

West Lincoln High School



Student Handbook

2022 – 2023

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West Lincoln High School

172 Shoal Road

Lincolnton, NC 28092

Phone: 704-736-9453 Fax: 704-276-2004

Jesse Beane
Assistant Principal

Dr. Nathan McLean
Principal

Traci Melton
Assistant Principal

Dear Students,

I want to welcome you to the 2022-2023 school year at West Lincoln High School. I look forward to working with you and the staff of WLHS, as your principal to assist you in achieving your goals and post-secondary aspirations. We are here to provide a safe environment where students are responsible, take pride in their work, and committed to high academic standards.

Priority Number One at West Lincoln is your safety. The student handbook outlines the policies and procedures that will be implemented by the faculty and staff to provide a safe environment in which you all can reach your potential in the classroom. As a high school student, you are responsible for reading and understanding the contents of this handbook. Please read and refer to it throughout the school year to assist us in making this school safe.

As a student, you are joining the Rebel community and we take pride in our school and accomplishments. I challenge each of you to persevere in the face of difficulty and work hard to achieve the high standards set by the faculty and staff of West Lincoln High School. It is with a strong commitment that I am joining WLHS and look forward to leading and learning together as a community.

Nathan McLean
Principal

Administration

Superintendent of Schools
Principal
Assistant Principals

Dr. Aaron Allen
 Dr. Nathan McLean
 Mr. Jesse Beane
 Mrs. Traci Melton

School Counseling Services

Career Development Coordinator
Students A - G
Students H - O
Students P - Z
AIG Mentor
Online Facilitator
Guidance Secretary

Mrs. Beth Ludwig
 Mrs. Karen Rainwater
 Mrs. Katie Lytton
 Mrs. Amy Cable
 Mrs. Amy Cable
 Mrs. Jennifer Willis
 Mrs. Chrissie Redding

Media Center

Media Specialist

Mrs. Tammy Johnson

Office Staff

Receptionist
Bookkeeper
Data Manager
School Resource Officer
ISS Coordinator
Driver's Education

Mrs. Lisa Howard
 Mrs. Hollie Willis
 Mrs. Kate Sain
 Officer Lonnie Leonard
 Mr. Terry Reinhardt
 Mrs. Jennifer Willis

IMPORTANT TELEPHONE NUMBERS

Main Office -
FAX-
Vocational Rehabilitation-
Field House-

704-736-9453
 704-276-2004
 704-735-8035
 704-276-2131

Faculty/Staff

(*Denotes Department Chair)

English Department

Donna Gilmore
Sierra Hood-Lee
Lexi Arias
Stephanie McCabe
Somer Nutt
Tracy Livingston*

Social Studies

Allan Chapman*

Adam Floyd
Casey Floyd
Matt Lytton
Chuck Mallory
John Markley

Math Department

Ron Patten*

Angela Anthony
Travis Farmer
NEW
Jeff Hallman
Susan Wagoner

Science Department

Ken Hilderbran*

Natalie Beam
Rhiannon Scism
Madison Moss
Brad Newton
Jason Stewart

World Languages

Julia Poulsen*

Madison Warren

Media Coordinator

Tammy Johnson

Career Tech & Workforce Development

Michael Rhodes*

Leisa Stewart
Shane McKee
Kerri Ponder
Camille Sain
Clint Spencer
Steve Cheatman

Band and Chorus

Jacob Brittain
Claire Simpson

Art

Tony Ferneti

Physical Education

David Avery*

Darren Ponder
Holly Specht

Exceptional Children

Jayne Farmer*

Hanna Suttle
Jason Kester
Rylee Pittman
Ashley Pittman
Donna Harkey (TA)
Ashley Richard (TA)

ROTC

Commander Mark Smith
Master Chief Todd Gillis

Custodians

Meghan Reel
Tim Houser
Robert Reep
Violet Bowles
David Kizaih
Michael Lithcoe

**IF YOU NEED HELP OR INFORMATION CONCERNING ...
SEE THE FOLLOWING PEOPLE**

| | |
|--|---|
| AIG Coordinator | Mrs. Amy Cable |
| Athletics / Athletic Eligibility | Coach David Avery |
| Attendance Records | Mr. Terry Reinhardt |
| Buses & Facilities | Mr. Jesse Beane |
| College / Career Planning | Mrs. Amy Cable |
| Online Learning | Mrs. Jennifer Willis |
| Lost and Found | Mrs. Lisa Howard |
| Free / Reduced Lunch Program | |
| Graduation Coordinator | |
| Homecoming | Mrs. Amy Cable |
| | Mrs. Donna Gilmore |
| Honor Roll | Mrs. Kate Sain |
| Internships, Co-Ops, Apprenticeships, LCST Questions | Mrs. Beth Ludwig |
| Media Information | Mrs. Tammy Johnson |
| Medications / Health Services | Mrs. Lisa Howard |
| Parking Stickers | Officer Lonnie Leonard |
| Pictures and Yearbook | Mrs. Stephanie McCabe |
| Prom | Mrs. Jayme Farmer |
| Report Cards | Mrs. Kate Sain |
| MTSS/PBIS Committee | Nathan McLean, Traci Melton, Karen Rainwater, Jason Kester, Katie Lytton and Beth Ludwig |
| Scholarships | Mrs. Amy Cable |
| Student Enrollment | |
| Student Information / Data | Mrs. Kate Sain |
| Technology Mentor | Mrs. Tammy Johnson |
| Testing: ACT | Mrs. Karen Rainwater |
| Testing: PLAN | Mrs. Katie Lytton |
| Testing: A.P. and SAT | Mrs. Amy Cable |

CLUBS and ORGANIZATIONS SPONSORS

| | |
|---|-----------------------|
| Art Club | Mr. Tony Ferneti |
| Band / Color Guard | Mr. Jacob Brittain |
| Beta Club | Mrs. Katie Lytton |
| Freshmen Class Sponsor | |
| Sophomore Class Sponsor | |
| Junior Class Sponsor | |
| Senior Class Sponsor | |
| Family & Consumer Science (FCCLA) | Mrs. Kerri Ponder |
| Future Business Leaders of America (FBLA) | Mrs. Kelly Ann Somers |
| Future Farmers of America (FFA) | Mr. Shane McKee |
| HOSA | Claire Simpson |
| Ignite Club | |
| Interact Club | Mr. Jason Kester |
| International Club | Mrs. Julia Poulsen |
| JROTC | |
| Mu Alpha Theta | Mr. Ron Patten |
| National Honor Society | Mr. Ron Patten |
| National Technical Honor Society | Mrs. Beth Ludwig |
| Quiz Bowl | Mr. Ken Hilderbran |
| Rebel Alliance/GSA | Mrs. Julia Poulsen |
| Science Club | Mr. Ken Hilderbran |
| | Mr. Jason Stewart |
| Student Council | Mrs. Amy Cable |
| | Mrs. Donna Gilmore |
| Technology Student Association (TSA) | Mr. Michael Rhodes |
| Fellowship of Christian Athletes | Mr. Allan Chapman |
| Pep Club | Mrs. Natalie Beam |

West Lincoln Coaches

FALL SPORTS

Varsity Football Football Staff

Darren Ponder
David Avery
Chuck Mallory
Wayne Navey
Brad Newton
John Markley
Austin May
Dallas Bridges
Jared Swafford

Varsity Volleyball J.V. Volleyball Women's Tennis M Cross Country W Cross Country Soccer Women's Golf

Crystal Spruill
Rylee Pittman
Ken Hilderbran
Rusty Saine
Rusty Saine
Steve Cheatham
Matt Lytton

WINTER SPORTS

V Men's Basketball Assistant coach

Garry Robinson

V Women's Basketball

J.V. Men's Basketball

Steve Cheatham

J.V. Women's Basketball

Rick Mitchem

Wrestling

Butch Ross

Wrestling Staff

David Avery
Hunter Carpenter
Jeff Hallman
Michael Rhodes

SPRING SPORTS

Varsity Baseball Baseball Staff

John Markley
Parker Chapman
Jamie Ray

Varsity Softball

J.V. Softball

Softball Staff

Allan Chapman
Rylee Pittman
Allen Hoyle
Dallas Bridges

J.V. Baseball

Men's Track

Women's Track

Men's Tennis

Men's Golf

Women's Soccer

Kyle Cornwell
Chuck Mallory
Rick Mitchem
Ken Hilderbran
Matt Lytton
Brad Newton

CHEERLEADERS

Varsity Cheerleaders

J.V. Cheerleaders

Casey Ray Floyd
Sierra Hood-Lee

COUNSELING SERVICES

PHILOSOPHY

The counselors of West Lincoln High School believe that each student is unique – an individual with different abilities, skills, and desires. The counseling staff believes that: Guidance and Counseling is an integral part of the total school program; it is for all students and the school staff; Guidance and Counseling is a continuous process throughout the school career of a pupil and Guidance and Counseling promotes self-understanding, motivation, aspiration, and wise decision-making.

