

Westover High School **"Powerful Beyond Measure"**

Mission

The Mission of Westover High School is to provide a safe, caring, and supportive environment conducive to high academic achievement to ensure that all students become productive members of society.

School Mascot: Wolverine
School Colors: Royal Blue & Silver

School Song

Honor Her with praises
Guard Her virtues with dignity and truth.
May we ever bring fame to Her, the silver and the blue.
Westover Wolverines, onward to life's call. We pledge
true loyalty to Westover, best over all!

Administrative Corner

"The purpose of the leadership team is to lead, equip and inspire individuals to go beyond the expected, to do what they thought they couldn't, and 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, however unpopular, that will benefit all parties involved. A leader must be true to the vision and the people - even when it's not popular." Parents and students are encouraged to read the handbook carefully. This handbook will explain the rules and regulations that must be followed at Westover High School. The administration will expect 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 teachers, students and parents. 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. It will also be utilized as a hall pass throughout the school year

Sincerely,
Westover High School Administrative Team

Special Parent Concerns

If parents have concerns in reference to their child's progress or behavior, please call Dr. Lowery at (910) 864-0190 ext. 703. Dr. Lowery will return your call within 24 hours.

WESTOVER HIGH SCHOOL

PRINCIPAL: Dr. Vernon Lowery

ADDRESS: 277 Bonanza Drive

Fayetteville, NC 28303

PHONE: (910) 864-0190

FAX: (910) 864-5924

CEEB CODE: 341-327

The tradition and diversity of the Westover Community is unique. We are the closest of seventeen public high schools to Ft. Bragg military base. Westover High School is comprised of grades 9, 10, 11, and 12. We have a transient population of about 1200 students.

Our 2024 graduate statistics show that students' post-secondary plans include:

- ❖ 55% Four-year college/universities
- ❖ 10% Two-year college
- ❖ 25% Military
- ❖ 10% Employment

We currently offer the following Advanced Placement courses either on the Westover High School campus, CCs Teleconferences and North Carolina Virtual High School.

- ❖ AP African American
- ❖ AP Human Geography
- ❖ AP European History
- ❖ AP Lit/Composition
- ❖ AP Language and Composition
- ❖ AP US History
- ❖ AP World History
- ❖ AP Pre-Calculus BC

Students will also have the opportunity to take several courses for certification or to pursue an Associate’s Degree on the FTCC campus while enrolled at Westover High School.

We are on the 4X4 schedule, with students being able to earn a minimum of eight credits annually. For graduation this year, students are required to earn twenty-eight credits (unless the student has come from a six or seven-period day): 4 English, 4 Math depending on the pathway, 4 Social Studies (World History, American History, Civics Literacy, and Economics & Personal Finance) 3 Sciences (Earth Science, Biology, Physical Science, or Chemistry), 1 Health/PE, and 12 electives.

Some students who might be behind may be able to apply for a DDP (Differentiated Diploma Pathway - Min of 22 Credits Required)

Daily Schedule

At 8:10 a.m. as students arrive on campus, they must report immediately to the following areas:

1. Students riding a bus or driving to school and want to eat breakfast will report to the cafeteria.
2. Students who ride the bus or drive to school and do not participate in the breakfast program will report to his/her 1st-period class.

	Start	End
1 st Period	8:30 am	10:08 am
Walk	10:08 am	10:12 am
2 nd Period	10:12 am	11:50 am
Walk	11:50 am	11:54 am
3 rd Period/Lunch	11:54 am	2:02 pm
Zero Lunch	11:30 am	11:55 am
1 st Lunch	12:03 pm	12:28 pm
2 nd Lunch	12:33 pm	12:58 pm
3 rd Lunch	1:03 pm	1:28 pm
4 th Lunch	1:33 pm	1:58 pm
Walk	1:58 pm	2:02 pm
4 th Period	2:02 pm	3:40 pm

Westover High School Early Release Schedule

	Start	End
1 st Period	8:30 am	9:30 am
Walk	9:30 am	9:35 am
2 nd Period	9:35 am	10:35 am
Walk	10:35 am	10:40 am
3 rd Period/Lunch	10:40 am	12:35 pm
Zero Lunch	10:10 am	10:35 am
1 st Lunch	10:40 am	11:05 am
2 nd Lunch	11:10 am	11:35 am
3 rd Lunch	11:40 am	12:05 pm
4 th Lunch	12:10 pm	12:35 pm
Walk	12:35 pm	12:40 pm
4 th Period	12:40 pm	1:40 pm

