

**Alger B Wilkins High School
Student & Parent Handbook
“Warriors”
2023 - 2024**



**“Embracing the Future”
“Failure is not an option!”**



Administration

**Dr. Valerie Johnson-Martin, Ed.D - Principal
Mr. Michael Bain - 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:

**“Embracing the Future;
Failure is not an Option!”**

1429 Skibo Road
Fayetteville, NC 28303
<http://abwhs.ccs.k12.nc.us>
Principal: Mrs. 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,
Mrs. Valerie Martin, Principal
Mr. Michael Bain, Asst. Principal

Traditional Daily Schedule

2023 - 2024

As students arrive on campus, whether bus or car, they must report immediately to the following area:

- Cafeteria

	Beginning	Ending
Optional SEL	9:00	9:14
Beginning Bell	9:15	9:20
1st Period	9:20	10:50
Walk	10:50	10:55
2nd Homeroom/ 2nd Period	10:55 11:00	11:00 12:50
1st - Lunch	12:05	12:25
2nd - Lunch - Please wait until the second bell before you escort your students to lunch.	12:30	12:50
Walk	12:50	12:55
3rd Period	12:55	2:20
Walk	2:20	2:25
4th Period	2:25	4:00
Dismissal	4:00 – Car Students 4:10 – Bus Students	
Club Time	Fridays Start 3:30	4:00

EARLY RELEASE SCHEDULE
2023 – 2024

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

TWO HOUR DELAY
2023 – 2024

Beginning Bell	11:15	11:20
1st Period	11:20	12:25
Lunch	12:30	12:50
2nd Period	12:53	1:53
3rd Period	1:56	2:56
4th Period	3:00	4:00 4:10 (Bus)
Dismissal	4:00 4:10 (Bus)	

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

Jimboy Abaya	Math
Keaton Sapp	Math
Mary Iles	Social Studies
Sean Bowen	Social Studies
Audrey Suggs	RJC
Briana Staton	Science
Takeisha Johnson	Biology
Amanda Lamb	English
Amanda Christianson	English
Junia Cedano	Spanish
Stanley Ford	CTE
Elwood Flemming	EC/MU
Jerome Keels	Skill Building
Linda Thompson	Health Sciences
Audrey Suggs	RJC (ISS)
David Nobles	Communities in Schools
Natasha Thompson	Social Worker
Carolyn Givens	Social Worker
Sheniqua Younger	Media Clerk
Kristen Jones	PE
Melissa Elsberry	School Counselor

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:
 - 1st offense – Warning, parent called for correct uniform
 - 2nd offense – Parent Called for correction, conference with student & lunch detention
 - 3rd offense – Parent called for correction, student consequence (after school detention)
 - 4th offense – Parent called for correction, student consequence (ISS)
 - 5th 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.** Apparel will not display vulgar language, ideas, or pictures. Students are not to wear excessive jewelry, piercings, or adornments.

- **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.**

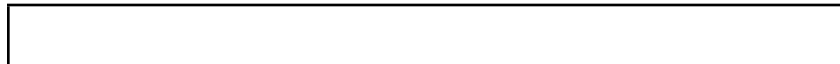
Attendance Policy

Regular school attendance has a direct positive effect on academic success and achievement. Students who record frequent and excessive absences and tardies limit contact with teachers and the daily instruction which takes place in each classroom. We want each student to be successful in his/her efforts. We believe that regular school attendance makes a significant contribution to the possibility of success. **There will be no seat time or make-up time; therefore, students are required to attend school daily.**

N.C. General Statute #115c-378 requires that students attend school 180 days, unless absence is unavoidable. Compulsory attendance Laws for the State of N.C. apply.

Cumberland County Schools Policy requires a student to attend at least ninety percent (90%) of the class time or its equivalent, at the discretion of the principal, in order to receive a passing grade for a course. A student shall be present at least one-half of a class period in order to be recorded present for that class.

In order to be considered in attendance, for administrative purposes, a student must be present in the school for a least one-half of the school day or a place other than the school with the approval of the appropriate school official for the purpose of attending a school activity which has been officially authorized under the policies of the Board of Education. Such activities include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity.



It is the policy of The Cumberland County Board of Education that all students attend school daily and be present for all classes.

Absences

No student may miss more than 10 consecutive days and receive credit for a course. When a student reaches his tenth (10th) absence, (to include excused and unexcused) then he/she should receive a 50 on his/her report card and the comment "failed due to excessive absences": Lawful absences - code 1 - can be waived with proper medical documentation. Absentee notes should be turned in within (5) days of the student's return to school.

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.

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, MP3 players, 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.

Electronic Devices

Electronic devices, to include cell phones, are only permitted at Alger B Wilkins High School in areas called safe zones. The only safe zone at Wilkins is in the cafeteria, (during breakfast and lunch). There are certain rules that will regulate the use of electronic devices/cell phones during school hours below:

1. The use of electronic devices during physical education will not be permitted unless prior approval is given from the teacher and/or principal.
2. Teachers may grant permission to use electronic devices during instruction, but it is only at the teacher's discretion.
3. Cell phones are to be turned off and kept in the pencil box on the student's desk.

