

# Whitewater High School Student & Parent Handbook



## Steven D. Cole, Principal

Jason Barnes, Assistant Principal & Athletic Director

Kelly Hoofnagle, Assistant Principal

Maggie Walls, Assistant Principal & Registrar

J. P. Ward, Assistant Principal

### **Vision Statement**

Whitewater High School students will acquire the critical thinking skills needed to make informed decisions and look beyond the surface in order to seek underlying meanings. When our students graduate, they will be prepared to serve and to contribute to a changing world.

### **Mission Statement**

The Whitewater High School community exists to provide meaningful and unique opportunities that reflect the needs of our diverse students to develop as compassionate, productive, and pro-active adults.

**Knowledge ♦ Opportunity ♦ Success**

**Welcome to the 2019-2020 school year!** Education is a team effort, and we know that students, parents, teachers, and staff members all working together will make this a successful year for our students.

The Whitewater High School Student/Parent Handbook contains information students and parents are likely to need to ensure a successful school year. Students and parents also need to be familiar with the [Fayette County Student Code of Conduct](#). The Student Code of Conduct is intended to promote school safety and an atmosphere for learning.

The student handbook is designed to be in harmony with Board Policy and the student code of conduct adopted by the Board of Education. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student/parent handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Parents are encouraged to review the entire handbook with their child and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a counselor or an administrator. Together we can have a successful school year and maximize your student's potential for success.

**Jurisdiction of the Board Of Education**

Students enrolled in Whitewater High School are subject to the policies and regulations of the Fayette County Board of Education. This authority applies to all activities including but not limited to:

- Transportation on School Buses
- Field Trips
- Athletic Events
- Club or Organizational Meetings
- School Sponsored Social Events
- School Groups Representing the School in Educational Events

**School Calendar and Important Dates:** [2019 - 2020 School Calendar](#)

First Semester Begins	August 05	Second Semester Begins	January 7
Open House	August 26	MLK Day (Holiday)	January 20
Labor Day/Student Holiday	September 2-3	Winter Break	February 17-19
Fall Break	October 14-15	Spring Break	April 6-10
Thanksgiving Break	November 25-29	Georgia Milestones (Main Administration)	April 21 - 27
Georgia Milestones (Fall Administration)	December 11 -13	Second Semester Exams	May 19-22
First Semester Exams	December 16-19	Graduation	May 22
Semester Break	December 20 - January 6		

## GENERAL INFORMATION

**Care of School and Personal Property** - Students are responsible for all proper care of all books, supplies, and furniture supplied by the school. Willful and malicious vandalism or destruction of public or private property is a crime. Disciplinary action will be at the discretion of the administration including possible suspension, expulsions and/or notification of law enforcement officials. Students who are involved in vandalism will be required to make full restitution.

Students should take precautions to keep their belongings safe. Do not bring large sums of money, jewelry, and/or other valuables to school. Always close and lock your locker. Do not manipulate the lock mechanism to bypass its ability to secure your possessions. Do not give your locker combination or your student ID number to another student. Do not leave your possessions unattended in a classroom, restroom, hallway, etc.

Neither the school nor Fayette County Board of Education is responsible for items brought to school which become lost or stolen, including those things lost/stolen from regular or gym locker secured with locks provided by the school. However, thefts should be reported to the School Resource Officer. Every effort will be made to assist in recovering lost/stolen items.

**Closed Campus** - Whitewater High School operates a closed campus. Students must remain on the school grounds from the time of arrival, even if classes have not started, until the time of dismissal. Any student leaving school grounds must sign-out through the Attendance Office. When a student returns to campus, he/she is expected to sign-in through the Attendance Office. All parking lots are off limits during the school day.

**Deliveries and Messages** - Parents who have something to drop off for a student should leave the item, clearly marked, with the student's name, in the front office. Students should check the drop-off area between classes to pick up their item. Students will not be called out of class to retrieve dropped-off items. Deliveries of gifts for students (such as flowers, balloons, message cookies, etc.) will not be accepted. **Food deliveries will not be allowed.** Except in the case of a verified emergency, we do not interrupt classes to convey messages to students or call students to the phone.

**Emergency Closing of School** - In the event of severe weather or emergencies please tune to WSBTV or WSB (750AM) radio for information on school closings, late openings, or early dismissals.

**Emergency Student Information** - All students are required to have a current emergency form on file in the school clinic. The form must have current phone numbers where a parent/guardian or a designee may be reached in the event of an emergency. The school nurse administers first aid for minor injuries in the school clinic. When a serious injury occurs, parents/guardians are notified immediately, and if appropriate, 911 will be called.

**Governor's Honors Program** - the Governor's Honors Program is a challenging, academic summer program for high school students. They take courses in specific academic areas as well as in high interest or elective areas. These courses are taught by master teachers with exceptionally strong backgrounds but also with wide-ranging interests and a general interdisciplinary approach to teaching. Governor's Honors serve rising juniors and seniors statewide who are extremely capable and highly motivated and who demonstrate a firm commitment to a particular academic area. GHP reviewers, in their search for students who have gone beyond the expected and the required, assess both past performance and present level of interest. Students who attend the Governor's Honors in the past are ineligible.

