WEST CALDWELL HIGH SCHOOL

STUDENT HANDBOOK



2026- 2027

#ONEWarrior

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Core Beliefs

PRINCIPAL'S WELCOME

I would like to welcome parents, students, and faculty/staff to the 2025-2026 school year. I am honored to lead the students and staff at West Caldwell. West Caldwell has such a rich tradition of academic, athletic, and performing arts success. West Caldwell has thousands of Warrior Alumni who have gone on to become successful leaders and productive citizens in our community. The faculty/staff and I are extremely excited about our students returning from a long summer break. We look forward to having the ability to give all students the full high school experience and not only meeting student's academic needs, but as importantly, their mental, emotional, and social well-being. Our parents and community members have worked very hard at bringing back that Warrior Pride. We are committed to ensuring ALL students are successful and find their niche. We have great momentum and I look forward to a great 2026-2027 school year. I encourage all students to be involved in extracurricular activities, clubs, and community organizations. We are always needing volunteers and deeply appreciate the parent and community involvement and support. We have an incredible faculty and staff who are truly committed to seeing that every child has the best experience possible.

I look forward to an amazing school year. **WE ARE WEST CALDWELL!!!**

Sincerely,
Mrs. Katrina O'Donnell

MISSION AND VISION STATEMENTS

Caldwell County Schools

Mission Statement:
To provide quality instruction in a safe, caring environment.

Vision:
Every student will graduate from high school, be globally competitive for work or postsecondary education, and be prepared for life in the 21st century.

West Caldwell High School

Mission Statement:
West Caldwell High School will ensure all students become confident, creative individuals; successful lifelong learners; and active, informed members of the community.

Vision:
Purpose drives our work.
Partnership gives us strength.
Pride defines our success.

Warrior Values

At West Caldwell High School, we believe in what it means to be a Warrior — not just in name, but in action. These values guide how we treat others, how we face challenges, and how we shape our future.

1. Warriors show ***RESPECT***.
   We treat others with kindness and honor in all directions — above, beside, and below. We respect ourselves by giving our best effort and carrying ourselves with pride. We embrace differences, knowing that diverse gifts and perspectives strengthen our community.
2. Warriors are ***ACCOUNTABLE***.
   We take responsibility for our actions, knowing they impact the entire school. Warriors own their choices and are willing to be held to a high standard because that's how we grow.
3. Warriors take ***RESPONSIBILITY***.
   We are responsible for our actions, our reactions, and our work. We take care of our space, our materials, and our words. When mistakes happen, we own them, learn from them, and move forward.
4. Warriors are ***ADAPTABLE***.
   We can do hard things. Challenges don't stop us — they shape us. Warriors lean in, seek help when needed, and rise above every obstacle. Every experience is an opportunity to improve.
5. Warriors are ***FUTURE-FOCUSED***.
   We see potential in ourselves and in others. We don't accept negative labels or limits placed on us. Warriors make choices today that create opportunities tomorrow, and we support each other in reaching our goals.

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

General Information

[Caldwell County Schools Calendar]



Caldwell County SCHOOLS

2026 - 2027
School Calendar

Aug. 24	First Day of School
Sept. 7	No School for Students
Oct. 16	No School for Students
Nov. 3	No School for Students
Nov. 11	No School for Students
Nov. 25 - Nov. 27	No School for Students
Dec. 18	Early Release
Dec. 21 - Dec. 31	No School for Students
Jan. 1	No School for Students
Jan. 18	No School for Students
Feb. 12	No School for Students
Mar. 12	No School for Students
Mar. 26	No School for Students
Mar. 29 - Mar. 31	No School for Students
Apr. 1 - Apr. 2	No School for Students
May 28	Last Day of School; Early Release

OP	Optional Planning
P	Planning
PD	Professional Development
H	Holiday
AL	Annual Leave

Bell Schedules

REGULAR BELL SCHEDULE	
7:45	First Bell
7:50	Warning Bell
7:55-9:20	**1st Period + Announcements**
9:20-9:25	Break
9:25-9:55	**FLEX Period**
9:55-10:00	Break
10:00-11:25	**2nd Period**
11:25-11:30	Break
11:30-1:25	**3rd Period**
11:35-12:00	1st Lunch
12:20-12:45	2nd Lunch
1:00-1:25	3rd Lunch
1:25-1:30	Break
1:30-2:55	**4th Period + Announcements**

No FLEX BELL SCHEDULE	
7:45	First Bell
7:50	Warning Bell
7:55-9:30	**1st Period**
9:30-9:35	Break
9:35-11:10	**2nd Period**
11:10-11:15	Break
11:15-1:15	**3rd Period**
11:10-11:40	1st Lunch
12:00-12:30	2nd Lunch
12:45-1:15	3rd Lunch
1:20-2:55	4th Period

PEP RALLY SCHEDULE	
7:45	Students Move to Classrooms
7:50	Warning Bell
7:55-9:20	**1st Period**
9:20-9:25	Break
9:25-10:50	**2nd Period**
10:50-10:55	Break
10:55-12:45	**3rd Period**
10:55-11:20	1st Lunch
11:40-12:05	2nd Lunch
12:20-12:45	3rd Lunch
12:45-12:50	Break
12:50-2:25	**4th Period**
2:25-2:55	Pep Rally

EARLY RELEASE SCHEDULE	
7:45	Students Move to Classrooms
7:50	Warning Bell
7:55 – 8:45	**1st Period**
8:45-8:50	Break
8:50-9:40	**2nd Period**
9:40-9:45	Break
9:45-10:35	**3rd Period**
10:35-10:40	Break
10:40-11:30	**4th Period**
11:30	Lunch for all Students
Car riders & drivers are dismissed	
11:55	**Buses Depart**

1 HOUR DELAY SCHEDULE	
8:50	**Warning Bell**
8:55 – 10:15	**1st Period**
10:15 – 10:20	Break
10:20 – 11:40	**2nd Period**
11:40 – 11:45	Break
11:45 – 1:45	**3rd Period**
11:45 – 12:10	1st Lunch
12:25 – 12:50	2nd Lunch
1:05 – 1:30	3rd Lunch
1:30– 1:35	Break
1:35 – 2:55	**4th Period**

2 HOUR DELAY SCHEDULE	
9:50	Warning Bell
9:55 – 10:55	**1st Period**
10:55-11:00	Break
11:00-12:00	**2nd Period**
12:00-12:05	Break
12:05-1:50	**3rd period**
12:05-12:30	1st Lunch
12:45-1:10	2nd Lunch
1:25-1:50	3rd Lunch
1:50-1:55	Break
1:55-2:55	**4th period**

ASSISTANCE DIRECTORY

Mrs. Katrina O'Donnell, Principal

Absence Notes	Place in absence box by receptionist window
At-Risk Coordinator	Katrina O'Donnell, Principal
Athletics	Mr. Mark Braswell, Athletic Director
Bus Transportation	Mr. Elijah Reece
Child and Family Support Team	Ms. Sophia Watson (School Social Worker) & Mrs. Angela Proffit (School Nurse)
Class Schedules	School Counselors
Clubs	Mrs. Ashley Good or club sponsor
College Advisor	Ms. Anglin/Mrs. Varlea
Counselors	Mrs. Moses (A-H) Amber Hamby (I-Z)
Debt Keepers	9th Grade, L. Doublery 10th Grade, Woods 11th Grade, Boston 12th Grade, Pitts
Discipline	Mrs. Katrina O'Donnell Mr. Mark Braswell Mr. Elijah Reece
Field Trips	Principal & Assistant Principals Mr. Dula
Financial Procedures	Mrs. Debbie Bohler, Lead Secretary
Free or Reduced Price Meals	No application necessary; all students receive meals free
Graduation Requirements	School Counselors
Honor Roll	School Counselors
Job Placement, CTE	Mrs. Jennifer Weaver, Career Development Coordinator

Library Book or Use of Library	Media Coordinator
Lockers	Mr. Elijah Reece, Assistant Principal
Lost and Found	Located in Cafeteria
Personal Guidance	School Counselors
Report Cards	Homeroom Teachers
Scholarships	School Counselors
School Health Nurse	Mrs. Angela Proffit
School Insurance Claim Forms	Mrs. Debbie Bohler
School Social Worker	Ms. Sophia Watson
Senior Advisor	Katie Reid
Student Concerns	Administration, School Counselors
Student Parking	Mr. Mark Braswell
Tardy Slips	Receptionist, Receptionist Window
Testing	Mr. Elijah Reece
Textbooks	Mr. Mark Braswell
Transcripts – Current Students	School Counselors
Withdrawal from School	Administration, School Counselors

Leaving School Early	Receptionist / Main Office		

SIGN-IN PROCEDURES

- Students who arrive after the school day begins must report to the receptionist window to get a tardy note for class. It is imperative that students sign-in when they arrive at school late. **Students will not be admitted to class without a note**.