PROCEDURES

- A student should come to the Counseling Office only after setting up an appointment with a counselor.
- These appointments may be made before school, after school for the next day, during the student's lunch period with a hall pass, or between classes.
- A student who has made an appointment must first report to his/her assigned teacher and with the teacher's permission may come to the Guidance Office.
- Emergencies will be handled on an individual basis.
- Every effort will be made on the part of the counselors to schedule a student when he/she needs to come.

COUNSELOR ASSIGNMENTS/DUTIES

Karen Rainwater

Students A-G

Governor's School
PSAT Coordinator
ACT Coordinator/Order Fee Waivers
Attendance Letters for students under 16
McKinnery Vento
Common Ap/SendEdu for Alphabet
Early Graduation Contracts for Alphabet
Scholarship Committee
MTSS Member
SSD Coordinator - SAT/ACT
College Fair
Financial Aid Night

Registration
Distance Learning Coordinator
CCP Courses/Applications
NCVPS Courses
NCSSM Courses
Boys/Girls State
DDP for Alphabet
Exit Interview for Alphabet
Apex for Alphabet
Bullying/Mental Health/Diversity/Inclusion
Drop-out Prevention/Home Visits for Alphabet
FAFSA Initiative/CFNC
AP Exam Administrator
Graduation Notification Forms for Alphabet
Curriculum Fair

Katie Lytton

Students H-O

504 Coordinator
Homebound
Pre-ACT Coordinator
HOBY
AP Exam Administrator
Common Ap/SendEdu for Alphabet
Exit Interview for Alphabet
Awards Day Invitations to Grad CO & BOE
MTSS Member
Financial Aid Night
Scholarship Committee
Registration
DDP for Alphabet
Early Graduation Contracts for Alphabet
Graduation Notification Forms for Alphabet
College Fair
FAFSA Initiative/CFNC
Drop-out Prevention/Home Visits for Alphabet
Apex for Alphabet
Bullying/Mental Health/Diversity/Inclusion
SSD Coordinator - AP
Curriculum Fair

COUNSELING SERVICES

Amy Cable

Students P - Z

Scholarships/Senior Tassel Times Emails
Scholarship Committee Chairperson
Morehead/Park/Belk Scholarships
Senior/Parent Night
Senior Awards Day
NC Academic Scholars/Presidential Awards
Top Ten/Rotary Banquet.Kiwanis Luncheon Senior Surveys
Alpha"Graduation Verification Report"
NCAA Clearinghouse
Early Graduation Contracts for Alphabet
Graduation Notifications Forms for Alphabet
Selective Service
DDP for Alphabet
APEX for Alphabet
Financial Aid Night
Registration
College Application Week Coordinator
College Fair
FAFSA Initiative/CFNC
Graduation Committee
Diploma/Diploma Cover Order
Outstanding Seniors
CountyCurriculum Committee
AIG Coordinator Duties
AP Coordinator/Exam Administrator
SAT Coordinator/Order SAT Fee Waivers
SIT Member
MTSS Member
Bullying/Mental Health/ Diversity/Inclusion
Drop-out Prevention/Home visits for Alphabet
Common Ap/SendEdu for Alphabet
Exit Interview for Alphabet
Website Updates/Comm Committee Member
Curriculum Fair

Beth Ludwig

Career Development Coordinator

CTE Post Assessments(Fall and Spring)
Internships/Apprenticeship
Keep Career Plans Up-to-Date
Special Pops Coordinator
County Curriculum Committee
Schedule Military/College Recruiters
ASVAB
Registration
WorkKeys (Fall and Spring)
NTHS Advisor
Duke Energy Internships
LCST Contact
Coordinate CTE Field Trips
Career Development at WLMS
Support Person for CTE Teachers at Middle & High Schools

Chrissie Redding

Counseling Secretary
New Student Enrollments/Withdraws
Record Requests
File Cumulative Folders
Assist with Attendance Letters
Verify Senior Name on Birth Certificate
Transcripts for College, Scholarships, etc.
File Pre-Act, ACT, & PSAT Reports
Flag Cum Folders for needed documentation
Put Transcripts Cards in Homeroom Books
Complete Disability Paperwork for Students
Answer Phone & Greet Parents & Students
Cover the Front Desk as Needed
School Communication for New Enrollees
Cumulative Records
Purge Graduating Cumulative Folders
Purge "Over 21" Cumulative Folders
Enrollment Affidavits/Mckinney Vento/Bus/Etc.
Assist with 504 Copies
Type Senior Names/Graduation List
Organize Registration/Call Students to Register
Place Stickers from Pre-ACT, ACT, & PSAT on Transcript Cards
Communicate with Data Manager
Request Work for Absent & Suspended Students
Complete DSS Paperwork for Students
Filter Calls and Send to Correct Counselor
Complete Any Duties Assigned by the Principal
Update Google Calendar with Counselor & CDC Meetings



2022-2023
Regular
Bell Schedule



7:20 School Opens for Students

❖ All students report to the cafeteria or library.

7:40 Teachers Report

7:45 Hallways Open to Students

7:55 Warning Bell for 1st Period

8:00 - 9:30 (LCST 9:25) 1st period

9:30 - 9:35 Class Change

9:35 - 11:10 (LCST 11:05) 2nd period

9:35-9:40 Announcements

11:10 - 11:15 Class Change

11:15 - 1:25 3rd period

1st Lunch 11:15 - 11:45 Lunch (Tardy Bell 11:50)

11:45 - 11:50 Class Change

11:50- 1:25 Third period

2nd Lunch 11:15 - 12:00 Third period

12:05 - 12:35 Lunch (Tardy Bell 12:40)

12:35 - 12:40 Class Change

12:40 - 1:25 Third period

3rd Lunch 11:15 - 12:50 Third period

12:55 - 1:25 Lunch

1:25 - 1:30 Class Change

1:30 - 3:00 4th period

Bell Schedule for LCST

| | |
|----------------|--------------|
| First Period- | 7:40 – 9:10 |
| Second Period- | 9:45 – 11:15 |
| Third Period- | 11:35 – 1:05 |
| Fourth Period- | 1:30 – 3:00 |

Inclement Weather Information

One-hour delay

First Period - 9:00 - 10:02
Second Period - 10:07-11:10
Third Period - Regular Schedule
Fourth Period - Regular Schedule

Two-hour delay (Day 1)

First Period - 10:00 - 11:10
Second Period - Doesn't Meet
Third Period - Regular Schedule
Fourth Period - Regular Schedule

Two-hour delay (Day 2)

First Period - Doesn't Meet
Second Period - 10:00 - 11:10
Third Period - Regular Schedule
Fourth Period - Regular Schedule

Three-hour delay

First Period - Doesn't meet
Second Period - Doesn't meet
Third Period - 11:00-11:10 + Regular Schedule
Fourth Period - Regular Schedule

Please follow this link to the [Inclement Weather](#) document that lets you know where to look for school cancellation and delay information.