**Work Permits** - Employment certificates for minors under age 18 and over age 14 can be obtained from the attendance office. All sections of the form must be completed in detail and returned to the attendance office. Students should allow one school day for the completion of this process.

**Immunization** - Every student must have a current Georgia certificate of immunization on file with the Guidance Office prior to admission. Students must have been immunized against those diseases as specified by the Georgia Department of Human Resources. In addition, each student shall furnish a certificate of eye, ear, and dental examination signed by a private practitioner or qualified representatives of a local health department. The Georgia Department of Health provides forms. Failure to provide this documentation can and will result in withdrawal from school.

**Insurance** - Student insurance is available for students. All students involved in extracurricular activities are required to have some type of insurance coverage. Students will receive insurance information during the first week of school.

**Lockers** - All students are required to have a locker. There is a fee of \$5 for the locker assignment. This non-refundable fee goes towards the cost of locker maintenance and re-tumbling of the combinations each year. Guidelines for use of school lockers are as follows:

- Each student should use only one locker. Students will not be permitted to share or trade lockers. A student should never give his/her locker combination to anyone. Placing books in a non-assigned locker may result in lost books for which students will have to pay in order to receive a schedule for the next semester.
- The installed locks on the lockers should be used to keep personal items safe. Additional locks are not allowed on the locker. Jamming of or bypassing the lock mechanism to keep the lock from operating is not allowed. The school is not responsible for losses of books, notebooks, gym clothes, etc., from lockers whether they are locked or not locked.
- No decals, stickers, decorations may be placed on the inside or outside of your locker. Money, jewelry or other valuable items should never be placed in lockers. Supervised locker clean-outs will be scheduled periodically throughout the year. New students enrolling after the first 2 weeks will be assigned lockers by the Assistant Principal's office.
- Student lockers are school property and remain at all times under the control of the school; however, students assume full responsibility for the content of their lockers. Periodic general inspections of lockers may be conducted by school authorities at any time without notice, without student consent, and without a search warrant. Students are not allowed to go to their lockers during lunchtime.

Note: The interior dimensions of a regular locker are approximately 10 ½" deep, 12" wide, and 31" high. Before you invest in large notebooks, locker shelves, etc., check that your locker will accommodate your items.

**Media Center** - the Media Center is open from 8 a.m. to 4 p.m. daily. All students must sign in before, during, and after school. Students must have passes to use the media center during the school day, though no passes are necessary before or after school. No food, drink (this includes water), or gum is allowed in the Media Center. Students may check out no more than three items at one time. A three day grace period is allowed before overdue fines begin to accrue. Designated Reference sources are not available for check out. Internet use in the library is limited to the policy set forth on the fcboe.org web page. Students owing library fines/fees will not be permitted to check materials out of the library until their obligations are cleared.

**Obligations** - Textbooks, Chromebooks, and lab equipment are provided at no cost; however, students are responsible for such items and will be charged for the loss, theft, or damage of their textbooks, Chromebook and/or lab equipment. Students owing library fines/fees will not be permitted to check materials out of the library until their obligations are cleared. Students who have obligations will not be able to purchase parking permits until their obligations are cleared. Seniors will not be permitted to participate in graduation ceremonies if they have an unpaid obligation.

**Parking** - Students who drive to school, park at their own risk and must understand that the Board of Education cannot be held responsible for the vehicle or its contents. There is to be no loitering in the student parking lot. A student parking permit is mandatory to park on WHS campus. Parking on campus is a privilege and not a right. All students must purchase and display a parking permit. The parking permit fee is \$60 per year. There is a \$10 fee to register a second vehicle. The second semester prorated parking permit fees are \$30. Permits will be sold only to eligible students who have a valid driver's license, State of Georgia Motor Vehicle Registration, and current proof of insurance. Preference will be given to seniors, then juniors, and then sophomores. Students must comply with all standard driving regulations. Permits may be temporarily suspended and/or permanently revoked as a consequence of misconduct.

Please remember the following:

- The permit fee is non-refundable.
- A 10 mph speed limit will apply on school grounds.
- Loitering in vehicles and/or in the parking lot is prohibited.
- All vehicles are subject to search by the administration and/or police at any time. Contraband such as drugs, alcohol, weapons is prohibited.
- Students may not park anywhere on campus other than in the student designated parking areas.
- Vehicles parked in violation are subject to being booted at the owner's expense
- Students may not display on their vehicles signs, flags, stickers, etc. which are inflammatory or degrading to a particular race, creed, or culture.
- Poor academic standing, absenteeism, or students leaving campus without permission may result in the loss of parking privileges.
- If a parking permit is revoked for any reason, no refund will be issued.
- Students are not allowed to go to their vehicles during the school day without administrative approval.

**Release of Information** - Whitewater High School will release to members of the public, upon request, directory information concerning any student enrolled in this system. Pursuant to the Family Education Rights and Privacy Act (FERPA), parents have the right to refuse permission for any of these categories of information to be released concerning their children. Any parent who wishes to refuse permission for any of the following categories of information to be released to the public may do so by informing the school principal of the school in writing within five days after enrollment in school. The following categories are designated directory information and will be released to the public:

- Student's name, address, telephone number, and e-mail address;
- Student's date and place of birth;
- Student's participation in official school clubs and sports;
- Student's weight and height of students who are members of athletic teams;
- Dates of attendance at Whitewater High School;
- Awards received during the time enrolled in Fayette County School System
- Student's grade level

**Returned Checks** - Occasionally, checks collected by the school are returned for insufficient funds. Whitewater High School will charge a \$20.00 fee for all returned checks. In addition, the amount of the check and the returned check fee must be paid in cash.

