

**SIGNATURE PAGE**

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

**Photo Release**

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

**Club Participation**

\_\_\_\_\_ (Initial) I give my child permission to participate in clubs and organizations at Washington-Wilkes Comprehensive High School during the school year.

**Counseling**

We have read and understand the school counseling department's confidentiality guidelines and exceptions.

**Email/ User Agreement**

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

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

\_\_\_\_\_  
**Parent Name (Please Print)**                      **Student Name (Please Print)**

\_\_\_\_\_  
**Parent Signature**                              **Student Signature**

\_\_\_\_\_  
**Homeroom Teacher and Grade**

Revised: 05/27/2025

# 2025-2026 WWCHS Student Handbook

## WELCOME

On behalf of the faculty and staff, I welcome you to the 2025-2026 school year at Washington-Wilkes Comprehensive High School. WWCHS is one of the top rural schools in the state. I invite you to take advantage of the academic opportunities by excelling in your courses, completing pathways, gaining certifications, and challenging yourself in Advanced Placement or college courses. Get involved in co-curricular activities such as, FBLA, FFA, HOSA, Interact, and student council. Wear the blue and gold proudly as you participate under the lights in athletics, band, or drama.

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

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

This handbook has been prepared to keep you and your parents informed of the expectations and policies within the school. All policies will be administered fairly, and every student will be given the opportunity to be heard. Thank you for your continued support of our school and students. Help us make the 2025-2026 school year a great success.

Sincerely,



Nicole B. Jackson  
Principal

**WWCHS Mission Statement:**

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

**WWCHS Vision Statement**

The vision of WWCHS is to prepare students to become contributing members of society by providing opportunities for students to reach their maximum capabilities through the implementation of a quality-based curriculum and a wide variety of educational opportunities.

**WWCHS CORE BELIEFS**

- All people, including students, have value and deserve to be treated fairly and with respect.
- All students have talents and strengths.
- All students can learn and improve.
- We teach more than content.
- We have an obligation to give our best, all day, every day

**PBIS Expectations**

Be Nice  
Be Productive  
Be Connected

**WASHINGTON-WILKES COMPREHENSIVE HIGH SCHOOL**

1182 Tignall Road

Washington, Georgia 30673

School Phone: (706)678-2426

Website: [www.wilkes.k12.ga.us/o/wwchs](http://www.wilkes.k12.ga.us/o/wwchs)

Principal	Nicole Jackson
Assistant Principal	Nick Brinson
Counselor	Sheila Callaway
Athletic Director	Lisa Isham
Media Specialist	Karmen Moon
CTAE Director	Dr. Alicia Finnell

**District Office**

Superintendent of Schools	Mrs. Michelle Smith
Director of Curriculum and Instruction	Deleki Lee
Director of Federal Programs	Blake Rogers
Director of Plant Operations	Josh Fincher
Director of School Nutrition	Elizabeth Bohler
Director of Student Services	LaVonda Morton
Student Services Facilitator	.Lisbeth Sanchez Velasquez
Technology Director	Jonathan Rogers
Transportation Director	Ron Stephens
Director of Finance	DeDe Broome
Human Resources/Payroll	Ashley Cox
Accounts Payable	Lou Heard
Board of Ed Secretary	Lou Heard

### WWCHS Calendar 2025-2026

Pre-planning	Monday-Thursday, July 28 – July 31
First Day of School	Friday, August 1
Labor Day Holiday	Monday, September 1
Early Release Day*	Friday, October 3
In-Service Day	Monday, October 6
Fall Break	Tuesday- Friday, October, 7-10
Thanksgiving Holidays	Monday-Friday, November 24-28
Early Release Day* /End of First Semester	Friday, December 19
Winter Break	Monday-Friday, December 22 – Jan 2
In-Service Day	Monday, January 5
Students Return	Tuesday, January 6
MLK Holiday	Monday, January 19
Presidents’ Day Holiday	Monday, February 16
In-Service Day	Tuesday, February 17
Early Release Day*	Thursday, March 12
In-Service Day	Friday, March 13
Spring Break	Monday-Friday, April 6-10
Early Release Day* /Last Day of School	Friday, May 22
Graduation	Friday, May 22
Post Planning	Tuesday- Wednesday, May 26-27

\*Early Release Days:

- **Students will not be allowed to sign out between 11:30 and 12:00.**
- Students will be released at 12:00.
- These days will provide time for parent conferences, grading, student records, etc.

\*\*Exam Days:

- Including the last two days of each semester, and EOC test days, students will not be called out of class during the testing period.

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## **Wilkes County Board of Education Student Acceptable Use Policy**

Wilkes County Board of Education is pleased to offer students of the Wilkes County School System access to the Internet. To gain access to the Internet, students attending WWPS, WWES, and WWMS must have a faculty member present. Teachers of younger students will guide them toward appropriate materials. All students must obtain parental permission to access the Internet. Access to the Internet will enable students to explore libraries, databases, and other educational sites. Because some material accessible via the Internet may contain items that are inappropriate or potentially offensive to some people, we will continue to make every effort to monitor use. We, as educators, intend to provide supervised use of the Internet but your child(ren) must adhere to the guidelines imposed by your school. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

### **Internet Rules and Guidelines:**

Students are responsible for good behavior on computer networks just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior apply. The Internet is provided for students to conduct research and access educational material. Access to Internet services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. ***Access is a privilege- not a right.*** Access entails responsibility.

Users of the school networks as well as the Internet are responsible for their behavior and communications over the networks. Users will comply with standards and will honor the agreements they have signed. Students are not to share their user login names and passwords with anyone. Students are to log into the network using their user name and password. Students will be provided with a One Drive account where they may store school-related files. Use of travel drives (flash drives) is discouraged. See your school media specialist if you need to transfer files using a personal travel drive.

### **The following is not permitted:**

- **Sending, displaying, or printing offensive messages, pictures, or musical lyrics**
- **Using obscene language**
- **Harassing, insulting, or attacking others**
- **Damaging computers, computer systems, or computer networks**
- **Violating copyright laws**
- **Using others' login information and passwords**
- **Trespassing in others' folders, work, or files stored in network drives**
- **Intentionally wasting limited resources**
- **Employing the network for commercial purposes**
- **Revealing personal addresses or phone numbers of self or other students and colleagues**

- **Purposely accessing inappropriate material including social networking sites**
- **Students may not bypass school internet filters by using any type of proxy or 'unblocking' site, vpn, TOR browser or any other method to mask Internet use**
- **Student may access wireless network with school provided devices only**

**DISCIPLINARY PROCEDURES:**

Violations may result in a loss of access to network, Internet and/or Office 365 in addition to other disciplinary or legal action.

**CIPA Compliance:**

Wilkes County's Acceptable Use Policy for students was presented and approved as a school procedure before the local Board of Education on May 1, 2020.

**WWCHS Student Email**

The Wilkes County School System provides electronic resources for students in grades 4-12 through Office 365 and G-Suites accounts. Students in 5-12 also have access to Gmail email through their Google account. The District's expectations for behavior and language in the use of these Office 365 and G-suite accounts must be consistent with classroom standards.

The guidelines listed below are intended to govern the use of District-provided email accounts, Google apps and 365 apps whether the account is accessed in or outside of the school environment or on school-owned, public, or personal computers.

**1. Proper Use of District-provided Email**

- a. Students should use their email accounts to communicate with their classmates, teachers, or other school community members about school related topics.
- b. While students can email teachers throughout the District, they should not expect teachers to email assignments to them unless that procedure has been established by the teacher.
- c. Students should not ask or respond to emails requesting personal information not related to a school project.
- d. The account is for the Wilkes County student whom it is assigned and should not be used by parents or any other individual for any reason.
- e. All accounts will be accessible from both inside and outside the school network. All accounts will be password protected.
- f. All incoming email will be filtered for spam. While the District has installed filtering software for all email accounts, no filtering software is foolproof. There remains the possibility, however, slim that despite these safeguards, a student may access material that parents and/or District officials might find inappropriate.
- g. As the owner of the computer systems, the District reserves the right to monitor its computer systems to ensure that they are being used in accordance with the Acceptable Use Policy and related school

regulations. The Wilkes County System reserves the right to terminate any individuals use of the District's computer systems.

- h. Students must understand that the District has reserved the right to conduct monitoring of these computer systems and can do so despite the assignment of passwords to individual students for system security. Any password systems implemented by the District are designed solely to provide system security, unauthorized users, not to provide to privacy to the individual system user.

**2. Student Responsibilities**

- i. Students are entirely responsible for the confidentiality of their email accounts, passwords, personal information, and for any activities that occur in the use of their accounts.
- j. Students should have no expectations of privacy when using District-provided email accounts.
- k. The student agrees to notify his/her teacher or principal immediately if any unauthorized use is made of his/her District-provided email account.
- l. The student agrees to report immediately to his/her teacher or principal the receipt of any unwanted or inappropriate emails.
- m. While emailing, students are responsible for following all parts of the Wilkes County Acceptable Use Agreement.

\*Students may not receive an email account unless the Acceptable User Agreement and this agreement are signed and return to the school.

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

According to Georgia Law, Code Section 20-02-705, a parent or legal guardian may decline permission for his or her child to participate in a club or organization.

### **WWCHS School Counseling Confidentiality Guidelines**

Your confidentiality as a student is important. In the school counseling office, confidentiality is maintained with the following exceptions, as required by law and/or ethical standards:

1. Harm to self or others-This could include things like a suicide attempt or plan, cutting or other self-injury, eating disorders, fighting or other physical violence, illegal behaviors, threats, or anything that puts your health or safety, or someone else's health or safety, at risk.
2. Abuse or neglect- If you talk to a teacher/faculty member/office staff/administrator/counselor about abuse (physical, emotional, verbal, sexual, or other abuse), whether to yourself or to another minor, we are required by law to report to Child Protective Services and/or the police. If you tell us about an abuse case that's already been addressed by the CPS or the police, we still may need to make a call.
3. Court or other legal proceedings- By law, if we are subpoenaed (required by law to attend a hearing or other court proceeding), we cannot guarantee that your information will be kept confidential. We will always do our best to reveal as little as possible in a legal setting, but we must cooperate with the police, CPS, and the courts.
4. Group Counseling- As part of the counseling program at WWCHS, your student may be invited to participate in a small counseling group session. Small group counseling offers students the chance to meet with their peers to discuss topics relevant to adolescence and high school. Groups meet during lunch for approximately 20 minutes for 3 or more sessions as needed. Personal information discussed in groups by students will be kept confidential by the counselor and will only be disclosed when and if a child's safety is at risk. Student participants are also expected to maintain the privacy of their fellow group members. However, group member's commitment to maintaining confidentiality cannot be guaranteed due to their age and maturity.
5. School officials. If other school officials have a legitimate education interest in information maintained by the school counselor, or requires access to this information in order to perform their official job functions, any such information may be shared with other school officials.