GRADUATION INFORMATION

To participate in graduation, a student must successfully complete all state and local requirements. Graduation will be held after the 180th school day. Seniors must participate in all graduation practices and events, as outlined below, to participate in the graduation ceremony. Only the principal, with consent of the superintendent, can deny a student who has met the requirements for graduation the privilege of participating in the graduation exercises. **All outstanding fees must be reconciled with the school prior to graduation day for a student to be permitted to participate in the graduation ceremony.**

CRITERIA FOR STUDENTS WALKING IN GRADUATION CEREMONY

1. Every student **must** order a graduation package, which consists of a cap and gown, diploma and diploma cover. This package is purchased by the student during the first semester. This includes all required items for graduation.
2. **Every student must follow the dress code and wear a cap and gown to participate in graduation, Awards Day and the Senior Class group picture.**
The dress code is as follows:
Under the cap and gown, **Men** must wear a collared, button-down dress shirt with a tie, dress pants, dress shoes and socks. Shirts may be white or a color, but they should not have any design on them. Polo or golf style shirts are not allowed. Pants may be blue, black, grey or khaki. No blue jeans will be permitted. Shoes should be closed-in (no sandals) and in good repair. Boots may be worn under pants. No pants may be tucked in boots.
Under the cap and gown, **Women** must wear a dress, or skirt and blouse, or dress pants and dress blouse. The color of dress or skirt does not matter; but it should not have enough pattern to show through the gown. Dresses or blouses should not have a collar that extends above the gown. Dress pants should be black, blue, white, grey or khaki. Shorts, jeans, cropped pants, leggings or capris are not permitted. Women are expected to wear dress sandals or dress shoes. Flip-flops, thong sandals, tennis shoes or boots are not permitted.
3. **Students must follow the graduation dress code to participate in the Awards Ceremony.**
4. **Only the graduate may participate in the ceremony and walk across the stage. Children or babies may not accompany graduates across the stage.**
5. Every graduate **must attend the entire graduation practice** to be eligible to walk in the graduation ceremony. Graduation practice will be on the day before graduation. Graduation practice will last several hours. Students should not plan any activities before 4:00 p.m.
6. If an outside graduation is planned, the school will also prepare for an inside graduation in case of inclement weather. If graduation is held indoors, students will receive **5 free tickets** for their guests. Graduation tickets are **never** sold.

Graduation for the Class of 2023 will be Friday, June 2, 2023.

CRITERIA FOR STUDENTS PARTICIPATING IN GRADUATION CEREMONY

1. The valedictorian, salutatorian, and the top ten students in the graduating class will be declared after the fourth nine weeks. The **valuedictorian** will be the student with the **highest grade point average** and the **salutatorian** will be the student with the **second highest grade point average**. **Per School Board policy, the valedictorian and salutatorian must have completed the entire 4 semesters of junior and senior year in Lincoln County Schools to be eligible.**
2. The top ten students, declared after the fourth nine weeks, will graduate first in the order of their rank.
3. All graduates who are eligible to receive Latin Honors will be recognized at the ceremony.
4. Addresses will be delivered by the following:
 - A. **Senior Class President**- If the Senior Class President is in the top four, the principal reserves the right to designate an additional speaker.
 - B. The graduate who is ranked **fourth** in the class will give a **Closing Thought**.
 - C. The graduate who is ranked **third** in the class will give an **Opening Thought**.
 - D. **Salutatorian and Valedictorian Addresses**
 - E. **Speakers should plan their speeches for 2 minutes in length, and the speeches must be submitted to the graduation coordinator for approval by the day before graduation practice.**
 - F. **In the case of a tie in the Valedictorian or Salutatorian, the Opening and Closing Thought may be omitted.**

HONORS Cords, Stoles and Medals

1. The wearing of Honors cords, stoles and medals is reserved for Honors Graduates as designated by West Lincoln High School.
2. **Students may not purchase and wear cords, stoles or medals from organizations not affiliated with or approved by West Lincoln High School.**
3. Students are responsible for purchasing cords and stoles that they are eligible to wear. These items are purchased through the school in the spring.

The following items are recognized honors:

Outstanding Seniors – This award is selected by a vote of the faculty to honor students who display character, integrity, kindness, and good citizenship or overcome adversity. A medal is presented to Outstanding Seniors at the Awards Day Ceremony.

Top Ten Seniors – These students have the top ten overall grade point averages. This is calculated at the end of the fourth nine weeks of senior year. Top Ten Seniors are graduated first and in order of their rank. Each receives a medal.

Latin Honors Students - These seniors will be able to purchase a medal during the spring of their Senior year.

Beta Club Members – Active Members in good standing are eligible to wear a Gold Stole and tassel. Members must purchase them in the spring from the Beta Club adviser.

National Honor Society Members – Active Members in good standing are eligible to wear a white stole with blue letters. Members must purchase them in the spring from the National Honor Society advisor.

Mu Alpha Theta – Active Members in good standing are eligible to wear a cord. Members purchase these cords from the Mu Alpha Theta club advisor in the spring.

National English Honor Society - Students who earn this honor are eligible to wear a cord.

National Technical Honor Society – Students who earn this honor are eligible to wear a cord.

Quill and Scroll Honorary Journalism Society – Students who meet national guidelines for this honorary society are eligible to purchase and wear cords.

North Carolina Academic Scholar and President's Education Award – Students who earn these recognitions may purchase cords or medals from the Senior Class advisor in the spring.

JUNIOR MARSHAL REQUIREMENTS

In order to qualify to be a Junior Marshal for the Graduation Exercises, the student must be academically in the **top 12** of the Junior Class. Class rank is determined after the fall semester of junior year.

Rebel Club

West Lincoln High School has created the Rebel Club to honor students for their academic achievements and provide incentives for students to continue to achieve their best. Membership will be determined at the beginning of each semester.

Eligibility:

Level 1: Silver

- **No semester grade < 90.** The card is revoked if a student drops below a 70 in any class on the report card at the end of the quarter he/she holds the card (October or March.)
- **No more than 4 absences and/or tardies during the previous semester; the card is revoked if student exceeds this during the semester he/she holds the card**
- **No more than 4 checkouts at 2:30** during the previous semester; the card is revoked if a student exceeds this during the semester he/she holds the card.
- **No ISS or OSS** during the previous semester, card is revoked if a student receives ISS or OSS during the semester he/she holds the card.
- **No violation of the Honor Code. A student is ineligible if he/she is caught cheating or breaking the honor code during the previous semester; the card is revoked if the student is caught cheating during the semester he/she holds the card.**

Level 2: Red

- **No semester grade < 80.** The card is revoked if a student drops below a 70 in any class on the report card at the end of the quarter he/she holds the card (October or March.)
- **No more than 4 absences and/or tardies** during the previous semester; the card is revoked if a student exceeds this during the semester he/she holds the card.
- **No more than 4 checkouts at 2:30** during the previous semester, card is revoked if student exceeds this during the semester he/she holds the card
- **No ISS or OSS** during the previous semester; the card is revoked if a student receives ISS or OSS during the semester.

- **No violation of the Honor Code. A student is ineligible if he/she is caught cheating or breaking the honor code during the previous semester; the card is revoked if the student is caught cheating during the semester he/she holds the card.**

To Obtain/Keep/Use the Card:

- **Freshmen students will not be eligible until the second semester.**
- If a student loses or damages his card, he must pay \$5 to obtain a new one.
- If a student gives his card to someone else to use, his card will be revoked and he will not be eligible to receive another card for the next semester.
- A student must show the card each time he/she wants to use a reward. Failure to produce the card makes the student ineligible for the privilege.