**Security** - Students should take precautions to keep their belongings safe. Do not bring large sums of money, jewelry, and/or other valuables to school. Always close and lock your locker. Do not give your locker combination or your student ID number to another student. Do not leave your possessions unattended in a classroom, restroom, hallway, etc.

If something of yours is lost or stolen, report to the School Resource Officer or a school administrator. Every effort will be made to assist in recovering lost/stolen items; however, the school is not responsible for personal loss/theft from regular or gym lockers including those secured with locks provided by the school.

**Student Complaints and Grievances** - In accordance with the policy of the Fayette County Board of Education adopted August 1988, it is the policy of Whitewater High School that students shall have the right to present and resolve complaints relating to matters affecting the student relationship at the lowest organizational level possible. Whitewater High School encourages all students to resolve complaints informally in the spirit of trust where possible. When such efforts do not succeed or when for any other reason the student desires, he may pursue the following steps:

- The student shall present the complaint to the teacher, staff member, counselor, or administrator with whom the student has the complaint.
- If the situation cannot be resolved, it is to be presented by the student to (if against a teacher, counselor, or staff member) an assistant principal.
- If the situation cannot be resolved by the assistant principal, it will be turned over to the principal for final disposition.

**Visitors** - All visitors are required by law to register in the front office and be issued a visitor's badge to be worn while on campus. Whitewater High School is established to provide for its own students, not those from other schools or communities. **Friends who are on vacation, relatives not in school, or former Whitewater students will not be allowed to attend classes and/or visit at lunch.**

**Website and Email** - You are encouraged to log on to [www.whswildcats.org](http://www.whswildcats.org) where you can view, find email links and telephone extensions for faculty and staff, review guidance information, visit many teacher class websites, check out athletics, class news, and much more. The website is updated regularly, so please check back often. Much information is communicated via email, sign up today!

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## ACADEMIC INFORMATION

**Academic Honors** - Academic excellence is recognized at the end of each semester. High honor roll may be achieved by students earning no grade less than 93. Honor roll consists of students earning no grade less than 90.

**Academic Dishonesty** - Any attempt to obtain credit for work done by someone else is unacceptable, including:

- Cheating on tests
- Copying work of others
- Copying ideas or copying word-for-word from books, magazines, encyclopedias, technology media (plagiarism)

- Failing to cite proper documentation or authorship

When a student participates in any form of academic dishonesty, the following consequences will be assigned:

- A zero will be assigned as a grade.
- No extra credit work will be given to raise the grade.
- Parents will be notified.
- The infraction will be so noted on the student's discipline record.
- In School Suspension/Out of School Suspension may be assigned for this and subsequent infractions.

**Advanced Placement Program (AP)** - Students have the opportunity to take college-level courses and earn credit while still in high school. Each AP course has a corresponding exam that schools administer in May. Individual colleges and not the College Board grant course credit and placement. Because it varies by school, the student needs to check the policy of the college to which they wish to apply for enrollment. The AP program is not just for the top students but should be considered by students who have a strong curiosity about the subject and are willing to work hard. Whitewater High School has a wide variety of offerings in most core areas and fine arts. These courses will be filled through the application process. The application process begins in January.

**Grade Progression/Graduation Requirements** - All Fayette County high schools are on a semester grading and scheduling system. There are two 18 week semesters. Each semester grade is final and credit is given for those classes in which students have earned a grade of 70% or higher. Each semester course passed carries one half (.5) unit of credit. To be promoted from one grade level to the next a student must pass the following number of units:

9th to 10th	5.5 units
10th to 11th	11.5 units
11th to 12th	17 units

Students must accumulate twenty-three units of credit. Credit is given for all classes passed, not just academic classes.

**Grading Scale** - Numerical grades are used and grades are not weighted. The scale is as follows:

**A** 100 – 90; **B** 89 – 80; **C** 79 – 71; **D** 70; **F** 69 or below

**Standardized Testing** - All students are required to participate in those standardized tests mandated by the state such as the Georgia Milestones End of Course Exam (EOC). Students who take an EOC will not have an additional final exam at the end of the semester. EOC will be given upon the completion of the following courses and will count as 20% of the students' semester grade.

- 9th Grade Literature
- American Literature
- Biology
- Physical Science
- US History
- Economics
- Geometry
- Algebra I

**Honor Graduates and Junior Marshals** - Honor Graduates are those seniors who have an 89.5% or above cumulative high school average at the end of the first semester of their senior year. Being selected as a Junior Marshall is a privilege and not a property right. The top 20 juniors will be selected based upon their GPA. Their GPA will be calculated at the end of the first semester of their junior year. Four juniors may be selected at the principal's discretion to bring the number to 24.

