

2017-2018



Student Handbook

**WASHINGTON COUNTY
HIGH SCHOOL**

**Washington County Board of Education
2017-2018 School Calendar**

ACTIVITY	DATE	DAYS
Pre-Planning	July 31 August 1 -3	M, T, W, Th
1 st Day of School	August 4	F
Labor Day Holiday	September 5	M
Parent Night/Progress Reports	September 11	Th
End 1st 9 Weeks	October 4	W
Fall Break	October 5-6	Th, F
In-Service Day 5	October 10	T
Beginning 2 nd 9 Weeks	October 11	W
Report Cards	October 17	T
Parent Night/Progress Reports	November 6	M
Thanksgiving Holidays	November 20-24	M, T, W, Th, F
End 2nd 9 Weeks	December 15 (Early Release Day)	F
End 1st Semester	December 15 (Early Release Day)	F
Christmas Break	December 18 - January 1	M-F and M-F, M
In-Service Day 6	January 2	T
Students Return	January 3	W
Report Cards	January 9	T
MLK, Jr. Holiday	January 15	M
Parent Night/Progress Reports	February 5	M
In-Service Day 7	February 16	F
Presidents' Day Holiday	February 19	M
End 3rd 9 Weeks	March 15	Th
In-Service Day 8	March 16	F
Report Cards	March 20	T
Spring Break	April 2-6	M, T, W, Th, F
Parent Night/Progress Reports	April 17	T
GA Milestones EOG	April 11-24	T, W, Th, F, M-F, M
GA Milestones EOC	April 25-May 8	T, W, Th, F, M-F, M
Graduation	May 19	Sat
End School Year	May 25, (Early Release Day)	F
Post Planning	May 29 - 30	T, W

REGULAR BELL SCHEDULE
2017-2018

7:45 Teachers Sign In
7:45-8:15 Planning/ Remedial/Data Notebook/Portfolios
8:15 First Bell / Move to First Period
8:25 Tardy Bell / Begin Announcements
8:35 Begin First Period
9:25 End First Period / Move to Second Period
9:30 Tardy Bell / Begin Second Period
10:20 End Second Period / Move to Third Period
10:25 Tardy Bell / Begin Third Period
11:15 End Third Period / Move to Fourth Period
11:20 Tardy Bell / Begin Fourth Period
12:10 End Fourth Period / Move to Fifth Period
12:15 Tardy Bell (Lunch A) / Begin Fifth Period
12:45 End Lunch A / Students report to Fifth Period
12:50 Tardy Bell (Lunch A)
1:05 Bell for Lunch B
1:10 Tardy Bell (Lunch B)
1:40 End Lunch B / Move to Sixth Period
1:45 Tardy Bell / Begin Sixth Period
2:35 End Sixth Period / Move to Seventh Period
2:40 Tardy Bell / Begin Seventh Period
3:30 End Seventh Period / Student Dismissal
3:45 Teacher/Staff Dismissal

NOTE:

This bell schedule includes the following:

- All classes have a minimum of 50 minutes for instruction.
- 10 minute period for morning announcements that does not encroach on First Period instructional time.
- Seniors who schedules permit will be dismissed at 2:35 (the end of sixth period).

AMENDMENTS

During the school year it may become necessary to change or add to the policies, rules, and regulations found in this handbook. The principal, the superintendent, and the board of education, reserve the right to amend or modify the policies, rules and regulations at any time.

If situations occur which are not covered in this handbook, the principal will make decisions based on the merits of the individual situation. The primary purpose of these policies, rules, and regulations is to foster a safe atmosphere conducive to learning and to increase student responsibility at Washington County High School.

STUDENT AND PARENT SCHOOL GUIDE AND INFORMATION

IF YOU NEED:

Accident Insurance Claim Form/School Insurance
Attendance Information
Announcements
Approval of Activities
Athletic Information
Claims, & Workman's Comp.
Audio/Visual Information
Certificate of Attendance
Class Schedule
Club Information
College Entrance Requirements
College Scholarship & Transcript Information
Discipline Information
ID Cards-Purchase Replacements
Lockers
Lost & Found
Medical Attention
School Tardy
Student Debt
Tech/Career Information
Textbook Debt
Vandalism Report
Voter/Draft Registration
Withdrawal from School

GO TO:

Attendance Clerk
Attendance Clerk
Administrative Office
Principal
Athletic Director
Attendance Clerk
Media Center
Registrar
Registrar
Club Sponsor
Counselors
Counselors
Any Administrator
Media Center
Assistant Principal
Assistant Principal's Office
Main Office
Attendance Clerk
Tech/Career Secretary
Tech/Career Director
Media Center
Any Administrator
Social Studies Dept. Chair
Registrar

WASHINGTON COUNTY HIGH SCHOOL

P.O. Box 1057

420 Riddleville Road

Sandersville, Georgia 31082

Phone Number: (478) 552-2324

Fax Number: (478) 552-3140

Principal: Dr. Allen E. Gray

ACCELERATED READER (AR)

The high school offers Accelerated Reader (AR), a reading program with testing done at a computer in the Library Media Center. Students are encouraged to participate in the program to earn points applied to grades in the classes of their choice. Students may read two (2) AR books per class each nine (9) weeks.

ACCIDENTS/SCHOOL INSURANCE

All accidents should be reported to the nearest teacher, who will then notify the office. As a service to the students, the school makes available a low cost accident insurance policy. The school, however, accepts no responsibility as to the coverage of the

insurance and is in no way connected with the company. The school provides no insurance coverage, but supplementary insurance will be made available for purchase.

ACCREDITATION

“Washington County High School is accredited **with quality** by the Southern Association of Colleges and Schools and by the Georgia Accreditation Commission” because the State Department of Education process for monitoring standards for public schools no longer exists.

ADMINISTRATIVE OFFICE AREAS

The administrative offices are available to students who need to conduct official business. The offices are not for loitering or socializing. Students are permitted to transact business with the office personnel before and after regular school hours. All students sent to the office for disciplinary reasons are to report directly to an administrator or secretary and turn in the accompanying disciplinary referral. If a student cannot be seen immediately, the student is to be seated and not leave the area until dismissed by the proper authorities.

ALTERNATIVE SCHOOL

Once a determination has been made to place a student at Washington County Alternative School, the student shall adhere to all rules established by the Washington County Public Schools. Under no circumstances will Washington County Alternative School students participate in functions or extra-curricular activities sponsored by other Washington County Public Schools immediately before, during, or immediately after the regular school day (ex: field trips, assemblies, programs, club meetings, athletic events, contests, recognition or award ceremonies, graduation, etc.).

Beginning 2016-2017, students will be required to participate in AFJROTC classes. If a student is transferred to the Alternative School, they will no longer be enrolled in their current elective classes and students will be enrolled in the AFJROTC program as their elective. Upon returning to WCHS, students will continue to be enrolled in the AFJROTC courses. Students must successfully complete all requirements of the AFJROTC program. In addition, students will be placed on disciplinary probation for the remainder of the school year, or for the following year, whichever may apply.

COMPULSORY SCHOOL ATTENDANCE LAW OF GEORGIA

Compulsory Attendance Ages: "between 6th and 16th birthdays." Official Code of Georgia Annotated O.C.G.A. § 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school including public, private and home schooling. However, if a child is under 6 and has attended more than 20 days in a public school, he/she is then subject to the compulsory attendance laws (20-2-150(C)).

Under and by virtue of the school laws of this state, you are required to cause the continuous attendance of said child/children in a school. Failure to do so will make you liable to the penalties provided therein. Violation of the law is a misdemeanor, and violation makes you subject to a fine of up to \$100.00 and 30 days in jail, community service, or any combination of such penalties, at the discretion of the court.

Each day of absence from school in violation of this law shall constitute a separate offense.

Regular school attendance is mandated by the state and necessary for students to make adequate progress each year. As we are committed to each child's mastery of all essential skills, we will continue to closely monitor absences, tardies, and early checkouts.

ATTENDANCE POLICY

It is the policy of the Washington County Board of Education that students must attend school each day school is in session for the entire school day, unless the student is absent due to one or more of the reasons specified by law and the State Board of Education Rule 160-5-1-.10 as follows:

1. Personal illness or attendance in school endangering a student's health or the health of others;
2. A serious illness or death in the student's immediate family necessitating absence from school;
3. A court order or an order by a government agency, including pre-induction physical examination for service in the armed forces, mandating absences from school;
4. Celebrating religious holidays necessitating reasonable absences from school;
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Visiting with a military parent prior to deployment or during leave from an overseas combat zone or support posting (up to 5 days per school year).

The State College and Career Ready Performance Index (CCRPI) uses school attendance to determine whether schools make adequate yearly progress. If 15% of our students miss over 6 total days (excused or unexcused), we do not meet CCRPI goals.

Students will be counted present when they are serving as Pages of the Georgia General Assembly and/or while representing the school in an activity approved by the school and/or the Washington County Board of Education.

Within **two (2) school days** after returning to school, the student must submit to the attendance clerk official doctor's documentation for each day or portion of the day as to the reason the student was absent. All such documentation will be evaluated by the principal or attendance clerk to determine if the absence is excused or unexcused. If the required documentation is not furnished or the reason for the absence is other than stated previously, the absence shall be considered unexcused.

Students may have an excused absence when attending a funeral of an immediate family member upon submitting the official funeral program to the attendance clerk on the first day of returning to school. Students will be responsible for any schoolwork missed. See Makeup Work Policy.

A student may make up schoolwork or assignments for each absence, including tests, after returning to school in the time prescribed by the student's teacher. If the student fails to make up work within the prescribed time, the student will be denied credit for all

work not completed. A student will not be penalized academically for all work made up during the time and in the manner prescribed.

If a **student signs out five (5) minutes before class** is over, it is counted as an **unexcused absence**.

Attendance Support Team (AST) meetings may be held when a student has six (4) unexcused absences and has excessive tardies and sign-outs. If students continue to have unexcused absences after AST meetings or parents fail to attend the AST meeting, charges may be filed in State or Juvenile Court.

*******Attendance Appeals are no longer available.**

ATTENDANCE RECOVERY POLICY

Students passing a class but having more than six (6) unexcused absences for that class must attend the After School program to receive credit. All attendance recovery will take place during the After School program starting in February. Attendance will be recovered on an hour-for-hour basis. For example: A student who has eight (8) unexcused absences in one class needs to attend the After School program for two hours to receive credit for that class. Students need to pick up an application in the front office from Mrs. Lynn Moye beginning in January 2018. The program is only available during the months of February-April and runs from 3:30-5:30 Mon-Thurs. Bus transportation is provided upon request.