Rebel Club Rewards and Incentives:

Level 1 (Silver):

- 2 Independent Study Days on designated days each semester.
- 1 free admission to a ball game at designated game (fall semester- football, spring semester- basketball).
- 5 minute early dismissal at the end of the day on Fridays.
- Eligible for prize drawings and other special events that the Rebel Club provides

Level 2 (Red):

- 1 Independent Study Days on designated day.
- 1 free admission to a ball game at designated game (fall semester- football, spring semester- basketball).
- 5 minute early dismissal at the end of the day on Fridays.
- Eligible for prize drawings and other special events that the Rebel Club provides.

Additional Prizes and Incentives: drawings for prizes and other rewards during the semester.

Fall Semester Independent Study Days:

Students who qualify for an Independent Study Day will earn the designated day off campus. The day will not count as an absence or affect Exam exemptions.

TBD - Silver Cardholders only

TBD- Silver and Red Cardholders

Fall Rebel Club Ballgame- TBD

STUDENT CODE OF DISCIPLINE

The West Lincoln High School discipline policy applies to students while on this campus, while on field trips, and at any school function, athletic event or on the campus of any Lincoln County school.

According to state law, the principal has the authority to suspend a student for up to 10 consecutive days if deemed necessary. Additionally, state law authorizes “suspension for conduct not occurring on educational property if the student’s conduct would otherwise violate the Code of Student Conduct and the conduct has a direct nexus to the orderly and efficient operation of the school or the safety of individuals in the school.”

Level I – Major Offenses

- Threatening Other Students and School Employees
- Possession of a Weapon (Firearm/Fireworks/Knife/Pepper Spray or Any Device Designed for, or Intended to Inflict Bodily Injury)
- Assault on a Student, Staff Member, Substitute, Bus Driver, or School Employee
- Bombs Threats
- Sale, Use, Possession or Distribution of Drugs or Alcohol
- Destruction of School Property or Vandalism
- Theft
- Fighting
- Arson
- Hazing
- Bullying
- Harassment
- Pulling a Fire Alarm or Tampering with Safety Equipment

Consequences for the major offenses listed above have been designated by School Board Policy and are outlined in the Lincoln County Schools Discipline and Policy Handbook. This handbook is available online at www.lincoln.k12.nc.us under the “Students” tab.

Level I – Major School Offenses (Resulting in Out of School Suspension and/or the Intervention of the School Resource Officer)

- Blatant Disrespect, Belligerent or Defiant Behavior, or Insubordination
Note: Students shall follow all school personnel directives at all times while on campus and at any extracurricular events on or off campus. **Failure to follow a directive of school personnel is considered an act of insubordination or defiant behavior.**
- Profanity Directed at a Teacher, Staff Member, Substitute or Bus Driver
- Substantial Disruption of School or Class
- Chronic Offender
- On School Grounds During Suspension (Trespassing)

Consequences for Major School Offenses-

- 1st Offense:** Up to 5 days OSS (parent contact/meeting prior to returning to school)
2nd Offense: Up to 10 days OSS (parent contact/meeting prior to returning to school)
3rd Offense: 10 days OSS, long term suspension or alternate placement

The school administrator has the authority to vary from the above mentioned consequences if the severity of the offense warrants such judgment.

Level II Offenses – Serious Offenses

- Providing False Information to a Staff Member
- Skipping Class/School
- Profanity
- Horseplay
- Inappropriate Conduct
- Disrespect
- Inappropriate Social Behavior
- Leaving Class Without Permission
- Gambling
- Possession of Fire Starting Devices (lighters, matches, etc.)
- Being in Teacher Workroom or Teacher Support Area
- Being in Unauthorized Areas
- Leaving Campus without Properly Checking Out
- Repeated Level III Infractions

Consequences for Level II Offenses-

- 1st Offense:** Remainder of period ISS and an additional period of ISS
2nd Offense: 1 day of ISS and parent notification
3rd Offense: Up to 3 days OSS (Parent contact/meeting prior to returning to school)
4th Offense: Up to 5 days OSS (Parent contact/meeting prior to returning to school)
5th Offense: Up to 10 days OSS (Parent contact/meeting prior to returning to school)
6th Offense: Long term suspension or alternate placement

The school administrator has the authority to vary from the above mentioned consequences if the severity of the offense warrants such judgment.

VAPING POLICY

Students are not allowed to use or possess any e-cigarettes or vapes on the West Lincoln campus or at school sponsored events. Violation of the Smoking Policy remains on a student's record for the entire school year.

- 1st Offense:** 5 days of Out-of-School Suspension
2nd Offense: **10 days of Out-of-School Suspension**
3rd Offense: **10 days of Out-of-School Suspension**

SMOKING POLICY

Students are not allowed to use or possess any tobacco products, e-cigarettes or vapes on the West Lincoln campus or at school sponsored events. Students who act as lookouts or assist smokers will be subject to the same disciplinary consequences. Violation of the Smoking Policy remains on a student's record for the entire school year. Students do **not** start over with a first offense at the beginning of the second semester.

1st Offense: Two days in ISS

2nd Offense: One day of OSS, parent notification and loss of parking permit for one month. Non-drivers will receive a two week delay in receiving a permit if a future application is made.

3rd Offense: Up to three days of OSS, parent notification and the loss of parking permit for one year. No refunds will be made on parking permit fees. Non-drivers will receive a year's suspension of their parking permit if a future application is made. Ninth grade students will lose their parking privileges for one year after they first become eligible to apply. (One year after they receive their driver's license.) Students may appeal the parking suspension to the administration after 90 school days.

4th Offense: Up to five days OSS and a conference with the parent.

5th Offense: Ten days OSS and recommendation for suspension for the rest of the term.

ITEMS NOT LISTED IN THE RULES

The administration reserves the right to discipline students as necessary with the full breadth of consequences available for offenses listed and unlisted in this handbook and the LCS handbook. We believe that all students have the right to an education but we also believe that rule violators shall be punished accordingly.

CELL PHONES, SMART WATCHES & ELECTRONIC DEVICES

Cell phones and smart watches shall be turned off and placed in the student's assigned pocket when a student enters the classroom. They should remain there until class dismissal and the student exits the room. Students should not remove their phones from the pocket to take when going to the bathroom or running an errand. Teachers reserve the right to confiscate a device if it becomes a disruption. The school is not responsible for lost or stolen phones or electronic devices.

1st Offense: Phone is confiscated by the teacher and submitted to the office. Students may get their phone at the end of the day from the office. The student receives a warning. If the student refuses he or she will receive one day of OSS.

2nd Offense: Phone is confiscated by the teacher and submitted to the office. The parent may retrieve the phone **at the end of the school day**. The student will receive two periods of ISS. If the student refuses he or she will receive one days of OSS.

3rd Offense: Phone is confiscated by the teacher and submitted to the office. The parent may retrieve the phone **at the end of the school day**. If the student refuses he or she will receive three days of OSS.

4th Offense: Phone is confiscated by the teacher and submitted to the office. The parent may retrieve the phone at the end of the school day. The student will receive three days of OSS.

5th Offense: Phone is confiscated by the teacher and submitted to the office. The parent may retrieve the phone at the end of the school day. Administration will determine a extreme consequence.

Dissemination of Photos or Videos

Students who disseminate photos, videos, or other electronic communications that cause a significant disruption, as deemed by the school administration, to the school environment, will be subject to the following consequence(s):

First offense: Electronic device is confiscated, and the parent notified by administrator. The parent may pick up device from the office and student shall receive up to 3 days of in-school suspension.

Second offense: Electronic device is confiscated, and the parent notified by administrator. The parent may pick up device from the office and student shall receive up to 3 days of out of school suspension.

Third offense: Electronic device is confiscated, and the parent notified by administrator. The parent may pick up device from the office and student shall receive up to 5 days of out of school suspension. The student will no longer be allowed to bring their personal electronic device to school.

Fourth and subsequent offense: Electronic device is confiscated, and the parent notified by administrator. The parent may pick up device from the office and student shall receive up to 10 days of out of school suspension.

