

**Alger B Wilkins High School  
Student & Parent Handbook  
“Warriors”  
2025 - 2026**



**“Finishing Starts Here”  
“Failure is not an option!”**



**Administration**

**Dr. Valerie Johnson-Martin, Ed.D - Principal  
Mr. Keith Blackwell - Assistant Principal**

### **Mission**

The mission of Alger B Wilkins High School is to provide a safe and caring learning environment in which every student develops the skills and knowledge necessary to pursue a healthy, happy and productive life.

**School Mascot: Warrior**

**School Colors: Navy Blue, Gold & Black**

### **Vision**

The vision of Alger B Wilkins High School is to provide educational opportunities that will allow all students to attain the academic and emotional foundations necessary for their future endeavors. It is important that our students can become successful in a diverse and globally competitive society, and to be empowered to become lifelong learners.

### **Theme:**

**“Finishing Starts Here;  
Failure is not an Option!”**

### **School Rules:**

**Be Prompt**

**Be Present**

**Be Respectful**

1429 Skibo Road

Fayetteville, NC 28303

<http://abwhs.ccs.k12.nc.us>

Principal: Dr. Valerie Johnson-Martin

## **Cumberland County School's Strategic Plan**

The four priorities of the Strategic Plan 2019-2024 are:

1. Successful Students: Graduate every student confident, competitive, and ready for a career, college, and/or life beyond high school.
2. Premier Professionals: Recruit, Support, and Retain impactful teachers, leaders, and support staff.
3. Exceptional Environment: Integrate resources, facilities, and staff to maintain a safe, inviting learning environment for students to grow academically, socially, and emotionally.
4. Committed Community: Collectively engage schools, parents and community in building student success.

### **Administrative Corner**

"The purpose of leadership is to lead, equip, and inspire individuals to grow beyond what is expected, to do what they thought they couldn't, and to accomplish what can only be done by working together as a team. Leadership is more than just making decisions; it's also building important relationships that will impact not only the school but also the community as well. Even though there are times when a leader must take courageous steps, he/she understands that for an organization to continue to grow, choices must be made that will benefit all parties involved. A leader must always be true to the vision of the organization."

Sincerely,

Dr. Valerie Johnson-Martin, Ed.D, Principal

Mr. Keith Blackwell, Assistant Principal

## Traditional Daily Schedule 2025 - 2026

As students arrive on campus, whether bus or car, they must report immediately to the Cafeteria.

	Beginning	Ending
<b>Clubs</b>	8:45	9:15
<b>Beginning Bell</b>	9:15	9:20
<b>1<sup>st</sup> Period</b>	9:20	10:50
<b>Walk</b>	10:50	10:55
<b>2<sup>nd</sup> Period</b>	10:55	12:50
<b>1<sup>st</sup> - Lunch</b>	12:05	12:25
<b>2<sup>nd</sup> - Lunch -</b> <b>Please wait until the second bell before</b> <b>you escort your students to lunch.</b>	12:30	12:50
<b>Walk</b>	12:50	12:55
<b>3<sup>rd</sup> Period</b>	12:55	2:20
<b>Walk</b>	2:20	2:25
<b>4<sup>th</sup> Period</b>	2:25	4:00
<b>Dismissal</b>	4:00 – Car Students  4:10 – Bus Students	
<b>Club Time</b>	Fridays Start 3:30	4:00

**EARLY RELEASE SCHEDULE  
2025 – 2026**

<b>Beginning Bell</b>	<b>9:15</b>	<b>9:20</b>
Homeroom		
1 <sup>st</sup> Period	9:20	10:20
2 <sup>nd</sup> Period	10:23	11:23
3 <sup>rd</sup> Period	11:26	12:26
Lunch	12:26	12:56
4 <sup>th</sup> period	1:00	2:00
Dismissal	2:00	

**TWO HOUR DELAY  
2025 – 2026**

<b>Beginning Bell</b>	<b>11:15</b>	<b>11:20</b>
1 <sup>st</sup> Period	11:20	12:25
Lunch	12:30	12:50
2 <sup>nd</sup> Period	12:53	1:53
3 <sup>rd</sup> Period	1:56	2:56
4 <sup>th</sup> Period	3:00	4:00
Dismissal	4:00	

## **Introduction**

Parents and students are encouraged to read the handbook carefully. This handbook will explain the rules and regulations that must be followed at Alger B Wilkins High School. The administration will assume that all students understand the material within this book upon receiving it. This planner should be kept with you at all times. Whether or not this book is worthwhile will be determined by its usefulness to our parents, students, and teachers. Becoming acquainted with the information contained should prove to be beneficial in that it will develop an informed group with a sense of direction and understanding.

## **General Provisions- School Board Policy**

All students will comply with all rules governing behavior and conduct. It is the responsibility of the principal to investigate fully cases of students appropriately referred to his/her office for misbehavior, to ensure fair treatment of such students and protection of their procedural and substantive rights, and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and the authority to discipline students, except in those cases requiring the attention of the principal. All policies in the Cumberland County Schools Code of Conduct will be enforced.

## Meet your Teachers

Eric Manu Boakye	Math
Keaton Sapp	Math
Amber Purdie	English
Antwon Wallace	English
Mary Iles	Social Studies
Sean Bowen	Social Studies
Gladys Irah-Medina	Biology
Takeisha Johnson	Science
Breanna McDonald	PE
Jasmine Hunt-Chadwick	RJC
Junia Cedano	Spanish
Stanley Ford	CTE
Jerome Keels	Skill Building
Linda Thompson	Health Sciences
Elwood Flemming	EC/MU
Julia Walls	MU/TA
Shirlene Robinson	MU/TA

## Meet Your Support Team

Melissa McArthur	School Counselor
Tiara Benson	Social Worker
David Nobles	Communities in Schools
Shakeyrah Foust	Data Manager
Antonio Joel Sablan-Poe	Media Clerk

## **Alger B Wilkins High School Student Dress Code**

Alger B Wilkins High School has been established as a business-like environment. Therefore, the dress code reflects that of a business setting. Consequences of violations are as follows:

- ❖ Parents will receive a written notice that his/her child has violated the dress code accompanied with the following consequences:
  - 1<sup>st</sup> offense – Warning, parent called for correct uniform
  - 2<sup>nd</sup> offense – Parent Called for correction, conference with student & lunch detention
  - 3<sup>rd</sup> offense – Parent called for correction, student consequence (after school detention)
  - 4<sup>th</sup> offense – Parent called for correction, student consequence (ISS)
  - 5<sup>th</sup> offense – Possible termination from the program, OSS (insubordination, dress code violation)
  
- ❖ Students must be in proper uniform attire at the time they arrive on campus and remain that way until they leave.
  