Work Program: The student must attend school and work regularly and not go to work without going to school or go to school without going to work.

BULLYING POLICY

The Washington County School District believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of any student will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 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 Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 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 educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

BUS POLICY

The school bus is considered an extension of the classroom. Behavior appropriate for the school setting is expected. When students arrive on campus they must go directly into the building. For example, students are not allowed to get off of the bus, leave campus or go to the parking lot for any reason.

The district reviews procedures during the summer to improve safety measures and service to students. After our summer review, we determined that "bus changes" should be improved in order to ensure the safety of students. In order to ensure that your child arrives to the location that you have requested, we will require a note from the child's guardian or guardian designee. No phone calls will be taken for bus changes.

If you need to make a bus change during the day, the guardian or a designee of the guardian (person must be listed on the student's sign-out list), must come to the school to complete a bus pass. This change will help us provide a safe environment for the children.

CAFETERIA

The cafeteria, a non-profit organization, is operated by Washington County Board of Education School Food Services for students' convenience. Menus are developed in accordance with state guidelines. Breakfast and lunch meals are served to students at no charge. ANY return trip to the food line will be considered seconds and charged accordingly. Currently any student who wishes to purchase a second meal may do so for \$1.20 for breakfast and \$2.25 for lunch. Extra lunch entrees may be purchased for an additional \$1.50.

Cafeteria Rules

- 1. The breakfast line will close when the 8:15 bell rings.**
2. Not eating breakfast does not entitle a student to two lunches.
3. All discipline rules apply in the cafeteria. Breaking in line is

- considered a discipline offense. Any discipline problems should be referred to the administrators on duty.
4. Students are responsible for cleanup of their areas. Failure to do so may result in disciplinary action.
 5. Students should present their PIN numbers, located on the student ID card, to the cashier.
 6. Students may not, under any circumstances, use someone else's PIN number to get a meal.
 7. After lunch, students will remain in the commons area. No students should be in the hallways or other off-limit areas during lunch.
 8. Students may not leave campus to purchase meals. Sack lunches and/or breakfasts from food establishments may not be brought on campus by students or delivered to students.
 9. Tables and chairs are not to be moved.

CLASS RINGS

Students must have earned ten (10) units of credit at the beginning of first semester to order class rings. The vendor selling the rings will be responsible for all activities concerning the rings. The school is not responsible for problems with deposits, ordering, workmanship, etc.

CLUBS, ORGANIZATIONS, AND PROGRAMS

AFJROTC: Air Force Junior ROTC is an accredited part of the Career Technology courses of study at WCHS. The mission of the Air Force JROTC is to build better citizens for America. This mission is supported by educating and training high school cadets in citizenship, promoting community service, instilling responsibility, character, and self-discipline; and by providing instruction in the fundamentals of air and space science. The Air Force Core Values of "integrity first, service before self, and excellence in all we do" are strongly emphasized.

Faculty Advisors: LTC John Terry and MSgt. Ray Tennyson

Ambassadors: These students serve as representatives at school and community functions and are nominated by faculty members, primarily during their ninth grade year. Final selection is made through an interview and application process. Ambassador candidates are students who display exemplary behavior, are on track with their grades, and have no school debts. Some functions of WCHS Ambassadors are serving as guides for Parents' Night and open house, as well as community school tours.

Faculty Advisor: Andrea Miller

Anchor Club: This organization allows young people to make a difference in their world through volunteer service. Members learn to be good citizens for the rest of their lives. This service club works with the local Pilot Club to promote awareness and provide service to people with brain-related disorders. Anchor meets on the first Tuesday of the month at 7:40 a.m.

Goals: To increase membership and become more active in the community this year

Dues: \$25.00 Sponsor: Amy Brantley

Athletic Programs: Basketball, Baseball, Cheerleading, Cross-Country, Football, Golf, Gymnastics, Soccer, Softball, Tennis, Track, Wrestling and Weight Lifting.

Beta Club: The philosophy of Beta Club is to “lead by serving others.” Beta club meets on the 3rd Tuesday of the month after school unless posted otherwise.

Goals: To sponsor Operation Christmas Child and community service projects

Dues: \$25.00 Sponsor: Tiffany Bryson

Debate: The debate team competes in policy debate and other public speaking events.

Debate meets on Wednesday from 3:35-5:00 when not in conflict with faculty meetings.

Goals: To compete in at least three qualifying tournaments and to accrue enough points to qualify for state debate

Dues: None Sponsor: Ben Martin

Fellowship of Christian Athletes (FCA): The purpose of FCA is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and the fellowship of the church. Members meet on the 2nd and 4th Thursday of each month at 7:30 a.m.

Dues: \$20.00 (includes t-shirt) Sponsors: Ben Martin

Fine Arts Programs: Chorus, Concert Band, Dance, Jazz Band, Marching Band, One-Act Play, Winter and Spring Theatre Productions, and Voices.

Future Business Leaders of America (FBLA): This organization strives to bring business and education together in a positive working relationship through motivational, leadership, and career development programs. FBLA meets before or after school.

Goals: To attend sponsored leadership events and conferences, participate in skill and knowledge competitive events, participate in service projects, and increase student leadership roles

Dues: \$20.00 Sponsors: Marlo East and Allison Tyson

Future Farmers of America (FFA):

Future Farmers of America brings together students, teachers and agribusiness to solidify support for agricultural education. Students between the ages of 12 and 21 who are enrolled in a systematic course of instruction in agricultural education are eligible for membership. In order to compete in CDEs you must be enrolled in an Agricultural class.

Dues: \$11.00 Sponsors: Wesley Pope

Golden Times: The staff of the *Golden Times* studies journalism and gains experience by using their knowledge to prepare the school’s newspaper.

Goals: To inform, educate, and entertain readers

Faculty Advisor: Marlo East

H2O2U: In this school-based run enterprise, the students design custom labels for businesses, weddings, reunions, churches and other events. The labels are then put on purified bottled water. In H2O2U, the students learn to run an actual business and are prepared to be active, self-sufficient, and productive citizens who can contribute to our community’s social and economic development.

Faculty Advisor: Marcia Robinson

Interact: This organization is a Rotary-sponsored service club. The program gives young people an opportunity to participate in fun, meaningful service projects while developing leadership skills through community involvement.

Goals: To participate in a community, national, and international service project.

Dues: \$10.00 Sponsors: Andrea Miller and Alicia Norris

International Thespian Society: The purpose of this organization is to recognize students who have demonstrated commitment and excellence in the school's theatre program. Members meet once each month.

Goals: To perform more community service

Dues: One time initiation fee of \$22.00 Sponsor: Scott Price

Literary Competition: Students chosen to compete in literary competition strive to uphold the WCHS tradition of excellence in academics and fine arts. Students meet after school for rehearsals and practices before regional and state literary events. Students are chosen through an audition process to compete in the following areas: girls' and boys' essay, spelling, dramatic interpretation, extemporaneous speaking, solo, girls' trio, boys' quartet.

Goals: To develop students' academic and fine arts skills and to win the region and state literary events

Dues: None Sponsor: Seth Watts

Math Team: The Math Team is dedicated to enriching students' knowledge of mathematics and increasing their ability to communicate effectively with peers. The team will practice once a week after school from 3:35-4:30. All tournaments will be on Saturday.

Goals: To compete once a month at various tournaments

Dues: None Sponsors: Denise Pharis

Octagon Club: The objective of the Octagon Club is to utilize the Optimist Creed to promote an active interest in our government and to aid and encourage the development of youth through the giving of themselves in service to others.

Meeting Time: TBA

Goals: Adopting underprivileged families for Thanksgiving and Easter, assembling Christmas gift bags for the residents of Smith's Nursing Home, and volunteering services in fundraising activities at the local primary schools.

Dues: \$20.00 Sponsor: Carlos Hope

Skills USA: This organization prepares students for leadership in the world of work.

Skills USA meets the 2nd Wednesday of the month at 3:45.

Goals: To organize food drives for needy families and produce some regional, state, and national winners in Skills USA competitions

Dues: \$25.00 (includes t-shirt) Sponsors: David Earl

Spanish Club: The mission of the Washington County High School Spanish club is to celebrate the Spanish (and Hispanic) language and cultures, and to have fun. The club meets on the first Wednesday of each month. Members of the Spanish club must be

currently enrolled in Spanish or have completed their Spanish courses prior to becoming a member... Dues: \$ 20.00 Sponsors: Michelle Cunningham

Student Council: This student organization serves as a liaison between the faculty and students. Student Council meets once a month. Goals: To promote excellence at Washington County High School Sponsor: Dr. Gray

Talon: The Talon is WCHS's yearbook, which is produced annually by the WCHS Talon Staff. Students are chosen to participate through an application process. Working together and meeting deadlines are important components of the class. Faculty Advisors: Allison Tyson and Marcia Robinson

Tri-M Music Honor Society: The Tri-M Music Honor Society is the international music honor society for middle/junior high and high school students. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership. Through more than 5,500 chartered chapters, Tri-M has helped thousands of young people provide years of service through music in schools throughout the world. Tri-M is a program of MENC: The National Association for Music Education. Sponsors: Marcus Rayner and Robert Carroll

Video Production: Students are selected to participate in video production by an application process. If selected, students are taught the proper use of equipment, interviewing, and stop motion animation. The students prepare a school television show as entertainment to the school. The show is called "What's Up Waco?". Faculty Advisor: Marlo East and Allison Tyson

Y-Club: This club provides programs and opportunities, which promote self-esteem, leadership skills, moral and civic responsibilities. Y-club meets twice a month on the 2nd and 4th Thursday.

Goals: To be active in the community and school
Dues: \$15.00 Sponsors: Felisa Cooper

Youth Encouraging Abstinent Habits (YEAH) Club: This talented group of high school students works to serve their community through various projects and assemblies. YEAH meets on the 1st and 3rd Wednesday of each month.