SIGN-OUT PROCEDURES

- Students may not leave campus for any reason without first being signed out through the office. Safety and liability issues necessitate that the school require a parent/guardian/emergency contact to present a **picture ID** in order for a student to be signed out or to add someone to their child's pick up list.
- Student drivers are permitted to bring a written note from the parent/guardian that identifies the reason for leaving and the designated time for departure. A telephone number where a parent can be reached should be on the note. Any note for early departure from school should be presented to the main office before 7:55 A.M. **Any exceptions or emergencies must be approved by the school administration.**
- **All students** leaving during school hours **must report to the main office** to follow the appropriate sign out procedures. Failure to follow sign-out procedures could result in but not limited to loss of driving privileges or prom attendance.

LOCKERS

- Each student has the opportunity to be assigned a locker and will be responsible for the locker and all contents at all times.
- Only school locks can be used and they can be purchased from WCHS.
- **The school will not be responsible for items placed in lockers.**
- Students should not share lockers or switch lockers.
- **Lockers are subject to periodic search for any reason.**

CLASS DUES

- All students should pay $10.00 directly to their homeroom teacher by the last Friday in October which goes toward their class dues. Class dues are for individual class functions, student recognition, memorials or benevolence, graduation activities, etc. 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's reunion. These can be paid online as well with a small service fee.

HALL PASSES

- **Students should not miss instructional time**. Any student out of the classroom must have a hall pass from his/her classroom teacher. Students must refrain from visiting lockers, going to the restroom, or using the phone during class time. Students should not go to any unauthorized location. Students who are out of class without permission and without a pass are subject to disciplinary consequences.
- First 10/last 10 - students are not allowed to leave the classroom during the first ten minutes or last ten minutes of each class period.

USE OF SCHOOL TELEPHONES

- Due to the large number of students at West Caldwell High School, messages for students cannot be taken over the telephone and delivered from the office. The only exception will be an extreme emergency. Students must receive permission before using any school phone.

TEXTBOOKS

Textbooks are very costly and will be the sole responsibility of the student to whom they have been assigned. This includes textbooks that are removed from lockers or that are picked up by others. Students must keep books in safe places and must never leave them where they can be removed. **Lost or damaged books must be paid for before a replacement can be issued.**

VISITORS ON CAMPUS

- To protect the safe environment of the school, unauthorized visitors will not be allowed. This includes students who are registered at other schools. Unauthorized visits will be considered trespassing and subject to enforcement by school officials and law enforcement.
    - **ALL visitors should report to the receptionist window.**
    - **LUNCH VISITATION IS NOT PERMITTED.**
    - Commercial deliveries (such as flowers, balloons, or gifts) will not be accepted for students during the school day.

CAFETERIA INFORMATION

- Students are expected to display good manners in the cafeteria. Running to lunch and breaking lunch lines will not be allowed. All plates, utensils, cups, and napkins should be disposed of before leaving the cafeteria.
    - The child nutrition department will not be sending out paper copies of free and reduced applications to the school. Only online applications will be accepted. Applications can be filled out at https://www.lunchapplication.com
    - All tables should be left clean for others to use.
    - **Food or drinks (except bottled water) should not be taken from the common area.**
    - **With teacher permission, bottled water (only) will be allowed in the classroom areas.**
    - **Students may not leave campus for lunch or order food to be delivered from businesses.**
    - **Parents should not deliver lunch to students.**
    - Pre-payments for lunch are accepted in the cafeteria.
    - Students must remain seated at their cafeteria table during the entire lunch period. Students are not to get up and walk around the cafeteria. Students must stay seated until the bell rings.
    - All students approved for free breakfast and lunch.
    - Caldwell County Schools Child Nutrition Webpage

SCHOOL INSURANCE

Board Policy #4220

- Insurance is provided for students trying out for or participating in school athletics. Please contact the school office or the athletic director for information regarding coverage. If a student is injured, the school secretary must be notified in order to complete the school's portion of the claim form for processing.
- Membership in a group accident insurance program will be made available to students. This information and application may be obtained from the school website. Students who choose to participate in interscholastic activities at the high school level are provided blanket group athletic coverage. This coverage applies to injuries resulting from athletics only. The Superintendent may designate other activities, including certain school trips, as requiring accident insurance. Students in physical education and CTE classes are encouraged to purchase school insurance through the county website. The procedure for handling a claim when anyone is injured is as follows:
    - Students or parents should report the accident to the office immediately.
    - If possible, students or parents should pick up a claim form before seeing a doctor.
    - Parents are responsible for filing all claims; claims should be submitted to the insurance company within 90 days.

LOST AND FOUND

- Lost textbooks or personal items may be claimed by contacting the main office. Every effort to return property to its rightful owner will be made. Clothing items, book bags, textbooks, and items belonging to others should be turned in to the office if found.

DRIVER'S EDUCATION

- Students may sign up online through Chestnut Driving Academy: (828-850-0910)

RELEASE OF STUDENT INFORMATION

Board Policy #4700

- In accordance with the Family Educational Rights and Privacy Act, parents and eligible students (age 18) have the right to inspect the student's educational records. Transcripts are released only upon written request of the parent or eligible student. Records may be sent to educational institutions without written request.

DIRECTORY INFORMATION

Board policy #4700

- 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.
- 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 the 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.

MEDIA CENTER SERVICES

- West Caldwell High School provides media services to enhance educational opportunities for all students. Students are invited and encouraged to use the many materials and services available to improve grades, enhance learning, complete required assignments and gain personal knowledge. The Media Coordinator is available to assist students at all times.
    - Students should not have food or drinks in the Media Center.
    - Students will use their PowerSchool number to check out materials.
    - Students with overdue library materials will not be permitted to check out other materials until the overdue items are returned.
    - Media Center computers are for academic purposes only.
    - Disrespect toward other students, staff, faculty, materials, or equipment may result in the loss of Media Center privileges.
    - Students are financially responsible for lost or damaged materials.

Student Expectations

ATTENDANCE & TARDINESS

STUDENT ATTENDANCE AND ABSENCE FROM SCHOOL

Board Policy 4400

- Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

A. Attendance Records

- School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. Excused Absences

- When a student misses school, a written excuse signed by parent/guardian shall be provided to the office before 7:55 a.m. on the day the student returns after an absence to be excused. STUDENTS ARE NOT ALLOWED TO WRITE THEIR OWN NOTES. The note should contain student name, student ID number, parent signature, telephone number, reason for absence and dates absent. An excused absence may be excused for any of the following reasons. In the event the administration determines a student has excessive absences, a doctor's note may be required to label an absence excused.
    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. Religious observance
    7. Participation in a **valid**, pre-approved, educational opportunity.
    8. Pregnancy and related conditions, or parenting, when medically necessary.
- Students must be present for 2/3 of a class period (60 min) in order to be counted present for the class and two complete periods in order to be counted present for the day.
- Absences due to extended illnesses generally require a statement from a physician.
- In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work. (See also Board Policy 4351, Short-Term Suspension.) 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.

C. School-Related Activities

- All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:
    1. Field trips sponsored by the school;
    2. Job shadows and other work-based learning opportunities.
    3. School-initiated and –scheduled activities;
    4. Athletic events that require early dismissal from school;
    5. Career and Technical Education student organization activities approved in advance by the principal; and
    6. In-school suspensions.
- Assignments missed for these reasons are eligible for makeup 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.