If there is ever a need to reveal information, and to the extent appropriate, we will do our best to let you know in advance, and work with you to handle the situation in a way that respects you, your feelings, and your needs.

### **Right to Know Professional Qualifications of Teachers and Paraprofessionals**

In compliance with the requirements of Every Students Succeeds Act, you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning a teacher's and/or paraprofessional's qualifications, please contact the principal at 706-678-2426.

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.  
Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator,

supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

**Family Educational Rights and Privacy Act (FERPA)**

**Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Wilkes County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records.

However, Wilkes County Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Wilkes County Schools to include this type of information from your child’s education records in certain school publications.

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

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

Student’s name	Participation in school clubs and sports
Address	Weight and height of student if student is a member of an athletic team
Telephone number	Honors and awards received during the time enrolled in the district’s schools
Email address	Most recent educational agency attended
Photograph	Grade Level
Date and place of birth	Dates of Attendance
Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)	

**Nondiscrimination**

In accordance with Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act, the Wilkes County Board of Education prohibits

discrimination against students or employees on the basis of race, color, religion, national origin, sex, age or disability in any of its educational programs or activities. Prohibited sex discrimination includes, but is not limited to, sexual harassment and sexual violence, discrimination on the basis of sexual orientation, and discrimination against pregnant and parenting students. This requirement not to discriminate in educational programs and activities extends to employment therein. Inquiries concerning the application of this policy by the Board of Education may be referred to Deleki Lee, 313-A North Alexander Avenue, Washington, GA 30673 Phone: 706-678-2718 email: [leed@wilkes.k12.ga.us](mailto:leed@wilkes.k12.ga.us)

**Grievance Policy**

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

1. a. Any student, applicant for admission, employee, parent or guardian or other person with a complaint or report alleging a violation of Title VI, Section 504, the ADA or Title excluding sexual harassment as described in 1b, shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated by the school principal or the District. If the report or complaint is oral, either the coordinator or school principal to whom the report or complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint. Reports or complaints other than those described in 1b shall be handled in accordance with the procedures starting in 2.  
b. Any person with a complaint or report alleging sexual harassment as defined in Policy JCAC (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), may report, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator on the District's website, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. Such reports will be handled in accordance with the procedures and grievance process specified in Policy JCAC.
2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the

complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.

4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.
8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Discrimination against students or staff in violation of Title IX will be handled in accordance with BOE Policy JAA.

#### **Ordering Parents to Attend Conferences**

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

#### **Pesticide Application Alert**

Wilkes County Board of Education  
Director of Plant Operations

Revised: 05/27/2025

Dear Parent/Guardian,

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

1. Interior of schools will be treated on the 1st Friday of each month after 3:00pm
2. Emergency called treatments will be done on the 3rd Friday of each month.
3. Treatment of the exterior of schools will be done on the 1st Saturday of each month.
4. During the months of June and July treatments at the school will be done on Thursdays.

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

Josh Fincher  
Director of Plant Operations  
Wilkes County Board of Education  
313-A North Alexander Ave, Washington GA 30673  
Phone 706-678-7622

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

- Pesticides Used and locations:
- Maxforce FC Select - Cracks and crevices throughout interior
- Niban Granular Bait - Exterior of schools on specific ant mounds
- Phantom Pressurized Insecticide - Cracks and crevices throughout interior.
- Talstar P - Exterior and cracks and crevices throughout interior
- Uncle Albert's Super Smart Ant Bait - Cracks and crevices throughout interior
- Top Choice Granular Insecticide-Exterior

**GUIDE FOR STUDENTS**

**If you need**

**Go to**

Accident Insurance Claim Form	Bookkeeper
Admittance Slips, Attendance, Tardies	Administrative Office
Announcements	Media Center
Approval of Activity	Principal
Athletics, Physical Form	Athletic Director
Career Technical Guidance and Programs	CTAE Director
Clubs	Assistant Principal
Credit Recovery	Principal
DDS, Enrollment Verification, Other Notarized Documents	Registrar
Discipline Information	Assistant Principal
Dual Enrollment	Counselor
Fees and Fines	Assistant Principal
GA Virtual School/Online Learning	Counselor
Hospital Homebound	Counselor
ID Cards	Media Center
Information About College & Scholarships	Counselor
Lockers	Assistant Principal
Lost and Found	Administrative Office
Medical Attention	Administrative Office
Parking Permits	Administrative Office
Update Student Information	Registrar
Work Based Learning	CTAE Director

BELL SCHEDULE

**2025-2026 BELL SCHEDULE**

Regular Schedule		Milestone Schedule	
Go to HR	7:20	Go to HR	7:20 - 7:50
Homeroom	7:55-8:25	1st	7:55 - 9:35
1 <sup>st</sup> Block	8:30-10:00	2nd	9:40 - 11:20
2 <sup>nd</sup> Block	10:05-11:35	3rd	11:25 - 1:25
3rd Block	11:40-1:35	A Lunch	12:00 - 12:25
A Lunch	12:10-12:35	B Lunch	12:30 - 12:55
B Lunch	12:40-1:05	C Lunch	1:00 - 1:25
C Lunch	1:10-1:35	4th	1:30 - 3:10
4th Block	1:40-3:10		

Afternoon Activity Schedule		Extended Afternoon Activity Schedule	
Go to HR	7:20-7:50	Go to HR	7:20-7:50
1st Block	7:55 - 9:25	1st Block	7:55 - 9:10
2nd Block	9:30 –11:00	2nd Block	9:15 –10:30
3rd Block	11:05-12:35	3rd Block	10:35-11:55
4th Block	12:40-2:40	4th Block	12:00-1:40
A/B Lunch	12:45 -1:10	A Lunch	12:10-12:35
C Lunch	1:15 - 1:40	B Lunch	12:40 -1:05
HR/Activity	2:45 – 3:10	C Lunch	1:10 - 1:40
		HR/Activity	1:45 – 3:10

Morning Activity Schedule		Early Release Exam Days	
Go to HR	7:20	Go to Homeroom	7:20
Homeroom	7:55-8:40	Homeroom	7:55-8:25
1st Block	8:45-10:10	1 <sup>st</sup> Block	8:30-10:00
2nd Block	10:15-11:40	2 <sup>nd</sup> Block	10:05-11:35
3rd Block	11:45-1:35	All Lunches	Dismiss by Hall
A Lunch	12:10-12:35	Non-Exam Early Release Schedule	
B Lunch	12:40-1:05	Go to HR	7:20-7:50
C Lunch	1:10-1:35	1 <sup>st</sup> Block	7:55-8:45
4 <sup>th</sup> Block	1:40- 3:10	2nd Block	8:50 - 9:40
		3rd Block	9:45 - 10:35
		4th Block	10:40 - 11:30

**Grading Periods**

<b>1st Semester</b>	<b>Grades Due by 3pm</b>	<b>Grades Report Available on Infinite Campus</b>
4.5	Wednesday, September 3	Tuesday, September 9
9	Friday, October 3	Tuesday, October 14
13.5	Wednesday, November 12	Tuesday, November 18
18	Friday, December 19	Tuesday, January 6

<b>2nd Semester</b>	<b>Grades Due by 3pm</b>	<b>Grades Report Available on Infinite Campus</b>
4.5	Friday, February 6	Tuesday, February 10
9	Thursday, March 12	Tuesday, March 17
13.5	Thursday, April 23	Tuesday, April 28
Seniors	Monday, May 18	Mail
18	Friday, May 24	Mail

**Final Exam Schedule**

1st Semester	3 <sup>rd</sup> and 4 <sup>th</sup> Block	Thursday, Dec. 18
	1 <sup>st</sup> and 2 <sup>nd</sup> Block	Friday, Dec. 19
2nd Semester Seniors	3 <sup>rd</sup> and 4 <sup>th</sup> Block	Thursday, May 14
	1 <sup>st</sup> and 2 <sup>nd</sup> Block	Friday, May 15
2nd Semester 9th - 11th grade	3 <sup>rd</sup> and 4 <sup>th</sup> Block	Thursday, May 21
	1 <sup>st</sup> and 2 <sup>nd</sup> Block	Friday, May 22

**GA Milestone Assessments**

**1st Semester 2025-2026**

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December 8, 2025	American Lit
December 9, 2025	American Lit
December 10, 2025	American Lit
December 11, 2025	Algebra, Biology
December 12, 2025	Algebra, Biology
December 15, 2025	US History

**2nd Semester 2025-2026**

May 11, 2026	American Lit
May 12, 2026	American Lit
May 13, 2026	American Lit
May 14, 2026	Algebra, Biology
May 15, 2026	Algebra, Biology
May 18, 2026	US History

**Advanced Placement Tests**

DATE PENDING	AP US Government and Politics
DATE PENDING	AP Human Geography and AP Microeconomics
DATE PENDING	AP English Literature/Comp
DATE PENDING	AP Environmental Science
DATE PENDING	AP US History and AP Macroeconomics
DATE PENDING	AP Calculus AB
DATE PENDING	AP English Language/Comp
DATE PENDING	AP Computer Science Principles
DATE PENDING	AP Spanish

*\*Dates are subject to change. Please refer to [www.apcentral.org](http://www.apcentral.org) for changes.*

**End of Pathway Assessments**

1<sup>st</sup> Semester- November 17-21, 2025

2<sup>nd</sup> Semester- April 27-May 1, 2026

**I. Administrative Office and Attendance**

The administrative offices are available to students who need to conduct official business. Students are permitted to transact business with the offices before or after school or during their lunch period.

All students sent to the office for disciplinary reasons are to report directly to the receptionist. Students failing to report directly to the office after they have been directed to do so, are subject to further disciplinary action.

