

# West Carteret High School

## 2010-2011

"Our mission is to ensure all students graduate with the knowledge, skills and attitudes necessary to reach their potential and become responsible citizens in a changing world."



## STUDENT HANDBOOK

[www.carteretcountyschools.org/wchs](http://www.carteretcountyschools.org/wchs)

**Message from the Principal**

**West Carteret High School** is an exciting and enjoyable place to learn and grow. Our dedicated faculty and staff are committed to preparing all of our students for the 21<sup>st</sup> Century. We continue to work in partnership with families and the community in providing our students with the very best high school experience possible.

As our mission statement indicates, our goal is to ensure that each of our students are completely prepared for college or the work force to really make a difference as productive citizens. We can achieve this through an **active partnership** with each student, their parents, our competent and caring faculty and staff, and with the support of our community, Board of Education and the County Commissioners. **We work the best when both students and parents join our team by:**

- Staying up to date with assignments using each teacher's website
- Remembering to use the school's webpage [www.wcpatriots.com](http://www.wcpatriots.com) to stay informed.
- Use Patriot Grades frequently to track student grades.
- Attending Open House to meet teachers each and every semester.
- Getting actively involved in our extra-curricular activities by participating in athletic boosters, band boosters, chorus, drama, student government, school organizations, and other quality opportunities
- Communicating with teachers through the use of email.

It truly does "take a village" to educate today's youth, and **together as a team, we can accomplish great things**. As our test scores continue to rise, there is a new sense of excitement as we continue to embrace change to accelerate student learning. We continue to enhance and expand our **Academic Blitz** schedule to include **remediation opportunities**, not just for the state tested subjects, but for each subject area. Each department will offer **enrichment opportunities** for the students who do not require remediation. It is this type of forward-thinking by our faculty and staff that will ensure learning is occurring at absolutely the highest level possible.

I am extremely proud to be the principal of such a fantastic school. **Together we can all make a difference!** Please contact me when I can be of assistance to you and your family.

Best wishes for a positive and productive school year.



Principal  
West Carteret High School

**PATRIOT: P- Pride, A- Accountability, T- Tolerance, R- Rigor,  
I- Integrity, O- Ownership, T- Truth, S- Success.**

**Be Informed!** Detailed public education, school system and school policies can be found at the following websites:

Carteret County Public School System  
[www.carteretcountyschools.org](http://www.carteretcountyschools.org)

North Carolina Public Schools [www.ncpublicschools.org](http://www.ncpublicschools.org)  
West Carteret High School [www.wcpatriots.com](http://www.wcpatriots.com)

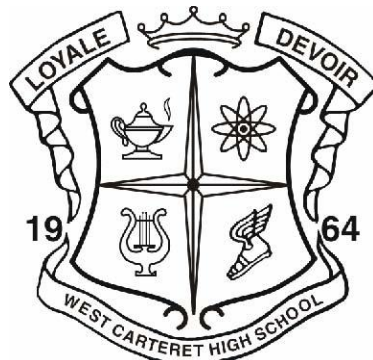
### **Communication to Patriot Stakeholders**

Effective communication is a vital component in helping students to be successful in their educational endeavors. We use the following modes of communication to inform our stakeholders:

- *Patriot Grades*
- school website
- online interactive calendar
- Heller Holler
- Alert Now notifications
- parent advisory council
- *Patriot Pen* daily info

### **The West Carteret High School Crest**

The shape of the Crest of Arms is a battle shield. A crown and the school motto, "Loyale Devoir," are above the shield.



The crown denotes patriotism. The motto, from the seal of Lord Carteret, Earl of Granville, means "Loyalty to Duty."

**Polaris**, guiding star of knowledge, quarters the inside of the shield.

Symbols in each quarter of the crest represent a balanced education.

The **Grecian Lamp**, whose light gives us understanding, denotes general education. The **Atomic** symbol represents science. The **Lyre** represents the fine arts. The **Winged Foot of Mercury** symbolizes athletics and denotes physical education, sports, and fair play.

Patriots will find high school memories in their yearbook, *The Proclamation*.

School news can be found at [www.wcpatriots.com](http://www.wcpatriots.com) and *Carteret County News-Times*.



**Sources of Information for Students and Parents**

- Absences ..... Student Center
- Announcements ..... Front Office
- Athletics..... Athletic Director
- Bus Transportation ..... Front Office
- Colleges and Universities..... Counseling Center
- Emergency Leave or Sickness ..... Counseling Center
- Free/Reduced Lunch ..... Cafeteria Manager
- Graduation Requirements..... Counseling Center
- Job Placement ..... Career Counselor
- Late Arrival or Early Departure..... Student Center
- Lockers ..... School Resource Officer
- Lost and Found ..... Front Office
- Parking/Parking Permits..... School Resource Officer
- Registration, Scheduling ..... Counseling Center
- Scholarships ..... Counseling Center
- School Insurance Claims Form ..... Front Office
- Thefts.....Admin or School Resource Officer
- Withdrawal from School ..... Counseling Center

**Counselors Assignments by Student's Last Name**

A-D ---- Ms. Mirabella	K-Q ---- Mr. R. Lancaster
E-J, T---- Ms. Annie Swain	R, S, U-Z ---- Ms. Lindogan

**Grade Reporting**

Interim Reports	End of Six Weeks	Report Cards
September 15	October 6	October 13
October 29	November 22	December 1
December 15	January 21	February 2
February 15	March 9	March 16
March 31	April 21	May 11
May 19	June 9	June 21

## **WCHS Faculty and Staff Directory, 2010-2011**

### **Administration**

Carolyn Heller  
Michael McKay  
Clinton Montford  
Sherrill Moraven  
Courtney Rose, Intern

### **Arts**

\*Craig Everett  
Susan Bailey  
Deborah Belknap  
Cindy Bunch  
Kathy Spruill  
Andy Wright

### **Exceptional Children**

\*Sheree Stafford  
Hannah Anderson  
Joan Booth  
Jerry Clonts  
Ellen Maready  
Neil O'Hara  
Dawn Salter  
Ruth Varner  
Liz White

### **Science**

\*Mary Loveless  
Debbie Butler  
Teresa Everett  
Matt Graham  
Michael Helm  
Brenda Klaus  
Jackie Marsh  
Dayna Martin  
Clyda Lutz  
Amber Pogue

### **Second Language**

\*Cynthia Bridges  
Marie Hurst  
Danielle Leach  
Michael McGinn  
Marcela Topping