- ❖ Students can wear slacks, pants, or shorts which are black, blue or khaki. Students can also wear black jeans with no rips, holes or tears. Students can also wear:
  - Traditional length pants or capri pants
  - Knee length skirts, shorts, or dresses
  - Pants/shorts must fit at waist and not sag
  - Students cannot wear cut-offs or rolled-up cuffs. That attire is not permitted.
  - Students cannot wear clothes that are excessively tight
  - Belts are not required; however if your pants are sagging or have belt loops, you will be issued a belt.
  
- Shirts & Sweatshirts must be white, light blue, gold, navy blue or black
  - Oxford or polo style shirt with only an undershirt that does not exceed sleeves
  - No outerwear (other than sweatshirt) is permitted
  - An oxford or polo style shirt must be worn under the sweatshirt
- Jackets must be pullovers or zip front.
- (No hoodies allowed in class)
- Headgear and Shoes – Bonnets, Caps, hats, scarves and are not to be worn in the building. No bedroom shoes, flop flops or open toe shoes of any kind are permitted.

## **Attendance Policy**

School attendance and class participation are an integral part of academic achievement and the teaching-learning process. Regular attendance develops 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 or legal guardians have the responsibility for ensuring that students attend and remain at school daily. State law also prohibits any person from encouraging, enticing or counseling a child to be unlawfully absent from school.

### **A. ATTENDANCE RECORDS**

School officials shall keep an accurate record of attendance, including accurate attendance records in each class. A student must be present at least one-half of the instructional day to be recorded as in attendance for that day. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

To be in attendance during remote instruction days (with the exception of the initial enrollment day), students must: (1) complete their daily assignments, either online or offline; or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled. School officials shall communicate the attendance procedures to students and their families before the first day remote instruction begins.

### **B. EXCUSED ABSENCES**

The superintendent, principal or the superintendent or principal's designee is authorized to excuse a student temporarily from attendance due to sickness or other unavoidable cause. When a student must miss school, a written excuse signed by a parent or guardian must be turned into the student's teacher or front office on the day the student returns after an absence. The number of parent or guardian written excuses for attendance due to sickness or other unavoidable causes is limited to 10 per school year for grades K-8, and limited to **10 per semester for grades 9-12**. After the 10th parent or guardian written excused note has been submitted, any other parent or guardian written notice will result in the absence being marked as unexcused. Additionally, parents and guardians will have within five school days of the student's return to school to turn in written excused notes and/or physicians notes. Notes that are turned in after the fifth school day of the student returning to school will not change the absence from unexcused to excused. The student is also required to provide other satisfactory evidence of the excuse upon request by the teacher, principal or principal's designee. An absence may be excused for the following reasons:

1. Personal illness or injury that makes the student physically unable to attend school;
2. Isolation ordered by the local health officer or the State Board of Health;
3. Death in the immediate family, including, but not limited to, grandparents, parents, brothers and sisters;

4. Medical or dental appointment;
5. Participation as a party to an action or under subpoena as a witness in a court proceeding or administrative tribunal;
6. A minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian with written approval from the principal. The superintendent or designee may approve additional absences, provided they do not interfere with the education of the student. The student shall have the opportunity to make up any tests or other work missed due to the excused absence for a religious observance;
7. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal or designee and in accordance with any requirements established by the principal or superintendent;
8. Absence due to pregnancy and related conditions or parenting, when medically necessary; or
9. A minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian
  - a. is an active duty or inactive member of the uniformed services as defined by policy 4050, Children of Military Families, and
  - b. has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.
10. In addition, a student whose parent or legal guardian
  - a. is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and
  - b. has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted up to five additional excused absences upon approval by the superintendent or designee to visit with his or her parent or legal guardian.
11. Absences due to extended illnesses generally require a statement from a physician. In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work in accordance with section D of this policy. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The student is responsible for finding out what assignments are due and arranging a time with the teacher to make up assignments missed during class time.

12.

### **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 superintendent is responsible for designating

which school-related activities are permissible and consistent with State Board policy. Specifically, the following school-related activities with prior approval from the principal or designee will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job-shadowing and other work-based learning opportunities, as described in G.S.115C-47(34a);
3. school-initiated and -scheduled activities, such as student conventions and music festivals;
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 in accordance with section D of this policy. The student is responsible for finding out what assignments are due and arranging a time with the teacher to make up assignments missed during class time.

#### **D. OPPORTUNITIES TO MAKE UP ASSIGNMENTS**

Makeup of any missed assignments by an elementary, middle or high school student attending school on a regular schedule must be completed within five school days of the student's return to school. Makeup of missed assignments by a high school student on a 4 x 4 schedule must be completed within three school days of the student's return to school. If the teacher is unable to give a student the original assignment as makeup work, then the teacher shall provide an alternative but comparable assignment to be completed by the student. A teacher may allow for an extension of makeup assignment deadlines in the case of valid, extenuating circumstances.

#### **E. 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. Students who are excessively tardy to school or class may be subject to suspension for up to two days for such offense. The Superintendent will develop guidelines for implementation. The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be subject to suspension for up to two days for truancy.

A. Three Unexcused Days, First Notice, Compulsory Attendance Law. If a student accumulates three (3) unexcused absences in a school year, the Principal or a designee shall notify the student's parent, guardian, or custodian in writing, of the student's excessive number of unexcused absences.

