraphrased material must be followed with in-text documentation and cited the on the works-cited page.

Paraphrase when

- You plan to use information on your note cards and wish to avoid plagiarizing
- You want to avoid overusing quotations
- You want to use your own voice to present information

Summarizing involves putting the main idea(s) of one or several writers into your own words, including only the main point(s). Once again, it is necessary to attribute summarized ideas to the original source. Summarized ideas are not necessarily presented in the same order as in the original source. Summaries are significantly shorter than the original and take a broad overview of the source material.

Summarize when

- You want to establish background or offer an overview of a topic
- You want to describe common knowledge (from several sources) about a topic
- You want to determine the main ideas of a single source

Carol Rohrbach and Joyce Valenza, Springfield Township High School, PA. Used with permission of the authors.

Plagiarism vs. Documentation

Plagiarism is the act of presenting someone else's work as your own. It is the theft of intellectual property. The following examples should help you distinguish plagiarism from well-documented research.

Original text from:

McCullough, David. John Adams. New York: Simon & Schuster, 2001. p. 57

His marriage to Abigail Smith was the most important decision of John Adams's life, as would become apparent with time. She was in all respects his equal and the part she was to play would be greater than he could possibly have imagined, for all his love for her and what appreciation he already had of her beneficial, steady influence.

Writing sample #1

John Adams' marriage to Abigail was the most important choice in his life. He was to come to understand this better with time. In so many ways, she was his equal, and he could not have imagined the importance of the role she was going to play, despite his love for her and his appreciation of her good, solid influence.

Unacceptable! This paragraph is the work of someone either deliberately plagiarizing or someone who doesn't understand what it means to plagiarize. The writer may have changed a few words and switched the order of words in the sentences, but the writer has not changed McCullough's sequence of ideas and has not used the information in a meaningful way. He or she failed to cite what are really McCullough's original ideas or words.

Writing sample #2

When John Adams was ready to marry, he sought a woman who was his equal. He found Abigail Smith and loved her for her steady influence. **Unacceptable!** Not only did this student neglect to cite, this paraphrase twists McCullough's meaning. Though it changes words significantly, it also does a poor job conveying the original idea accurately.

Writing sample #3

The best decisions of a great leader may extend beyond the political. In fact, the course of American history may have been changed by an entirely personal decision. In his biography of Adams, David McCullough notes that Adams' choice of Abigail Smith as a wife was the most critical decision of his life. "She was in all respects his equal and the part she was to play would be greater than he could possibly have imagined" (McCullough 57).

This is acceptable because the author uses the information in a meaningful way, accurately paraphrases the ideas presented in the original source, credits them and weaves in a quote to emphasize the point. The source is properly quoted and cited using quotation marks and in-text documentation. Note that in this example the student created his/her own topic sentence, following an independent plan and not the necessarily following the structure of another author's material.

You can avoid plagiarism.

When you are taking notes, make sure that you copy all original passages in quotation marks.

Paraphrase by really putting ideas into your own words; go beyond changing a few words. Recognize that paraphrasing of unique ideas and facts also requires citation. As you write, return to the text and check your paraphrase against the original source to make sure you haven't unintentionally copied. Use graphic organizers to restructure your facts and ideas. Use your own voice to put a new twist on old information. **When in doubt, cite!**

What is Common Knowledge?

You don't have to cite everything. Facts or ideas referred to as "common knowledge" do not have to be cited. Common knowledge includes facts that are found in many sources, facts that you assume many people know. A rule of thumb is that if you find a fact in three or more sources, it may be considered common knowledge. An example of common knowledge is that John Adams married Abigail Smith. Remember, you must document little-

known facts and any ideas that interpret facts, even if they are paraphrased! For instance, even if you don't use McCullough's words, you should absolutely document McCullough's belief that this marriage may have been the most critical decision of Adam's life.

Joyce Valenza, Springfield Township High School, PA. Used with author's permission.

Primary Vs Secondary Sources

"The research paper is generally based on primary research, secondary research, or a combination of the two. *Primary research* is the study of a subject through firsthand observation and investigation, such as analyzing a literary or historical text, a film, or a performance; conducting a survey or an interview; or carrying out a laboratory experiment. Primary sources include statistical data, historical documents, and works of literature or art. *Secondary research* is the examination of studies that other researchers have made of a subject. Examples of secondary sources are books and articles about political issues, historical events, scientific debates, or literary works."

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: Modern Language Association, 2003.

Using Someone Else's Ideas in Your Paper :

The two key features of MLA source documentation

- **Brief** reference notes within a report, which are enclosed in parentheses
- A list, called "Works Cited," of **all** resources referenced in the report

Guidelines and suggestions (with examples from the sample research paper in this guidebook)

1. You must insert parenthetical citations wherever you have relied on someone else's words, statistics, facts, or ideas.
 - Review the section, "You Can Avoid Plagiarism," on pages 5-6
 - Make careful notes when you are doing your research
 - Insert citations as you write your rough draft
2. The information in the citation is as **brief** as possible while connecting it to **one specific resource** in the works-cited list.
 - A citation includes author's last name and a page number (Berger 56)
 - If no author is listed, use the title of the book or article ("Nurturing")
 - The first word of a title may be enough to refer to the particular work ("Nurturing")

- If there are two works by the same author, list the author's name and the book, along with the page number (Restak, Brain 27)
- If you mention an author's name in your writing, only a page number may be necessary . . . according to Ronald Kotulak (236)
- Internet and electronic sources do not have page numbers
- The notes on the sample research pages, 14-16 of this guidebook, point out these and other variations

3. Particular rules apply to punctuating author quotations and the citations that follow them, depending on the **length** of the quote:

- When the quotation is short, it is enclosed in quotation marks and the citation comes **before** the end punctuation of the sentence:

"What is . . . in our universe" (qtd. in Begley 66)?
- When the quoted material is longer than four lines, it is indented and quotation marks are not needed. The citation comes **after** the end punctuation:

. . . body functions and actions. ("Brain" 561)

4. Insert a parenthetical citation each time you change sources, and checks to see that most of your body paragraphs have one or more parenthetical citations.

5. If you don't document your sources, you are claiming someone else's ideas or information as your own, which is plagiarism. Serious consequences will follow, such as automatic rejection of your paper.