### **Admin Support**

Bonnie Dunn, NCWISE  
Kristy Sartain, Front Desk  
Stephanie Gauthreaux,  
Front Desk  
Jodi Cordova, Bookkeeper  
Donna Willard, Guidance  
Bob Harman, SRO

### **Student Services**

\*Aileen Lindogan  
Peggy Mirabella  
Robert Lancaster  
Allison Parker  
Annie Swain

### **Healthful Living**

\*Craig McClanahan  
John Lancaster  
James Martin  
Brian Roberts  
Mike Sartain

### **Career & Technical Ed**

\*Dan Varner  
William Baxley  
Glenn Howell  
Matt Howell  
Scot Whitfield  
Donna Lewis  
Lisa Hensley  
Todd Nelson  
Mark Thompson  
Rebekah Dodge  
Deborah Coulter  
Jane Gilliam

### **Mathematics**

\*Lisa Zacholl Parker  
Ben Emmons  
Michelle Grice  
Marlene Mills  
Tony Pavone  
Michelle Phillips  
Katie Salter  
Katie Sherman  
Mike Turner

### **Student Support**

Sarah Roman, ESL  
Barbara Jernigan,  
Social Worker  
Joanne Rittscoff,  
Psychologist

### **Media/Technology**

Tiffany Mayo  
Amy McKay

### **Social Studies**

\*Shelton Mayo  
Jami Ansel  
Joanna Dodge  
Tony Gilliam  
Ted Kenneally  
Lindsay Mazzetti  
Jim Nolan  
Elizabeth Robb

### **English**

\*Melodie Darden  
Linda Bonnette  
Amanda Edwards  
Caitlin Hunsucker  
Janice Kay  
Rachel Lilly  
Lynn McBride  
Betsy Piehler  
Nancy Reynolds  
Julie Salyards  
Amy Wilkinson

### **Navy JROTC**

Dave Arnold  
Carl Briscoe

### **Student Center**

Carol Cooper

### **School Support**

Ernest Hester, Custodian  
and staff  
Malinda Pittman, Café  
and staff

Links to staff e-mail addresses are on the school website.

**\*Denotes Department Chairperson**

### **Emergency Closing and Notification**

Weather conditions, power outages, or other emergencies at times make it necessary to cancel school for the day, delay the opening of school or dismiss school before the normal time. The decision to cancel or delay the opening of school is usually made by 5:30am. The decision to dismiss school early is made when necessary.

Parents and students can go to [www.carteretcountyschools.org](http://www.carteretcountyschools.org) and click "Closings and Delays" for the latest school closing or delay information. After a decision regarding the school day is posted to the web, it will be relayed immediately to the stations listed below:

WCTI-TV, Channel 12   WITN-TV, Channel 7   WNCT-TV, Channel 9  
WTKF Radio, 107.3FM   Public Radio East, 91.5FM & 89.3FM  
Headline News, Channel 49   Time Warner Cable, TV10

### **Student Activities**

West Carteret High School offers many opportunities for students to become involved in activities outside of the classroom. Clubs, sports, student government, band and chorus are just a few of the many opportunities that await you! All clubs are listed on the school website under student life. Get involved, stay connected, and succeed!

The **Associate Student Body (ASB)** is a student government group that is very active during the school year. This student organization includes officers and a large array of student commissioners who have a direct impact on student life at West Carteret.

Class officer elections for the freshman class will be held during the month of September. All other class officers and ASB officers were elected in the spring of the previous year. Please note posters are limited to 20 per student, must be 24" x 36" or smaller and cannot be posted in stairwells.

The mission of **Patriot Pride** is to acknowledge the educational achievements and outstanding contributions of the students, staff, and school patrons of WCHS through a process of reinforcement, recognition and reward.

### **Student Schedule Changes**

*Changes to a student's schedule will be --*

- To add a course needed for graduation.
- To add a course that was failed.
- To replace a previously failed course under the same teacher.
- To drop a course for which credit has previously been received.
- To correct a computer error, scheduling conflict, or class adjustment.
- To adjust class size as designated by the principal.

#### *Additional State Guidelines*

**Dropping a Course:** Students may be allowed to drop a course only within the first five days of the course, in accordance with county guidelines. If a student wishes to drop a course, permission must be received from the principal. Both parent and teacher recommendations are required. During the first five days, if a student drops a course it will not appear on the transcript. After five days, all courses will appear on the official transcript as courses attempted. The principal makes the final decision and assigns the student to a classroom for supervision. After five days, any course dropped will receive zero quality points for a WF (Withdrew Failing) or WP (Withdrew Passing) on the standardized transcript. A grade of WF counts as a course attempted in computing the Quality Point Average.

**Adding a Course:** No new courses after the fifth day.

**Sequenced Courses:** Courses that are sequenced or paired should be taken in the same year. (Ex. Progressive Algebra modules, AP Calculus AB & BC, other paired AP courses)

**Changing Levels:** Adjustments to course levels will be made on a case-by-case basis with the approval of the principal. Course level refers to "Honors" or "Standard" versions of the same course. (Examples: Algebra II has two levels--Standard and Honors. Pre-Calculus has only one level--Honors. There is no "Standard" level of Pre-Calculus.)

1. A student may transfer from the Standard to an Honors level course with parent and teacher recommendation during the first five days of the semester.
2. A student may transfer from Honors to a Standard level course with parent and teacher recommendation through the first ten days of the semester and if the transfer does not affect any other classes. All grades and absences are transferred to the new class.
3. **SMAT Adjustments:** The Student Management Assistant Team may recommend a schedule change as a strategy for improved academic success.

**Course Fees**

The Board of Education approves fees for certain courses. These fees help pay for materials, supplies, and equipment in order to make the courses available. Course fees are to be paid to the subject teacher within the first two weeks of class. No student is denied access to classes or activities because of inability to pay fees.

All Art Courses.....	\$5.00
All Trade and Industry Courses.....	\$5.00
All Business and Marketing Courses.....	\$5.00
All Family and Consumer Science Courses (except Foods) .....	\$7.50
All Foods Courses.....	\$12.00

**School Insurance**

School insurance information is distributed in homeroom during the first week of school. The school does not automatically provide insurance coverage for students. It is recommended that all students who do not have other insurance consider purchasing the school insurance. Carteret County Schools provide secondary coverage insurance for all athletes. Primary insurance coverage should be in the form of the parents’ existing health and/or accident insurance or the plan purchased through the school.