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## ATHLETICS/EXTRACURRICULAR INFORMATION

**Competitive Interscholastic Activities** - Students participating in competitive, must comply with Georgia High School Association policy of passing five subjects in the semester immediately preceding participation and be on track. These subjects must carry credit toward graduation and grade promotion. Summer school is an extension of the second semester. Students not meeting this requirement will be ineligible for one semester; ineligibility will continue until the student passes five (5) subjects in the semester prior to participation and meets on track requirements.

**No Pass No Play Policy** - In order to participate in athletics, fine arts/music productions, class offices, and clubs, a student must have passed five out of six courses the previous semester and be on track for graduation. The following guidelines define being on track:

- 1<sup>st</sup> year high school student - is not affected by "on track" rule but must have passed all five academic courses the preceding semester in the 8th grade to be eligible for the fall semester of the 9th grade.
- 2<sup>nd</sup> year high school student – must have at least 5 units.
- 3<sup>rd</sup> year high school student – must have at least 11 units.
- 4<sup>th</sup> year high school student – must have at least 17 units.

Note: Students are ineligible for all extracurricular athletic activities that are in their 5th year or beyond.

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## ATTENDANCE INFORMATION

**Attendance Policy and Procedures** - School attendance is critical to learning; therefore, the State Legislator has established attendance laws for the entire state of Georgia. Students are expected to attend the full school day. Students should be in their class before the tardy bell rings each class period. Unsupervised students are to leave campus within 30 minutes of the end of the school day.

When students arrive at school, they are allowed to go to morning tutorial session or report to the cafeteria. Morning tutorial sessions end at 8:25 a.m. If you take the bus, you will enter and exit at the rear of the building. When you leave, go directly to your bus and immediately board the bus. Do not loiter. If you are picked up and dropped off by a driver, you will enter and exit through the front doors. Arrangements should be made so that you are picked up immediately after dismissal. Students **may not** be dropped off or picked up in the Sara Harp Minter parking lot. Students who are late (arriving any time after first period has begun for any reason, excused or unexcused) are to report to the Attendance Office to check in. *A student may not participate in any after school activity if she/he is absent from school on the day of the activity or checked in to school after 11:30 a.m.*



Students should not arrive at school earlier than 45 minutes before the start of the school day unless they are under the direct supervision of a teacher. **Students must leave campus at dismissal time unless they are under the direct supervision of a teacher/staff member.**

Note: Students may not remain in the building or on school grounds to await an extracurricular event that begins later in the afternoon or early evening on a school day. Students must leave and return when the event begins.

**Excused Absences** - Following an absence from school, a student is required to submit a written excuse note to the Attendance Office prior to first period. Excuse notes should be legible and include:

- Student's first and last name
- Date(s) of absence
- Reason for absence
- Contact number for verification
- Parent name and signature

If a student has a legitimate excuse note, the absence will be considered excused, entered into the attendance record as such, and the student will be able to make up all missed work. If a student does not have a legitimate excuse note or the excuse note cannot be verified, the absence will be considered unexcused and entered into the attendance record. The student will not receive credit for missed work. Credit for makeup work will not be given until/unless an excuse note is submitted within three (3) school days after the absences and the absence has been marked "excused." After the three day period, the absence will automatically become unexcused. Students have 5 school days after returning from an excused absence to make up all work that was missed with the exception of long term or previously assigned work which is due the day the student returns.

**Excused Absences According to State Board of Education Rule 160-5-1-.10**

1. Personal illness or when attendance in school endangers the student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observation of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety as determined by the Fayette County School System.
6. Registering to vote or voting in a public election, this shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. A student whose parent is currently or previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of five school days per school year, not to exceed two school years to participate in military affairs sponsored events, provided the student provides documentation prior to the absence (O.C.G.A. § 20-2-692.1)
8. Any other absence not explicitly defined herein but deemed by the Fayette County Board of Education to have merit based on circumstances.

\*After five (5) personal notes written by the parent/guardian for excused absences, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the absences. Nothing in this code section shall be construed to require a local school system to revise any policies relating to the maximum number of excused and unexcused absences for any purpose. (O.C.G.A. § 20-2-692 .1)

**Certificate of Enrollment** - Students need a certificate of enrollment to apply for their first Georgia driver's license/permit. Pick up the necessary form in the Attendance Office.

Complete the top portion of the form. Return the completed form along with a \$2 notary fee to the attendance secretary. Students must plan and allow two school days for the verification and notarization of the form.

Please visit the Georgia Department of Driving Safety for additional information. [www.dds.ga.gov](http://www.dds.ga.gov)

**Checking In/Out** - All students are to be present in first period by the time the tardy bell rings. A student who arrives late (whether excused or unexcused) during first period should report to the Attendance Office to check in before going to class. A student who arrives late after first period should also check in with the attendance secretary before going on to class.

Any student that needs to check out of school early should present a signed parent note to the attendance secretary before first period. The student will return to the attendance office for a check-out slip once the note has been verified. If you are coming to school late or leaving early, you must first go to the attendance office.

\*After five (5) personal notes written by the parent/guardian for excused tardiness, the school administration **may** request appropriate medical documentation upon return to school for the purpose of validating the tardy.

**College Visits** - During the junior and senior year, a student may make two college visits. A college visit is a one day event. All college visitations should be completed before Spring Break week (April 6 - 10).