6. The 80/20 rule of thumb. You should definitely include direct quotes in your research paper, but direct quotes should only amount to 20% of the words in your paper. In other words, about 80% of the paper should be in your own words. Quotations and Punctuation

Examples on this page are based on the following passage from Stephen Jay Gould's essay, "The Politics of Census." (Hen's Teeth and Horse's Toes. New York: Norton, 1983.)

[Gould describes faulty assumptions and statistical methods that distorted the US census of 1840, the first to count mentally ill persons, enumerated by race and by state. The data was examined by a physician named Edward Jarvis.]

Jarvis therefore began to examine the tables and was shocked by what he discovered. Somehow, and in a fashion that could scarcely represent a set of random accidents, the number of insane blacks had been absurdly inflated in reported figures for northern states. Jarvis discovered that twenty-five towns in the twelve free states contained not a single black person of sound mind. The figure for "all Blacks" had obviously been recopied or misplaced in the

column for “insane blacks.” But data for 135 additional towns (including thirty-nine in Ohio and twenty in New York) could not be explained so easily, for these towns actually reported a population of insane blacks greater than the total number of blacks, both sane and unhinged!

1. Use ellipses when you leave words out of quotations. Ellipsis points are spaced periods that show where words are left out. Use 3 periods with a space before, between each, and after (. . .). Take care that the remaining quoted portion keeps the sense of the writer’s original idea, **and** is grammatically correct in your sentence.

William J. Gould writes that “Jarvis . . . was shocked by what he discovered” (306).

- An **ellipsis** can occur at the beginning or end of a sentence, within a passage, or where a full sentence is omitted. When it occurs where a sentence ends, use 4 spaced periods.

William J. Gould points out the oddities that Jarvis found in the census data: “Somehow, and in a fashion that could scarcely represent a set of random accidents, the number of insane blacks had been absurdly inflated in reported figures for northern states twenty-five towns in the twelve free states contained not a single black person of sound mind” (306).

2. Use single quotes to mark one quote that is inside another. (Exception: if the quote is long enough to be indented, keep the original punctuation.)

William J. Gould notes Jarvis’ discovery that, “The figure for ‘all Blacks’ had obviously been recopied or misplaced in the column for ‘insane blacks’ ” (306).

3. Pay close attention to the punctuation ending a quotation and the sense of your writing.

- On page 7 of this guide, the first example in # 3 shows a quote used within a question that the writer asks. The question mark comes after the quotation marks and the citation.
- What, according to James Watson, co-discoverer of the helical structure of DNA, is “the most complex thing we have yet discovered in our universe” (qtd. in Begley 66)? If a **question mark** or an **exclamation point ends a quoted sentence**, this punctuation must come before the quotation marks, followed by the citation, with a period at the end.

William J. Gould is struck by Jarvis’ finding that 135 towns “actually reported a population of insane blacks greater than the total number of blacks, both sane and unhinged!” (306).

For questions that are not answered here, consult a copy of the MLA Handbook

Instructions for the “Works Cited” Page

On pages 11-13 of this guidebook, the opening pages (1-2) of a *sample research paper* and the *Works Cited* (page 11) are presented for study. Immediately following, on pages 14-16, are copies of the sample paper with added notes pointing out features and examples.

Study the research paper and pointers, noting the parenthetical citations.

The first citation in the report is (Flieger)--see page 11 and page 14.

In *Works Cited*, look for the related resource.

Flieger, Ken. “Memories Are Made of This.” FDA Consumer Sep. 1989: 14-19.Rpt. in Mental Health. Ed. Eleanor C. Goldstein. Vol. 4. Boca Raton: SIRS, 1989. Art. 16.

A “Works Cited” differs from a “Bibliography” in that **every** source listed in the “Works Cited” is used and cited in the text of the paper. Likewise, every source appearing in an in-text parenthetical citation must appear on the works-cited list.

Guidelines for “Works Cited”

1. Center “Works Cited” at top of page.
2. Put entries in alphabetical order by author’s last name. If no author is listed, then list alphabetically by title (ignore “a,” “an,” or “the” at the beginning of a title).
3. Double space **entire paper**.
4. Indent second and third lines (if any) in each entry—use the hanging indent feature of your word processor.
5. Enclose titles of articles in quotation marks.
6. Underline names of magazines, newspapers, and books.
7. List **only** those sources that are cited in the text of the paper.

Helpful Hint

In some cases, you can improve the clarity of your paper if you refer to sources by name or title in the text. Often, a parenthetical citation alone may not be enough to make things clear, or you may want to indicate that your information is derived from a recognized authority:

...James Watson, co-discoverer of the helical structure of DNA...
Research Paper Format

Paragraphs should follow a standard format with the first sentence of each paragraph indented. Writing should be left justified.

Type

- 12 point font size
- Professional font (i.e., Times New Roman, Arial)

Spacing

- Double spacing throughout
- No extra lines or spacing between paragraphs
- Quotations of over four lines are indented; quotation marks are not used
- Lists should be indented

Margins

- 1" left, right, top and bottom
- (Standard *MS Word* default is acceptable: 1.25" left and right, 1" top and bottom)

Title (created for all compositions)

- Placed below the heading and centered
- Capitalize first and last words, and all principal words in between, **except**
- articles – a, an, the
- coordinating conjunctions – and, but, for, nor, or, so, yet
- prepositions – against, between, in, of, to, etc.

Page-one Heading

- Located in **upper left corner**
- Double spaced
- Includes the following information in this order:
 - Student's first and last name: Samuel Jones
 - Teacher's name: Ms. Sally Ride
 - Class and section: English 1
 - Date: 12 February 2004

Header

- Placed at the top of page 1 and all subsequent pages
 - Upper right corner of the page, 1/2" from the top
- Includes writer's last name and page number (Jones 2)

MLA Formatting for "Works Cited" Entries

Based on *MLA Handbook*, 6th ed., 2003

Book...basic format

Author last, first name. Book Title. City where published: Publisher, publication year.

One author or editor

Kammerman, Sylvia E., ed. Children's Plays from Favorite Stories. Boston: Plays, Inc., 1959.

Pipher, Mary. Reviving Ophelia: Saving the Selves of Adolescent Girls. New York: Ballantine, 1994.

Two or three authors, compilers or editors

Arbuthnot, May Hill, and Dorothy M. Broderick, comps. Time for Stories of the Past and Present. Glenview: Scott, Foresman, 1968.