**At-School Coverage:**

Low Option -  
Without extended dental: \$10  
With extended dental: \$17

Middle Option -  
Without extended dental: \$15  
With extended dental: \$22

High Option -  
Without extended dental: \$25  
With extended dental: \$32

**24-Hour Coverage:**

Low Option -  
Without extended dental: \$50  
With extended dental: \$57

Middle Option -  
Without extended dental: \$75  
With extended dental: \$82

High Option -  
Without extended dental: \$150  
With extended dental: \$157

**Maximum Benefit for all plans = \$25,000**

Most parents have accidental insurance coverage included in their family health care packages. However, the purchase of school-time insurance is encouraged for the following reasons:

- In many cases it will cover most of the deductible found in insurance policies.
- All high school athletes, except varsity football, will have two policies with the possibility of three with family insurance coverage.
- The school system does NOT carry accidental insurance coverage for students during the regular school day.

### **Cafeteria Program**

	<u>Breakfast</u>	<u>Lunch</u>
Students:	\$1.00	\$2.35
Reduced	\$1.00	\$0.40
Adults	"A LA CARTE" Priced for both	

There is a NO CHARGE policy for students and faculty.

Free/Reduced Lunch Forms are distributed during the first week of school in advisory period. For additional information, see Ms. Pittman, Cafeteria Manager.

### **Grading Scale**

A (93—100 ) B (85—92) C (77—84) D (70—76) F (<70)

### **Academics and Driving Privileges**

Students must remain in school and pass and receive credit for 3 out of 4 classes each semester to retain a North Carolina Driver's License (NC House Bill 769 General Statute 20—11). Students must also pass 3 out of 4 classes to retain their parking pass.

### **Academic Classification (Advisory Placement)**

Students are assigned alphabetically to an advisory/homeroom section. Students must earn four (4) credits to be promoted to a sophomore homeroom, twelve (12) credits to be promoted to a junior homeroom, and twenty (20) credits to be promoted to a senior homeroom.

### **Students Transferring to West Carteret**

Graduation requirements are evaluated and the guidance department makes adjustments, if necessary. The formula used is the potential number of credits the student could have received at former schools plus the potential credits at WCHS minus 4 units. At no time may this requirement fall below the North Carolina required units for graduation. In addition to the number of units of credit, all students must take the 14 required courses and pass the reading, math, and computer competency tests.

### **Athletic Participation Requirements**

North Carolina High School Athletic Association General Requirements:

- **Attendance**—85% of the previous semester in an approved high school.
- **Scholastics**—Must pass a minimum of three courses the previous semester. Must meet Carteret County Board of Education promotion requirements.
- **Eight Semester Rule**—Students are eligible for competition on high school teams only during eight consecutive semesters, beginning with the student entry into grade nine or participation on a high school team, whichever comes first.
- **Age**—No student may be approved for athletic competition if his/her 19th birthday comes on or before October 16, 2008.

**NC Graduation Requirements**  
**Students enrolled as 9<sup>th</sup> graders during the 2010 – 2011 school year.**

(As of 2/18/09)	FUTURE READY CORE	OCCUPATIONAL (For students with an Occupational IEP)
ENGLISH	<b>4 Credits: I, II, III, IV</b>	<b>4 Credits: Occupational English I, II, III, IV</b>
MATHEMATICS	<b>4 Credits: Algebra I, Geometry, Algebra II, 4<sup>th</sup> Math*</b>  <b>*4<sup>th</sup> Math Course to be aligned with the student's post high school plans</b>	<b>3 Credits: Occupational Mathematics I, II, III</b>
SCIENCE	<b>3 Credits: Earth/Environmental Science, Biology, a Physical Science course</b>	<b>2 Credits: Life Skills Science I, II</b>
SOCIAL STUDIES	<b>3 Credits: World History, Civics &amp; Economics, US History</b>	<b>2 Credits: Social Studies I (Government/US History) Social Studies II (Self-Advocacy/Problem-Solving)</b>
HEALTH & PHYSICAL ED.	<b>1 Credit: Health/Physical Education</b>	<b>1 Credit: Health/Physical Education</b>
SECOND LANGUAGE	<b>Not required for graduation</b>  <b>Note: 2 credits in the same language required for admission to UNC-System universities</b>	<b>Not required</b>
CAREER/ TECHNICAL  ARTS EDUCATION  JROTC	<b>6 Credits:</b> <b>2 Elective credits of any combination from either: Career &amp; Technical Education, Arts Education, Second Language</b>  <b>4 Elective credits (four course concentration strongly recommended from one of the following areas): Career &amp; Technical Education, Arts Education, Any other subject area</b>	<b>10 Credits:</b>  <b>4 credits must be Career and Technical Education electives</b>  <b>6 credits from any discipline</b>
ELECTIVES & OTHER COURSE REQUIREMENTS	<b>7 Credits:</b> <b>Chose 7 credits from any discipline, including CCS approved dual enrollment courses at Carteret Community College and foreign language to meet 4-year college/university admission requirements</b>	<b>6 Credits: Occupational Prep I, II, III, IV*</b>  <b>*Completion of 300 hours of school-based training, 240 hours of community-based training, and 360 hours of paid employment</b>
<b>TOTAL CREDITS</b>	<b>28 Credits</b>	<b>28 Credits</b>