Westover High School 2 Hour Delay Schedule

	Start	End
1 st period	10:30 am	11:30 am
Walk	11:30 am	11:35 am
3 rd Period/Lunch	11:35 am	1:30 pm
Zero Lunch	11:05 am	11:30 am
1 st Lunch	11:35 am	12:00 pm
2 nd Lunch	12:05 pm	12:30 pm
3 rd Lunch	12:35 pm	1:00 pm
4 th Lunch	1:05 pm	1:30 pm
Walk	1:30 pm	1:35 pm
2 nd Period	1:35 pm	2:35 pm
Walk	2:35 pm	2:40 pm
4 th Period	2:40 pm	3:40 pm

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.

Student Schedules

Student schedules are developed by the state curriculum initiatives; therefore, those changes that support academic necessity will be approved.

Books

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

Student Requirements

Students are required to have a student ID. The initial ID will be given but replacements will be sold at a cost of \$5.00. Students are required to have a school ID at all times.

Attendance Policy

Regular school attendance has a direct positive effect on academic success and achievement. Students who record frequent and excessive absences and/or 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.

Student Attendance Policy

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 events, student conventions, musical festivals, or any similar approved activity.

Athletics- A student must be in attendance 85% of the time the previous semester to be eligible to participate in fall sports. Students must have been in attendance 85% of the time in the fall semester to participate in winter sports. Athletes must not miss more than 53 class periods per semester.

The following is provided as clarification of school procedures involving student absences, attendance appeals, and the proper coding of absences.

LAWFUL ABSENCES

The superintendent or principal who is in charge of such school shall have the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause which does not constitute an unlawful absence as defined by the State Board of Education. The following shall constitute valid/lawful excuses for the temporary non-attendance of a student at school provided satisfactory evidence of the excuse is provided to the appropriate school official:

1. **Illness or Injury** An absence is lawful when the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Death in the Immediate Family** An absence is lawful when it results from the death of a member of the immediate family of the student. For the purposes of this regulation, the immediate family of a student includes but is not necessarily limited to, grandparents, parents, brothers, and sisters.
3. **Medical or Dental Appointments** An absence is lawful when it results from a medical or dental appointment of a student and approval of the appropriate school official is gained prior to the absence, except in the case of an emergency.
4. **Court or Administrative Proceedings** An absence is lawful when it results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
5. **Religious Observation** An absence may be considered lawful if the tenets of a religion to which a student or his/her parent adhere, require or suggest observance of a religious event. The approval of such absences is within the discretion of the local board of education, but approval should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the student.
6. **Educational Opportunity** An absence may be lawful when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval or such an absence must be granted prior to the absence.

UNLAWFUL ABSENCES

1. A student's willful absence from school with or without the knowledge of the parent, or
2. A student's absence from school for any reason other than those listed under "Lawful Absences."

Parents who refuse to comply with the health regulations of a community, such as compulsory vaccination, thereby causing a student to be excluded from school, or parents who permit a student to stay at

home or to be employed in any way contrary to the Child Welfare Law (Chapter 110 of the General Statutes), shall be responsible for the nonattendance of the student.

Absences

Westover High School does not recognize a Senior Skip Day or another student-sanctioned day. Students will be held responsible for all class assignments and school policies. Westover utilizes a computerized program (ParentLink) to make daily calls to parents of students who are absent. **It is the responsibility of the parent to ensure that their contact information is correct in order to utilize daily calls.**

Grades

Grades can be viewed by visiting the school web page (wohs.ccs.k12.nc.us) and following the Parent & Community Tab. Then click on the Home Base Portal & follow the instructions. See Data Manager for Home Base Parent/Student Portal information.

Grading 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) Computation of Cumulative Rank Average

High school grades 9-12 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

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 the computation of cumulative grade point average. This should also include courses repeated for self-improvement.

NO FAIL PROCEDURE & GRADE CONVERSION HIGH SCHOOLS

(CCS Board Policy - 3400R)

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. In 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. If a student transfers from another school outside the district or from another school within Cumberland County Schools, the official report card grades cannot be changed but the principal, working with their staffs, may determine that accommodations for the current quarter grades are appropriate and should be made to help the student experience success.

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 grading period during the regular school year. High school students on the 4 x 4 schedule will receive report cards once a grading period. 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.