The student must complete and return Attendance Office the *Notification of Intent to Visit a University/College* form at least one day prior to the visit. The student must return the *Confirmation of an Off-Campus College Visit* form to the Attendance Office within three days of returning to school. These absences will be considered legitimate college visits and will be entered into the attendance record as such and will not count against a student's exam exemption. Failure to complete the proper paperwork, within the set time frame, will result in the absence affecting exam exemption status.

**Cutting Class/Tuancy** - If a student is any place other than that directed by the school during class time, he/she is considered cutting class and will be subject to disciplinary action. If a student is absent from school without his parents' knowledge and permission, he/she is considered truant and will be subject to disciplinary action.

**Extended Absence Due to Illness/Homebound** - The Fayette County Board of Education provides a homebound teacher for students who are absent for long periods of time because of prolonged illness. Parents should notify the Guidance Office to request homebound services. In order to qualify for homebound services, a physician must verify in writing that the child will be absent from school for

at least two weeks. The student will be homebound status as the application by the district office. Contact the Guidance Office for more information.

**Illness during the School Day** - A student who becomes ill during the day should report to the school nurse in the clinic. The nurse will call a parent so that the student can be picked up or allowed to check-out.

**Making up Missed Assignments/Tests/Quizzes** - Except in the case of an excused absence or circumstances deemed extenuating by the teacher, students may not be permitted to make up homework, tests, and/or quizzes. A student who is present the day an assignment is made (test/quiz announced) will turn in the assignment (take the test/quiz) on the first day of his/her return to school. A student who is absent the day an assignment is made (test/quiz announced) should get his/her assignment(s) and due date(s) for the assignment(s) on the first day of his/her return to school. Failure to turn in work (makeup test/quiz) by the established due date will result in a grade of zero.

**Pre-arranged Absences** - Request for prearranged absences must be completed and submitted to the principal one week prior to the dates of absence. The forms may be obtained from the Attendance Office. Approved pre-arranged absences are designated unexcused. If they are approved, the student may make up his/her academic work. The Principal uses professional judgment in giving permission for these absences based on the reasons stated in the request. The following guidelines will apply:

- Pre-arranged absences are applicable only to trips that are considered educational in nature.
- It is the responsibility of the student to inform the teacher(s) of the dates of the pre-arranged absence.
- Teachers are not required to prepare assignments in advance for students who are anticipating days of absence.
- With an approved pre-arranged absence, the student will be permitted to make up any assignments missed while absent.
- Arrangements to make up assignments must be completed by the student no later than 5 days after returning from the absence(s).
- These absences will be documented as unexcused.
- Pre-arranged absences are limited to one request per semester.
- **These absences will count against exam exemption and the attendance policy.**

**Requesting Assignments during an Absence** - Please keep in mind the following information when requesting assignments during an absence:

- A student who will be absent for three consecutive school days may get his/her assignments by calling the Guidance Office. When requesting assignments, please keep the following in mind:
- Teachers must be given 24 hours to respond to the assignment request.
- Assignments requested on Monday morning, for example, may be picked up no earlier than Tuesday morning.
- Do not request assignments for a student who has been or will be absent fewer than 3 consecutive days.
- Any assignments not picked up will be returned to the teachers.
- If it is necessary to have items from the student's locker, the locker number and combination must be given to enable textbooks to be obtained.

## CLINIC INFORMATION

**Medication** - The members of the Fayette County Board of Education are fully aware of the dangers and potential liabilities associated with the administration of prescription drugs to students. It is, therefore, the policy of the Fayette County Board of Education that, except as hereinafter provided, no school employee shall administer, or be responsible in any way for the administering of, any drugs, even prescription drugs, to a student attending the Fayette County Schools, and any such activity on the part of an employee is strictly prohibited. These drugs include Tylenol, aspirin, Robitussin, cold remedies, eye drops (Visine) and any other over the counter medication. Notwithstanding the foregoing, a school employee may administer a drug to a student if the drug is prescribed by a duly licensed physician and such physician directs and certifies all of the following in writing:

- That such drug must be administered to the students during school hours and on school grounds.
- The student is in need of assistance for the administering of such drugs.
- The specific instructions as to the manner (including frequency and amount thereof) in which such drug is to be administered.

Further, the parents of any child to whom drugs are to be administered in accordance with this provision shall authorize in writing the administering of same by school employees in accordance with and directions furnished by their physician. Medications taken on a long-term basis (Ritalin, Cylert, etc.) must be supported by a written request from the physician for each new school year. While at school, not allowed to take any medication by themselves and should be instructed to bring all medications to the clinic. In the event a student develops an allergic reaction to the medication, it is essential that emergency medical attention is given immediately. Having the medication in the clinic could save valuable time in identifying what caused the reaction and would also save time in administering the proper medical attention. All prescription and non-prescription medications must be brought to the clinic with written instructions from a doctor and/or parent. Students should go to the clinic between classes to take medication unless special arrangements are made with the nurse for a student to leave class for this purpose.