Goals: To encourage youth to become positive leaders among their peers striving to promote a sincere message of abstaining from sex, alcohol, tobacco, and other harmful substances

Dues: None Sponsor: Roy Jackson

Youth Apprenticeship Program (YAP): The Youth Apprenticeship Program offers students school-based and work-based learning opportunities that are related to the student's career interest area. Students participating in the Youth Apprenticeship Program are able to earn wages while learning from skilled professionals, increase career options and future employability, strengthen academic skills, and experience the connection between education and real-life work skills.

Faculty Advisor: Allison Tyson

Note: Washington County High School will no longer accept personal checks of any kind. All financial transactions must be handled in cash or money order.

COLLEGE ENTRANCE BOARD TESTS RECOMMENDED SCHEDULE

Recommended Grade and Time Scheduling for Test

Preliminary Scholastic Aptitude Test (PSAT)	10 th and 11 th grades (Oct. of each year)
Scholastic Aptitude Test (SAT)	11 th grade (Jan., Mar., or May)
Scholastic Aptitude Test (SAT)	12 th grade (Nov., Dec., or Jan.)
**American College Test (ACT)	11 th grade (Feb. or Apr.)
**American College Test (ACT)	12 th grade (Sept., Oct., Dec., or Feb.)

The WCHS Guidance Department recommends this schedule of College Board testing for all students who plan to enter college after high school. Counselors will review student records and recommend which test, the SAT or ACT, is better suited to the student. Students are strongly encouraged to take the PSAT before attempting the SAT. Contact the Guidance Department for registration and more detailed information regarding College Board testing.

COMPUTER LAB

Upon entering and/or leaving the computer lab, students should check in with the media specialist in charge of the lab. Students are expected to be on task in the computer lab at all times. All non-educational software, including audio CDs, is strictly prohibited in the computer lab and having such will be a discipline offense. Students who use the Internet must also have on file with the lab teacher a completed Internet objective form signed by the *teacher issuing the assignment*. It is against the computer lab code of ethics to access the file of another student or access a program or site other than what a teacher has assigned. **Violations of this policy will be dealt with as a discipline offense.** See Internet Usage Policy.

CONCESSION/FOODS

All food, snacks, and drinks will be eaten *only* in the cafeteria and other designated outside areas. Students not in compliance with this rule are subject to having their food and drink items confiscated. Students will not be allowed to bring outside food, snacks, or drink when entering the school during normal school hours. All items will be confiscated and these items will not be returned.

DAR GOOD CITIZEN AWARD

Teachers will nominate candidates for DAR Good Citizen Award. Students must be in good standing with the faculty with no at-home suspensions. The faculty will then vote for one (1) of the three (3) students who received the most nominations.

DEBTS

A student debt is defined as lost or damaged textbooks and/or classroom materials, club fines, extracurricular activity fees, library fines and destruction of school property. These debts must be paid in cash or money orders. Replacement copies of textbooks and/or library books will not be accepted. Refunds are made if textbooks are found. Non-payment of these debts will result in ineligibility for various school activities, such as the prom, exemption for fourth nine week exams, or school ambassador eligibility. The school reserves the right to submit unpaid debts to the Washington County Collection Agency for collection. A collection fee will be added to the debt.

Note: Washington County High School will no longer accept personal checks of any kind. All financial transactions must be handled in cash or money order.

DELIVERIES

No deliveries may be made to the school.

DETENTION

Washington County High School is dedicated to sound discipline practices in order to provide students in the school with an effective and safe learning environment and to encourage maturity during the school day. Therefore, students may be assigned before school or after school detention. If after school detention is assigned, the parent will be notified.

EARLY DISMISSAL

Students who are not enrolled in a 6th and/or 7th period class *must* leave the campus immediately following dismissal from their last class. Students with early dismissal must provide their own transportation and may not return to campus for transportation. Students who are not able to leave campus will be assigned a 6th and/or 7th period class. There will be no exceptions. **Fourth Nine Weeks: Students who require the following for high school graduation will not be allowed early dismissal: course recovery, and/or failing required courses** (For additional information, see Senior Release).

ELECTIONS

Class Queens

Miss Freshman Miss Sophomore Miss Junior Miss Senior Miss WCHS

Criteria for Class Queens, Miss WCHS, Homecoming King:

1. An 85 over-all average for previous year or an 80 cumulative average
2. No at-home suspensions from previous year until conclusion of all Homecoming Activities/Parade
3. No more than one day in ISS from previous year until conclusion of all Homecoming Activities/Parade
4. Positive faculty recommendations
5. No school, textbook, or library debt
6. No more than ten (6) unexcused absences from the previous school year.

Homecoming **escorts** may be a male or female relative and must be at least twenty-five years old or older. The Homecoming Committee must approve escorts. **Campaign** posters, flyers, and/or stickers may be posted on appropriate surfaces (no painted walls or doors) and removed at the conclusion of the election. Stickers should not be affixed to textbooks. Miss Freshman, Miss Sophomore, Miss Junior and the top five Miss WCHS candidates and the top five Miss Senior candidates will participate in the Homecoming Activities. Miss Freshmen, Miss Sophomore, Miss Junior, Miss Senior, and Miss WCHS will ride the float in the Kaolin Parade if such event is held. If WCHS's Homecoming Coronation does not precede the parade, the participation on the Homecoming float will be the top five Miss WCHS candidates.

Club Queens

Criteria for Club Queens and Class Officers:

1. An 85 over-all average for previous year or an 80 cumulative average
2. No at-home suspensions from previous year until conclusion of all Homecoming Activities/Parade
3. No more than one day in ISS from previous year until conclusion of all Homecoming Activities/Parade
4. Must have been a member from previous year and considered in good standing with club advisor
5. No school, textbook, or library debt
6. No more than six (6) unexcused absences from the previous school year

Dress Code for Homecoming Activities:

Female dress code shall be the same as for the Junior-Senior Prom. Male dress code shall be formal attire or dress suit with necktie. No hats.

Class Officers

Each class will have three officers as follows:

President Vice President Secretary/Treasurer

ELECTRONIC DEVICES

Students are not allowed to bring cassette or compact disc players, radios, walkie-talkies, beepers, cell phones, smart watches, non-school owned digital cameras, laser lights, remote controls, games, toys, and/or MP3/IPOD players to school/bus during a regular school day. Having such items is a disciplinary offense. Students attempting to deceive the staff by concealing electronic devices will face additional consequences. **School officials may confiscate and may or may not return these items to a parent/guardian.**

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students participating in extracurricular activities must pass at least five (5) subjects during the semester immediately preceding participation. These subjects must carry credit toward graduation. Summer school is an extension of the second semester. Students not meeting this requirement will be ineligible for one semester, and they will remain ineligible until they pass five (5) subjects during the semester preceding

participation. A student must be considered on track toward graduation. To be considered on track for eligibility, the following criteria must be met:

10 th grade (2 nd year)	4 Carnegie units
11 th grade (3 rd year)	10 Carnegie units
12 th grade (4 th year)	16 Carnegie units

END-OF-COURSE TESTS

Milestone Test will be given in Ninth Grade English, Eleventh Grade English, Physical Science, Biology, Economics, U.S. History, Algebra I and Analytic Geometry. Milestone Test reports shall provide students, parents, and educators with individual scores on each Milestone Test taken. A student's Milestone Test shall count for Twenty (20) percent of the student's final average and will be reported on the student's report card. Milestone Test may not be exempted. **Refer to Board Policy IHA.**

EXAM EXEMPTION POLICY

Exemption Eligibility

1. A student must have a passing yearly average in the class for which the exemption is sought.
2. A student who has more than six (6) unexcused absences from any class forfeits eligibility for exemption from any fourth nine week exam. Attendance Recovery Credit will not be used toward exemptions.
3. A student who passed the Milestone Test in any of the following subjects: Physical Science, 9th Grade English, 11th Grade English, Biology, U.S. History, Economics, Coordinate Algebra, Analytic Geometry, may exempt the final exam for that class as long as they are passing the class.
4. A student who passed the Student Learning Objective Test (SLO).
5. A student who passed the End of Pathway Test.
6. Students will not receive more than seven (7) exemptions.

A student must pay any school or library debt before an exemption can be granted for any reason. A list of ineligible students with debts will be issued prior to exemptions being announced.

Attendance Rewards: A student who has perfect attendance in each class for the current school year will be allowed to exempt all fourth nine week exams. Students must be passing in the class to exempt the fourth nine week exam.

Students who miss 1 day will be allowed to exempt 6 exams.
Students who miss 2 days will be allowed to exempt 5 exams.
Students who miss 3 days will be allowed to exempt 4 exams.
Students who miss 4 days will be allowed to exempt 3 exams.
Students who miss 5 days will be allowed to exempt 2 exams.
Students who miss 6 days will be allowed to exempt 1 exam.

A senior, who has six (6) or fewer unexcused absences and passing grades in a class, may exempt his/her second semester exam in that class as a senior privilege.

FACULTY

The school's administration works hard to hire highly qualified faculty members. The faculty continues to grow and improve through Professional Learning opportunities offered throughout the school year. For questions regarding your child's teachers' qualifications, please feel free to contact the school's principal at 552-2324.

FIRST AID

Pain relievers, as well as other medication, will not be provided by the school. Arrangements will be made for getting students home or to a doctor in case of an emergency. If a student is taken to a doctor or the hospital, the parent or guardian will be notified immediately and will be expected to assume responsibility for the student. Prescription drugs must be secured in the front office upon the student's arrival at school.

FREE AND APPROPRIATE PUBLIC EDUCATION

All students with an Individualized Education Program (IEP) are entitled to a free appropriate public education (FAPE). This includes children who are eligible for special education from the ages of three (3) through twenty-one (21).

Definition of FAPE: The special education and related services that make up the FAPE are provided to children identified with disabilities who have an IEP at no cost to the parent.

Special education and related services, including special education at the preschool, elementary, and secondary levels, are services that are provided so eligible students can make progress toward and/or meet the educational standards of Georgia. All students will be provided an education that includes access to the Georgia curriculum and addresses the unique needs of the individual student and his or her disability. While the education provided to the student with an IEP must be appropriate and must address what the individual student needs in order to make educational progress, this is neither a guarantee of achievement of each goal on the IEP nor a guarantee of promotion, passing grades, or graduation. Likewise, passing from grade-to-grade or receiving all passing grades does not mean that a student is receiving FAPE. Each student is an individual and his or her appropriate education is determined on a case-by-case basis. In addition, the term "appropriate" is not the same as "best"; "appropriate" is a minimal standard that assures the student has the opportunity to make educational progress.