Dunning, Stephen, Edward Lueders and Hugh Smith, comps. Reflections on a Gift of Watermelon Pickle...and Other Modern Verse. New York: Lothro, Lee & Shepard, 1967.

Highsmith, Richard M., and Jon Kimerling, eds. Atlas of the Pacific Northwest. Corvallis: Oregon State UP, 1979.

Russell, Karen, and Jeanne Bean. Marowstone. Port Townsend: Port Townsend Publishing, 1978. **Four or more authors or editors**

Cline, Hugh F., et al. The Electronic Schoolhouse: The IBM Secondary School Computer Education Program. Hillsdale: Lawrence Erlbaum, 1986.

Fox, Geoff, et al, eds. Writers, Critics, and Children. New York: Agathon, 1976.

Corporation, Commission, Association or Committee Author

Western Writers of America. Water Trails West. New York: Avon, 1979.

No author or editor stated

Drug Facts and Comparisons. 1985 Edition. St. Louis: J. B. Lippincott, 1984.

Book by one author, translated by another

Muller, Melissa. Anne Frank: The Biography. Trans. Rita and Robert Kimber. New York: Metropolitan Books, Henry Holt, 1998.

Books in series

Hillman, Harold. "Methods of Execution: the Medical and Biological Effects." Reviving the Death Penalty. Ed. Gary E. McCuen. Ideas in Conflict Ser. 26-30. Hudson, WI: Gem, 1985.

Ketter, Robert L. "Earthquake Lessons." World Monitor. November 1989: 16+. Ed. Eleanor Goldstein. Earth Science, Art. 28. Boca Ratan: SIRS, 1990.

A work in an anthology or collection

Hughes, Langston. "Birmingham Sunday." The Poetry of the Negro: 1946-1970. Ed. Langston Hughes and Arna Bontemps. Garden City: Doubleday, 1970. 200-201.

Article in a reference book

"China." Encyclopedia Americana. 1993 ed.

Jackson, Elizabeth. "Tides." Compton's Encyclopedia. 10th ed. 1998.

Article...basic format

Author last, first name. "Article Title." Magazine/Newspaper Date: page number(s). (Date format-- 22 Jan. 1998 --abbreviate months except May, June & July)

Magazine article

Prince, Dinah. "Marriage in the '80's." Newsweek 1 June 1987: 30-38.

Newspaper article

"Actress Loretta Young Dies at 87." Buffalo News 13 Aug. 2000: A23.

Tucker, Cynthia. "Education Stays on Top of Southerners' Agenda." Atlanta Constitution 21 Mar. 1987: A19.

Pamphlet or Government Document

U.S. Department of Justice. The United States Marshal's Service, Then...and Now. Washington: GPO, Oct. 1978.

Non-Print Resources...basic format

Author last, First name. "Title"/Description/Work. Source. Date: page number(s). This format will vary depending on resource—note the examples below.

Interview

Poussaint, Alvin F. Telephone interview. 10 Dec. 1990.

Asmundson, Mark. Personal interview. 22 July 2001.

Hiebert, Richard. Personal interview. 3 January 1998.

Television or radio

Lehrer, Jim. Interview with Al Gore and George W. Bush. News Hour with Jim Lehrer. PBS. MacNeil/Lehrer Productions. 26/WETA, Washington, D.C. 5 Oct. 2000.

Cuba and Cocaine. Narr. Bill Moyers. Produced by the Documentary Consortium. Frontline. PBS. WTVS, Miami. 18 Jan. 1990.

Law and Order. Prod. Wolf Film in assoc. with Universal Television. NBC Television Network. WHEC, Rochester, NY. 25 Feb. 1998.

Videotape, DVD, slide program

Medicine at the Crossroads. Prod. 13/WNET and BBC TV. Videocassette. PBS Video, 1999.

Titanic. Dir., writ., ed. James Cameron. Prod. Jon Landay. Twentieth Century Fox and Paramount, 1997.

The Underground Railroad. By Peter Washburn and Erna Buffie. Prod. Warner Brothers. Videocassette. 1994.

CD-ROM Resources

"Acid Rain." World Book Multimedia Encyclopedia. CD-ROM. Chicago: World Book, 1995.

Lamar, Jacob V. "A Surge of Central American Refugees Finds the U.S. Unprepared." Time. 27 Feb. 1989. Time Magazine Compact Almanac. CD-ROM. 1990.

Sears, Stephen W. "The first News Blackout." Civil War Chronicles. Winter 1994: 16-23. SIRS Researcher. CD-ROM. Social Issues Resources Ser., 1995.

Online database or web site article...basic format

Author last, first name. "Article Title." Database (Web site) title. Date of publication or last update. Date of Access <URL>. (Start with article title if author is not available. Give the URL of the specific document rather than the database, unless they are the same)

Online Book

Austen, Jane. Pride and Prejudice. Ed. Henry Churchyard. 1996. Jane Austen Information Page. 10 Sept. 1998
<<http://www.pemberley.com/janeinfo/pridprej.html>>.

Online Encyclopedia

Parker, George R. "Forestry." World Book Online Reference Center. 3 Nov. 2003
<<http://www.worldbookonline.com/ar/?/na/ar/co/ar204900.htm>>.

Online Subscription Resource

Cook, William J. "Life in Space." U.S. News & World Report 25 Mar. 1999: 108-112+. Electric Lib. Sehome High School Lib., Bellingham, WA. 25 Apr. 2000
<<http://www.elibrary.com/s/edumark/>>.

McGann, Chris. "Experts to Air Light Rail Concerns." Seattle Post-Intelligencer 4 Oct. 2000: B1. Proquest Direct. Squalicum High School Lib., Bellingham, WA. 9 Oct. 2000
<<http://proquest.umi.com/>>." "Afghanistan: Biographies (Mohammed Najibullah)." World Geography 2000. ABC-CLIO. Bellingham High School Lib., Bellingham, WA. 15 Nov. 2000
<<http://www.worldgeography.abc-clio.com>>.

Internet Web Page

"Job Opportunities at SAF." 2003 Society of American Foresters. 29 Oct. 2003 <<http://www.safnet.org/careercenter/safjobs.cfm>>.

"Basic HTML Structure." Technology Connections, Bellingham Public Schools. 26 Nov. 2001
<<http://www.bham.wednet.edu/technology/TechWeb/WebDesign/WDhtmlbasic.htm>>.