#### **A. School Hours of Operation**

School is open from 7:20 A.M. until 3:45 P.M. daily. Students should not arrive before 7:20 A.M., except with special permission. Students who drive should park in the student parking lot and enter the building through the cafeteria. Students arriving on campus after 8:00 A.M. will park in the front lot on the back row. Students being picked up and/or dropped off should do so through the front entrance only.

##### **During School**

During school, students are to be in the classroom to which they are assigned.

Students who are found in an unauthorized area (an area of the school other than where they are supposed to be) may face disciplinary action, which will range from after school detention to out-of-school suspension. Students must have a pass to be in the hallway during the school day.

##### **After School**

Students should leave campus each day after the 3:10 bell rings unless they are receiving extra help from a teacher, working in the media center, attending after-school detention, or involved in a supervised program.

#### **B. Attendance:**

School is in session for 180 days. In accordance with the Wilkes County Attendance Protocol, a student is required to be present at school for a minimum of 165 days. Attendance is recorded for each class block. A student is considered absent if he/she misses more than 15 minutes of class time. Within 3 days of absence, a note written by the parent or medical provider stating the reason for absence must accompany the student upon their return in order to receive an excused absence. If students do not provide a note, then the unverified absence will become unexcused. Absences excused by Georgia Law include: personal illness, if attendance would endanger the student's health or the health of others, death or serious illness in the immediate family, religious holidays, absences mandated by governmental agencies, subpoena to court, a doctor's appointment (accompanied by an excuse), students whose parents are in military service/National Guard and are being deployed overseas or is on leave from overseas deployment, and other reasons as outlined in the Wilkes County Attendance Protocol. Other reasons for absences (i.e. vacation, car trouble, missed bus) will be accepted; however, the student will receive an unexcused absence.

It is the parent or guardian's responsibility to ensure that the student attends school. If a student is out of school for more than five consecutive days due to illness, a doctor's excuse will be required. Students with 10 or more excused/unexcused absences, a note from the student's doctor will be required. It is the student's responsibility to secure an admission slip when returning to school.

Students may obtain an admission slip from the office within three days in order to make up work. Students must have all teachers sign the admission slip. The student must request and obtain any work that was missed from the teacher(s) and normally has 5 days to makeup that work. Students who sign in late or leave early, must follow the same procedures. A Student who is absent from school because he/she is suspended out of school (OSS) is not allowed to receive credit for work missed during their suspension. The only exception is for final exams/Georgia Milestone Assessments. A grade of zero (0) will be given for assignments that are marked as unexcused absences. Students awaiting tribunal during the 10-15 day window will be provided grade level instruction.

**Compulsory Attendance:**

Per Georgia code section 20-2-690.1 (O.C.G.A.), parents or guardians of children between the ages of 6-16 are required to enroll and send those children to a public school, private school, or home study program and that those children are responsible to enroll and attend that school. **Failure to comply with the section is a violation of the Georgia code and carries with it specific penalties.**

**Parents / Guardians**

- Referral to the Attendance Support Team meeting for parents/guardians of students in K-12 (under 16 years old).
- Charges may be filed against the parents/guardians if their child is under age 16 and has excessive absences.
- Judges may invoke the following consequences for each separate offense:
  - \$25 - \$100 fine per unexcused absence
  - Imprisonment not to exceed 30 days
  - Community Service
  - Probation
  - Any combination of the above
- Each subsequent absence shall constitute a separate offense.
- If juvenile charges are filed against the student under age 16, the parents/guardians may be placed under a protective order and must abide by the rules set forth by the Juvenile Court Judge.

**Students**

- Referral to the Attendance Support Team meeting for students under age 16.
- Students may earn poor grades and test scores resulting in retention.
- Suspension from participating in extra-curricular activities pursuant to applicable school policy.
- For High School students, possible loss of course credit for students having more than five (5) absences in a class during a quarter or semester.
- Charges may be filed in Juvenile Court if a student is under age 16 and has excessive absences.
- The Juvenile Court Judge may invoke the following consequences:
  - Informal Adjustment (90-day supervision)
  - Probation for up to 24 months

- Denial or suspension of Driver's instruction permit or license for one year or until the student's 18<sup>th</sup> birthday.
- Community Service.
- Referral to Counseling or Community Based Treatment Program.
- Detention / Placement outside of the home.
- Any combination of the above.
- Each subsequent absence shall constitute a separate offense.

**Truancy:**

Truant is defined as "A child having ten or more days of unexcused absences from school in the current academic year."

- Students with 5 unexcused absences, a letter will be sent home.
- Students with 7 unexcused absences, a letter will be sent home scheduling an Attendance Support Team (AST) meeting with parents/guardian and school officials.
- Students with 10 unexcused absences, a letter will be sent home and a referral will be made to the Student Support Facilitator. The Student Support Facilitator can make a referral to the Department of Children Services or make a referral to the Department of Juvenile Justice.
- **Students with 10 or more excused/unexcused absences, a note from the student's Doctor will be required** and a referral will be made to the Department of Family and Children Services as deemed necessary
- Further unexcused absences will result in a complaint being filed with the appropriate court.

**C. Tardy to School/Class:**

Students who arrive at school after 7:55 a.m. are tardy. Students arriving after 7:55 a.m. should report to the main office to obtain an admittance slip. Excused tardiness must meet the same criteria as excused absences, with the exception of late buses. Students must bring a note in order for the tardy to be considered excused. Students who accrue 3 or more unexcused tardies to school or unexcused early dismissals from school in a semester may receive a behavior referral resulting in administrative detention. Chronic tardiness or early dismissals will result in the parent being notified and a referral being made to the Wilkes County DFACS (Section 10.4).

Students will have 5 minutes (sufficient time) between classes in order to change classes, use the restroom, get water, or go to their lockers. Students with three or more tardiness to class during a semester will receive a behavior referral resulting in administrative detention.

**D. Student Sign In/Sign Out:**

All students arriving late to school or leaving prior to 3:10 must sign in/sign out in the main office. All students are required to have confirmed parent/guardian permission to leave early. If students know they are signing out early, please bring a note by the office before 7:55. No students will be permitted to sign out after 2:55.

On early release days, students are not allowed to sign out after 11:30. Parents are urged to support their child's education by making sure their son or daughter does not leave school unless it is absolutely essential.

**E. Change of transportation plans**

Please notify the office prior to 2:45 of any change in transportation.

**F. School-Sponsored Prior Approvals**

A student may miss class up to ten days a year for school-sponsored activities. This includes sports, band, clubs, extracurricular activities, etc. If a student is planning to miss a class (or classes) because of a school-sponsored activity, that student is responsible for obtaining a prior approval form from the office, completing it, having all teachers sign it, and returning it to the administrative office a minimum of one full day in advance. Seniors are allowed 3 excused absences for post-secondary visits. Prior approval forms for post-secondary visits must be completed and returned to the counselor a minimum of one full day in advance. As with regular absences, a student is responsible for making up all missed work to the satisfaction of the teacher within two days upon returning to school. It is the student's responsibility to arrange a time to make up any work that has been missed.

**G. Hospital Homebound**

If a student is going to miss 10 consecutive days or has a medical condition that may cause the student to miss frequently, the parent may apply for hospital homebound services through the counselor. If approved, the student may be served through our board approved online platforms or by a teacher, with a parent/guardian present, a minimum of three hours a week. Time missed from school while on hospital homebound will not be counted as absences. The parent/student must apply and be accepted to gain hospital homebound status.

**II. Academic Information**

**Graduation Requirements**

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

English	4 units	Literature & Composition I Literature & Composition II or AP Language American Literature or AP Literature British Literature or College English or another state approved course.
Math	4 units	Algebra Concepts & Connections Geometry Concepts & Connections Advanced Algebra Concepts & Connections Pre-calculus, Calculus/AP Calculus, Advanced Financial Algebra or another state approved course.
Science	4 units	Environmental Science or AP Environmental Science Biology or AP Biology Physical Science Chemistry, Physics, Animal Science Biotechnology, Forest Science, AP Computer Science Principles, Human Anatomy, General Horticulture or another state approved course.
Social Studies	4 units	World History American Government or AP U.S. History or AP Personal Finance/Economics
Health	1 unit	Health and Personal Fitness
Computer Tech	1 unit	Intro to Business or Software Technology
CTAE Pathway Completion	1 Pathway Completion	Beginning with the class of 2029
CTAE/ Foreign Language/ Fine Arts	3 units	Graduation Requirement for class of 2026-2028
<b>Foreign Language</b>	<b>2 units</b>	<b>University System of Georgia requirement</b>

**A. Advisement**

It is very important that each student takes the opportunity to work closely with the school counselor to ensure that his or her high school career is focused on his or her academic and post-secondary plans.

**B. Schedules and Schedule Changes**

The school counselor and student have reviewed the courses for the current school year prior to scheduling. All students will receive a schedule on the first day of school. This schedule should be followed. Schedule changes must be authorized by administration and counselor and requests made after the start of the semester will **ONLY** be considered for the following reasons:

1. Student has already passed course
2. School error in a student's schedule.
3. Student failed a class, and it is not included on his/her schedule.

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

**C. Promotion Requirements**

<u>To be promoted to:</u>	<u>Requirements:</u>
10 <sup>th</sup> -----	Earn 7 units
11 <sup>th</sup> -----	Earn 14 units
12 <sup>th</sup> -----	Earn 21 units

**D. Grading System**

With the exception of dual enrollment, the following grade equivalencies are used for all classes and grades:

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

There are no grades/percentages above 100. A grade of zero (0) will be given for assignments that have an unexcused absence attendance code. Students and parents may access grades online through Infinite Campus at: <https://wilkesga.infinitecampus.org/campus/portal/wilkes.jsp>

### **E. Final Exam Exemption**

Students in grade 9-12 may exempt the final exam of any course if they meet all of the following qualifications per semester:

1. An average of 90 or above in the course
2. No more than 3 absences excused/unexcused
3. No more than 3 tardies excused/unexcused
4. No ISS or OSS
5. No more than 2 office discipline referrals
6. Clear of all Fines/Fees (Included but not limited to Student Fees, Lunch Balance, and Media Center Fees)

\*All students enrolled in a course that requires a GA Milestone EOC must take the corresponding assessment. Exemption lists will be made available to teachers the day before the exam date.

### **F. Online Learning**

At WWCHS, we are committed to providing diverse and flexible learning opportunities to support student success. Whether students are seeking to accelerate their studies, recover credits, or explore new subjects, our online learning opportunities provide the flexibility and resources needed for academic achievement. For more information on our online courses and enrollment process, please contact the school counselor.