B. Six Unexcused Days, Second Notice, Compulsory Attendance Law. If a student in grades K through 12 who is subject to the Compulsory Attendance Law has been absent without an acceptable excuse for six (6) cumulative school days during the school year, the Principal or a designee shall notify the student's parent, guardian, or custodian, in writing, of the student's excessive number of unexcused absences and

(unless the student is over sixteen (16) years of age) the student and the parent/guardian may be prosecuted under the Compulsory Attendance Law (NCGS 115-378) if the absences cannot be justified.

C. Ten Day Notice and Action, Compulsory Attendance Law. If a student between the ages of seven (7) and sixteen (16) accumulates ten (10) unexcused absences in a school year the Principal shall:

1. Notify the parent, guardian, or custodian in writing of the student's excessive number of absences and (unless the student is over sixteen (16) years of age) the student and the parent/guardian may be prosecuted under the Compulsory Attendance Law (NCGS 115-378) if the absences cannot be justified.

2. Truancy Mediation Council (TMC) - Schools are expected to utilize the Truancy Mediation Council as an intervention to mitigate barriers and offer services to promote regular school attendance. If the referral to the TMC does not result in improved attendance, then school personnel will coordinate with the Social Work Coordinator to bring the matter to the district court.

D. K-5 – Denial of Student Promotion. A K-5 student is expected to attend 180 days unless absent for lawful reasons. Any student who accumulates and exceeds ten (10) unexcused absences during a semester is in immediate jeopardy of being retained.

- a. After more than twenty (20) unexcused cumulative absences for the year, the teacher shall notify the social worker and the principal or designee. The parent/guardian shall be notified that the student will not receive credit for the year and be retained unless a waiver is obtained.

- b. If a student is absent (unexcused) twenty (20) or more days in a given year, his/her parent/guardian may apply for a waiver of the attendance requirements in order to demonstrate extenuating circumstances or legitimate illness. The parent/guardian must present written verification acceptable to the principal or his designee within five (5) days of receipt of the retention notification. It shall be the responsibility of the parent/guardian to apply for the waiver. The Student Services Team (SST) will consider whether this policy should be waived. The SST will review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. The SST will recommend a decision to the principal, but the principal shall have the final decision whether or not to grant such a waiver. In the absence of a request by the parent/guardian to apply for a waiver, the principal shall decide on this matter and notify the parent/guardian by letter.

- i. If the waiver is denied by the principal, a student will have the option of making up work, attending RTA summer camp, or a combination of curriculum resources as available and as prescribed by the individual schools.

E. 6-12 – Denial of Course Credit. A secondary student is expected to attend school for 180 days unless absent for lawful reasons. Secondary students should be in attendance a minimum of seventy (70) days per semester or 140 days per school year to receive credit for a course. Any student who accumulates and exceeds ten (10) absences during a grading period for any course during a semester is in immediate jeopardy of receiving a failing grade and receiving no credit for the course.

- a. After more than twenty (20) cumulative unexcused absences for the year for grades 6-8 and more than twenty (20) cumulative unexcused absences for the semester for

grades 9-12, the teacher shall notify the social worker, and the principal or designee. The parent/guardian will be notified that the student will not receive credit for the course and may be retained.

b. The student or parent/guardian may apply for a waiver to overturn denial of course credit.

The Student Services Team (SST) will consider whether this policy should be waived or whether the student's grades should be reduced because of the absences. The student or parent must submit a waiver request form to the SST and other documentation that supports the student's request. The SST will review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. The SST may recommend to the principal and the principal may make any of the following determinations:

- The student will not receive a passing grade for the semester (an FF will be awarded), which may also lead to retention;
- The student's grade will be reduced;
- The student will receive the grade otherwise earned, or the student will be given additional time to complete the missed work before deciding the appropriate grade.

Students with excused absences due to documented chronic health problems will be exempted from this policy. In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies. Excessive absences may impact eligibility for participation in interscholastic athletics. See *policy 3620, Extracurricular Activities and Student Organizations*.

#### LAWFUL ABSENCES

- 1) Illness or injuries with Doctor's note
- 2) Death of an immediate family member (Documentation)
- 3) Medical or Dental appointments with Doctor's note
- 4) Court proceedings with court papers
- 5) Parental note only for illness or injuries

#### UNLAWFUL ABSENCES

- 1) Visit a parent in another area
- 2) Family trips
- 3) Missed bus and have no ride
- 4) Weddings, etc.
- 5) Skipping classes
- 6) Truancy of school
- 7) Suspension by an administrator

## EDUCATIONAL ABSENCES

- 1) Preplanned Trips must be pre-approved by the Principal.
- 2) Complete form provided by the office.

NOTE: Alger B Wilkins High School does not recognize a Senior Skip Day or a Senior Trip. Students will be held responsible for all class assignments and school policies. Wilkins utilizes a computerized program to make daily calls to parents of students who are absent.

### Books

Books are not to be left in the halls, or in the lunchroom. Books are the responsibility of those students to whom they are assigned. We will adhere to a lost/damaged textbook fee policy.

### Bus Conduct

School buses are a means of transportation provided by the state of North Carolina. Students who ride the bus are expected to conduct themselves in an orderly manner. Students may not ride a bus not assigned to them, and those who misbehave on the school bus may be suspended from riding the bus for an indefinite period of time. The administration has the authority to suspend students from the bus for the following infractions to include, but not limited to:

- Delaying the bus schedule.
- Fighting, using profanity, smoking, lighting matches or cigarette lighters.
- Refusing to obey instructions of school authorities.
- Tampering with a school bus.
- Refusing to meet the bus at designated stops.
- Entering or leaving the bus through the emergency door or through windows that are to be used only during emergencies.
- Refusing to let others sit in authorized seats.
- Crossing the street at the rear of the bus when entering or leaving the bus.
- Failing to observe safety rules and regulations.

### Cafeteria

- When getting lunch, students must remain in a single file line.
- Students must remove all paper, trays, dishes, and silverware from the table when they have finished eating.
- Everyone is to use good table manners while eating and act in a respectable manner.
- Electronic devices may be used in the cafeteria area only during breakfast and lunch.
- Coats, purses and books should not be left unattended.
- Students may not jump ahead in a food line to buy food, milk or juice.
- Horseplay will not be tolerated.