Grade point average calculations are based on the standardization of academic course levels, weighting of course grades, and grading scales.

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.

Transfer Students

1. Students transferring out of the Cumberland County Schools:
 - a) No end-of-grading-period grades shall be assigned until that grading period has ended.
 - b) A child's report card shall not be marked "Promoted" unless the student has completed the entire school year.
2. 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.

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:

- a) Parents/guardians shall be notified when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- b) Academic grades shall reflect academic performance only. When grades are given, teachers shall take particular care to explain the meaning of grade marks and symbols to parents/guardians

PARENT/TEACHER 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:

- a. to exchange information between teacher and parent;
- b. to supplement written reports on the student's progress;
- c. to establish and support a working relationship between home and school;
- d. to provide an objective overview of the student's strengths and weaknesses;
- e. To provide samples of students' work.

OTHER COMMUNICATION

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.

School Wide Parent Conferences/ Open House

Monday, August 5, 2024 - Freshman Orientation 4 pm
Monday, August 5, 2024 - Senior Orientation 6 pm
Tuesday, August 6, 2024 - Junior Orientation 4 pm
Tuesday, August 6, 2024 - Sophomore Orientation 6 pm
Wednesday, August 7, 2024 - ALG/ Academy Orientation 5 pm
August 7, 2024 - Exceptional Childrens Orientation 4 pm
August 8, 2024 - New Teacher Orientation 9 am
August 8, 2024 - Athletic Orientation 6 pm
August 12, 2024, Required Teacher Workday 1st day back for Staff
August 22, 2024, Open House 4-6 pm
October 23, 2024, Parent Teacher Conference 4-6 pm
March 14, 2025, Parent Teacher Conference 4-6 pm

1st Semester Progress Reports/ Report Cards Schedule

Monday, August 26, 2024 - Fist Day for Students
Monday, September 23, 2024 - Progress Reports Go Home
Friday, October 18, 2024 - End of 1st Grading Period
Friday, October 25, 2024 - Report Cards Go Home
Wednesday, November 20, 2024 - Progress Reports Go Home
Friday, December 20, 2024 - End of 2nd Grading Period
Friday, January 10, 2025 - Report Cards Go Home

2nd Semester Progress Reports/Report Cards Schedule

Thursday, February 6, 2025 - Progress Reports Go Home
Wednesday, March 12, 2025 - End of 3rd Grading Period
Wednesday, March 19, 2025 - Report Cards Go Home
Wednesday, April 23, 2025 - Progress Reports Go Home
Friday, May 23, 2025 - End of 4th Grading Period/Last Day for Students
Friday, June 6, 2025 - Final Report Cards Mailed Home

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.** Extended days will be addressed on a case-by-case basis. 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 a 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.

Early Dismissal

Students who are regularly dismissed according to assigned schedules such as Early Release (High School Connections) or other work programs must leave campus immediately. Students who do not leave campus for early release will be assigned a class to ensure accountability for all. Students are reminded that absences will not be classified as lawful or unlawful just because proper check-in and check-out procedures have been followed. Classification of student absence is based on county policy.

Visitation Policy

All visitors, regardless of status, must report to the main office and obtain a visitor's permit and meet with the administrative staff prior to any visitation on campus. Under no circumstances are students to bring visitors to the school with them. Any visitors who are not on the check-in/checkout list are not allowed to make contact with any students (this includes leaving items for students)

At Westover 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.

Searches — Student's Person

The Board of Education authorizes teachers and administrative personnel who have a 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 of reasonable belief.

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, improper departure from class or campus, 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 the 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.

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. Counseling responsibilities will be divided by grade level. If you need assistance, please see the counselor assigned to your grade level.

Robin Patterson
Dr. Tanya Sandidge
Stephanie Pilgrim
Beverly Keller

Health Services

No student should be out of class without a planner, and an escort . 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 appropriately 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.
4. Provide a signed release from medical liability form for school personnel who administer emergency medical treatment per physician's instruction.

Athletic Goal

The faculty and staff of Westover High School believe participation in athletic competition enhances a student's opportunities for academic success. Our goal is to provide a comprehensive program of inner-scholastic competition that promotes and compliments academic excellence, personal accountability, and individual/team goal setting.