The School administrator has the authority to vary for the above-mentioned consequences if the severity of the offense warrants such judgment.

Students who disseminate photos, videos, or other electronic communications that threaten the safety of student, school employees or school visitors may result in long term suspension or expulsion. (See policy 4300 Student Behavior Policies).

Any dissemination of photos, videos or other electronic communications that could be in violation of state and federal law will be turned over to law enforcement.

Device Policy

Regulation code 3220, 3220-R, 3220-R2

All students K-12 will receive a device from LCS. Students may use their own technology, but there will be cases where students will need to use the school issued device (Securly Classroom session, testing).

Damage or Loss

1st consequence: \$20
2nd consequence: \$40
3rd consequence: \$60
Lost / Stolen / unusable / not-returned: \$100 flat fine

Fines are cumulative and carry over from year to year, school to school.

If a student damages a District-issued device to where it is unusable, the student will be given a replacement device. The replacement device must remain at school until fees are paid on the previously damaged device. Distribution of a replacement device will be at the principal's discretion.

DRESS CODE VIOLATIONS

The following apparel violates the Dress Code:

- Dresses or tops with Spaghetti Straps or straps less than 2 inches wide
- Halter tops or tops worn off the shoulder
- Tank tops and shirts altered to appear as such
- Low-cut tops or dresses
- Bare midriff or bare back tops
- Short shorts or mini-skirts Slashed or cut up clothing
- Underwear worn as Outerwear
- Inappropriate Symbols, Words, Pictures that show or advertise: **violence, tobacco products, drug use, alcohol, sex, vulgarity, Confederate Flag or demeaning to racial groups**
- Decorative contact lens
- Bicycle pants, skin tight or transparent clothing, leggings without a top extending below mid-thigh
- Bandanas or gang related clothing
- Pants below the waistline
- Spiked collars and bracelets which may be used as a weapon, cause injury or hinder movement
- Lack of appropriate footwear
- Dark glasses/ sunglasses in the building
- See-through clothing
- Undershirts, shirts with split sides, and mesh tops
- Wallet chains longer than 6 inches, more than one chain
- Sleepwear, Pajamas or pajama bottoms, bedroom shoes, slippers, pillows and blankets
- Any disruptive clothing or attire
- Head coverings, hats, bandanas, sunglasses or hoods can not be worn inside a school building during the school day.
- **Any items or clothing with Confederate flags: including belt buckles and hats are not permitted to be worn on campus.**
- **All tops should cover the chest, back and midriff.**
- **All dresses, shorts, and skirts must strike the leg at the end of the fingertips with arms relaxed.**
- **All leggings, tights, yoga pants, or jeggings must be worn with a dress or top that meets the finger-tip rule.**

- **Pants should be worn at the waist and secured with a belt if necessary.**
- **No rips, tears, or holes in pants or shorts may be above the finger-tip rule.**

Consequences for Dress Code Violations will follow Lincoln County Schools Board Policy # 4316.

STUDENTS IN TEACHER'S LOUNGE, USING MICROWAVE & EATING IN UNAUTHORIZED AREAS

Students are not permitted to eat breakfast or lunch in any area outside the cafeteria or patio area including teacher's classrooms and the hall.

No student is allowed to enter the teacher's lounge without permission from a faculty member. Students are not allowed to use the microwave, drink or vending machines in the teacher's lounge at any time.

Violation of this policy will result in the following:

- 1st Offense:** A minimum of one period of ISS. **2nd Offense:** One day of ISS
3rd Offense: One day of OSS.

TARDIES TO CLASS

A student must be physically in the classroom at the bell or be recorded as tardy for the class. **If a student has come to class and then leaves without a written hall pass, he will be counted tardy when the bell rings.** If a student is not in the classroom when the bell sounds, the student will be detained by the Tardy Sweepers who will complete a tardy slip to be turned in for the appropriate consequence as outlined below. A student is present when he is inside the door of the classroom before the bell stops ringing. If a student enters class late enough that the tardy sweepers have completed their job, the classroom teacher should turn in the tardy. **A student who is not present in a class for a minimum of 60 minutes will be considered absent.**

TARDIES

- 1st Tardy – Warning issued by sweeper and recorded.**
- 2nd Tardy – Warning issued by sweeper and recorded.**
- 3rd Tardy – Lunch Detention * NO PHONE**
- 4th Tardy – 1 Period of In-School Suspension**
- 5th Tardy – After School Detention**
- 6th Tardy – After School Detention**
- 7th Tardy – 1 Day of In-School Suspension**
- 8th Tardy – 1 Day of In-School Suspension**
- 9th Tardy – 1 Day of Out-of-School Suspension**

Note: The tardy policy is per quarter (9 weeks). After-school detention is held in ISS from 3:05 – 4 p.m. Detention is assigned by an administrator. Failure to complete After School Detention will result in a Level III offense.

Additional Consequences:

Parking on Campus is a privilege. In addition to the above consequences, excessive tardiness may result in a suspension of the parking permit. If a student continues to use the space he or she will be ticketed \$10 each time they use the space.

SERVING AFTER-SCHOOL DETENTION

Students assigned After-School Detention will serve from 3:05 p.m. until 4:00 p.m. If a student arrives for ASD late (between 3:05 p.m. and 3:10 p.m.), he or she will be required to serve LUNCH break the next day to make up for the tardy. If a student arrives after 3:10 p.m., he or she will have to reschedule the ASD. If the student has not changed the date before and misses ASD, he or she will serve one day of ISS for the missed session.

Failure to attend ASD will result in the following consequences:

1st Offense – Warning and Rescheduled To Next Day

2nd Offense – 1 additional day of ASD

3rd Offense – 1 additional day of ASD

4th Offense – 2 additional days of ASD

5th Offense – 3 additional days of ASD

6th Offense – 4 additional days of ASD

7th Offense – 1 day of ISS

8th Offense – 2 days of ISS

9th Offense – 1 day of OSS

10th Offense – 2 days of OSS

Discrimination / Harassment / Bullying

Lincoln County Schools' Board of Education Policy addresses the issue of discrimination, harassment, and bullying. Below are excerpts of those policy components. The policy in its entirety is located on the Lincoln County Schools website (www.lincoln.k12.nc.us).

Policy Code 1710/4021/7230: Prohibition Against Discrimination, Harassment and Bullying
The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities and the board expressly forbids this type of activity.

For purposes of this policy, the following definitions apply:

- **Discrimination** means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age or disability. Discrimination may be intentional or unintentional.
- **Harassment or bullying behavior** is any pattern of gestures, written, electronic or verbal communications, any physical act or any threatening communication that:
(1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
(2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.
Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person

who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability.

Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

The board also prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy. If you or someone you know has been a victim of discrimination, harassment or bullying, please inform your principal or assistant principal.

The policy and procedures for filing grievances or reporting complaints of discrimination, harassment, or bullying in its entirety is located on the Lincoln County Schools website (www.lincoln.k12.nc.us). Policies 1710/4021/7230 and 1720/4015/7225.



Random Drug Testing

“The Lincoln County Board of Education has revised Policy 3623/4343 to begin randomly drug testing student athletes. In order to be able to participate in athletics the student and parent will need to sign the attached consent form. Student names are randomly chosen and will be tested at the school site, during the school day. Any student-athlete that tests positive for drugs will be suspended immediately from athletic participation for 90 days.”

Consent Form Participation in the Drug-Testing Program

This form must be completed and signed by each high school student-athlete and his/her parent or legal guardian. This form is required for all students who participate in any athletic competition, to include cheerleading. Eligibility for participation will not be granted until this form has been signed and returned to the student’s school.