## Clubs (2025-2026)

Club Name	Sponsor
SGA	Dr. Iles
Art Club	Sapp
FBLA	Ford
Senior Club	Elsberry
Girls in Pearls	Purdie/Benson
Physical Fitness Club	Flemming/Bowen/Chadwick/McDonald
Foreign Language Club	Cedano
Lab	Boakye
Men of Distinction/Guys in Ties	Nobles/Wallace
Gardening Club	Medina/Johnson
Hosa	L. Thompson
Photography/Yearbook	Sablan-Poe

All teachers who have not been assigned a club will assist Mr. Bowen with the Fitness Club.

### **Check-Ins/Check-Outs**

**Students who arrive at school after 9:30 a.m. must report directly to the main office.** If the student is accompanied by a parent, with a lawful excuse, the tardiness is excused. If, however, the student is not accompanied by a parent, the tardiness is unexcused.

Three unexcused tardies will be subject to disciplinary action to include ISS.

**Students cannot check in after 12:00 noon without prior permission from the principal. If permission is given, the student will need to be accompanied by a parent or guardian and/or be in the possession of a doctor's note.**

Once students arrive on campus during the school day, they become the responsibility of the school. Students who find it necessary to leave during the school day must have their parent or guardian's written permission to check out. This documentation must be turned in to the main office by 8:30 a.m. so that it can be verified with the parent. Under no circumstances will a student be allowed to meet someone in the parking lot or be allowed to leave the school premises without their parents accompanying them or granting permission.

**No student check-outs will be permitted after 3:30 p.m. Students who miss more than half of a period will be counted absent for that period.**

### **Dressing Out for Physical Education**

Students are not required to dress out for physical education because all content is online. However, students must participate in the exercise room as instructed for warm-up activities..

Students are strongly discouraged from bringing valuables to school. Under no circumstances should teachers be asked to secure valuables nor will they be responsible for any valuables brought to school. Examples include: cell phones, Ipads/tablets and jewelry. Cumberland County Board Policy 4318 states that schools are not responsible for lost phones. Physical Education teachers are not responsible for anything left in locker rooms.

### **Early Dismissal**

Students who are regularly dismissed according to assigned schedules such as Distributive Education or other work programs must leave campus immediately. Students are reminded that absences will not be classified lawful or unlawful just because proper check in and check out procedures have been followed. Classification of student absence is based on county policy.

### **Edgenuity**

All instructional videos must be completed in Edgenuity for initial credit classes if you do not attend school. This is non-negotiable.

# Cumberland County Schools Adopts New Cell Phone and Personal Device Policy

The Cumberland County Board of Education approved a new *Student Use of Cell Phones and Personal Devices* policy at its regular monthly meeting on Tuesday, Aug. 12. The policy will take effect on Wednesday, Aug. 13, 2025, and is designed to help students stay focused on learning while promoting responsible digital habits. It also supports a safe, orderly and engaging school environment in line with a new North Carolina law.

Under [Policy 4318](#), students may not display, use, turn on or make visible personal devices (including cell phones, earbuds and smartwatches) during instructional time unless specifically authorized in advance. Devices must be turned off and stored out of sight, such as in a backpack or locker.

## Key guidelines include:

- **Elementary schools:** Devices may be brought to school but must remain off and put away for the entire school day. Use is allowed only when:
  - Authorized by an Individualized Education Program (IEP), 504 plan or health plan
  - Approved in advance for assistive, safety or translation needs
  - In an actual emergency and authorized by staff (for example, a family death or serious illness — not schedule changes)
- **Middle and high schools:** Same exceptions as elementary schools. Additionally, students *may* generally use devices:
  - With prior teacher approval for instructional purposes
  - During non-instructional times, such as lunch periods and class transitions
- **School buses:** Use is generally allowed before and after school. However, bus or school staff may restrict use if it creates safety concerns. Audio must be played with earbuds or headphones at a reasonable volume, and students must still be able to hear directions from staff.

If the policy is not followed, staff will first give a verbal warning to turn off and put away the device. If ignored or repeated, consequences outlined in the Student Code of Conduct may apply, including temporary confiscation. Repeated or disruptive behavior may result in a device being held until the end of the day or requiring a parent to retrieve it.

The policy also reminds families that students are responsible for keeping their devices secure, CCS is not liable for lost or stolen items, and school staff may search a device if there is reasonable suspicion of a violation of law, policy or school rules.

Families are encouraged to avoid calling or texting students during school hours and to

contact the school office for urgent matters. Staff will share the needed information with students.

For more information, [click here](#) to read the Executive Summary of Policy 4318.

**Cell Phones should be out of sight during instruction. Therefore, students will place cellphones in cellphone cabinets during instruction. Students will only remove cell phones with the permission of the teacher.**

### **Friday Dress Down**

On our Friday dress down day, students can wear a school tee shirt and jeans. Attire will not display vulgar language, ideas, or pictures. Students are not to wear excessive jewelry, piercings, or adornment.

- No bandanas, hats, toboggans, hoods, sweatbands, do-rags, or any other head coverings.
- No belly shirts, spaghetti strap clothing, or muscle shirts that expose excessive skin under the armpit.
- No leggings or jeggings
- No sleep attire.
- No shorts or skirts that do not meet the “finger tip” test.
- No clothing that shows cleavage.
- No see-through tops or bottoms.
- No inappropriate signs, emblems, or language on clothing.
- No skin-tight clothing.
- No wallet chains or chains on clothes.
- No sunglasses will be worn in the building.
- No sagging
- No house shoes or bedroom slippers may be worn in the building.
- No pants with holes above the finger tip.
- No off the shoulder style shirts or dresses may be worn.
- No slides or open toed sandals or high heeled shoes can be worn.
- Friday dress down days are earned by the student body. Please be advised that dress down days are not mandatory.