D. 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 at school on time and to be present at the scheduled starting time for each class.
- The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences.
- School attendance committees and teachers will review student absences weekly, as well as additional times throughout the semester/school year. Students who are in danger of not being promoted due to excessive absences will be referred to the principal or his/her designee.
- Students with excessive absences will be placed on tiered intervention plans and potentially attendance contracts to attempt to correct the issue.
- If a high school student is absent from any class for fifteen or more days, the principal or designee shall have the authority to determine whether the student will be permitted to make up missed work. Work will be made up within a time period equal to the amount of time missed by the student, barring an extenuating circumstance. The student should seek permission from the teacher regarding time extensions.
- Excessive absences may result in additional consequences such as but not limited to loss of driving privileges or prom attendance.

END-OF-COURSE TESTING/TEACHER-MADE FINAL EXAMS

Board Policy 3410

- For any high school class that does NOT have an associated state-mandated test required as the final exam, students may be exempt from the teacher-made final exams if they meet the following attendance criteria:
    1. Course average of A and class absences not exceeding two absences (excused and unexcused combined);
    2. Course average of B and class absence not exceeding one absence (excused or unexcused); or
    3. Course average of C and no class absences of any kind
- Additionally, for teacher-made exam exemptions purposes only, 3 tardies to class count as 1 class absence. Absences due to disability or for religious observance or school sponsored field trips will not be included in determining the cumulative days absent in a course for purposes of exam exemption.
- *A student's course average shall be determined by equal weighting of the two nine-week grading periods in addition to the final exam grade (20%).*

UNEXCUSED ABSENCES

- Absences for reasons other than those listed previously will be considered unexcused. Unexcused absences include, but are not limited to, missing the bus, oversleeping, car trouble, babysitting, working, family vacations, taking part of a day to study for a test, looking for a job, getting a driver's license, etc.

RETURN AFTER ABSENCE

- Upon returning from school after an absence, students must report immediately to the main office and place note in the attendance box located outside of the receptionist's office.

NOTIFICATION OF EXCESSIVE ABSENCES

- The school will notify parents of excessive absences under the following conditions:
    - **After the third unexcused absence:**
        - The school shall notify the parent/guardian in writing.
        - The student will be placed on a watch list for monitoring attendance.
    - **After the sixth unexcused absence:**
        - The social worker shall contact the parent/guardian by certified letter to ensure they are aware that further consequences may apply if these absences cannot be justified and continue to accrue.
        - The student's counselor will be notified, who will meet with the student and contact the parent directly to discuss and attempt to find solutions to the problem.
        - The student will be placed on a Tier 2 intervention list to receive additional attendance support and assist with accountability, including a requirement to complete a weekly check-in upon arrival at school with designated personnel.
    - **After the tenth unexcused absence:**
        - The social worker will contact the parent/guardian and set up an in-person meeting to discuss and develop a personalized attendance contract outlining the supports and responsibilities of the student, parent/guardian, and school personnel, in effort to correct the attendance issues.
        - The student will be required to check in with his/her counselor each morning upon arrival to school.

- The student will be placed on a Tier 3 intervention list to receive intensive attendance support and assist with accountability.
- The student loses his/her privileges to drive their personal vehicle to school.
- The student could lose athletic eligibility if the number of absences puts them below 85% attendance rate for that current semester.

- **After the 15th unexcused absence:**
  - The student becomes ineligible to attend the prom for the current school year.
  - The principal or designee shall review any report or investigation and shall confer with the student and his/her parent/guardian if possible to determine whether the parent/guardian has received notification and has made a good faith effort to comply with the law and the guidelines set forth in the previously established attendance contract.
  - If the principal determines that the parent/guardian has not made a good faith effort, the principal may file a complaint with the juvenile intake counselor that the child is habitually absent from school without a valid excuse.
  - The student continues daily check-ins and Tier 3 intensive interventions unless/until other arrangements are made.
  - If a student reaches 15 absences in ANY course, they are no longer allowed to make up work from home (virtually). All missing assignments must be made up in class, during Flex, or during another designated/approved time.
  - Seniors that acquire 15 unexcused absences within a school year will NOT be allowed to walk in the graduation ceremony at the end of that school year.

MAKE-UP WORK

- Students will have the opportunity to make up work for full credit for all absences that are considered excused. However, students may make up work for unexcused absences as permitted by the principal or his designee and for partial credit set by individual classroom teachers. As a general rule, work will be made up within a time period equal to the amount of time missed by the student, barring an extenuating circumstance. The student should seek permission from the teacher regarding time extensions.
- If a student reaches 15 absences in ANY course, they are no longer allowed to make up work from home (virtually). All missing assignments must be made up in class, during Flex, or during another designated/approved time.

TARDY POLICY

- Students must be in class by 7:55 am.
- If students arrive to school after 7:50 they must enter through the main entrance and if they enter after 7:55 am, students will need to enter through the main entrance and get a tardy slip from the front office.
- Students are then to report straight to class.

  1. Teacher warning and parent contact

  2 & 3 1 day of lunch detention

  4 & 5 Period detention

  6 or more: 1 or more days of ISS

  10 or more: loss of driving privileges.

  20 Ineligible for Prom

STUDENT CONDUCT

STUDENT CONDUCT AND DISCIPLINE

Board Policy #4309

- The Caldwell County Board of Education's Student Code of Conduct serves to notify students and their parents of expected behaviors. The consequences for engaging in behavior prohibited by the Code of Student Conduct will be determined by the principal, in accordance with the school's Student Behavior Management Plan. Students may be subject to a range of consequences.

BEHAVIORAL EXPECTATIONS

Board Policy #4300

- All students are expected to demonstrate integrity, civility, responsibility and self-control. Students are expected to:

- Be informed regarding their rights, responsibilities, and school policies and procedures.
- Assist the school staff in maintaining a safe, orderly, and inviting environment.
- Exhibit self-discipline and self-motivation.
- Learn to be responsible.
- Accept the consequences of their behavior.
- Respect cultural and ideological differences.

- Students will not be readmitted to school after an **out-of-school** suspension without bringing their parents or guardians to school for a conference, unless the conference occurred on the day of the suspension.
- Students with disciplinary problems may, at the discretion of an administrator, be given the choice of community service.

DISCIPLINARY CONSEQUENCES

- In dealing with disciplinary referrals to the administration, the discipline chart for school consequences will be used when dealing with student failure to follow school rules and regulations. Consequences listed for violations are intended as guidelines. **The administration has the discretion to deviate from the guidelines based on the nature or severity of the offense. All involved parties will be notified of the rationale for such deviations.**

SCHOOL CONSEQUENCES

DISCIPLINE CHART

- The Discipline Chart will serve as a guide in determining consequences for misconduct. **School Administrative discretion may override the disciplinary action(s) outlined.**

*The incident may be reported to the Caldwell County Sheriff's Department.

Category I Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
Dishonesty/ Lying	1-3 days ISS	3-5 days ISS	1-3 days OSS	3-5 days OSS
Dress code violation	Call home for a change of clothes/Stay in ISS until changed	Call home for a change of clothes/Stay in ISS until changed	1 day ISS	1-3 days of OSS
Excessive tardiness to class or school	**1st** - Teacher makes parent Contact	**2nd** –3rd 1 day of lunch detention	**4th-5th** Period detention for that class	**6th and more**: 1 or more days of ISS and loss of driving privileges **20th**- Ineligible for Prom
***Gambling**	1-3 days ISS	3-5 days ISS	1-3 days OSS	3-5 days OSS
Horseplay	1-3 days ISS	3-5 days ISS	1-3 days OSS	Administrative Decision

