

**2015 - 2016
Student Handbook**

WWCHS Calendar

Pre-planning	Monday-Thursday, August 3 - 6
First Day of School	Friday, August 7
Labor Day Holiday	Monday, September 7
End of 1 st Nine Weeks	Friday, October 9
Professional Learning Day.....	Monday, October 12
In-Service Day	Tuesday, October 13
Thanksgiving Holidays	Monday-Friday, November 23 - 27
Early Release Day (12:00)/End of First Semester	Fri, December 18
Winter Break	Monday-Friday, December 21 – Jan 4
In-Service Day	Tuesday, January 5
Students Return	Wednesday, January 6
MLK Holiday	Monday, January 18
Presidents' Day Holiday	Friday & Monday, February 12 & 15
In-Service Day	Tuesday, February 16
End of 3rd Nine Weeks	Monday, March 14
Early Release Day(12:00).....	Wednesday, March 23
In-Service Day	Friday, March 24
Professional Learning Day.....	Friday, March 25
Spring Break	Monday-Friday, April 4 – 8
Early Release Day (12:00)/Last Day of School	Friday, May 27
Post Planning	Monday-Tuesday, May 30 & 31

*Early Release Days are for students to leave at 12:00. This will provide time for parent conferences, grading, student records, etc.

Wilkes County Board of Education
Student Acceptable Use Policy

Wilkes County Board of Education is pleased to offer students of the Wilkes County School System access to the Internet. To gain access to the Internet, students attending WWPS, WWES, and WWMS must have a faculty member present. Teachers of younger students will guide them toward appropriate materials. All students must obtain parental permission to access the Internet.

Access to the Internet will enable students to explore libraries, databases, and other educational sites. Because some material accessible via the Internet may contain items that are inappropriate or potentially offensive to some people, we will continue to make every effort to monitor use. We, as educators, intend to provide supervised use of the Internet but your child(ren) must adhere to the guidelines imposed by your school. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Internet Rules and Guidelines:

Students are responsible for good behavior on computer networks just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior apply.

The Internet is provided for students to conduct research. Access to Internet services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. *Access is a privilege- not a right.* Access entails responsibility.

Users of the school networks as well as the Internet are responsible for their behavior and communications over the networks. Users will comply with standards and will honor the agreements they have signed. Students are not to share their user login names and passwords with anyone. Students are to log into the network using only their user name and password. They are to save information to their home directories.

Teachers must request the student's use of the Internet as an extension of the curriculum. If research is to be completed in the media center, students must bring a written pass with the topic to be researched clearly stated on that pass. This authorization from the teacher must be presented to the Media Specialist or para-professional in the media center.

The following is not permitted:

- **Sending, viewing, displaying, or printing offensive messages, pictures, or musical lyrics**
- **Using obscene language**
- **Harassing, bullying, threatening, insulting, or attacking fellow students, faculty, staff, or others**
- **Damaging computers, computer systems, or computer networks**
- **Violating copyright laws**
- **Using others' login information and passwords**
- **Trespassing in other student's, staff, or school's work, or files stored in network drives**
- **Intentionally wasting limited resources**
- **Employing the network for commercial purposes**
- **Revealing personal addresses or phone numbers of self or other students and colleagues**
- **Purposely accessing any inappropriate material, including, but not limited to social networking sites**

DISCIPLINARY PROCEDURES:

Violations will result in a loss of access in addition to other disciplinary or legal action.

**User Agreement and Parent Permission Form
Wilkes County Schools**

As a user of the computer network and Internet, I hereby agree to comply with the above stated rules – communicating over the school network/Internet in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature

Date

As a parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access the Internet. I understand that the student may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature

Date

Name of student:

School: _____ Grade: _____

CIPA Compliance:

Wilkes County's Acceptable Use Policy for students was presented and approved as a school procedure before the local Board of Education on November 14, 1996.

Photo Release Form

As the parent or guardian of _____, **I DO** grant permission for my child's photo to be used for publicity purposes only while he/she is a student at Washington-Wilkes Comprehensive High School.

Parent Signature

Date

Updated Student Information

Please fill out the following information so that the school may have accurate, up-to-date data on your child. Return this page to the student's homeroom teacher by Friday, August 14, 2015.

Student Name: _____

Parent/Guardian: _____

Home Address: _____

(physical location)

Mailing Address: _____

Telephone: Home _____

Emergency _____

Advisor: _____

We have read the student handbook and we understand the rules and regulations.

Parent's Signature

Student's Signature

**Washington-Wilkes Comprehensive High School
Club/Organization Non-Participation Form**

According to Georgia Law, Code Section 20-02-0705, a parent or legal guardian may decline permission for his or her child to participate in a club or organization.

Student Name: _____

I give my child permission to participate in clubs and organizations at Washington-Wilkes Comprehensive High School during the 2015-16 school year.

Parent/Guardian Signature

Date

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or

grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Wilkes County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Wilkes County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Wilkes County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Wilkes County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Wilkes County Schools has designated the following information as directory information:

- Student's Name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Major field of study
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908)

WELCOME

On behalf of the faculty and staff, I welcome you to the 2015-16 school year at Washington-Wilkes Comprehensive High School. WWCHS is one of the top rural schools in the state. I invite you to take advantage of the academic opportunities by excelling in your courses, completing pathways and gaining certifications, and challenging yourself in Advanced Placement or college courses. Get involved in co-curricular activities such as, FBLA, FFA, HOSA, Interact, Key Club, and student council. Wear the blue and gold proudly as you participate under the lights in athletics, band, or drama.

WWCHS can provide you with a ticket. A ticket that grants you access to a multitude of opportunities after high school. The value of that ticket is entirely up to you. The harder you work and the more you buy-in to the Washington-Wilkes Way, the more points you will have to redeem for job opportunities, post-secondary schools, and the military. Use Washington-Wilkes as your stepping stone to increase your opportunities for success.

Along the journey of high school, teachers, staff, administrators, your peers, and parents will motivate you to do your best. However, only you have the ability to do the work, make the right decisions, and graduate. We at WWCHS are always willing to help, and we understand it takes the whole community to have a successful school. In turn, as the school turns out young men and women with high character, work ethic, and ability, the community benefits as well.

This handbook has been prepared to keep you and your parents informed of the expectations and policies within the school. All policies will be administered fairly, and every student will be given the opportunity to be heard. Thank you for your continued support of our school and students. Help us make the 2015-16 school year a great success

Sincerely,

Robert Wheeler
Principal

**WASHINGTON-WILKES
COMPREHENSIVE HIGH SCHOOL**

1182 Tignall Road
Washington, Georgia 30673
School Phone: 706/678-2426

Principal Robert Wheeler
Assistant Principal Michael Jones
Athletic Director Jacob Kelley
Media Specialist Karmen Moon
Counselor Jackie Watson
CTAE Supervisor Lou Bentley
Lunchroom Manager Kris Berry

BOARD OF EDUCATION

Ricky Callaway, Chairman
Andrew Jackson, Vice-Chairman
Steve Albertson
Horace Jordan
Dann Standard

Superintendent of Schools Dr. Rosemary Caddell
Transportation Director Darla Ward
Food Service Director Rebecca Davis

GUIDE FOR STUDENTS

If you need

Go to

Athletics.....	Coach Kelley
Accident Insurance Claim Form	Ms. Nunn
Admittance Slips, Attendance, Tardies	Administrative Office
Announcements	Mrs. Moon
Approval of Activity	Mr. Wheeler
Clubs	Mr. Jones
Discipline Information	Any Administrator
Fees and Fines	Any Administrator
Grievance.....	Teacher, Administrator
Information about college, and scholarships	Mrs. Watson
Lost and Found	Administrative Office
Lunchroom	Ms. Berry
Medical Attention	Administrative Office
IDs and Parking Permits.....	Media Center
To report vandalism.....	Administration
Career Technical Guidance and Programs	Mrs. Bentley & Mrs. Watson
Withdrawal From or Entering School	Ms. Favors, Registrar

**REGULAR BELL SCHEDULE
2015 - 2016**

7:15 - 7:45

Breakfast

7:45

Go to 1st Period

8:00 - 9:30	1st Block	90 min
9:35 - 11:05	2nd Block	90 min
11:10 - 11:26	Homeroom	15 min
11:30 - 1:00	3a Class	90 min
1:00 - 1:35	3a Lunch	35 min
11:30 - 12:05	3b Class	35 min
12:05 - 12:35	3b Lunch	30 min
12:38 - 1:35	3b Class	57 min
1:40 - 3:10	4th Block	90 min

Activity Schedule

7:15 - 7:45

Breakfast

7:45

Go to 1st Period

8:00 - 9:30	1st Block	90 min
9:35 - 10:50	2nd Block	75 min
10:55 - 11:40	Clubs/Homeroom	45 min
11:45 - 1:00	3a Class	75 min
1:00 - 1:35	3a Lunch	35 min
11:45 - 12:05	3b Class	20 min
12:05 - 12:35	3b Lunch	30 min
12:38 - 1:35	3b Class	57 min
1:40 - 3:10	4th Block	90 min

Washington-Wilkes Comprehensive High School

WWCHS Mission Statement:

We, at WWCHS,
Will
Transform lives by
Implementing a quality curriculum that achieves set
Goals and
Enables all of us, students and staff, to live
Responsibly in
Society

Nondiscrimination

In accordance with Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act, the Wilkes County Board of Education prohibits discrimination against students or employees on the basis of race, color, religion, national origin, sex, age or disability in any of its educational programs or activities. Prohibited sex discrimination includes, but is not limited to, sexual harassment and sexual violence, and discrimination against pregnant and parenting students. This requirement not to discriminate in educational programs and activities extends to employment therein. Inquiries concerning the application of this policy by the Board of Education may be referred to the Title IX Coordinator: Lisa Isham, 313-A North Alexander Avenue, Washington, GA 30673 Phone: 706-678-2718 email: ishaml@wilkes.k12.ga.us

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure: (Wilkes County BOE Policy JAA)

1. Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education [or by the principal]. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as

made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.

2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.
8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Code of Conduct

This code of conduct is approved by Wilkes County Board of Education and is effective until modified or rescinded by the Wilkes County Board of Education. This code of conduct applies to all students enrolled in Washington-Wilkes Comprehensive High School, including special needs students, unless otherwise stated in their individual educational plan (IEP).

PHILOSOPHY OF WASHINGTON-WILKES COMPREHENSIVE HIGH SCHOOL

We believe the underlying principle of our educational system should be the fostering of an understanding of the democratic way of life. Education and democracy complement one another; hence, the operation of our system, schools, and classrooms should reflect a democratic way of living.

We further believe that the purpose of Washington-Wilkes Comprehensive High School is to provide the opportunity for each individual to discover his or her own personal strengths and weaknesses, to develop knowledge and skills necessary to be a productive and accountable member of society, and to assist in the examination and development of personal values.