### **G. Credit Recovery**

A student may be eligible to recover an academic core credit (Math, English, Science, Social Studies) if he/she has a final average of 60 or higher (60-69) or has failed the class twice. Credit recovery registration information will be available online in spring of each year. Credit recovery is available over the summer with a registration cost of \$150 (**non-refundable**). Up to two courses can be taken. Students must be approved by administration before starting online courses.

### **H. Evaluation System**

Grades 9 through 12 employ the semester system with each semester being 90 days in length. Grading for each course is cumulative. To receive a unit of credit for a course, a student must earn a grade of 70 or higher

A progress report indicating the student's current grade in each class will be sent out every 4.5 weeks. At the conclusion of each semester (18 weeks), report cards will be made available via Infinite Campus parent portal. The report card will indicate the student's grade for the course as well as the EOC/Exam grade. The Georgia Milestone EOC Assessment or final exam will count 20% of the student's final course average.

Parent - teacher conferences are encouraged and may be arranged by calling the counselor's office when any question arises concerning a student's performance in class.

### **I. Transfer Credit**

WWCHS will accept all transfer credit from accredited high schools and/or dual enrollment institutions as outlined by GADOE.

Non-Accredited transfer students- Students enrolling from non-accredited private schools, home school programs, or other non-traditional educational centers are required to take and pass (70+) the EOC assessment to receive credit for the corresponding course. For non-EOC courses, the student will be placed in courses based on the student's transcript and/or placement tests. Students will be placed on a probationary status, for at least one semester, to evaluate credit received from non-accredited schools.

#### **J. Grade Point Average and Class Rank**

For purposes of determining class rank of seniors, thru Infinite Campus weights will be added to the student's final grade for the successful completion of specific advanced level courses. Class rank shall be determined by the numeric grade averages (rounded to the second decimal place) of graduating seniors at the completion of 1<sup>st</sup> semester senior year. The weights will be added according to the following:

1. Advanced Placement & Dual Enrollment Courses (core academics) -- 1.10
2. Physics, Honors Courses, & Foreign Language Courses-1.05
3. Only math, science, social studies, English, CTAE courses including WBL, and foreign language courses will be used to determine class ranking.

For the purpose of student ranking only, when weighting is applied, grades can exceed 100.

**Valedictorian** - the student with the highest weighted numeric grade point average.

1. The student must have earned credit from WWCHS for five consecutive semesters, beginning with first semester of the student's sophomore year.
2. If a tie exists after the determination of numeric grade average, the student who earned the most credit from Honors/AP Courses will be named Valedictorian.
3. If there is still a tie, the student with the highest cumulative verbal and math SAT score will be named valedictorian.

**Salutatorian**- the student with the 2<sup>nd</sup> highest overall numeric grade point average. The same criteria for determining the valedictorian will be used to name the salutatorian.

**Honor Graduate**- top ten seniors with a weighted GPA in the senior class at the conclusion of 1<sup>st</sup> semester senior year. A student must have earned credit from WWCHS his/her Junior and Senior year.

#### **K. Honor Roll**

An honor roll will be published at the end of each nine-week grading period. A student must be enrolled in WWCHS for a grading period of 9 weeks and must have an average of 90 or better with no grade below 80 in any subject. Dual Enrollment students must provide a copy of grades to the registrar to qualify. Tiger Block is not

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

**L. CTAE+**

CTAE+ is an advanced program within the Career, Technical, and Agricultural Education (CTAE) curriculum that allows students to gain academic credit for completing specific CTAE courses. However, these credits are primarily beneficial for students who plan to enter the Technical College System of Georgia or transition directly into the workforce after graduation.

Students who complete designated CTAE pathways can earn credits that will be applied to their final transcripts once pathway verification is completed. This ensures students receive recognition for their specialized training and skills, helping them advance their careers or further education within technical colleges.

### III. Athletic Procedures

The purpose of the Athletic Department is to build on the character of our athletes and to prepare them for their adult lives. The athletic department at WWCHS emphasizes academics, discipline, and high morals. As teachers and coaches, we hope to build a strong foundation for our athletes so that they will become productive citizens. Coaches have the responsibility to teach and evaluate players according to their athletic abilities and attitudes. Any coach in charge of a team or a particular position on that team has the responsibility to hold our athletes to high standards. This includes discipline, which may involve extra work, suspension of a game, or suspension from a team. All athletes will be responsible for all equipment issued.

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

Behavior. Good behavior and attitude will help a person excel when others fail. WWCHS athletes will maintain good behavior in school, on the athletic field and during their everyday lives. The athletic department will not tolerate any participation involving drugs. This includes in-season and out-of-season activities. Respect. Respect for self and others helps build character and maintain success. All athletes will treat others as they would like to be treated themselves. Athletes will show respect towards all faculty members. No athlete will express negative comments directed at administration, teachers or coaches.

#### A. Athletic Eligibility

Eligibility is based on GHSA regulations- A student must have earned 2.5 or more units of credit the previous semester and have the following number of units:

2<sup>nd</sup> year of high school---1<sup>st</sup> semester--5 units-----2<sup>nd</sup> semester—8 Units  
3<sup>rd</sup> year of high school--- 1<sup>st</sup> semester--11 units-----2<sup>nd</sup> semester---14 units  
4<sup>th</sup> year of high school--- 1<sup>st</sup> semester--17 units-----2<sup>nd</sup> semester—20 units

Eligibility is gained or lost at the end of each semester. In addition, students must take, or be scheduled to take, required courses for the diploma he/she is to receive. Credit recovery course credit will not be posted to a student's transcript until the end of the semester. These and all other state and GHSA rules concerning eligibility and interscholastic competition are adhered to by WWCHS.

#### B. Athletic Participation

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

### **C. Requirements for College Admission and Eligibility**

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

### **D. Athletic Discipline**

An athlete who quits a sport or is dismissed from a sport may not participate in another sport until that sport's season is complete.

The coaching staff reserves the right to administer discipline for conduct subversive to good order and discipline on the athletic team. This includes conduct during the school day, at a sporting event, and off campus behavior. Consequences may include, but are not limited to game suspensions or dismissal from the team. If a student athlete is dismissed from a team due to a discipline problem, he/she may appeal the coach's decision to the athletic director. The decision based on the appeal is final.

A student athlete must attend at least 1/2 day of school to be able to participate in that day's practice or game. 7:55a.m. until 11:35a.m or 11:35a.m. until 3:10 p.m. constitutes 1/2 day.

Any student athlete suspended from school, both In-School Suspension and/or Out of School Suspension, cannot participate in an athletic contest until the suspension is complete.

### **E. Traveling to and from Games and Events:**

All team members of all sports and band will travel to and from all games and athletic events with the team and on the team bus.

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

### **F. Insurance**

Students who are participating in a school sponsored sporting event, practice or game, are covered by a supplementary insurance policy, which is purchased by the Wilkes County B.O.E. A student-athlete must notify his or her coach of an injury immediately. An accident claim form will be completed by the athletic department for all athletic injuries. Parents of the injured athlete need to obtain the accidental claim form from the WWCHS Athletic Department and complete the appropriate information. It will then be the responsibility of the parent to mail the report to the insurance company. It is the responsibility of the parent to report the claim to their personal insurance company. This is only a supplementary insurance policy. This policy only pays after your primary insurance company pays if you have insurance.

### **G. Procedure for Checking Student Bags**

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

In order to provide a safe and secure environment for all students, Wilkes County BOE Policy authorizes reasonable searches of students directed to that end by authorized school officials. The searches shall be

conducted in a manner which ensures that students are not arbitrarily stripped of personal privacy. In accordance with this policy, the following procedure must be followed each time students board a Wilkes County BOE vehicle (bus, van, car or truck) for transport to athletic, band, or school club events.

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

**Athletic Events:** Coaches under the direction of the Athletic Director

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

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

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

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

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

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

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

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

#### **IV. Bus Transportation**

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

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

##### **1. Bus Stop Conduct**

- a. You and your parents are responsible for your conduct at the bus stop, from home to the bus stop, and from the bus stop to home.
- b. If you must cross a heavily-traveled street or road to get to the bus stop on the opposite side, it is better to wait until the bus arrives and cross in front of the bus.
- c. Be at the bus stop on time, but not too early. The bus driver is responsible for maintenance of his or her schedule and cannot wait for tardy pupils. Each student should have books in hand and be ready to board the bus by the time the driver opens the door.
- d. Any student who leaves the school grounds while waiting for a bus to arrive will not be allowed to ride a bus home after returning to the school grounds. Individuals who leave the school grounds will be reported to the principal for disciplinary action.

##### **Entering and Leaving the Bus**

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

##### **2. Bus Conduct**

- a. Obey the bus driver, who is responsible for the safety of all passengers.
- b. Do not disturb the bus driver while he/she is driving.
- c. Stay in your seat and do not change seats.

- d. Sit down while the bus is in motion.
- e. Keep voices low - no shouting or whistling.
- f. No "rough housing": pushing, fighting, throwing things, or profanity.
- g. Do not open or close the windows of the bus without the driver's permission.
- h. Keep all parts of the body inside the bus.
- i. Help keep the bus clean and orderly.
- j. A student shall not operate the door.
- k. Students are encouraged to help care for and to protect the valuable equipment in which they ride. Never tamper with the bus or any of its equipment. Willful damage or destruction or any part of the bus is prohibited. The student or parent must pay for any such damage.

### **3. Bus Restricted Items**

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

### **4. Bus Assignments**

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

### **5. Bus Disciplinary Action**

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

1st offense - warning

2nd offense - 3 days off bus

3rd offense - 5 days off bus

4th offense - denial of bus privilege for remainder of year

A student may be suspended from riding the bus for the first violation. This decision will be made by the principal based on the nature of the offense. Offenses may carry additional behavior resolutions based on the school code of conduct.

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

## V. Counseling Services

The counselor's office is open from 7:20 a.m. to 3:30 p.m. The purpose of the counseling department at Washington-Wilkes is to assist students in ways that will help make their high school career as meaningful as possible. The counselor is trained to assist students, parents, and faculty in a positive pursuit of education. Individual counseling is provided for you to help with academic, career interests, and personal needs.