"FAQ about Vets!" Talk to the Vet.com. 3 June 2003
<<http://www.talktothetvet.com/faqvetcareer.HTM>>.

Kansas, Jane. "Mockingbird FAQ." To Kill a Mockingbird & Harper Lee.
4 Nov. 2001. 8 Mar. 2004

<<http://www.chebucto.ns.ca/Culture/HarperLee/faq.html>>. **E-MAIL Communication**

McLain, Deborah. "Nile River Research Project Results." E-mail to James R. Stone. 25 Sept. 2000.

Advice about underlining vs. italics. Even though it is easy to use italics with a word processor, the Modern Language Association suggests that you use underlining because italics can be harder to read.

Web-Based Citation Makers

There are web sites that will generate a citation in MLA format. These sites let you pick the resource—book; magazine article, etc.—then type the publication information into labeled boxes. When you submit the information, the site generates a formatted entry that you can copy and paste into your "Works Cited" page. You still need to format the page correctly:

- Alphabetize the entries on the page
- Double space

Use the hanging indent feature of the word processor **It is advisable to look over each citation carefully to make sure it reflects the style you see in this guide. Publication data has many variations, and electronic citation generators can make mistakes. You are responsible for the contents of your paper, and should proofread every detail for appropriate format.**

The following sites are recommended:

Landmark's Citation Machine:

<http://citationmachine.net/>

Oregon School Library and Information System's Citation Maker:

<http://www.oslis.k12.or.us/secondary/howto/cited/>

For detailed explanations of citation rules, see Diana Hacker's site on documenting sources:

http://www.dianahacker.com/resdoc/p04_c08_s2.html

Guidebook authors: Dr. Nancy Messmer, Director of Library, Media and Technology; Mary Rausch, Media Technology Assistant; Becky Elmendorf, Culminating Project Coordinator; and Sam Anderson, Steven Dolmatz, and Jim Gaines, High School English Department Chairs

MLA Research Paper guidelines are based on the *MLA Handbook for Writers of Research Papers*, Sixth Edition, by Joseph Gibaldi, 2003

Some material in the handbook is included with permission from other individuals, credited where used.

"Publishing Guidelines for Research Papers and Culminating Projects." Bellingham Public Schools. May 2005. Bellingham Public Schools. 14 Jun 2007 <www.bham.wednet.edu>.

HALL PASSES:

Any student leaving from a regular class must secure a standard hall pass from his/her assigned teacher.

HEALTH SERVICES:

Students who become ill or injured should report to the main office. The personnel in the office can administer **ONLY** minor first aid. A record of treatment will be maintained, and a determination will be made as to whether additional medical treatment is required. **NO MEDICATION CAN BE GIVEN TO STUDENTS. STUDENTS MAY REMAIN IN THE HEALTH ROOM FOR A MAXIMUM TIME OF 30 MINUTES, AFTER WHICH THEY WILL BE REQUIRED TO RETURN TO CLASSES OR GO HOME.** Under the State Law, the school district cannot be held responsible for accidents, though reasonable precautions should be taken at all times by employees and students in order to avoid any accident. If a student is injured while in school, the injury should be reported immediately to the Principal or his representative.

If your child must have medication of any type (prescription or over-the-counter) given at school, you may choose to:

1. Come to school and give the medication to your child as prescribed by your doctor or health care provider:
2. Provide a **Medication Consent Form** for both prescription and over-the-counter-medications, filled out by the health care provider with complete instructions and directions for administration. This form must be signed by the health care provider AND parent/guardian before medication can be administered.

Parents who return the **Medication Consent Form** should be aware of the following requirements:

- Prescription medication must be brought to school by parent/guardian, in a pharmacy labeled container with the child's name, dosage and instructions. Upon request, a pharmacist will prepare 2 pharmacy containers for school and home if needed.

- A student who is permitted to carry and self medicate such as an Inhaler, Epi-pen and/or insulin will also need the *Medication Consent Form* completed.
- Over-the- counter medications (cough syrup, Tums, Tylenol, Calamine Lotion, etc.) must be brought to school by the parent, in the original containers and labeled with your child’s name and a *Medication Consent Form* must be filled out and signed by the health care provider before medication can be administered.

All forms and medications will be kept and administered in the Media Center by our School Health Assistant, Mrs. Denise Smith. *These criteria are mandates of North Carolina General Statute 115C-375.1.*

HONOR ROLLS:

- “**A**” **Honor Roll:** No grade less than A, no grade of Unsatisfactory for a subject, no grade of D or E on conduct.
- “**B**” **Honor Roll:** No grade less than B, no grade of Unsatisfactory for a subject, no grade of D or E on conduct.
- “**Principal’s List**”: B average with no grade less than C, no grade of Unsatisfactory for a subject, no grade of D or E on conduct.

The purpose of honor rolls is to recognize and encourage quality student performance. Since educational goals include academics and behavior, both are reflected on the honor roll.

Caldwell County School Board Policy: 7522

INDEPENDENT STUDY:

1. Requires prior approval by the building level principal or designee.
2. An approved course of study needs to be developed and/or exist prior to the start of the independent study and must include 130 documented contact hours.
3. Independent study can not increase existing class sizes beyond a manageable size and/or impact the existing class negatively.
4. Independent study can not “take away” a teachers planning period.
5. Independent study will be consistently provided/offered for all students – not just for academic acceleration and/or honor students.
6. The subject teacher in question must agree to take this responsibility on before approval can be given.

INLINE SKATES AND SKATEBOARDS:

Because of our concern for safety, no inline skates or skateboards are permitted at West Caldwell High School. Violation of this policy will result in confiscation of these items by the administration.

JUNIOR-SENIOR PROM:

The 2012 Prom date will be April 28th. The Prom is a gift from the Junior Class to the Senior Class. Juniors and seniors who are in good standing and who have paid ALL debts at WCHS (class dues, club money, book fees, etc.) are eligible to attend the Prom and do not need to purchase a ticket for themselves. To be in good standing, a student will not have **EXCESSIVE TARDIES OR ABSENCES AND HAVE ANY SERIOUS DISCIPLINE VIOLATIONS.**

If an eligible junior or senior wishes to bring an underclass student or a guest who does not attend school at WCHS, he or she must fill out a Prom Guest Approval Form and turn it in with the designated amount of money for the guest ticket to the appropriate Jr. Advisory Sponsor by the deadline date. No one over the age of 19 as of April 28th will be allowed to attend the prom. Guests must be between the ages of 9th grade and 19 to attend. If the guest is not approved, the ticket money will be refunded. Guests who have been approved can not receive a refund.