We believe that Washington-Wilkes Comprehensive High School should seek to prepare each individual to live as a responsible, fulfilled member of our constantly-changing world.

We believe that education should be involvement in life itself. Education is active and should be related to the needs and interests of the student (child or adult). The educational system should reflect the society of today while preparing students for the future.

We recognize the individuality of students and staff at Washington-Wilkes Comprehensive High School but believe balance must be achieved and maintained between personal and cultural expectations. This includes providing an integrated curriculum that will enable individuals to be balanced, tolerant, and well-adjusted citizens within their physical, social and spiritual environments.

Realizing the comprehensiveness of our philosophy, we actively seek the cooperation of the home and our total community in achieving our goals.

I. Administrative Office and Attendance

The administrative offices are available to students who need to conduct official business. These offices are not for loitering or socializing. Students are permitted to transact business with the offices before or after school or during their lunch period.

All students sent to the office for disciplinary reasons are to report directly to the receptionist or secretary and turn in the accompanying misconduct report before being seated. Students given misconduct reports at the end of a class are to report to the office prior to going to the next class period. Students failing to report to the office after they have been given a misconduct report are subject to further disciplinary action.

A. Attendance

In accordance with Wilkes County Board of Education Attendance Protocol, a student is required to attend school a minimum of 85 days during a semester. Attendance at the school is kept period by period. A student must be present 85 days in each class. **A student is counted absent from class if they miss more than 15 minutes of any class.** A student who misses less than 15 minutes of class is counted tardy.

B. Absences by Students from School

An absence is defined as missing 15 or more minutes from any class. In accordance with Georgia Law, excused admittance slips will be issued for the following reasons:

1. Personal illness/doctor's appointment
2. Personal illness or attendance in school endangers the student's health or the health of others
3. Death or serious illness in immediate family
4. Religious holiday
5. Governmental mandate (subpoena to court)
6. Serving as a congressional page
7. Family being deployed or returning from military service
8. Registering to vote
9. Other reasons as outlined in the Wilkes County Attendance Protocol

Other reasons will be accepted; however, the student will receive an unexcused absence. Examples: Mom needed me at home. I had to take brothers and sisters to work. I had to help Grandma. Mom did not get up. These are understandable, but it is the parent's responsibility to ensure that the student's primary effort is to attend school.

All absences, whether excused or unexcused, count in determining attendance. The student may not miss more than 5 days (excused or unexcused) per semester. The student is in jeopardy of losing credit if he/she misses more than 5 days. Parents will be notified of each day a student is absent. When the student misses 5 or more unexcused days, a letter will be sent home denying the student credit. The parent may appeal this decision to the principal within 5 days of receiving a letter denying credit.

Appeals are sometimes granted if the student has no unexcused absences and the parent presents in writing unusual or unforeseen reasons that the student violated the attendance policy.

Obtaining admittance slips

It is the student's responsibility to secure an admittance slip within two days of the absence and have all teachers sign. At this time the student must obtain from the teacher any work that was missed.

Students may come to the office before school starts 7:45 - 8:00 to obtain an admittance slip. Failing to obtain an admittance slip through the office will result in the absence being counted as unexcused. After the two days, excuses will not be accepted, and the absence will be recorded as unexcused.

Students with unexcused absences will not make up missed assignments or tests.

With an excused absence work may be made up under the following conditions:

1. Excuse was within 2 days of returning to school.
2. The student made arrangements within two days with the teacher to make up the assigned work.
3. If an assignment was posted (the student was aware) prior to the student being absent, the work is due upon the student's return. Example: Monday a test is announced for Wednesday. The student misses Wednesday. The test must be made up on Thursday when the student returns. At the beginning of the semester a paper is assigned with a due date for the end of the semester on a Friday. The student is absent on Friday. The paper is counted as late, whether the absence is excused or not.
4. If the student fails to obtain or complete the assignment in a timely fashion, a grade of zero will be assigned.

It is the student's responsibility to keep up with assignments missed--not the teacher's.

Hospital Homebound:

If a student is going to miss several days in a row or has a medical condition that may cause the student to miss frequently, the parent may apply for hospital homebound services through the counselor. If approved, the student will be served by a teacher a minimum of three hours a week. Time missed from school while on hospital homebound will not be counted as absences. Hospital homebound forms may be acquired from the counselor's office. The parent must apply and be accepted for the hospital-homebound status.

C. Tardies

Tardiness is a school and classroom disturbance. It is indicative of an inability to structure time in a considerate manner. It indicates that assistance is needed in planning activities, and this assistance will be provided.

Tardiness is often a contributing factor to serious behavioral incidents resulting from the fact that students are in an unassigned area. It is the student's responsibility to be in his or her assigned place at all times during the school day.

Excused tardies must meet the same criteria as absences.

All other reasons are unexcused. A student who is tardy to class without an acceptable excuse will be subjected to corrective action by the teacher.

On the third tardy to class, the student will be referred to the office for corrective action.

A student who arrives at school after 8:00 will report to the office for an admittance slip to class. Students arriving late are not to report to class first and then go to the locker in order to avoid receiving a tardy. Students must bring notes from their parents or guardians verifying the reason for tardiness, or the tardy is unexcused.

D. Cutting Class

Cutting class or school is considered an unexcused absence. Cutting class also includes being out of class for an unreasonable amount of time such as when a teacher gives a student permission to go to the restroom or to the office and the student cannot account for why he/she was gone for the extended amount of time. Students cutting class will be sent to the office for disciplinary action. In addition, cutting class will make a student ineligible for extension of the 5-day absence limit.

E. Early Dismissal

If a student wishes to leave school early, that student must bring a notice signed by the parent stating the reason and time for the early dismissal. **An absence is defined as missing 15 or more minutes from any class.** This note must be approved by the administration in the office from 7:45 to 8:00.

Any student who is to be dismissed early must be signed out in the office by a parent or an authorized person before leaving campus. A phone call from the parent or guardian verifying the note must be completed before the student is dismissed.

Any student who leaves the school without properly signing out and without authorization will be referred for disciplinary action. This may include loss of driving privileges on campus. **To leave school during the day at any time and for any reason, a student must sign out through the administrative office.**

Students are not to leave campus during school for personal reasons i.e. haircuts, bill paying, lunch, errand running, etc.

Parents are urged to cooperate by making sure their son or daughter does not leave school unless it is absolutely essential.

Should a student sign out for an authorized trip off campus (doctor's appointment, etc.), the student is not allowed to return for the remainder of the day without a doctor's written excuse.

To receive an excuse for an early dismissal, the student **must** bring in a note signed by a parent or guardian **within 2 days of dismissal.**

F. School-Sponsored, Non-Instructional Activities

In accordance with State Standards, a student may miss class up to ten days a year for school-sponsored, non-instructional activities. This includes sports, band, clubs, extracurricular activities, etc. If a student is planning to miss a class (or classes) because of a school-sponsored non-instructional activity, that student is responsible for obtaining a prior approval form from the office, completing it, having all teachers sign it, and returning it to the administrative office a minimum of one full day in advance. As with regular absences, a student is responsible for making up all missed work to the satisfaction of the teacher within two days upon returning to school. It is the student's responsibility, not the teacher's responsibility, to arrange a time to make up any work that has been missed.

G. School Hours of Operation

School is open from 7:45 A.M. until 3:15 P.M. daily. Students should not arrive at school, except with special permission, until 7:30. Students must be out of the building by 3:15 each day unless they are receiving extra help from a teacher, are attending after-school detention, or are involved in a supervised athletic program. Students will not roam around the building or campus before or after school hours.

Before School

Before classes begin students will wait in a designated area or the cafeteria. Students are not allowed in the hall until 7:45 unless they have written permission from a teacher or administrator; this includes using restrooms. The restrooms in the hallway outside the cafeteria are available for use before 7:45. If students are eating breakfast, they will go directly to the cafeteria when they arrive at school.

During School

During school hours students are to be in the classrooms to which they are assigned. Students who are found in an area of the school other than where they are supposed to be will face disciplinary action, which will range from after school detention to out-of-school suspension.

After School

Students will leave campus each day after the 3:10 bell rings. If students are awaiting transportation, they will be at the bus ramp only. If students drive to school, they will leave the student parking lot immediately. Students must be out of the building by 3:15 each day unless they are receiving extra help from a teacher or media center, are attending after-school detention, or are involved in a supervised athletic program. No loitering on school grounds is permitted.

II. Academic Information

A. Advisement

It is very important that each student takes the opportunity to work closely with an advisor or counselor to ensure that his or her high school career is focused on his or her academic or career technical needs.

High school students will be divided into groups of approximately 20 students per advisor. The groupings will be made according to units earned. The groups will stay together until graduation, thus allowing the advisor to follow and help with each student's progress throughout the year. Freshmen, in particular, are urged to study the following pages as they pertain to graduation requirements.

B. Promotion Requirements

To be promoted to:	Requirements:
10th	Earn 7 units
11th	Earn 13 units
12th	Earn 20 units

*A student must have passed or be passing 3 out of 4 classes from the previous semester and have earned the indicated credit units to satisfy the "on track" requirements.

Being on track for graduation is based on number of classes attempted minus 4.

A student must remain in the same grade and advisement for the entire year.

Initial credit of courses obtained through summer school will **NOT** be accepted by Wilkes County schools. Students who qualify may apply for the **WWCHS Credit Recovery Program**. A student may be eligible to recover an academic core credit (Math, Science, Social Studies, English) if he/she has a final average of 60 or higher or fails the class twice. Credit Recovery cost \$100 per class. Information packets are available through the counselor's office. Students wanting to take summer school classes or recovery classes **MUST** have prior approval by the principal.

C. Online Learning

The Wilkes County School System recognizes the importance of putting technology into the hands of students, and one aspect of this goal is allowing students to work through classes in the online forum of Georgia Virtual School. Recognizing that our students are technological learners with a growing need for flexibility, and that the business community, colleges, and universities seek graduates whose

high level digital skills match their ongoing professional and learning needs, the school system offers Georgia Virtual classes as an option for students who desire this technological platform for learning. The rigor of the Georgia Virtual School courses mirrors the high level of expectation and quality that students are held to within the Wilkes County School System. See your guidance counselor if you are interested in an online class through Georgia Virtual School. For additional information, visit www.gavirtualschool.org.

D. Evaluation System

Grades 9 through 12 employ the semester system with each semester being approximately 90 days in length.

To receive credit for a course, a student must earn a grade of 70 or above and must not have violated the attendance policy.

Grades will consist of in-class and out-of-class assignments, tests, quizzes, portfolio/notebook, and an end of course assessment.