If a parent, guardian, or adult student has a question about FAPE, contact the district Director of Special Programs, Emily Johnson at 478-552-3981.

FUNDRAISERS

All fundraising projects must be approved by the Washington County Board of Education. Students must submit all money related to the project within one (1) week after the completion of the project. Students who do not submit funds collected will be placed on the school debt list and could be subjected to criminal charges.

Note: Washington County High School will no longer accept personal checks of any kind. All financial transactions must be handled in cash or money order.

GEORGIA STUDENT ACHIEVEMENT PYRAMID OF INTERVENTIONS

For children in kindergarten through 12th grade enrolled in public schools, Child Find is accomplished through the *Georgia Student Achievement Pyramid of Interventions*, a

framework of instructional interventions that begins with standards-based classrooms serving as the foundation for teaching and learning. The *Pyramid* represents the process of continually implementing “progress monitoring” and then providing layers of more intensive interventions so that students can be successful and progress in their learning. This proactive approach does not wait until students have large gaps in their learning that are almost too great to overcome. Neither does it allow high-achieving students to languish in a curriculum that is not challenging to them. This approach focuses on determining when students are struggling and then providing scientific, research or evidence-based interventions to address their areas of need; it also documents students’ strengths and provides additional challenges in a variety of ways.

The *Pyramid* facilitates the Child Find process for students in public schools. All students in Georgia schools participate in evidence-based instruction that is developed based on grade level Georgia Performance Standards. When students struggle in the general education curriculum, Tier 2 and, if needed, Tier 3 interventions are provided. At Tier 3, data is collected to determine the students’ responses to interventions that have been implemented. Students who do not make progress with the individual interventions provided at Tier 3 may be referred for an evaluation to determine eligibility for special education and related services. Consequently, in essence, Tier 3 serves as a Child Find responsibility for students who may need special education and related services. Students in private schools, home schools, and charter schools, who are referred for special education services, should also have documentation of these prior interventions to assist in the determination of eligibility for special education services. Child Find is a critical part of the special education process for all children suspected of having disabilities. With the implementation of the *Pyramid* and the focus on progress monitoring and response to interventions, only those students who are not making progress, despite evidence-based instruction, will be referred to special education to determine their eligibility.

GOOD BEHAVIOR DAY

Each 9-weeks the Student Rewards Committee sponsors Good Behavior Day for students who have no discipline referrals and no more than two tardies. This celebration consists of three (3) hours of fun, games and snacks.

For the 4th nine weeks, students with zero disciplinary referrals for the entire year and no tardies for the entire year are eligible to attend.

GRADING PROCEDURES

Final grade for 9 weeks/AP/Course Recovery/Summer School

- Nine weeks’ average shall be determined by counting the average of the teacher’s daily and test grades as follows: 75% daily grade and 25% test grade.
- Nine weeks’ average shall be determined by counting the average of the Advance Placement (AP) teacher’s daily grades as follows: 50% daily grade and 50% test grade.
- Course Recovery’s average shall be determined by counting the average of the daily and test grades as follows: 75% daily grade and 25% test grade.
- Summer School’s average shall be determined by counting the average of the daily and test grades as follows: 75% daily grade and 25% test grade.
-

Semester Exam

- A Semester exam will be administered for all courses at the end of each semester and will count as 15% of the semester grade.
- Nine weeks' average shall be determined by counting the average of the AP teacher's daily and test grades as follows: 35% daily grade and 50% test grade and the Semester Exam as 15% for the 2nd and 4th nine weeks.

Final grade for courses with a Milestone and SLO Test:

- The two final semester grades will be averaged together and will count 80% for all students.
- The score earned on the corresponding Milestone or SLO Test will count 20% for all students.

Infinite Campus

- All faculty members are expected to maintain Infinite Campus.
- Information should be accurate and up to date.
- Graded assignments should be entered in Infinite Campus within five (5) school days for class assignments and ten (10) school days for test from the time they are given.
- The Parent Portal is available for parents to monitor his/her child's academic performance.

GRADUATION REQUIREMENTS

All Students Must:

1. Earn a total of 24 Carnegie units of high school credit.
2. Satisfy attendance requirements for high school graduation as established by the Washington County Board of Education in compliance with State Board Policy.
3. Satisfy the Georgia Dept. of Education's testing requirements.

COURSE OF STUDY

For students entering the 9th grade in the fall of 2012

English.....	4 Units
Math	4 Units
Coord Alg or Alg I.....	1
Unit	
Analytic Geom.....	1 Unit
Adv Algebra.....	1 Unit
Pre Calculus or another advanced	
mathematics.....	1 Unit
Science.....	4 Units
Physical Science.....	1 Unit
Biology.....	1 Unit
Chemistry.....	1 Unit
Earth Systems, Physics, AP Biology, or AP Chemistry.....	1 Unit

Social Studies	4 Units
Citizenship/ Peer Leadership	1 Unit
World History	1 Unit
US History	1 Unit
Psychology/Economics	1 Unit
Health & Safety/Personal Fitness	1 Unit
CTAE and/or Foreign Language and/or Fine Arts	3 Units
Electives	4 Units
Total Units	24 Units

***University System of Georgia 4 year institutions require all incoming freshmen (2011) to have a minimum of 2 units of the same foreign language. Students are eligible to attend 2 year institutions and technical colleges without having any foreign language units. Foreign language is not a requirement for graduation from Washington County High School.**

COURSE OF STUDY
For students entering the 9th grade in the fall of 2013

English	4 Units
Math	4 Units
(CCGPS Coordinate Algebra, CCGPS Analytic Geometry, CCGPS Advanced Algebra, and CCGPS Pre-Calculus)	
Science	4 Units
(Physical Science, Biology, Chemistry, and Physics or AP Biology)	
Social Studies	4 Units
(Citizenship/Peer Leadership, World History, U.S. History, Economics & Psychology)	
Health/Fitness	1 Unit
CTAE &/or Foreign Language &/or Fine Arts	3 Units
Required	20 Units
Electives	4 Units
Total	24 Units

Academic Options:

English: Honors Ninth Grade Literature, Honors American Literature, AP Language and Composition, AP Literature

Math: Accelerated. CCGPS Coordinate Algebra./Analytic Geometry A, Accelerated CCGPS Analytic Geometry B/Advanced Algebra, Accelerated CCGPS Pre-Calculus, AP Calculus or AP Statistics

Science: Honors Physical Science, Honors Biology, Honors Chemistry, Honors Physics, AP Chemistry

Social Studies: Honors Civics/Peer Leadership, Honors World History, Honors U.S. History, AP Psychology, Economics

GRADE CLASSIFICATION CHART

GRADE	UNITS
9 th grade.....	less than 6 units
10 th grade.....	6 or greater, but less than 12 units
11 th grade.....	12 or greater, but less than 17 units
12 th grade.....	17 or greater units

Students are responsible for determining that personal records are correct, up-to-date, and that required courses are satisfactorily completed. Completion of graduation requirements is the responsibility of the student and parent.

GUIDANCE/COUNSELING SERVICES

1. Guidance and Counseling
 - A. Crisis counseling
 - B. Scheduled consultations
2. Maintenance of records
3. College/Career Assistance
 - A. Admissions procedures
 - B. Financial Aid (Scholarships, grants, loans, etc.)

HONOR ROLL AND MERIT LIST

Students who make all A's in a nine (9) weeks will be placed on the Honor Roll.
Students who have an A average in a nine (9) weeks will be placed on the Merit List.
Students who make all A's and B's in a nine (9) weeks will be placed on the A & B Honor Roll.

ID CARDS / STUDENT HANDBOOK

At the beginning of each school year students will be given a student handbook and a student ID card. The Student Handbook contains information and rules explaining the standard operating procedures for Washington County High School. It serves as a valuable resource for students as well as parents. Each student must keep their ID cards with them at all times. ID cards will be checked every day during first period and throughout the day upon request. Students must keep their ID cards intact and not deface the ID card. Defacing the ID card will result in the purchase of a new one and could result in a discipline referral for the student. Replacement ID cards will be sold in the Media Center for \$5.00. No refunds will be issued if a lost ID card is found. Students are required to have their pictures made for the ID cards. Pictures for the student ID cards are produced by the school's photographer when that company makes student pictures for the yearbook. Failure to have a picture made may result in having no new picture for the student ID card. Students who withdraw or transfer from Washington County High School should keep their ID cards for the remainder of that school year. In the event that a student returns to the high school during the school year without an ID card, that student will need to purchase an ID card for \$5.00.

IMMUNIZATION CERTIFICATES

All students are required to have an immunization certificate on file in the guidance office. Students entering from another school must provide proper immunization certificates.

INTERNET USAGE POLICY

Students are required to have on file at WCHS the Board of Education's regulation IFBGA Internet form signed by their parents or guardians. Students using the Internet independently must submit to the media specialist a copy of the Internet Use Form signed by a teacher.

JUNIOR-SENIOR PROM

Students with twelve (12) units of credit at the beginning of second semester will be allowed to participate in the Jr-Sr prom. Students who attend must clear all school debts and must be currently enrolled at WCHS. Students currently enrolled at Washington County Alternative School or students who have been permanently expelled from the alternative school are not eligible to attend the prom. The minimum age limit for a guest is fourteen (14) years old and currently enrolled as a freshman in high school. The maximum age limit is twenty-three (23) years old. Guests who do not attend WCHS are required to present a valid picture ID, which must be submitted along with the prom application. It is the responsibility of the applicant to submit a copy of the picture ID. All guests will go through an approval process by the teacher prom committee. Dress code for the prom is as follows:

Male and female dress attire should be formal.

1. Dresses cannot show excessive cleavage.
2. Splits in dresses must not exceed mid-thigh area.
3. Length of cocktail dresses should be no shorter than mid-thigh.
4. Dresses cannot show hip or midriff area.
5. Dresses should not have extremely low dropped waists or have cut outs of any kind.
6. A two-piece dress should not have a bikini style top.
7. Appropriate dress for young men is a tuxedo or a nicely tailored suit.

All attire should be in good taste.

Final decisions in the matter of appropriate dress are to the discretion of the administration. Students who do not adhere to the above dress code policy will not be allowed to attend the Junior Senior Prom. Violations of this policy may be dealt with as a discipline offense.