Procedures, dates, and deadlines will be posted and will be announced on the morning announcements. Each student must be responsible for his or her own eligibility. Students who do not comply with the announced procedures and deadlines will have to pay penalty fees. The Prom is a major event that requires careful planning and the cooperation of all who are involved so that we may provide the juniors and seniors with a memorable event. April 4th is the deadline for paying all dues to attend the Prom. Students must be in attendance for the Full Day on the Friday prior to the prom. Any appointments, etc. should not be scheduled on this day. Students who fail to meet these standards will be dealt with on an individual basis.

LOCKDOWN DRILL:

We will have a lockdown drill at least two times per year. This is to ensure our faculty and students are well prepared in case of a true emergency.

LOCKERS:

The administration of West Caldwell High School requires that each student keep his/her locker locked. Locks must be purchased from the administration during lunch. The school is not responsible for the cleanliness

and care of the locker assigned to a student. Any student having trouble with his/her locker should contact Asst. principal. STUDENTS ARE ADVISED THAT LOCKERS ARE SCHOOL PROPERTY AND AS SUCH, THEY ARE SUBJECT TO INSPECTION AT ANY TIME. Students may not share lockers or locker combinations with any other students. The cost to clean and/ or repair a locker will be paid by the student.

LOST AND FOUND:

The lost and found department is located in the cafeteria. Students are expected to claim lost articles outside of class time. However, with a teacher's pass, students may come during class time to claim glasses or other health aids. EACH STUDENT SHOULD LABEL ALL PERSONAL BELONGINGS (clothing, glasses, notebooks, etc.). This will be emptied monthly.

NORTH CAROLINA SCHOLARS PROGRAM:

Students who complete the State Board of Education requirements for a well-balanced, challenging high school program will be named North Carolina Scholars, and receive seals attached to their diplomas and may be recognized in other ways in the community.

Most students should begin planning for the program before they enter grade 9 to ensure they get the most flexibility in their courses. In order to qualify as a North Carolina Scholar, students must earn at least 22 units (in grades 9-12) and must maintain at least an overall 3.5 unweighted GPA. **The guidelines for the Scholars Program are outlined in the registration guide. Students may contact a guidance counselor for particular details.**

NOVA NET:

Nova Net is an online program offered at West Caldwell during the school day and after school that allows any student to earn credit for a failed course. Nova Net is based on the North Carolina Standard Course of Study and end-of-course exams may be required depending on the course credit being recovered. The program is a self-paced Internet based program. A facilitator for the program is available to provide assistance to students; however, students work independently. Interested students should see their school counselor if interested in registering for the program.

iSCHOOL:

An online program that is design to earn college credits while in high school.

PARENT TEACHER STUDENT ORGANIZATION (PTSO):

This organization seeks to actively involve the entire school community in recognizing all kinds of student and teacher accomplishments and in continuously improving the educational environment at West Caldwell High School. PTSO will meet four times during the 2009-2010 school year.

WEST CALDWELL PTSO OFFICERS:

President – Susan Greene

Vice President –

Secretary –

Treasurer – Bob Greene

Volunteer Coordinator – Lisa Greene/Susan Greene

PARENTAL CONFERENCES:

The school administration and teachers encourage conferences with parents to discuss the progress and the problems of the student. Such conferences are highly desirable for they are beneficial to the student, to the parents, and to the teacher. Such conferences should be arranged after 3:00 p.m. or during the teacher's planning time.

PEER MEDIATION:

Peer Mediation is used to resolve school-based disputes, which can result in improved communication and a safe learning environment. The mediators are voted on by the student body. The students choose the people they feel most comfortable with sharing information and who they feel are most trustworthy. The list is then finalized by the faculty based on previous experiences.

The mediators have to meet several requirements in order to become a trained mediator. First of all, they have to attend a weekend retreat. Also, they are required to complete the basic training course that is part of a semester long class. Once the basic training is complete, they work on activities in the advanced training. The mediators are then life long mediators. Mediators take real life situations and are able to conduct mediation.

Each mediation takes place in a private setting. The mediation takes place with only the mediators and disputants. The mediation is always kept confidential unless there is danger to someone's health. If this

occurs, a principal or counselor will be notified. On an average, each mediation usually lasts around 20 to 25 minutes. However, there is never a time limit put on mediation.

Students are given the opportunity to request a mediation, as well as, teachers, administrators, support staff and yourself.

Both parties must agree to mediate and agree to the basic ground rules of no put downs, no name calling, confidentiality, willingness to be as honest as possible and to want a solution for the conflict.

Peer Mediation helps reduce disciplinary referrals by averting potential problem situations. It also promotes personal responsibility by helping to establish a positive school environment.

PROMOTION STANDARDS AND GRADE CLASSIFICATION

- 9th Grade: successful completion of grade 8
- 10th Grade: successful completion of 6 units of credit
- 11th Grade: successful completion of 13 units of credit
- 12th Grade: successful completion of 20 units of credit

RANDOM DRUG TESTING OF STUDENTS:

Participation in extra-curricular athletics/cheerleading or operating/parking a motor vehicle on campus is privileges, not rights. Students involved in such athletic/cheerleading extracurricular activities represent the school and the school system in interscholastic competition, public performances and various other activities. They are role models for other students. Their personal decision about the use of alcohol or illegal drugs is likely to influence the decisions of their peers.

In addition, the use or abuse of alcohol and/or illegal drugs by these athletes/cheerleaders is likely to increase student injuries to the user or others with whom he/she is playing. Student drivers are inexperienced and pose a substantial risk to the safety of themselves and others should they operate a motor vehicle on campus or elsewhere while under the influence of alcohol or illegal drugs. The Caldwell County School System has adopted a random alcohol and drug testing policy to deter the use of alcohol and drugs among high school students. Students who wish to participate in athletic/cheerleading extracurricular activities or who operate or park a motor vehicle on campus will be subjected to random drug testing throughout the year.