Report cards will be sent out each nine weeks period to be signed by the parents. A progress report indicating passing or failing will be sent out 1/2 way into each nine weeks. A parent will need to sign the progress report and return it to school by his or her student. Parent-teacher conferences are encouraged and may be arranged by calling the office when any question arises concerning a student's performance in class. During the semester student grades may be accessed at: <http://powerschool.wilkes.k12.ga.us/public/home.html> Enter the student's last name, then first name (no commas or spaces). The password is the last four digits of their social security number.

E. Grading System

The following grade equivalencies are used for all classes and grades:

90 - 100 = A	70 - 79 = C
80 - 89 = B	69 - below = F

There are no grades above 100.

Each report card is a cumulative snapshot of the student's progress at the conclusion of nine weeks of work. At the end of the 18th week (semester) the student's final grade will be posted. **The Student Learning Objective (SLO) or final exam will count 20% of the final grade in classes that do not have a state-mandated Georgia Milestone Assessment. In classes that do have a Georgia Milestone Assessment, that assessment will count 20% of the final grade.**

F. Graduation Requirements

Graduation requirements (28 total units required) are as follows:

English	4 units	9 th Grade Lit/Comp 10th Grade Lit/Comp American Literature World Literature
Math	4 units	Coordinate Algebra, Analytic Geometry, Advanced Algebra, and one of the following Pre-calculus, Calculus, Math in Finance, or another state approved course.
Science	4 units	Biology Physical Science Chemistry Anatomy & Physiology, Physics or another state approved science course.
Social Studies	4 units	World History American Government U.S. History Economics
Health & Personal Fitness	1 unit	
Computer Technology	1 unit	

A total of 3 units from CTAE and/or Foreign Language and/or Fine Arts is required for all students. Students are encouraged to select courses that complete a specific pathway. **Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same foreign language.**

G. Grade Point Average and Class Ranking

Policies will be in effect for all students enrolled at WWCHS (Freshmen through Seniors)

Grade point averages (GPA) will only be calculated for the senior class and will not be calculated until all course work is complete. If a student wants to know his or her GPA, he or she needs to add all grades in the courses he or she has taken and divide by the number of courses taken. This will give the student his or her numerical GPA.

For purposes of determining class ranking for seniors, points will be added to the student's end-of-course grade for the successful completion of specific advanced level courses. The weights will be added according to the following:

1. Physics, Human Anatomy, Gifted Courses, Honors Courses, Spanish Courses, and Calculus-----1.05
2. Advanced Placement & College Courses----- 1.10
3. **Only math courses, science courses, social studies courses, English courses, CTAE courses, and foreign language courses will be used to determine class ranking.**
4. For the purpose of student ranking only, when weighting is applied, grades can exceed 100.

Class ranking shall be determined by the numeric grade averages (rounded to the second decimal place) of graduating seniors at the completion of four years of high school. College classes' numeric grades will not be counted toward the student's high school numeric grade point average for the purpose of the HOPE scholarship. They **will** be included for determining honors.

The Valedictorian, Salutatorian, and honor graduates shall not be publicly recognized until all course work is completed.

The following criteria will be used to determine class ranking for honors:

To be eligible for honors, a student must have attended WWCHS for two consecutive school years, his/her Junior and Senior years. The student must also be a full time WWCHS student, taking 4 out of 4 classes.

Valedictorian - the student with the highest overall numeric grade point average

1. Numeric grade averages will be rounded to the second decimal place.
2. If a tie exists after the determination of numeric grade average, the number of college preparatory/college classes taken will break the tie.

Salutatorian - the student with the second highest overall grade point average

The same shall be applied in determining the Salutatorian if a tie exists.

If ties cannot be broken by the means listed, the principal of the school will select a committee to determine the recipients of the Valedictorian/Salutatorian awards.

Selection criterion will be the student's overall contribution to the school and community.

Honor Graduate

A student may achieve the recognition of Honor graduate by maintaining a cumulative average of 90 or above for the four years in high school and by being in the top ten percent of the senior class. Grade point averages **WILL NOT BE ROUNDED**.

H. Honor Roll

An honor roll will be published at the end of each nine week grading period. A student must be enrolled in our school for a grading period of 9 weeks and must have an average of 90 or better with no grade below 80 in any subject, no OSS, no more than 5 excused absences and no unexcused absences.

I. Junior/Senior Final Exam Exemption Policy

Juniors and Seniors may exempt the final exam of any course if they meet all of the following qualifications:

- a. An average of 90 or above in the course.
- b. No more than 3 excused absences.
- c. No unexcused absences.
- d. No ISS or OSS.
- e. No more than 3 office referrals.
- f. No more than 3 unexcused tardies.

*Students in a course that requires a state-mandated Georgia Milestone EOC must have a 90 average going into that assessment in order to qualify for exemption. Without exception, all students must take Georgia Milestones and SLOs.

- Exemption lists will be published no earlier than 3 days before the exam date. Teachers must be consistent in order to make this policy work as intended.

J. Academic Schedules/Schedule Changes

All students will receive a schedule on the first day of school. This schedule should be followed unless there is a school error in scheduling or the courses you need were changed due to attendance in summer school. All schedule changes must be authorized by administration and counselor. Students and/or parents who desire a schedule change must make requests for a change during the **first three days** of the semester. Requests made after the first three days may not be considered. Please pay close attention to this timeline.

Reasons for schedule changes are as follows:

1. Student has already passed course (i.e. in summer school).

2. School error in a student's schedule.
3. Student failed a class, and it is not included on his schedule.

Changes may be made only when there is another class that is available that meets the needs of the student and school.

Reasons for schedule changes that may not be approved:

1. Request for a specific teacher.
2. Changes in order to re-arrange an existing schedule (example: student prefers physical education class in the afternoon rather than in the morning, Lunch period, or to have a friend's schedule.

III. STUDENT INFORMATION

A. Activities and Projects

No activity will be approved unless the sponsor can be present during the scheduled activity. All school functions must be properly chaperoned by school personnel. All school activities and functions must be approved by the principal and then placed on the school calendar.

B. Clubs

Clubs will meet as needed during homeroom per the club schedule to be posted. To participate in the 2015-2016 club program, a student must have passed or be passing 3 classes the previous semester and be **"on track."** (See page 54, **Eligibility Requirements**)

Students are not limited to membership in one school club. Students must meet financial obligations to their clubs they will be removed from the club and will be ineligible for any other club membership.

W-WCHS Clubs/Activities and their sponsors are listed below:

Fellowship of Christian Athletes: Nakia Brinson & Drew Wilson
Future Farmers of America: Michael Atkinson and Kyle Wilson
Family, Career & Community Leaders of America: Sheila Callaway
Future Business Leaders of America: Amy Harkins & Lise Kalla
Key Club: Karmen Moon & Jarrod Toner
HOSA: Cindy Fritts
National Honor Society: Jonathan Nicholson
Interact: Belle Guin
4H: Audra Armour
Student Council: Tyler Moon

Interact/4H clubs are non-school sponsored clubs that are available.

These organizations traditionally provide activities for our students. The school expects all student participants to conduct themselves in a manner as described in this handbook, and the school will take full disciplinary action for any inappropriate behavior at those activities which the school has specifically approved. What this means is that if you get in trouble on a school-approved activity, expect to be punished by the club and the school.

All student organizations must have a school faculty member as a sponsor.

C. Student Council

Each grade will elect officers. Student Council will consist of officers from each grade. Elections will take place the 1st week of September each year. Each grade will elect a class president, vice-president, secretary, and treasurer. The students elected will serve on the student council for that academic year. In order to be a class officer and member of the student council, students must be on track to graduate on time with the class they entered high school with and have no major disciplinary infractions.

D. Cars on Campus

Driving and parking a car at WWCHS is a privilege. Cooperation from all students who drive to school is expected in order to avoid accidents. Students who drive cars to and from school:

- ★ Must have a valid driver's license and proof of insurance.
- ★ Must have passed 3 out of 4 courses the previous semester and be on track for graduation
- ★ Must register the car with the administration to receive a WWCHS parking permit each semester.
- ★ Parking permits are not sold to 9th grade students.

The cost of a parking permit will be \$10.00 per semester or \$15.00 per year. Permits can be purchased for the semester or for the year. Parking permits must be displayed on the rearview mirror of the vehicle. Students who will be driving different vehicles at various times must register the additional vehicle.

Students are NOT to remain in cars or trucks upon arrival in the morning. Students are NOT to go to vehicles during the day **without office approval.**

Speed limit on campus is 10 MPH. Students driving recklessly or exceeding the 10 MPH speed limit will lose their parking privileges and suffer other disciplinary action.

The following violations may result in corrective actions such as, but not limited to, warnings, detention, fines, driving probation, and revocation of parking privileges.

Violations:

- ♦ Valid Parking Permit not properly placed and visible from the outside.
- ♦ Improperly parked.
- ♦ Speeding or reckless driving on campus.
- ♦ Changing parking permits from one car to another car.
- ♦ Entering or leaving school through the front gate.
- ♦ Leaving the student parking lot before dismissal from school.
- ♦ Going to the parking lot without permission from the office.

In addition:

- ♦ Any student who accumulates 5 unexcused absences or 3 unexcused tardies may lose his or her driving/parking privileges for the remainder of the semester.
- ♦ Any student who is placed in OSS may lose his or her driving/parking privileges for the remainder of the semester.
- ♦ Any student who is placed in ISS may lose his or her driving/parking privileges for the remainder of the semester. The administration will decide this on a case-by-case basis.
- ♦ If a student loses his or her driving/parking privileges, the \$15 parking fee will be forfeited.
- ♦ If a student loses his driving/parking privileges, he or she can reapply for parking privileges the following semester.

Application for any parking permit, including a temporary permit, constitutes consent to search the owner or applicant's vehicle on a random basis, and/or upon reasonable suspicion by school officials.

E. Daily Announcements

Announcements should be e-mailed or submitted in writing to the media center by 9 a.m. Club announcements must be approved by the sponsor and, in some cases, by the administration, before being submitted.

F. Display of Signs

All posters, signs, announcements, etc., must be approved by the administration prior to posting. Use bulletin boards when possible. Signs will be removed when they are no longer current.

G. Field Trips

Field trips that occur during the regular school day will be approved for instructional purposes only. Transportation for field trips shall be restricted to school vehicles, commercial carrier, or private vehicle with approved insurance.

Field trip requests must be approved by the principal and superintendent 15 days prior to the event. If the trip is out of state, there must also be Board of Education approval.

H. Fund Raising

Any fund-raising project must be approved by a school and district administrator prior to the start of the fund-raiser. Any student owing any organization money from a fundraiser faces expulsion from the club/activity, and the balance due will be added to the fines list. Proper bookkeeping is a must. Receipts must be given, and copies must be turned in with money to Ms. Nunn no later than 12:00 noon daily. Anyone not following this policy will not be allowed to conduct fundraisers in the future.