Improper use of electronic device ***Refusal to surrender electronic device, see Category II***	The teacher confiscates the student cell phone and reports it to the appropriate administrator. **Student must pick the device up at the main office at the end of the school day.**	The teacher confiscates the student cell phone and reports it to the appropriate administrator. **A parent must pick the device up from the main office.**	The teacher confiscates the student cell phone and reports it to the appropriate administrator. **A parent must pick the device up from the main office. + 1 day ISS**	The teacher confiscates the student cell phone and reports it to the appropriate administrator. **A parent must pick the device up from the main office. + 2 days ISS + Cell Phone Check-in to administrator for remainder of semester**
Inappropriate display of affection	Warning	1 day ISS	3 days ISS	Administrative decision
***Parking/Driving violations**	1-5 days loss of driving privileges	5-10 days loss of driving privileges	20 days loss of driving privileges or remainder of semester	Administrative decision
Unauthorized presence in restricted area	1-3 days ISS	1-3 days OSS	3-5 days OSS	Administrative decision
Category II Violations	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**
Academic Dishonesty	Office Referral, Parent contact by teacher, 1-3 days Lunch Detention, Teacher Discretion	Zero on assignment, Office Referral, Parent/Teacher conference, 3-5 days Lunch Detention	Zero on assignment, Office Referral, 1-3 days OSS	Zero on assignment, Office Referral, 3-5 days OSS, Administrative Decision
***Bus Misconduct**	1-3 days off the bus + 1-3 days of ISS	3-5 days off the bus + 3-5 days of ISS	3-10 days off the bus and recommendation for permanent suspension from the bus + 1-3 days OSS	3-5 days OSS *Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.
Cutting/skipping class, school, or ISS	1-3 days ISS + up to 5 days loss of driving privileges	3-5 days ISS + up to 10 days loss of driving privileges	1-3 days OSS + up to 20 days loss of driving privileges	Administrative decision
***Disruptive Behavior** *(defined as socially inappropriate behavior directed toward others and/or property)*	1-3 days ISS	1-3 days OSS	Administrative Decision	Administrative Decision
Forgery of official documents or signatures	1 day ISS for class	2-3 days ISS for class	2-5 days ISS	2 or more days OSS fight
***Inciting a Fight/Recording a fight**	1-3 days OSS	5-10 days OSS	10 days OSS	Administrative Decision

Leaving plates or food in any areas	1 day Lunch Detention	3 days Lunch Detention	5 days Lunch Detention	Administrative decision
Obscene or profane language, gesture, or articles. Profane or obscene materials, literature, and illustrations	1-3 day ISS /Administrative Decision	3-5 days ISS /Administrative Decision	1-3 days OSS /Administrative Decision	Administrative Decision
***Possession or Use of Tobacco/Nicotine Products, Paraphernalia (lighters, matches), Electronic Cigarettes (i.e. Vapes, Juuls; does not include THC/CBD products)** *(Selling or distribution may lead to more severe consequences)* *(All devices will be confiscated and are not returned)*	1-3 Day ISS + Confiscation (Intervention put into place for vaping cessation)	2-5 Days ISS + Confiscation	5 Days or more of ISS + Confiscation	1-2 Days OSS + Confiscation
Refusal to Surrender Electronic Device	1 day OSS	3 days OSS +loss of device privilege for remainder of semester	3 days OSS +loss of privilege for remainder of year	Administrator Decision
Category III Violations	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**
***Communicating Threats (All types)**	1-3 days OSS	3-5 days OSS	5-10 days OSS	Administrative Decision
* **Disorderly Conduct** *(defiance and/or aggressive behavior directed toward self, others, and/or property; Continuation of any level 2 behaviors)*	1-3 days OSS	3-5 days OSS	5-10 days OSS, Administrative Decision	Administrative Decision
***Extortion**	1-3 days OSS	3-5 days OSS	5-10 days OSS	Administrative Decision
* **Fighting** *(Aggravated assaults may warrant an immediate 10 day suspension with recommendation for assignment to an alternative setting)*	3-5 days OSS	5-10 days OSS Recommendation for long term suspension	10 days OSS Recommendation for long term suspension	10 days OSS Recommendation for long term suspension
* **Harassment** *(all types, including Sexual), Bullying, Discrimination, and Hazing)*	3-10 days OSS	10 days OSS	Administrative Decision	Administrative Decision

Insubordination to Staff	1-3 days ISS	1-3 days OSS	1-3 days OSS	3-5 days OSS *Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.
Egregious Disrespect to Staff	1-3 days OSS -	3-5 days OSS -	5-10 days OSS	Administrative Decision
***Possession of and/or electronically transmitting lewd and lascivious images, inappropriate material or language**	5-10 days OSS	10 days OSS	Administrative Decision	Administrative Decision
***** **Possession of Incendiary Devices, Combustible Materials, and/or Devices Causing a noise or Disturbance (i.e. firecrackers)**	1-10 days OSS	5-10 days OSS	10 days OSS Recommendation for long term suspension	Administrative Decision
***Possession of Stolen Goods**	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
***Possession/Use of medications, foreign substances, dangerous contraband items**	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
***Sexual Misconduct (Multiple students in a bathroom stall)**	3-5 days OSS	5-10 days OSS	10 days, Administrative Decision	Administrative Decision
***Theft/ Vandalism**	1-3 days OSS + Full Restitution	3-5 days OSS + Full Restitution	5-10 days OSS + Full Restitution	Administrative Decision + Full Restitution
***Trespassing**	3-5 days OSS	5-10 days OSS	Administrative Decision	Administrative Decision
***Use of Counterfeit Items**	1-3 days OSS	3-5 days OSS	5-10 days OSS	Administrative Decision
Category IV Violations	**1st Offense**	**2nd Offense**	**3rd Offense**	**4Th Offense**
***** **Arson, detonating fireworks, use of explosives**	10 days OSS +Recommendation for long term suspension	Administrative Decision	Administrative Decision	Administrative Decision
***** **Assault against a Staff member**	10 days OSS + Recommendation for long term suspension	Administrative Decision	Administrative Decision	Administrative Decision
***Commission of a Crime (felony)**	Law Enforcement Decision	Law Enforcement Decision	Law Enforcement Decision	Law Enforcement Decision
***Deliberate exposure of sex organs**	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision

***Gang Activity**	1-3 days OSS	3-5 days OSS	5-10 days OSS	Administrative Decision
***Possession or Use of THC/CBD Products (Vapes, Carts, Gummies, etc.)** *(Selling, distribution or possession of multiple devices may lead to more severe consequences) (All devices will be confiscated are not returned)*	1-3 Days OSS (Intervention put into place for vaping cessation)	3-5 Days OSS (Intervention put into place for vaping cessation)	5-7 Days OSS	10 Days OSS + possible Alternative School Referral (DRT)
Failure to Surrender a Device (Vapes, Juuls, THC, etc)	Failure to cooperate or surrender device(s) during investigation may result in additional disciplinary measures (*including SRO involvement*).			
Possession of Harmful Substances/ Over-The-Counter Drugs*	Administrative Decision with possible suspension. Parent notification with rule explanation.	1-2 days OSS	2-3 days OSS	5-10 days OSS
Alcoholic Beverages (Possession or under the influence)	5-7 days OSS + Law Enforcement Notification	7-10 days OSS + Law Enforcement Notification	Administrative Decision	Administrative Decision
***Narcotics, Controlled Substances, Chemicals, Illegal Drugs, and Drug Paraphernalia (Possession or under the influence)** (*Incidents in this category must be reported to law enforcement)*	5-10 Days OSS + possible recommendation for long-term suspension	Administrative Decision	Administrative Decision	Administrative Decision
***Sale or Distribution of Narcotics, Illegal Drugs, and/or Controlled Substances** (*Incidents in this category must be reported to law enforcement)*	10 days OSS + Recommendation for long-term suspension	Administrative Decision	Administrative Decision	Administrative Decision
***Engagement in sexual act**	5-10 days OSS	10 days OSS	10 days OSS	Administrative Decision
***Rape**	10 days OSS + Recommendation for long term suspension	Law Enforcement Decision	Law Enforcement Decision	Law Enforcement Decision
***Setting off Fire Alarms, fire extinguishers**	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
***Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety**	10 days OSS + recommendation for long term suspension	Administrative Decision	Administrative Decision	Administrative Decision

BULLYING

Board Policy #4021/7230/1710

- Students have the right to learn and employees have the right to work in a safe environment, free of harassment or intimidation. Bullying undermines the academic mission of a school, jeopardizes school safety and creates a hostile learning environment. Caldwell County Schools acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly and caring environment to facilitate student learning and achievement. To that end, Caldwell County Schools expressly prohibits all forms of bullying or unlawful discrimination and harassment toward any student or employee, by any student or employee. Further, Caldwell County Schools will not allow or tolerate retaliation or acts of reprisal in any form against any individual who reports a valid complaint of bullying or is a corroborating witness. This policy applies not only to events occurring during school hours and/or on school property, but also to school-sponsored functions for which school administration has jurisdiction. Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. Students are expected to comply with the behavior standards set forth by the Caldwell County Board of Education and the Student Code of Conduct. Employees are expected to comply with board policy and school system regulations, and adhere to a professional code of ethics. Volunteers and visitors are also expected to comply with board policy and established school rules and procedures. 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 investigate and discipline offenders.