Fall Sports: (providing appropriate personnel are available)

- Cheerleading, Junior Varsity & Varsity
- Cross Country, both Men's and Women's Varsity
- Football, Junior Varsity & Varsity

- Golf, Women's Varsity
- Soccer, Men's both Junior Varsity & Varsity
- Tennis, Women' Varsity
- Volleyball, Junior Varsity & Varsity

Winter Sports: (Providing appropriate personnel are available)

- Basketball, Men's both Junior Varsity & Varsity
- Basketball, Women's both Junior Varsity &Varsity
- Bowling, Men's and Women's Varsity
- Cheerleading, Junior Varsity & Varsity
- Indoor Track, Men's and Women's Varsity
- Wrestling, Junior Varsity & Varsity
- Swimming, Men & Women Varsity

Spring Sports: (Providing appropriate personnel are available)

- Baseball, Junior Varsity & Varsity
- Softball, Junior Varsity & Varsity
- Track, Men's and Women's Varsity
- Golf, Men Varsity
- Soccer, Women both Junior Varsity & Varsity

Athletics

1. Medical Examinations - Each student must receive a physical before he/she will be allowed to begin practice for participation in inter-school athletic contests. **All forms must be completed and uploaded on final forms**
2. Scholastic requirements - A student must have passed a minimum load of work during the last semester to be eligible at any time during the next semester. To be eligible for fall and the beginning of winter sports, a student must pass a minimum of three (3) classes the previous semester. One of these courses must be English. The student must also be eligible for promotion to the next grade level. To be eligible for the second part of the winter season and the spring season a student must pass a minimum of three (3) courses. A

student must sign up for a minimum of three (3) courses each semester to be eligible.

3. Student-Athletes must have a 2.0 from the previous semesters' courses to participate. GPA requirement will be 2.0 or 70 straight average
4. Age of player - A student may not participate in athletics if he/she turns 19 years old on or before August 31st of the current school year.
5. Conduct - Drinking, smoking, and possession or use of drugs will not be tolerated. All athletes and parents must sign the High Schools Extra Curricular and Co-Curricular Code of Conduct. Athletes are to adhere to these rules and guidelines.
6. Attendance - A student must be in attendance 85% of the time the previous semester to be eligible to participate in fall sports. Students must have been in attendance 85% of the time in the fall semester to participate in winter sports. Athletes must not miss more than 53 class periods per semester
7. Insurance - The student must have insurance coverage by one of the following:
 - A. School Insurance
 - B. Private Insurance
 - C. Be a military dependent

NCAA Eligibility

Students are required to have a 2.0-grade point average in order to participate in athletics.

Displays

Only posters pertaining to school-approved activities will be posted on the campus and in the building. An assistant principal will approve and grant space and explain limitations. Faculty sponsors are responsible for all materials presented for posting. No posters should be displayed in the main lobby. A poster should be removed by 3:30 p.m. on the day of the activity. Masking tape should never be used to display posters.

Use of Facilities after School

Students will not re-enter the building after the ringing of the 3:40 p.m. bell. Students who remain on campus for athletic practices or club meetings will go immediately to the gym, practice area or designated location. All dressing will be done in the rooms provided.

Students will not loiter before or after school in the parking lots or courtyard.

Athletic Events

As stated in our school system's policy, each student is responsible for his or her own conduct at all school activities such as games, dances, and programs on the campus and away from the campus. With this in mind, we are requesting that students do the following when attending these activities:

- Please be aware that students are not permitted on campus if they do not plan to attend a school activity.
- Students attending sports activities should report directly to the activity and leave the campus as soon as the activity is over. Do not loiter in and around the gymnasium or the parking lots. There will be no loitering in and around the dressing room areas before, during, or after contests. These areas are reserved for coaches, players, officials, or other individuals as approved by the principal.
- There is no telephone available after athletic contests. Please notify parents before leaving home as to what time they may pick you up. **Any student not picked up for any after-school activity within 30 minutes of the completion of the activity will not be allowed to participate in future activities for the school year.**
- Also, please be reminded that all other rules and regulations affecting student conduct are in effect at any school-connected activity on or off the campus.

Students cannot attend any county-sponsored activity while serving a suspension.

Physical Education

Upon arrival at school, students must submit to an assistant principal a doctor's note if that student needs to be excused from taking P.E. on that date. Student grading will be affected if the student fails to dress out without a lawful absence. All students are required to wear white T-Shirts and Wolverine blue or black shorts.

Students are strongly discouraged from bringing valuables to school. **Board Policy 4318 states that schools are not responsible for lost phones.** Physical Education teachers are not responsible for anything left in locker rooms.