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## EXAM EXEMPTIONS

**Exams and Exam Exemptions** - a final exam counting 20% of the semester grade will be administered for every course. Final exams are an integral part of course requirements for students in the secondary schools of Fayette County. All students will be required to take final exams for courses in which they are enrolled at the time those exams are scheduled. Only those students who present evidence of a lawful absence will be permitted to make up an exam. All make-up exams must be approved by the administration. As a reward for excellent attendance, a student may choose to exempt any one final exam provided all the following criteria are fulfilled:

- The student must not have been absent from school, checked in late, or signed out early, a combined total of more than five (5) times during the semester for any reason excused or unexcused. Being tardy to first period will count as a late check-in.
- If a student who receives an exemption has an additional absence, check-in or check-out prior to exams, then the exemption report may be revoked and the student will need to take that exam. The attendance office will notify teachers and students if this occurs.

- The student must have an average of at least 73% at the end of the semester in the course he or she wishes to exempt.
- The student must not have been tardy to the class in which he or she wishes to exempt.
- If a student qualifies for both attendance and academic exemptions, he or she must choose only one type of exemption (academic or attendance). A student may not choose both.
- As a reward for academic excellence, a student may choose to exempt any three final exams provided he or she has a grade of 95% or better in the course(s) to be exempted.
- A student may **not** exempt one of the required EOCs; however, the EOC will serve as a final exam for the course.

**Senior Exam Exemption** - A senior who will be graduating at the end of the 2nd semester may exempt the exam(s) in any course(s) where he or she meets the following criteria:

- 80 average or higher
  - Not absent from school, checked in late or signed out early a combined total of more than five (5) times for any reason (excused or unexcused).
  - If a student who receives an exemption has an additional absence, check-in or check-out prior to exams, then the exemption report may be revoked and the student will need to take that exam. The attendance office will notify teachers and students if this occurs.
- **During exam times no check-outs will be allowed (emergencies excluded) in order to prevent interruption to the students who are testing.**
  - **On exam days, check-outs will not be allowed by telephone or email.**
  - **Lost exam exemption forms will not be replaced.**
  - **Add Holidays**

## GUIDANCE INFORMATION

**Guidance Counseling** - A student may request to see his/her counselor any time for the purpose of discussing concerns, reviewing academic records, planning course selections, or addressing career/vocational needs. If you have an emergency, let your school counselor know so that you can be assisted immediately. Parents and teachers are encouraged to keep in touch. During classes, a teacher cannot be called to the telephone so the caller will need to leave a message. The teacher will return the call as soon as possible. To schedule a conference with a teacher or teachers, parents should call the Guidance Office. The counselor will talk with parents concerning the need for the conference, schedule a conference with teachers, and provide any desired information. Your school counselor is assigned according to the first letter of the student's last name.

<b>Guidance Counselor</b>	<b>Alphabet</b>
Lisa Love	A - D
Kelly Floyd	E - K
Jessica Maddox	L - Ri
Kelly Hubbard	Ro - Z

**Career Pathways** - In 2010, the Georgia General Assembly passed HB 400, the BRIDGE Bill, to promote career awareness in public schools. Career and academic pathways were created to foster college and career readiness. A pathway includes three units of credit in a sequence of courses defined by state guidelines and curriculum. Students are encouraged to select a career or academic pathway in a focused area of interest. Students can speak with their school counselor to discuss the various pathways offered at Whitewater.

**Registration and Scheduling for Classes** - Class scheduling is done for classes the entire year. Students have issued a registration sheet of course offerings, a copy of which they should take home and have signed by their parents. On the first day of each semester, students receive a schedule listing periods, classes, teachers, and room numbers. Note – No schedule changes will be made after the first week of the semester.

**New Credit and Credit Recovery** - Courses to be taken for new credit, out of the district, or recovery credit must be pre-approved by the school counselor and principal. See your school counselor for the appropriate forms.

**Letters of Recommendation for Seniors** - Letters of recommendation should be requested only as needed by the college or university of choice. Some institutions do not request letters of recommendation. Students should allow three weeks for letters and forms of recommendation. Students are responsible for mailing all forms and letters. Recommendation request forms may be found in the Guidance Office.

**Transcripts** - When students apply to colleges or for employment, a copy of the student's transcript is usually required.

- Transcripts can be ordered online for Georgia colleges at [www.gafutures.org](http://www.gafutures.org).
- For out of state schools, a transcript must be requested from the guidance secretary. There is a \$3.00 fee for each transcript.

It is important to have SAT and ACT scores sent directly from the testing agency to each college of your choice. The WHS College Board Code is 111279.

**Hope Scholarship** Beginning with students graduating from high school on or after May 1, 2017, in order to be eligible to receive a HOPE Scholarship, a student must receive at least 4 credits in courses defined as rigorous by the Georgia Student Finance Commission. For more information contact the school Guidance Department or visit [www.gafutures.org](http://www.gafutures.org)

- An AP course is not required for eligibility for the HOPE Scholarship.
- Any Dual Enrollment core subject course at an ACCEL Institution also counts as rigor.

**Withdrawal from School** - Any student wishing to withdraw from school must have a conference school counselor who will explain the procedure and obtain parent approval. Parental approval is necessary regardless of the student's age.