BULLYING AND HARASSING BEHAVIORS AS DEFINED BY NC LAW:

- "Bullying or harassing behavior" is any pattern of gestures or written, electronic or verbal communications, OR any physical act OR any threatening communication that takes place on school property before, during or after school hours, at any school sponsored function, at a school bus stop or on a school bus, at any time or place when the individual is subject to the authority of school personnel, and at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in schools, AND that:
    - Places a student or school employee in actual and reasonable fear of harm to his or he person OR damage to his or her property; OR
    - Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.
- "Hostile environment" means that the victim subjectively views the conduct as bullying or harassing AND the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by actual or perceived differentiating characteristics such as race, color, religion, ancestry; national origin; gender; socioeconomic status; academic status; gender identity; physical appearance; sexual orientation; mental, physical, developmental or sensory disability; or an association with anyone who is perceived to have one or more of these characteristics.

FORMS OF BULLYING OR HARASSING BEHAVIOR DEFINED:

- **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); deliberately impeding or blocking of movements; or any intimidating interference with normal work or movement including 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; and destruction of property (i.e. gym locker, clothing, books, book bags, etc.).
- **Cyber Bullying** – involves the use of electronic 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. While the district respects the rights of freedom of expression under the First Amendment, students may be disciplined for website postings that materially and substantially disrupt the

educational process or that contain threats which endanger the health, safety, and well-being of others, including district personnel or staff members.

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.

DRUG AND ALCOHOL USE

Board Policy #4309

- Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:
    - Narcotic drugs
    - Hallucinogenic drugs
    - Amphetamines
    - Barbiturates
    - Marijuana or any other controlled substance
    - Synthetic stimulants
    - Any alcoholic beverage
    - Substances used with the intention of altering the student's mood or behavior.
- Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit drugs.
- Possession or use of prescription and over-the-counter drugs is not in violation of this policy if such drugs are possessed and used in accordance with Board Policy #3620, Administering Medication.

TOBACCO PRODUCTS

Board Policy #4309

- The Board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. The Board supports laws that prohibit the use of tobacco products on any school property owned or operated by the Board. The term "tobacco product" means any product that contains or that is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine. Specifically but not limited to *Cigarettes, Cigars, Little Cigars, Cigarillos, Dissolvable Products (tobacco products that are not smoked and are often called "dissolvables."), Electronic Cigarettes (Also Referred to as: Vape Pen, e-Hookah, Hookah Pen, JUUL), Chewing tobacco, Snuff, and Waterpipes (Also Referred to as: Hookah, Shisha, Narghile, Argileh).*
- Students are prohibited from using or possessing any tobacco product at any time when the student is subject to the supervision of school personnel, including during school trips and athletic events.

GANG-RELATED ACTIVITY

Board Policy #4309

- The Board condemns the existence of gangs and will not tolerate gang-related activity in the school system.

WEAPONS

Board Policy #4309

- The Board will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of students or employees.
- Any student who brings a weapon onto school property may be suspended for 365 days per N.C.G.S. 115C.391.
- Use and Possession: No student shall possess, use, or carry, whether openly or concealed, any weapon, substance or instrument, i.e.... any gun, rifle, pistol, dynamite, cartridge, bomb, grenade, mine, powerful explosive as defined in N.C.G.S. 14-284.1, knife (including pocket knife), dirk, dagger, slingshot, switchblade knife, blackjack, metallic knuckles, club, stick, mace, pepper spray, BB gun, pellet gun, airsoft rifle, stun guns, Tasers, icepicks, razor blades, fireworks, or any other substance, material or instrument which may cause bodily harm or is used against another, while on school property, located within any vehicle on school property, on buses or at any school event, wherever

held. A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle or use such an item shall notify a teacher or the principal immediately.

***Consequences*: In all cases, law enforcement authorities and parents will be notified immediately. Possession of weapons and** use of objects as weapons **may result in up to a 10-day suspension from school and a recommendation to the Superintendent for long-term suspension of 365 days.**

STUDENT DRESS CODE

Board Policy #4309

- The following dress code applies to students at **ALL MIDDLE AND HIGH SCHOOLS IN CALDWELL COUNTY:**
  1. The length of dresses, skirts and shorts must reach at least **mid-thigh. Mid-thigh** is determined by the top of the inseam to the knee.
  2. Pants, shorts, and skirts must be worn at the waist.
  3. Undergarments must not be exposed.
  4. The following clothing and/or items are not allowed:

o Spaghetti strap tops without shirts underneath
o See-through clothing
o Shirts with low necklines
o Tops that expose the front, back, and/or side of the torso, including slit sides, completely bare shoulders, halter tops, muscle shirts, half shirts, etc.

- Pants or shorts that have holes above mid-thigh.

o Spike bracelets or necklaces
o Bedroom shoes/slippers
o Pajamas

- Headgear, hats, hoods, and bandanas are not to be worn in the school building during the instructional day. Items worn may be confiscated by the administration.
- No clothing, jewelry or accessories with letters, initials, symbols or wording that is obscene, threatening, dangerous, offensive, inflammatory, distractive, disruptive or detrimental to the instructional process is allowed. This includes attire that displays alcoholic beverages, drugs, and tobacco products or promotes violence, hatred or intolerance.
- Shoes are to be worn at all times.
- Sunglasses are not to be worn in the school building.
- Students are not permitted to bring blankets to school.

* 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 ask the student to change or adjust clothing as necessary. The administration has the final authority to deem attire as appropriate. Students are required to follow the dress code outlined in their school handbook.

BUS CONDUCT

Board Policy #4300/4309/6305

- 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 the bus stops also falls under the jurisdiction of the school. All school rules and consequences apply while students are on the bus or at the bus stop as they would at school. For initial and repeat violations, the administration shall have discretion, which may include suspension of riding privileges.
- Students will receive a warning that their behavior is inappropriate and may lead to suspension of riding privileges.
- If the student persists in causing trouble by not cooperating with the driver, a suspension of 1-10 days from riding the bus may result. If inappropriate behavior continues, permanent expulsion from the bus may result.
- Students must receive approval from the administration to be allowed to ride any bus other than their assigned bus or to exit their bus at a different stop. The student must present a note signed by a parent to the main office before 8:00 a.m. The parent will be contacted to verify information in the note. Drinks are not allowed on buses.

USE OF ELECTRONIC DEVICES

Board Policy #4309D See also 3228/4313/7321

- **NO cell phones, earbuds, headphones, or other electronic devices will be allowed during instructional time. Personal devices must be powered off and stored from bell to bell of the instructional period.**
- Cell phones are allowed before school, during breaks, during lunch, and after school. Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other electronic device.

1st Offense	Teacher confiscates student cell phone and reports it to the appropriate administrator. **Student must pick the device up from the main office at the end of the day.**
2nd Offense	The teacher confiscates the student cell phone and reports it to the appropriate administrator. **A parent/guardian must pick the device up from the main office.**
3rd Offense	The teacher confiscates the student cell phone and reports it to the appropriate administrator. **A parent/guardian must pick the device up from the main office.** **+ 1 day ISS**
4th Offense	The teacher confiscates the student cell phone and reports it to the appropriate administrator. **A parent/guardian must pick the device up from the main office.** **+ 2 days ISS + Cell Phone Check-in to administrator for remainder of semester**
5th Offense	The teacher confiscates the student cell phone and reports it to the appropriate administrator. **A parent/guardian must pick the device up from the main office.** **+ 1 Day OSS + Cell Phone Check-in to administrator for remainder of semester**

Failure to surrender electronic device/cell phone to any staff member will result in:
1st offense – 1 day OSS
2nd offense – 3 days OSS and loss of device for the remainder of the semester
3rd offense – 3 days OSS and loss of device for the remainder of the year
4th offense – Administrative Decision

TECHNOLOGY RESPONSIBLE USE

Board Policy # 3225/4312/7320

- Students are expected to abide by the Caldwell County Schools Technology Responsible Use Policy when using Caldwell County Schools technology resources and devices both on and off-campus and personal devices while on campus.
- If parents/guardians wish to *deny* their students access to the internet while on campus, they must sign and return a Parental Denial of Internet Use form. The office can provide a copy of this form upon request.