I. IDs and Handbooks

IDs must be worn at all times on campus. IDs are to be worn around the neck and are to be visible at all times. At no time will a student deface, mutilate or change an ID Card. Handbooks are to be carried by the student at all times, except during lunch.

J. Immunization Certificate

All students will have on file with the high school a Georgia Certificate of Immunization showing that they have had those shots required by the state of Georgia. No high school student will be allowed to enter school without such a certificate.

K. Financial Responsibility

Students must clear up all financial responsibilities to the school prior to graduation and/or prior to the end of each semester. A \$20 surcharge will be added to any returned check from the bank due to insufficient funds. Student's registration, report cards, transcripts, diploma, and other documents may be withheld until all financial obligations are met. **Students owing outstanding fines/monies will not be allowed to register or receive report cards until the fine is cleared.**

L. Leaving Class

No student will be permitted to leave class without teacher permission. Students must have their handbooks signed by the teacher before leaving class for any reason. Time and destination will be written in the handbook. It is the student's responsibility to have his/her handbook with him/her when out of class.

M. Lockers

Lockers are available to rent for \$5.00. Lockers provide the student body with safe, secure storage for school-issued books and personal possessions and minimize any theft and vandalism that may occur. Students will not decorate lockers.

The lockers remain the property of W-WCHS, and the student is subject to additional fees should damage occur. Students who persistently leave their lockers open could lose locker privileges for the duration of the school year. Lockers are not to be shared with another student, and the combination should not be shared with anyone else.

Lockers are subject to search should a situation dictate such action, including upon a random basis, and students should have no expectation of privacy in school-provided lockers or any contents they choose to store therein.

N. Lost and Found

Lost and carelessly misplaced texts, notebooks and personal possessions will be taken to the Lost and Found Center located in the office. **Students are not to leave books or possessions unattended.** If books or articles are left, the school is not responsible for their replacement. The student is liable for all costs incurred from his/her negligence for leaving books or articles unattended.

O. Prescription Drugs

Students who are required to take prescription or over-the-counter drugs during the school day must immediately present authorization from parents/guardians. The medication should be brought to the

office in its original container. The office must be informed and will determine the necessity for these drugs to be kept in the office and/or taken in the presence of office personnel. Students who must use inhalers or auto injectable epinephrine may carry their inhaler and/or epinephrine kits with them while at school or on school property. Parents/guardians must provide a written statement from a physician including the name of the medication, method, amount, and time schedules for administration; a release authorizing school officials to contact the medical doctor; and a release from civil liability if the student suffers an adverse reaction from the medication. Students who misuse such medication and/or possess medication in violation of the above shall be subject to disciplinary action.

P. Prom

Only 11th and 12th grade students may invite students to the Prom. Guests must be under 21 years of age and no Middle School Students may attend. A photo ID with birth date will be required. Guests who are not students at W-WCHS will be required to complete a Prom Guest Application Form and be approved by W-WCHS administration before being allowed to attend. The form must be completed by the guest's school (if they are in school), signed by the student of W-WCHS and the guest student. The form must be completed one month prior.

Q. Telephone

The telephones in the administrative office are for use by the faculty and staff for official use only. **Only emergency calls will be made in the office and under supervision of office personnel. If a student is sick, he/she will be allowed to come to the office and make telephone calls with the permission of the administrative staff.**

R. Textbooks

Textbooks that are provided in many courses are the property of the Wilkes County Board of Education. They are loaned to students with the expectation that a certain amount of wear is inevitable but also that careful handling is necessary. Financial restitution must be made for books that are lost or damaged. Textbooks will be covered to help protect them. It is the student's responsibility to adequately cover the textbooks within one week of issuance and to keep them covered. Disciplinary action will result if any book is not covered. Students will be charged full replacement value of books lost or damaged beyond use. If fines are not paid, new books may not be

issued. Book covers are sold through the school store in the media center.

S. Transcripts

Transcripts of your permanent records for mailing to a college or another high school can be obtained from the registrar. **There is a \$2.00 charge for transcripts.** All fees, fines, and books outstanding must be cleared before transcripts will be issued.

T. Electronic Devices

Students are not permitted to bring cameras, MP3 players, electronic games, ipods, ipads, or any other type of electronic device to school. These items may be taken from students.

U. Cell Phones

Students are **NOT allowed to bring cell phones** into the WWCHS building and may **NOT USE** cell phones on campus during the school day (7:30 a.m. to 4:00 p.m.). Punishment for violating this policy is 4 days of administrative detention and forfeiture of the phone until detention is completed. Three days of ISS and forfeiture of the phone for one week for the second offense. Two days of OSS and forfeiture of phone for one month for the third offense. Only a parent or legal guardian shall receive the phone from a school official after the appropriate time period. Any offenses after that may result in a tribunal.

V. Valuables

No valuables should be brought to school. If a student must bring money for a fine or school purchase, this should be in the form of a check or money order. If you find it necessary to bring money to school, it must be given to the appropriate teacher before school. **A student will not be in the possession of more than \$20.00 unless paying for a school-related expense. Monies in excess of this amount may be confiscated and returned to a parent.**

W. Restrooms

Our restrooms are open for the convenience of the students. Please do not loiter or socialize in the restrooms. Students share a certain amount of the responsibility for keeping their restrooms clean and in good working order. Any student found deliberately littering or abusing the restrooms in any way will be referred to an administrator for disciplinary action. **Only designated restrooms are to be used before and after school and during lunch.**

X. Emergency Evacuation Procedures

Orderly evacuation of the classroom is necessary in the event of an emergency. Each room has an emergency evacuation route posted on the bulletin board. Students should familiarize themselves with the directions. During emergency evacuations, students are to remain quiet and follow the evacuation route posted, as well as the instructions of the teachers. Emergency procedures should be taken seriously.

Y. Visitors

Students are not permitted to have guests at any time during the school day. Visitors having business on campus will report directly to the administrative office to receive a visitor's pass while on campus.

Z. Privileges

It is possible for students to earn privileges with their honor roll card. Violation of the rules will cause the student to have some or all of his/her privileges revoked. Privileges start over each nine weeks and must be earned each nine weeks.

IV. SERVICES

A. Bus Transportation

A public school transportation program has but one purpose and that is to safely transport the students. Therefore, it is extremely important that each student is aware of his or her role and responsibility in seeing that the entire operation works smoothly and efficiently.

Several of the important areas in which students are asked to cooperate are as follows:

1. Bus Stop Conduct

- a. You and your parents are responsible for your conduct at the bus stop, from home to the bus stop, and from the bus stop to home.
- b. If you must cross a heavily-traveled street or road to get to the bus stop on the opposite side, it is better to wait until the bus arrives and cross in front of the bus.
- c. Be at the bus stop on time, but not too early. The bus driver is responsible for maintenance of his or her schedule and cannot wait for tardy pupils. Each student should have books in hand and be ready to board the bus by the time the driver opens the door.

- d. Any student who leaves the school grounds while waiting for a bus to arrive will not be allowed to ride a bus home after returning to the school grounds. Individuals who leave the school grounds will be reported to the principal for disciplinary action.

2. Entering and Leaving the Bus

- a. Wait until the bus has come to a complete stop before attempting to board or leave the bus.
- b. The students are expected to load starting at the rear of the bus, sitting two to a seat unless otherwise directed by the driver. The bus driver may assign students to specific seats.
- c. Enter and leave the bus in an orderly and quiet manner.
- d. Enter and leave the bus only at the front door, except in case of emergency.
- e. After leaving the bus, if you must cross the highway:
 - 1. Make certain that the bus is stationary, the door is still open, and the stop signal is extended.
 - 2. Walk - Do not run - in front of the bus within sight and hearing of the driver, look both ways, and stay out of the line of traffic until the path across the roadway is free of any danger.
- f. A student will not be put off for misconduct at any place other than his home or school or police station.

3. Bus Conduct

- a. Obey the bus driver, who is responsible for the safety of all passengers.
- b. Do not disturb the bus driver while he/she is driving.
- c. Stay in your seat and do not change seats.
- d. Sit down while the bus is in motion.
- e. Keep voices low - no shouting or whistling.
- f. No "rough housing": pushing, fighting, throwing things, or profanity.
- g. Do not open or close the windows of the bus without the driver's permission.
- h. Keep all parts of the body inside the bus.
- i. Help keep the bus clean and orderly.
- j. A student shall not operate the door.

Students are encouraged to help care for and to protect the valuable equipment in which they ride. Never tamper with the bus or any of its equipment. Willful damage or destruction or any part of the bus is definitely prohibited. **Any such damage must be paid for by the student or parent.**

4. Bus Restricted Items

- a. Eating or chewing gum is not permitted on the school bus during the school day.
- b. No glass container of any kind will be allowed on the bus.
- c. Beverages will not be permitted regardless of the type of container used.
- d. The use of tobacco is forbidden.
- e. No balloons will be allowed on the bus.

5. Bus Assignments

- a. Pupils will ride on the assigned bus.
- b. Pupils will board and debark from their assigned bus at selected designations unless written permission is granted to be dropped off at other than the regular stop. This request should be made in writing to the principal and the parents will assume the responsibility of the child when a request is made and granted. A note signed by an administrator must be provided to the bus driver prior to boarding the bus.

6. Bus Disciplinary Action

Violation of the above rules may result in the suspension of bus riding privileges. The following procedure will be followed in dealing with offenders.

- 1st offense - warning
- 2nd offense - 3 days off bus
- 3rd offense - 5 days off bus
- 4th offense - denial of bus privilege for remainder of year

A student may be suspended from riding the bus for the first violation. This decision will be made by the principal based on the nature of the offense.

The purpose of the above policy is to help create a safe and wholesome atmosphere for the students who ride the buses. Students who believe that they have been improperly or unjustly treated have the right to request a hearing before the principal of the school where they are enrolled. If the problem is not solved in the office of the principal, the student may appeal to the superintendent of school.

B. Food Services

1. Students and teachers are to eat lunch in the cafeteria or at designated picnic areas only until lunch periods ends.
2. **Students are not allowed to bring in meals from any restaurants or have meals delivered.** Brown bag lunches, however, are permitted.

3. Students are to return tray, silverware, and trash to the dirty tray window upon completing the meal.
4. Students wishing to purchase ice cream, tea, or lemonade, should partake of a meal purchased from the school.
5. Each person will be issued a personal ID card. The number on the card is his personal account number. All payments will be entered into his/her personal account. It is very important that everyone use his/her own card each day to avoid any problems. The cards will be replaced through the media center at a charge of \$5.00. Please take care of your lunch card. Anyone abusing cafeteria property will be turned in to the office and held responsible for the cost to replace property damaged or destroyed.

C. Guidance and Counseling Services

The purpose of the guidance and counseling department at Washington-Wilkes is to assist students in ways that will help make their high school career as meaningful as possible. The counselor is trained to assist students, parents, and faculty in a positive pursuit of education. Individual counseling is provided for you to help with academic, vocational interests and personal needs.