The administration reserves the right to restrict the wearing of any items that may be disruptive to the normal school day or any other attire that is deemed inappropriate for a school setting. Habitual offenders will receive disciplinary action.

### **Faculty Workroom/Faculty Lounge**

Students are not allowed in the teachers’ workroom or lounge for any reason before, during or after school, or during after-school activities. The lounge or workroom is a place for school personnel only.

### **Financial Obligations**

No refunds will be given for any field trips or etc. Lost and paid for textbooks with an original yellow receipt will be the only refunds given. Checks will only be taken with a license number and current phone number on the check. Students who have outstanding debts to the school will not be allowed to participate in any activities before, during, or after school, except for regular classroom instruction activities. Seniors with outstanding financial obligations will not receive a diploma upon graduating.

### **Fire Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. The fire alarm system will alert all personnel. Students should vacate the building in an orderly and timely manner. There shall be no talking when leaving and returning to the building and students must remain with their class.

### **Food**

All food items will be consumed in the cafeteria during lunch hours. The consumption of food or drink items will not be permitted in the classrooms, halls, and restrooms. Food items are not to be sold by students during school hours. **No prepared restaurant food may be brought on campus during school hours. Students cannot purchase food via Door Dash or Uber Eats to be delivered at the school.**

### **Grades**

Grades can be viewed by visiting the school web page and following the Parent Portal Module. See the Data Manager (Shakeyrah Foust) for Parent Link information.

## Graduation Requirements

The Student agrees to earn a **minimum of 22 credits to meet the graduation requirements** set forth by the State of North Carolina and Alger B. Wilkins High School. The credits required shall include but may not be limited to:

- English Language Arts: 4 credits (ELA 1, ELA, 2, ELA 3, ELA4)
- Mathematics: 4 credits (Math 1, Math 2, Math 3, 4th Math)
- Science: 3 credits (Earth Science, Physical Science, Biology)
- Social Studies: 4 credits (World History, American History, Economics, Civics)
- Electives: 6 credits
- Other Requirements: First Aid & CPR Certification

**University Requirements:** Students who wish to attend a four year university will need to take Math 4 as their fourth math instead of Foundations of Math 1. Students *may* also need to take 2 foreign language courses at the discretion of the student's university of choice (example: Spanish 1 & Spanish 2).

**Support Services:** The School will provide access to counseling services, academic advising, and other support services to assist the Student in achieving their academic and personal goals.

**Plan of Action:** The Student and School will collaborate to develop a graduation plan outlining the courses and credits needed to graduate. The graduation plan will be reviewed periodically to ensure it aligns with the Student's academic progress and any adjustments necessary will be made in consultation with the staff at Alger B. Wilkins, Student and their parent/guardian.

## Graduation Schedule

Graduation for seniors will be held at the Cumberland County Arena. The date and time will be announced at a later date.

## Guidance

Guidance exists for all students in this school. It is a continuous process involving specialized services which help students individually and as members of groups with their life adjustments, problems, and needs. The administrators and teachers are constantly working together in the interest of the student as an individual as well as a member of the group. Students should not go to the guidance office without an appointment. Counseling responsibilities will be divided by grade level. If you need assistance, please see the counselor assigned to your grade level.

**Lead Counselor:** Melissa McArthur  
**School Social Worker:** Tiara Benson

## Grade Policy

### RANK IN CLASS

#### 1) Courses

- a. Final grades for all courses for which unit credit is granted in grades 9-12 will be used to compute class rank.
- b. If a course carries two or three units of credit, it will be treated for computing class rank as two or three courses.
- c. In computing units of credit, a course may be counted only one time with the exception of those courses approved for repeated credit.

#### 2) Students

All students, except those in non-standard courses of study, shall be included in determining rank in class.

#### 3) Grades

- a. Only final grades recorded on official school records for grades 9-12 will be used to determine class rank.
- b. Grades earned in grades 9-12 in another school are to be included in computing class rank if: (1) that school is accredited either by a state department of education or by the regional accrediting agency: or (2) a principal accepts and classifies transfer credits from a non-accredited school administering validating examinations or establishing credits earned through scholarship performance in trial subjects and/or course assignments.

#### 4) Time

The official class rank will be computed at the end of the year.

#### 5) Computation of Cumulative Rank Average

- A. Effective with the 2015-2016 school year, high schools grades 9-12 shall use the following letter grade values. The letter grade value will be assigned to semester and yearly grades reported only as numerical grades for pupils transferring into Cumberland County. A: 90-100; B: 80-89; C: 70-79; D: 60-69; F 59 and below. CUMBERLAND COUNTY BOARD OF EDUCATION POLICY MANUAL Page 2 of 2 REGULATION CODE: 3450-R
- B. A cumulative grade point average will be determined for each pupil by adding all yearly quality points earned by a pupil and dividing by the number of credits attempted. Credits attempted and failed and summer school credits are to be included in computation of cumulative grade point average. This should also include courses repeated for self-improvement.

GRADE POINT AVERAGE = Total of All Quality Points/Number of Credits Attempted  
(The division will be carried to four places as calculated by Infinite Campus.)

Replaces IHC-R (Revised July 27, 2009)  
Approved by Superintendent: May 10, 2011

## NO FAIL PROCEDURE (High Schools)

To support the education of our students, it is recognized that a grade below 50 puts our students in a position of certain failure. Therefore in recognition of the need to give students an opportunity to succeed, a grade of no lower than 50 will be the minimum grade for the report card grade for the first two quarters. On rare occasions at the discretion of a site team, a third quarter report card grade of 50 can be given rather than the lower grade earned by the student for that quarter. The principal or the teacher can't give the third quarter report card grade of a 50 without the consent of the site review team. If a student transfers from another school outside the district, the official report card grades cannot be changed but the principal, working with their staff, may determine that accommodations for the current quarter grades are appropriate and should be made to help the student experience success. If a student transfers within the district, the principal may use the provisions in paragraph one to review the situation with their site team to determine a third quarter report card grade. This decision can be made as long as the sending school has not entered a final grade for the current reporting quarter.