LATE ENROLLMENT

All students attempting to enroll after the first ten (10) days of school must appear before the Washington County Alternative School Placement Committee. This rule shall not apply to students who move into the community with their parents or students who have verifiable illnesses.

LOCKERS

The administration assigns lockers to students. Combinations are given and can be changed by the administration if necessary. Students should not exchange lockers and are encouraged to keep lockers locked at all times. Lockers in the gym are for student use during P.E. classes only. Students should not go to their lockers during 5th period. If there are not enough lockers for every student to have an individual locker, then students will be required to share lockers.

MAKEUP WORK

1. When a student is absent one (1) to five (5) days consecutively, the student must make up work missed and/or tests missed within three (3) days of returning to school or as arranged with the teacher.
2. When a student is absent more than five (5) days consecutively, the student must make up work missed and/or tests missed within five (5) days of returning to school or as arranged with the teacher.
3. Students who miss an activities class or a participation class shall be assigned alternative work, which will be due according to the make-up work directive.
4. Students will do makeup tests/quizzes before school, after school, or in the classroom as arranged with the teacher.

Failure to complete makeup work according to the directive will result in a zero for the missed work, quiz, or test and the student being referred to ZAP.

- Tests and quizzes are the only makeup work to be completed at school. Other assignments (such as homework or class work, etc.) are to be completed at home and returned to the teacher within the same time frame as indicated in the makeup directive.
- Classroom explanations missed because of an absence become the responsibility of the student, even when the explanations missed are related to a test or quiz.

Teacher Responsibility:

Each teacher will be held accountable for passing grades given to students with excessive absences. Extra-credit work will not be substituted for missed work.

Makeup Work Stations:

Each teacher needs to have a make-up work station for daily work in the classroom. A sign needs to be displayed indicating the station's location.

A student makeup work station should be established by the doorway in all classrooms. The following information/materials should be maintained in the student stations:

- Copy of the procedure students should follow when making up work missed while absent. Remind the students that if they have a zero that they will be placed in ZAP until the work is completed.
- Make up work materials (handouts, important announcements, etc.)

MANDATORY SCHOOL UNIFORM POLICY

The student along with his/her parents is responsible for appropriate dress and adherence to the Washington County Dress Code while attending Washington County Schools. A neat, dignified, and well-groomed appearance is expected of every student. We strive to instill a level of excellence in our students in order to develop their personal

best in academics, extra-curricular activities, and appearance. We are preparing students for their future-today!

The administrative staff and faculty are responsible for the enforcement of the Washington County Dress Code. If a student is not in uniform or not adhering to the dress code rules, then he/she will be in violation of Washington County Schools Dress Code. This will be a discipline offense, and the student will be dealt with accordingly. The dress code will also apply to all formal events and field trips.

The Washington County School System requires all students in Pre-K through 12 to wear a school uniform. All students in Pre-K through 12 (except those deemed exempt) must adhere to the Mandatory School Uniform Policy with the following dress code being applied in all schools:

- Solid black, khaki colored or navy blue pants/slacks (no hospital scrubs, knit pants, leggings (as an outer garment), jogging or cargo pants; (no zippers or pockets on pant legs).
- Uniform pants must be worn and belted at the natural waist and made of standard uniform material (cotton, twill, or a blend of uniform-type material, not including denim or denim look alike).
- Belt buckles must be no more than 2 inches wide with no designs or graffiti.
- Belts must be worn.
- Any color short/long sleeve shirts; must be collar-style shirts (Polo or Oxford style) If logo is worn on the shirt it must be no larger than (3) inches.
- Shorts, Capri's, wrap skorts and skirts must be no shorter than two (2) inches above the knee (front and back). The colors are solid black, khaki colored, or navy blue (standard uniform material – cotton, twill, or a blend of uniform type material, not including denim).
- Any solid color dress may be worn but must be no shorter than two (2) inches above the knee in front and in back. No strapless dresses are allowed. Thin-strapped dresses must have a solid polo-style shirt underneath.
- Jackets and pull-over sweaters may be hooded at grades K-5. No hooded jacket, no hooded sweaters or no hooded pull-overs can be worn at grades 6-12.
- Closed-toe and closed-back shoes are required. The foot must be completely covered.
- Leggings cannot be worn as an outer garment but may be worn under a dress or skirt.
- Any solid color sweaters (no hooded) or vests will be permitted.
- All shirts must be tucked in for girls and boys.
- All shirts must be long enough to be tucked in for boys and girls.
- T-shirts, tank tops, thermal undergarments and turtlenecks in a solid color may be worn under the uniform top.
- No extreme hair color/style that causes disruption or interferes with the learning environment will be allowed. Hair color is defined as a natural hair color.
- No hats, caps, sweatbands, do-rags, skull caps, scarves or sunglasses may be worn in the building.
- No skin-tight clothing.
- No heavy, metal jewelry with symbols.

- No bedroom shoes.
- No offensive or sexually suggestive nail art, tattoos, or belts.
- No pajamas.
- No denim or denim look alike (any color) jeans, skirts, etc.
- No grills may be worn in the mouth.
- No visible piercings may be worn except in the ears.

Note: WCHS has a zero tolerance for sagging pants. Any student referred to the office for sagging pant will result in an automatic engagement conference.

The Principal may adjust the code as needed for special events such as Homecoming Week and School Prom. This will be left to the discretion of the school administrator.

School Uniform Policy Washington County High School

Three DCR The student will be called in for a warning along with an engagement intervention conference

Four/Five DCR The student will be called in for a warning and counseling by an administrator

Six DCR The student will be called in for a warning along with an engagement intervention conference

Seven/Eight DCR The student will be called in for a warning and counseling by an administrator

Nine DCR The student will be called in for a warning along with an engagement intervention conference

Ten DCR The student will be placed on Modified Dress Code.

DCR: Dress Code Referral

MEDIA CENTER

1. All books and materials checked out of the library must be properly charged at the circulation desk using a student ID card.
2. Students must **only** use their own ID cards to check out books for **their use only**.
3. All books, except reference and reserve books, may be checked out for a period of two (2) weeks.
4. A fine of five (5) cents per day per book is charged for overdue books.
5. Reserve and reference books may be checked out following the teacher's policy and must be returned before 1st period the following morning.
6. Students must receive special permission to check out three (3) or more books.
7. Lost or damaged books must be paid in cash by the person who has checked out the book. The price charged will be determined by the cost of the book.

8. Students who have overdue books or who owe fines in the library may not check out other books.
9. A student must have his ID and the AR book for the AR test being taken.
10. It is the student's responsibility to check out an AR book.
11. An AR test cannot be taken on the same day that the book is checked out.
12. During lunch break, a student must have a pass signed by an administrator to enter the library.

SEMESTER EXAMS

Semester exams are not administrated prior to their scheduled time.

NEWS MEDIA COVERAGE, SCHOOL DISTRICT/SCHOOL PUBLICATIONS AND WEBSITES:

Events and programs in public education are often considered newsworthy and of interest to local communities. Schools often solicit media coverage to publicize successful programs and special events concerning students and faculty. Your child may on occasion be interviewed or photographed by the news media for positive school news coverage, or publicly recognized at a School Board meeting. Additionally, your child's image, name or intellectual property may be included in School District publications or school web pages and through social media. If a parent/guardian objects to his/her child being included in any or all of the above, he/she must annually notify the principal in writing by September 1st, or within one week of admission/enrollment if enrollment occurs after September 1st.

NONDISCRIMINATION NOTICE

State Law prohibits discrimination based on gender in athletic programs of school systems (equity in Sports Act. O.C.G.A. 20-2-315). Students are hereby notified that the Washington County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is:

Washington County Board of Education
Melvin Williams
501 Industrial Drive
P.O. Box 716
Sandersville, Georgia 31082-0716 Phone: (478) 552-3916

Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator. The sports equity contact at Washington County High School is:

Athletic Director
Dr. Tyrone Gonder
Washington County High School
P.O. Box 1057
Sandersville, Georgia 31082-1057 Phone: (478) 552-2324

NONDISCRIMINATION POLICY

It is the policy of the Washington County Board of Education not to discriminate on the basis of sex, age, race, physical handicap, religion or national origin in the education programs and activities or admissions to facilities operated by the Board or in the employment practices of the Washington County Board of Education. The Board shall comply with all aspects of Title IX of the Education Amendments of 1972. Complaints or questions regarding possible discrimination in violation of Title IX, Title VI, Section 504, or in the Americans with Disabilities Act should be made to the school principal or local coordinator.

PARENT PORTAL

Parents will have access to their child's grades through the Parent Portal in Infinite Campus. Graded assignments should be entered in Infinite Campus within five (5) school days for class assignments and ten (10) school days for test from the time they are given.

Access to the Parent Portal may be obtained by contacting the registrar at Washington County High School.

PARENTS' NIGHT

Parents are encouraged to attend WCHS Parents' Night held four (4) times a year. These meetings are scheduled at the mid nine (9) weeks grading period on September 11, 2017 4:00 – 6:00 p.m.; November 6, 2017, February 5, 2018, and April 17, 2018, from 4:00 – 6:00 p.m. The principal requests that parents attend the program held in the auditorium before visiting teachers' classroom. Parents may then visit each of their child's teachers and receive progress reports. Parents should expect notification of Parents' Night and a copy of the Hawk Herald approximately one (1) week prior to the meeting. Parents are encouraged to watch for this important mail that may alert a parent of teacher concerns regarding a child's school progress.

PARKING PERMITS/PARKING

Students are required to display parking permits on vehicles parked in the students' parking area. Permits must be displayed on the rear view mirror. The cost of a permit is \$10.00. A fine, disciplinary action, and/or towing at the owner's expense could result from failure to display the proper parking permit and improper parking.

PLAGIARISM

Plagiarized papers or papers taken from sources other than the student's own work will be considered a disciplinary offense or the student will receive the grade of zero.

POST-SECONDARY OPTIONS

Move On When Ready is Georgia's new dual enrollment program that allows high school students (9th – 12th grade) to earn college credit while working on their high school diploma. Move On When Ready replaces Accel, HOPE Grant for dual enrollment and the previous Move On When Ready program. The new Move On When Ready program now covers tuition, mandatory fees and required textbooks. For more information, please contact your guidance counselor.