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

Please refer to the counseling tab on the WWCHS homepage for more information.

<https://www.wilkes.k12.ga.us/o/wwchs/page/counselor-information>

### HOPE (Helping Outstanding Pupils Educationally) Program

The Hope Program is Georgia's program that rewards a high school student's hard work with financial assistance in degree, diploma, or certificate programs at any Georgia public or private college, university, or technical institute. It is the student and parent responsibility to check HOPE eligibility and rigor requirements at the end of each semester through GA Futures. See the counselor for more information.

Current information is available online at:

GA Student Finance Commission ----- <https://gsfc.georgia.gov/hope>

GA Futures ----- <https://www.gafutures.org/>

### Dual Enrollment

Dual Enrollment opportunities are available for students in grades 10-12 who are enrolled in an accredited public or private high school.

Steps for Dual Enrollment:

1. Meet eligibility requirements for dual enrollment for a specific college or university.
2. Attend the Dual Enrollment Information Session held in January each year. **Commitment to taking class for the 2025-2026 school year must be made by February 1st of each school year.**
3. Schedule and attend conference with school counselor (student and parent/guardian).
4. Apply for admission to the postsecondary institution.
5. Submit required materials to the postsecondary institution by the deadline.
6. Complete the [GA Futures Funding Application](#) through your GA Futures account.
7. Once the student completes his/her portion of the application, the parent/guardian must electronically complete the Parent Participation Agreement section of the application.

8. Your high school counselor must approve your Dual Enrollment courses and funding application.
9. You must be accepted by the college. The eligible participating college must approve your Dual Enrollment courses and funding application.
10. Follow registration steps for the postsecondary school (steps vary from school to school).
11. Complete the WWCHS Dual Enrollment Participation Agreement.
12. Students must provide the school counselor a copy of his/her college schedule by July 31<sup>st</sup> for Fall Semester and November 30<sup>th</sup> for Spring Semester.

Additional information can be found online at the Georgia Futures website:

[Dual Enrollment | Georgia Student Finance Commission \(gafutures.org\)](https://www.gafutures.org) Dual Enrollment Grade Conversions for WWCHS students -

Grade Conversions for dual enrollment are as follows;

A+ = 97, A = 95, A- = 93

B+ = 87, B = 85, B- = 83

C+ = 77, C = 75, C- = 73

D+ = 67, D = 65, D- = 63

F+ = 57, F = 55, F- = 53

\*Students who fail to submit grades to the registrar will not be considered for awards during the school year.

\* Some colleges will grant credit for grades of D, between 60-69 – this credit is NOT accepted at WWCHS.

## **VI. School Nutrition**

The Wilkes County School Nutrition Department is committed to providing each student with a healthy, affordable, and safe meal that is served by caring individuals so students are ready to learn when they get to the classroom. School breakfast and lunch are planned and prepared according to standards that meet the USDA Dietary Guidelines for Americans in a safe and sanitary environment. The Wilkes County school district is pleased to be part of the USDA Community Eligibility Option which provides breakfast and lunch to its students at no cost. A second meal, if wanted, will be at the adult cost with no charging for this meal. A la carte items are available to students. USDA's federal nutrition regulations for school meals ensure that all meals offered are well-balanced and provide students the fuel they need. Please visit the school's website to see the lunch menu.

Students with food allergies must submit a physician's prescription for their food allergy to the School Nurse or the School Nutrition Director. The Parent Request for Food Allergy form is available in the school office and/or with the School Nutrition Director at the Board of Education. We cannot offer soy milk, juice or water as an alternative for milk without proper documentation.

Payments for meals may be made in person with cash or check. Payments may be made online using Infinite Campus Student or Parent Portal. WWCHS students that owe money on their School Nutrition account will not be allowed to walk at graduation or have their student records transferred to another school.

1. Students and teachers are to eat lunch in the cafeteria or at designated picnic areas only until lunch periods ends.
- 2. Students are NOT allowed to bring in meals from any restaurants or have meals delivered. Brown bag lunches, however, are permitted.**
3. Students are to return tray, silverware, and trash to the dirty tray window upon completing the meal.
4. Students wishing to purchase ice cream, tea, or lemonade, should partake of a meal purchased from the school.
5. Each person will be issued a personal ID card. The number on the card is his/her personal account number. All payments will be entered into his/her personal account. It is very important that everyone uses his/her own card each day to avoid any problems. The cards will be replaced through the media center at a charge of \$5.00. Please take care of your lunch card. Anyone abusing School Nutrition property will be turned in to the office and held responsible for the cost to replace property damaged or destroyed.

## **VII. Media Center Services**

### **Hours of Operation:**

**WWMS-WWCHS Media Center 7:30 a.m. – 3:30 p.m. Monday – Friday**

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

### **Media Center Pass:**

In order to work in the media center during class, each student must have a media center pass signed by the teacher.

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

### **ID Cards:**

also available for \$.50 if the student loses his/her chain.

**Circulation:**

Students are responsible for all materials checked out in their name and are cautioned to only check out materials for their own personal use.

**School Store:**

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

**Printing/Copying:**

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

**Computer/Internet Use:**

The computers and Internet are available for research and assignments. Students must have an Internet permission form signed by a parent/guardian and returned to the media center, where it is kept on file. The Internet permission form is located at the front of this handbook and additional copies are available in the media center.

**VIII. Student/Parent Information**

**Activities and Projects**

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

**Arson (Violation of State Rule: 02 Arson)**

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

#### **Assembly and Athletics Etiquette**

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

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

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

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

#### **Cars on Campus**

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

- Must have a valid driver's license and proof of insurance.
- Must register the car with the administration to receive a WWCHS parking permit each semester.

The cost of a parking permit will be \$25.00. Parking permits must be displayed on the rearview mirror of the vehicle. **Students may not share parking permits/parking spots.**

Students driving on campus, should enter and exit via the north entrance. Once arriving on campus, students should exit their vehicles and enter the school immediately. Students are NOT to go to vehicles during the day without office approval and staff escort. Speed limit on campus is 10 MPH. Students driving recklessly or exceeding the 10 MPH speed limit may lose their parking privileges and suffer other disciplinary action. The following violations may result in corrective actions such as, but not limited to, warnings, detention, fines, driving probation, and revocation of parking privileges.

**Violations:**

- Valid Parking Permit not properly placed and visible from the outside.
- Improperly parked.
- Speeding or reckless driving on campus.
- Leaving the student parking lot before dismissal from school.

**In addition:**

- Any student who accumulates 7 unexcused absences or 3 tardies to school may lose his or her driving/parking privileges for the remainder of the semester.
- Any student who is placed in OSS or ISS multiple times, may lose his or her driving/parking privileges for the remainder of the semester.
- If a student loses his or her driving/parking privileges, the \$25.00 parking fee will be forfeited.
- If a student loses his driving/parking privileges, he or she can reapply for parking privileges the following semester.
- Application for any parking permit, including a temporary permit, constitutes consent to search the owner or applicant's vehicle on a random basis, and/or upon reasonable suspicion by school officials.

**Cell Phones, Smart Watches, or Other Electronic Devices**

Students are **not allowed to use or access cell phones, smart watches, or other electronic devices** on campus during the school day. Cell phones are for the communication and convenience of students and parents outside of school. If there is an emergency during school hours, you may contact the school at 706-678-2426. Thus, cell phones are to be both powered off during the academic day. If it is found that video or photographic images were taken during school day, the student will be found in violation of cell phone policy. Students may not access a smart watch for means other than to view the time. **Students are required to remove smart watches during testing.**

Disciplinary consequences for violating this policy is **two** days of administrative detention and forfeiture of the phone until detention is completed. Four days of detention and forfeiture of

the phone for the duration of the detention for the second offense. Two days of ISS and forfeiture of phone for one week for the third offense. Subsequent offenses may result in a tribunal. Refusal to turn over phone upon request by teacher will result in two days of OSS (insubordination).

**Cheating (Violation of State Code: 32- Academic Dishonesty)**

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

Talking, looking around the room, or having a book open while a test is in progress certainly makes a student suspect to the charge of cheating and will be considered as such. Plagiarism (claiming work as your own when you did not do all the work yourself or provide a citation where you gathered the information) may result in the student receiving a zero on the assigned work or project and possible disciplinary action. [The use AI may be considered academic dishonesty; please consult your instructors syllabus for their specific policy on AI usage.](#)

**Co-curricular Activities and Clubs**

All students are eligible to participate in the club program. Students are not limited to membership in one school club/organization. Students must meet financial obligations or they may be removed and will be ineligible for any other membership.

**WWCHS Clubs/Activities:**

4H: Audra Armour

Family, Career & Community Leaders of America: Monica Hardy

Fellowship of Christian Athletes: Drew Wilson

FFA: Gavin Garrett/ Megan Seawright

Future Business Leaders of America: Ray Nesbitt/ Kristy Hardesty

HOSA: Delvonja Campbell

Interact: Libby Foster

Key Club: Katy Meech

National Honor Society: Karmen Moon

Student Council: Karmen Moon

The school expects all student participants to conduct themselves in a manner as described in this handbook. The school will take full disciplinary action for any inappropriate behavior while at a school sponsored activity.

**Daily Announcements/ Display of Signs**

Revised: 05/27/2025

Announcements will be submitted by the sponsor to the administration or media specialist. Announcements should not interfere with instruction unless approved by an administrator. All posters, signs, announcements, etc., must be approved by the administration prior to posting.

**Dress Code**

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

<b>HEAD:</b>	<ul style="list-style-type: none"> <li>No hats, hoods, curlers, picks, bandanas, headbands, or any head coverings (unless prescribed by a physician or for religious purposes are to be worn.)</li> </ul>
<b>UPPER GARMENTS:</b>	<ul style="list-style-type: none"> <li>No Spaghetti Straps or Tank Tops. Strapless garments are prohibited.</li> <li>Low cut necklines are prohibited. Backless garments are prohibited.</li> <li>Upper garments must cover the waistline and not expose midriff.</li> </ul>
<b>LOWER GARMENTS:</b>	<ul style="list-style-type: none"> <li>Garments shall be worn at the waist. Garments may not be “sagging”.</li> <li>Students who choose to wear holes in their jeans above the knee must have leggings or tights on underneath the garment. No skin should be seen.</li> <li>Bike shorts and pajama pants are not permitted. Tights/leggings must be covered by another garment which extends beyond the fingertips.</li> <li>Garments must be an appropriate length and fit. (at or below finger tips)</li> </ul>
<b>ALL GARMENTS:</b>	<ul style="list-style-type: none"> <li>See-through garments are prohibited. Undergarments must be nonvisible.</li> <li>Clothing that displays writing, pictures, symbols, or logo that are crude, suggestive, or that promote alcohol drugs, tobacco, gang-related activity or things that are inappropriate for the school setting is prohibited.</li> </ul>
<b>FOOTWEAR:</b>	<ul style="list-style-type: none"> <li>Footwear must be worn at all times. Stilettos and bedroom slippers are prohibited.</li> </ul>

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

**Driver’s License Forms (DDS)**

DDS (Enrollment Verification Form) may be requested at the cost of \$5.00 per form. Any fees/fines must be cleared in order to receive the DDS form. Please allow 24-48 hours for processing. Requests may be made by using the Driver’s License request in the student’s Classlink.