**Students enrolled as 9<sup>th</sup> graders before or during the 2008-2009 school year:**

Content Area	COLLEGE/ UNIVERSITY PREP Course of Study (UNC 4 yr college) Requirements	COLLEGE TECH PREP * Course of Study Requirements	OCCUPATIONAL Course of Study Requirements
English	4 Credits: I, II, III, IV	4 Credits: I, II, III, IV	4 Credits: Occupational English I, II, III, IV
Math	4 Credits: Algebra I, Algebra II, Geometry, and higher level math course with Algebra II as prerequisite OR, Integrated Math I, II, III, and a credit beyond Integrated Math III.	3 Credits: Algebra I, Geometry, Algebra II OR Algebra I, Technical Math I & II, OR Integrated Math I, II, & III	3 Credits: Occupational Mathematics I, II, III
Science	3 Credits: Earth/Environmental Science, Biology, a Physical Science course	3 Credits: Earth/Environmental Science, Biology, a Physical Science course	2 Credits: Life Skills Science I, II
Social Studies	3 Credits: World Studies, Civics & Economics, US History (two courses to meet UNC minimum admission requirements- US History & one elective)	3 Credits: World Studies, Civics & Economics, US History (two courses to meet UNC minimum admission requirements- US History & one elective)	2 Credits: Social Studies I (Government/LE History) Social Studies II (Self-Advocacy/Problem-solving)
Second Language	2 Credits: In the same language	Not Required *	Not Required
Computer Skills	No specific course required; students must demonstrate proficiency through state testing)	No specific course required; students must demonstrate proficiency through state testing	Computer proficiency as specified in IEP
Health & Physical Education	1 Credit: Health/ Physical Education	1 Credit: Health/ Physical Education	1 Credit: Health/ Physical Ed.
Career/ Technical	Not Required	4 Credits: Select courses appropriate for career pathway to include a second level (advanced course)	4 Credits: Career/Technical education electives
Arts Education Dance, Music, Theatre Arts, Visual Arts, JROTC	Recommend at least 1 credit in an arts discipline and/or requirement by local decision	Recommend at least 1 credit in an arts discipline and/or requirement by local decision	Recommend at least 1 credit in an arts discipline and/or requirement by local decision
Electives or other requirements	11-12 Elective Credits and other credits designated by LEA  Competency Test	10 Elective Credits and other credits designated by LEA  Competency Test	Occupational Preparation: 6 Credits: Occ. Preparation I, II, III, IV ** 6 Elective credits/ completion of IEP objective/ Career Portfolio required/ No Exit Exam
<b>Total</b>	<b>28 Credits</b>	<b>28 Credits</b>	<b>28 Credits</b>

<http://www.ncpublicschools.org/curriculum/graduation/table>

**Academic Honors and Awards**

**Principal's List**

- A's for the six weeks
- No U's on conduct or OSS

**Honor Roll**

- A's and B's for the 6 weeks
- No U's on conduct or OSS

**National Art Honor Society**

- 90 or higher average in Art
- 85 or higher cumulative average
- Satisfactory conduct in all classes
- Enrolled in grades 10, 11, or 12

**National Honor Society**

- 90 Grade Point Average —not rounded up
- 3.63 weighted average —not rounded up
- Junior or Senior classification

Once a student has been inducted, he or she must maintain both averages as stated above for the duration of their membership. Students must also maintain satisfactory conduct in and out of school and are required to complete community service hours.

The entire faculty uses secret ballots to rate student leadership, character and service on a scale of 1 to 4. The Faculty Council—a committee of five teachers appointed by the principal—evaluates all students. The principal, assistant principals, and the NHS sponsor cannot be members of the Faculty Council. The Faculty Council determines the students who will be inducted into the organization through the application process at WCHS.

**Good Patriot Award**

Each six weeks, teachers select a student from one period to receive this award in a special assembly for the student, parents, and staff. Recipients of the Good Patriot Award should exhibit the following qualities: loyalty to school, helpful to teachers, helpful to peers, obeys school rules, all-around good citizen.

**NC Academic Scholars Program**

Students who complete the requirements for an academically challenging high school program will be named North Carolina Academic Scholars and receive special recognition. The students who qualify for this special recognition will:

- be designated by the State Board of Ed as NC Academic Scholars
  - receive a seal of recognition attached to their diplomas
  - receive special recognition at graduation
- \*Refer to County Curriculum Guide for specific requirements.

**Academic Achievement Award**

The faculty and administration of WCHS encourage all students to achieve their full academic potential and honor students who meet this challenge.

- Eligibility is based on achieving a minimum 3.63 Weighted Non-Cumulative GPA (QPA) by the averaging the weighted non-cumulative GPA's for the spring semester of the previous year and the fall semester of the current school year.
- Freshman eligibility will be based only on the fall semester.

- The Weighted Non-Cumulative GPA 3.63 (QPA) is calculated each semester using all courses in which the student is enrolled.
- The Weighted Non-Cumulative GPA (QPA) will be listed on all semester report cards.
- The Academic Achievement ceremony will be held in March.
- Suspension (ISS or OSS) automatically eliminates a student from Academic Achievement for the eligibility period in which the suspension is received.
- Incomplete assignments due to student illness must be made up in all classes before eligibility is calculated. (Grade is not retroactive.)
- Changes are acceptable only when a teacher grading error is made and the teacher who makes the grading change notifies the committee of the change.
- Loss of Credit (FF) is treated the same as a failing grade.
- Transfer students may be eligible for the current year if the grades can be verified from an accredited institution equivalent to WCHS. Transfer grades previous to the current year will not allow for retroactive qualification for awards.

**Recognition is as follows:**

First year qualification	Bronze medal and certificate.
Second year qualification	Silver medal and certificate.
Third year at qualification	Gold medal and certificate.
Fourth year qualification:	Engraved plaque, certificate, a gold tassel to be worn for graduation, special recognition on Awards Night, and eligibility for a scholarship.

**Academic Achievement Scholarship Requirements**

- Nominees must be a WCHS Academic Achievement Award Recipient all four years.
- An essay is required.
- The faculty members who contribute to the Academic Achievement Scholarship read the essays and vote for the recipient.

**POLICIES AND PROCEDURES**

**Attendance Policy**

Carteret County Board of Education Regulation (High School Attendance): All students must be present for a minimum of 91% of all class meetings in order to receive credit for coursework during that grading period.

Parents or guardians must provide verifiable reasons for their child's absence within two days of the recorded absence. Students turn in notes to the student center. Notes turned in after 48 hours will be accepted, but will remain as unexcused regardless of the reason.

Note also the following:

- In high school, any student tardy to class or checking out of class before the dismissal bell is considered to be absent for that class.
- Students who participate in school-approved activities off campus are counted as present.
- The principal may waive the 91% requirement in extenuating and verifiable circumstances such as:
  1. The student has a prolonged and/or chronic health condition, which is substantiated by a physician.
  2. The student has achieved national or state recognition in activities, which require him/her to be absent.
  3. The student has experienced severe emotional and/or physical trauma documented by a physician, licensed psychologist, or licensed mental health professional.
  4. A student with a disability, whose behavior is determined by an Individualized Education Plan (IEP) Team to be a manifestation of the disability, will have the 91% requirement waived if the absences are due to out-of-school suspension.
- Actions of the principal may be appealed to the superintendent and then the Board of Education.

### **Excessive Absences**

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be present for a minimum of 91% of instructional time. If a student is absent from high school class for nine or more days in a semester, the principal or a committee established by the principal will consider whether the student's credit should be forfeited because of the absences. The principal or committee shall review the presence, timeliness and legitimacy of written excuses (including any out-of-school suspensions); the circumstances of the absences, the number of absences, and the extent to which the student made up missed work outside of school hours, if given prior permission by the principal.