Lost and Found

Items found on the campus of Westover will be maintained for a period of one week in the Student Support Office. Should a student discover they have lost an item, they should contact an administrator or the Safe Schools Coordinator within that time period. After this time, these items will be discarded.

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 or the front office.
- Each student authorized to drive must display a parking permit on the vehicle at all times. Parking permits will cost \$40.00 for the full year. 2nd-semester parking permits will cost \$20.00 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 the 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 or administrator.
- 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.

Telephone Use

Telephones are available in the Student Support Center for emergencies. School personnel will not accept or deliver messages to students during the school day.

Student Dress Code

- 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 can be worn as pants.
- No sleep attire, blankets, or pajamas
- No shorts or skirts that do not meet the "fingertip" test.
- **No clothing that shows cleavage.**
- **No see-through tops or bottoms.**
- No inappropriate signs, emblems, or language on clothing.
- No wallet chains or chains on clothes.
- No sunglasses worn in the building.
- **No sagging**
- No house shoes or bedroom slippers may be worn in the building. Must have a strap on the heel as this poses a safety issue.
- No pants with holes above the fingertip.
- No "off the shoulder" style shirts or dresses may be worn.

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.

Cafeteria

- Students must remain in a single file line.
- Only seniors may use the senior section of the cafeteria (outside patio).
- 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, lunch, and before school.
- Students may not jump ahead in a food line to buy food, milk, or juice.
- Horseplay will not be tolerated.

Electronic Devices

Electronic devices, including cell phones, are only permitted at Westover High School in areas called safe zones. These areas include the cafeteria, (during breakfast and lunch) and the gymnasium (during morning assembly before school begins.) There are certain rules that will regulate the use of electronics during school hours below:

1. The use of electronic devices during instructional time including physical education will not be permitted.
2. In addition, should a staff member confiscate an item of this type, it will be immediately surrendered to the office:

In addition, should a staff member confiscate an item of this type, it will be immediately surrendered to Mrs. Jones-McAlister for safekeeping.

- ☐ 1st offense students will be permitted to retrieve the confiscated item in the office at the end of end of the school day (parent called).
- ☐ 2nd offense students will be permitted to retrieve the confiscated item at the end of the school day (parent called).
- ☐ 3rd offense parents will be permitted to retrieve the confiscated item at the end of the school day (parent called).
- ☐ 4th offense parents will be permitted to retrieve the confiscated item in the office on the next business day, during normal business hours, the student will be given ISS or appropriate consequence (parent called).
- ☐ 5th offense an administrative conference will be held and recommendations and appropriate discipline will be dispersed to deter the student from future violations.

Electronics that are used improperly will be confiscated! (Board Policy 4318)

Earbuds can only be worn in designated areas at Westover High School. Earbuds should not be worn in the hallways. This poses a safety issue since students may not be able to hear communications within the hallways.

Lost or Stolen Electronic Devices

Westover 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. Never leave your device unattended.

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 secret.)

Responsibilities of Students:

- Learn and follow the Guidelines set forth in the CCS Internet Use Policy.
- Return the 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.

Check-Ins/Check-Outs

Students who arrive at school after the instructional day has started must report directly to the main office. If the student is accompanied by a parent, with a lawful excuse, the tardy is excused. Three unexcused tardies will be subject to disciplinary actions.

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.

Students who miss more than half of a period will be counted absent for that period.

Faculty Workroom/Faculty Lounge

Students are not allowed in the teachers' workroom or lounge for any reason before, during, after school, or during after-school activities. Teachers are not permitted to send students to the workroom lounge for items requested. The lounge and workroom is a place for school personnel only.

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** even during lunch time unless a teacher accompanies them.

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.

Student Accidents

All accidents and injuries must be reported and documented in Student Services with Mrs. Hall..

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 activities including dances, assemblies, the prom, pep rallies, Media Center use, cafeteria, check-in/check-out, etc. All students will be given a school ID at no charge. In the event that cards are lost or stolen the cost of replacement is \$5.00. Note: Students will not be penalized for not having an ID during the first 10 days of school.

Vending Machines

Westover 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 vending machines will result in disciplinary action. On a normal school day, the vending machines may not be used from 8:00 a.m. until 2:30 p.m. Snacks that do not fall in the healthy snack category are only sold 30 minutes after dismissal.