SCHEDULE CHANGES

Students should refer any scheduling problems to the Registrar at the beginning of the school year. The deadline for making schedule changes is the 5th day of school. After the 5th day, schedule changes must be recommended by the administration.

SCHOOL AMBASSADORS

In 2001, Washington County High School created a prestigious service organization known as the WCHS Ambassadors. Ambassadors at WCHS serve as student body representatives at school and community functions. These students are nominated by faculty members during their 9th grade year, and then are chosen through an interview process. Ambassador candidates are students who display exemplary behavior, have leadership skills, are on track with their grades, display school spirit in their demeanor, have no school debts, and are well rounded in their activities. Ambassadors serve throughout their high school years as long as they remain on track academically and behavior is acceptable. Some functions of WCHS Ambassadors are serving as guides for Parents' Night, open houses, and community school tours. All upper class WCHS Ambassadors renew their Ambassador pledge yearly, simultaneously with the pinning of the new ninth grade Ambassadors.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a directive to any person, business or government agency that receives federal funds to eliminate discrimination against persons with disabilities.

Under Section 504 a person with a disability is anyone who has a mental or physical impairment which substantially limits one or more major life activities, such as caring for oneself; performing manual tasks; walking; seeing; hearing; speaking; breathing; standing; learning and working; eating; sleeping; lifting; bending; reading; concentrating; thinking; and communicating. Also limitations regarding major bodily functions (i.e. immune systems, cell growth, digestive, bowel, or bladder functions) are recognized as disabilities under Section 504. The term "substantially limits" means the person is unable to perform a major life activity or major bodily function that a non-disabled person can do, or the person is significantly restricted in the performance of a major life activity in comparison to a non-disabled person.

It is the policy of Washington County Board of Education to comply with the provisions of Section 504 of the Rehabilitation Act of 1973 in providing a free appropriate public education for students with disabilities who qualify under the definition of the law. No student or other qualified individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity, on the basis of disability. Any student or other disabled individual who is qualified for services under Section 504 will receive appropriate accommodations providing equal access to educational programs, services, and facilities.

If a parent, guardian, or adult student has a question about parental or student rights under Section 504, contact the district Section 504 Coordinator, Emily Johnson at 478-552-3981.

Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of

Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Washington County Board of Education
Attn: Emily Johnson, Director of Special Programs
P. O. Box 716
Sandersville, GA 31082
478-552-3981 Ext. 1225
ejohnson@washington.k12.ga.usAddress 2

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
Georgia Department of Education
Dr. John D. Barge, State School Superintendent
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.

11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

SENIOR HONOR STUDENTS

1. Honor graduates will be those with a weighted cumulative average of 91.5 or above for the following senior classes (2016, 2017, 2018). Beginning with the 2019 graduating class, honor graduates will be those with a weighted cumulative average of 95.0 or above. GPA's will be calculated through the 3rd 9 weeks of the senior year to determine Honor graduates.
2. Rankings will be determined in the following manner:
 - A. Total quality points will be assigned based on courses taken.
 1. 1.06 points - AP classes, honors, and post-secondary option
 2. 1.04 points – academic classes, (foreign languages, psychology, physics, analysis, and designated academic electives).
 3. 1 point – non-academic classes.
 - B. Class rankings will be determined according to quality points earned.
3. Valedictorian and Salutatorian will be chosen from those students following an academic program, and will be determined by using weighted cumulative GPA through the 3rd 9 weeks of the senior year. The student with the highest class ranking will be Valedictorian. The student with the second highest ranking will be Salutatorian.
4. Students must have attended Washington County High School during their entire senior year to be considered for these honors.

HONOR'S DAY

Honor's day participants receiving academic recognition will be those with a weighted, ongoing cumulative average of 89.5 or above for the year, beginning in the ninth grade. The current yearly average will be calculated through the 3rd 9 weeks of the present year, but adding the final averages of the previous high school years in order to determine Honor's Day participants.

Washington County High School's Honors-Level Courses Contract

Note: As you read through the contract, initial beside each number.

Washington County High School is pleased to offer Honors-level courses. Each course is designed to prepare students for corresponding AP courses and/or future corresponding Honors-level courses. Students must complete a summer assignment, as their work will be a foundation on which future work is based. Students have the opportunity to merit placement in this course through their superior performance in preceding honors courses, or through superior performance in applicable courses, and a subject-specific teacher recommendation.

1. In order to ensure a quality experience for students, teachers will consider each student's readiness for college level work.
2. Students will be ranked based on academic average in applicable courses, teacher recommendation, and performance on the EOGT, EOCT, SLO, PSAT, and/or SAT.
3. Work ethic will be a significant factor in teacher recommendation, since only able and more mature students are ready for more advanced work. Students in the preceding Honors courses have been in classes designed to prepare students for Honors, so students in these courses will be given first preference.
4. Students are required to complete a summer assignment. Students for whom Honors is recommended will receive a packet regarding their summer assignment. On the other hand, students who are unwilling to complete the work should not sign the contract, and will be scheduled for a non-Honors course.

All summer assignments are due on the Monday of the first full week of school and will be weighted as a test and/or daily grade, determined by the corresponding teacher. No late summer work will be accepted. If summer work is not turned in by the Monday of the first full week of school, the student's name will be turned in to Dr. Gray and a conference will be scheduled. Failure to complete summer work assignment(s) by the Monday of the first full week of school can result in the immediate removal from the honors course.

Should the student be scheduled for another class for any reason, the grade will be given to the new teacher. In this manner, students will receive credit for their work. If a student is added to the class after the last day of school for the preceding year, he/she is responsible for getting the summer assignment from Mrs. Hinton at the time of the schedule change. If a student is added to the class after the 1st day of school, he/she will follow the time frame listed below for completing the assignment:

- a. Enrolled in 1 Honors class – one week to complete the assignment
- b. Enrolled in 2 Honors classes – two weeks to complete the assignments
- c. Enrolled in 3 Honors classes – three weeks to complete the assignments

Please note, students who were enrolled in Honors American Literature but do not take the course, for any reason, will not take junior-level American Literature; they will take 10th grade literature.

5. Those who choose to accept placement in the class must sign a contract and complete a summer assignment. Students who do not, will not be permitted to remain in Honors.
6. Limited space in the class, student ranking, scheduling conflicts may prevent placement in the class.
7. No student who returns his/her contract and is passing the course will be permitted to withdraw from the Honors course without parental permission and a parental signature.
8. If the student is failing Honors after the 1st 9 weeks progress report, there will be a required parent/teacher/administrator conference.
9. If the student is failing after the 1st 9 weeks, the student will be removed from the course. In addition, if a student is in danger of failing for the year, at any point, the student may be withdrawn from the course and moved to a non-Honors course.

10. Parents reserve the right to request that their student(s) be considered for admission to an Honors course; they will be evaluated based on the same criteria as students who were teacher-recommended. Parent requests alone will not be sufficient for the student to be enrolled.

Please note that for Honors science courses, honor science students are required to complete a science fair project on time. Failure to complete a science fair project with all essential parts and by the deadline will result in immediate removal from the science honors class to a regular science class, regardless of the student's grades.

SENIOR RELEASE

As a privilege, seniors who have met all graduation requirements may be allowed to leave after their 6th hour class. **Seniors who have failed required courses and have not made them up, or are currently failing a required course must attend a remediation/course recovery class during 7th period.**

SIGN-IN POLICY

Students arriving to school after the 8:25 tardy bell must report to the Attendance Clerk to sign in. Students must have a pass signed by the Attendance Clerk before reporting to class.

SIGN-OUT PROCEDURE FORM

Because of liability issues and concerns, we will no longer allow any sign-outs by phone, email or fax. If a student needs to sign-out, someone on the student's sign-out sheet must come to the school, present a picture ID and sign them out. Pre sign-outs are still an option.

The students will have a sign-out form in their first day of school packets. Please make sure that you check your child's information sheet to make sure that you have everyone you need on the sign-out form. Only people on a student's sign-out sheet will be allowed to sign them out. If you call and tell us that you are sending someone to sign them out and that person is not on the form, we still will not be able to allow your student to leave. This procedure is for the welfare of your child and it will be enforced and followed 100%. Our children are our most precious resource and we must ensure their safety and well-being at all times.

In order to effectively close out the school day, we ask that sign-outs NOT take place after 3:15

STAR STUDENT

The STAR student must meet all of the following requirements:

1. Have the top SAT score and be in the top 10 percent of the senior class academically.
2. Take the SAT anytime during his/her high school career. Verbal and math scores cannot be combined from different test sessions.
3. Score equal to or higher than the latest available national high school average.

STUDENT MEDIA CONSENT POLICY

Our school has been selected to serve as a model for instruction to teachers in the state of Georgia because of our involvement in the Title IID competitive grant. The Georgia Department of Education is requesting that digital media, i.e. video, photographs, etc. be

captured of students working in a classroom that is benefiting from a Title IID competitive grant.

The Technology Services Office of the Georgia Department of Education will be developing courses for teachers relating to the highly effective use of technology tools or resources towards instructional strands that foster increased student achievement. The digital media captured from your school/classroom may be used in teacher training initiatives as well as documentation as to the effect of the Title IID grant activities.

For valuable consideration, by signing the Student Handbook Agreement you give permission for your minor child to be photographed, videotaped, and interviewed for stories, articles or documentaries that may be produced to promote our school, the school system, and the Georgia Department of Education as it relates to promoting education technology throughout the state of Georgia. I understand that *only* my child's first name will be used in relation to this project and any photographs or videotaping that may occur.

Your signature provides consent to release the right and permission to copyright, publish or republish, and use in all forms and media and manners for advertising, trade, promotion, exhibition, or any other lawful purpose in connection with professional development for teachers throughout the state of Georgia.

STUDENT SCHEDULES

Students at Washington County High School must be enrolled in seven courses. Seniors must be enrolled in a minimum of six (6) courses. Fifth year students will take the number of courses deemed appropriate by the principal.

An academic year shall be defined as the period of time commencing with the first student attendance day of the approved school calendar and ending with the last scheduled student attendance day of summer school.

A student may earn a maximum of ten (10) credits during an academic year provided that no more than seven (7) credits are earned during the regular school day and any additional units be earned through a course credit recovery program.