The counselor assists you in preparing for your future, whether your choice is college, technical college, military, or entry into the job market, by providing you opportunities to meet with representatives from the various agencies through individual appointments. Classroom presentations by the counselor or guest speakers arranged by the counselor expose students to many available opportunities beyond high school. The counselor will assist you in choosing the right classes for the graduation track you have selected.

The counselor coordinates the SAT, PSAT, and ASVAB test for the students and assists in the administration of the Georgia Milestone Assessments.

The counselor also coordinates the information for scholarships, GED Classes, Job Corps, Youth Challenge, special interest and enrichment programs. Information about opportunities is given to the students either by displays on the central bulletin board or during daily announcements.

The guidance office is open from 7:45 a.m. to 3:45 p.m.

D. WWMS-WWCHS Media Center

WWMS-WWCHS Media Center
7:35 a.m. – 3:35 p.m. Monday – Thursday
7:35 a.m. – 3:15 p.m. Friday

Our mission is to provide materials and access to resources that support the school's curriculum within an atmosphere that is conducive to reading, study, and research.

Media Center Pass: In order to work in the media center during class, each student must have a media center pass signed by the teacher. Using the hall pass located at the end of this handbook and signed by the teacher, a student has permission to come to the media center to return a book, pick-up or return equipment, or to do other similar errands.

Before and After School: Students working in the media center before and after school must sign in at the circulation desk upon entering the media center.

ID Cards: School ID cards are made in the media center and each student will be issued a new ID card at the beginning of the school year. If a student loses his/her ID card, he/she must purchase another one at a cost of \$5/card. Replacement chains are also available for \$.50 if the student loses his/her chain.

Circulation: Students are responsible for all materials checked out in their name and are cautioned to only check out materials for their own personal use. Students may log on to Destiny, our media catalog, using their school username and password to check their media center account, including items on loan and any fines owed. Current newspapers and magazines are not available for checkout, but can be read by students in the media center.

School Store: We have a variety of school supplies for sale in the media center, including notebooks, dividers, pens, pencils, folders, index cards, poster board, calculators, and more.

Printing/Copying: Printing must be academic in nature and students should get prior approval from the media staff before printing. We charge \$.10 per page for photocopies.

Computer/Internet Use: The computers and Internet are available for research and assignments. Board policy requires students to have an Internet permission form signed by a parent/guardian and returned to the media center, where it is kept on file. The Internet permission form is located at the front of this handbook and additional copies are available in the media center. Violation of policies

outlined in this form will result in disciplinary action, including the loss of computer privileges.

- Students are expected to use the computers/Internet in a responsible manner following the rules outlined in the acceptable use policy which is found in the front of this handbook.

E. THE HOPE (Helping Outstanding Pupils Educationally) Program

The Hope Program is Georgia's program that rewards a high school student's hard work with financial assistance in degree, diploma, or certificate programs at any Georgia public or private college, university, or technical institute.

More information is available in the Guidance Office or by calling 1-800-546-HOPE.

F. Joint Enrollment, Dual Enrollment, Early Admission, Move On When Ready (MOWR), and ACCEL Program

High school students who are academically talented are given the opportunity for acceleration of their formal academic programs. Students are given two opportunities through two programs (1) joint enrollment in which the student, while continuing his/her enrollment in high school, enrolls in courses for college credit and (2) ACCEL Program in which the student enrolls as a full-time or part-time college student following completion of the junior year in high school. The following are minimum admission standards for both the joint enrollment and early admission programs and the minimum instructional standards for the joint enrollment program. The University System institutions may have higher or more restrictive standards than the following:

1. Minimum Scholastic Aptitude Test combined verbal and mathematics score of 900, or an ACT composite score of 21 for enrollment in technical colleges or minimum of 970 score on the SAT for most colleges and universities.
2. Minimum cumulative high school grade point average of 3.0 in core academic subjects.
3. No serious disciplinary infractions during high school career, to be determined by the principal and counselor.
4. Written recommendation from the high school principal and guidance counselor.
5. Written consent of parent or guardian (if the student is a minor).
6. Completion of the University System of Georgia Preparatory Curriculum with certain exceptions. For more information, call the high school counselor.

V. GENERAL BEHAVIOR OF STUDENTS-

Students who have progressed to the high school level should be expected to conduct themselves properly. It is the belief of this administration and faculty that all students should have been taught acceptable behavior at home. This includes respectfully accepting corrections of their behavior by faculty members or administrators. It is expected that each student will make a good faith effort to behave appropriately in each class.

Unacceptable behavior includes any action by students that show disrespect toward any school personnel, fighting or violent action toward classmates, or general misconduct that disrupts the learning situation.

Students will, at all times, show proper respect toward fellow students, staff, and faculty members. Corrective action will be taken against any student who willfully disobeys a faculty member.

A. STUDENT CODE OF BEHAVIOR

1. I will be honest in my statements and actions.
2. I will respect myself, the school staff, and fellow students.
3. I will respect the beliefs of others.
4. I will display good conduct and sportsmanship at school, on the bus, and at all school activities.
5. I will respect the property of others.
6. I will work to the best of my ability.
7. I will use criticism in a helpful manner.
8. I will promote school cleanliness and the upkeep of school property.
9. I will make substitute teachers and visitors feel welcome.
10. I will support school activities.

This Code of Conduct serves as a guide only. Any offense may result in a more severe consequence, including referral to a discipline tribunal on the first occurrence if the administrator feels such action is warranted.

Rule 1 Disruption and Interference of School

No Student Shall:

- (a) Occupy any school building, gymnasium, school grounds, properties or part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use;
- (b) Block the entrance or exit of any school building or property or corridor or room therefore so as to deprive or attempting to deprive others of access thereto;

- (c) Set fire to, attempt to set fire to, or otherwise damage any school building or property;
- (d) Discharge, display, possess, or use any firearms, mace, pepper spray explosives, tear gas, knife, or other weapons on school premises;
- (e) Prevent or attempt to prevent the convening or continued functioning of any school, class, activity, or lawful meet or assembly on the school campus;
- (f) Prevent or attempt to prevent students from attending a class, school activity, or event;
- (g) Except under the direct instruction of the principal, block or attempt to block normal pedestrian or vehicular traffic on a school campus or adjacent ground;
- (h) Continuously or intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct his/her class;
- (i) In any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, insult, or other conduct, intentionally cause the disruption of an lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process or function;
- (j) Fail to show his/her ID upon request of any teacher, principal, superintendent, school bus driver, or other school personnel;
- (k) Urge, encourage, or counsel other students to violate any rules of the Student Conduct Behavior Code.
- (l) Be on campus or enter the premises of a school without proper authorization of the superintendent, principal, or other school personnel.

- Action to be taken for students violating Rule 1:

Penalty may include but is not limited to full restitution, after-school detention, after-school work, in-school suspension, out-of-school suspension, or a Disciplinary Tribunal. Depending upon the severity of the offense, law enforcement may be contacted. Prosecution will be at the discretion of the owner of the private property and/or the Superintendent.

Rule 2. Damage or Destruction of School Property

No student shall commit the offense of **vandalism**, which is defined as the willful and/or malicious destruction, damage, marking, tagging or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it.

No student shall **steal** or attempt to steal school property.

No student shall possess, sell, use or transmit stolen school property.

No student shall commit the offense of **trespassing**, which is defined as entering or remaining on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee.

No student shall commit the offense of **school pranks**. A student commits the offense of school pranks when he or she disrupts the school or defaces the school property. If damages occur, the offense will be treated as an act of vandalism.

- Action to be taken for violating Rule 2:

Penalty may include but is not limited to full restitution, after-school detention, after-school work, in-school suspension, out-of-school suspension, or a Disciplinary Tribunal. Depending upon the severity of the offense, law enforcement may be contacted. Prosecution will be at the discretion of the owner of the private property and/or the Superintendent.

Rule 3. Damage or Destruction of Private Property

A student shall not cause or attempt to cause damage to private property or **steal** or attempt to steal private property either on the school grounds or during a school activity, function, or even off school grounds. A student shall not possess, sell, use or transmit stolen private property on school grounds. Off school grounds, a student shall not cause or attempt to cause damage to private property belonging to a school employee where such theft or damage is on account of that school employee's performance of his/her official duties.

- Action to be taken for violating Rule 3:

Penalty may include but is not limited to full restitution, after school detention, after school work, in-school suspension, out-of-school suspension, or a Disciplinary Tribunal. Depending upon the severity of the offense, law enforcement may be contacted. Prosecution will be at the discretion of the owner of the private property and/or the Superintendent.

Rule 4. Assault on School Employee

A student shall not cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury to a

school employee or make physical or verbal contact of a threatening or provoking nature with a school employee. This includes, but is not limited to, use of profanity, ethnic, racial, sexual, religious slurs, threats of violence, or harassment:

- (a) On the school grounds at any time;
- (b) Off the school grounds at a school activity, function or event;
- (c) When either the alleged perpetrator or the alleged victim is en route to or from school activity, function or event.

- Action to be taken for violating Rule 4.

Washington-Wilkes Comprehensive High School has a zero tolerance policy with regard to physical assault or battery on or directed to a school employee. Students charged with this offense will be referred to a disciplinary tribunal and face possible mandatory attendance at an alternative school, long-term suspension, or expulsion. Law enforcement may be contacted.

Rule 5. Physical Abuse, assault or battery by a student on another student, or to any person not employed by the school.

A student shall not cause, threaten, or attempt to cause bodily injury to, or behave in such a way as could reasonably cause bodily injury to, any other student or person at school or attending a school-related function. A student shall not make threatening, harassing or intimidating remarks, gestures or posturing towards any student that threatens the safety or well being of that student or has the likelihood of provoking a fight. This includes, but is not limited to fighting, use of profanity, ethnic or racial slurs, threats of violence, sexual harassment, running to or from a fight, or religious slurs:

- (a) on the school grounds at any time;
- (b) off the school grounds at a school activity, function, or event;
- (c) when either the alleged perpetrator or the alleged victim is en route to or from school, or to or from a school event or activity.

- Action to be taken for violation of Rule 5.

Washington-Wilkes Comprehensive High School considers physical abuse, assault or battery on students by other students a serious incident and not in keeping with the good order and safe operation of the school. Anyone violating this rule will be dealt with severely. Penalty may include but is not limited to full restitution, after school detention, after school work, in and/or out-of-school suspension, or a Disciplinary Tribunal. Depending upon the severity of the offense, law enforcement may be contacted. Prosecution will be at the discretion of the Superintendent.

Rule 5A. Bullying

As used in GA Code 20-20751.4, the term "bullying" refers to (1) "any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, or (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm", or (3) any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (a) causes another person substantial physical harm within the meaning of O.C.G.A. 16-5-23.1 or visible bodily harm as defined in O.C.G.A. 16-5-23.1; (b) has the effect of substantially interfering with a student's education; (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or (d) has the effect of substantially disrupting the orderly operation of the school.