Prom

All students attending the Westover Prom must be and pay their junior/senior dues. Prior to the Prom, guests must be a junior or senior enrolled in a NC School and should be in good standing with his/her home school. Documentation will need to be provided as proof of enrollment and guest cost is \$85.00.

Graduation Schedule

Graduation for seniors will be held at the Cumberland County Crown Coliseum. Westover practices will be announced through the graduation coordinator Mrs. Rouse.

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. Additionally, all drivers will provide a seating roster and phone log in case of emergencies. The administration has the authority to suspend students from the bus for the following infractions including, 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.

Financial Obligations

Refunds will be given for any field trips or school events that are canceled due to the school. **Any student who fails to attend an event and does not have a reasonable excuse will not be granted a refund.** 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.

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 via Grubhub, door dash, uber eats, etc.**

Hall Passes

Each student is required to have an official WOHS student planner (pass) and ID when they are out of class. All students will be given a planner. Lost or stolen planners can be replaced at \$5.00. Teachers are to call the front office and or Student Support for an escort for the student.

Use of Restroom Facilities

Students will only be given permission to use the restroom during class time 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. Teachers will call for an escort for the student.**

Student Tardy Policy

After school Detention 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 after school Detention is assigned:

- A. Students will receive written notice prior to the date of the assigned study hall.
- B. Parents will be informed of **Afterschool Detention** by:
 - written notice at least 24 hours prior to the assigned **Detention**.
 - The Written notification will explain why the student is receiving a **Detention** assignment.
- C. **Detention** will be held from 3:45 — 4:45 p.m. on Tuesdays and Thursdays.

- D. Parents may defer the assigned **Detention** if special circumstances exist. The date may only be deferred to the next available **Detention** date.
- E. Failure to attend after-school **Detention** on the assigned date will result in in-school suspension, and/or, out-of-school suspension, and/or an administrative meeting to discuss educational expectations with the Principal.
- F. Students are expected to follow all rules associated with Westover High School and exhibit appropriate behavior at all times during regular classes and **Detention**. Failure to do so will/may result in OSS.
- G. **Detention** will only be assigned to your child twice during the school year. Upon your child's third write-up for excessive tardies, he/she will be placed in ISS for a specified number of days. Any subsequent referrals will result in OSS for no less than 3 days.

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 3:45 p.m. unless involved in extra-curricular activities under the supervision of a teacher.

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. Unresolved, grievances may be appealed to the school district ADA/Section 504 Coordinator: Dr. Natasha Scott.

Cumberland County Schools, P.O. Box 2357
Fayetteville, N.C. 28302. Phone: 678-2433

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.

CHANCE ACADEMY

Serves as a possible placement in lieu of a disciplinary assignment to Ramsey Street Alternative School as a result of violations of the Cumberland County Code of Conduct. All recommendations for assignments for Chance Academy will follow the CCS procedures outlined in the CCS Code of Conduct. The referrals will be reviewed by the Associate Superintendent of Student Support Services. After approval, students will be escorted, upon arrival to school, to their class. They will be escorted to breakfast, lunch, and restrooms. Parents will have to sign that they agree with the guidelines set by Westover High School. The following guidelines will be implemented, for those students invited to participate.

1. Students will be assigned to a separate setting at Westover High School and continue enrollment in regular classes.
2. Students will attend classes, with the exception of EOC-designated courses, in a separate room, supervised by a licensed teacher. Google Classroom, Edmodo, Gradpoint, and other teacher-made assignments.
3. The length of the assignment will be directly related to the seriousness of the offense.

4. Students will not be allowed to participate in or be a spectator of extra-curricular activities during the time and/or season of their assignment. All athletes that are invited to Chance Academy WILL NOT be eligible to participate and/or try out for sports during the sports season in which they are assigned.
5. All students will be issued a NO TRESPASSING Letter (3:45) to be enforced during their assignment to the Chance Academy Program.
6. CCS and WOHS rules and procedures governing expected behaviors will be followed. There will be NO cell phones used at any time during the Chance Academy program.
7. Class III violations received during placement in Chance Academy will result in immediate referral to Ramsey Street Alternative School.
8. Students will have the opportunity to meet regularly with their assigned counselor to discuss their progress while in the academy. They will also be required to complete online modules related to their infraction in the Alternative Behavior Educator (ABE) system.
9. Teachers/ Staff directly involved with Chance will be provided professional development which will support behavioral management and enhance their cultural understanding.