**Emergency Procedures and Evacuations**

During emergency procedures and evacuations, students are to remain quiet and follow the evacuation route posted, as well as the instructions of the teachers. Students will practice fire, severe weather, soft and hard lockdown, and any other drill/procedure deemed necessary throughout the year

**Extortion**

Any student who threatens or otherwise uses extortion against another student for payment of money or property will face disciplinary action, suspension or expulsion. The student may also be referred to legal authorities.

**Field Trips**

Field trips that occur during the regular school day will be approved for instructional purposes only. Transportation for field trips shall be restricted to school vehicles, commercial carrier, or private vehicle with approved insurance. Field trip requests must be approved by the principal and Superintendent 15 days prior to the event. If the trip is out of state, there must also be Board of Education approval. The school sponsor must turn in all prior approval sheets, a roster of students, and other signed documents at least 1 day prior to leaving on the field trip.

**Financial Responsibility**

Students who incur a debt to the school should make arrangements to clear the matter as soon as possible. Students must be clear of fines to receive DDS forms, exempt exams, withdraw/transfer from school, purchase a parking pass, or walk at graduation. A \$30 surcharge will be added to any returned check from the bank due to insufficient funds.

**False Fire Alarms**

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

**Fund Raising**

Any fund-raising project must be approved by a school and district administrator prior to the start of the fund-raiser. Any student owing any organization money from a fundraiser faces expulsion from the club/activity, and the balance due will be added to the fines list. Proper bookkeeping is a must. Receipts must be given, and copies must be turned in with money to the bookkeeper daily. Anyone not following this policy will not be allowed to conduct fundraisers in the future.

**Graduation Requirements and Information**

All students must meet the following requirements to be allowed to march at graduation:

- Students MUST meet the academic requirements as outlined in this handbook.
- Students MUST be cleared of all fees/fines. Including but not limited to: student fees, lunch fees, media center fees/fines, athletic fees/fines, etc.
- Students MUST participate in graduation practice.

During the graduation ceremony, diplomas are presented exclusively by the principal, except in the following cases: a parent who is a WWCHS employee or a school board member may present the diploma to their graduating senior.

### **IDs**

Students must have their student ID with them at all times during the school day. When asked, students must show their student ID to teacher or other school personnel. Students should not deface, mutilate, or change an ID Card. Students without an ID will be required to purchase a new ID at the cost of \$5 per ID.

### **Immunization Certificate**

All students will have on file with the high school a Georgia Certificate of Immunization showing that they have had those shots required by the state of Georgia. No high school student will be allowed to enter school without such a certificate or Affidavit of religious objection to immunization (Form #2208),

### **Lockers**

Lockers are available to rent. Lockers provide the student body with safe, secure storage for school-issued books and personal possessions and minimize any theft and vandalism that may occur. Students will not decorate lockers. The lockers remain the property of WWCHS, and the student is subject to additional fees should damage occur. Students who persistently leave their lockers open could lose locker privileges for the duration of the school year. Lockers are not to be shared with another student, and the combination should not be shared with anyone else.

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

### **Lost and Found**

Lost and misplaced texts, notebooks and personal possessions will be taken to the Lost and Found Center located in the office. Students are not to leave books or possessions unattended. The school is not responsible for lost or misplaced items. At the end of (the current semester/school year), any items remaining in lost and found will be donated to charity or otherwise disposed of by the school.

### **Medicine**

Students who are required to take prescription or over-the-counter drugs during the school day must have a signed "Permission for Medication Administration" form on file. Any medication should be brought to the office in its original container by a parent/guardian. The office must be informed and will determine the necessity for these drugs to be kept in the office and/or taken in the presence of office personnel. Students who must use inhalers or auto injectable epinephrine may carry their inhaler and/or epinephrine kits with them while at school or on school property. Parents/guardians must provide a written statement from a physician including the name of the medication, method, amount, and time schedules for administration; a release authorizing school official to contact the medical doctor; and a release from civil liability if the student suffers an adverse reaction from the medication. Students who misuse such medication and/or possess medication in violation of the above shall be subject to disciplinary action.

#### **Profanity**

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

#### **Prom**

Only 11<sup>th</sup> and 12<sup>th</sup> grade students may invite guests to the prom. Guests must be under 21 years of age and no Middle School students may attend. Guests who are not students at WWCHS will be required to complete a Prom Guest Application Form and be approved by WWCHS administration before being allowed to attend. The form must be completed and turned in at least one week prior to the prom. **Students who are serving ISS or OSS may not attend prom or any prom activities during the length of the suspension.**

#### **Public Affection**

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

#### **Printed Copies of Report Cards/ Progress Reports -**

Copies of Report Cards and Progress Reports will cost \$1.00 each.

#### **Restrooms**

Our restrooms are open for the convenience of the students. Only one student allowed in a restroom stall at a time. Students should follow PBIS expectations for restroom usage.

#### **Student Elected Representatives**

All students representing WWCHS must be on track for graduation and have no major discipline referrals.

### **Technology**

Students should use school computers and technology for instructional purposes only. Students who violate the Acceptable Use Policy (AUP) are subject to disciplinary action ranging from a student conference to suspension. Depending on the severity of the infraction, law enforcement may be contacted.

### **Telephone**

Students may use the phone in the administrative office for school related needs, illness, or other emergency situations. Students must have permission from the administrative staff to use the phone. Students will provide the reason for the call and the name of the person the student is contacting.

### **Textbooks**

Textbooks are the property of the Wilkes County Board of Education. They are loaned to students with the expectation that a certain amount of wear is inevitable but also that careful handling is necessary. Financial restitution must be made for books that are lost or damaged. Students will be charged full replacement value of books lost or damaged beyond use. If fines are not paid, new books may not be issued. Book covers are sold through the school store in the media center.

### **Tobacco Use and Possession (Violation of State Rule: 18- Tobacco, 42- Electronic Smoking Device)**

No student is permitted to use or possess tobacco and/or tobacco products or paraphernalia, matches, lighters, E-cigarettes, vapes, juuls, or similar item on campus or at school related functions.

### **Transcripts**

Transcripts of your permanent records needed for college, scholarship, or another high school can be obtained from the registrar or the school counselor. All fees, fines, school nutrition meal balance and books outstanding must be cleared before transcripts will be issued. Transcripts for colleges within the state of Georgia can be requested through the student's Georgia Futures account for current Seniors. Seniors will receive one free final transcript; additional transcripts may be purchased for \$5.00 each. Former students may purchase a transcript by using the online request form on the [District Webpage](#). **Fees, fines, school nutrition meal balance and books outstanding can be cleared up with cash, money order or credit card. If paying with credit card, there will be a 7-10-day waiting period for record release to ensure sufficient funds are received.**

**Valuables**

No valuables should be brought to school. Administrators will not take time to search for lost or stolen valuables. If a student must bring money for a fine or school purchase, this should be in the form of a check or money order and given to the appropriate teacher before school.

**Visitors**

Students are not permitted to have guests at any time during the school day. All visitors must sign in and sign out in the front office. Visitors that wish to see teachers, must schedule an appointment with the teacher during their planning period and must be accompanied by teacher at all times.

**Voter Registration**

In accordance with OCGA 20-2-310, each eligible student has the right to register as an elector and to vote in elections. Each eligible student will be given an opportunity, arranged by the school administration, to register to vote at the school during the month of April of each year. Almost all male citizens and male immigrants, who are 18 through 25, are required to register with the Selective Service. For a list of the few males who are exempt, visit <https://www.sss.gov/register/who-needs-to-register/> Registering for the Selective Service can be completed when registering to vote. An excused absence of a student to register to vote, at the discretion of the school administration, shall not exceed one school day.

Revised: 05/27/2025

**IX. GENERAL BEHAVIOR OF STUDENTS-  
 WWCHS PBIS School-Wide Expectations  
 PBIS Expectations: Be Nice, Be Productive, Be Connected**

<u>All Settings</u>	Bathroom	Cafeteria	Gym	Hallways	Media Center	Outside
<b>Be Nice</b>	* Be Clean	* Treat everyone with respect	* Practice court etiquette * Model good sportsmanship * Respect assembly presenters	* Keep hands and feet to self	* Work quietly * Respect Media Center Staff * Respect school property * Respect your surroundings * Clean up your area	* Obey faculty and staff * Keep hands and feet to self
<b>Be Productive</b>	* Be Quick	* Throw trash away * Push in chair * Keep food in cafeteria	* Actively participate * Secure all valuables * Assist in storing equipment	* Keep to the right * Allow adults to pass * Arrive on time Stay clear from yellow zones	* Complete your assignment * Use time wisely * Use resources cautiously * Save work often (to your drive)	* Use car passes (during day) * Help pick up trash * Stay on walkways * Keep a safe distance from buses
<b>Be Connected</b>	* Be Polite	* Greet and include others	* Help others	* Speak positively	* Check school website/email * Watch announcements daily * Pay attention to posters and flyers	* Accept and include others

## **X. Code of Conduct**

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

We expect all students to take responsibility for their actions and take pride in their school. Students should treat others with respect and help those in need. Students should put forth their best efforts in class, working hard to learn and attain goals. Students are expected to graduate and have a plan for life after high school. Students should be aware of and involved in school functions and activities.