PLAGIARISM STATEMENT

- Plagiarism is the use of exact words, opinions, ideas, or facts from a piece of published material, without giving credit to the author. Students are required to give credit through documentation (parenthetical citation, footnotes, endnotes, etc.) A list of books, articles, or websites is not sufficient.
- Student plagiarism will result in:
    - Zero on the plagiarized assignment
    - Parental contact
    - Administrative Referral

The penalties for plagiarism can be severe. It is important for students to acknowledge the work of others and strive to add to, rather than steal from, a body of knowledge.
NOTE: Copying another student's work and passing it off as one's own is, by definition, a form of plagiarism; therefore, the same penalties will apply. Any student found to be **willingly** assisting another student in the practice of plagiarism (allowing other students to copy) will face the consequences above.

NON-DISCRIMINATION CLAUSE

- 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 fairness, equal opportunity, or equal access should be addressed to the Associate Superintendent of Human Resources, Adrienne Dula, Title IX Coordinator, Caldwell County Schools, 1914 Hickory Blvd. SW, Lenoir, NC 28645; 828-728-8407.

STUDENT DUE PROCESS

Board Policy #4351/4352/4353/4362/4370

- Before any suspension of a student from school, due process will be followed. An administrator will:
  - Provide the student notice of charges
  - Allow the student an opportunity to present his/her side of the incident
  - Notify the parent verbally, if possible
  - Give an explanation of the evidence against the student if he/she denies the charges
  - Notify the parent or guardian in writing of actions taken and reasons.
- In case of a student's expulsion, the administrator will notify the parent or guardian in writing concerning the charges and the reasons for the action. Parents will also be informed of the right to a hearing before the Superintendent.
- Upon return to school, West Caldwell High School requires that the parent(s) of any student suspended/expelled have a conference with member(s) of the administration.

Academic Information

EVALUATION OF STUDENT PROGRESS
Board Policy #3400

- Report Cards are issued at the end of each nine (9) week grading period. Progress reports are required at 4 ½ weeks. In addition, teachers will notify parents about students in danger of failure. The grading scale will be as follows:

  A -- 90-100
  B -- 80-89
  C -- 70-79
  D -- 60-69
  F -- 59 and below
- **State-mandated tests, will count 20% of the student's final grade.**

HONOR ROLLS AND AWARDS
Board policy #3440

- "A" Honor Roll- 4.0 GPA
- "B" Honor Roll- At least a 3.0 GPA and no grade lower than B
- *Honor rolls will be based on unweighted grades at the end of each nine week grading period.*

ACADEMIC EXCELLENCE

- Students are recognized who have achieved a cumulative 3.75 weighted GPA for their junior and senior years. This is determined after the first semester of the junior and senior year.
- **Perfect Attendance**: Students with perfect attendance for the year are recognized.
- **A Team**: Students who have received all As for all grading periods are recognized.

ACT, Pre-ACT and WorkKeys

- The ACT College Admissions Assessment will be given to every 11th grader, the Pre-ACT assessment will be given to every 10th grader and the WorkKeys assessment will be administered to 12th grade Career and Technical Education concentrators. There will be no charge to the student for these assessments. For more information, visit the following website: http://www.act.org/stateservices/northcarolina/.

Academic Counseling

- There are 3 counselors who provide services to students. The counselor's functions include dealing with academic issues, registration, scheduling, college planning, financial aid information, career planning, and personal/social needs.
- WCHS also has two (2) advisors available to assist with college planning and financial aid: one specifically designated as the liaison for CCC&TI and the other specifically designated to assist students planning to attend a 4-year university.
- The Career Development Coordinator (CDC) serves at the site Career and Technical Education Test Coordinator, Liaison and Lead Teacher for the Career and Technical Education Department. The CDC's function is to coordinate internships and career services.
- *To schedule an appointment with any of the counselors listed above, students should sign-up before or after school or between classes*. Parents are urged to request assistance from the counselor if needed in any of these areas.

PARENTAL CONFERENCES

- The school administration and teachers encourage conferences with parents to discuss the progress and/or 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. Please contact the teacher or counselor to schedule an appointment at least 1-day in advance.

REGISTRATION AND SCHEDULE CHANGES

- Schedule changes will be very limited. All schedules are considered final on the first day of school. Students will not be allowed to drop or add courses after the first day of school unless there are extenuating circumstances such as academic load, sequencing of courses, or previous failure.

- **State policy mandates that the school cannot change student schedules after the 10th school day for an EOC class: Biology, English 2, Math 1, & Math 3. NO EXCEPTIONS! **

AP Courses and Exams (fees)

Advance Placement (AP) courses; allow high school students the opportunity to take college-level courses, in the regular high school setting. The course content of these classes has been adopted by the College Board Program and is geared to enable students to pass the AP Exam, given at the end of the course. With qualifying AP Exam scores, students can earn both high school and college credit, college placement or both at more than 90% of the four-year colleges and universities in the United States and some out of the country.

Please check with your counselor for the courses offered at West Caldwell or check the High School Curriculum Guide. AP courses are weighted. ***Students who take AP classes are required to take the AP Test. There is no cost for taking the test. If a student does not take the exam, they are charged a $40 non-use charge.***

The 2026 AP Exams will be administered off campus over two weeks in May: May 4–8 and May 11–15.

Note: Individual colleges and universities, not the College Board or the AP Program, are responsible for granting course credit or placement. For more information visit the web-site **www.collegeboard.com/ap/creditpolicy** or see your grade level counselor.

Graduation and Related Information

GRADUATION REQUIREMENTS Board Policy #3460

Subject	Caldwell County Future Ready Core Graduation Requirements
English	**5 Credits:** Communication Skills, English I, II, III, IV
Math	**4 Credits:** NC Math 1,2,3, and a fourth math aligned to post secondary plans
Science	**3 Credits:** Earth/Environmental Science, Biology, and a physical science course (Physical Science, Chemistry, or Physics)
Social Studies	**4 Credits:** World History Founding Principles of the United States of America and North Carolina: Civic Literacy (FPUSNCCL) American History Economics and Personal Finance
Health & PE	**1 Credit:** To include the successful completion of CPR instruction.
Arts	**1 Credit:** Students entering Grade 9 in 2025-26 shall have at least one arts education course
Other Electives	**11 credits required:** 2 credits any combination from: Career and Technical Education (CTE) Arts Education World Languages **4 credits (strongly recommended 2-4 course concentration) from one of the following:** Career and Technical Education JROTC Arts Education • Any Subject Area (i.e. English, Math, Science, etc.)
UNC Admissions	**Not required for graduation but is REQUIRED for UNC Admissions** - Two additional academic courses from English, mathematics, science, social studies, world languages, or computer science. (These courses should be in alignment with student's academic and career objectives. Completion of two sequential World language courses is recommended.)
Total Credits	**28 credits**

ACADEMIC CLASSIFICATION

Board Policy #3420

- **Sophomore**: must have earned a minimum of 6 credits
- **Junior**: must have earned a minimum of 13 credits
- **Senior**: must have earned a minimum of 20 credits

All students must be registered for and attend eight classes each school year and four classes each semester (unless waived by the administration) in order to receive credit for any course work.

Participation in Graduation Exercises

Participation in graduation exercises is a privilege that students earn through consistent academic effort and adherence to school expectations. To be eligible to participate in graduation ceremonies, students must meet academic requirements for

graduation as determined by the district and the North Carolina Department of Public Instruction. This includes successfully completing required courses and earning the necessary credits. Additionally, consistent attendance is crucial. Students with chronic absences may not be eligible to participate in graduation exercises. The school administration will make the final determination regarding eligibility for participation in graduation ceremonies.

Any student who misses 15 or more class periods of any class during their senior year is at risk of not being eligible to participate in graduation ceremonies. Final determination will be at the discretion of the principal.