Positive Behavior and Intervention and Supports

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at Westover High School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process. PBIS strategies are important tools to decrease disruptions, increase instructional time, and improve student social behavior and academic outcomes. This will increase success within the classroom and build a culture of accountability for all. Students/Staff will be awarded for positive behavior and will be allowed to utilize rewards in the school store.

PARENT & FAMILY ENGAGEMENT POLICY Westover High School

In accordance with Sec. 1116(a)(3)(D) of the Title I *Every Student Succeeds Act* requirements, our Title I school will implement the following parent and family engagement policy.

- Parents reflecting the socioeconomic and racial diversity of our school will serve on the School Improvement Team (SIT). Our SIT will meet **every 1st Tuesday of each month** to develop and implement school improvement strategies, the school improvement plan, and other school-wide programs.

- Provisions will be made for parents to receive information in a timely manner. Information includes, but is not limited to the following:
 - school and district report cards,
 - student assessment results and interpretation of such results,
 - description of curriculum, state content standards, and how student progress is measured,
 - proficiency levels students are expected to meet,
 - opportunities for parent and family meetings to share in educational decision making,
 - qualifications of teachers,
 - timely responses to parents and family suggestions, and
 - Inclusion of parents and families input on school wide school and district project plans.
- Our school will convene regular meetings at flexible times for parents and families throughout the school year for the purpose of planning, reviewing, sharing information, and organizing school improvement efforts.
- Parents and families are provided opportunities to meet regularly with school personnel to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

Parent and family engagement activities at our school include, but are not limited to:

August 22, 2024	1st Semester Open House 4-6 pm
August 26, 2024	First Day for Students
October 23, 2024	Parent Teacher Conferences 4-6 pm
October 25, 2024	Report Cards Go Home
January 3, 2025	Parent Teacher Conference 1-4 pm
January 3, 2025	2nd Semester Open House 4-6 pm
January 10, 2025	Report Cards Go Home
March 14, 2025	Parent Teacher Conference 4-6 pm
March 19, 2025	Report Cards Go Home



Westover High School



Cumberland County Schools' mission is to make the learning process more inviting, flexible, exciting, involving, and unified. In order to accomplish this goal, the home and the school must recognize and willingly agree that they have a responsibility and are a key factor in the learning process. This compact lists the ways students, parents and families, teachers, and principals can contribute to the success of every student.

As a student, I am responsible for...

- Regularly and consistently attending school;
- Respecting myself and others as well as the traditions of the school;
- Coming to class daily and on time prepared to work, participate, and complete all assignments to the best of my ability;
- Asking my teachers questions when I don't understand something;
- Attending tutoring and studying on a regular basis;
- Knowing expectations and abiding by them;
- Be a positive example to peers and all those I come in contact with;
- Strive to be all that I can be.
- Following the Student Code of Conduct and Student Handbook.

As a teacher, I am responsible for...

- Providing a safe, caring and supportive learning environment to prepare students for college and career readiness;
- Setting goals and explaining high expectations, instructional goals, and grading system to students and parents;
- Explaining assignments to students clearly and providing timely feedback;
- Be approachable so students feel comfortable in reaching out;
- Providing motivating, interesting, and rigorous learning experiences in my classroom;
- Having positive interactions and setting a positive example for students, parents and families.
- Explaining the Student Code of Conduct and Student Handbook to my students.

As a parent/guardian, I am responsible for...

- Ensuring my child gets to school on time and avoiding unnecessary absences;
- Supporting the school and teachers in their efforts to maintain proper discipline;
- Providing a time and quiet place each evening to study;
- Inquiring about how my child is progressing by attending conferences, PTA meetings, monitoring grades and attendance with PowerSchool and calling the school as needed;
- Keeping contact information up to date;
- Setting a positive example for my child;
- Reinforcing the Student Code of Conduct and Student Handbook.

As a principal, I am responsible for...

- Creating a welcoming, safe, and orderly environment for students, staff, and parents;
- Implementing effective programs and setting high standards and expectations;
- Communicating to students and parents the school vision, mission, and goals;
- Reinforcing the partnership between parent, student, staff, and community;
- Acting as the instructional leader by supporting teachers in their classroom;
- Allocating resources to ensure that high standards are met for all students;
- Being a positive role model for students, parents, and families as well as teachers;
- Enforcing the Student Code of Conduct and Student Handbook