4. In addition, should a staff member confiscate an item of this type, it will be immediately surrendered to the office and held for 24 hours.
5. Parents will be permitted to retrieve confiscated items in the office on the next business day, during normal business hours.
6. After the second violation, the item(s) will be held until the end of the school year. **The school will not be held liable for any confiscated items.**
7. **Electronics that are used improperly will be confiscated! (Board Policy 4318)**
8. Earbuds can only be worn in the classroom at Alger B Wilkins High School. **Earbuds should not be worn in the hallways.**

Friday Dress Down

On our Friday dress down day, students can wear a school tee shirt and Jeans. Jeans 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 (Shakeyah Foust) for Parent Link information.

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 Elsberry

~School Social Worker~
Ms. Natasha Thompson
Ms. Carolyn Givens

New 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
D – 60-69 B – 80-89 F – 59 and below C –
70-79 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 PowerSchool.)

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

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 number 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.

Lost or Stolen Electronic Devices

Alger B Wilkins High School is not responsible for lost or stolen electronic devices. **It is unfortunate that we must add this disclaimer to our student handbook; however, please take precautions when bringing any type of electronic device to school.** Please adhere to the following guidelines to lessen the likelihood of your device becoming lost or stolen:

- Please do not leave your device unattended.
- Please do not leave your device on your desk or a table and walk-away.
- Please do not ask a stranger or someone you don't know to watch your device for you.
- Please be responsible for your property at all times.

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.

Open House
Thursday, August 24th, 2023
3:00 to 5:00 PM

Parent-Teacher Conferences

A principal or a teacher may request a conference at any time with the parent/guardian to discuss the progress and problems of the student during the school year.

- **First Semester Parent Conference Date: October 25th from 4 - 6 pm.**
- **Second Semester Parent Conferences Date: March 19th, from 4 - 6 pm.**

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. 2nd semester parking permits will cost \$25.00 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.

Prom

All students attending **Alger B Wilkins High School** for the first time must pay junior dues. 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 , Includes Tee shirt, lanyard and flash drive

Sophomore Dues: \$30.00, Includes Tee shirt, lanyard and flash drive

Junior Dues: \$40.00, Includes Tee shirt, lanyard and flash drive

Senior Dues: \$60.00, Includes Tee shirt, lanyard and flash drive (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 Requirements

Students are required to purchase a student ID. **The first ID is free, any replacement IDs will be \$5.** We will not utilize lockers this school year, therefore you will not need to purchase a lock. However, all students will need a clear or mesh bookbag. All Grade levels can purchase a package to include a school shirt for \$10.00. Individual cost for each item is: ID/\$5.00; and Shirt/\$10.00. Students need to purchase a clear or mesh bookbag. If you cannot find a clear or mesh bookbag, one may be provided for you upon request.

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.

Progress Reports/Report Cards

2023-2024

PROGRESS REPORT AND REPORT CARD SCHEDULE

A.B. Wilkins High School

Please be advised that teachers are required to update grades weekly in PowerSchool for progress reports and report cards.

FIRST SEMESTER

First Day for Students Monday, August 28, 2023

**Progress Reports available in Parent Portal
Monday, September 11, 2023**

**End of 1st Grading Period Friday, September
22, 2023**

**Report Cards Go Home/Grades available in
Parent Portal Friday, September 29, 2023**

**Progress Reports Grades available in Parent
Portal Thursday, October 5, 2023**

**End of 2nd Grading Period Wednesday, October
18, 2023**

**Report Cards Go Home/Grades available in
Parent Portal Wednesday, October 25, 2023**

**Progress Reports available in Parent Portal
Friday, November 3, 2023**

**End of 3rd Grading Period Friday, November 17,
2023**

**Report Cards Go Home/Grades available in
Parent Portal Tuesday, November 28, 2023**

**Progress Reports available in Parent Portal
Wednesday, December 6, 2023**

**End of 4th Grading Period Tuesday, December
19, 2023**

Report Cards Go Home/Grades available in Parent Portal Wednesday, January 10, 2024

Second Semester

Progress Reports Grades available in Parent Portal Monday, January 22, 2024

End of 1st Grading Period Tuesday, February 6, 2024

Report Cards Go Home/Grades available in Parent Portal Tuesday, February 13, 2024

Progress Reports available in Parent Portal Monday, February 26, 2024

End of 2nd Grading Period Tuesday, March 12, 2024

Report Cards go Home/Grades available in Parent Portal Tuesday, March 19, 2024

Progress Reports available in Parent Portal Thursday, March 28, 2024

End of 3rd Grading Period Wednesday, April 24, 2024

Report Cards Go Home/Grades available in Parent Portal Wednesday, May 1, 2024

Progress Reports Grades available in Parent Portal Thursday, May 9, 2024

End of 4th Grading Period/Last Day for Students Friday, May 24, 2024

Final High School Report Cards Mailed Home/Grades available in Parent Portal Tuesday, June 4, 2024

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.