## EVALUATION OF STUDENT PROCESS

### Report Cards

**Grading Periods** Report cards indicating the work and progress of students in grades K-12 will be issued at the end of each nine weeks during the regular school year. High school students on the 4 x 4 schedule will receive report cards every 4 ½ weeks. Report cards will be sent to parents/guardians according to a schedule developed by the superintendent and set forth on the school calendar adopted by the board each year. The board reserves the right to withhold report cards for non-payment of fees or other financial obligations to the school system to the extent permitted by law.

### Grading Scales

Effective with the 2015-2016, school year high schools grades 9-12 shall use one grading scale. The conversion of grades to quality points is standardized. Implicit is a conversion of percentage grades to letter grades according to the following widely used scale: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; ≤ 59 = F. Grades and the corresponding number of quality points are shown below.

<u>90-100 = 4.0</u>	<u>80-89 = 3.0</u>	<u>70-79 = 2.0</u>	<u>60-69 = 1.0</u>	<u>≤ 59 = 0.0</u>	<u>WF = 0.0</u>
<u>FF = 0.0</u>	<u>WP = 0.0</u>	<u>INC. = 0.0</u>	<u>AUD = 0.0</u>	<u>P = 0.0</u>	

Grade point average calculations are based upon standardization of academic course levels, weighting of course grades, and grading scales. Effective with the freshman class of 2015-16, the weighting for Honors courses shall be one-half (.5) of a quality point. Effective with the freshman class of 2015-16, the weight for Advanced Placement/International Baccalaureate (AP/IB) courses shall be one (1) quality point.

## **Students with Disabilities**

Students with disabilities who are following the North Carolina Standard Course of Study shall be issued report cards appropriate for their chronological grade level. Students whose instruction is based on the North Carolina Standard Extended Content Standards shall be issued a narrative report card.

### **a. Transfer Students**

#### **i. Students transferring out of the Cumberland County Schools:**

(1) No end of grading period grades shall be assigned until that grading period has ended.

(2) A child's report card shall not be marked "Promoted" unless the student has completed the entire school year.

#### **ii. Students transferring into the Cumberland County Schools:**

End of grading period grades shall be assigned if the student was in attendance at a CCS school for twenty (20) days of a given semester.

## **B. PROGRESS REPORTS**

Interim reports that notify parents of their child's academic progress between grading periods will be issued on a schedule determined by the superintendent and set forth on the school calendar adopted by the board each year. The following specific requirements are established:

1. Parents/guardians shall be notified when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
2. Academic grades shall reflect academic performance only. Insofar as possible, distinctions shall be made between the attitude of a student and academic performance.
3. When grades are given, teachers shall take particular care to explain the meaning of grade marks and symbols to parents/guardians.
4. When students are evaluated informally without grades, teachers shall provide realistic appraisals of student performance.

## **C. PARENT CONFERENCES**

The superintendent shall ensure that the school calendar includes time for parent-teacher conferences. In addition to the established schedule, parent conferences concerning the needs and progress of a student may be arranged at reasonable times. Conferences should be planned and conducted to meet the following purposes:

1. to exchange information between teacher and parent;
2. to supplement written reports on the student's progress;
3. to establish and support a working relationship between home and school;
4. to provide an objective overview of the student's strengths and weaknesses; and
5. to provide samples of the student's work.

D. **OTHER COMMUNICATIONS**

Parents/Guardians of students in grades K-12 who are failing or who have demonstrated a serious decline in achievement should be notified whenever it becomes obvious that further promotion is in danger. In accordance with policy 3405, Students at Risk of Academic Failure, parents will be notified if a personal education plan is developed for their child.

The board encourages additional means of communication with parents/guardians such as written notes, letters to parents, telephone calls, and samples of student work.

**Hall Passes**

Each student is required to have an official ABWHS hall- pass and/or student ID when they leave the classroom. Failure to have a hall pass will result in immediate discipline.

**Health Services**

No student should be out of class for health reasons without a proper excuse.

At the beginning of each school year, the homeroom/classroom teacher will check to see that each student has returned a completed Student Information/Verification of Address form. Each homeroom/classroom teacher will screen all Student Information/Verification of Address forms for those which indicate a medical problem.

Any Student Information/Verification of Address form which indicates a medical problem will be submitted to the principal and kept in the office for easy accessibility to the nurse or other school personnel needing to refer to the same.

It is the responsibility of the parent and/or guardian to:

1. Notify school officials in writing of the medical condition of the child and keep this information current.
2. Provide to the school, the medication in an appropriate labeled container which includes the child's name, the name of the medication, the unit dosage to be given, the member of dosage units, the time the medication is to be given and the appropriate storage facility, i.e. refrigerated or non-refrigerated.
3. Provide the school with instructions to be kept on file from their child's medical provider for actions to be followed in case of emergencies related to specific medical problems such as bee sting, epilepsy, diabetes, etc.
4. Provide a signed release from medical liability form for school personnel who administer emergency medical treatment per physician's instruction.

**Internet Usage Policy**

The Internet is a valuable educational resource for students and staff. Internet use and access is a privilege. **Anyone who uses school Internet access in an inappropriate manner may lose this privilege.** Students and staff who have the privilege to use school resources for Internet access are expected to abide by the following methods of interaction:

- Use school facilities and equipment only for school-related, educational activities.
- Be polite and use appropriate language.
- Do not use profanity, obscenities, sexually explicit material, or expressions of bigotry, racism and/or hate.
- Maintain individual anonymity and privacy. Do not reveal personal addresses or phone numbers.
- Use school equipment appropriately. Do not engage in acts of vandalism (malicious attempt to harm or destroy.)
- Adhere to copyright laws and restrictions. Do not transmit material in violation of federal or state law or regulation. (Such material includes, but is not limited to, commercial software, copyrighted material, threatening or obscene material, or materials protected by trade secrets.)

### **Responsibilities of Students:**

- Learn and follow the Guidelines set forth in the CCS Internet Use Policy.
- Return internet permission form signed by the student and a parent or guardian stating that they agree that students will adhere to all guidelines and to assume responsibility for their own actions.