TARDY POLICY

Students are expected to report to all classes on time. Students are considered tardy to class if they are not in the classroom when the tardy bell **STOPS RINGING**. Upon receiving excessive tardies, students will enter into a disciplinary process. Running to get to class on time is considered a discipline offense. The administration will notify parents about the tardy policy. The tardy policy will be posted in each classroom.

If a student **signs out five (5) minutes before class** is over, it is counted as an **unexcused absence**.

Unexcused Tardy To School Policy Washington County High School

Four Tardies

The student will be called in for a warning.

Five Tardies	The student will be assigned 1 day lunchtime detention
Six Tardies	The student will be assigned 2 days lunchtime detention
Seven Tardies	The student will be assigned Engagement In-School Suspension
Eight Tardies	The student will be assigned Engagement In-School Suspension plus 1 day ISS
Nine Tardies & Beyond	The student will be assigned Engagement In-School Suspension plus 2 days ISS

**Tardy To Class Policy
Washington County High School**

1. The student must be inside the classroom when the tardy bell stops ringing. Each teacher will monitor the hallway outside his or her classroom during class changes and will consider as tardy any student not inside the classroom when the tardy bell stops ringing.

2. Students should learn how to work their lockers and should pick up more than one book at a time to avoid tardiness. Going to one's locker will not result in one's tardiness being excused.

3. Offenses and consequences:

Three Tardies	The student will be called in for a warning along with an engagement intervention conference
Four/Five Tardies	The student will be called in for a warning and counseling by an administrator
Six Tardies	The student will be called in for a warning along with an engagement intervention conference
Seven/Eight Tardies	The student will be called in for a warning and counseling by an administrator
Nine Tardies	The student will be called in for a warning along with an engagement intervention conference
Ten Tardies	The student will be placed on a Modified Tardy Plan.

Procedures

1. Teachers will close their door when the tardy bell stops ringing. Late students will report to the Discipline Office to receive a tardy pass. Consistency is essential for an effective tardy policy.
2. **Tardy count will not start over each 9 weeks.**
3. Teachers will post the tardy policy and will warn students about consequences every time they are tardy. (Example: Joe, you are tardy. Remember that after four (4) tardies you will get a consequence from the office.)
4. Running to class will be a discipline offense.
5. After 10 tardies, student will be placed on the Modified Tardy list.

TEEN-AGE AND ADULT DRIVER RESPONSIBILITY ACT CERTIFICATE OF ENROLLMENT

Each student who applies for a driver's license or permit must submit a *Certificate of Enrollment* to the examining station. This form serves as certification that the student is enrolled in and not under expulsion from a public or private school.

TELEPHONE

All office/classroom phones are business phones and will not be used by students to make or receive personal calls. Only in case of an extreme emergency will an administrator accept messages for students on the office phone. Students will not be excused during classroom time to make phone calls.

TEXTBOOKS

It is the students' responsibility to properly check in and out bar-coded textbooks from the library's computer. Failure to properly check in bar-coded textbooks will result in student debts.

WASHINGTON COUNTY HIGH SCHOOL CODE OF CONDUCT

Purpose

Washington County High School has adopted a code of conduct that requires all students to conduct themselves at all times in a manner that facilitates a learning environment for themselves and other students. These standards for behavior require students to respect each other and school system employees, to obey student behavior policies adopted by the Board and to obey student behavior rules (Be Kind, Be Safe, Be Respectful, Be Responsible) established by Washington County High School.

Expectations

Students, parents, and teachers are expected to become familiar with the code of conduct so they can understand and be knowledgeable of the behaviors that contribute to safe schools and a productive learning environment. The administration of Washington County High School lists the following guidelines as expected behaviors for Washington County students:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teacher, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and activity participation of others.

Respect the rights of receiving an education. Students should not participate in any activity that would prevent or interfere with the ability of a fellow student to receive his education or the teacher to transmit the appropriate education to students, or to the student's ability to receive an education.

Beliefs and Attitudes

In order to successfully manage student behavior and build self-discipline, Washington County High School holds the following beliefs and attitudes:

- Discipline should be viewed as a set of skills to be learned.
 - Positive school discipline combines prevention and response strategies in a well-balanced manner.
 - Prevention of inappropriate behavior is emphasized.
 - Schools that value and integrate belonging, independence, cooperation, and mastery of academic and social skills provide a strong foundation for discipline.
 - The use of prevention/intervention strategies must respect individual differences.
 - Well-disciplined schools have a high level of communication and partnership with the parents and communities they serve.
- Everyone must be part of the solution.

Washington County High School's primary goal is to educate, not punish; however, when the behavior of an individual student come in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations, and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function, or event, and while traveling to and from such events;
- On vehicles provided for student transportation by the school system and at school bus stops.

Also, students may be disciplined for conduct off campus, which could result in the student being criminally charged with a felony and which makes the students continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Major offenses, including, but not limited to, drugs and weapon offenses can lead to schools being named an Unsafe School according to the provisions of State Board Rule 160-4-8-16, Unsafe School Choice Options.

The General Assembly of Georgia requires that this Code of Conduct include language encouraging parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their child and others in the community.

Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he/she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

Note: ALL DISCIPLINE PROCEDURES ARE SUBJECT TO THE DISCRETION OF THE ADMINISTRATION AND MAY BE CHANGED AS NEEDED.

Authority of the Teacher

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. & 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

House Bill No. 605

Under Georgia law (O.C.G.A. 20-2-738) a “teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to the principal or the principal’s designee to maintain discipline in the classroom.” A teacher also has the authority to remove from his or her classroom 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 Code of Conduct. Should a teacher, exercising this authority, remove a student from class, the principal or a placement review committee will determine the proper temporary and permanent placement for the student. This process may take up to three days. Parents will be notified whenever a teacher exercises his or her authority to remove a student from class.

Progressive Discipline Procedures

A progressive discipline process is an integral part of an effective school system. It helps correct student behavior and brings it within acceptable standards, ensuring a safe and productive school. The goal of progressive discipline has three components:

1. To reform students and bring their conduct within acceptable standards.
2. To deter other students from engaging in similar conduct.
3. To maintain control over the school as a whole and maintain school standards.

When it is necessary to impose discipline, Washington County High School administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student’s discipline history, the age of the student, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help the, substitute inappropriate behaviors with those that are consistent with the character traits from Georgia’s Character Education Program.

Students who are subject to disciplinary action will be afforded due process. The Administration of Washington County High School will make every effort to administer the discipline code in compliance with all state and local board of education rules and policies and will take in consideration individual plans (i.e. IEP, 504 and SST) to ensure appropriate consequences for all students’ behaviors.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- *Warning
- *Counseling with a School Administrator or Counselor
- *Loss of Privileges
- *Isolation or Time Out
- *Assignment of Special Tasks
- *Temporary Removal from Class or Activity

- *Notification of Parents
- *Parent Conference
- *Detention
- *In-School Suspension
- *Temporary Placement in an Alternative Education Program
- *Short Term Suspension
- *Disciplinary Probation
- *Suspension or Expulsion from Washington County High School
- *Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must also be approved by a district administrator.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

Student Interrogations and Searches

The principal or assistant principal or their designee shall be responsible for conducting reasonable interrogations of students in order to investigate misconduct properly.

Searches are based on a reasonable suspicion if reasonable cause has been established. School officials may search a student if there is reasonable suspicion that the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks, and other school properties are subject to inspection and search by school authorities at any time without notice to student or parents. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function including activities, which occur outside normal school hours, or off the school campus, at the discretion of administrators.

Student Support Process

Washington County High School provides a variety of resources, which are available to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. The resources include Positive Behavioral Interventions and Support Program (PBIS), Student Support Teams (SST), school counselors, mentoring program, chronic disciplinary school plans, and the Substance Use Prevention and Education (SUPER) program.

Parental Involvement

The Washington County High School Code of Conduct is based on the expectation that parents, guardians, teachers, and administrators will work together to improve and enhance student behavior and academic performance. They will communicate freely their concerns and actions in response to student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of Washington County High School if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code, which may result in a staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and/or by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and/or by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows the Board of Education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, 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 under law.

Parent Involvement Policy

Washington County High School recognizes the importance of parent involvement in reaching all students academically and collectively. By doing this, we can ensure academic success for all students enrolled in grades nine through twelve. Our faculty and staff will foster a parent-friendly environment and provide parents with strategies to use at home that support academic achievement. Translators will be provided when needed.

Washington County High School will survey its parent population annually to evaluate the effectiveness of our parent involvement program. As part of this evaluation,

the School Council, consisting of parents, community members, school administration, and staff shall meet to review and/or revise the Parent Involvement Policy and the Parent-School compact. A printed agenda shall be presented and each committee member shall acknowledge his/her presence by signing an attendance log. All suggestions for improvement and barriers to parent involvement shall be noted.

Our school shall communicate regularly with parents through a variety of methods, including but not limited to: parent meetings, parent-teacher conferences, parent workshops, newsletters, information sent home via students, and recommended websites that provide ideas for working with children at home. Translations will be provided to the extent needed.

The school curriculum will be shared through the Washington County High School website and is available to every parent and family member upon request. Parents will also be encouraged to contact the school directly for any questions or concerns about their child's path to graduation. Assessments used to measure student's progress and the proficiency levels the students are expected to meet will be explained to parents through class syllabi sent home. The parent meetings that are held throughout the year will give parents the opportunity to provide suggestions and to participate in discussions relating to the education of their children.

The Parent – School compact will be jointly developed with parents for all children. The compact is used to guide discussions about academic goals between the teachers, students, and parents and how they, along with the entire school staff, will share the responsibility for improving student academic achievement. The compact is the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

WASHINGTON COUNTY HIGH SCHOOL DEFINITIONS OF DISCIPLINARY ACTIONS

Engagement- removal of a student from the educational environment for a short timeframe and encourage family support and engagement to address the student's situation(s). Administrators are only allowed to hold engagement conferences with the student's guardian. This person must be on file with the school as a guardian of the student.

Expulsion: removal of a student from the school system for an extended period of time or permanently by the Disciplinary Tribunal

In-School Suspension (ISS): removal of student from regularly assigned schedule and assignment to a special self-contained setting for a period of one (1) or more days or ½ days.