### **Excused Absences**

For an absence to be considered excused a written note signed by a parent, guardian, or medical professional must be presented to the Student Center within **two days (48 hours)** following the student's return after an absence. An absence may be excused for the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;

2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval by the principal; or
8. absence due to pregnancy and related conditions or parenting, when medically necessary;
9. visitation with a parent or legal guardian who is an active duty member of the uniformed services who has been called to active duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.

Extended illnesses generally require a statement from a physician. High school students who check in late or check out early with a medical professional's documentation of an appointment will be marked with an excused absence for the entire class period and may be allowed to be in class for the partial class period.

In the case of excused absences and out-of-school suspensions, the student will be permitted to make up his or her work for credit. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

Educational Opportunities must be approved one week PRIOR to travel and specific arrangements must be made. Opportunities must have some redeeming educational impact on students that can be documented through a student-produced portfolio. Ski trips and similar vacations are not considered educational opportunities. Absences cannot be changed to excused if the approval was not granted **PRIOR** to the trip.

### **Unexcused Absences**

All absences are recorded as unexcused unless verification of above circumstances (see above list) is received within **48 hours** of the student's return to school. Periods missed due to dress-code violation, skipping/truancy, and tardiness are counted as unexcused.

### **School-Related Activities**

The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
  2. school scheduled activities;
  3. activities in which the student represents the school in an official capacity;
  4. athletic events requiring early dismissal from school;
  5. in-school suspension; and
5. successful participation in a board approved structured day program (Boys and Girls Club).

Assignments missed for these reasons are eligible for make-up by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

### **Truancy**

Students who are failing a class or who have lost credit due to excessive absences must attend class. Failure to do so is truancy and will be handled with disciplinary consequences.

### **Procedure for Coding of Absences (Absence Notes)**

A student must provide an excuse in order for an absence to be excused. The excuse must be in the form of a written note including date of note, student's full name, date of absence(s), reason, and signature of parent or guardian. Verbal phone calls will be accepted, but absences will not be coded as excused until the actual note is turned into the office (**within 48 hours of the absence(s)**). Written excuses should be turned into the student center before the tardy bell. Turning in notes will not be an excuse to be tardy to any class period.

### **WCHS Tardy Policy**

Teachers close their doors when the tardy bell rings. Late students are to report to the Student Center. The student will be counted absent for any period tardy. Tardies are unexcused absences and cannot be excused. Students will not be admitted to the current class period after being tardy. After an initial warning, consequences for Unexcused Tardies follow the Carteret County Schools discipline plan for high schools.



**Check-in Procedures**

- Periods missed count as absences.
- Students arriving after the 7:50 tardy bell are required to report to the Student Center.
- A note from a parent or guardian stating the reason for the check-in must be presented when checking in; otherwise parents will be contacted by phone.
- Students signing into school with an official note confirming a doctor or dental appointment will be given permission to go to class. (Students will be counted absent for the class period per School Board Policy, yet the absent will be excused)
- The attendance policy mandates that a student must be present the entire period to be counted present for that class.

**Check-out Procedures**

- Check-out times will be between classes and during lunch. Periods missed count as absences.
- Any student tardy to class or checking out of class before the dismissal bell is considered absent for that class.
- Students leaving the school grounds between arriving to campus and the end of the final period of the day must checkout through the Student Center.
- The parent or guardian of the student must call the Student Center to verify the check out, even if the student has a note.
- Students that checkout of school must sign out on the appropriate form located in the Student Center.
- Students will not be allowed to check out for lunch /errands. This includes having a parent call for the student to check out for lunch.
- On days of special events such as homecoming, assemblies, the day prior to a school holiday, etc., parents must come into the school to check out a student, phone calls will not be accepted.
- Any student 18 years or older who provides a notarized letter from a parent which states the student is totally responsible for himself/herself and absolves West Carteret High School of any responsibility for his or her whereabouts will be allowed to checkout without parental contact. This letter must be filed in the student's cumulative folder and with the Student Center.
- Failure to checkout will be considered truancy and will result in appropriate disciplinary action.

**Make-up Work**

In the case of excused absences and out-of-school suspensions, the student will be permitted to make up his or her work for credit. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

## Exams and Exam Exemptions



An exam is defined as a comprehensive test covering knowledge acquired during an entire course. An exam is an integral part of the learning process and its value and usefulness are maintained by offering students the opportunity to demonstrate their knowledge in each course. Exams are intended to assess long-term mastery and retention. The

exam provisions listed below were developed to promote success for each student.

- All classes will give an exam during the scheduled exam time.
- Exams count one-fourth (25%) of the final course grade.
- Exam exemptions are available to all students who meet specific criteria.
- Students earn exam exemptions in courses in which they have two or fewer absences and at least an 80 average prior to the exam OR three or fewer absences and at least a 90 average prior to the exam.
- The student may not have received an out-of-school suspension.
- Exam exemptions are not available in courses with required End--of-Course tests. These include **English I, Algebra I, Geometry, Algebra II, Biology, Physical Science, Civics and Economics, US History, and VoCATS.**
- Exam exemptions are optional. Student may take an exam for which they are eligible for exemption.
- At least one day before the commencement of the final exam period of the term, the teacher will notify each student of his/her current grade in the course and whether the student qualifies for exemption.
- Qualifying students must notify the teacher in each class at least one day prior to the exam whether they intend to take the exam.
- Qualifying students are expected to continue to attend class and complete all assignments regardless of whether they opt to take the final exam.

## College Visitation Policy



- Only Juniors and Seniors are eligible to take College Days.
- Students must notify their teachers the day before the absence and are responsible for making up assignments.
- Only two (2) school days per school year are allowed for college visitations.
- Official documentation (green College Visitation Excuse Note) of the visit(s) is required. The note can be gotten in advance from Guidance.

- Carteret, Craven, and Coastal Community Colleges do not qualify for an excused college absence.
- One-half day can be used to visit Lenoir or Wayne Community Colleges.

***Coding of Absences for a College Visitation Day***

- Absence will be coded as excused. In order for the absence to be coded as a College Day, signed verification on college letterhead must be submitted to the Student Center.
- Absence does not count in determining exam exemptions.
- If the absence causes the student to be absent more times than allowed in the attendance policy, the absence will not be excused.

**Use of Facilities and School Property**

**Auditorium**

- Students are to sit with his/her class and teacher.
- The standards of conduct for the classroom extend to the auditorium.
- Food and drink are not permitted.