It is the responsibility of the school to make necessary rules and policies for the purpose of maintaining a safe and orderly environment for the students and employees. **This Code of Conduct serves as a guide.** After due process, consequences may be imposed as outlined in the Code of Discipline. However, the administration reserves the right to assign consequences based on the severity, nature, or frequency of the offense, as well as the disciplinary record of any student found to be in violation hereunder. Any offense may result in a more severe consequence, including referral to a discipline tribunal on the first occurrence, if the administrator feels such action is warranted.

Administrators are authorized to take disciplinary action for conduct that occurs: (a) on the school grounds at any time; (b) off school grounds at a school activity, sport, function, or event; (c) en route to and/or from school or a school activity.

Administrators are authorized to take disciplinary action, to include but not limited to suspension and expulsion, against a student that has been arrested, charged, or convicted of a misdemeanor or felony offense, its juvenile equivalent, or any delinquent act occurring off school property and whose presence at school can be reasonably considered to endanger the safety of other students or staff or causes a substantial disruption to the education climate or function of the school. Administrators are authorized to take disciplinary action when a student's actions, outside of the school setting or online, negatively impact the daily process or safety of school and/or its students.

**Rule 1. Disruption and Interference of School (State Rule:06 Disorderly Conduct)**

**No Student Shall:**

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

**Action to be taken for students violating Rule 1:** Penalty may include but is not limited to full restitution, after-school detention, after-school work, in-school suspension, out-of-school suspension, or a Disciplinary Tribunal. Depending upon the severity of the offense, law enforcement may be contacted. Prosecution will be at the discretion of the owner of the private property and/or the Superintendent.

**Rule 2. Damage or Destruction of Property (State Rule:19-Trespassing, 20-Vandalism)**

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

No student shall **steal** or attempt to steal school property. No student shall possess, sell, use or transmit stolen school property.

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

No student shall commit the offense of **school pranks**. A student commits the offense of school pranks when he or she disrupts or defaces the school. If damages occur, the offense will be treated as an act of vandalism. If the student(s) enters the school or comes on school property and commits a prank, he/she will be treated as trespassing.

**Action to be taken for violating Rule 2:** Penalty may include but is not limited to full restitution, after-school detention, after-school work, in-school suspension, out-of-school suspension, or a Disciplinary Tribunal. Depending upon the severity of the offense, law enforcement may be contacted. Prosecution will be at the discretion of the owner of the private property and/or the Superintendent.

**Rule 3. Damage or Destruction of Private Property (State Rule: 04- Breaking & Entering-Burglary, 11- Larceny/Theft, 12-Motor Vehicle Theft, 13- Robbery)**

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

**Action to be taken for violating Rule 3:** Penalty may include but is not limited to full restitution, after school detention, after school work, in-school suspension, out-of-school suspension, or a Disciplinary Tribunal. Depending upon the severity of the offense, law enforcement may be contacted. Prosecution will be at the discretion of the owner of the private property and/or the Superintendent.

**Rule 4. Assault on School Employee (State Rule: 44: Violence Against a Teacher)**

A student shall not cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury to a school employee or make physical or verbal contact of a threatening or provoking nature with a school employee. This includes, but is not limited to, use of profanity, ethnic, racial, sexual, religious slurs, threats of violence, or harassment:

- a) On the school grounds at any time;
- b) Off the school grounds at a school activity, function or event;

- c) When either the alleged perpetrator or the alleged victim is en route to or from school activity, function or event.

**Action to be taken for violating Rule 4.** Washington-Wilkes Comprehensive High School has a zero-tolerance policy with regard to physical assault or battery on or directed to a school employee. Students charged with this offense will be suspended/expelled pending a disciplinary tribunal. Law enforcement may be contacted.

**Rule 5. Physical Abuse (State Rule: 03-Battery, 08-Fighting, 27-Serious Bodily Injury)  
Physical Abuse, assault or battery by a student on another student, or to any person not employed by the school.**

A student shall not cause, threaten, or attempt to cause bodily injury to, or behave in such a way as could reasonably cause bodily injury to, any other student or person at school or attending a school-related function. A student shall not make threatening, harassing or intimidating remarks, gestures or posturing towards any student that threatens the safety or well-being of that student or has the likelihood of provoking a fight. This includes, but is not limited to fighting, use of profanity, ethnic or racial slurs, religious slurs, threats of violence, sexual harassment, running to or from a fight. Fighting will not be tolerated and will result in corrective action, which includes expulsion and/or referral to legal authorities. Fighting will include pushing, shoving, shouting, or inappropriate physical contact between two students. The administration will determine on a case by case basis the guilt of each party involved. In order to help maintain safety for all the students of WWCHS, it is important that order and crowd control be maintained at all times. Those students encouraging or making a video of, trying to incite may receive the same administrative action. This also includes students who do not disband prior to, during, or after a fight after being told to do so.

**Action to be taken for violation of Rule 5:**

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

**5A. Threats (State Rule: 17- Threat/Intimidation)**

Threats of violence or force against another person, and/or comments made that could reasonably be considered to jeopardize the health or safety of a student or school employee are in violation of Rule 5. Terroristic threats that imply the death of a student or school employee, their family, or cause the evacuation of a school facility are in violation of Rule 5. **Students making terroristic threats will receive harsher disciplinary consequences and law enforcement will be notified.**

**Action to be taken for violation of Rule 5 & 5A.**

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

**5B. Bullying (State Rule: 29- Bullying)**

As used in GA Code 20-20751.4, the term “bullying” refers to (1) “any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, or (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm”, or (3) any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (a) causes another person substantial physical harm within the meaning of O.C.G.A. 16-523.1 or visible bodily harm as defined in O.C.G.A. 16-5-23.1; (b) has the effect of substantially interfering with a student’s education; (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or (d) has the effect of substantially disrupting the orderly operation of the school.

**Action to be taken for violation of Rule 5B.** Washington-Wilkes Comprehensive High School considers bullying/cyber bullying, physical abuse, assault or battery on students by other students a serious incident and not in keeping with the good order and safe operation of the school. Penalty may include but is not limited to suspension, or a Disciplinary Tribunal. Depending upon the severity of the offense, law enforcement may be contacted. Prosecution will be at the discretion of the Superintendent.

**Rule 6. Weapons, Dangerous Instruments, and Explosive or Implosive Devices (State Rule: 22, 23, 25, 26, 28, 34)**

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

1. on any school property at any time;
2. off school grounds at a school activity, function, or event;
3. when traveling to or from the school, activity, or event.

In addition to the above, the term weapon includes “**dangerous weapons**” as defined in O.C.G.A. 16-11-121

**Hazardous object (State Rule: 22- Weapons-Knife, 23-Weapons-Other)**

Any knife, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood or other similar material, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc of whatever configuration, having at least two points or blades which is designed to be thrown or propelled and which may be known as a throwing star, oriental dart, or any instrument of any kind, any nonlethal air gun, and any stun gun or Taser as defined in O.C.G.A. 16-11-106(a). This term shall not include any of these instruments used for classroom work authorized by the teacher.

**Weapons – Handgun (State Rule: 25-Weapons-Handgun)**

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

**Weapons – Other Firearms (State Rule: 28- Other Firearms)**

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

[Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141]

**Weapons – Rifle/Shotgun (State Rule: 26- Weapons-Rifle/Shotgun)**

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

**Action to be taken for violation of Rule 6.** Weapons defined by O.C.G.A. 16-11-127.1 carries a mandatory referral to law enforcement officials and the school reserves the right to press criminal charges. In addition, any student in violation of this Rule shall be referred to a Discipline Tribunal.

Penalty for violation of this Rule may include, but is not limited to, out-of-school suspension, referral to a discipline tribunal for possible placement in an alternative school, long-term suspension, or expulsion. In the case of a student who is determined to have possessed a firearm or dangerous weapon at school, such student shall be subject to expulsion from the Wilkes County Schools for one calendar year. A hearing officer, tribunal, panel, administrator, Superintendent or local board of education shall have the authority to modify such expulsion requirement on a case-by-case basis.

**Rule 7. Drugs, Alcohol, and any Drug related Objects (State Rule: 01- Alcohol, 07-Drugs, Except Alcohol and Tobacco)**

A student shall not possess, sell, attempt to sell, use, transmit, solicit, be under the influence of any drug described under the OCGA16-13-30 including but not limited to narcotic drugs, depressant or stimulant drugs including without limitation any hallucinogenic drug, anabolic steroid, amphetamine, barbiturate, marijuana, THC, CBD, Hemp, Delta products, inhalant, alcoholic beverage, or intoxicant of any kind. A student shall not possess, sell, or transmit or attempt to sell or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse or unauthorized possession of a prescription drug or non-prescription drug shall be considered a violation of this rule. A student shall not possess, sell, attempt to sell, use, transmit, or solicit any drug-related paraphernalia (Georgia Code 16-13-1)

**Action to be taken for violating Rule 7.** Mandatory 10-day suspension and referral to a Disciplinary Tribunal that may result in long-term suspension or expulsion, as well as a mandatory report to law enforcement.

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

**Rule 8. Insubordination (State Rule: 33-Other- Student Incivility)**

Disregard of Directions or Commands/Deliberate Defiance of Authority. A student MUST immediately comply with reasonable directions or commands of teachers, administrators, or other authorized school personnel:

1. on the school grounds
2. on the school grounds when the school is being used by any school group;
3. off the school grounds at a school activity, function, or event, or
4. traveling to and from school

**Action to be taken for violating Rule 8** Administrators will investigate all incidents of insubordination. Penalty may be 2 days out of school suspension.

**Rule 9. Indecency and Sexual Harassment (State Rule: 14- Sexual Battery, 15-Sexual Harassment, 16-Sex Offenses)**

A student shall not perform any act of sexual intercourse, lewd exposure of sexual organs or lewd caress or indecent fondling of the body of another person, sexual harassment of a physical or verbal nature, any lewd caress, or indecent fondling/touching of the student's own body or the body of another person. Sexual harassment is prohibited by law and against school rules. This prohibition includes: offensive sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual; offensive verbal or physical conduct of a sexual nature; creation of an environment that is sexually hostile or degrading.

Accusations of sexual harassment will be fully investigated by the administration. Students should report any inappropriate behavior by an employee toward a student, directly and immediately to the principal.

**Action to be taken for violating Rule 9**

The penalty may range from in-school suspension to 10 days' suspension and referral to a disciplinary tribunal. Law enforcement may be notified.