Refusal to participate in a drug test or the positive results of a drug test will result in the student's ineligibility to participate in extracurricular athletics/cheerleading or the operating of a motor vehicle on campus for 365 calendar days. If it is a first offense, this time may be shortened to 30 school days or the end of that sports season if the student and the student's parent successfully complete an alcohol or drug abuse education/intervention program at the student's/parent's expense.

REPORT CARDS:

Report cards go out every nine weeks. Progress reports are required to be distributed to students every 4 ½ weeks. The student will have five (5) school days to remove incompletes at the end of each grading period. After five (5) days, the grade will automatically become an "F" unless prior arrangements are made with subject teacher.

SAFE SURRENDER LAW:

The North Carolina Safe Surrender Law states that a parent may leave an unharmed infant up to seven (7) days old with the following, which are required to accept it:

- A health care provider who is on duty at a hospital, local Health department or nonprofit community health center;
- A law enforcement officer who is on duty or at a police station or sheriff's department;
- A social services worker who is on duty or at a local department of social services; or
- A certified emergency medical services (EMS) worker who is on duty or at a fire or emergency medical services station.

The parent may also leave an infant with any other responsible adult, but such adult is not required to accept it. The parent will not have broken any law through this action and can remain anonymous.

This law was enacted to protect infants during those most vulnerable first days of life. By providing this safety net to an overwhelmed parent who may not be physically, financially, or emotionally able to care for a newborn, it is the hope of North Carolina legislators that lives may be saved. When a parent relinquishes a baby under this statute, it is assumed there is no intent to return for the child. After 30 days or more, termination of parental rights proceedings will begin and the infant shall be available for adoption. For more information, go to www.safesurrender.net or call 1-800-FOR-BABY.

SCHEDULE CHANGES:

Much attention is given to careful course selection and creating a master schedule which allows the greatest number of students the best schedule possible. Therefore, following the completion of registration, schedule changes will be limited. A drop/add period will be scheduled during the summer before school begins. The dates of drop/add will be listed on the student schedules that are mailed home during the summer. Any student wishing to make a revision in his/her schedule must do so within the summer drop/add period. A request for a summer schedule change will be considered:

1. If a student wishes to attempt to balance his/her academic load. (These requests will be considered on a "space available" basis.)
2. If a student wishes to sequence courses. (These requests will be considered on a "space available" basis.)
3. If a student received a course for which he/she did not register. (When a student selects an alternate, the student has registered for that course.)
4. If a student passed a course which he/she assumed he/she would fail.
5. If a student failed a course for graduation.
6. Where possible, if a student failed a course, registered for the course again, and was assigned to the same instructor.

All schedules are considered final when they are distributed on the first day of school. Students who fail a subject which is required for graduation, and therefore repeat that subject, should contact the school immediately after receiving a final report card and make necessary schedule changes. On a space available basis, a student failing a required course may be scheduled for that course in the succeeding semester. This is the student's responsibility. No changes will be made at the beginning of spring term, except for reasons 3-6 noted previously. Revisions to balance academic loads and/or sequence courses must be addressed **BEFORE** the school year begins. Students who have legitimate schedule conflicts should talk with a counselor about schedule changes in the summer before school begins.

SCHOOL INSURANCE:

Our school insurance will be with American Advantage Marking Group again this year. The cost will be \$11.00 for at school coverage and \$50.00 for 24-hour coverage. There will be more options available for additional coverage. This information will be sent home with each student the first day of school.

SCHOOL VISITORS:

During school operating hours (7:00 a.m.-4:00 p.m.), visiting will be limited to persons with legitimate educational purposes. Visits will normally be limited to the office area unless specifically approved by the principal. During school hours, parent's visits outside the office are limited to sharing lunch with their child.

Parents are welcome, but they are required to report to the school office to check in with an administrator. Visitors are expected to remain in the office area and leave promptly when their business is completed unless given a visitors pass.

SCHOOL/STUDENT DIRECTORY INFORMATION:

West Caldwell High School may release Directory Information about students including name, address, telephone listing, date and place of birth, participation in school activities, height, weight, class rank of athletic team members, dates of attendance, degrees and awards received and school last attended. Such information will be available for release unless the parent or student over age 18 requests that such information be withheld.

Parents or eligible students have the right to object to the release of directory information or challenge the accuracy of the information by informing the school principal in writing. If dissatisfied with the principal's decision, the parent or eligible student may appeal to the Superintendent.

Effective July 1, 2002 the Hutchinson Act passed by the U.S. Congress requires schools to provide all juniors and seniors' names, telephone numbers and addresses to military recruiters unless the parent or eligible student notifies the school in writing within 20 calendar days from the date the Directory Information notice was distributed through this student/parent handbook. If a student or parent requests that directory information be withheld, it will not be released.

If no objection from parent or eligible student is made, the schools are obligated to release student directory information to military branches. Military recruiters may then contact students and provide them with armed forces recruitment information.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE:

Sexual Harassment and Sexual Violence is prohibited in schools, whether it be on campus, in a classroom, on a school bus, and / or at any school function whether on or off campus. (**According to Title IX of the Education Amendment of 1972**). If there are any occurrences, administration will handle the situation within the guidelines of this Amendment.

SNOW/BAD WEATHER INFORMATION:

The following are information sources for school closings and delays
-Caldwell County information line at 728-2800

- School website at wchs.caldwellschools.com
- Lenoir News Topic at 757-4300 – Ext. 7669
- Radio stations – KICKS 103.3 FM or WJRI – 1340 AM
- Televisions stations – WBTV – 3, WSOC – 9, NBC – 6

SPECIAL NEEDS STUDENTS:

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

Any student who needs or is believed to need special education or related services not available through existing programs in order to receive a free appropriate public education may be referred by a parent, teacher, or other school employee to the Building Based Staff Support Team for identification and evaluation of the student's individual education needs. The initial contact person for any student is his or her guidance counselor.