RECOGNITION AT GRADUATION

Board policy #3450

- High schools will recognize academic achievement of students with a 3.5 weighted GPA or above as graduating with honors. No valedictorian or salutatorian will be designated. Recognition will be determined at the end of the third nine weeks.
    - GPA of 3.5 to 3.99 – Graduate with **Cum Laude**
    - GPA of 4.0 to 4.40 – Graduate with **Magna Cum Laude**
    - GPA above 4.40 – Graduate with **Summa Cum Laude**
- **See High School Curriculum Guide for more Graduation Honors information.*

DRESS CODE FOR GRADUATION

- The dress code for graduation, and senior group pictures will be strictly enforced. These will be dignified ceremonies and all students are expected to comply. Senior boys are to wear dress slacks (black), black dress shoes (not tennis shoes or boots); dark socks, white shirt, and solid dark tie with cap and gown. Girls are to wear a dress, or blouse and skirt. The neckline is not to show above the gown's collar or the skirt below the bottom of the gown. Bold colors and prints should not show under the graduation gown. Senior girls are to wear low-heeled black shoes. Sandals or slides are permitted, if they have a strap on the back of the shoe to secure it to the foot. Caps with decorations on them must have administrative approval and are to be worn parallel to the floor.

EARLY GRADUATION

Board Policy #3460

- Students who will complete 28 credits in the required areas by the end of fall semester are eligible for early graduation. Students must declare their intent and complete the proper paperwork prior to the end of their junior year.

SENIOR COLLEGE VISITS

- Seniors are permitted to visit **two** colleges or universities during their senior year in preparation for possibly attending college after high school graduation. The visit will be considered a field trip if the student receives approval from the principal and the guidance department **at least five (5) days prior** to going and brings back a note or letter from the institution that the trip was completed as planned and pre-approved.

STUDENTS ENROLLED IN CAREER & COLLEGE PROMISE PROGRAMS

- Students enrolled in the Career & College Promise Programs (CCP) through CCC&TI will be expected to follow the attendance policies and school calendar outlined in the CCP orientation manual. Some of the Career & College Promise classes will begin prior to the start of the regular school year. It is the student's responsibility to make sure that he/she is present for these classes.

STUDENT GRIEVANCES

- The Caldwell County Board of Education believes that students and parents have the right to an orderly, fair 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 based 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 the executive session.
- **The Board shall notify all parties in writing of their findings and decision.**

Safety and Wellbeing

AUTOMOBILE IDENTIFICATION

- Because West Caldwell High School believes that student use of automobiles should be closely supervised:
    - Students who drive to school will be required to register their cars and pay a semester fee of $15 or an annual fee of $30.00. Parking passes can be purchased during the first two weeks of school during lunch. Parking passes must be hung from the rearview mirror. **You must show proof of a driver's license before you drive on campus.**
    - ***After the tenth (10th) day, any student vehicle found to be without a pass will be subject to a monetary fine of $5 and/or towing at the owner's expense.***
    - Students who begin driving during the year should register their automobiles and check with Mr. Reece concerning parking availability.
    - A driver's license will be required to obtain a parking pass.
    - Seniors may paint their assigned parking space. A $25.00 fee must be paid prior to painting. Mr. Reece will approve designs.

AUTOMOBILE PARKING AND USE

- West Caldwell High School experiences a large volume of traffic on a daily basis. For the safety of everyone, students and parents must observe and conform to campus traffic requirements.
    - Students who purchase a parking pass and drive to school are subject to random drug testing pursuant to board policy #4326
    - The speed limit on campus is 10 mph. The speed limit in parking lots is 5 mph and extreme caution should be utilized while operating a motor vehicle.
    - Students may park only in the A lot or B lot based on your assigned spot.
    - Students shall not visit or move automobiles during the day without written consent of the administration.
    - Careless, reckless driving and speeding will not be tolerated and will result in the loss of driving privileges with no refund of parking fees.
    - West Caldwell High School will not be responsible for any damage or loss of property due to criminal or accidental damage.
    - Students are not allowed to ride in the back of trucks or on the exterior of any moving vehicle.
    - Students should not have flags or other items attached to vehicles that could distract other drivers or limit visibility.
    - **Students are expected to exit the parking lot immediately after school**. **No congregating in the parking lot. Must Leave immediately.**

LOSS OF DRIVING PRIVILEGES

- Driving privileges may be revoked for, but not limited to, the following:
    - Reckless driving or driving above the speed limit.
    - Transporting students off campus without approval.
    - Leaving school without permission or following sign-out procedures.
    - Failure to display a current, valid parking pass.
    - Failure to comply with the School Resource Officer or Administration directives.
    - Failure to arrive for morning classes on time.
    - Forgery or borrowing parking pass.
    - As part of other disciplinary procedures.
    - Ten or more absences in any class during a semester.
    - Excessive tardies to any classes during a semester.
    - Cutting class during a semester
    - If a student loses his/her driving privilege, he/she may not drive another car on campus, and the student's vehicle may not be driven by another student on campus.
- Violations of this policy will result in turning in a parking pass and loss of driving privileges for the following time lengths. **Extreme circumstances may result in immediate and permanent loss of driving privileges.**

    1st offense: up to 5 days or administrative decision

2nd offense: up to 10 days or administrative decision

3rd offense: 20 days or the remainder of the semester, whichever is greater, or administrative decision

- Any vehicle is subject to search during a random search or if there is reasonable suspicion to believe drugs, alcohol, stolen property or other contraband might be in that vehicle. All drivers are subject to random drug testing throughout the school year.

DROPOUT PREVENTION/DRIVER'S LICENSE LAW

- The State of North Carolina passed a law stating that students under 18 years of age must remain in school until they graduate and must make adequate academic progress. **(Adequate academic progress is defined as passing three out of four classes each semester.)** Failure to meet this requirement will result in the loss of eligibility for a permit or cancellation by the North Carolina Department of Motor Vehicles of a driver's permit/license. If adequate progress has been made at the end of the next semester, a Driving Eligibility Certificate will be issued or the driver's permit/license can be restored upon payment of $35.00 to the Department of Motor Vehicles.

Students have the right to appeal the loss of a permit or license due to hardship if the student can document sufficient reasons why such an appeal should be granted pursuant to North Carolina law. Appeals should be provided to the school principal.

RANDOM DRUG TESTING OF STUDENTS

Board Policy #4326

- Participation in extracurricular athletics/cheerleading or operating/parking a motor vehicle on campus is a privilege, not a right. 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. Student use or abstinence in the use of alcohol or illegal drugs is likely to influence the choices of other high school students. 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 school 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 operate/park a motor vehicle on campus for 365 calendar days.**
    - **1st Offense**-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.
    - **2nd Offense**-In the event a student tests positive a second time or fails or refuses to participate in the second alcohol/drug test when selected at random, the student shall be ineligible to participate in extracurricular activities or operate or park a motor vehicle on campus for 365 calendar days.

SAFE SURRENDER ACT

Board Policy #3610; #4240/7312

- Pursuant to North Carolina General Assembly's House Bill 485 (S.L. 2007-126), Caldwell County Schools is required to adopt policies ensuring that students in grades nine through twelve receive information annually on the manner in which a person may lawfully abandon a newborn baby with a responsible person, in accordance with North Carolina's Safe Surrender Act G.S. 7B-500.
- The North Carolina Safe Surrender Act sometimes referred to as the Safe Haven 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.
- A 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. 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. Officials receiving surrendered infants shall attempt to obtain information regarding the child's medical history, but such information by the parent is voluntary and not required and the surrender of the child can be made anonymously. For more information, go to www.safesurrender.net or call 1-800-FOR-BABY.

STUDENT SEARCHES

Board Policy #4342

School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct.

A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the particular student has violated or is violating a specific law or school rule. This reasonable suspicion must be based upon specific and articulable facts, which have been acquired through reliable and/or corroborated information from employees, students, law enforcement officers, or other credible sources, or upon visual or other evidence (e.g., the smell of alcohol or marijuana, an alert from a metal detector or drug dog) viewed in light of the totality of the circumstances and the school official's professional judgment.

This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events.

Failure to Cooperate

A student's failure to cooperate with a reasonable search or seizure as provided in this policy will be considered a violation of the expected standard of behavior, and will subject the student to appropriate consequences.

Any person who is not a student who refuses to permit a general metal detector search of his or her person and/or belongings at the point-of-entry to a school-sponsored activity may be denied entry to the activity.