Student-Athlete’s Name _____ Sex _____

School _____ Grade Level _____

Drug-Testing Consent

By signing this form, I, the undersigned student and parent, affirm that I am aware of the Lincoln County Board of Education’s drug testing regulations and procedures, which requires the following for any student-athlete who is found to have any tested drug or substance:

- A first positive test may result in a ninety (90) day period of ineligibility from all student athletics. Prior to returning to athletic participation, the student must provide a negative drug test result. The cost of the follow-up drug test is the responsibility of the student.
- A second positive test may result in a 365 day period of ineligibility from all student athletics. Prior to returning to athletic participation, the student must provide a negative drug test result. The cost of the follow-up drug test is the responsibility of the student.
- A third positive test may result in permanent ineligibility for the remainder of the student’s career.

I hereby give consent to be tested by an independent, licensed drug-test administrator for the presence of illegal drugs and controlled substances if I am randomly selected, or if there is a reasonable suspicion or cause for a test, or a follow-up test is required for participation in the athletic program. I consent to giving a urine specimen or saliva test for testing upon request by the drug-test administrator. I understand that a refusal to be tested, or any attempt to tamper with the test sample will result in a declaration of a positive test. I agree to follow the drug testing procedure that has been set forth in Board Policy 3623-R/4343-R.

I hereby authorize the licensed physician to release the results of my test to the student’s parent/guardian and the Superintendent or her designee, who shall notify the student’s principal, athletic director and coach. I waive any privilege in connection with the results of the drug test. I understand that the drug-test results will not be shared with law enforcement and that the outcome of the drug-test will not affect my academic career.

By signing this form, I have read and understood Board Policy 3623-R/4343-R and its related consequences. I understand that the Lincoln County Board of Education and its officers, administrators, employees, and agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this form.

Name of student: _____

Signature of student: _____ Date: _____

Name of parent(s)/guardian (s): _____

Signature of parent/guardian (s) _____ Date: _____

Home address: _____ City: _____ Zip Code _____

PARKING OFFENSES

Leaving campus without permission will result in the loss of the parking permit for two weeks.

Student parking is a privilege and any violation of the parking policy will result in temporary and possibly permanent revocation/suspension of parking privileges, \$10 dollar fine, and/or the towing of the offender's vehicle. Examples of these offenses include: Parking in Unassigned Areas, Smoking, Reckless Driving, Loitering, and Parking without a Permit. No refunds will be made of parking permit fees if parking privileges are revoked.

In keeping with the Safe Schools Act, the administration reserves the right to search any vehicle on our campus. Parking Permits can be revoked or suspended at the administration's discretion.

IN-SCHOOL SUSPENSION

ISS is the room that houses students who have not followed responsible school behavior. There will be **no talking** while in ISS. Students will **not** be allowed to do anything other than sit or read materials provided. All books and belongings must be left at the designated area. Students are not allowed to leave ISS during assigned time for any reason other than a directive from the office. Students will **not be released before the end of a class period.**

INITIAL ENTRY

When a student arrives on campus for any reason after the tardy bell has rung, he/she will report directly to **the office**. If the student has an official note due to either dental, medical, or court-related appointment, he/she will be allowed to report to class. All others arriving tardy at school for the first time that day will be subject to consequences as outlined in the tardy policy. Students arriving tardy with legitimate excuses will report to the office and then be admitted to class in compliance with the following guidelines.

A student has arrived "on campus" once he/she is on school property: a school bus, the student parking lot, the area where buses park, and/or in the school building itself.

ATTENDANCE

Class attendance and participation are critical elements of the education process. Students are expected to be at school on time and to be present at the scheduled starting time for each class. A student may have **5 absences excused with parent notes each semester**. If a student fails to bring a parent note when he returns to school or exceeds five absences with a parent note, the absence will be considered unexcused. **If a student accumulates more than four unexcused absences during a semester, the student will submit an appeal to the principal and is in danger of failing due to attendance.** Attendance is taken daily in each class period. Parents will be notified by letter or phone call after the 3rd, 6th, and 10th absences. If you are absent 4 consecutive days, call Mr. Terry Reinhardt, Attendance Operator at 704-736-9453. State policy requires a student be dropped from the roll after 10 consecutive absences without a determination of the reason for the absence. **A student who checks out before the**

end of class must be present for sixty minutes of instructional time or will be counted absent.

CHECK OUTS

Once a student has arrived on school property, he/she must check out before leaving campus. **If a student has a doctor or dental appointment, or needs to check out for any other reason, he/she must present a note to the receptionist in the main office upon arrival at school (by 10:00 a.m.) The note must be signed by a parent or guardian and state the specific reason(s) for checking out. If a student needs to check out but did not bring a note, the parent or guardian must come into the office to check the student out. The school will not accept phone calls or emails to check students out. Only in cases of emergency illness should students come to the office to check out after the first period begins. Before leaving, the parent or guardian will be called to verify the check out.** Good attendance is essential at school if a student is to do well. It should be the aim of every student to be present in class each day possible. Good attendance will certainly improve grades and, more importantly, the student's understanding of the material being covered.

Students who check out during the school day to go to an appointment and wish to return to school the same day must bring a doctor's note to return. Checking out for lunch is not permitted.

To be counted present in the class, the student must be in attendance for sixty minutes. Students who leave campus without properly checking out will receive one day of ISS for the first offense and OSS at the administration's discretion for additional offenses.

EXAM EXEMPTION

In order to encourage excellent attendance, a student may be exempt from teacher-made exams if he/she meets the following qualifications:

- **End-of-course tests, N.C. Final tests, and Vocational Competency Achievement Tracking System (VOCATS) tests that are required by the state may not be exempted.**

AP Exams

Students enrolled in AP classes are strongly encouraged to take the appropriate AP exam. Make-up opportunities are available through the College Board for students who truly have emergencies that prevent them from taking the scheduled test.

Examinations/Exemptions From Exams

In order to encourage excellent attendance, a student may be exempt from teacher-made exams if he/she meets the following qualifications:

1. "A" average at the end of the semester, have four or fewer absences, and no more than four tardies for the semester.

2. "B" average at the end of the semester, have three or fewer absences, and no more than three tardies for the semester.
3. "C" average at the end of the semester, have two or fewer absences, and no more than two tardies for the semester.

The issue of excused vs. unexcused absences is not considered in determining exam exemption. The number of absences, regardless of reason, the academic average, and cumulative tardies for the semester are the qualifying factors for exam exemption. Assigned days in ISS (in-school suspension) or OSS (out-of-school suspension) are considered as absences under the exam exemption policy. All work missed because of absences should be made-up within five days of the absence.

If the student meets the above qualifications and desires to take the exam, the exam may improve but not diminish the student's final grade. Tests required by the state may not be exempted; neither may Advanced Placement exams administered by the College Board be exempted.

HALL PASSES

All students must have a hall pass to be in areas other than the classrooms. This applies to Student Council members, annual staff members, peer mediators, peer tutors, students with early dismissal permission and any other student who finds it necessary to enter the halls during class time. **(One Student Per Pass)**

UNAUTHORIZED AREAS

Students are not to be in unauthorized areas at any time without permission.

Unauthorized areas include:

- Students are not permitted in the building before 7:20 a.m.
- Students must remain in the cafeteria or Media Center from 7:20 a.m. until 7:45 a.m. unless they have a note from a teacher for tutoring.
- Students are not allowed outside the building between 7:50 a.m. and 3:00 p.m. unless directed by a staff member. This includes exiting the building as a quicker route to your next class. For example, exiting at the cafeteria door to go to the band room.
- **All areas of the building except the cafeteria or patio, are considered unauthorized areas during lunches unless the student has a written pass. Students are not permitted to eat in classrooms or hallways.**
- Students are not permitted inside the building after 3:15 p.m. unless they are participating in a supervised activity.
 - Students are not permitted outside the building once school has started unless it is a class activity. Students are not to exit outside the building as shortcuts to their next class.
 - **Students are not permitted to congregate in the parking lot before or after school. Additionally, students are not permitted to go to the parking lot during the school day without permission of a staff member.**

FOOD ON CAMPUS

All food and/or beverages should remain in the cafeteria and patio area during lunches. All students will be required to eat lunch in the cafeteria. For students' convenience, drink and snack machines are located in the Gym Locker Room Hall and in other areas of the school for those who want snacks during break or after school.