WEST CALDWELL HIGH SCHOOL STUDENT COUNCIL:

2011/ 2012

PRESIDENT

Alexis Branch

VICE PRESIDENT

Emily Gragg

RECORDING SECRETARY

Chloe Dunn

CORRESPONDING SECRETARY

Maddie McGalliard

TREASURER

Tamara Zayas

Senior Representatives

Corey Beach
Cody Huffman
Kailyn Reid
Carey Taylor

Junior Representatives

Ciara Huffman
Sierra Kimberlin
Sarah Reese
Savannah Woody

Sophomore Representatives

Madison Cook
Samantha Houston
Vera Lambert
Jessica Moffitt

Freshmen Representatives

STUDENT GRIEVANCES:

The Caldwell County Board of Education believes that students and parents have the right to an orderly, equitable resolution of problems which may arise affecting them and the school system. The student/parent shall start at the teacher/principal level using established procedures to resolve matters of concern. The Board of Education will not consider any such matter until all administrative remedies have been exhausted.

Whenever a student and/or parent believes that he or she has been adversely affected because a school employee has misinterpreted, misapplied, violated, or failed to enforce a state or federal law, school board policy, administrative regulation, or local school rule or regulation, a grievance procedure is in place to ensure that the conflict will be resolved amicably and justifiably at the lowest possible level.

Time limits have been established to assure prompt attention to each situation. If the student/parent does not process his or her grievance within the set time limit, it may be considered settled and not open to appeal. The appropriate procedure for each level is listed below.

School Level

- The student/parent shall discuss the grievance informally with the appropriate school official as soon as possible.
- The initial discussion may be as informal as a telephone conversation or a personal conference.
- If the grievance is not resolved at this level, the student/parent may request a formal conference with the principal. All persons who are parties to the grievance shall be permitted to attend the conference which shall be scheduled at the earliest mutually agreed time, but in no event more than ten calendar days after receipt of the request.

Superintendent/Designee Level

- If the grievance is not resolved at the school level, the student/parent may, within ten calendar days, appeal the grievance to the superintendent/designee.
- The superintendent/designee shall, within ten calendar days, review/investigate the grievance or hold a conference with all parties.
- The superintendent/designee shall notify all parties in writing of his/her findings and decision.

Board Level:

- If the grievance is not resolved at the superintendent level, the student/parent may appeal in writing to the Board of Education by notifying the Board Chairman or Board Secretary (superintendent) within ten calendar days.
- Upon receipt of the appeal, the Board of Chairman will request all pertinent information from the superintendent who will also provide a copy to the student/parent. The Chairman, after consultation with the Vice-Chairman, will determine whether a hearing is necessary or whether the Board can decide the issue on the information provided by both parties. The hearing or the review of the record shall be held when scheduled by the Board Chairman. Otherwise, it will be held at the next subsequent regular monthly business meeting.
- If the Board chooses to hold a conference on this matter, each party will be heard in executive session.
- The Board shall notify all parties in writing of their findings and decision.

STUDENT GUESTS

Students are not permitted to have guests at school during regular school hours unless specifically approved by the principal prior to the day of visit. Permission forms for guests may be obtained from the main office and the form must be completed. The school will approve only parents as guests.

STUDENT INCENTIVE FOR 10th GRADE WRITING TEST

The 10th Grade NC State Writing Test will count 5% of the 2nd semester second (final) nine weeks grade in **each** course in which a 10th grade student is enrolled. Grades will be assigned as follows:

Level	Writing Test
IV	100
III	92
II	84
I	77

Individual schools may specify other incentives, such as awarding senior privileges, at their discretion. To compute a student's final nine weeks grade 9 weeks average = .95 (class average) + .05 (writing test)

STUDENT TRANSCRIPT REQUESTS:

Copies of transcripts, graduation verifications, immunizations, etc., will be provided for parents or eligible parties for a fee of \$10.00. All requests shall be made online through a form located on the county home webpage and each high school webpage (Under the transcript tab). Students and/or parent guardians will complete all required information and submit the request electronically.

Please Note: Effective with the 2009-2010 school year, all public high school students in North Carolina can request electronically their official high school transcript through CFNC.org unless the request is for an out-of-state school or a school that isn't listed by CFNC.

STUDENT PARKING PERMIT POLICY AND RULES:

The WCHS parking permit for the year costs \$30.00. All permits must be purchased by the 2nd full week of school (September 11, 2009). WCHS parking permits will hang from the vehicle's rearview mirror. The rearview mirror tag is issued to accommodate those students who drive different vehicles and will allow them to change the permit back and forth between vehicles. If you purchase a permit, it must be displayed at all times while on West Caldwell property. If the permit is not visible, then you may receive a parking citation. The parking citation will be handled like any other citation and fines will be applied. If those fines are not paid, you will be subject to having your vehicle wheel-locked or towed and you may not be allowed to attend the prom or graduation until all fines are paid in full. The following rules apply to the student parking lot.

1. All automobiles parked on the school grounds must be registered with the school and must display the parking permit by hanging it from the rearview mirror.
2. Parking is strictly limited to the student parking area. At no time should you enter the FACULTY parking area, as students are not allowed to park in that area.
3. When arriving at school, you are to enter at the 1st gate (lower entrance) and proceed into the student parking area at a slow and safe speed. Never exit out the entrance as it is clearly marked ONE WAY. Breaking this rule, will result in a loss of driving privilege and a possible citation.
4. All students who drive must be licensed and covered by insurance. The school is not responsible for the automobile or its contents. Keep the vehicle locked at all times and never leave valuables in plain view.

5. The speed limit on West Caldwell Drive is 25 mph. There will be no reckless or careless driving on the school grounds. Breaking this rule will result in a citation.
6. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle.
7. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur. There will be no parking on or beside the access road leading to the school.
8. At no time shall there be an excessive amount of noise including loud music, loud mufflers or shouting while in or around the vehicle and parking lot.
9. There are no assigned parking spaces. It is first-come-first-served basis in the student parking area. If this creates an unforeseen problem, we will be forced to assign individual parking spaces by the 3 digit number on your permit.
10. Students applying for and receiving permits must fully understand their responsibility in following these rules.

We are involved in a program titled GOVERNOR'S HIGHWAY SAFETY PROGRAM "R U BLOCKED" which promotes seat belt compliance for high school students. The following rules apply to this program. FOR HIGH SCHOOLS.

You are required to wear your seat belt at all times while in a motor vehicle ID school property. If you are in violation of this policy, the following criteria will apply.