### **Lost and Found**

If you lose anything, check in the lost and found located in the Main Office. Items found on the campus of Alger B Wilkins will be maintained for a period of 30 days. Should a student discover they have lost an item, they should contact an administrator or the Safe Schools Coordinator within that time period. After 30 days, these items will be discarded.

### **Loitering**

Students are not permitted to loiter on school property after school hours, before school, or on non-school days. Students are not to be on campus before 8:00 a.m. and after 4:15 p.m. unless involved in extracurricular activities under the supervision of a teacher.

### **Make-Up Work**

Makeup work will be available when a student is absent. Responsibility for requesting make-up work rests with the student. Completed make-up work shall be done within five (5) class days of the student's return to school in order to receive credit for assignments missed. Content and scheduling of make-up work is at the teacher's discretion.

The following procedure will be followed by each student when he/she has been absent from school:

\* An original note will be brought by the student from a parent or legal guardian on the day he/she returns from his/her absence. The NOTE from home must contain the following information:

- 1) Student's first & last name and ID number.

- 2) Date(s) on which the absences occurred.
- 3) REASON for absence
- 4) Signature of parent or legal guardian.
- 5) Phone number where parent can be located (home & work)

Forged or fraudulently signed notes will be treated as skipping school or leaving campus without permission.

Students must provide the office with a note upon returning to school.

### **Media Center**

Students present in the Media Center will be expected to conduct themselves in a quiet and orderly manner. Failure to do so may result in suspension of library privileges. In order to be admitted to the Media Center, students must present a pass from a teacher unless a teacher accompanies them. During lunchtime, students must have a pass to be admitted to the media center as well.

### **Parent Conferences**

#### **First Semester**

**Virtual Curriculum Night, Thursday, September 26th, 2025 - 6pm to 7pm**  
**Parent Conferences, Thursday, October 24, 2025 - 4pm-6pm**

#### **Second Semester**

**Thursday, March 6th, 2026 (Multicultural Festival) 4pm– 6pm**  
**Thursday, March 6<sup>th</sup>, 2026, Parent Conferences - 4pm to 6pm**

Parents may call the school to schedule a conference with a teacher at any time during the school year. The teacher will schedule a time that is convenient to both the teacher and the parent/guardian.

## **Parking and Driving on Campus**

The privilege of parking a personal vehicle on school grounds may be exercised only after the student has met all the requirements established by the Cumberland County Board of Education and the principal. A person driving a motorized vehicle to school will park it according to regulations in designated areas.

Students who violate any driving and parking regulations are subject to having parking privileges suspended.

- A parking agreement may be obtained from the Safe Schools Coordinator.
- Each student authorized to drive must display a parking permit on the vehicle at all times. Parking permits will cost \$25.00 for the full year. 2<sup>nd</sup> semester parking permits will cost \$35.00 and can be obtained by completing an application and being approved by the Safe Schools Coordinator.
- Neither the school nor the school system is responsible for loss due to fire, theft, or accidents relative to personal vehicles on school grounds.
- Once a student arrives on campus in his/her vehicle, they must immediately vacate the vehicle and enter the building. Students are not to be in the parking lot or in parked cars during the school day. Any student who remains in the vehicle after arrival on campus will be charged with loitering and revocation of permit.
- All drivers must observe the posted speed limit.
- Music should not be played loudly in the parking lot.
- Students are not permitted to return to their cars during the school day without special permission from an administrator and must be escorted to their vehicle by the school resource officer.
- Parking permits will be revoked for excessive tardies, skipping school/class, inappropriate behavior, and other violations of school rules. All parking fees are non-refundable.

**Progress Reports/Report Cards**  
2025-2026 PROGRESS REPORT AND REPORT CARD  
**SCHEDULE**  
A.B. Wilkins High School

Please be advised that grades are to be updated weekly in Infinite Campus for progress reports and report cards.

**FIRST SEMESTER**

First Day for Students Monday, August 25, 2025

Progress Reports Go Home/Grades available in Campus Parent/Student  
Portal Monday, September 23, 2025

**End of 1st Grading Period Friday, October 18, 2025**

Report Cards Go Home/Grades available in Campus Parent/Student Portal  
Friday, October 25, 2025

Progress Reports Go Home/Grades available in Campus Parent/Student  
Portal Wednesday, November 20, 2025

**End of 2nd Grading Period Friday, December 20, 2025**

Report Cards Go Home/Grades available in Campus Parent/Student Portal  
Friday, January 10, 2026

**Second Semester**

Progress Reports Go Home/Grades available in Campus Parent/Student  
Portal Friday, February 06, 2026

**End of 3rd Grading Period Thursday, March 12, 2026**

Report Cards Go Home/Grades available in Campus Parent/Student Portal  
Thursday, March 19, 2026

Progress Reports Go Home/Grades available in Campus Parent/Student Portal Wednesday, April 22, 2026

**End of 4th Grading Period/Last Day for Students Friday, May 22, 2026**

Final High School Report Cards Mailed Home/Grades available in Campus Parent/Student Portal Friday, June 05, 2026

### **Prom**

All students enrolled at **Alger B Wilkins High School** must attend prom and pay class dues. Prom is a requirement and a condition of acceptance. Prom guests must be a junior or senior enrolled in a Cumberland County school. Documentation will need to be provided as proof of enrollment.

### **Searches – Student’s Person**

The Board of Education authorizes teachers and administrative personnel who have reasonable belief that a student or students are in possession of weapons, illegal drugs or other items harmful to the student or to the welfare of the school family, to search the person of said student(s) under the following conditions:

- Any such action shall not be taken unless there is a reasonable belief which can be substantiated if necessary.
- Any such action shall not deliberately be intended to embarrass, or intimidate the student(s).

The above shall be with the knowledge, and under the supervision, of the principal or designee.

Reasonable belief on the part of a teacher, principal, or administrator may be based upon information from such sources as faculty members, reliable students, a law enforcement officer, visual evidence or any of these factors.