According to Federal law, vending/snack machines cannot be used until after the last lunch has been served (1:25 p.m.)

Students are not allowed to use the vending machines or microwaves in the Teacher Workrooms or the Office. Violators will face the following penalties:

1st Offense: A minimum of one period of ISS.

2nd Offense: One day of ISS.

3rd Offense: One day of OSS.

The administration reserves the right to cut off the snack machines at any time if students fail to respect the West Lincoln campus. **No food or drinks will be permitted in the computer labs or library. Food and drinks in classrooms during the class period unless it is part of a class lesson. No food can be delivered to students during the school day.**

PROM AND DANCE ATTENDANCE & DRESS CODE

Attending the prom is a privilege reserved for juniors and seniors currently enrolled in West Lincoln High School. Tickets will not be sold at the door and refunds will not be given less than one week prior to the prom. Juniors and seniors may invite a guest to the prom, but the guest must be either currently enrolled in high school (grades 9-12) or a high school graduate/equivalent no older than 20 years of age. **All students and guests must be approved by the administration and a picture ID will be required for all guests. Students eligible to attend the prom may not have violations of the following during the current school year: Drugs and Alcohol (LCS Board Policy 4325), Assaults, Threats, and Harassment (LCS Board Policy 4331), Weapons, Bomb Threats, Terrorist Threats, Clear Threats to Safety (LCS Board Policy 4333), and Criminal Behavior (LCS Board Policy 4335). Students who are serving a suspension on the prom date are also unable to attend the prom. All outstanding fees must be reconciled with the school before a student will be permitted to purchase a prom ticket.**

All rules, policies and dress codes apply in addition to the following:

- Strapless gowns are acceptable
- Open-back gowns no lower than the bottom of the rib cage are acceptable
- Slits must meet "finger-tip rule"
- All attire must be appropriate and in good taste
- If in doubt, see administration for approval

Prom Date: May 6, 2023 MorteZ Mills

VISITORS TO THE WEST LINCOLN CAMPUS

A. Parents are always welcome at West Lincoln High School. We ask that you call the office to make an appointment to see an administrator or teacher, or to visit a classroom.

B. The school policy is to accept only those visitors who have legitimate business at the school. Personal visits by former students are not permitted during the school day.

C. ALL VISITORS MUST REPORT TO THE MAIN OFFICE FIRST TO RECEIVE A VISITOR'S PASS.

D. All visitors must park in the visitor's lot. Visitors will not be issued a pass unless permission is granted by one of the administrators.

F. Visitor passes will not be issued during examinations, the competency test, other testing periods, and any other times during which an administrator deems it inappropriate to issue a pass. **AN ADMINISTRATOR MAY REFUSE TO ISSUE A VISITOR'S PASS ANY TIME HE FEELS IT IS IN THE BEST INTEREST OF THE SCHOOL TO DO SO.**

G. Any person found on the school grounds without permission is trespassing and subject to arrest by authorities. Students are cautioned that unauthorized visitors (those who do not have permission from the administration) to campus are trespassing and will be subject to arrest and prosecution. Please caution your friends that they are not to be on campus during the school day without permission.

H. Students are **not allowed** to have visitors during lunch periods.

WEST LINCOLN STUDENTS AT OTHER SCHOOLS

West Lincoln students are **not** permitted on another campus during the school day. Students with legitimate business at another school are required to obtain a visitor's pass from the office of that school. Drivers who pick up students at another school in the mornings or afternoons are not to leave, nor allow passengers to get out of their car on another campus until the students at that school are dismissed. Anyone entering another school building without permission is subject to prosecution for trespass. This policy applies especially during exam days at the end of each term.

USE OF RESOURCE OFFICER AT WEST LINCOLN HIGH SCHOOL

The Resource Officer in the school is primarily for preventative measures and it is the philosophy and belief of the administration of West Lincoln High School that the responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the school board. However, when violations of state law or local ordinances occur, or where the security of persons or property appears to be in jeopardy, we will not hesitate to initiate arrest and prosecution proceedings. **The Resource Officer will also have the authority to issue citations to anyone who violates parking or on campus speed limits.**

CARE OF BUILDING, GROUNDS, AND PERSONAL PROPERTY

We feel it is a matter of personal and school pride that each and every student make a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone who drives by or who visits the campus. This commitment includes using the common sense approach. Students are responsible for proper care of all books, supplies, and furniture supplied by the school. Trash belongs in trash cans, food is to be eaten in designated areas, gum and graffiti have no place on the floors, furniture or walls, and the furniture and equipment in our school are to be treated appropriately. Students who disfigure property, break windows or do other damage to school or other's personal property **WILL BE REQUIRED EITHER TO PAY FOR THE DAMAGE WHICH IS DONE OR REPLACE THE ITEM.**

Students should limit items brought to school to those items necessary for school activities. Large sums of money or expensive jewelry should be left at home. **THE ADMINISTRATION IS NOT RESPONSIBLE FOR ITEMS BROUGHT TO SCHOOL WHICH ARE NOT CHECKED IN TO THE MAIN OFFICE AND ARE LOST OR STOLEN.**

While student book bags are allowed on campus, please keep in mind that they are subject to be searched at any time provided the school has reasonable suspicion that an illegal substance, firearm or another student's property might be contained in the book bag.

POSTERS AND ANNOUNCEMENTS

All posters/announcements to be displayed at West Lincoln High School must first be approved by the administration. The individual(s) responsible for the poster/announcement are responsible for removing them. Non-school related announcements can be posted only with the approval of the school administration. No signs or tape should be placed on the outside of the windows at the office entrance where the Rebel mural is. This will damage the mural.

COLLEGE DAYS

College Days allow juniors and seniors to visit college campuses to meet with admissions counselors, take placement tests and visit financial aid advisors. Students must complete a College Day form and turn it in to Mrs. Cable **prior to** the visit. After the visit, students must bring back official documentation from their college visit. **Juniors get 2 college days per year. Seniors get 1 college day per year.**

LIBRARY and COMPUTER LAB POLICIES

The goal of the West Lincoln High School library is to assist students, faculty and staff as they find resources, learn skills, complete assignments, or develop lessons that will help develop lifelong readers.

- Patrons are invited to use the library from 7:30 a.m. until 3:30 p.m. each day. This includes all lunch periods, as well as class periods. Additional times can be arranged with the librarian when there are deadlines for major assignments or research.

- Students who are coming from classes should have a note from the classroom teacher when arriving and a note from the librarian when leaving.
- A student assistant at the circulation desk will help students check out their selections, and a drop box is available for returning books to the library.
- Materials may be checked out for a period of three weeks, but additional time can be given if needed. Bring the materials to the circulation desk, and the librarian will work with you to determine how much additional time is needed.
- **Students should not bring food, drinks or book bags to the library or computer lab.**

MEDICINE

Any prescription or over-the-counter medicines brought to school by a student must be accompanied by a form completed by the student's physician, stored in a properly labeled container, and left in the school office with Mrs. Howard for dispensing. Disciplinary consequences will be imposed on students who have medicines or non-prescription drugs without proper notification.

LOCKERS

Lockers are assigned by second period teachers upon request and are located at students' second period classes. Students should not use lockers that are not assigned to them. **Students are responsible for the contents and condition of the lockers assigned to them.** Please remember that the lockers in the building, although "occupied" by a student, remain the property of West Lincoln High School and may be searched at any time the administration has a reasonable suspicion. West Lincoln High School is not responsible for items taken from student lockers. School locks will be provided by WLHS free of charge. **Students will be charged \$5.00 for lost locks. No personal locks will be permitted. Locks other than school provided locks will be cut off.**

SAFETY DRILLS

The staff and administration will conduct monthly Fire drills, and Lockdown and Tornado drills as needed. Upon hearing the alarm signals or drill announcement, students should follow the instructions of teachers or staff members. It is essential that students, comply with these directions in a quick and orderly manner. During fire drills, students are to remain at least 50 feet from the building until the signal is given to re-enter. No student should block roads or driveways. No one is to return to the building until the all clear signal is given by the principal or his authorized representative.