- a. Students placed in ISS will be counted present for class.
- b. Student placed in ISS must:
 1. Report directly to the ISS room. Students who fail to report will be assigned an additional punishment. Warnings will not be issued;
 2. **Stay the entire day (8:15-3:30) or assigned time.** A student signing out must stay a full day for the time missed. After a student is assigned to ISS, parents will be notified in writing of the offense and the punishment;
 3. Obey all rules of the class;

4. Not be allowed to participate in any extracurricular activities during that time.
- c. OSS / or a referral to a tribunal hearing may occur for students serving a total of 12 or more days of ISS.
- d. Failure to report or serve ISS will result in OSS and ISS days will be made up upon returning to school.

Modified Engagement Program: removal of a student from the educational environment for a short timeframe and encourage family support and engagement to address the student’s situation(s) each time the situation occurs.

One Hour Intervention: a ‘time out’ during regularly scheduled class.

Out of School suspension (OSS): removal of a student from school for a designated period of time not to exceed ten (10) days per suspension

- a. Parents will be notified of the suspension in writing, stating the duration and reasons for the suspensions.
- b. The principal will advise parents of their rights to a conference and discussion of said suspension.
- c. Students suspended at home must make up all work missed during the suspension in order to get credit. Upon returning to school, the student is responsible for making arrangements with the teacher for make-up work. The work will be submitted according to a schedule arranged by the teacher.

**WASHINGTON COUNTY BOARD OF EDUCATION
EXPULSION OFFENSES**

Rule 1: Disruption and interference with school

1. No student shall occupy any school building, gymnasium, school grounds, properties, or part thereof with intent to deprive others of its use.
2. No student shall block the entrance or exit of any school building or property or corridor or room so as to deprive others access thereof.
3. No student shall set fire to or otherwise damage any school building or property.
4. No student shall prevent or attempt to prevent the convening or continued functioning of any school, class activity or lawful meeting, or assembly on school campus.
5. No student shall discharge, display, or otherwise threateningly use any fire arm, explosive or other weapon defined in O.C.G.A. & 16-11-127.1 or facsimile thereof on school premises.
6. No student shall prevent students from attending any class or school activity.
7. No student shall, except under the direct instruction of the principal, block normal pedestrian or vehicular traffic on the school campus or adjacent grounds.

8. No student shall continually and intentionally make noise or act in any manner as to interfere with the teacher's ability to conduct a class.
9. No student shall in any other manner, by use of violence, force, noise, coercion, threats, intimidation, fear, passive resistance or any other conduct intentionally cause the disruption of any lawful mission process or function.
10. No student shall refuse to identify himself or herself upon request of a teacher, principal, superintendent, school bus driver or other personnel.
11. No student shall urge, encourage or counsel other students to violate any of the preceding paragraphs of this rule.
12. No student shall be involved with playing cards or gambling.

Rule 2: Damage or Destruction of School Property

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property.

Rule 3: Damage or Destruction of Private Property

A student shall not cause or attempt to cause physical damage to private property or steal or attempt to steal private property, including property of another student or person legitimately at the school.

Rule 4: Assault of a School Employee, Including Verbal Assault

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee.

Rule 5: Assault of a Non-Employee, Including Verbal Assault

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to any person.

Rule 6: Possession or Use of Weapons

A student shall not possess, use, handle, or transmit any handgun, firearm, rifle, shotgun, or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A.16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade. Students who possess firearms on campus will be subject to a minimum of a calendar year suspension and will be referred to law enforcement officials.

Rule 7: Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student shall not possess, sell, transmit, or be under the influence of any illegal drugs or alcoholic beverage or intoxicant of any kind. This includes drug look-alikes.

Rule 8: Disregard of Direction or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, substitute teachers, paraprofessionals, principals, school bus drivers or any other authorized school personnel.

Rule 9: Unexcused Absences

A student shall not be absent from school or from any class or other required school function during required school hours except for illness or other providential cause, except with written permission from a duly authorized school official, nor shall any student encourage, urge or counsel other students to violate this rule.

Rule 10: Habitual Offender

Any student sent to the office ten (10) times will be considered a chronic behavior problem and will be placed on disciplinary probation. Disciplinary probation means that a student may be expelled by the Washington County Disciplinary Tribunal for any further misbehavior.

Rule 11: Bullying

A student shall not engage in any bullying behavior on the school grounds during and immediately before or after school hours; on the school grounds at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; or en route to and from school. Bullying behavior is defined as repetitive action targeted at a specific victim or group when the intent is to intimidate or otherwise be physically, verbally, or non-verbally aggressive.

Rule 12: Dress and Grooming

A student shall not dress, groom, or wear or use emblems, insignia, badges or other symbols where the effect thereof is to distract unreasonable the attention of the other students or otherwise cause disruption or interference with the operation of the school. The principal or other duly authorized school officials shall determine whether any particular mode of dress, apparel, grooming or use of emblems, badges or other symbols result in such interference or disruption and its cause to all students by announcement or posting at the school.

Rule 13: Solicitation

A student shall not sell merchandise of any type without prior approval of the principal. All merchandise and/or monies will be confiscated (forfeited) from students who violate this rule. Only a parent or guardian may retrieve confiscated items. Administrators **may or may not** return confiscated items to parents.

Rule 14: Medications

Students are not allowed to carry medications of any type on their person. **ALL** medications must be turned in to the school nurse's office or the front office if a school nurse is not available.

Rule 15: Cell Phones and Electronic Devices

Students **are not** allowed to have cell phones at school. Cell phones and all other electronic devices will be confiscated. Administrators **may or may not** release confiscated cell phones to parents

Rule 16: Inappropriate Contact

Rule 17: Disrespecting a Teacher or Any Adult

Rule 18: Possession or Use of Any Hazardous Instrument/Object

A student shall not possess or use any hazardous object, including any dirk, 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 pointed blades which is designed to be thrown

or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Washington County High School Discipline Offenses: (General examples)

1. Leaving campus without permission/cutting class
2. Being in an off-limits area
3. Giving false verbal or written information: falsifying, misrepresenting omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee toward a student. Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
4. Committing any expulsion offense that is not presented to the Disciplinary Tribunal
5. Being out of class without a pass
6. Using obscene/profane language (discretionary)
7. Engaging in physical contact with opposite sex (discretionary)
8. Disturbing class, being unprepared, sleeping, etc.
9. Having food/concessions in halls or classrooms
10. Committing automobile offenses
11. Being tardy to class
12. Having non-educational software, including audio CDs

Serious offenses will be dealt with at the discretion of the administration.

Physical/Verbal Confrontation and Criminal Act

Any physical or verbal confrontation that interferes with the educational process and/or the commission of any criminal act at the school, during school hours, while being transported to or from school, or while attending school functions off the school campus will result in the following:

1. School officials will contact the Sandersville Police Department, Washington County Sheriff's Office, or other appropriate law enforcement agencies.
2. All students involved in such activities will be released to law enforcement personnel who will transport the students to the appropriate law enforcement agency to investigate the incident.

3. School officials will notify the parents of the students involved to inform them and to ask that they report to the law enforcement agency to pick up their children.

This policy will in no way prohibit school officials from utilizing customary school disciplinary consequences in any actions imposed by the law enforcement agency or Juvenile Court. **Refer to Board Policy JDB.**

Conduct Outside of School Hours

Students may be subject to disciplinary action by the school system for conduct outside of school hours or away from school where the student's presence at school is reasonably certain to endanger other student or staff or cause substantial disruption to the educational climate and the conduct either (1) results in the student being arrested, charged or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult; (2) is an assault on a staff member, another student, or another person whose relationship with a staff member or student is likely to lead to a disruption at school; or (3) involves the sale or distribution of drugs.

In accordance with O.C.G.A. 20-2-751.5(c), and student who engages in off-campus behavior which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process shall be disciplined at the discretion of the principal or his/her designee and may range from ISS, Long-term suspension, or expulsion.

Bus Offenses

The bus driver is expected to keep order on the bus. Any acts by students that affect the orderly operation of the bus will be referred to the office. The bus is considered an extension of school and discipline will be administered according to school policy.

Note: Various student misbehaviors and the consequences/punishments that apply have been listed in this handbook. However, the administration of Washington County High School recognizes that other behaviors may endanger the welfare and/or safety of other students, faculty, staff, or cause disruption to the good order and discipline in the school. The school reserves the right to punish such behavior not specified in this written student Code of Conduct. Students should recognize their responsibility to know the contents of this handbook and to ask faculty or staff members for any clarification.

OCGA 20-2-751.7(a)

Education; alleged inappropriate behavior by teacher or school personnel;

provisions: Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's

designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to child welfare agency, to an appropriate police authority or district attorney.

Reports of acts sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and Professional Standards Commission Ethics Division.

Bill Summary From the State: This bill addresses falsified reports of inappropriate behavior of educators toward students, establishes a complaint procedure, requires notice of the procedure in teacher and student handbooks, provides for statements to the media, and provides penalties for students who falsify reports.

Requirements:

- Student codes of conduct must add falsifying, omitting or erroneously reporting information regarding alleged inappropriate behavior of school personnel toward a student.
- PSC must establish a state-mandated process for students to report such claims; the process must reserve the right of the students to report to law enforcement, and the bill requires publishing the process in teacher and student handbooks.
- If the report is deemed unsubstantiated, the LEA shall, at the request of the employee, submit a written statement to that effect to the media outlets that previously reported the claim.
- A student over 10 years old who falsely reports with malice can be punished by:
 - o Court ordered community service, or any other court sanction; Suspension or expulsion from the school system; or Both court and school penalties.

WITHDRAWAL FROM SCHOOL

The student and parent must contact the registrar's office and secure a withdrawal form.

CTAE PUBLIC NOTICE

The Washington County School System offers Career, Technical, and Agriculture Education at T.J. Elder Middle School and Washington County High School. These programs are designed to prepare youth for a broad range of employment and further education and are offered under the guidance of certified teachers. The following Career Pathways are offered to all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 6-12.

Agriculture, Business and Computer Science, Construction, Early Childhood Education,
JROTC and Transportation/Logistical Support

Persons seeking further information concerning Career, Technical and Agriculture Education offerings should contact:

CTAE Director: Mr. Tim May

Washington County High School

420 Riddleville Road

Sandersville, GA 31082

478-552-2324 ext. 2206

tmay@washington.k12.ga.us

Inquiries regarding nondiscrimination policies should contact:

Mr. Melvin Williams

Assistant Superintendent

Washington County Board of Education

501 Industrial Road

Sandersville, GA 31082

478-552-3981