- Action to be taken for violation of Rule 5A.

Washington-Wilkes Comprehensive High School considers bullying, physical abuse, assault or battery on students by other students a serious incident and not in keeping with the good order and safe operation of the school. Anyone violating this rule will be dealt with severely. Penalty may include but is not limited to full restitution, out-of-school suspension, or a Disciplinary Tribunal. Depending upon the severity of the offense, law enforcement may be contacted. Prosecution will be at the discretion of the Superintendent.

Rule 6. Weapons, Dangerous Instruments, and Explosive or Implosive Devices

A student shall not possess, handle, or transmit, or threaten with any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to, knives, guns, pellet guns, brass knuckles, firecrackers, pepper spray, mace:

- (a) on any school property at any time;
- (b) off the school grounds at a school activity, function, or event,
- (c) when traveling to or from the school, activity, or event.

In addition to the above, the term weapon includes "**dangerous weapons**" as defined in O.C.G.A. 16-11-121, hazardous objects as defined below, and

Hazardous object-any knife, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood or other similar material, blackjack, any bat, club or

other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc of whatever configuration, having at least two points or blades which is designed to be thrown or propelled and which may be known as a throwing star, oriental dart, or any instrument of any kind, any nonlethal air gun, and any stun gun or Taser as defined in O.C.G.A. 16-11-106(a). This term shall not include any of these instruments used for classroom work authorized by the teacher.

Weapons – Handgun – Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. (*Note: This definition does not apply to items such as toy guns, cap guns, BB guns and pellet guns. Pursuant to Gun-free Schools Act – Public Law 107-110, section 4141*)

Weapons – Other Firearms – Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including starter gun) which will or is designed to or may actually be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e., bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (*Note: This does not include toy guns, cap guns, BB guns, pellet guns, or Class-C common fireworks.*) [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141]

Weapons – Rifle/Shotgun – The term “rifle” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder

and designed or redesigned, made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term “shotgun” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned, made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each pull of the trigger.

Action to be taken for violation of Rule 6.

Weapons defined by O.C.G.A. 16-11-127.1 carries a mandatory referral to law enforcement officials and the school reserves the right to press criminal charges. In addition, any student in violation of this Rule shall be referred to a Discipline Tribunal .

Penalty for violation of this Rule may include out-of-school suspension, referral to a discipline tribunal for possible placement in an alternative school, long-term suspension, or expulsion. In the case of a student who is determined to have possessed a firearm or dangerous weapon at school, such student shall be subject to expulsion from the Wilkes County Schools for one calendar year, provided however that a hearing officer, tribunal, panel, administrator, superintendent or local board of education shall have the authority to modify such expulsion requirement on a case-by-case basis.

A student shall not possess, handle, or transmit, or threaten with any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to, knives, guns, pellet guns, bullets, brass knuckles, firecrackers, pepper spray, mace:

- (a) on any school property at any time;
- (b) off the school grounds at a school activity, function, or event;
- (c) when traveling to or from the school, activity, or event.

- Action to be taken for violation of Rule 6.

Weapons defined by O.C.G.A. 16-11-127.1 carries a mandatory referral to law enforcement officials and a mandatory referral to a Discipline Tribunal for expulsion of not less than one calendar year.

Penalty may include out-of-school suspension, referral to a discipline tribunal for possible placement in an alternative school, long-term suspension, or expulsion. Additionally, law enforcement officials will be notified, and the school reserves the right to press criminal charges against the student.

Rule 7. Drugs and Alcohol

A student shall not possess, sell, attempt to sell, use, transmit, solicit, be under the influence of any illegal drug, including but not limited to narcotic drugs, depressant or stimulant drugs including without limitation any hallucinogenic drug, anabolic steroid, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or intoxicant of any kind. A student shall not possess, sell, or transmit or attempt to sell or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse of a prescription drug or non-prescription drug shall be considered a violation of this rule. A student shall not possess, sell, attempt to sell, use, transmit, or solicit any drug-related paraphernalia.

- Action to be taken for violating Rule 7.

Mandatory 10 day suspension and referral to a Disciplinary Tribunal that may result in long-term suspension or expulsion, as well as a mandatory report to law enforcement.

Violators of any of the above may be subject to criminal prosecution. Nothing in this policy shall be construed to limit the superintendent or other appropriate administrative authority from imposing a greater penalty than those as outlined above.

Rule 8. Insubordination

Disregard of Directions or Commands/Deliberate Defiance of Authority

A student **MUST** immediately comply with reasonable directions or commands of teachers, administrators, or other authorized school personnel:

- (a) on the school grounds
- (b) on the school grounds when the school is being used by any school group;
- (c) off the school grounds at a school activity, function, or event, or
- (d) traveling to and from school

- Actions to be taken:

Administrators will investigate all incidents of insubordination. Penalty will be 2 days out of school suspension.

Rule 9. Indecency

A student shall not perform any act of sexual intercourse, lewd exposure of sexual organs or lewd caress or indecent fondling of the body of another person, sexual harassment of a physical or verbal nature, any lewd caress, or indecent fondling/touching of the student's own body or the body of another person. Boys should not be in the

girl's bathroom or girl's locker room. Girls should not be in the boy's bathroom or boy's locker room.

- Action to be taken:

The penalty may range from short-term suspension to long-term suspension. Sexual intercourse or other sexual misconduct on campus will result in being referred to a disciplinary tribunal.

Rule 10. Unexcused Absences and Tardiness (Skipping)

A student shall not be absent from school or from any class or other required school function during required school hours except for illness, illness in the family, special or religious holidays, mandated by governmental agencies, serving as pages in the General Assembly, or if attendance would be hazardous to one's health, except with written permission of the teacher, principal, or other duly authorized school official, nor shall any student encourage, urge or counsel other students to violate this rule. A student may not leave school grounds prior to the end of the school day, after his/her initial arrival on campus, without the permission of duly authorized school official. Skipping includes arriving at school and then leaving before school starts. The penalty may range from after school detention to disciplinary tribunal.

Rule 11. Other Conduct That Is Subversive to Good Order

A student shall not perform any other act that is subversive to good order and discipline in the school. This includes, but is not limited to, violation of local school rules, violation of State and federal law, providing false information to school personnel, (which includes falsifying, misrepresenting, omitting, or erroneously reporting information) disrespectful conduct towards school personnel, other students, or persons attending school-related functions, agitations that are ethnically or racially inflammatory, loitering or trespassing. Students are not to bring items of non-instructional nature such as, but not limited to, ipods, playing cards, die, and electronic games. No student may wear, sign, demonstrate, tag or otherwise make known a gang affiliation or relationship. Washington-Wilkes High School is committed to remaining gang free and will not tolerate gang or gang-like activity. Students must adhere to the dress code established for Washington-Wilkes High School.

Any off-campus behavior of a student which results in the student being charged with a felony or its juvenile equivalent, and which makes the student's continued presence at school a potential danger to person or property at the school or which disrupts the educational process may be disciplined, suspended, and/or expelled from school.

- Action to be taken of violating Rule 11.

Penalty may include, but is not limited to full restitution, after-school detention, after-school work, in and/or out-of-school suspension. Depending upon the severity of the offense, the police may be contacted. Contraband items including radios and walkmans may be confiscated and become the property of the school. Beepers will be confiscated.

Rule 12. Repeated Violations Misbehavior

Students who chronically disrupt class or repeatedly violate other school rules may be charged with repeated violations of school rules or misbehavior. This rule applies after remediation attempts have been utilized. The student and parent must be notified in advance that further rule-violations will lead to a Rule 12 charge.

- Action to be taken for violating Rule 12.

Penalty may result in out of school suspension and referral to a discipline tribunal resulting in possible long-term suspension, placement in an alternative school, or expulsion.

Rule 13. TEACHER REMOVAL AUTHORITY

(a) A teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to a principal or the principal's designee to maintain discipline in the classroom. The principal or the principal's designee shall respond when a teacher refers a student by employing appropriate discipline management techniques that are consistent with local board policy.

(b) On and after July 1, 2000, a teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to Code Section 20-2-737 or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. The teacher shall file with the principal or the principal's designee a report describing the student's behavior, in one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day. The principal or the principal's designee shall, within one school day after the student's removal from class, send to the student's parents or guardian a written notification that the student was removed from class, a copy of the

report filed by the teacher, and information regarding how the student's parents or guardians may contact the principal or the principal's designee.

Rule 14. CHRONIC DISCIPLINARY PROBLEM STUDENTS

Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify the student's parent or guardian of the disciplinary problem, invite such parent or guardian to observe the student in a classroom situation, and request at least one parent to attend a conference with the principal or the teacher or both to devise a disciplinary and behavioral correction plan. Parental notification will be made by telephone and by either certified mail with return receipt requested or first-class mail.

Before any chronic disciplinary problem student is permitted to return from an expulsion or suspension, the school shall request that at least one parent or guardian schedule and attend a conference with the principal or his or her designee to devise a disciplinary and behavioral correction plan. The request will be made by telephone and by either certified mail with return receipt requested or first-class mail. The principal shall ensure that a notation of the conference is placed in the student's permanent file.

Possible Consequences:

These consequences serve as a guide only. After due process, consequences could be imposed as outlined in the Code of Discipline. The administration reserves the right to assign consequences based on the severity or nature of offense. Any offense may result in a more severe consequence, including referral to a discipline tribunal on the first occurrence, if the administrator feels such action is warranted.

B. Ordering Parents to Attend Conferences

This section authorizes the local boards of education, by petition to the juvenile court, to proceed against a parent or guardian for willful and unreasonable refusal to participate in efforts to improve a chronic disciplinary problem student's behavior. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court.

C. Sexual Harassment

Sexual harassment is specifically prohibited by law and by the policies of the Board of Education. This prohibition includes: offensive sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual; offensive verbal or physical conduct of a sexual nature; creation of an environment that is sexually hostile or degrading. Accusations of sexual harassment will be fully investigated by the administration. Students found guilty of sexual harassment will be suspended from school for 10 days and authorities will be notified. **In addition, students should report any inappropriate behavior by an employee toward a student, directly and immediately to the principal.**

D. Arson

Any student who deliberately sets fire as a prank or to deliberately damage school property will be suspended from school and the parents shall come for a conference with school officials when the student is eligible to return to regular school. Restitution for damages must be made, and notification will be made to the fire department. Maximum penalty, imposed by the school, depending on the damage and intent, is expulsion and/or criminal prosecution.