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## STUDENT CONDUCT AND EXPECTATIONS

**Behavior Guidelines** - The rules regulating student conduct have been developed to help our school operate safely and efficiently and to ensure that each student is as academically successful as possible. Our discipline procedures are age appropriate and designed so that the degree of discipline will be in proportion to the severity of the misbehavior. The previous discipline history of the student being disciplined and other relevant factors will be taken into account, and all due process

procedures required by federal and state law will be followed. These actions will be applied to students who are: on school grounds during, immediately before, or immediately after school; on the grounds at any time of any school function; off the school grounds at a school activity, function, or event; on the way to or from any school function; or otherwise subject to the jurisdiction of school authorities. If you have any questions, ask for explanations or clarifications. All students are expected to follow the rules of the Board of Education, the school administration, and the teacher. Fayette County students are responsible for reading carefully the Fayette County Guidelines for Student Behavior. These guidelines establish discipline expectations. The following types of misbehavior will result in disciplinary action:

Examples of behaviors which may result in permanent expulsion from Whitewater High School are:

- a) Use or possession of weapons (including knives, firearms, or explosives- smoke/stink bombs.) **If a student knows of someone who has brought or has threatened to bring weapons to school or of other unsafe situations, he/she can pass this information on anonymously to the School Resource Officer or by calling the GBI School Safety and Violence Task Force Hotline: 1-877-729-7867.**
- b) Being in possession of, or under the influence of drugs or alcohol (Includes possession of counterfeit drugs, any substance controlled and/or non- controlled represented as a drug, and paraphernalia). **Resources are available to students and parents in the area of drug and alcohol abuse. Contact the guidance counselor or specific details concerning individual needs.**
  - a) Damage to school property (vandalism).
  - b) Use of violence, forced coercion, threat, or any form of intimidation directed against staff members. Students who exhibit chronic discipline problems will be referred to a Discipline Tribunal as stated in Board of Education policy.
  - c) Sexual Improprieties including the commission of an act of sexual contact or of indecent exposure.

**Senate Bill 563:** It shall be unlawful for any person to carry or to possess or to have under control any weapon within a school safety zone to include a school building, a school function, or any school property including a bus or other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, ballistic knife, any other knife having a blade of two or more inches, straight edge razor, spring stick, metal knuckles, 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 nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or Taser as defined in subsection (a) or Code Section 16-11-106.

Examples of serious behavioral offenses include the following:

- a) Tobacco policy violations - including possession of e-cigarettes, hookahs, vapes, and other similar items as well as lighters and matches everywhere, by everyone, 24 hours per day, seven days per week on any school property.
- b) Failure to report to the office when instructed to do so by a staff member (insubordination).
- c) Classroom disruptions.
- d) Theft and/or possession of stolen property.
- a) Fighting. **In addition to school disciplinary consequences, students who fight will be subject to arrest.**

- b) Repeated violations of minor behavior offenses/gang related clothing or activities. **The Fayette County Board of Education prohibits gang activity, the use or possession of gang paraphernalia and gang related attire, and distribution of gang related material in all schools.**
- c) Obscenity/indecency including the written or spoken use of vulgar language or gestures. Insubordination; failure to follow the directions of a staff member.
- d) Failure to attend teacher, administrative, or Saturday detention.

Examples of other behavioral offenses include the following:

- a) Dress code violations.
- b) Public display of affection.
- c) Inappropriate dancing (sexually explicit dancing) at school sponsored events.
- d) Possession or use of roller blades or skateboards in the building or on the grounds.
- a) **Being in any off-limits area. WHS students may not enter or be on the campus of Sara Harp Elementary School without permission. Any of the wooded areas surrounding the school are also off limits. This includes before, during, and after school.**
- b) Being tardy to class/school.
- c) Abuse of student driving/parking privileges.
- d) Truancy, cutting class, leaving school without permission.
- e) Forgery and/or falsification of passes, notes from parents, report cards.

For all students to learn and grow, school must be a safe environment. Current events suggest that ensuring such an environment is a task which requires a strict, no-nonsense approach to any words or deeds which reflect the violence of our times. Whitewater High School will regard all written and/or verbal threats, implied or direct, toward students, staff members, or school and staff property, as acts of malice and endangerment. Disciplinary action will be immediate and severe. Incidents may be reported to the police and/or sheriff's department depending on the specific jurisdiction.

Additionally, students can be suspended or dismissed from participation during the individual sport/activity and within GHSA Time Guidelines at the discretion of the coach/sponsor and administration for breaking the following rules:

- Arrested for minor in possession by consumption
- Arrested for DUI (alcohol or illegal drugs)
- Possession of illegal drugs.

Beyond the conduct standards established in the Fayette County Code of Conduct, a student will be immediately dismissed from participation in the Whitewater athletic/extracurricular program for a minimum of one calendar year if he/she is in possession (including possession by consumption) of alcohol or illegal drugs on campus during the school day or at any school function. A student may also be removed from participation in a sport or program for a season if he/she is involved in misconduct resulting in severe disciplinary action.

**Bookbags** - Bookbags are not permitted between the start of the school day at 8:35 and the end of the school day at 3:45. Should a situation arise in which the use of a bookbag is needed for a specific reason (i.e., medical issue), permission must be granted by an administrator.

**Bus Transportation** - Bus transportation will be provided to all students and should be considered a privilege. Students will be respectful to the driver and must observe the rules of the student code when riding the bus. Bus transportation rules apply to regular bus routes, field trips, and athletic trips. Buses will load and unload at the bus loop behind WHS. Misbehavior on the bus will be taken seriously by the administration. Penalties may range from short term suspension from the bus to expulsion from



school. Students may be assigned seats. Use of cell phones and other electronic devices are not permitted.