### **Search and Seizure – School Property**

The Board of Education fully recognizes the application of constitutional law to the area of student privacy with regard to such items as lockers and student desks. However, it is charged with maintenance of such property items and authorized inspection for any maintenance related reasons. With respect to opening student lockers, or desks for other reasons, the following shall be considered applicable throughout the Cumberland County School district:

Desks, lockers, and other equipment at any school belongs to the school district and although assigned to particular students for use, may be entered and searched by

school officials whenever said school officials have reasonable belief some substance or contraband is contained therein which is illegal, harmful to the safety of the student or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

### **Student Accountability**

**Freshmen, sophomore and Junior students who fail a course the first semester will be allowed to retake the failed course during the second semester.** If over 50% of the course has not been completed, the initial credit course will have to be taken again.

### **Student Accidents**

All accidents and injuries must be reported to the Safe School Coordinator, Mr. Anthony Cole and documented in the main office.

### **Student Dues**

Each student will be required to pay student grade level dues. These dues pay for School shirts, tee shirts and backpacks (Clear or Mesh) as needed. The breakdown for school dues is as follows:

Freshman Dues: \$30.00,

Sophomore Dues: \$30.00,

Junior Dues: \$40.00,

Senior Dues: \$60.00,

(Must be paid to attend Prom)

Senior Cap and Gown Fee: \$60.00

### **Student ID Cards**

Student ID cards will be made during the first month of school. **Students must keep their ID card on their person at all times during the school day or at any school function.** Cards are required for all school dances, assemblies, the prom, pep rallies, Media Center use, cafeteria, check-in/check-out, etc. **There is no cost for the 1st ID. However, the replacement cost for a lost ID will be \$5.00** and will be collected before a replacement card can be ordered. Replacement of ID cards can be scheduled in the Guidance Office. Note: Students will not be penalized for not having an ID during the first 10 days of school.

### **Student Schedules**

Student schedules are developed by the county's current curriculum initiatives; therefore, there will be no unapproved schedule changes.

### Student Tardy Policy

#### **In School Suspension may be assigned:**

- A. To any student who has been excessively tardy to any class during the school day;
- B. To any students who are in the hallway without permission during tardy sweeps;
- C. To any student who has accumulated **3** or more tardies in several different classes on one or more days.

#### **If In School Suspension is assigned:**

- A. Students will receive written notice prior to the date of the assigned study hall.
- B. Parents will be informed of **ISS** by:
  - Written notice at least 24 hours prior to the assigned **ISS**.
  - The Written notification will explain why the student is receiving an **ISS** assignment.
- C. ISS will be held each day from 9:25 to 4:10.
- D. Failure to attend ISS on the assigned date will result in an additional day of in-school suspension, and/or, out-of-school suspension, and/or an administrative meeting to discuss educational expectations with the principal.
- E. Students are expected to follow all rules associated with **Alger B Wilkins High School** and exhibit appropriate behavior at all times during regular classes and **ISS**. Failure to do so will/may result in OSS.
- F. ISS will only be assigned to your child twice during the school year. Upon your child's third write-up for excessive tardies, he will be placed in ISS for a specified number of days. Any subsequent referrals will result in OSS for no less than 2 days.

### Telephone Use

**Telephones are available in the Main Office for emergencies. School personnel will not accept or deliver messages to students during the school day.**

### Use of Restroom Facilities

Students will only be given permission to use the restroom during class in case of emergency. The policy will be enforced for the protection of class time. Students have several minutes between classes to take care of personal needs. **Students will not be permitted to leave class to use the restroom the first 15 minutes of class or the last 15 minutes of each class period.**

### Vending Machines

**Alger B Wilkins High School** will not be held liable for any currency lost in a vending machine located on the school campus. Student use of vending machines is at their own risk. Vandalism of any of the vending machines will result in disciplinary action. On a normal school day, the vending machines may not be used from 9:00 a.m. until 2:00 p.m.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act is a federal law that governs the maintenance of student records. Under this law, parents or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the student.

### **Section 504/Americans with Disabilities Act**

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district ADA/Section 504 Coordinator: Faye Riner, Cumberland County Schools, P.O. Box 2357, Fayetteville, N.C. 28302. Phone: 678-2430

### **Suspensions - Appeals Process Guidelines**

**SHORT TERM**  
(10 days or less)

There shall be no right to appeal a short-term suspension to the Board of Education.

### **LONG TERM AND/OR DISCIPLINARY ASSIGNMENT FOR AN ALTERNATIVE EDUCATION PROGRAM**

Suspension from school, school activities, and school grounds in excess of 10 days but not exceeding the time remaining in the school year except as provided in G.S. 115C-390.1(b)(7). This long-term suspension must have the approval of the Superintendent.

If the principal recommends a disciplinary reassignment or long term suspension, he/she shall submit such recommendation to the Associate Superintendent, Student Support Services, for approval/disapproval. A student is not entitled to appeal a decision to impose a disciplinary reassignment to the local Board of Education.

### **365 DAYS SUSPENSION OR EXPULSION**

This completed form must be filed within 7 school days of the school administrative hearing to the Principal of the school who will promptly send it to the Associate Superintendent, Administrative Services.

### Student Transcripts (Official)

All official transcripts will be free to graduating seniors.

### **Special Parent Concerns**

If parents have special concerns in reference to their child's academic progress or behavior, please call the principal, Mrs. Valerie Johnson-Martin. Mrs. Martin will return your call within 24 hours.

**No parent should be notified by report card only that their child is in academic trouble. It is essential for good public relations to inform parents by phone if their child is in serious academic trouble. It is a good policy to contact a parent if the child drops a letter grade in your class.**

### **Visitation Policy**

**All visitors, regardless of status, must report to the main office and obtain a visitor's permit prior to any visitation on campus.** Under no circumstances are students to bring visitors to school with them.

At Alger B Wilkins High School, we welcome visits by the general public to our campus. As mentioned in the above policy, we shall not allow visitors on campus who do not follow the proper procedure for securing permission to visit. Proper permission may be secured from the principal or designee. Those persons needing to visit other offices will be directed from the main office.