E. Assembly Etiquette

In recent years, we have enjoyed a myriad of fine assembly programs. In so doing, the student body has exhibited excellent behavior. To insure that this tradition continues, please observe the following guidelines:

1. Movement into and out of the gym or cafeteria should be done in an orderly fashion, with no running, pushing, or crowding. Students are to exit front doors of the school and enter the gym by the front door.
2. Talking during any kind of program is extremely rude and is not condoned. Detention will be assigned for excessive talking.
3. Going in and out of the assembly area during any program is restricted to emergencies only.
4. Use good taste and common sense to show your appreciation for a performance. Applause (when appropriate) is in good taste; catcalls, chants, whistles are cause for disciplinary action.
5. In many of our assemblies, students will sit with teachers in assigned seating. Failure to do so will be considered skipping class.

F. Sports Attendance Etiquette

When students attend a sporting event (football, basketball game, etc.), students are expected to and have been instructed to:

- * come to the game to watch the game
- * sit in the stands except to use the restrooms and/or concession stands
- * stay on the Tiger side of the complex
- * walk – do not run – out of the stands

Violations will result in removal from the premises and punishment at school. Students should be mindful that the same rules and regulations that apply at school also apply to sporting events.

G. Cheating

Cheating will not be tolerated at Washington-Wilkes Comprehensive High School. If a student is caught cheating (giving or receiving information), he or she will be written up by the teacher. The student will receive a zero (0) on that exam/assignment and face possible disciplinary action.

Talking, looking around the room or having a book open while a test is in progress certainly makes a student suspect to the charge of cheating and will be considered as such. Plagiarism (claiming work as your own when you did not do all the work yourself or provide a citation where you gathered the information) may result in the student receiving a zero on the assigned work or project and possible disciplinary action.

H. Dress Code

Students shall be clean, neat, and dressed in a manner conducive to academic achievement. The following guidelines will be employed, though they are not all inclusive. Each classroom teacher is responsible for monitoring the dress code below. The school reserves the prerogative to decide the suitability of any and all garments.

HEAD:

- No hats, caps, curlers, picks, combs, bandanas, do-rags, scarves, sweatbands, headbands, or sunglasses (unless prescribed by a physician) are to be worn.
- Grooming anywhere other than the restroom is prohibited.
- No "Grills" will be worn at any time on campus.

UPPER GARMENTS:

- Garments must be of a length and fit that are suitable to the build and stature of the student.

- The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Straps must be a minimum of 3 inches in width.
- Sports jerseys (or similar) must cover from armpit to waistline.
- Strapless garments are prohibited. Low cut necklines are prohibited.
- Backless (holes, cut outs, low cut) garments are prohibited.
- Upper garments must adequately cover the waistline and must not expose the midriff.

LOWER GARMENTS:

- Garments (pants/shorts/skirts/shorts) shall conform to the build and stature of the student.
- Garments (pants/shorts/skirts/shorts) shall be worn at the waist. Garments may not be "low riding".
- Holes or cut outs in garments must be below finger tip length.
- Garments shall not extend below the heel of the shoe in length.
- Bike shorts and pajama pants are not permitted. Tights/leggings must be covered by another garment which extends beyond the fingertips.
- Dresses/shorts/skirts/skorts must be an appropriate length. (at or below finger tips) Short shorts/shorts/dresses/skirts are prohibited.
- All shirts must be tucked in at the waist.
- Pant legs may not be rolled up.

ALL GARMENTS:

- See-through garments are prohibited. Revealing apparel is prohibited.
- Clothing that displays writing, pictures, symbols, or logo that are crude, suggestive, or that promote alcohol drugs, tobacco, or things that are inappropriate for the school setting is prohibited.
- Undergarments shall not be visible.
- Student attire must be appropriate to the season and for a classroom setting.

FOOTWEAR:

- Stilettos are prohibited.
- Footwear must be worn at all times.

Students found guilty of violating the above standards of dress and deportment will be given one warning and then will face disciplinary action.

I. Extortion

Any student who threatens or otherwise uses extortion against another student for payment of money or property will face disciplinary action, suspension, expulsion and/or referral to legal authorities.

J. Fighting

Fighting will not be tolerated and will result in corrective action, which includes expulsion and/or referral to legal authorities. Fighting will include pushing, shoving, shouting, or inappropriate physical contact between two students. The administration will determine on a case by case basis the guilt of each party involved.

Group fighting will be defined as a fight that involves more than two students. Major fighting will be defined as fighting that does not stop with verbal warnings, which disrupts school and the student body.

In order to help maintain safety for all the students of W-WCHS, it is important that order and crowd control be maintained at all times. Those students "woofing", encouraging, trying to incite, or running to or from a fight will be treated as having participated in the fight and will receive the same administrative action. This also includes students who do not disband prior to, during, or after a fight after being told to do so.

Fighting

1st offense: 5 days of Out-Of-School Suspension (OSS)

2nd offense: 10 days of OSS with recommendation for expulsion.

When a fight occurs, the sheriff's department may be called and parents will be asked to pick up the offending students from the sheriff's department.

K. Food, Drink, and Gum

No food or drink will be consumed on campus except in the cafeteria, specified picnic areas during lunch, and bottled water as permitted by teachers. Teachers have the right to refuse to allow students to chew gum in their classes.

Punishment will be:

1. First offense - 2 days of detention
2. Second offense - 1 day of OSS

L. Open Containers

Students are not allowed to bring open cups, bottles, etc. to school with the exception of bottled water. Drinks of any kind are not to be consumed in the halls or classrooms unless authorized by the Principal. Thermos bottles are allowed in the cafeteria only.

M. Profanity

Profanity will be interpreted as any profane, vulgar, or unnecessarily crude utterances, gestures, or written expressions. Those using profanity will be disciplined whether the profanity was directed toward a teacher or student or merely uttered. The penalty may range from 1 day ISS to 10 days of OSS.

Profanity At Faculty Or Staff

1st offense: 5 days of OSS

2nd offense: 10 days of OSS with recommendation for expulsion

N. Public Affection

Overt displays of affection are in poor taste, and students shall refrain from kissing, embracing, and similar gestures on school property. Continued poor taste in this area will lead to parental involvement and possible suspension.

O. Tobacco Use and Possession

No student is permitted to use or possess tobacco and/or tobacco products or paraphernalia, matches, lighters, E-cigarettes, etc., on campus.

Use or possession

1st offense: 3 days of In-School Suspension

2nd offense: 3 days of OSS

3rd offense: Recommended expulsion

P. Fire Alarms

Students shall understand that pulling a fire alarm is both a serious offense and dangerous. This action is a violation of a federal law and carries a minimum fine of \$150.00. In addition to criminal prosecution, students caught pulling a fire alarm will be immediately suspended from school for 10 days.

VI. Disciplinary Actions

It is the practice and policy of W-WCHS to encourage parents, teachers, students, and the administration to communicate with each other in order to minimize action needed to correct problems. Each teacher has developed a set of guidelines for his/her classroom. In those instances where corrective action must be taken by the school administration, the following steps may be adopted in addition to the attempts at corrective action initiated by the classroom teacher. Every effort will be made to receive parent input into correcting the problem. Our practice is to use positive incentives to encourage students to

demonstrate proper behavior. If this fails, an increasingly severe consequence for improper behavior will result, starting with teacher-implemented discipline, office referrals, to expulsion.

A student contract that outlines the parent and student obligation is highly encouraged. This may range from parents sitting in on student's classes and following the student for the day to ensuring that the student completes all homework requirements. This would be an enforceable document that could lead to a student's removal from school for a violation.

A. Detention Hall

Report and be seated by 3:15.

Bring materials to study quietly.

Work quietly at desk until 4:00.

Do not expect to leave **for any reason** until 4:00.

Give the monitor your name when asked so you will be given credit.

If you cannot stay in detention on an assigned day, you must receive permission from an administrator before 2:15 p.m. on that day for re-assignment.

Should you fail to uphold any of your responsibilities when assigned to detention hall, you will not receive any credit for that day.

B. Alternative School

The purpose of Alternative School is to provide a location off campus for students who exhibit chronic behavior problems.

A student who has violated the common rules of conduct to such a degree that long-term suspension might be the answer is a candidate for Alternative School.

A student who has been expelled from school by a tribunal may apply with the Superintendent of Schools to attend Alternative School.

C. School Suspension

A student may be suspended from school (OSS) for up to 10 days depending on the seriousness of the offense. Students will receive a grade of zero (0) for all work missed during suspension unless the assignments counts for 15% or more of the student's final grade. Those assignments will be completed at a time and site to be determined by the administration.

Following any suspension from school (OSS), a parent conference will be required prior to the student being re-admitted to classes. Students suspended (ISS/OSS) are not allowed to attend or participate in school-related functions.

A Special Ed student's suspension will be dealt with the same as regular students and in accordance with his IEP, BIP, and school needs.

D. Expulsion

Under extraordinary circumstances, including but certainly not limited to cases such as distributing drugs, repeated fighting, use of a dangerous weapon, aggravated assault upon a staff member or student, it may be necessary for the administration to recommend to the Board of Education the expulsion of a student from school for the remainder of the semester or school year.

E. Interrogation and Searches

Lockers, desks, and other property furnished to the student, whether by rental to the student or not, remain the property of the Board of Education. Such property is subject to search by school officials. It is the policy of the Board of Education that automobiles brought upon Board of Education property may be searched by school officials if reasonable cause has been established.

If a student refuses permission for search of an automobile, the administration may revoke parking privileges and/or contact proper legal authorities and/or subject the student to disciplinary action as appropriate.

It is the policy of the Board of Education that the principal or authorized representatives are allowed to conduct searches of students and their belongings on a random basis or if reasonable suspicion of the presence of deleterious items exist. Searches based on such suspicion may proceed without hindrance or delay. Examples of deleterious items shall include, but are not limited to, noise makers, water guns, contraband drugs, a handgun, other dangerous weapons, or any other item prohibited at school or inappropriate for a school setting.

We, at WWCHS,

Will

Transform lives by

Implementing a quality curriculum that achieves set

Goals and

Enables all of us, students and staff, to live

Responsibly in

Society

DISCIPLINE INFRACTIONS/CONSEQUENCES

This chart serves as a guide only. After due process, the administration reserves the right to assign consequences based on the severity and nature of the offense. Any offense may result in a more severe consequence if the administration feels such action is warranted.