- 1st Offense: written warning with parents and students signing the warning
- 2nd Offense: loss of driving privileges for 5 consecutive days of school
- 3rd Offense: loss of driving privileges for 10 consecutive days of school
- 4th Offense: loss of driving privileges for 20 consecutive days of school
- 5th Offense: permanent loss of driving privileges for the remainder of the school year

Please note:

Students who are driving a motor vehicle are expected to drive according to all applicable NC State laws. Any illegal activity will be dealt with in accordance with NC General Statutes and may result in revocation of driver's license as permitted by the NC Justice System. It is your responsibility to act responsibly and to realize the privilege you have in operating a motor vehicle. Careless and Reckless Driving will not be permitted while on the West Caldwell Campus.

See the Resource Officer to get an application.

STUDENT/PARENT INTERNET USE AGREEMENT

Students and parents of students who use the school network system must sign an agreement to abide by the INTERNET USE POLICY.

SUBSTITUTES

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher or staff member will be dealt with according to the Discipline plan. It is the students responsibility to treat a substitute with respect and courtesy that is due to all persons at WCHS.

NOTE: A staff member is anyone assigned duties at West Caldwell High School.

TELEPHONES:

The main office telephones are business phones and should not be used by pupils. If any emergency arises or a student becomes ill, he/she may use a specially designated phone in the office. Phone calls should be limited to 2 minutes. Parents or friends should not call the school except in the case of an emergency. Students leaving class to use the phone in the main office must have a phone pass signed by the teacher. The secretary in the office will put a time on the pass for the student to return to class.

TEXTBOOKS

Books are tools; they are expensive tools. To assist you with the expense of having the necessary books for your education in the public schools, the Caldwell County Board of Education and the State of North Carolina has purchased all textbooks and furnished them to you. It is your responsibility to see to it that the textbooks are taken care of.

Lost books must be paid for before a replacement can be issued. Students are also responsible for paying for any damages to books that are issued to them.

TRANSFER OF CREDIT

Transfer credits will be accepted from accredited high schools. The principal or his/her designee will determine how transfer credits will be converted to the receiving school's transcript.

USE OF CELL PHONES

Students who have cell phones on school premises must keep them turned **OFF and OUT** of sight during the school day (from arrival at school until the dismissal bell). Students may only use their cell phones for emergencies with **PRIOR** permission of an administrator or teacher.

Consequences for breaking these rules:

1st Offense: Confiscated till the end of school day and student must pick up cell phone in office after school.

2nd Offense: **24- hour** confiscation and parent must pick up phone in the office.

3rd offense: Phone will be taken for **1-week** and parent must pick up the phone in the office.

4th offense and above: Phone will be taken for **2-weeks** and parent must pick up the phone in the office. Student will also receive **1-day of ISS**.

VOCATIONAL BOOSTERS CLUB:

This group promotes vocational education within the school. Monthly meetings are held for parents, teachers of vocational education, and students enrolled in at least one vocational course. The group awards at least one scholarship to a graduating senior furthering his/her college education in a vocational field.

WITHDRAWAL FROM SCHOOL:

The staff at West Caldwell High School is committed to having all students successfully complete their high school education. If, however, the need arises that a student must withdraw from school, as either a transfer or a dropout, the following procedures must be followed:

1. The student must have an exit interview with the grade level counselor. The counselor will talk with the parent or guardian and obtain authorization for the withdrawal.
2. The counselor will complete the withdrawal form.
3. The student will return all books and get the signatures required on the form.
4. The completed withdrawal form must be returned to the counselor; a copy will be given to the student. NOTE: NO student will be admitted to another Caldwell County School without a copy of this withdrawal form.
5. All text books, library cards, school supplies, equipment, uniforms, fees or debts must be cleared by the student before records or transcripts will be sent to another institution.

All programs and courses at West Caldwell High School are offered without regard to race, color, national origin, sex or handicap. All programs, activities and facilities of the Caldwell County School System are available to all on a non-discriminatory basis, without regard to race, color, creed, religion, sex, age, handicap, or national origin. The school system is an equal access Equal Opportunity Employer. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the Associate Superintendent of Human Resources.

GRADUATION REQUIREMENTS

By Course of Study

Subject	University Prep	College Tech Prep	Career Prep	Future Ready Core	Occupational Prep*
English	5 credits: Advanced	5 credits:	5 credits:	5 credits: Communication Skills, English I, II, III, IV	4 credits: Occupational Eng. I, II, III, IV
Math	4 credits: Alg.I, Alg.II, Geometry, and another math beyond Alg II	3 credits: Alg. I, Alg II, Geometry <u>or</u> Alg. I, Tech Math I &II	3 credits: Alg. I	4 credits: Alg. I, Geometry, Alg.II, and fourth math aligned to post high school plans or Integrated Math I, II, III and fourth math aligned to post high school plans.	3 credits: Occupational Math I,I, III
Science	3credits: Earth/Envir.,Biology, and Physical Science	3 credits: Earth/Envir., Biology, and Physical Science	3 credits: Earth/Envir., Biology, and Physical Science	3 credits: Earth/Envir., Biology and Physical Science	2 credits: Life Skills Science I,II
Social Studies	3 credits: World History, Civics/Economics, US History	3 credits: World History, Civics/Economics, and US History	3 credits: World History, Civics/ Economics, and US History	3 credits: World History, Civics & Economics and US History	2 credits: Social Studies I, II
Health & PE	1 credit:	1 credit:	1 credit:	1 credit:	1 credit:
World Language	2 credits: In the same language	None	None	Not required for graduation: 2 credits: In same language required to meet the minimum application requirements for UNC admission.	None
Other Electives	10 credits:	13 credits: 4 in chosen (CTE) pathway 1 course must be a Level II (*)	13 credits: 4 in chosen pathway 1 course must be Level II	12 credits required: 2 credits of any combination from: Career Technical Ed. Arts Education World Languages	4 credits: Technical 6 credits: Occupational Preparation I, II, III, IV Total 900 hours: in training and work hours
Other	Pass NC Competency Test Reading and Math *Computer Skills (Multiple Choice and Performance)	Pass NC Competency Test Reading and Math *Computer Skills Test (Multiple Choice and Performance)	Pass NC Competency Test Reading and Math *Computer Skills Test (Multiple choice and Performance)	4 credits strongly Recommended (4 course concentration) from one of the following: Career Technical Ed, JROTC Arts Education, any subject area (i.e. English, Math, Science, Etc)	None Required : * Must qualify for this program through testing and evaluation.
Total for Graduation	28 credits	28 credits	28 credits	28 credits & Completion of a Graduation Project	22 credits