SCHOOL SAFETY INFORMATION

- 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 intruders 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 continue to change, crisis response is modified to meet the most current demands in society. For more information, contact the School-Community Relations Office, 728-4807, ext. 120.
- Caldwell County School System participates in the Say Something initiative. Students and adults can report "secure and anonymous safety concerns in order to help identify and intervene on at-risk individuals BEFORE they hurt themselves or others." Students and adults may do this through the SAY SOMETHING APP, the SAY SOMETHING online portal (saysomething.net) or by calling 1-844-5-SAYNOW

****Students are expected to conduct themselves in an orderly and responsible manner during all safety procedures.** **

FIRE DRILLS

- Fire drill procedures are posted in each classroom. Students must exit the building in a quiet, orderly manner. Upon leaving the building, students should remain with their class and proceed to the designated area. Students should return to the building in the same manner and route in which they left. **Pulling a fire alarm under false pretenses is a serious offense and will result in suspension (5 to 10 day OSS) from school and legal action.**

TORNADO DRILLS

- Tornado drill procedures are posted in each classroom. In the event of a drill or actual severe weather, students should proceed in an orderly manner to the designated area. Personal protection is important. Students are to keep their heads down, knees drawn up with the back of the head covered with hands.

LOCK DOWN DRILLS

- Lock Down procedures for students and staff will be practiced on a regular basis in order to prepare students for emergency or dangerous situations. Each year, schools are required to conduct at least five lockdown drills in an effort to be prepared for an emergency.

INCLEMENT WEATHER

- Should inclement weather or emergency situations result in the closing of district schools, or in an adjustment to school start or dismissal times, the information will be conveyed to local radio and television stations and through our automated call system. Closing and/or delay information may also be found on the main Caldwell County School website at www.caldwellschools.com.

INTEGRATED PEST MANAGEMENT

Board Policy #9205

- 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 to **www.caldwellschools.com/Parents and Students/Integrated Pest Management.**

VIDEO SURVEILLANCE CAMERAS

- All students, parents and staff are advised that as a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in or about the school facilities. In an effort to increase school district security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internal and external, shall be subject to observation and monitoring by video cameras. The video of such observations shall be available for use by the school district and its administrative staff, if necessary to enforce the law and the provisions of school district policy. Any questions should be addressed directly to the building administration.

ASSISTANCE PROGRAMS

SECTION 504

- Section 504 of the Rehabilitation Act protects the rights of all persons with special needs. If a student is experiencing difficulties with academics or behavior, the Student Success Team (SST) will meet to determine possible solutions and to develop methods to improve student performance through accommodations and/or modifications in the classroom. If a student has a condition that significantly impacts learning, he/she should contact the counselor.
- Students with identified exceptionalities will be afforded all rights as provided by state and federal law, including the Individuals with Disabilities Education Act.

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 school counselor.

MEDICATION

Board Policy #6125

- 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. 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 the 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 Nurse. These criteria are mandates of North Carolina General Statute 115C-375.1

USE OF SECLUSION & RESTRAINT

Board Policy #4304

- It is the policy of Caldwell County Schools and WCHS to promote the safety of all students, staff, and visitors. To further this policy, school personnel may, in compliance with G.S. 115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students in some circumstances. Refer to the above Board Policy for complete information.

Athletics and Extracurricular Activities

ATHLETICS

ATHLETIC INFORMATION

Board Policy #3621

- The North Carolina High School Athletic Association (NCHSAA) requirements state that in order to be eligible for athletic participation, a student must have:
    - Passed a minimum of three courses during the preceding semester
    - Met promotion standards set forth by the Caldwell County Board of Education.
    - Additional Local Requirement: Student/Athletes need to be in attendance for at least 85 percent of the preceding semester
- Students may not participate in athletic activities (including practices) without filing a completed physical exam form or a physician's waiver form with the school Athletic Director.
- West Caldwell High School athletes are role models for other students; therefore, to be eligible to participate in West Caldwell sports, each student must agree to submit him/herself to random drug testing throughout the school year during which the student is considered to be an athlete.

ATHLETIC INSURANCE

- All athletes are covered by a blanket insurance policy provided by the school and the school system. This coverage is a secondary policy. The parent's insurance policy must be filed prior to the athletic insurance. Please note that athletic coverage will pay only a percentage of the remaining balance.
- All athletes are urged to purchase the economy insurance plan in addition to the blanket coverage provided by the school system. With this purchase, a student has primary coverage, secondary coverage (which is the athletic policy of the school system), and the parent's personal insurance.
- PLEASE NOTE THAT THE ECONOMY PLAN DOES NOT COVER VARSITY FOOTBALL INJURIES. Football players are covered under a separate insurance policy.

VARSITY LETTER

- 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.

GFELLER-WALLER CONCUSSION AWARENESS ACT

Board Policy 4220 A-4913

- The Gfeller-Waller Concussion Awareness Act was drafted and implemented to protect the safety of student-athletes in North Carolina; it was signed into law on June 16, 2011. There are three major areas of focus in the law and these include: education, emergency action and post-concussion protocol implementations, and clearance/ return to play or practice following a concussion. Each school should maintain documentation that they are in compliance with the law.

Educational Requirements:

1. A concussion information sheet to be reviewed annually by student-athletes, coaches, parents, volunteers and school nurses. These sheets are provided for individuals and include all necessary components outlined in the law.
2. These individuals should review and sign these information sheets and return them to their coach.
3. These forms must be read and signed and returned prior to participation in any interscholastic activity.

Athletic Attendance

- Athletes cannot miss more than 9 days first semester and 14 days 2nd semester to be eligible to play (NCHSAA Rule)

FIELD TRIPS

- A permission form signed by parents/guardians is necessary for each field trip. Permission from other classroom teachers may also be necessary depending upon standing in that class. All school rules for dress code and conduct apply for all field trips.

PROM

JUNIOR-SENIOR PROM

- The Junior-Senior Prom will be held on **, from 8:00 P.M. until 11:00 P.M.** Location: TBD. Students and their guests will be admitted to the venue between 8:00 P.M. and 10:00 P.M. No one will be admitted after 10:00 P.M. Students who leave prom will not be readmitted.

STUDENT PROM TICKETS

- Information on student tickets will be announced on the morning announcements. It is the student's responsibility to pay attention to the announcements and adhere to any ticket guidelines.

GUEST REQUESTS AND TICKETS

- Students enrolled at WCHS as juniors and seniors may request to bring a guest to the prom that will be their date for the evening.
- Guests must arrive with the WCHS student who requested their approval in order to be admitted to prom. The guest must be enrolled in the 10th grade or above and be no older than 20 years of age on the date of prom.
- Guests must be enrolled in high school or must be a high school graduate who is enrolled in an institution of higher learning or gainfully employed.
- Students who are enrolled at another high school will be approved to attend WCHS prom once the administration of the guests' school has vouched for that student.
- Any guest that is not enrolled in high school will be subject to a background check, completed by the West Caldwell SRO.
- Guest request forms will be available when tickets go on sale. Instructions for returning Guest Request Forms will be announced on the morning announcements. The junior or senior who is bringing the guest must purchase the ticket.
- Failure to return Guest Request Forms and/or falsified information or forged signatures will be denied.
- Guest tickets will be distributed to the WCHS senior or junior who requested approval for the guest on the Friday before prom.

RULES OF CONDUCT FOR PROM

- Students and their guests must be counted present on in order to attend the prom.
- **STUDENTS WITH MORE THAN 10 UNEXCUSED ABSENCES OR 20 UNEXCUSED TARDIES FOR THE ENTIRE YEAR ARE NOT ELIGIBLE TO ATTEND PROM.** This attendance policy applies to all WCHS students attending prom.
- Students with disciplinary referrals may not be eligible to attend prom. Administrative discretion will be used on a case-by-case basis. **THIS DISCIPLINARY POLICY APPLIES TO ALL WCHS STUDENTS AND PROSPECTIVE GUESTS NOT FROM WEST CALDWELL ATTENDING PROM.**

DRESS CODE FOR PROM

- Parents are expected to monitor and approve clothing for their child. Failure to dress appropriately will result in denied entry to the prom and forfeiture of the prom ticket. Prom is meant to be a tasteful and elegant event. Ladies should wear dresses that provide appropriate coverage. Gentlemen should wear formal wear (a suit and tie or tuxedo). No hats or canes will be admitted to prom for security purposes. Any questions concerning the appropriateness of dress should be directed to the prom coordinators or administration at least 2 weeks prior to prom.