2 days detention

Cheating
Disturbing class
Disrespect to class
Dress code violation
Failure to show for teacher detention
In hall without pass
Lying
3rd unexcused tardy
Food/gum/drink in class

3 days detention

4th unexcused tardy

4 days detention

5th unexcused tardy
1st offense cell phone possession/use forfeiture of phone until detention is completed

Bus Discipline

1st offense – warning
2nd offense – 3 days off
3rd offense – 5 days off
4th offense – denial of bus privilege

1 day ISS

Profanity towards a student

2 days ISS

Cutting class
Threatening a student

3 days ISS

Disrespect to teacher
2nd offense cell phone possession/use 1 week forfeiture of phone
Tobacco use/possession

2 days OSS

Insubordination
3rd offense cell phone possession/use 4 week forfeiture of phone

3 days OSS

2nd offense – tobacco use/possession

5 days OSS

Fighting
Profanity towards faculty/staff

Automatic Tribunal

Possession/Distribution or use of alcohol/drugs

10 days OSS

Possession/Use of alcohol/drugs (recommendation for expulsion)
Sexual harassment (law enforcement notified)
Threatening a teacher
Weapon possession (automatic tribunal)
2nd offense of profanity toward faculty/staff
2nd – fighting (tribunal)

VII. ATHLETIC POLICIES

The purpose of the Athletic Department is to build on the character of our athletes and to prepare them for their adult lives. The athletic department at W-WCHS emphasizes academics, discipline, and high morals. As teachers and coaches, we hope to build a strong foundation for our athletes so that they will become productive citizens.

Coaches have the responsibility to teach and evaluate players according to their athletic abilities and attitudes. Any coach in charge of a team or a particular position on that team has the responsibility to hold our athletes to high standards. This includes discipline, which may involve extra work, suspension of a game or suspension from a team. All athletes will be responsible for all equipment issued.

Appearance. Athletes at WWCHS will keep a positive appearance at all times. This includes dressing for success and being well groomed. No jewelry of any type will be worn while participating in athletics or while representing the athletic department. When teams travel to away events, they will be dressed in proper attire. During events, athletes will wear only the standard team-issued uniform.

Behavior. Good behavior and attitude will help a person excel when others fail. WWCHS athletes will maintain good behavior in school, on the athletic field and during their everyday lives. The athletic department will not tolerate any participation involving drugs. This includes in-season and out-of-season activities.

Respect. Respect for self and others helps build character and maintain success. All athletes will treat others as they would like to be treated themselves. Athletes will show respect towards all faculty members. No athlete will express negative comments directed at administration, teachers or coaches.

A. Athletic Eligibility

The athletic department at W-WCHS believes that our athletes are students first and that each athlete must be held to a high academic standard and be on track for graduation. Each student desiring to be involved in the athletic program must meet the following requirements:

Eligibility Requirements

A student must have passed or be passing three out of four classes the previous semester and have the following number of units;

- 2nd year of high school---5 units earned
- 3rd year of high school---11 units earned
- 4th year of high school---17 units earned

Eligibility is gained or lost at the end of each semester. In addition, students must take, or be scheduled to take, required courses for the diploma he/she is to receive. **These and all other state and GHSA rules concerning eligibility and interscholastic competition are adhered to by W-WCHS.**

B. Athletic Participation

1. All Athletes are HIGHLY ENCOURAGED to sign up for a Weight-training/Physical Conditioning class each semester as an elective. This is a key element to the success of our Athletic Program at WWCHS.
2. All Athletes are HIGHLY ENCOURAGED to participate in more than one sport during the school year. Multi-Sport Athletes are more successful in the classroom as well as on the playing field.

C. Requirements for College Admission and Eligibility

If you want to practice and play your freshman year at a NCAA Division I or Division II College, you must satisfy the requirements of NCAA Bylaw 14.3, commonly known as Proposition 48. See the school counselor or athletic director for specific rules.

D. Letter Jacket

A student may be awarded a letter jacket as a varsity athlete in October of his/her junior year. To receive a letter jacket, an athlete must have completed two years of participation and participate for an entire third year. Letter jackets remain the property of the WWCHS Athletic Department until the athlete graduates. Jackets will be taken away from an athlete for unwarranted conduct or if the student fails to complete the third year of his sport. The school reserves the right to set the date for awarding jackets.

E. Awards Certificates

All athletes will be presented certificates of participation for each year that they participate. Service bars and insignias will also be awarded.

F. Forfeiting Achievements

All plaques, letter jackets, attendance to banquet, and all other items of recognition presented to any student from the Athletic Department or Tiger Club remain the property of, and under the jurisdiction of the W-WCHS Athletic Department.

Quitting is an intolerable habit to acquire. An athlete who quits a sport may lose his/her privilege of participation in athletics. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

- A. Talk with your immediate coach and then the head coach
- B. Report your situation to the Athletic Director
- C. Check in all equipment issued to you

An athlete who follows proper procedure to drop a sport or is dismissed from a sport may participate in another sport once the dropped or dismissed sport's season is completed. If a student quits a sport, or is dismissed from a sport for disciplinary reasons, he/she must return all awards that he/she received from the W-WCHS Athletic Department. When a student quits a sport or is dismissed from a sport for disciplinary reasons, he/she will be placed on athletic probation. Athletic probation means a student may not participate in any sport until that sport's new season begins the next year. The only time a student may stop participating in a sport without being put on athletic probation is within the first two weeks of that sport's practice. This pertains to anyone trying out for any varsity sport in grades 9-12.

If a student athlete is dismissed from a team due to a discipline problem, he/she may appeal to the coaches and athletic director for reinstatement.

Upon graduation the student will be given the items or awards that he/she has achieved if the student was disciplined and had to forfeit awards before graduation.

A student athlete must attend at least 1/2 day of school to be able to participate in that day's practice or game. 8:00 until 12:00 or 12:00 noon until 3:00 p.m. constitutes 1/2 day.

Any student athlete suspended from school (ISS/OSS) cannot participate in the athletic program while the suspension is in effect.

G. Traveling to and from Games and Events:

All team members of all sports and band will travel to and from all games and athletic events with the team and on the team bus. (You leave with the team, you return with the team.)

Exception: Serious Emergency Situations or if the athlete is traveling with parents from the game site to another destination other than Wilkes County. In these events the athlete must have written permission from parents no later than twenty-four hours prior to the athletic event, and parents must be present to escort the athlete. We ask for the cooperation of all parents in supporting this rule that is so vital to creating team unity.

H. Insurance

All students at W-WCHS are covered by a supplementary insurance policy, which is purchased by the Wilkes County B.O.E. An accident claim form will be completed by the athletic department for all athletic injuries. Parents of the injured athlete need to obtain the accidental claim form from the WWCHS Athletic Dept and complete the appropriate information. It will then be the responsibility of the parent to mail the report to the insurance company. It is the responsibility of the parent to report the claim to their personal insurance company. This is only a supplementary insurance policy. This policy only pays after your primary insurance company pays if you have insurance.

I. Procedure for Checking Student Bags

Prior to loading buses for student games and/or other events:

In order to provide a safe and secure environment for all students , Wilkes County BOE Policy JCAB authorizes reasonable searches of students directed to that end by authorized school officials. The searches shall be conducted in a manner which ensures that students are not arbitrarily stripped of personal privacy. In accordance with this policy, the following procedure **must be followed** each time students board a Wilkes County BOE vehicle (bus, van, car or truck) for transport to athletic, band, or school club events.

The searches will be carried out under the direction of the following school personnel:

Athletic Events: Coaches under the direction of the Athletic Director

Band Events: Washington-Wilkes Band Director under the direction of the School Principal

Club Events: Club Sponsor (s) under the direction of the School Principal

***ALL** bags/cases will be searched prior to boarding a school vehicle for all out of town games/events

*Any bags, instrument cases, etc. brought by players/students must be checked prior to the student boarding the bus.

*Game Bags (athletics) or instrument cases(band) which are packed prior to the game/event will be packed and checked under the direction of the respective coach or band director. These bags **MUST REMAIN** in a secure/locked environment prior to being loaded for the event. **It is the responsibility of the personnel mentioned above to ensure that these bags are free of any deleterious items prior to being placed on a school vehicle.** ** Examples of deleterious items shall include, but are not limited to, secreted noise-makers, water guns, contraband drugs, a handgun or other dangerous weapon.

In the event that deleterious materials are discovered, the personnel in charge will act in accordance with the rules set out in the student handbook. The student will not be allowed to board the bus or participate in the activity/event.

If a student refuses to allow his/her bag(s) to be searched, school officials shall:

- a. Notify the parents. The student will not be allowed to board the bus or participate in the activity/event.
- b. Refer the student to the Superintendent or designee to initiate review for disciplinary action which may include prohibition from involvement in extracurricular activities, and even suspension or expulsion.
- c. Contact law enforcement authorities when conditions warrant at the discretion of school authorities. Probable cause must exist for search by law enforcement authorities, and such cause is determined by law enforcement authorities.

VIII. Pesticide Application Alert

Wilkes County Board of Education
Director of Plant Operations

Dear Parent/Guardian,

I am writing this letter to all households that have a child or children in the Wilkes County School system. With the passing of HR 13 17, all school systems are required to notify parents of children in grades K - 12 of times and dates when pesticide applications will be done in and around schools. We are required to NOT spray pesticides during hours in which the buildings are occupied. All of our facilities are treated by Orkin and we have been working closely with them to put together the dates, times, and an MSDS book with all chemicals used in and around schools. Orkin will treat each school on a regular monthly basis on the following schedule.

1. Interior of schools will be treated on the 1st Friday of each month after 3:00 p.m.
Cafeterias and classroom services.
2. Emergency called treatments will be done on the 3rd Friday of each month.
3. Treatment of the exterior of schools will be done on the 1st Saturday of each month.

4. During the months of June and July treatments at the school will be done on Thursdays.

Any person requiring information concerning pesticides used during these applications may review the MATERIAL SAFETY DATA SHEET by contacting:

Shelton West
Director of Plant Operations
Wilkes County Board of Education
906 E. Robert Toombs Avenue
Washington, Georgia 30673
Phone 706-678-3093

The United States Environmental Protection Agency warns that pregnant women should reduce or eliminate their exposure to all pesticides.

On the back of this page lists chemical, locations of application, and exact dates and times when pesticides will be administered. Thank you for your understanding regarding this matter.

Sincerely,

Shelton West

Pesticides Used and locations:

Maxforce FC Select - Cracks and crevices throughout interior

Niban Granular Bait - Exterior of schools on specific ant mounds

Phantom Pressurized Insecticide - Cracks and crevices throughout interior.

Talstar P - Exterior and cracks and crevices throughout interior

Uncle Albert's Super Smart Ant Bait - Cracks and crevices throughout interior.

Top Choice Granular Insecticide - Exterior

THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WARNS THAT PREGNANT WOMEN SHOULD REDUCE OR ELIMINATE THEIR EXPOSURE TO ALL PESTICIDES.

Faculty Qualifications

In compliance with the requirements of the No Child Left Behind statute, Wilkes County School System and Washington-Wilkes Comprehensive High School would like to inform parents that they may request information regarding the professional qualifications of their child's teacher(s). The following information may be requested:
Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
Whether the teacher is under an emergency or other provisional status through which the Georgia qualifications or certification criteria have been waived;
The college major and any graduate certification or degree held by the teacher;
Whether the student is provided services by paraprofessionals, and if so, their qualifications.

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