**Books**

- Books are issued at no charge.
- Fees will be charged for damaged or abused books.
- Replacement cost is charged for a lost book.
- Teachers may collect books that are being damaged or abused.

**Buses**

- Students receive information and rule forms for parents' signatures from bus drivers at the beginning of the year.
- The standards of conduct for the classroom extend to the buses.
- Students ride the bus to which they have been assigned.
- Because of insurance and capacity of buses, students may not ride any bus other than the one assigned to their legal place of residence. If students are staying somewhere other than their legal residence, they will not be allowed to ride a bus to that location without special permission from the assistant principal in-charge of buses.
- If a student has an emergency situation where he/she needs to get off at a stop on their assigned bus other than the regular stop, a note from a parent must be presented to the administrator in charge on the morning prior to the change. This note must include a contact number for the parent.
- No student will be assigned more than one bus (ex. one in the morning and another in the afternoon.)
- Bus transportation is a privilege—NOT a right. Failure to comply with safety rules will result in suspension of bus privileges.
- Any student who leaves campus for an unauthorized reason during the day will not be allowed to ride a bus that afternoon.

**Cafeteria**

Students are to report to the cafeteria during the lunch period assigned according to their third period class. Students are not permitted to report to the cafeteria prior to the ringing of lunch bell. Students are assigned and permitted ONLY ONE lunch period. Line cutting is prohibited. Violators will be assigned detention. Students may eat in the main cafeteria, auxiliary cafeteria, or the picnic area. Seniors may eat in the senior cafeteria. Hallways are CLOSED during lunch periods. Students are not permitted to leave campus for lunch. Students found in unauthorized areas, without a pass, will be assigned detention. Students are expected to clean their table area as they leave.

**Gymnasium**

The standards of conduct for the classroom extend to the gym. The gym is reserved for Physical Education classes during the day. The Athletic Director or Physical Education teachers must approve other uses of the gym. Students not assigned to the gym for classes should not be in the gym during the school day. Food and drinks are not allowed in the gym.

**Lockers**

Lockers are available to students and assigned by office staff. Lockers will be assigned to only those students who have rented school locks. Locks may be rented for \$2.00. Only school locks may be used on WCHS lockers. Lockers with built-in combination locks may be rented for \$2.00. Lost lock fee is \$4.00. Students are to care for lockers properly to prevent damage to school property and to ensure the safety of personal belongings.

**Media Center Rules and Regulations****Hours of Operation**

- Monday thru Friday 7:00am—4:00pm
- Special arrangements for extended hours may be requested from Mrs. Mayo prior to the day of need.
- After school meetings may affect the hours of operation

**Coming to the Media Center during Lunch**

During lunches, students may come to the Media Center for study time or assignments, but may not use the Media Center as a place for socialization or Internet surfing unless it is for studious research. The Media Center will give priority to those that are coming from a class. Students may be asked to move from the computers if they are needed by a class. Students must come before the last 10 minutes of the lunch period.

### **Rules and Regulations**

- No food, drink, candy or gum in the Media Center.
- A quiet, courteous atmosphere must be maintained.
- All books are the property of WCHS.
- Students must pay full price for any book lost or damaged.
- Students are to be in the library only for studious work or recreational reading.
- Socializing, sleeping and/or "hanging out" have no place in the library. Students who fail to meet their responsibilities in the library will be given a verbal warning. If it is during regular class time and the misbehavior continues, the student will be sent back to class. Severe disturbance or repeated offenses are dealt with by administration. If necessary, parents will be notified.

### **Checking Out Materials**

All materials are checked out at the circulation desk on the computer or at Mr. Johnson's or Mrs. Mayo's desk. Any student in good standing may check out books. All patrons are responsible for any books checked out in their names. Beware of loaning books you have borrowed to others or leaving them lying around. Please alert the librarian to any special circumstances.

- **BOOKS:** Students are allowed to borrow materials for a period of ten school days. Materials may be renewed unless requested by another person, or if the patron has overdue books.
- **REFERENCE MATERIAL:** Reference books may be used only in the Media Center. A student may check out a reference book overnight only if they check it out after school and return it before school the next morning.
- **PERIODICALS:** Periodicals are for use in the library. Teachers and students may take outdated periodicals from the library from the front desk.

### **Returning Materials**

Materials may be returned by placing them in the book drop at the circulation counter.

### **Fines**

Students who turn in books past the due date will be charged a fine of 10 cents per school day. Students will not be charged late fees in excess of the price of the book. However, if the book is lost, they will still owe the book and the late fees. Students owing money to the media center may lose borrowing privileges until debts are cleared. Any fines that present a hardship to the student should be brought to the attention of the media coordinator and a solution will be worked out.

### **Computer and Internet Use**

- Internet use is for educational purposes. Students found to be on non-educational sites will receive a discipline referral under #16 Uncivil Behavior on the West Carteret Guidelines for Disciplinary Action.
- Student must have a signed Acceptable Use Policy on file.
- Students may not bring their own program disks to use on these computers and must not change anything related to the programs, etc. of the library computers.
- Classes signed up for the library have priority over computer use. Students may be asked to move from computers if needed by the class.



### **WCHS Library Media Center Web Site**

You will find useful links and the online catalog (Destiny) at-----  
<http://www.carteretcountyschools.org/wchs/mediaweb>

### **Copies**

Students may request copies at ten cents a copy. Students must pre-pay for copies that are made. Students are financially responsible for any copies requested.

### **Soft Drink and Snack Machines**

Soft drink and snack machines are located on the gym hall. The machines are not turned on during the instructional day due to state and federal regulations. Use of the machines should be after the dismissal bell.

### **Telephones**

- Students are not to leave class to make phone calls.
- Office phones are for emergency calls.
- Students will not be called from class for a phone call.
- The office staff will relay brief, emergency messages.
- Student Center phones are for verifying checkouts and students to call home when sick.

## **Student Parking**

### **Obtaining a Parking Permit:**

- Parking permits are issued each spring semester shortly before the close of the school year.
- Rising juniors and seniors are eligible for parking permits.
- To obtain a parking permit, a student needs to present his/her driver's license, a signed WCHS registration card, and a non-refundable \$25.00 for the parking fee to the SRO.
- If all parking spaces have been assigned, a student may be placed on a waiting list for a parking permit.
- The WCHS registration card must list additional vehicles that the student may drive to school. Any change in vehicle or tag number must be reported to the SRO.
- Student vehicles on campus must display a valid parking permit at all times
- Non-registered vehicles will be towed at the vehicle owner's expense.