STUDENT PARKING

Due to NC Transportation Law, there will be NO ATHLETIC PARKING OR PARKING OF ANY KIND IN THE BUS LOT. N.C. Law states that student parking areas cannot intersect with BUS LOADING and UNLOADING areas on campus. PARKING IN THESE AREAS WILL RESULT IN THE TOWING OF YOUR VEHICLE, THE REMOVAL

OF YOUR PARKING PRIVILEGES AND CAN RESULT IN A FINE FOR YOU AND THE SCHOOL.

Students parking on school property is a privilege. Certain conditions are attached to that privilege. Students who fail to uphold these conditions will be subject to disciplinary action/loss of parking permit. The conditions are as follows:

- Students must present a completed parking contract to register any vehicle they intend to drive to school. Upon registry, a parking permit will be issued.
- Students are to obey all traffic signals, signs, and markings on campus.
- Students are not to litter in the parking lot.
- Failure to have a parking tag will result in a fine of \$10.
- Speeding or reckless driving is prohibited. The posted 15 MPH speed limit will be enforced. Officer Lonnie Leonard, WLHS School Resource Officer or WLHS Security Officers, will have the authority to write citations for violations.
- **Any citation or arrest issued by a law enforcement officer on or about the school campus, traveling to or from LCST, or possession of alcohol or any controlled substance will result in an immediate 30-day or more suspension of parking privileges and a school fine in addition to disciplinary consequences stated in this handbook.**
- **No student is allowed in the parking lot during the school day without a note from the office.**

2022 - 2023 WEST LINCOLN HIGH SCHOOL PARKING CONTRACT

To Whom It May Concern:

I will hereby obey all rules as set forth by the Administration at West Lincoln High School. Both my parents/legal guardians and I have read the following rules and clearly understand each one. I understand that failure to follow these rules will be a violation of my contract and therefore I will forfeit my parking permit **immediately**. Enforcement of Parking Procedures will be carried out by Officer Lonnie Leonard, School Resource Officer or WLHS Security. I also understand that to continue to park, an additional fee will be required if any of the following violations occur:

1. Parking in unassigned areas (Loss of parking privileges for 1 week). Following infractions will result in loss of privileges for up to 2 weeks. Multiple infractions will result in loss of privileges for the semester. **If your assigned spot is occupied, notify an administrator immediately.**
2. Failure to display Hang Tag (Warning, then loss of parking privileges for 1 week for the next infraction). Multiple infractions will result in loss of parking privileges for the semester.
3. Reckless driving/speeding (Loss of parking privileges for no fewer than 2 weeks and depending on the infraction, possibly the loss of parking privileges for the school year.) All traffic rules apply to school property as well, with Officer Leonard issuing citations for reckless driving.
4. **PARKING WITHOUT A PERMIT AND HANGTAG WILL RESULT IN SUSPENSION OF PARKING PRIVILEGES AND MAY RESULT IN THE TOWING OF THAT VEHICLE.**

There will be an additional \$15.00 fee for those reapplying due to parking violations.

5. Students must not lend a permit or borrow a permit from another student. This will result in loss of a parking permit for both students.
6. Upon arriving at school, I will immediately leave the parking lot and will not return unless:
 - a. I have a signed note from an administrator.
 - b. I am sick and have checked out.
 - c. I am leaving campus for the School of Technology.
 - d. School has been dismissed for the day.
7. The parking permit must be displayed on the rearview mirror with the number facing forward.
8. **Students who forfeit a license will also forfeit their parking privileges.**
9. Students cannot park in an unassigned space.

10. Students cannot park in a Handicapped space unless they have the appropriate parking permit.
11. Students will forfeit their permit if they engage in careless driving or any type of driving that would endanger other drivers including traveling to or from LCST.
12. Failure to correctly display a parking permit or handicapped permit.
13. Any disruptive paraphernalia will be removed and parking permit will be revoked.
- 14. Leaving campus without permission will result in loss of parking permit for two weeks.**
- 15. Tobacco or Smoking Violations may result in loss of parking privileges.**
- 16. Alcohol or Drug Possession on campus will result in immediate loss of Parking Permit.**

If someone is in your assigned parking space, **do not, under any circumstances, park in someone else's space!!** Park your vehicle out front and report this to the office immediately.

I UNDERSTAND THE CONSEQUENCES IF I DO NOT FOLLOW THE RULES.

Student Signature- _____

Parent Signature- _____

Year _____ Color _____ Model _____

Tag Number _____

NC Driver's License # _____

PLEASE NOTE: WEST LINCOLN HIGH SCHOOL RESERVES THE RIGHT TO TOW ANY CAR THAT DOES NOT MEET THE ABOVE CRITERIA WITHOUT FURTHER WARNING TO THE STUDENT. SHOULD A CAR BE TOWED DURING THE SCHOOL DAY, THE STUDENT WILL BE TOLD THE NAME OF THE TOWING COMPANY AND WILL BE EXPECTED TO PAY THE TOWING FEE BEFORE THE CAR IS RELEASED TO HIM/HER.

HIGH SCHOOL ATHLETES, PROTECT YOUR ELIGIBILITY BY KNOWING THE RULES. TO REPRESENT YOUR SCHOOL IN ATHLETICS, YOU:

- Must be a properly enrolled student at the time you participate, must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at the school.
- Must have been in attendance for at least 85% of the previous semester at an approved school.
- Must not have exceeded eight consecutive semesters of attendance or have participated more than four seasons in any sport since first entering grade 9.
- Must not have graduated or been eligible for graduation from high school.
- Must be under 19 years of age on August 31, 2020
- Must live with your parents or legal custodian within the school administrative unit (exceptions must be approved by your principal and the NCHSAA).
- Must have passed a minimum of **3** courses during the previous term and meet local promotion standards.
- Must have received a medical examination by a licensed physician within the previous 365 days; and if you miss five or more days of practice due to illness or injury, you must receive a medical release before practicing or playing.
- Must not accept prizes, merchandise, money or anything that can be exchanged for money as a result of athletic participation. THIS INCLUDES BEING ON A FREE LIST OR LOAN LIST FOR EQUIPMENT, ETC.
- Must not have signed a professional contract, have played on a junior college team, or be enrolled and attending class in a college.
- Must not participate in unsanctioned all-star or bowl games.
- Must not receive team instructions from your school's coaching staff during the school year outside your sport's season (for first practice through final game.) Instruction is limited to coach and athletes in skill development sessions. These sessions are limited in number to one less than a team (e.g., 21 in football) on a daily basis, and may not be held during certain prescribed "dead periods" during the year.
- Must not be guilty of unsportsmanlike conduct, or be ejected from the previous contest.
- May not usually, as an individual or on a team, practice or play during the school day (from first contest through conference tournament).
- May not play, practice or assemble as a team with your coach on Sunday.
- May not dress for a contest, sit on the bench, or practice if you are not eligible to participate.
- Must observe all sports season game limitations.
- **Must sign and follow the West Lincoln High School Athletic Code of Conduct.**

Alma Mater

**From beyond the hills and valleys
Echoes back our song of praise
Hail, all hail our Alma Mater
Chorus to her name we raise.
Let us lift our eyes and voices
Send her fame out far and wide
Spread the word that with West Lincoln
Honor, glory will abide.**

**To her loyal sons and daughters
Comes a call to carry on.
Carry onward, carry upward
Til her brightness stands alone.
Let us now with strength and courage
Hear the call and take the fight,
Be the red and gray forever
Praised and honored for her might.**

Robert Paul Mosteller