### **Cafeteria Guidelines**

- Breaking in line is prohibited.
- No food will be sold between lunch periods.
- Students must stay in the cafeteria during lunch. Students may not take food or beverages into any classroom. Classroom halls, the gym, and lockers are off limits during lunch.
- You will use your student ID number to access your lunch account. **Do not give your student ID number to another student. Giving your ID number to another student may result in discipline.**
- Charging lunches is prohibited.
- Change for vending machines is not available from the serving line registers.
- Please do not put food items into pockets, purses or bags until items have been purchased.
- Theft of cafeteria food/items will result in disciplinary action.
- Do not re-enter the lunch line with food or have been previously purchased.
- **Fast food lunch/deliveries including delivery services such as Uber Eats are not allowed at WHS.**
- In keeping with a desire to help develop proper social skills, students who do not clean up after themselves may be subject to disciplinary action.

### **Courtyard**

The courtyard area is designated to give students the opportunity to sit outside (weather permitting) and eat at the picnic tables. Students should be respectful of this area and maintain it appropriately. Furniture should not be moved and trash should be collected and placed in the trash containers at the end of each lunch. Failure to properly care for the courtyard will result in the closing of the area for a period of time.

**Cell Phones and Other Electronic Devices** - State Board of Education Policy excludes the use of cell phones, camera phones, cameras, recorders, or other electronic devices that might violate the privacy rights of students and/or school staff or are used to commit academic fraud. Classroom teachers manage the use of devices in the classroom and will set clear guidelines on when the devices may be used for educational purposes. Confiscated cell phones will be returned only to the student's parent.

**Disciplinary Tribunal** - Students whose misconduct is serious and/or chronic will be referred to the Fayette County Disciplinary Tribunal for a hearing to determine whether they should be suspended, expelled, or placed in the alternative school. Serious offenses include weapons possession, assault, gang activity, fighting, and use/possession of drugs/alcohol. When a student has been suspended, either in-school or out-of-school, for a total of five times, he/she may be considered a chronic offender.

**Dress Code** - Students are expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste. Student dress should not distract or cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations. The principal reserves the right to interpret or add to these provisions as the principal deems to be in the best interest of the school, student or the educational process.

Fayette County School System students are expected to dress and be groomed in such a way as to reflect neatness, modesty, cleanliness, and respect for your school. Students must ensure that their dress does not distract or cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations. The principal

may interpret or add to these provisions as he/she deems to be in the best interest of the school, students or the educational process.

*The following are the standards for school dress:*

*1. Garments will cover the waist, shoulders, back, torso, and chest in all situations. Sleeveless shirts must cover the entire width of the shoulders (4-finger test). Backless or strapless dresses or shirts and tank tops/muscle shirts are not to be worn. No skin may show at the waist. No low-cut necklines.*

*2. Pants, shorts, slacks, shirts, dresses, and skirts will be of appropriate size and fit. Holes must be below the fingertips or mid-thigh. Pants and slacks must not touch the floor. Pants and shorts must always be on the waist. Skirts, dresses or shorts hems must be at or below the fingertips or mid-thigh.*

*3. Proper undergarments must be worn. Undergarments must not be exposed.*

*4. Clothing containing the following are not allowed: inappropriate language; advertisement of drugs, alcohol, tobacco, or sex; suggestive lettering or graphics advocating/ glorifying death and/or violence.*

*5. Transparent or mesh clothing must be worn with appropriate clothing underneath.*

*6. Trench coats may not be worn inside the building.*

*7. Clothing that is extreme form fitting (leggings, yoga pants, jeggings, compression shirts, etc.) must be worn with an outer garment of appropriate length (see item #2).*

*8. Sleepwear and/or bedroom footwear may not be worn.*

*9. Sunglasses may not be worn inside the buildings.*

*10. Wallet chains or other type chains that may be dangerous or disruptive may not be worn.*

*11. Hats, caps, visors or hoods may not be worn inside the building.*

*12. Gang related clothing, bandannas, signs, symbols, and tattoos are not allowed.*

*13. Body piercing or tattoos that are disruptive, offensive or dangerous are not allowed.*

**If you are in doubt about whether a particular item of clothing is acceptable to wear, ask an administrator before you wear it to school.**

**Harassment** - It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student and/or for students to harass other students through conduct or communication of a sexual nature as defined in board policy JCED. A substantiated charge of sexual harassment against an employee shall subject such person to disciplinary action, including discharge. A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action including suspension or expulsion. Hazing (teasing/abusing another student) will not be tolerated and will result in OSS on the first offense.

**Public Displays of Affection** - WHS encourages positive social relationships, and students are expected to behave and conduct themselves as ladies and gentlemen at all times. Inappropriate

behavior, including public displays of affection, will result in detention or possible suspension and notification of parents.

**Search** - The administration reserves the right to search book bags, lockers, vehicles, and/or students if in the opinion of the administration there may be articles in the student's possession that might be detrimental to the student or to the student body.

**Selling on School Property** - the selling of any items at school is prohibited unless prior approval is obtained through the principal's office.