### **Parking and Driving Violations**

Refer to the parking pass contract

### **Accidents and Contraband**

- Notify the school resource officer if a vehicle is damaged or involved in an accident on campus.
- Vehicles on school property are subject to periodic search and contraband checks.

### **Emergency Drills**

For student safety, all students are to remain silent during the entire time of an emergency drill. Instructions differ for fire drills, tornado drills, and code red drills. All students are to follow teacher's specific instructions for the type of drill. All students are to remain with the class they are assigned at the time of the drill.

### **Experiencing Sickness, Injury, or Accident**

If possible, report to the front office. If unable to report, a staff member or fellow student should contact the front office and do the following:

- State the student's name.
- Indicate the problem.
- Give the student's condition.
- State the location of the student.

The front office will respond accordingly. Injuries/ accidents on campus must be reported to the front office for proper documentation.

### **Medication at School**

If school personnel must administer medication, it must be under the following conditions:

- A medical form must be obtained and completed by the parent and physician, then returned to the front office with specific directions for administration.
- A bottle with the pharmacist's label designating patient's name, instructions, name of drug, and name of physician must be submitted to the front office by the parent.
- A record must be kept of all children receiving medication. This record must be accessible in the front office.
- A note regarding the medication must be attached to the student's health card.

Students in grades 6—12 may keep non-prescription medications with them under the following conditions:

- Front office must have a note from the parent/guardian identifying the medication and the reason for taking it.
- The student should keep only enough medication for one day.
- Medication must not be stored in the student's locker.
- The front office will notify the teachers of students taking medication over an extended period of time.

No medication will be administered by injection except when a student is susceptible to a predetermined, life-threatening situation.

### **Student Services**

#### **Academic Blitz**

Academic Blitz will be provided year-long except for the first three weeks of each semester. During these weeks of Academic Blitz, only EOC students with grades D-F will be required to attend. Other students with C's or better would attend if needing extra assistance for certain EOC classes. Enrichment opportunities will be provided for students who are not assigned to Academic Blitz.

#### **Morning and Afternoon Testing**

WCHS offers testing before and after school (Monday through Thursday) for the following reasons:

- Absent from class when a test was administered.
- Restudied and taking a test again to improve the score.

#### **Free/Reduced Lunch Program**

The program is federally funded. Students receive information about the program and application forms in homeroom. If a student had free/reduced lunch status the previous school year, it is a valid status for the first ten days of the following school year. A new application needs to be submitted for processing during the first week of school. A Free/Reduced form may be submitted during the school year any time a student's home financial status changes. Forms are available during the year in the main office.

### Marking Personal Items for Security





Contact the school resource officer to have your book bag and other valuables such as calculators marked for identification.









### Transcripts

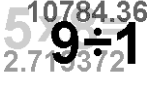




Transcripts are available through the school registrar, who is located in the guidance office. The following procedure should be used:



- A "Transcript Request" form is on the school website.
- Requests for transcripts should be made 48 hours in advance.
- Senior transcripts to colleges and for scholarships are provided without charge.
- A fee of \$2.00 per page is charged for transcripts after graduation.

### Student Clubs and Organizations

	<p><b>African American History</b> (Julie Salyards, Caitlin Hunsucker, and Cynthia Bridges) An organization that provides educational opportunities for students to learn about the culture and heritage of African-Americans. Club members volunteer in the community, take field trips, and sponsor social activities.</p>
	<p><b>Associated Student Body</b> (Donald Johnson &amp; Deborah Belknap) An organization of elected student officers and representatives. ASB plans activities for the entire school. SGA President serves on the Site-Based Management Team.</p>
	<p><b>Band</b> (Craig Everett &amp; Andy Wright) An activity that provides opportunities for students to promote excellence in music and musical competitions, and support the community.</p>
	<p><b>DECA</b> (Lisa Hensley) An organization for marketing students to develop leadership, social skills, vocational understanding, and civic consciousness.</p>
	<p><b>FBLA</b> (Mark Thompson &amp; Amy McKay) Future Business Leaders of America is an organization that develops leadership skills and offers opportunities for students to compete with other members across the region and state in business-related events.</p>

	<p><b>FCA</b> (Elizabeth Robb &amp; Hannah Anderson) Fellowship of Christian Athletes is a worldwide, Christian ministry organization that seeks to meet many spiritual and social needs of student-athletes through huddles, Bible studies, and recreational activities. Students do not have to be part of an athletic program to participate.</p>
	<p><b>FCCLA</b>( Rebecca Dodge, Deborah Coulter &amp; Jane Gilliam) Family, Career and Community Leaders of America focus on the multiple roles of family members, wage earner and community leaders.</p>
	<p><b>FFA</b> (William Baxley, Glen Howell &amp; Matt Howell) Future Farmers of America is an organization with commitment to service, leadership, career development and all areas of agriculture including Environmental Science, Agricultural Engineering, Horticulture, Animal Science, and Natural Resources.</p>
	<p><b>FTA</b> (Michelle Phillips &amp; Deborah Coulter) Future Teachers of America is an organization to help future teachers gain knowledge about the teaching profession and the Teaching Fellows Program. Members provide service to current teachers and to serve as tutors.</p>
	<p><b>History Club</b> (Tony Gilliam) Students will do in-depth studies of historical events and how they connect to current events. Students also work in our community to promote and preserve local historical treasures.</p>
	<p><b>H.U.N.s</b> (Jim Nolan &amp; Matt Graham) Hear Us Now! The H.U.N.s endeavor to increase awareness of local and global issues relating to the environment and promote environmentally friendly and healthy practices in the community.</p>
	<p><b>Interact Club</b> (Linda Bonnette) A youth service club sponsored by the Morehead City Noon Rotary Club. Members are involved in service projects to benefit our school, community, state, country, and world.</p>
	<p><b>International Club</b> (Sarah Noll) Creates global awareness and celebrates cultural diversity.</p>