**Rule 10. Unexcused Absences, Tardiness, and/or Skipping (State Rule: 30-Other- Attendance Related)**

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

**Action to be taken for violating Rule 10.**

The penalty may range from after school detention to disciplinary tribunal.

Skipping class or school is considered an unexcused absence. Skipping class also includes being out of class for an unreasonable amount of time such as when a teacher gives a student permission to go to the restroom or to the office and the student cannot account for why he/she was gone for the extended amount of time. Students skipping class will be sent to the office for disciplinary action.

**Rule 11. Other Conduct That Is Subversive to Good Order (State Rule: 33- Other- Student Incivility, 31- Other- Dress Code Violation, 35-Gang- Related)**

A student shall not perform any other act that is subversive to good order and discipline in the school. This includes, but is not limited to, violation of local school rules, violation of State and federal law, providing false information to school personnel, (which includes falsifying, misrepresenting, omitting, or erroneously reporting information) disrespectful conduct towards school personnel, other students, or persons attending school-related functions, agitations that are ethnically or racially inflammatory, loitering or trespassing. Students are not to use items of non-instructional nature such as, but not limited to, ipods, playing cards, die, and electronic games.

No student may wear, sign, demonstrate, tag or otherwise make known a gang affiliation or relationship. Washington-Wilkes High School is committed to remaining gang free and will not tolerate gang or gang-like activity. Students must adhere to the dress code established for Washington-Wilkes High School. Gang related threats, fights, vandalism, or other gang related activity will not be tolerated at WWCHS. Allegations of gang related activity will be investigated thoroughly. In addition to disciplinary action, parents and law enforcement will be notified of gang related offenses.

Administrators are authorized to take disciplinary action, to include but not limited to suspension and expulsion, against a student that has been arrested, charged, or convicted of a misdemeanor or felony offense, its juvenile equivalent, or any delinquent act occurring off school property and whose presence at school can be reasonably considered to endanger the safety of other students or staff or causes a substantial disruption to the education climate or function of the school.

**Action to be taken of violating Rule 11.**

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

**Rule 12. Chronic Disciplinary Problem Students (State Rule: 36- Repeated Offenses)**

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

Before any chronic disciplinary problem student is permitted to return from an expulsion or suspension, the school shall request that at least one parent or guardian schedule and attend a conference with the principal or his or her designee to devise a disciplinary and behavioral correction plan. The request will be made by telephone and by either certified mail with return receipt requested or first-class mail. The principal shall ensure that a notation of the conference is placed in the student's permanent file. The student and parent will be notified in advance that further rule-violations will lead to a Rule 12 charge. Students who chronically disrupt class or repeatedly violate other school rules after remediation attempts have been utilized may be charged with violating Rule 12.

**Action to be taken for violating Rule 12.**

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

**Rule 13. Teacher Removal Authority (State Rule: 24- Other Incident for a State-Reported Discipline Action)**

- a. A teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to a principal or the principal's designee to maintain discipline in the classroom. The principal or the principal's designee shall

respond when a teacher refers a student by employing appropriate discipline management techniques that are consistent with local board policy.

- b. A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to Code Section 202-737 or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. The teacher shall file with the principal or the principal's designee a report describing the student's behavior, in one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day. The principal or the principal's designee shall, within one school day after the student's removal from class, send to the student's parents or guardian a written notification that the student was removed from class, a copy of the report filed by the teacher, and information regarding how the student's parents or guardians may contact the principal or the principal's designee.

## **XI. Disciplinary Actions**

It is the practice and policy of WWCHS to encourage parents, teachers, students, and the administration to communicate with each other in order to minimize action needed to correct problems. Each teacher has developed a set of guidelines for his/her classroom. In those instances, where corrective action must be taken by the school administration, the following steps may be adopted in addition to the attempts at corrective action initiated by the classroom teacher. Every effort will be made to receive parent input into correcting the problem. Our practice is to use positive incentives to encourage students to demonstrate proper behavior. If this fails, an increasingly severe consequence for improper behavior will result, starting with teacher-implemented discipline, office referrals, to expulsion.

A student contract that outlines the parent and student obligation is highly encouraged. This would be an enforceable document that could lead to a student's removal from school for a violation.

### **A. Administrative Detention**

- Report and be seated by 3:15.
- Bring materials to study quietly.
- Work quietly at desk until 4:00.
- Do not expect to leave for any reason until 4:00.
- Give the monitor your name when asked so you will be given credit.

If you cannot stay in detention on an assigned day, you must receive permission from an administrator before the start of 4<sup>th</sup> block on that day for reassignment. Should you fail to uphold any of your responsibilities when assigned to detention hall, you will not receive credit for detention that day.

**B. In School Suspension (ISS)**

In school suspension removes the student from the general student population but allows the student to still be counted as present at school and complete and receive credit for assignments. Students are expected to work quietly, and complete all assignments in ISS. **Students are not allowed to participate or attend extracurricular activities or events on days serving ISS.**

**C. Out of School Suspension (OSS)**

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

Following any suspension from school (OSS), a parent conference may be required prior to the student being re-admitted to classes. **Students suspended out of school are not allowed to participate or attend extracurricular activities or events during the term of the suspension. Students awaiting a tribunal hearing will be provided grade-level instruction.**

**D. Alternative School**

The purpose of Alternative School is to provide an off-campus location for students who are chronic behavior problems or for students that have violated the rules of conduct to such a degree that long-term suspension and disciplinary tribunal warrant placement at the Alternative School. **Students awaiting a tribunal hearing will be provided grade-level instruction.**

**E. Expulsion**

Under extraordinary circumstances, including but certainly not limited to cases such as distributing drugs, repeated fighting, use of a dangerous weapon, aggravated assault upon a staff member or student, it may be necessary for the administration to recommend the expulsion of a student from school for the remainder of the semester or school year. **Students awaiting a tribunal hearing will be provided grade-level instruction.**

**F. Interrogation and Searches**

Lockers, desks, and other property furnished to the student, whether by rental to the student or not, remain the property of the Board of Education. Such property is subject to search at any time by school officials.

The principal or authorized representatives are allowed to conduct searches of students and their belongings, to include but not limited to book bags, purses, other bags, and vehicles, on a random basis or if reasonable suspicion of the presence of deleterious items exist. Searches based on such suspicion may proceed without hindrance or delay. Examples of deleterious

items shall include, but are not limited to, noise makers, water guns, tobacco, drugs, weapons, or any other item prohibited at school or inappropriate for a school setting.

**G. Police Notification-**

Georgia law designates certain behaviors that require the school to contact law enforcement. In other cases, the severity or particular nature of any conduct at issue may prompt school officials to involve law enforcement. In appropriate cases, school administration will attempt to contact the parent/guardian of the student when law enforcement has been requested to report to the school. When parents are not available to report to the school, administrators may serve as loco parentis.

**DISCIPLINE INFRACTIONS/CONSEQUENCES**

The following chart serves as a guide only. After due process, the administration reserves the right to assign consequences based on the severity, frequency, and nature of the offense.

<p><b><u>Administrative Detention</u></b>  <b><u>1 Day</u></b></p> <ul style="list-style-type: none"> <li>• Disturbing Class (1<sup>st</sup> offense)</li> <li>• Dress Code Violation</li> <li>• Failure to show for teacher detention</li> <li>• Refusal to work</li> </ul>	<p><b><u>Administrative Detention</u></b>  <b><u>2 days</u></b></p> <ul style="list-style-type: none"> <li>• Cheating</li> <li>• Disrespect to class</li> <li>• Unauthorized area</li> <li>• Lying</li> <li>• 3<sup>rd</sup> Unexcused tardy</li> <li>• Dress Code Violation</li> <li>• Cell Phone 1<sup>st</sup> offense</li> </ul>	<p><b><u>Administrative Detention</u></b>  <b><u>3 days</u></b></p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> unexcused tardy</li> </ul>
<p><b><u>Administrative Detention</u></b>  <b><u>4 days</u></b></p> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> unexcused tardies</li> <li>• 2<sup>nd</sup> offense cell phone</li> </ul>	<p><b><u>ISS- 1 day</u></b></p> <ul style="list-style-type: none"> <li>• Profanity towards a student</li> <li>• 12<sup>th</sup> unexcused tardy</li> </ul>	<p><b><u>ISS- 2 days</u></b></p> <ul style="list-style-type: none"> <li>• Skipping class</li> <li>• Disrespect to teacher/faculty</li> </ul>
<p><b><u>ISS- 3 days</u></b></p> <ul style="list-style-type: none"> <li>• Disrespect to teacher/faculty (2<sup>nd</sup> offense)</li> <li>• 3<sup>rd</sup> offense cell phone</li> <li>• Tobacco Use/Possession</li> <li>• Vape (E-cigarettes) Use/Possession</li> </ul>	<p><b><u>ISS- 5 days</u></b></p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> offence- Vape (E-cigarettes) Use/Possession</li> </ul>	<p><b><u>OSS- 2 days</u></b></p> <ul style="list-style-type: none"> <li>• Insubordination</li> <li>• Refusal to forfeit phone</li> <li>•</li> </ul>
<p><b><u>OSS- 3 days</u></b></p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> offense tobacco use/possession</li> <li>• 3<sup>rd</sup> offence- Vape (E-cigarettes) Use/Possession</li> </ul>	<p><b><u>OSS- 5 days</u></b></p> <ul style="list-style-type: none"> <li>• Fighting</li> <li>• Profanity towards faculty/staff_</li> <li>• 4<sup>rd</sup> offence- Vape (E-cigarettes) Use/Possession</li> </ul>	<p><b><u>OSS- 10 days</u></b></p> <ul style="list-style-type: none"> <li>• Threatening a teacher/faculty member</li> <li>• Fighting- 2<sup>nd</sup> offense</li> <li>• Profanity towards faculty/staff- 2<sup>nd</sup> offense_</li> </ul>
<p><b><u>Bus Discipline</u></b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense- Warning</li> <li>• 2<sup>nd</sup> Offense- 3 days off</li> <li>• 3<sup>rd</sup> offense- 5 days off</li> <li>4<sup>th</sup> offense- denial of bus privileges</li> </ul>	<p><b><u>Automatic Tribunal</u></b></p> <ul style="list-style-type: none"> <li>• Alcohol or Drug Violation</li> <li>• Weapon Possession</li> <li>• Sexual Assault</li> <li>• Terroristic Threats</li> </ul>	

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