	<p><b>Key Club</b> (Mary Loveless) Kiwani-sponsored, community service and youth leadership-building club.</p>
	<p><b>Math Team</b> (Michelle Phillips &amp; Katie Salter) A club that provides opportunities for students to promote excellence in math, to support and promote math competitions, and support the community.</p>
	<p><b>National Honor Society</b> (Tiffany Mayo) The National Honor Society creates enthusiasm for scholarship, stimulates a desire to render service, promotes worthy leadership and encourages the development of character in the students of West Carteret High School.</p>
	<p><b>Quiz Bowl</b> (Clyda Lutz) An academic team of students who are interested in trivia and participate in "That's Academic" TV competitions.</p>
	<p><b>SADD</b> (Bob Harman) Students Against Destructive Decisions – A club made up of students that wish to pass along the message that you are responsible for your actions.</p>
	<p><b>Science Olympiad</b> (Dayna Martin) An international nonprofit organization devoted to improving the quality of science education, increasing student interest in science and providing recognition for outstanding achievement in science education.</p>
	<p><b>Skills USA</b> (Dan Varner &amp; Scot Whitfield) An organization that promotes leadership and skill development. Members participate in local, regional, state, and national competitions. The organization also offers the Professional Development Program.</p>
	<p><b>Spanish Club</b> (Marcela Topping &amp; Cynthia Bridges) A club to promote multicultural understanding.</p>
	<p><b>Teen Democrats Club</b> (Jim Nolan) Promotes political understanding and participation in the student body.</p>
	<p><b>Teenage Republican Club</b> (Ted Kenneally) Promotes political understanding and participation in the student body.</p>

	<p><b>Thespian Society</b> (Deborah Belknap) An organization committed to the promotion and celebration of all aspects of the theatre.</p>
	<p><b>Weightlifting Club</b> (John Lancaster) Our purpose is to increase the strength and conditioning level of all West Carteret Athletes. The club meets after school Monday through Thursday from 3:00 till 4:00.</p>



West Carteret High School

**STUDENT DISCIPLINE POLICY**

West Carteret High School is using the guidelines for disciplinary action developed by the Carteret County Board of Education to determine discipline consequences.

<p align="center"><b>Guidelines for Disciplinary Action</b></p> <p>Please refer to the Carteret County School System Website for details of the plan:  <a href="http://www.carteretcountyschools.org/wchs/discipline_09-10.pdf">http://www.carteretcountyschools.org/wchs/discipline_09-10.pdf</a>          Specific behaviors not addressed by the plan will be dealt with as needed and/or local policy developed at WCHS.</p>
<p><b>Cheating, Plagiarism, Falsification</b></p> <p>Individual teachers determine standards for testing situations, submitting projects and all other assignments. Any student who engages in or attempts to engage in plagiarism or falsification shall be subject to disciplinary action in accordance with the discipline policy. Further consequences will be a zero on the assignment and a U on conduct for the semester. The U will adversely impact membership in Academic Achievement and National Honor Society—should these conditions apply.</p>

**Inappropriate Attire for School:**

- pants below waistline, exposed undergarments
- bare midriffs, low-cut tops, tube tops, halter tops
- strapless, single strap, spaghetti strap, tank tops
- trench coats, pajamas
- bathing suits, spandex shorts or pants
- shorts (shorter than fingertip or shorter than 6" above the knee), skirts (shorter than 3" above the knee)
- any head attire, hats, toboggans, kerchiefs, headbands, bandanas, hoods on jackets and coats; sunglasses
- chains, studs, points
- logos, words, symbols, gestures that imply the following:
  - gang allegiance
  - sexual connotation
  - alcohol, drugs, tobacco
  - profanity, obscenity
  - disrespect

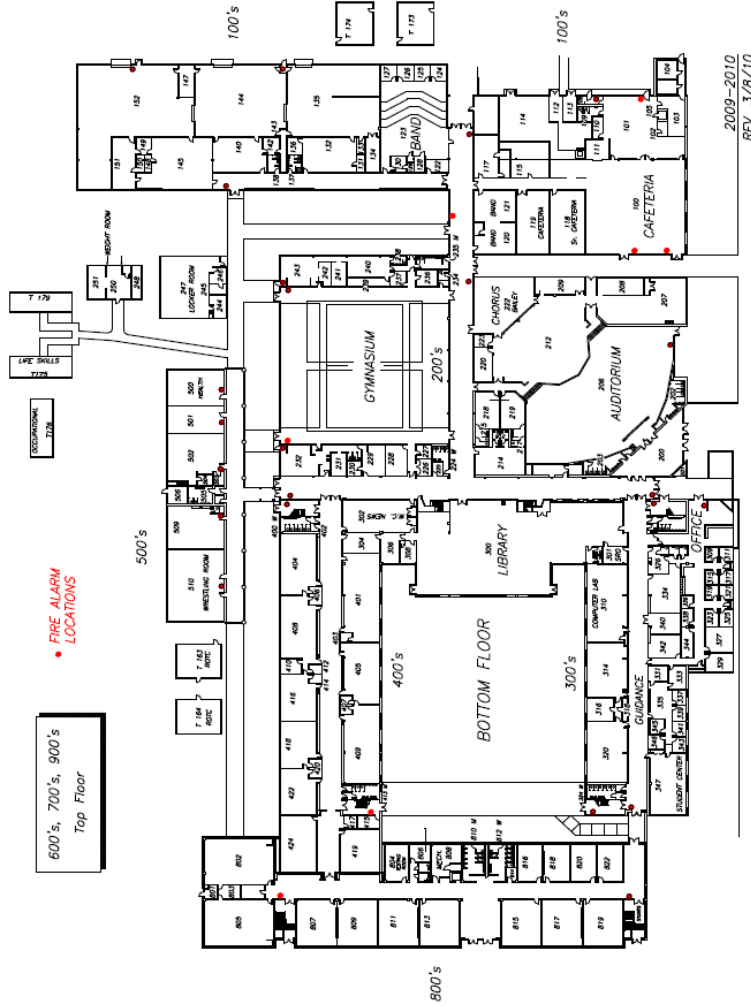
**Electronic Devices:**

All electronic devices, including cell phones, should be turned off as the student **enters** the building to begin their instructional day. Electronic devices are allowed following the daily dismissal bell. If an electronic device is confiscated during the school day, a parent/guardian should report to the office for pick up after school hours.

**Inappropriate Public Display of Affection (IPDA) Policy**

All West Carteret High School students should understand that PDA is inappropriate and should not be occurring in a public environment. If there is a PDA concern between two students, they will be warned by a staff member; if the behavior continues, disciplinary consequences will be assigned. Hand holding and brief embraces or hugs are allowed. Lingering embraces, intimate embraces and acts of touching, as well as kissing will not be allowed. Lewd, illegal or sexual gestures or acts, even if consensual, will result in serious consequences.

# West Carteret High School 1<sup>st</sup> Floor Map



# West Carteret High School 2<sup>nd</sup> Floor Map

